

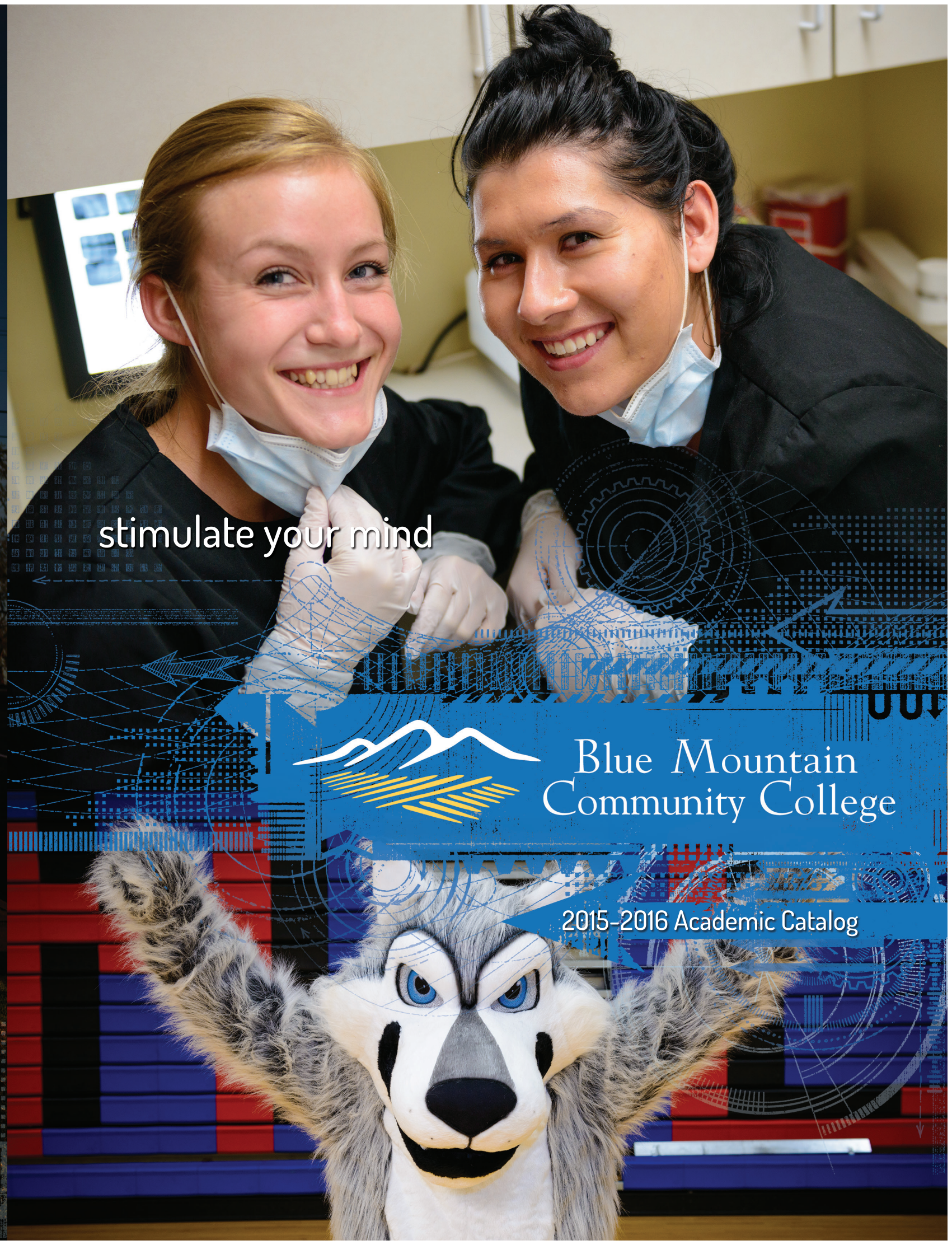


Blue Mountain  
Community College

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BLUE MOUNTAIN COMMUNITY COLLEGE 2015-2016 ACADEMIC CATALOG



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Community College

2015-2016 Academic Catalog





# 2015-2016 Academic Catalog

## Blue Mountain Community College

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## — CONTRACTED OUT OF DISTRICT CENTER (COD) —

### BMCC GRANT COUNTY

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John Day, OR 97845  
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## IMPORTANT CONTACTS

Section 504 Coordinator - P.O. Box 100 - Pendleton, OR 97801 - 541-278-5965  
Title II - Director of College Preparatory Programs - P.O. Box 100 - Pendleton, OR 97801 - 541-278-5795

## Notification to all Applicants for Admission and Students

This catalog is for information purposes and does not constitute a contract. This catalog expires and cannot be used for graduation after the end of spring term 2020. The requirements must be completed within five years of the beginning date of the catalog selected. Degree and certificate requirements must be from one catalog, which begins in the summer term and runs through the end of spring term of the next calendar year. All regulations and conditions other than those stated above are subject to change. Blue Mountain Community College reserves the right to make changes in this catalog as needs arise and to make final interpretations of the statements contained therein. Without notice the College reserves the right to change tuition, fees, and related requirements and regulations as prescribed by the Board of Education, the Higher Education Coordinating Council, or Legislative action.

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

For the most recent updates to this catalog, please view online at [www.bluecc.edu](http://www.bluecc.edu).

If you would like a printed copy of this catalog, please call 541-278-5759 or email [getinfo@bluecc.edu](mailto:getinfo@bluecc.edu).

**ABOUT THIS CATALOG** - The information contained in the current BMCC Academic Catalog and quarterly Schedule of Course Offerings reflects an accurate picture of BMCC at the time of publication. However, conditions can and do change. Therefore, the college reserves the right to make any necessary changes in the matters discussed herein, including procedures, policies, calendar, curriculum, course content, emphasis, and cost. Students enrolling in BMCC classes are subject to rules, limits and conditions set forth in the current Academic Catalog; Schedule of Course Offerings; Statement of Student Rights and Responsibilities, and other official publications of the college.

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# Welcome to BMCC

Blue Mountain Community College (BMCC) is a comprehensive community college committed to providing a premier learning environment and support for student success. Program areas include:

- Career and Technical certificates and degrees
- College transfer degrees
- College preparatory and adult basic skills training
- Workforce development programs
- Continuing education
- Community education

BMCC offers students high-quality instruction, affordable tuition, small class sizes, and student support services such as tutoring, computer labs, academic advising, and disability accommodations.

Though its taxing district comprises Baker, Morrow, and Umatilla counties, BMCC serves all of northeastern Oregon – including Grant, Union, and Wallowa counties – through its locations in Pendleton, Hermiston, Baker City, Milton-Freewater, Boardman, and John Day. In addition, BMCC provides selected on-site services to the Confederated Tribes of the Umatilla Indian Reservation. BMCC uses distance education learning modalities to serve residents throughout region, as well as a small number of students from around the world.

On average, BMCC employs 350 full-time and part-time persons, with an annual payroll of more than \$15 million.

In 2013-2014, BMCC enrolled 9,523 students, of which 2,858 were seeking a certificate or associate's degree. A total of 1,425 students received approximately \$8.31 million in financial assistance in the form of federal and state assistance, scholarships, grants, tuition waivers, other assistance, and work-study jobs. Dual credit courses, expanded options, and Eastern Promise classes are offered to area high school students; 1,340 dual-credit, 171 expanded options, and 778 Eastern Promise students earned college credits for advanced classes taken in their high schools, at BMCC locations, or via distance learning. The growth and sophistication of technology has expanded the number of courses offered via distance learning to more than 380; 2,459 students took at least one distance learning course in 2013-14.

Typical of community college student populations, the average age of all BMCC students is 31, whereas degree-seeking students average 30 years of age. Student demographic data rely on self-reporting: 2,414 students identified themselves as belonging to minority populations, and 500 identified themselves as veterans. Class size is generally fewer than 30 students.



## ***President's Welcome***

On behalf of the faculty and staff, it is my pleasure to welcome you to the BMCC family. Whether you are joining us for college preparation, college transfer, technical training, for assistance with workforce development or self-improvement and personal growth, we are all committed to your success. You are joining us at an exciting time at BMCC as we launch new programs that provide exciting new career opportunities that will meet the workforce demands of area employers. To help you achieve your goals, BMCC offers an extensive advising program that is structured to facilitate your successful transition to college life and to chart a course toward the accomplishment of your educational objectives. We recognize that education can be an expensive investment. BMCC provides assistance in identifying financial aid options, including scholarships and student loan programs, to help you afford your educational experience. Please take advantage of these services and schedule an appointment with an advisor as soon as possible; it will greatly improve the quality and value of your time at BMCC. Get started by visiting [www.bluecc.edu/enrollment-services/financial-aid](http://www.bluecc.edu/enrollment-services/financial-aid). I encourage you to enjoy your time at BMCC. We offer a variety of team sports, student government-sponsored events, clubs and cultural activities to enrich your student experience and bring you into closer contact with your fellow students and community. In the coming school year, I look forward to meeting you and helping to make your experience at BMCC educationally and personally rewarding.

Camille Preus, President  
Blue Mountain Community College  
(541)278-5951 • [cpreus@bluecc.edu](mailto:cpreus@bluecc.edu)



# About Blue Mountain Community College

## 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; college transfer programs were added a year later. In 1965, BMCC moved the campus to the north hill overlooking Pendleton. Within 10 years, the original construction plans for the college were completed. In September 1992, the college purchased Columbia Hall in Hermiston to accommodate a growing student population in western 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.

BMCC's distance education program continues to grow with over 380 courses available. Distance education delivery is now primarily Web-based. There are complete links to faculty instructors and other classmates through this model. Additionally, there are complete degree programs available to our students via distance education. In fact, all BMCC course offerings now have technology components incorporated into them so that students are exposed to and comfortable with the expanding technology that has become an everyday part of our lives.

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

A ballot measure in March 2000 annexed Baker County into the BMCC district. Classes at BMCC Baker County began in the fall of 2000.

The most recent development has been the construction of the Eastern Oregon Higher Education Center in Hermiston. The project, five years in the planning, expanded access to postsecondary education for the residents of communities in west Umatilla, north Morrow, and east Gilliam counties. Upon the Oregon State Legislature's approval in June 2009 of \$7.4 million in lottery-backed bonds for the project, and with previously secured funds (including federal appropriations and private donations), BMCC began design and construction of the new building. The building opened for classes in September 2011. There are now nearly 2,000 students taking more than 100 sections of courses at this facility, along with Columbia Hall in Hermiston.

Blue Mountain Community College celebrated its 50th anniversary in October 2012. Activities honored the leaders—board of education members, presidents, faculty, staff, alumni, and community—whose vision helped our college continue to grow to serve the eastern Oregon community.

## Living in Eastern Oregon

Many communities in the counties served by the College have unique seasonal festivals and historic architecture that reflect the spirit and history of the region. The world-famous Pendleton Round-Up celebrates the heritage of the West every September with rodeo competitions, community events, and pageants in Pendleton. This cowboy sport is also enjoyed at county fairs and other festivals throughout the region. The Hermiston FunFest, Baker City's Miners' Jubilee, and Milton-Freewater's Muddy Frogwater Festival are a few of the many popular events that showcase local products and community pride. Farmers' markets are also a part of eastern Oregon culture. Beginning in the spring and continuing into fall, these weekly gatherings provide access to the freshest produce, arts and crafts, music, and opportunities for visiting with neighbors and new friends.

Bordered by the Blue Mountains, the Columbia River, and rolling crop land, our district abounds in recreational attractions. The local area offers an abundance of year-round recreational sites, including state and national parks. The Umatilla National Forest, under the jurisdiction of the U.S. Forest Service, provides more than 1 million acres of wilderness recreation opportunities. Skiing, snowboarding, fishing, hiking, rafting, and hunting are outdoor activities available to BMCC students, local residents, and visitors. There are also many golf courses, open roads for bicycling, and vibrant parks and recreation organizations providing intramural sports and activities that will keep people of all ages busy throughout the year.

Eastern Oregon has four distinct seasons with a very livable climate. 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 about 13 inches of rain each year. Snow is close at hand for winter fun.

The closest major cities to the main campus in Pendleton are Boise, Idaho (223 miles), Portland (210 miles), and Spokane, Wash. (206 miles). There is a small regional airport in Pendleton that serves travelers commuting to and from Portland. Also available at a reasonable distance is the Walla Walla, Wash., airport and the Pasco, Wash., airport.

## Mission, Vision, & Core Values

- **Vision:** Blue Mountain Community College will be a recognized educational leader in achieving student success, completion, and advancement.
- **Mission:** Blue Mountain Community College provides responsive and high quality innovative educational programs and services that promote personal and professional growth to strengthen our communities.
- **Values:** In support of our vision and mission, Blue Mountain Community College values:
  - **Integrity** that promotes trust, honest, ethical behavior, and professionalism.
  - **Communication** that is open, honest, and encourages a cooperative exchange of thoughts and ideas.
  - **Compassionate relationships** based on empathy, kindness, and reliability.
  - **Access to all** in an equitable manner.
  - **Respect** of all individuals for their uniqueness and diversity.
  - **Excellence** in an educational environment that engages, challenges, advances intellectual curiosity, and fosters lifelong learning.



# About Blue Mountain Community College

## Strategic Plan & Goals – 2015-2020

The Blue Mountain Community College Board of Education reviews the 2015-2020 strategic plan on an annual basis and will accomplish the goals listed below.

- Students First – BMCC is committed to promoting equity in success for all students.
- Develop a current and comprehensive BMCC marketing, communication and recruitment plan.
- Implement a relevant, dynamic and diverse BMCC curriculum.
- Appropriate technology with robust and sustainable infrastructure at BMCC.
- Maintain a safe environment for all at BMCC.
- Create welcoming, well-maintained and safe facilities and grounds at all BMCC locations.
- Develop a diverse and high quality internal BMCC workforce.
- Implement a deliberate continuous improvement plan based on evidence at BMCC.

## Campus and Locations

Typical of many community colleges, Blue Mountain Community College has a main campus, five centers, one contract-out-of-district (COD) location, and a distance learning delivery system to better serve students in the region. Students have access to the following services at all BMCC locations:

- Information for obtaining financial assistance (grants, loans, scholarships)
- Academic advising and degree planning
- Placement assessments in math, writing, reading, and computer literacy
- Courses, workshops, and other educational offerings
- Tutoring and/or academic assistance; computer labs
- Textbook purchases
- Disability accommodations

Each site offers services unique to its operation, but all enable students to access a variety of distance education and online courses.

### BMCC CAMPUS

#### BMCC PENDLETON

P.O. Box 100 / 2411 N.W. Carden Avenue  
Pendleton, OR 97801  
Phone: 541-276-1260  
Fax: 541-278-5871  
Email: [getinfo@bluecc.edu](mailto:getinfo@bluecc.edu)

### BMCC CENTERS

#### BMCC BAKER COUNTY

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#### BMCC HERMISTON

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Email: [bmcchermiston@bluecc.edu](mailto:bmcchermiston@bluecc.edu)

#### BMCC MILTON-FREEWATER

311 N. Columbia  
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Email: [bmccmiltonfreewater@bluecc.edu](mailto:bmccmiltonfreewater@bluecc.edu)

#### BMCC NORTH MORROW COUNTY

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Email: [bmccnorthmorrow@bluecc.edu](mailto:bmccnorthmorrow@bluecc.edu)

#### BMCC SOUTH MORROW COUNTY

P.O. Box 21  
Ione, OR 97843  
Phone: 541-422-7040  
Email: [bmccsouthmorrow@bluecc.edu](mailto:bmccsouthmorrow@bluecc.edu)

### BMCC CONTRACTED OUT OF DISTRICT LOCATION (COD)

#### BMCC GRANT COUNTY

835-B S. Canyon Blvd.  
John Day, OR 97845  
Phone: 541-575-1550  
Fax: 541-575-2920  
Email: [getinfo@bluecc.edu](mailto:getinfo@bluecc.edu)

## Accreditation

### Regional Accreditation

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

Accreditation of an institution of higher education by the Northwest Commission on Colleges and Universities indicates that it meets or exceeds criteria for the assessment of institutional quality evaluated through a peer review process. An accredited college or university is one which has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation.

Accreditation by the Northwest Commission on Colleges and Universities is not partial but applies to the institution as a whole. As such, it is not a guarantee of every course or program offered, or the competence of individual graduates. Rather, it provides reasonable assurance about the quality of opportunities available to students who attend the institution.

Inquiries regarding an institution's accredited status by the Northwest Commission on Colleges and Universities should be directed to the administrative staff of the institution. Individuals may also contact:

Northwest Commission on Colleges and Universities  
8060 165th Avenue N.E., Suite 100, Redmond, WA 98052  
(425) 558-4224 | [www.nwccu.org](http://www.nwccu.org)



# About Blue Mountain Community College

## Program Accreditation

Programs at the college are approved by the Oregon Department of Education, to offer education and training under the various public laws pertaining to financial assistance to veterans.

- **A.A.S. Nursing program:** accredited by the Oregon State Board of Nursing.
- **Certificate Dental Assisting Technician program:** accredited by the American Dental Association Commission on Dental Accreditation.
- **Certificate Emergency Medical Technician program:** courses are accredited by the Oregon Department of Education.

## Non-Credit Workforce Development and Community Education Programs

### Community Education

BMCC is committed to lifelong learning and serves the needs of adult learners by providing a wide variety of innovative, high quality, community-driven, and affordable courses through our community education program with non-credit, short-term courses, workshops, lectures, and personal interest/hobby courses. For more information, contact your local BMCC location or call 541-278-5762 in Pendleton. You may also visit: <http://bluecc.edu/academics/academic-departments/continuing-and-community-education/courses>, for a list of classes and registration information.

### Continuing Education

The continuing education program is part of the college's commitment to make educational services available throughout the college district by offering educational programs and opportunities designed to help adults of all ages reach their vocational objectives and realize their personal potential. A primary emphasis for the college is working with business and industries to provide a variety of training programs that can be delivered on-site or at one of the college's facilities. These programs can be tailored to meet the specific needs of business or industry clients, providing a timely, relatively inexpensive solution to their training needs. For more information on courses customized to your business or to schedule a special training, call your local BMCC center or 541-278-5762 in Pendleton.

### College Preparatory Programs

The College Preparatory Programs Department includes the following program areas: adult basic education (ABE), general educational development (GED) preparation, English as a second language (ESL), JOBS program, and college preparation courses. For more information about any of these programs call 541-278-5803 or visit us on the Web at [www.bluecc.edu](http://www.bluecc.edu).

### Adult Basic Education (ABE)

Adult Basic Education (ABE): Provides instruction in the basic skills of reading, writing, and math to adult learners to help them transition into the labor market, higher academics, or vocational training. ABE classes are available to students who have GED certificates or high school diplomas, but have been away from academics for an extended time. ABE programs operate at the following BMCC locations: Pendleton, Hermiston, Baker City, Milton-Freewater, and Boardman.

## General Educational Development (GED)

General Educational Development classes are offered for students who are working on meeting GED requirements to complete the battery of four exams; Reasoning through Language Arts, Mathematical Reasoning, Social studies, and Science. GED is the process of earning the equivalent of a high school diploma. Online GED Academy study site is offered as an alternative to students who need to study at their own pace. Online GED Academy is an intuitive and interactive skills building tutorial. The site is designed to increase technology skills and help students study for the GED exams.

Students earn the GED certificate when they receive passing scores on the four parts of this standardized exam. A new computer-based GED test began 2014. A high school release is required for students sixteen and seventeen years old. Information on testing and school release may be obtained from the BMCC testing center in Pendleton at 541-278-5931. Information on the new GED test can be accessed at [www.ged.com](http://www.ged.com). Students earning a GED may participate in the BMCC commencement exercises held in June.

## English as a Second Language (ESL)

ESL instruction is offered to non-English speaking students who need instruction in reading, writing and speaking. ESL courses are available at the following BMCC locations: Pendleton, Hermiston, Milton-Freewater, and Boardman.

## EL Civics

English Literacy through Civics: Civics education is an education program that emphasizes contextualized instruction on the rights and responsibilities of citizenship, naturalization procedures, civic participation, and US history and government to help students acquire the skills and knowledge to become active informed parents, workers, and community members. From WIA: Integration English language literacy and civic education for limited English proficient population.

## College Preparation Courses

College preparation courses are courses designed to help students succeed in college. Examples of these courses are:

HD 100 - College Survival and Success

HD 109 - Academic Planning

RD 101 - College Textbook Reading

A student's COMPASS placement score determines whether and at which level the student should be placed into a college preparation course. Students can decide independently to take college preparation courses to improve their basic skills knowledge. Instructors may refer students whose academic performance indicates they would benefit from additional college preparation. In addition, students can be referred by their instructors based upon their performance in class. College preparation courses are offered at the following BMCC locations: Pendleton, Hermiston, Milton-Freewater, and Baker City.

College Preparatory Program offices are located in the lower level of Morrow Hall. Debbie Merrill, program assistant is located in M-4; telephone 541-278-5803; email: [dmerrill@bluecc.edu](mailto:dmerrill@bluecc.edu).



# About Blue Mountain Community College

## **JOBS Program**

JOBS for Oregon's Future (JOBS: Job Opportunities and Basic Skills) is the state's employment and training program for people on public assistance. In addition, JOBS can help low-income families avoid the need for welfare.

Through a contract with the Oregon Department of Human Services, BMCC provides JOBS Program services in Umatilla County and Morrow County, including employment assessment, work-search assistance, and training in workplace basics and life skills. Clients receiving help through the Temporary Assistance for Needy Families Program may be eligible for JOBS Plus services, which places persons in limited-duration training positions with private employers. As part of BMCC's Department of College Preparatory Programs, the JOBS Program works closely with basic skills offerings as well as with other BMCC educational services in order to help JOBS students meet their goals.

The JOBS Program is located at BMCC Hermiston, BMCC Milton-Freewater, and the Oregon Employment Department in Pendleton. For more information, please call the JOBS Program manager at 541 289-2822.

## **Business and Industry Training and Partnerships**

These programs, including the Small Business Development Center (SBDC), provide business and industry training customized to meet the needs of students and the specific needs of local businesses, organizations, and government agencies.

### **Business Partnerships**

*Apprenticeship:* Apprenticeship training as a method of career and technical education is recognized by the Apprenticeship and Training Division of the Oregon Bureau of Labor and Industries (BOLI). It combines on-the-job training and trade-related instruction taken in conjunction with each other. Apprenticeship courses are approved for BOLI-registered apprentices or journey-level workers and are not available to the general public.

BMCC's apprenticeship program offers associate of applied science degrees and certificates of completion for journeymen in the areas of inside electrician, manufacture plant electrical, limited maintenance electrical, plumbing, and programmable logic controller technician as part of Oregon's community college statewide apprenticeship degree program. The program provides statewide transfer opportunities, certificates of completion, and an optional transfer path into either a bachelor of applied in technology and management or a bachelor of science degree in operations management at the Oregon Institute of Technology. Electricians and plumbers require state licensure. Related training courses meet industry standards and are offered through a partnership between the Oregon State Apprenticeship Training Council and the local Joint Apprenticeship Training Committee.

If you are interested in becoming registered in an Oregon State Apprenticeship program, please contact the Oregon State Bureau of Labor and Industries Apprenticeship Training Division at 971-673-0761 or [www.boli.state.or.us](http://www.boli.state.or.us) for program and entrance requirements. For more information on BMCC's apprenticeship certificates and degrees, see pages 72-75 of this catalog, or contact the apprenticeship coordinator at 541-278-5854.

*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, or 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 Office of Instruction.

*Small Business Development Centers (SBDC):* BMCC's SBDCs are part of a network that includes 19 centers in Oregon and nearly 1,000 centers across the country through membership in America's SBDC. Our SBDC is funded by the college, the US Small Business Administration (SBA), the Oregon Business Development Department and local public and private supporters.

Our premier service is free, confidential, one-on-one business advising by experienced business owners. In addition, training and resources are available to assist small business owners and their key team members in every aspect of business development and management - many offered online as workshops, webinars, or complete courses.

Our business advisors meet with SBDC clients in person or using statewide internet video conferencing. To take advantage of all the network has to offer, clients don't even have to leave their home or office.

The services of the BMCC Small Business Development Centers are available year-round to new or experienced business owners throughout eastern Oregon. Clients range from students planning their first business to owners and managers of companies with hundreds of employees. Visit <http://www.bizcenter.org/> for an overview of programs or [www.bizcenter.org/small-business-development-centers/pendleton](http://www.bizcenter.org/small-business-development-centers/pendleton) to register as a new client.

## **Betty Feves Memorial Art Gallery**

The Betty Feves Memorial Art Gallery is located on the Pendleton campus. During the fall, winter and spring quarters a variety of artists are featured in the gallery. In May the gallery hosts a student art show; the art show is judged and displayed for students, staff and the community to enjoy. The gallery's vision is to provide an important educational tool, to foster an appreciation for the richness and diversity of art and to provide personal and professional development by supporting artistic expression. For more information contact the Gallery Director at 541-278-5952.

# Academic Services and Enrollment Policies

## Equity and Non-Discrimination Policies

### Public Notification of Non-Discrimination in Educational Programs

It is the policy of the Blue Mountain Community College Board of Education and School District that there will be no discrimination or harassment on the grounds of race, color, sex, marital status, sexual orientation, religion, national origin, age, gender identity, familial relationship, veterans' status, or disability in any educational programs, activities or employment. If you have questions about equal opportunity and nondiscrimination, contact the Vice President of Student Affairs, BMCC, 2411 N.W. Carden, Morrow Hall, Room M-150, telephone 541-278-5796 or TDD 541-278-2174. The college has adopted a grievance procedure providing for prompt and equitable resolution of student and employee complaints alleging any discrimination. To view this procedure, go to [www.bluecc.edu](http://www.bluecc.edu), Support Services, Human Resource Information.

### Drug and Alcohol Policy Statement

Blue Mountain Community College is committed to the health and well-being of its students and employees. As part of this commitment, the college complies with and upholds all Federal, State, and local laws that regulate or prohibit the possession, use or distribution of alcohol, illicit drugs, or controlled substances. Being under the influence of alcohol, illicit drugs, or controlled substances to any degree by any employee or student in or about the college buildings, on the college premises, while performing college duties, or participating in any college activities is prohibited.

As a recipient of federal grants and contracts, Blue Mountain Community College adheres to the provisions of the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendment of 1989. Violations of such laws that come to the attention of College officials will be addressed within the College or through prosecution in the courts, or both.

### Special Needs Contact Statement

Persons having questions about or requests for special needs and accommodation should contact the Coordinator of the Health & Wellness Resource Center at Blue Mountain Community College, 2411 N.W. Carden Pendleton OR 97801, Phone 541-278-5965 or TDD 541-278-2174. Contact should be made 72 hours in advance of the event.

## Admission, Registration, and Procedures

### Admission Standards

*Entrance Requirements:* Blue Mountain Community College has an open-door admission policy. To be accepted for general admission, students must be 18 years of age or older, be legally emancipated, have graduated from high school, or have completed a General Education Development (GED) certificate.

Students will be considered as accepted for general admission or conditionally admitted based on the following criteria:

*General Admission:* In general, students that are seeking a certificate or degree and meet at least one of the following criteria, will be considered admitted to the college and eligible to enroll.

- Are eighteen years of age or older, **or**
- Are legally emancipated (with documentation), **or**
- Have graduated from an accredited high school or the equivalent, **or**
- Have completed a General Educational Development (GED) certificate or an adult high school diploma

Students that have completed high school requirements in a home-schooled setting will be required to provide the following documents to the Director of Enrollment Services/Registrar in order to register in credit courses:

- A letter from their local Education Service District (ESD) or equivalent from states with differing educational agencies, stating their release from compulsory school attendance under the provisions outlined in ORS 339.030, **and**

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## Getting Started: Planning Ahead

The following dates and deadlines are for full term courses. Courses that meet less than a full term in length are determined based on the length of the course.

TERM	ADMISSION DEADLINE	REGISTRATION DATES	DROP & 100% REFUND	LAST DAY TO ADD	LAST DAY TO WITHDRAW	CLASSES BEGIN	CLASSES END
Summer 2015	June 5	May 18-June 23	June 25	June 23	August 9	June 22	August 27
Fall 2015	September 11	June 1 - September 29	October 2	September 29	November 22	September 28	December 11
Winter 2016	December 18	November 16-January 5	January 8	January 5	February 28	January 4	March 18
Spring 2016	March 11	February 22-March 29	April 1	March 29	May 22	March 28	June 10



# Academic Services and Enrollment Policies

- Completed placement assessments in writing, math, and reading, **and**
- If under the age of 16, parent's signature on any enrollment or registration document

*Conditional Admission:* Students that meet one or more of the following criteria will be considered conditionally admitted.

Students in this category are not eligible for Federal Title IV aid:

- Non-degree seeking students
- Students that have not completed high school or a GED
- Students under the age of 18 (unless they have completed high school)
- Students that have not attended during the 2013/14 or 2014/15 academic year

*Students under eighteen years of age who have not completed a high school diploma or the equivalent:* In order to take credit courses these students will be required to provide the following documents to the Director of Enrollment Services/Registrar:

- A letter from a high school administrator or local Education Service District (ESD) stating that they have been released from compulsory school attendance under the provisions outlined in ORS 339.030, **and**
- Completed placement assessments in writing, math, and reading, **and**
- If under the age of 16, at least one parent's signature on any enrollment or registration document.

Prior to enrollment, the student and at least one parent will be required to meet with the Director of Student Success Center.

*Students under the age of eighteen and still attending high school:* In order to take credit courses these students will be required to provide the following documents to the Director of Enrollment Services/Registrar:

- Written acknowledgement from a high school administrator or counselor of the students attendance and or participation in credit-courses offered by the college; **and**
- Completed placement assessments in writing, math, and reading, **and**
- If under the age of 16, at least one parent's signature on any enrollment or registration document, **and**
- An acknowledgement that the student will be in a classroom situation with other adults and without the same protections and rules of the K-12 system.

Students that are taking courses to complete their high school credit requirements should check with their high school administration to ensure that the credits taken will transfer back to their high school in the way intended.

*Transfer students:* Students transferring from another college or university must complete the admission process and may have one or more placement requirements waived based on receipt of their other college transcripts.

*Adult Basic Education (ABE) and General Educational Development (GED):* These programs are open to non-high school graduates who are at least sixteen years of age and not enrolled in high school. Students who are sixteen and seventeen years of age must provide the college with a release from the high school district in which they reside according to O.R.S. 339.030. For more information, contact the Department of College Preparatory Programs at 541-278-5803.

*Students not seeking a certificate or degree:* Many students take college credit courses at BMCC, yet are not planning to earn a certificate or degree. Such students apply through the regular application process and may be required to take one or more of our placement tests prior to registration. No application fee is required, however, the student may be required to pay a testing fee if one or more placement assessments are required. Non-certificate/non-degree-seeking students are not required to participate in advising but are welcome to do so.

*International Students:* Students in the United States on a F-1 or M-1 VISA planning to complete a one-year certificate or two year degree. Students must complete an International Admission Application and all supporting documents along with a \$25 non-refundable fee at the time of application.

Blue Mountain Community College is authorized under federal law to enroll nonimmigrant students, and welcomes international students. We provide an affordable education in a safe, comfortable environment. To be considered for admission as an international student, you must:

1. Complete BMCC's International Application for Admission packet. Packet can be found on our website.
2. Submit a \$25 non-refundable application fee
3. Submit an official TOEFL score: Scores must be sent directly to BMCC from ETS. BMCC's Institution Code is: 4025. Scores are valid for two years from date of test. Students whose native language is English will not be required to submit TOEFL scores; however, they must have the ability to benefit from instruction based on scores from the COMPASS placement assessments. Minimum acceptable scores are: International TOEFL score of at least 97 (Internet Based Test-IBT) or 550 (Paper Based Test-PBT). TOEFL scores must be sent directly to BMCC from ETS. BMCC's institution code is 4025. BMCC will not accept scores received by other colleges. Tests must have been taken within the last two years.
4. Additional requirements for admission, and for obtaining an I-20 visa, include:
  - a. Proof of adequate funds for the student's studies.
  - b. A complete set of documents for all of the student's previous and current studies.
  - c. Proof of immunization
  - d. Proof of health insurance.

International students must be enrolled on campus full-time, (12 or more credits) and successfully complete 12 or more credits each term to remain in good standing with the U.S. Citizenship and Immigration Services (USCIS).

For more information, or to receive an international student application packet, please contact the Admissions at [getinfo@bluecc.edu](mailto:getinfo@bluecc.edu); or visit the International Student Admissions page on BMCC's Website. Applicants will be notified by mail after all of the application materials are received and verified.

The deadline to apply for admission to the 2015-16 academic year is July 30, 2015.

For more information about international admissions please contact [admissions@bluecc.edu](mailto:admissions@bluecc.edu)

# Academic Services and Enrollment Policies

## Admission

BMCC accepts applications on a continuing basis. New, returning and transfer students must complete the online application process. To request a paper application please contact the Pendleton Service Center at [getinfo@bluecc.edu](mailto:getinfo@bluecc.edu) or by calling (541) 278-5759. BMCC reserves the right to close admission prior to the application deadline or extend the deadline based on special circumstances. Requests for late admission should be sent to the Director of Enrollment Services/Registrar.

## Immunizations

The Oregon Department of Health requires community college students born on or after January 1, 1957, to have two doses of measles vaccine before participating in clinical experiences in allied health, nursing, and human services programs; practicum experiences in education and child care programs; and intercollegiate sports. If you are enrolling in the nursing program and in some health programs, you may also be required to be vaccinated for Hepatitis B prior to entering any clinical experiences. For details about these requirements, contact the department that oversees the program in which you plan to participate.

Students will be required to submit verification of two doses of measles on or prior to attendance in a clinical or practicum experience or participation in an intercollegiate sport.

## Course Placement

### Math, Reading, Writing Placement

Prior to registering for courses, all BMCC credit-seeking students, must take BMCC's placement assessment to determine their skills in writing, reading, and math. The scores are used to assist students and their faculty advisor when choosing courses and planning the student's academic schedule.

### Alternative Placement options

Students are exempt from having to take the placement assessments if they meet one or more of the following circumstances:

- **Attended Another Regionally Accredited College:** If the student has completed reading, writing, or math courses with a "C" or better at another regionally accredited college can submit a copy of their transcript; or
- **Placement Assessments Taken at Another College:** If the student has taken one or more of the placement assessments within the last two years can have had a copy of their scores sent from their prior college to BMCC.
- **AP Test Scores:** Students that have taken an AP math or writing test can have their scores sent to BMCC from the College Board. Test scores are accepted for up to three years after the exam date.
- **High School Transcripts:** Students that have completed a high school math course within the last 18 months prior to the start of the 2015-16 academic year may have their high school transcript sent to BMCC for review. The transcript would be used in conjunction with their math placement score to determine proper placement in math. If the student took a math and/

or writing placement assessment at BMCC or another college more than two years ago and have not taken a math and/or writing course since that time, they will be required to take the placement assessment in that subject area.

All BMCC locations administer placement assessments. Dates and times for testing are posted on the college website, or students can call 541-278-5931. Students wishing to re-take the assessment in a subject area will be charged \$5 for each retest. Students that need to request a placement assessment with accommodations due to a documented disability, should contact the Student Health and Wellness Center Coordinator at 541-278-5965.

### Transfer of Credit to Blue Mountain Community College

Students that wish to have their other college credits evaluated toward their degree intent at BMCC will need to have an official transcript sent to BMCC from each regionally accredited college and/or university attended. Credits earned and completed with a grade of "D" or better will be evaluated. Only those courses that meet requirements for your stated degree intent at BMCC will be accepted for transfer.

### First Term Experience Course

All new degree-seeking students are required to take HD109 Academic Planning or an approved alternative course during their first term of enrollment. Approved alternatives include: AGR101, BA109, CJ109, ET111M, or ED100, ECE109, LC109 and VT109.

**Note:** Students may not take HD109 and LC109 for credit. Students may qualify for a waiver if they meet one of the following requirements:

- Have a minimum of 24 transfer credits from a regionally accredited college AND have a cumulative GPA of 2.0 or better
- Have successfully completed a minimum of 12 or more credits at BMCC with a cumulative GPA of 2.0 or better. (does not include credits earned while in high school)
- Have an associate's, bachelors, or master's degree.

Students who qualify for a waiver may submit a waiver request form along with supporting documentation to the Enrollment Services office. The Registrar or their designee, will review and process approved waivers.

### Special Categories of Admission

#### Admission to the Limited Entry Programs

BMCC offers a number of limited-entry programs. Each program has special admission requirements that must be met before you can be admitted. General admission to BMCC does not guarantee acceptance into these programs. The admission requirements may change annually depending upon Oregon state regulations and BMCC policies. For the most current admissions policy information and deadlines, please contact the Enrollment Services or the academic department, or consult BMCC's website.



# Academic Services and Enrollment Policies

## Academic Fresh Start (Grade Renewal)

Students who have previously attended BMCC and have earned poor grades have the option to apply for Grade Renewal once they meet the following criteria:

- Have had an absence of at least two years; **and**
- Have passed two academic quarters of work of at least 12 credit hours each quarter with a 2.00 GPA or better; **and**
- Enrolled in at least one credit hour with BMCC at the time the policy is requested and implemented

Petitions must be submitted to the Director of Enrollment Services/Registrar. If the petition is accepted, grades for the term chosen, and for all prior terms, will be changed to no credit (NC). All courses previously taken will remain on the transcript and the student's grade point average will be adjusted. A notation will appear on the official transcript indicating that the GPA renewal policy was implemented. All courses included in the GPA renewal policy will continue to be counted as attempted for the purposes of federal financial aid eligibility. We encourage students to check with the financial aid office prior to submitting their request. Once the grade renewal process has taken place the student may not request to have the process reversed. 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.

## Enrollment Policies and Procedures

### Registration

Certificate- or degree-seeking student must be cleared to register by their academic advisor in order to register. Students needing assistance with the online registration system may visit any BMCC location to register.

Students are required to register online unless otherwise directed. Students may not register if a debt is owed to the College. Students must be registered in order to attend class.

BMCC does not permit or encourage late registration. Students will be allowed to register for courses through midnight of the second day of each term. The only exception to this policy is for late start courses or courses that start after the first week of the term. For more information on registration dates and timelines, see the calendar found in this catalog or visit our Website.

For special registration assistance due to a disability, please contact the Coordinator of the Health and Wellness Center at 541-278-5965.

### Priority Registration

BMCC's uses a priority registration schedule that is based on the number of credits earned at BMCC. Transfer credits are not counted toward "earned credits" for priority registration purposes. Students may view the priority registration schedule at [https://www.bluecc.edu/resources\\_calendars](https://www.bluecc.edu/resources_calendars).

### Adding and Dropping Courses

In general, students may add courses up through the end of the second day of the term and may drop a course up through the end of the 5th day of the term. Please see the Academic Calendar for specific term deadline dates to add and or drop a course. Dates for courses less than a full term in length vary. Please check with the Service Center for specific deadline dates for these courses.

## General Information – Student Withdrawal Guideline

In general, students may withdraw from a course up through the end of the 8th week of the term. Please see the Academic Calendar for specific term deadline dates to withdraw from a course. Dates for courses less than a full term in length vary. Please check with the Service Center for specific deadline dates for these courses.

## Enrollment Level Defined

Enrollment levels per term are defined as follows:

- **Full-time:** 12 + credits
- **Three-quarter time:** 9 – 11 credits
- **Half-time:** 6 – 8 credits
- **Less-than half-time:** 1 – 5 credits
- **Non-credit only:** 0 credit courses only
- **Not enrolled:** not taking credit or non-credit courses in a term

## Auditing a Course

Students may audit a course at a reduced tuition rate. Students that register online and wish to audit a course must complete a Schedule Change form requesting the audit option. This status cannot be changed after the 100% refund period. Courses taken as an audit status do not count as credits attempted in financial aid award calculations, and the AU (audit) status does not count in calculating GPAs. The audit indicator AU indicates a registration status, not an evaluation. Students electing this option are not required to meet pre-requisite requirements for the course.

## Required Courses and Prerequisites

Many of BMCC's courses require students to meet one or more prerequisite requirements. Prerequisites must be passed with a grade of C or better.

## Limit on Number of Credits Attempted

Students may not take more than 21 credits per term without permission from the Director of Enrollment Services/Registrar.

## Students 16 or 17 Years of Age

Students that are 16 or 17 years of age and no longer attending high school, are home-schooled, or who have not graduated from high school or completed a GED, and wish to register for courses may do so by providing the following:

- A letter from a high school administrator stating that the student has been released from compulsory 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; **and**
- An acknowledgement that the student will be in a classroom situation with other adults and without the same protections and rules of the K-12 system; **and**
- Instructor approval

# Academic Services and Enrollment Policies

## Students Under the Age of 16

Students under 16 years of age that no longer attend high school, are home-schooled, or who have not graduated from high school or completed a GED, and wish to register for courses may do so by providing the following:

- A letter from a high school administrator stating that the student has been released from compulsory 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, **and**
- A parental signature for students on any enrollment or registration form that obligates the student financially, **and**
- An acknowledgement that the student will be in a classroom situation with other adults and without the same protections and rules of the k-12 system; **and**
- Instructor approval

## High School Students (Early College Credit)

Students who are still attending high school or who are home-schooled, but wish to take credit courses at BMCC, have these options:

### Early College Credit Enrollment

High school students 16 and older are eligible to register at BMCC. High school students who register at BMCC are fully responsible for complying with all the policies and procedures of the College as outlined in BMCC's Admission policies. It is important to note that parents cannot access student records (grades, class schedule, attendance, etc.) without written permission from the student. Although members of the College staff can provide academic advising, they cannot interpret high school requirements or act in a supervisory role. The student is responsible for all tuition, fee's books and related expenses.

BMCC works with area high schools to offer students the opportunity to earn college credit for certain career and technical education and general education transfer courses they complete at their high school. Course offerings vary by high school and are designed for students 16 years of age or older. General education transfer courses can be used to meet BMCC certificate or degree requirements as well as for transfer to most Oregon community colleges and universities. Students should check with all colleges about their policies for transferring college credits earned in high school.

Students at a public high school that have an articulation agreement with BMCC may meet the educational requirements of both the high school and a college-level BMCC course if they are enrolled for Early College credit in a class taught at the high school. This challenging course work offers students the opportunity to begin building a college transcript while still enrolled in high school. Early College courses and credits appear on a BMCC transcript as though they were taken at BMCC. Early College courses normally transfer to four-year institutions in 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 ESD for further information. Students should check with the college to which they wish to transfer to ensure that Early College course work will transfer.

## Expanded Options

High school students have the opportunity to take credit courses at BMCC. Charges for tuition, fees, books and supplies are paid for by the student's high school. Students interested in the Expanded Options program should work with their high school counselor or Aspire coordinator for more information on eligibility requirements.

BMCC offers this program in conformance with Oregon's Expanded Options legislation (also known as SB300 and SB23). This program offers high school students the ability to take BMCC classes to earn college credit and to earn credit toward high school graduation at the same time. Each high school sets its own criteria for entry into the program and monitors student progress. College-level credits earned are transcribed through BMCC and are, in most cases, transferable to other colleges.

Though similar, Early College and expanded options programs have distinct differences:

- Students participating in the Early College program take classes at their high school from high school instructors and earn college credit at the same time
- Students participating in the expanded options program take a college course from college instructors with other college students and earn high school credit at the same time; the high school pays all of the cost of the college course.

Students interested in the Expanded Options program should work with their high school counselor or Aspire coordinator for more information on eligibility requirements.

## Testing

Testing services are available at all BMCC locations. Services will vary by site. Students should contact the BMCC center nearest to them for schedules, appointments, and details.

The testing centers provide placement testing services to help a diverse student population successfully achieve a variety of educational goals. Testing Center on the Pendleton campus provides testing services for a variety of tests for professional licenses and certifications. Information on other testing services is available upon request.

Placement assessments are required for all credit-seeking students. Students may take our COMPASS placement assessments at any BMCC location. Students must take assessments for math, writing, and reading. Transfer students that have taken a math or writing course may submit their unofficial transcripts to the Enrollment Services office in order to waive one or more of these assessments.

## Financial Information

Tuition and fees are subject to BMCC Board of Education policy and may be changed at any time. Please refer to our Website, [www.bluecc.edu](http://www.bluecc.edu), or call the college at 541-278-5759 to obtain current rates.

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

### 2015-16 Tuition and Fees

#### Generally Applicable Fees:

- **ABE, GED, and/or ESL Program Fee (Title II):** \$34 for the first class per term, which includes the \$9 Technology Fee; \$9 for each additional class per term



# Academic Services and Enrollment Policies

- **ABE, GED, and/or ESL Course Fee (Non-Title II):** \$79 per course, which includes the \$9 Technology Fee
  - **ABE, GED, and/or ESL Orientation Fee:** \$10 per occurrence
  - **Enrollment Fee:** One-time \$35 fee for degree seeking students. Fee includes the cost of the placement test and student ID card
  - **Advanced Placement Fee:** A transcription fee of \$10 per course
  - **Audit Course Fee:** Fifty percent of regular tuition and one hundred percent of associated fees
  - **College-Level Examination Program (CLEP) Fee:** A transcription fee of \$10 per course
  - **Credit-by-Exam Fee:** Fifty percent of regular tuition
  - **Credit for Prior Certification Fee:** A transcription fee of \$10 per course
  - **Credit Recovery Fee:** \$79 for each half-credit each term, which includes the \$9 Technology Fee, plus a one-time \$20 setup fee
  - **Deferred Payment Plan Fee:** \$20 (required \$100 down payment) Must complete and sign payment plan
  - **Deferred Payment Plan Late Fee/Interest Penalty:** \$15 for each late payment
  - **Dental Student Fee:** \$500 each term
  - **Distance Education Course Fee:** \$75 for each distance education course that does not contain a My Lab component
  - **Dual Credit Fee:** A transcription fee of \$10 per credit
  - **Early Childhood Education (ECE) Credit for Prior Learning Fee:** A transcription fee of \$10 per course
  - **First Term Enrollment Fee:** \$35, for credit-seeking students only
  - **ITV Course Fee:** \$25 per course for courses at the receiving locations
  - **Late Payment Fee:** 3% of the unpaid balance with a minimum charge of \$10 and a maximum charge of \$75 per term. Fees are assessed monthly until balance is paid in full
  - **My Lab Course Fee:** \$100 for the first My Lab Course in a course sequence
  - **Nursing Student Application Fee:** \$50 application fee (Non-refundable)
  - **Nursing Student Fee:** \$660 each term
  - **Official Transcript Fee:** \$5 per transcript
  - **Official Transcript Fee (Outside the US):** Fee contingent upon destination location
  - **Placement Test Fee:** \$25 for non degree seeking students. BMCC degree seeking students are charged the Admission fee which includes the cost of the placement test. If a retest is required, an additional \$5 will be charged
  - **Returned-Check Fee:** \$35 for each occurrence
  - **Technology Fee:** \$9 per credit for credit classes; \$9 per course for non-credit classes
  - **Testing Fees (Agency):** \$25 per exam (Non-refundable)
  - **Testing Fees (Colleges Outside of Oregon):** \$25 per exam (Non-refundable)
  - **Testing Fees (GED):** Fee is set and charged by Pearson VUE.
  - **Testing Fees (GED No-Show):** Fee is set and charged by Pearson VUE.
  - **Testing Fees (GED Re-Test):** Fee is set and charged by Pearson VUE.
  - **Testing Fees (GED Single Test):** Fee is set and charged by Pearson VUE.
  - **Testing Fees - Other:** Varies (charges are based on the nature of the examination). Contact the BMCC Testing Center at (541) 278-5931 for specific amounts
  - **Universal Fee:** \$18 each term for students taking 1 or more credit hours
- Other Applicable Fees:**
- **Associated Student Government (ASG) Student Activity Fee:** \$1.50 for each credit hour (*This fee is approved by ASG & College Board*)
- Course Fees:** Certain courses may require a fee(s) in addition to tuition. Course-specific fees are listed in the quarterly Schedule of Classes on the BMCC website.
- Course-Specific Fees:**
- **Agriculture Course Fee:** \$15 for each course
  - **Applied Music Fee:** \$80 for each course
  - **Art Class Fee:** Certain courses are assigned a fee of up to \$30
  - **Diesel Tech Laboratory Fee:** \$60 each course
  - **EMT Fee—Basic A & B:** \$160 each term
  - **EMT Fee—Intermediate-Part A & B:** \$130 each term
  - **FS110 A & B:** \$160 each term
  - **FS112:** \$160
  - **Music Class Fee:** \$15 piano and/or voice
  - **Nursing Clinical Fee:** \$300 for each course with a clinical component
  - **Physical Education Fee:** \$10 for each course
  - **Science Laboratory Fee:** \$10 for each hour of laboratory per week
  - **Welding Fee:** \$150 lab fee
  - **Mechatronics Lab Course Fee:** \$50 for each lab course.
  - **Unmanned Aerial Vehicle Lab Course Fee:** \$50 for each lab course.
- Note:** The College periodically introduces new courses, programs, and/or fees on a pilot basis to meet the needs of the community. These fees may be administratively implemented as needed during the year.
- 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 laboratories, library, laboratory and course equipment, materials in connection with courses for which the students are registered, and admission to some events sponsored by the college. By college policy, there is no reduction in fees for students who do not intend to avail themselves of these services.
- In-State Residents:** For tuition purposes, Oregon residents and residents of California, Idaho, Montana, Nevada, and Washington are charged at the in-state resident rate of \$94.00 for each credit hour, beginning with the summer term of the 2015-16 academic year.
- Out-of-State Residents:** The tuition rate for out-of-state students (other than the states listed above) is \$282.00 for each credit hour, beginning with the summer term of the 2015-16 academic year.
- International Students:** The tuition rate for international students is \$282.00 for each credit hour, beginning with the summer term of the 2015-16 academic year.

# Academic Services and Enrollment Policies

**Senior Citizens:** The tuition rate for a resident who is sixty-two years of age or older is fifty percent of the regular tuition rate for credit classes. Fees for credit classes are at the full rates listed in the quarterly Schedule of Classes on the BMCC website. Seniors who elect to audit credit classes will not be charged tuition; only applicable fees will be charged.

**Veteran's Access, Choice, and Accountability Act of 2014 Tuition Rate:** The following individuals shall be charged the in-state rate, or otherwise considered a resident, for tuition and fees purposes:

- A Veteran using educational assistance under either chapter 30 (Montgomery G.I. Bill – Active Duty Program) or chapter 33 (Post-9/11 G.I. Bill), of title 38, United States Code, who lives in the State of Oregon while attending a school located in the State of Oregon (regardless of his/her formal State of residence) and enrolls in the school within three years of discharge or release from a period of active duty service of 90 days or more.
- Anyone using transferred Post-9/11 GI Bill benefits (38 U.S.C. § 3319) who lives in the State of Oregon while attending a school located in the State of Oregon (regardless of his/her formal State of residence) and enrolls in the school within three years of the transferor's discharge or release from a period of active duty service of 90 days or more.
- Anyone using benefits under the Marine Gunnery Sergeant John David Fry Scholarship (38 U.S.C. § 3311(b)(9)) who lives in the State of Oregon while attending a school located in the State of Oregon (regardless of his/her formal State of residence) and enrolls in the school within three years of the Service member's death in the line of duty following a period of active duty service of 90 days or more.
- Anyone described above while he or she remains continuously enrolled (other than during regularly scheduled breaks between courses, semesters, or terms) at the same school. The person so described must have enrolled in the school prior to the expiration of the three year period following discharge, release, or death described above and must be using educational benefits under either chapter 30 or chapter 33, of title 38, United

Tuition is not charged for non-credit classes. Fees for non-credit classes are \$34 per class (fees for some courses where materials are especially costly may be higher; these exceptions are noted in the quarterly Schedule of Classes on the BMCC website).

The tuition shown in this section are accurate as of the date of publication of this catalog, however, they are subject to change by action of the Board of Education at any time.

# of Credits	In-State (Tuition only)*	Out-Of-State & International (Tuition only)**
1	\$ 94.00	\$ 282.00
2	\$ 188.00	\$ 564.00
3	\$ 282.00	\$ 846.00
4	\$ 376.00	\$ 1,128.00
5	\$ 470.00	\$ 1,410.00
6	\$ 564.00	\$ 1,692.00
7	\$ 658.00	\$ 1,974.00
8	\$ 752.00	\$ 2,256.00
9	\$ 846.00	\$ 2,538.00
10	\$ 940.00	\$ 2,820.00
11	\$ 1,034.00	\$ 3,102.00
12	\$ 1,128.00	\$ 3,384.00
13	\$ 1,222.00	\$ 3,666.00
14	\$ 1,316.00	\$ 3,948.00
15	\$ 1,410.00	\$ 4,230.00
16	\$ 1,504.00	\$ 4,512.00
17	\$ 1,598.00	\$ 4,794.00
18	\$ 1,692.00	\$ 5,076.00
19	\$ 1,786.00	\$ 5,358.00
20	\$ 1,880.00	\$ 5,640.00
21	\$ 1,974.00	\$ 5,922.00

## Paying Tuition

Tuition and fees are payable in full by cash, check, or credit card (Visa or MasterCard) by the end of the fifth class day of each term, or the equivalent percentage of days 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. Payments can be made at any location, by mail, or through the Student WolfWeb.

**Deferred (Tuition) Installment Plan:** BMCC's 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 this installment plan at any BMCC location or through the BMCC Website. 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 official signed installment plan to the student. The installment plan will consist of a down payment of \$100 plus a \$20 processing fee. The balance of tuition and fees will be paid in two installments due at the fourth and seventh week of the term (or equivalent for terms of varying length). Late fee penalties of \$15 will be charged for each late payment.

**Late Fee/Interest Penalties:** Students who have not paid or made payment arrangements by the end of the fifth class day or the equivalent day of terms or classes of varying length will be assessed late fees. The fee is 3% of the balance due assessed monthly until the balance is paid. The minimum charge is \$10, and the maximum charge is \$75 per term.

# Academic Services and Enrollment Policies

**Stop-Payment Fees for Financial Aid Refund Checks:** If you are eligible for a financial aid refund check and it does not arrive at the address indicated on your student account after ten days from the date of issuance by the college, BMCC will re-issue the check without charge to you. If you wish the college to re-issue the check before the 10-day period is over, BMCC will charge you a \$35 stop-payment fee.

**Financial Holds:** If your student account is not paid in-full by the beginning of pre-registration for the upcoming academic term, a financial hold will be placed on your account preventing you from registering for the upcoming term. Other financial holds may be placed on your account if items are not returned to departments at the College (such as the Library or the MAC Center) or if you have a bad address listed on your Student WolfWeb account. Please contact the Service Center on how to resolve the financial hold on your account.

**Tuition Refund Policy:** Students who withdraw from the College or from college 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 five (5) days of the term for an 11-week course or the equivalent day of the term for courses of varying length.  
= 100%
- After the first five (5) days of the term for an 11-week course or the equivalent day of the term for courses of varying length.  
= 0%

## Oregon Residency Requirements

A student's residency status determines their tuition rate for classes. The college has three tuition schedules: in-state, out-of-state, and international. For purposes of determining tuition rates and receiving state reimbursement, BMCC is required by law to establish a residency policy.

Students may petition for residency if at least one of the in-state criteria is met and the student provides at least two of the documents listed on this page. Documents must be valid (not expired). Petitions must be made in writing and must be submitted, along with at least two of the documents listed below to the Service Center located on the Pendleton campus for approval.

### Basic Residency Requirements

To establish Oregon residency the student must meet at least one of the following criteria:

- Have maintained a permanent address in Oregon for at least 90 continuous days prior to the first day of the term.
- Student is a resident of Washington, Idaho, Nevada, Montana, or California. Must have been a permanent resident of the state.
- Student or a member of student's immediate family holds title to or is otherwise purchasing property that is claimed as a permanent Oregon residence.
- Student or their parents (if student is a dependent student) filed an income tax statement with the Oregon Department of Revenue for the most recent reporting year.
- Student is a veteran who established residency in Oregon within one year of separation or discharge from the service.
- Student is a dependent of parents or legal guardians who have established permanent residency within Oregon.

### Eligible Documents

**(student must provide TWO of the following documents):**

- An Oregon hunting or fishing license that was issued at least ninety days before the beginning of the term.
- A copy of deed of title, mortgage agreement, or recent county property tax statement indicating ownership or purchase by the student or the immediate family. If ownership is by anyone other than the student, a document verifying the relationship between the student and an owner must be presented.
- A current Oregon voter precinct card.
- A copy of a signed Oregon income tax statement filed during the latest reporting year or payroll records from an Oregon firm indicating ninety continuous days of residency in Oregon.
- A copy of an official Oregon high school transcript or GED scores earned in the state of Oregon.
- A copy of a valid Oregon driver's license (front and back of license). Card may not be expired or may not be card used for identification purposes only.

### Out-of-State Residency

With the exceptions listed above, students must pay out-of-state tuition if:

- They have listed their permanent address as being outside of Oregon; **or**
- If they listed their parents' address as outside Oregon; **and**
- They are claimed as a dependent by your parents on their income tax report; **or**
- If their state of legal residence is other than Oregon, Washington, Idaho, Nevada, Montana, or California.

Alaska residents that wish to receive the Alaska Permanent Fund Dividend while attending BMCC must maintain their out-of-state residency status.

### Change of Residency

Students that wish to establish Oregon residency must complete and return a Proof of Oregon Residency form along with appropriate supporting documentation to the Director of Enrollment Services/Registrar.

### F-1 and M-1 Visa Students

If you are a citizen of another country and are attending BMCC with an F-1 or M-1 visa, you must apply for international student admission, provide supporting documentation as outlined in the application, and pay the international tuition rate.



# Academic Services and Enrollment Policies

## Financial Aid

(Federal School Code: 003186)

The Student Financial Aid office is located in Morrow Hall on the Pendleton campus. Please check the BMCC Website for hours of operation. The staff can be contacted through the Service Center by phone at 541-278-5759 or by email at [finaid@bluecc.edu](mailto:finaid@bluecc.edu). The Financial Aid and the Service Center Staff are available to students for assistance in applying for and receiving the following sources of financial aid:

- Federal and state aid
- Certification of veterans' education benefits
- Student employment
- BMCC tuition scholarships
- Private scholarships

### Federal and State Aid

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

- Federal Pell Grant
- Federal Work-Study
- Federal Subsidized and Unsubsidized Loans
- Federal PLUS loans (Parent loans for undergraduate student)
- Federal Supp. Educational Opportunity Grant (FSEOG)
- Oregon Opportunity Grant (OOG)

**Applying for Federal and State Aid:** Starting January 1st each year, students must submit a Free Application for Federal Student Aid (FAFSA) in order to receive aid. Students may choose any of the three methods: 1) applying online at [www.fafsa.gov](http://www.fafsa.gov), 2) completing and mailing a PDF FAFSA or 3) requesting a paper FAFSA at 1-800-433-3243 t. The Federal School Code (003186) must be included so that BMCC can receive the FAFSA information. Applying online can reduce the amount of time for processing financial aid by approximately eight weeks. Refer to the "Dates & Deadlines" link on the BMCC financial aid Webpage for more details.

**Disbursement of Aid:** Aid is posted to student's account one week prior to the start of the term. Remaining credit balances will be available in students account the last business day prior to the start of the term. BMCC offers direct deposit, please visit the website for sign-up information.

**Aid-Ineligible Courses:** For some degree programs, certain courses may not count toward financial aid eligibility. Students should work closely with their academic advisors and take only courses that apply toward their stated degree intent.

**Current Year Transfer Students:** Students transferring to BMCC during the current academic year can expect their aid to be adjusted accordingly to avoid an overpayment. For most mid-year transfer students, the federal or state aid award at BMCC will be reduced by the amount of aid received at the previous college.

**Taking Courses at BMCC and Another Institution:** Students planning to take courses from BMCC and another college during the same term must complete a consortium agreement form and provide proof of registration for each class taken at another college during the time the consortium agreement is in place. Processed consortium agreements are valid for one academic year; and proof of registration is required each term. Refer to the website for forms and additional information.

**Second Degree:** if a student has received an associates, bachelors, or master's degree and wishes to receive financial aid from BMCC, a Length of Time (LOT) appeal must be submitted to the financial aid office along with appropriate documentation. This process does not guarantee an award. Depending upon the type of degree already held, the aid, if awarded, may be limited to loans.

**Satisfactory Academic Progress (SAP):** The Financial Aid office is responsible for ensuring that all students who receive federal and state aid are demonstrating satisfactory progress toward the completion of their educational programs. The office will review a student's SAP before making awards each academic year and again at the end of each term. The standards of SAP apply for all state and federal financial assistance programs including Federal Pell Grant, Federal-Work Study (FWS), Federal Supplemental Educational Opportunity Grant (FSEOG), Direct Loans (Stafford and PLUS) and Oregon Opportunity Grant (OOG).

Students are evaluated on all of the following standards:

- Cumulative Credit Completion Rate (Pace)
- Cumulative Grade Point Average (cGPA)
- Maximum time frame (150% Rule)

Students must meet all three progress requirements (Pace, cGPA, and be within the maximum time frame) to remain in good standing. Students not meeting the requirements will be placed on Financial Aid Warning or Suspension status during their next term of enrollment and will receive, in writing from the Student Financial Aid office, a notice of such standing. For additional information regarding this policy and for more detailed information about financial aid, please visit BMCC's Website or contact the financial aid office.

**Total Withdrawal and Return of Federal Aid:** Federal regulations require the college to have a fair and equitable refund policy for students receiving financial assistance who withdraw from all classes. When a federal aid recipient totally withdraws or ceases to attend, BMCC must determine the amount of federal aid that the student earned as of the student's withdrawal date in accordance with federal regulations. If the student does not complete more than 60% of the term, then a calculation is completed by the financial aid office to determine the percentage of assistance the student has earned. Any unearned aid must be returned to the U.S. Department of Education or state entity. The student may be required to repay BMCC any amount that is returned on the student's behalf.

For additional information regarding this policy and for more detailed information about financial aid, please visit BMCC's Website.

## 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. Most full-time scholarships are awarded during 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 awarded. Stipulations concerning financial need, credit hours, grade point average, and area of study may apply.

# Academic Services and Enrollment Policies

The BMCC Foundation posts information on its scholarships as well as information that it receives from local civic groups; fraternal organizations; and state, regional, and national agencies. For further information visit our scholarships web page [www.bluecc.edu/enrollment-services/financial-aid/scholarships](http://www.bluecc.edu/enrollment-services/financial-aid/scholarships), or contact 541-278-5775.

## Military Educational Benefits

[www.bluecc.edu/service-members-dependents](http://www.bluecc.edu/service-members-dependents)

BMCC assists veterans and family members of veterans with three primary types of benefits:

- *United States Department of Veterans Affairs Educational Benefits* – Students apply for these benefits through the VA, and the BMCC Financial Assistance Office certifies them.
- *Oregon Veteran Educational Aid Program (Tuition Assistance)* – Students apply for this benefit through the State Veterans' Affairs Office, and the benefit is paid by the state directly to the school to be applied towards the students' tuition and fees.
- *BMCC tuition waivers for military and qualifying family members* – students apply for one of these waivers through BMCC. Forms are available on the BMCC Website. The Financial Aid Office reviews these requests.

In-state tuition rate for veteran's using educational assistance under chapter 30 or chapter 33- BMCC also complies with the Veteran's Access, Choice, and Accountability Act of 2014.

Since the types of benefits are administered by different agencies and/or offices, they have distinctly different processes for accessing. The following is a guide for requesting and receiving each of these benefits.

## VA Educational Benefits:

General Information about applying: In order to receive VA educational benefits, veterans must:

- Take the BMCC placement test to determine proper course placement before enrollment
- Be assigned an academic advisor
- Be pursuing a BMCC degree or certificate

To begin receiving educational benefits, veterans must:

- Apply for VA Education Benefits online
- Complete 2015-2016 Enrollment Certification
- Read the Statement of Rights and Responsibilities
- If discharged from active duty- copy of 'Certificate of Eligibility' letter from the VA or DD-214
- Active members of the National Guard and Reserves also provide a copy of their Notice of Basic Eligibility (NOBE)

**Processing:** Please allow two to three weeks for processing and certification of your enrollment to the VA. Benefits are paid directly to the student. It is important that you are aware of tuition payment deadlines and payment options.

**Pay Table:** Rates of pay depend on the veteran's chapter and on his or her enrollment level. BMCC will inform the VA of any enrollment changes during the term, which may result in adjustments to the monthly allowance. It is the veteran's responsibility to report any changes to the veterans certifying official.

Pay rates are updated each year, usually in October. Veterans may be eligible for additional tuition assistance, or "kickers." Contact the VA directly at 1-888-442-4551 for specific payment questions.

- Chapter 30 - Discharged from Active Duty
- Chapter 31 - Vocational Rehabilitation and Employment
- Chapter 32 - Veterans Education Assistance Program
- Chapter 1606 - Selected Reserve
- Chapter 1607 - Reserve Educational Assistance Program (REAP)
- Chapter 35 - Survivors' and Dependents' Education Assistance
- Chapter 33 - Post 9/11 GI Bill

**Certification Periods:** The veterans certifying official will certify based on BMCC's official academic calendar. Some courses vary in length. The veterans certifying official will certify enrollment according to each course's beginning and ending dates, which may affect the rate of pay.

**Satisfactory Academic Progress (SAP):** The financial aid office is responsible for ensuring that all students who receive VA benefits maintain Good Academic Standing per BMCC's Institutional Academic Progress Policy. The student's SAP will be reviewed before making awards each academic year and at the end of each term. The standards of SAP can be found in the «VA Statement of Rights and Responsibilities».

## Oregon Veterans - Tuition Assistance

The Oregon Veteran Educational Aid Program provides educational benefits to veterans pursuing approved training or coursework equal to the months of active duty service up to 36 months.

Benefits are paid while pursuing classroom instruction, home study courses, vocational training, licensing and certificates from accredited Oregon educational institutions.

## Eligibility Requirements:

- Active duty in the Armed Forces of the U.S. for not less than 90 days; **and**
- Released from military service under honorable conditions; **and**
- Resident of Oregon when applying for state educational aid; **and**
- Citizen of the United States; **and**
- Served during the Korean War (June 25, 1950 to January 31, 1955) or after June 30, 1958.

## Getting Started:

Eligibility forms, application forms, and counseling about Oregon educational aid for veterans are available by calling 1-800-692-9666, or go to [www.oregon.gov/ODVA/BENEFITS/pages/OregonEducationBenefit.aspx](http://www.oregon.gov/ODVA/BENEFITS/pages/OregonEducationBenefit.aspx)

## BMCC Military Tuition Waivers:

BMCC, with the purpose of enhancing student support while providing a premier learning environment, provides military tuition waivers to honor returning veterans and the dependents of deployed, disabled, and fallen military service members.

# Academic Services and Enrollment Policies

## Guidelines:

This tuition waiver is for 50% of the tuition costs for credit courses during the student's first year of his/her degree program at BMCC, unless these costs are covered by the Montgomery GI Bill or tuition assistance.

The student must be taking a minimum of one credit towards his/her stated BMCC certificate or degree. For more information on guidelines and how to apply, visit [www.bluecc.edu/service-members-dependents](http://www.bluecc.edu/service-members-dependents)

## To Apply:

**Veterans:** To receive a tuition waiver, each term a veteran must present a current identification card or discharge papers (DD214) along with the completed waiver form.

**Dependents:** To receive a tuition waiver, each term the prospective student must present proof of the residency and death or 100% disability of the Oregon service member, proof of his/her campaign service (DD Form #214), and proof of his/her dependent status along with the completed waiver form, which can be found on BMCC's Website at [www.bluecc.edu/admissions\\_forms](http://www.bluecc.edu/admissions_forms).

## Important links:

- GI Bill Information - [www.benefits.va.gov/gibill/](http://www.benefits.va.gov/gibill/)
- GI Bill WAVE - Web Automated Verification of Enrollment - [www.gibill.va.gov/wave/](http://www.gibill.va.gov/wave/)
- Oregon Department of Veterans' Affairs ODVA - [www.oregon.gov/ODVA/](http://www.oregon.gov/ODVA/)
- ODVA Educational Aid for Veterans - [www.oregon.gov/ODVA/BENEFITS/pages/OregonEducationBenefit.aspx](http://www.oregon.gov/ODVA/BENEFITS/pages/OregonEducationBenefit.aspx)
- DD 214 Requests Online - [www.archives.gov/veterans/](http://www.archives.gov/veterans/)

## Class Attendance and Administrative Withdrawal

Blue Mountain Community College reserves the right to withdraw a student from classes if, in the judgment of college officials, this action is in the best interest of the student or the college.

## Attendance

Blue Mountain Community College believes that it is the student's obligation to attend and participate in classes and that there is a direct correlation between participative attendance in a course and successful completion. Individual courses may have their own attendance policies. The college has an administrative drop process for the first five days of class each term. The administrative drop process is not guaranteed. Students that do not intend to continue in classes, must not assume that they will be automatically dropped for non-attendance. To drop or withdraw from a course or courses, students must do so online by logging on to the Student WolfWeb. Students will be responsible for payment for all courses that they are enrolled in after the end of the 100% refund period.

See definition of drop and withdraw at the back of the catalog.

**Note:** Some courses that are not a full term in length will have different refund periods. Please print your schedule to determine what the refund/drop period is for that course.

## Grading System and Policies

### Grading System

The quality of a student's 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.

Only grades of A, B, C, D, F, and FA are considered in the computation of grade point averages. All other grades will be disregarded in the calculation of GPA; however, other grade marks and enrollment status will affect financial aid and athletic eligibility.

The grading system consists of the following:

### Grade Point Average (GPA)

A student's grade point average (GPA) is calculated as follows: take the number of points from the Grade Point table for each grade that you received and multiply it by the number of credits for that course; then repeat the process for each course in which you received a grade of A, B, C, D, F, or FA. Add all of the results together and then divide by the total credit hours in which grades A, B, C, D, F, or FA were received. Note: If a course is repeated, only the most recent grade is used in computing the GPA unless the course is designated as repeatable in the Course Descriptions section of this catalog.

### Grade Point Table

GRADE	POINTS
A	4
B	3
C	2
D	1
F	0
FA	0

**Example of GPA Calculation: (Total GPA Points/Total Credits) = GPA**

**Courses/Grades Received**

Course	Credits	Grade	Grade Points	GPA Points
WR121	4	B	3	12.0
MTH095	5	C	2	10.0
TOTAL	9			22.0

### Grade Definitions:

**A/4: Superior:** An indication that the student has met the state outcomes and course criteria at the highest level, demonstrating mastery of required knowledge and skills.

**B/3: Above Average:** An indication that the student has met the stated outcomes and course criteria at a high level, demonstrating mastery of most required knowledge and skills.

**C/2: Average:** An indication that the student has met the stated outcomes and course criteria with sufficient mastery of enough of the required knowledge and skills to be capable of success in other courses that require this course as a prerequisite.



# Academic Services and Enrollment Policies

**D/1: Below Average:** An indication that the student has only minimally met the stated outcomes and criteria of the course but may not have sufficient mastery of enough of the required knowledge and skills to be capable of success in other courses that require this course as a prerequisite.

**F/0: Failure:** An indication that the student has participated in the course but has not adequately met the stated outcomes and criteria of the course.

**FA/0: Failure-Attendance:** An indication that the student did not participate (either by attendance or by online participation) in a significant amount of the course and, as a result, has not adequately met the stated outcomes and criteria of the course. Instructors assigning this grade must provide a Last Date of Attendance (LDA) to satisfy Federal Title IV aid requirements.

**INC (Incomplete):** Instructors may assign an incomplete grade when the quality of the students completed work is satisfactory but the course has not been completed for reasons acceptable to the instructor. At least sixty percent (60%) of the course work must be completed for an incomplete grade to be given. An incomplete grade must be made up within a maximum of one calendar year from the date that the incomplete appears on the grade report; however, the student and their instructor may choose a shorter time in which to complete the course work.

Incomplete Grade Contracts are submitted by the instructor of the course at the time grades are submitted and do not require the student's signature. The Registrar's Office will maintain and monitor INC contracts for the college. If the instructor does not return a completed INC contract to the Registrar's Office providing a final grade earned by the contract deadline date, the alternative grade indicated on the contract will automatically be entered into the students permanent record. It is the student's responsibility to complete the work agreed upon and the instructor's responsibility to submit the final grade earned in a timely manner to the Registrar's Office. Grade changes after the end of the contract will not be processed without prior approval from the Vice President of Instruction.

**P/NP (Pass/No Pass):** If you wish to use the P/NP option you must:

- Elect to do so by the end of the fourth week of the term. Once you declare the P/NP grading option, no changes in grading can be made.
- Submit an application for the P/NP grading option to the Registrar's Office. Before submitting this form to the Registrar's Office, you must first collect the signature of the instructor of the course for which you are exercising this option.

You may apply a maximum of 12 program or elective credits with a grade of P toward a degree at BMCC. This number would include pass grades earned in regular BMCC classes and those earned from another college or university. This number does not include pass grades earned in course work with obligatory pass grades or advanced placement credits transcribed as pass.

The P/NP 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 AAOT/AS degree (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 registrar determines that the course meets or exceeds BMCC requirements, then credit may be granted.

If you are planning to transfer to a four-year institution, you should determine the policy of that school before electing the P/NP option at BMCC.

- When computing credits earned and GPA, the Registrar's Office treats the P/NP credits as follows:
- The pass credits will be transcribed as credits earned and will not be computed in the grade point average.
- The no pass credits will show on the transcript as credits attempted and will not be computed in the grade point average.

## Examinations

### Auditing a Course (AU)

Students may audit a course at a reduced tuition rate. Students that register online and wish to audit a course must complete a Schedule Change form requesting the audit option. This status cannot be changed after the 100% refund period. Courses taken as an audit status do not count as credits attempted in financial aid award calculations, and the AU (audit) status does not count in calculating GPAs. The audit indicator AU indicates a registration status, not an evaluation. Students electing this option are not required to meet pre-requisite requirements for the course.

**Policy:** Students that do not wish to earn college credit, may audit a course and pay a reduced tuition rate as long as the course is not full. Students who audit are not required to meet any specific academic requirements, but they may participate fully in the activities of the class. If an audit is desired, you must elect this option at the time of registration. Students that wish to take the course for a grade, must drop the course within the defined drop period and then add the class back as a graded course. Students may not change to audit status after the end of the drop period.

**Enrollment Status:** In addition to the above grades, other enrollment-status indicators may be entered on the official grade report or transcript. These include AU (audit), CIP (course in progress), MSG (missing grade), and W (withdrawal).

### 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 the Audit Policy section below for more information.

### CIP (Course in Progress)

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

### H (High School Diploma)

The designation of H indicates that the variable-hour course was taken as part of a student's adult high school diploma program and that was not completed in a particular term.

### W (Withdrawal)

A grade of W indicates that you followed the formal withdrawal procedure and withdrew from the course during the term after the 100% refund period for the term or course. This designation is not used in computing GPA. A W is not punitive. It simply indicates that you withdrew from the course and therefore received no grade.

# Academic Services and Enrollment Policies

## Repeating a Course (R)

Assigned when a student has repeated a course that is not repeatable for credit. When a student repeats a course, the college will count the grade received for your most recent attempt. All other attempts at the course where a grade of A, B, C, D, F, FA, or INC was given will be changed to a grade of R on your transcript.

## Dropping/Withdrawing From a Course/s Definitions:

**Drop:** When a student removes a course from their schedule before the end of the 100% refund period for that course. Courses that are dropped will not show up on the grade transcript. Note: Courses that are less than a full term in length have different refund periods. These dates are indicated on the students schedule as "last date to drop and pay."

**Withdraw:** When a student removes a course from their schedule after the 100% refund period for that course. These courses will appear upon the student's grade transcript with a status of W to indicate that the student withdrew from that course. In addition, students are responsible for all tuition and fees associated with the course or courses from which they withdraw. Note: Courses that are less than a full term in length have different withdraw deadline dates.

To drop or withdraw from a course, students must do so online through the Student Wolfweb. The last day to withdraw from a full-term course without a grade is listed on the 2015-16 Academic Calendar.

Students enrolled in courses after the dates listed in the academic calendar are responsible for the final grades received and associated tuition and fees for those course or courses.

## Withdrawal from College

Students that find they can no longer attend classes should officially withdraw from school. Before doing so, they should work with their advisor to determine if other options are available to them. The last day to withdraw from classes without receiving a grade is listed on the academic calendar. **Note:** Courses that are less than a full term in length have different withdrawal deadline dates.

Students receiving financial aid should be aware that withdrawing from all course/s during a given term prior to completing more than 60.01% of the term can result in the student owing money back to the U.S. Department of Education or to BMCC. Please refer to the Financial Assistance section of the catalog for further information.

**NOTE:** 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 their course or courses.

## Withdrawal for Military Duty

The following guidelines apply when a veteran, Reserve, or National Guard student is called to active duty for military purposes during the term (does not include being called to active duty for basic training:

Students may drop courses and receive a full tuition and fee refund. Students may, at their discretion, elect to complete courses after making special arrangements with their instructor(s) to create an incomplete contract allowing reasonable time to complete the academic work required.

Please contact the Service Center in Pendleton for further information at 541-278-5759, or send an email to: [getinfo@bluecc.edu](mailto:getinfo@bluecc.edu). Students receiving financial aid or veteran's benefits should refer to the Financial Assistance section of the catalog for further information regarding withdrawals.

## Grade Changes

College procedures allow for grade changes up to one year after the end of the term in which the course or courses were taken. Once a grade has been assigned other than an INC, the only acceptable reason for a grade change is instructor or college error. The instructor/student relationship in a given class concludes at the end of the term with the assignment of a grade unless the student receives a grade of INC to allow for the submission of late course work. If you cannot complete all of the course work before the end of the term, you should work with the instructor before the term ends to request a grade of INC. Otherwise, the only way that an instructor can agree to change your grade is for you to submit a grade appeal (see the section on grade appeals). All grade appeals are reviewed by the vice president of instruction and, if approved, sent to the registrar's office for final processing.

## Grade Appeal Process

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

If you believe that you have been awarded an inappropriate grade by an instructor, you may fill out a grade appeal form and submit it to the Office of Instruction. This will initiate the grade appeal process as outlined in the Student's Rights and Responsibilities Handbook. The Vice President of Instruction will forward appeals to the Registrar's Office once a decision has been made. If the appeal results in a grade change, the Registrar's Office will process the change and notify the student by email once the change has been made.

## Term Grades

Term grades are posted to students official transcripts on the Monday following the end of the term. Students can access their grades online via the Wolfweb.

## Waitlisted Courses

Students that have been placed on a waitlist, will be notified by email (sent to your assigned BMCC email account) from the Office of Instruction if a space becomes available and they are moved from the waitlist into the class. It is the student's responsibility to ensure their status in any waitlisted courses. Students may not attend the course unless they have been officially admitted to the course. To check the status of a waitlisted course the student should check their term schedule on the Wolfweb. Students should also check their BMCC student email.

# Academic Services and Enrollment Policies

## 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 online or on the academic calendar found in this catalog. If circumstances warrant taking final examinations at another time, the student must make prior arrangements with their instructor.

## Standards of Academic Progress

### Academic Alert, Probation, and Suspension

Institutional Academic Progress (IAP) is the institution's policy regarding a student's academic progress. IAP is not the same as Satisfactory Academic Progress (SAP), which is the status that students using financial assistance must maintain in order to receive funding from financial aid. A student is considered in good academic standing when they are making satisfactory academic progress, such as maintaining a 2.0 GPA each term and passing the required number of credits based on his/her enrollment level, which is 66.67% of the credits they are enrolled in for that term. IAP requires a student to maintain satisfactory academic progress every term of attendance. If a student does not maintain good academic standing he/she will be placed on Academic Alert Status, Academic Warning Status, or Academic Suspension Status. More information about IAP can be obtained by viewing the IAP policy at [http://www.bluecc.edu/cat\\_IAP](http://www.bluecc.edu/cat_IAP) or by contacting the Registrar at 541-278-5757.

STATUS	Criteria
<b>Academic Alert</b>	1 <sup>st</sup> Term that <b>one or more</b> of the following applies: <ul style="list-style-type: none"> <li>• Term GPA below 2.0</li> <li>• Term Pace is below 66.67% (see Pace chart)</li> </ul>
<b>Academic Warning</b>	2 <sup>nd</sup> Consecutive (back-to-back) term that <b>one or more</b> of the following applies: <ul style="list-style-type: none"> <li>• Term GPA below 2.0</li> <li>• Cumulative GPA below 2.0</li> <li>• Term Pace is below 66.67% (see Pace chart)</li> </ul>
<b>Academic Suspension</b>	3 <sup>rd</sup> Consecutive (back-to-back) term that <b>one or more</b> of the following applies: <ul style="list-style-type: none"> <li>• Term GPA below 2.0</li> <li>• Cumulative GPA below 2.0</li> <li>• Term Pace is below 66.67% (see Pace chart)</li> </ul>

Pace includes all courses student remained registered in after the drop period. This includes courses with grades of A, B, C, D, F, FA and those courses with W to indicate a withdrawal.

## Pace Chart

# of Credits Attempted	Min # of credits needed to meet the 66.67 % Completion Level
1	1
2	2
3	2
4	3
5	4
6	4
7	5
8	6
9	6
10	7
11	8
12	8
13	9
14	10
15	10
16	11
17	12
18	12
19	13
20	14
21	14

## Satisfactory Academic Progress Standards for Students on Veterans Administration (VA) Benefits

The financial aid office is responsible for ensuring that all students who receive VA benefits maintain Good Academic Standing per BMCC's Institutional Academic Progress Policy. The student's SAP will be reviewed before making awards each academic year and at the end of each term. The standards of SAP can be found in the VA Statement of Rights and Responsibilities.

## Transcripts

Official transcripts may be ordered by completing a Transcript Request Form found on BMCC's website at [bluecc.edu](http://bluecc.edu).

The fee is \$5 per transcript. See the "College Costs" section of the catalog for additional costs associated with Rush or International transcript requests. This form may be mailed, faxed, or hand delivered to any BMCC location. The request must include the student's name, student identification number, period of enrollment, where the transcript is to be sent (must include full name of college, university or individual and associated mailing address), student's signature and payment of the appropriate transcript fee per number of transcripts ordered.



# Academic Services and Enrollment Policies

No other person may receive a copy of the student's transcript or pick it up for the student unless the student authorizes release of records in writing. The college reserves the right to withhold official transcripts from students who owe monies to Blue Mountain Community College. If an official transcript is requested by a student who owes monies, the student is notified that there is a balance owing and given information on how to resolve the issue.

## Transferring Credits to BMCC

Students that wish to have credits earned from other regionally accredited colleges evaluated towards their certificate/degree intent at BMCC, will need request that official transcripts be sent to BMCC's Enrollment Services Office. Official transcripts must include both a signature from the issuing institution and its authorized seal and be delivered to BMCC in a sealed envelope.

In general, BMCC accepts college-level credits earned at regionally-accredited colleges or universities.

Accepted credits will become a part of the student's permanent academic record at BMCC and will be noted on their official grade transcript at the time a certificate or degree is awarded. All grades earned from BMCC will be used to compute the student's grade point average on their BMCC transcript. This is the GPA that will be considered for honor and high honors distinction at commencement and upon degree conferral.

Students that have taken the College Level Examination Program (CLEP) or the Advanced Placement (AP) test, should have their scores sent to Enrollment Services for review. Exams must have been taken within 3 years of the date the student requests credit. Credits received for AP, CLEP, or military experience at other colleges and universities will not be accepted. Students must have their exam scores and or official military transcripts sent directly to BMCC.

## Transferring Credits from BMCC

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

In order to facilitate a smooth transition from BMCC students should discuss transferability of courses with their academic advisor and the school to which they plan to transfer to.

## Credit for Prior Learning/Certification

The purpose of awarding credit for prior learning is to acknowledge and validate knowledge, skills, and competencies acquired by students through experience. With the exception of cooperative work experience (CWE) credits, students receiving alternate credits are not eligible for state or federal aid for those credits.

The maximum credits that may be earned through a combination of credit by examination, advanced placement (AP) and military credit are no more than 25 percent of the credits needed for a certificate or degree. See degree checklists for more information.

**Credit by Examination (CBE):** To obtain credit for certain courses, a student must be enrolled as a BMCC student taking at least one course for credit and satisfactorily pass a comprehensive examination or series of examinations. The student may not obtain credit by examination (CBE) for a course at a lower level than one in which they have already demonstrated competency. Some courses are not eligible for this program. Students that wish to obtain credit in this manner must pay a fee in addition to any other tuition and fees that they may have paid in that term. Contact the Office of Instruction, at 541-278-5969, for more information. Students are limited to 15 CBE credits. CBE credits are reflected on BMCC's transcripts with the exam identifier of (CH) next to the course title. Example: Art204 (CH)

## Advanced Placement Test - Example: ART204 (AP.)

AP Exam Taken	AP Score	BMCC Course	BMCC Credit
Art – History	4+	ART 204, 205	8
Art – Studio	4+	ART 101	4
Biology	4+	BI 101, 102, 103	12
Calculus AB	3	MTH 251	4
Calculus AB	4+	MTH 251, 252	8
Calculus BC	3	MTH 251, 252	8
Calculus BC	4 +	MTH 251. 252, 253	12
Chemistry	3+	CH104, 105, 106	15
Computer Science A	4+	CS 161	4
English Language - Composition	3+	WR 121	4
English Language - Literature	3+	ENG104	4
Environmental Science	3+	GS 142	4
Government – U.S.	4	PS 201	4
History – U.S.	3+	HST 201, 202	8
History - World	3+	HST 104, 105	6
Human Geography	3+	GEOG 103	4
Macro Economics	3+	EC 202	4
Micro Economics	3+	EC 201	4
Music Theory	4+	MUS 111, 112	8
Physics B	4+	PHY 201, 202, 203	15
Physics C- Electricity & Magnetism	4+	PHY 201	5
Physics C - Mechanics	4+	PHY 201	5
Psychology	3+	PSY 201	4
Spanish Language	3+	SPAN 101,102,103	12
Statistics	4+	MTH243	4

# Academic Services and Enrollment Policies

**Credit for Prior Certification/Learning (CPL):** Up to 10 credits may be awarded for certifications received in the Early Childhood Education field. Documentation is required. If awarded, these credits are reflected on BMCC's transcripts with a grade of "P" and with the identifier of (CPL) next to the course title. Example: ECE226 (CPL). For more information about this option contact our ECE Department at 541-278-5921 or 541-278-5957.

**Advanced Placement (AP) Test:** Students may earn credit for certain courses by taking tests administered by the Advanced Placement (AP) program sponsored by the College Board. Below is a list of approved AP courses, AP minimum scores, and advanced placement action. AP credits are reflected on BMCC's transcripts with a grade of P and with the exam identifier of (AP) next to the course title. Example: ART204 (AP)

To receive AP credit the student must:

- Request that your AP scores be sent from the College Board to BMCC. Scores are accepted for up to three years after the exam date.
- Be enrolled at BMCC in at least one credit course.
- Pay the fee in effect of the time of application
- Please contact the Registrar's Office at 541-278-5757 or email [getinfo@bluecc.edu](mailto:getinfo@bluecc.edu) for additional information.

**College-Level Examination Program (CLEP):** Students may earn College-Level Examination Program (CLEP) credits for certain courses by taking the CLEP exams sponsored by the College Board. Below is a list of BMCC's approved CLEP exams, minimum scores, number of possible credits granted, and corresponding BMCC course equivalencies. CLEP credits are reflected on BMCC's transcripts with a grade of "P" and with the course identifier of (CL) next to the course title. Example: ART204 (CL).

To receive CLEP credit the student must:

- Request your CLEP scores be sent from the College Board to BMCC. Scores are accepted for up to three years after the exam date.
- Be enrolled at BMCC in at least one credit course.
- Pay the fee in effect of the time of application
- Please contact the registrar's office at 541-278-5757 or email [getinfo@bluecc.edu](mailto:getinfo@bluecc.edu) for additional information.

**Military Credit (MIL):** Military credit will be evaluated according to American Council of Education guidelines. In most cases, credit will only be considered when it is equivalent to a course offered by BMCC. Military credits are reflected on BMCC's transcripts and are considered transfer courses similar to coursework taken at other regionally accredited colleges. A pre-transcript notation is placed on the student's transcript noting the number of military credits accepted.

## Recognition of Outstanding Student Performance

**Academic Achievement:** 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 Honor Roll, the Dean's List, or the President's List. In all cases, the student must have completed 12 or more BMCC credits during the term with grades of A, B, C, or D.

## College-Level Examination Program - CLEP

Exam Subject	Minimum Score	Credit	BMCC Course Equivalency
<b>BUSINESS</b>			
Information System & Computer Applications	-	-	No credit awarded
Principles of Management	50	4	BA 206
Principles of Accounting	50	12	BA 211, 212, 213
Introductory Business Law	50	4	BA 226
Principles of Marketing	50	4	BA 223
<b>COMPOSITION AND LITERATURE</b>			
Composition and Literature	50	12	ENG 253, 254, 255
English Literature (with essay)	50	12	ENG 204, 205, 206
<b>HISTORY AND SOCIAL SCIENCES</b>			
American Government	50	4	PS 201
History of the U.S. I	50	4	HST 201
American History II	50	4 <b>OR</b> 12	HST 203 <b>OR</b> w/Part I test HST 201, 202, 203
General Psychology	50	8	PSY 201, 202
Human Growth and Development	50	4	PSY 237
Principles of Microeconomics	50	4	EC 201
Principles of Macroeconomics	50	4	EC 202
Introductory to Sociology	50	4	SOC 204

# Academic Services and Enrollment Policies

Only courses taken at BMCC will count towards academic achievement recognition. Only term GPAs, not cumulative GPAs, are counted for these recognitions.

Levels of achievement are:

- **Honor Roll:** term GPA of 3.00 to 3.39
- **Dean's List:** term GPA of 3.40 to 3.84
- **President's List:** term GPA of 3.85 or higher

Grades of P, NP, and INC do not count toward recognition of academic achievement.

## Graduation Requirements

Students are responsible for fulfilling the requirements for graduation and should work with their advisor to ensure that they have or will complete the degree and/or certificate requirements.

As a candidate for graduation, students are required to complete and return an Application for Certificate/Degree Completion. Students are encouraged to submit their application at least two terms prior to the term in which they expect to complete their program requirements (refer to the academic calendar in the catalog for specific deadline dates). This allows the academic advisor to assist the student in selecting coursework necessary to meet graduation requirements. Completed applications may be submitted to any BMCC location.

Upon the college's receipt and processing of the application form, the Registrar's Office will notify the student and their advisor by email of the course/s needed to satisfy certificate/degree requirements. Should there be any discrepancy, the student and their advisor will be asked to notify the registrar as soon as possible. A graduation file will be established at that time and the degree audit will become the official degree check-off for degree completion purposes.

**Auto-Award of Certificate/Degrees:** If the Registrar or their designee finds that a student has completed all coursework necessary to complete their indicated program of study, the college will award the degrees and/or certificates upon completion of those requirements. Opting out of an institutional award requires completing the appropriate request through the registrar's office. Multiple credentials may be institutionally awarded within your program of study.

Degrees and certificates become official when recorded on your transcript. Certificates and diplomas will be mailed to the address listed on your application within two months after final grades have been posted and reviewed.

Students that do not complete their degree requirements in the term and year identified on their application will be notified by the Registrar's office about final requirements needed to complete their certificate/degree requirements. Applications will be considered active for a period of one (1) year from the students intended date of graduation.

Students that have not graduated after one year, will have their applications considered inactive and will be required to reapply for graduation and pay any fees in effect at the time of reapplication.

## Residency Requirement

Students must have completed at specific number of credits at BMCC in order to meet the requirements for their degree as follows:

- **Two-Year Degree:** Must complete 24 credits at BMCC, 18 credits

must apply towards the degree

- **One-Year Certificate:** Must complete 12 credits at BMCC, 9 credits must apply towards the certificate
- **Less-than One-Year Certificate (LTOY):** Must complete 50% of credits required for certificate at BMCC, 50% of credits must apply towards the LTOY
- **Career Pathway Certificates of Completion (CPCC):** Must complete 50% of credits required for certificate at BMCC, 50% of credits must apply towards the CPCC

## Graduation under a Particular Catalog

Catalog requirements are effective for five academic years. Students may graduate under the catalog requirements existing at the time of initial enrollment as long as they successfully complete at least one BMCC credit applicable to degree requirements per academic year unless they choose to meet the requirements of a later catalog. A new academic year begins each summer and ends the following spring. No catalog is valid for longer than the spring following the fifth academic year of issuance.

Some programs may impose shorter time limits on accepting credits for degree or certificate requirements. Students enrolled in programs that are accredited or licensed must meet the requirements most recently approved by the accrediting agency or licensing authority. All returning students who have not been enrolled in a college credit course for one academic year must meet new degree requirements. Occasionally, the college may change courses and course numbers within a program. Students should regularly consult an advisor in their major department about their course of study.

**Example:** Student starts Fall 2015-16 and takes at least one BMCC credit applicable to their degree requirements during the 2015-16 to Fall 2020-21. In this case the student would need to complete their requirements under the 2020-21 academic catalog as they would have crossed the five (5) year time limit. If the student had completed by spring 2020, they would be able to complete under the 2015-16 or later catalog year.

BMCC reviews and updates degree requirements annually. Please note that some of the requirements for graduation may change if your studies are interrupted by one or more years and/or if a course of study extends beyond five years. Depending upon the college certificate or degree, you may be asked to complete updated requirements.

## Computer Literacy Requirement

All students completing a one-year certificate or two-year degree program are required to meet our computer literacy requirement prior to graduating. There are two course options that meet this requirement. Courses must be completed with a grade of "c" or better.

## Honors for Commencement Ceremony

Students with exceptional academic qualifications that participate in our commencement ceremony with honors or high honors designation will have this designation noted in the commencement program. This designation applies to all of BMCC's degrees and certificates for academic, career, and technical programs. To qualify, students must have attended at least two terms and have earned at least 24 credit hours at BMCC (may be less for programs of less than two years in length). Honors designations are:



# Academic Services and Enrollment Policies

- Honors: cumulative GPA of 3.40 to 3.84
- High Honors: cumulative GPA of 3.85 or higher

This status is reflective of your BMCC cumulative GPA only and does not include courses accepted for transfer from other colleges. Your BMCC cumulative GPA as of the end of winter term is used to determine honors or high honors status for our ceremony. If you completed your certificate or degree requirements prior to the end of winter term, your cumulative GPA for the term you completed will be used.

**Example 1:** If the anticipated term of graduation is spring term 2016, your GPA will be calculated at the end of winter term 2016. If you meet one of the above-referenced GPA requirements, you qualify to walk in the spring commencement ceremony with an honors designation.

**Example 2:** If the anticipated term of graduation is summer term 2016, your GPA will be calculated at the end of winter term 2016. If you meet one of the above-referenced GPA requirements, you qualify to walk in the spring commencement ceremony with an honors designation.

## Commencement Ceremony:

BMCC's commencement ceremony is held each year in June on the last day of spring term. Students who have completed or will complete all of their certificate and/or degree requirements during or prior to summer 2016 are eligible to participate in our 2016 ceremony. Those completing requirements as of fall 2016 or later are invited to participate in the following year's ceremony.

## Final Honors Distinction on Official Transcript

Students with exceptional academic qualifications may qualify to complete their designated program of study with honors or high honors designation. This designation appears on your official grade transcript and may apply to all earned degrees and certificates for academic, career, and technical programs. To qualify, you must have attended at least two terms and have earned at least 24 credit hours at BMCC (may be less for programs of less than two years in length). Honors designations are:

- **Honors:** cumulative GPA of 3.40 to 3.84
- **High Honors:** cumulative GPA of 3.85 or higher

This status is reflective of your BMCC cumulative GPA only and does not include courses accepted for transfer from other colleges. The calculation is performed on all courses completed through your final term of program completion and may be different than what was listed in our commencement program.

## Suspended Programs of Study

If BMCC suspends a program of study the student is eligible for "teach-out" assistance as determined by the college. BMCC will work with the student to help them complete the program within three years. Methods and types of assistance will vary by individual circumstance and will be available only to eligible students. Following the three-year period, if the student has not satisfied their degree requirements for that certificate/degree but still wishes to obtain a certificate/degree, the student must either apply their earned credits to a different BMCC program or transfer them to another institution. Contact the Registrar to determine eligibility.

## Associate Degree Comprehensive Requirements

### Associate of Arts Degree (AAOT)

### Associate of Science Degree (AS)

Students earning an AAOT or AS degree from Blue Mountain Community College (BMCC) must successfully complete the following requirements along with additional requirements of the AAOT or AS degree:

1. Earn a minimum of 90 credits which count toward an associate's degree. Credit courses numbered below 100 cannot be used to fulfill the 90 credit minimum requirements for these degrees.
2. Residency Requirement:
  - Must accumulate at least 24 quarter hours of satisfactory work at BMCC to establish residency. Non-traditional credit, credit transferred from another institution, or challenge credit cannot be used to establish the 24 quarter-hour residency requirement.
  - Eighteen (18) of the credits earned at BMCC must apply to the specific associate's degree the student is pursuing.
3. All courses must be completed with a grade of "C" or better
4. A maximum of 22 credits of "credit for prior" learning may be applied to the degree.
5. A maximum of 24 credits of "P" (Pass) grades will apply to any degree.
6. A maximum of 12 credits of Career Technical courses may be applied to the degree.
7. Must have a 2.0 grade point average (C average) or higher.
8. Must successfully complete computer literacy requirement
9. Associate of Science limits are:
  - A maximum of 12 credits of PE185 may be applied to the degree

## Associate of Science Oregon Transfer in Business (ASOT-BUS)

Students earning an ASOT/CS degree from Blue Mountain Community College (BMCC) must successfully complete the following requirements along with additional requirements of the ASOT/CS degree :

1. Earn a minimum of 90 credits which count toward an associate's degree. Credit courses numbered below 100 cannot be used to fulfill the 90 credit minimum requirement for these degrees.
2. Residency Requirement:
  - Must accumulate at least 24 quarter hours of satisfactory work at BMCC to establish residency. Non-traditional credit, credit transferred from another institution, or challenge credit cannot be used to establish the 24 quarter-hour residency requirement.
  - Eighteen (18) of the credits earned at BMCC must apply to the specific associate's degree the student is pursuing.
3. All courses must be completed with a grade of "C" or better
4. All Foundational and Discipline Studies courses must be a minimum of 3 credits. All elective courses may be any number of credits.
5. A maximum of 22 credits of "credit for prior" learning may be applied to the degree.
6. Must have a 2.0 grade point average (C average) or higher.
7. Must successfully complete computer literacy requirement

# Academic Services and Enrollment Policies

## Associate of Science Oregon Transfer in Computer Science (ASOT/CS)

Students earning an ASOT/CS degree from Blue Mountain Community College (BMCC) must successfully complete the following requirements along with additional requirements of the ASOT/CS degree:

1. Earn a minimum of 90 credits which count toward an associate's degree. Credit courses numbered below 100 cannot be used to fulfill the 90 credit minimum requirements for these degrees.
2. Residency Requirement:
  - Must accumulate at least 24 quarter hours of satisfactory work at BMCC to establish residency. Non-traditional credit, credit transferred from another institution, or challenge credit cannot be used to establish the 24 quarter-hour residency requirement.
  - Eighteen (18) of the credits earned at BMCC must apply to the specific associate's degree the student is pursuing.
3. All courses must be completed with a grade of "C" or better
4. A maximum of 22 credits of "credit for prior" learning may be applied to the degree.
5. A maximum of 24 credits of "P" (Pass) grades will apply to any degree.
6. A maximum of 12 credits of Career Technical courses may be applied to the degree.
7. Must have a 2.0 grade point average (C average) or higher.
8. Must successfully complete computer literacy requirement.

## Associate of General Studies Degree (AGS)

Students earning an AGS degree from Blue Mountain Community College (BMCC) must successfully complete the following requirements along with additional requirements of the degree:

1. Earn a minimum of 90 credits which count toward the degree. With the exception of the math requirement, credit courses numbered below 100 cannot be used to fulfill the 90 credit minimum requirements for these degrees.
2. Residency Requirement:
  - Must accumulate at least 24 quarter hours of satisfactory work at BMCC to establish residency. Non-traditional credit, credit transferred from another institution, or challenge credit cannot be used to establish the 24 quarter-hour residency requirement.
  - Eighteen (18) of the credits earned at BMCC must apply to the specific associate's degree the student is pursuing.
3. All courses must be completed with a grade of "C" or better
4. A maximum of 22 credits of "credit for prior" learning may be applied to the degree.
5. A maximum of 24 credits of "P" (Pass) grades will apply to any degree.
6. Must have a 2.0 grade point average (C average) or higher.
7. Must successfully complete computer literacy requirement

## Associate of Applied Science Degree (AAS)

Students earning an AAS degree from Blue Mountain Community College (BMCC) must successfully complete the following requirements along with additional requirements of the degree:

1. Earn a minimum of 90 credits which count toward the degree. With the exception of the math and writing requirement, credit courses numbered below 100 cannot be used to fulfill the 90 credit minimum requirements for these degrees.
2. Residency Requirement:

- Must accumulate at least 24 quarter hours of satisfactory work at BMCC to establish residency. Non-traditional credit, credit transferred from another institution, or challenge credit cannot be used to establish the 24 quarter-hour residency requirement.
  - Eighteen (18) of the credits earned at BMCC must apply to the specific associate's degree the student is pursuing.
3. A maximum of 22 credits of "credit for prior" learning may be applied to the degree. Note – this number may vary based on the number or credits required for the specific AAS degree.
  4. A maximum of 24 credits of "P" (Pass) grades will apply to any degree. Specific AAS degrees that deviate from this maximum will state the degree maximum in the degree requirements for the specific AAS degree.
  5. Must have a 2.0 grade point average (C average) or higher.
  6. Must successfully complete computer literacy requirement

## Course Substitutions

If a student is pursuing an Associate of Applied Science degree and would like to request a course substitution to meet program requirements, the student must discuss their request with their academic advisor. If the advisor considers the request appropriate, they will complete the necessary paperwork, and then obtain the approval and signature of the Vice President of Instruction. The Registrar's Office will process the information, once approved, and it will become a part of the student's permanent record.

## Transcript Notations

**Oregon Transfer Module (OTM)** will be noted on a student's transcript upon completion of all module course requirements. Since the OTM is not a degree or certificate, BMCC's regular residency requirement do not apply. The student must have completed at least one credit at BMCC that applies to the OTM in order to have the module notation made on the student's official transcript.

**WICHE Passport I** will be noted on a student's transcript upon completion of all Passport course requirements. Since the Passport is not a degree or certificate, BMCC's regular residency requirement do not apply. The student must have completed all coursework at BMCC in order to have the notation made on their official transcript.

## Student Records

### Access to Student Records

The Registrar's Office maintains and processes academic records for the college. Student records are maintained in accordance with the college's official student record retention schedule. These records include, but are not limited to, admission applications, transfer institution transcripts, transfer credit evaluations, correspondence, grade change forms, curriculum deviation forms, certificate/degree completion applications, and degree evaluations.

### Education Record

Education records are those records that are maintained by BMCC or an agent of the College which is directly related to a student, except the following:

# Academic Services and Enrollment Policies

1. Records of instructional, supervisory and administrative personnel and educational personnel that are kept in the sole possession of the maker of the record, and are not accessible or revealed to any other person except a temporary substitute for the maker of the record.
2. Records relating to an individual who is employed by the college, that are made and maintained in the normal course of business, that relate exclusively to the individual in that individual's capacity as an employee and that are not available for use for any other purpose. Records relating to an individual in attendance at the college who is employed as a result of his or her status as a student are education records and are not excepted under this subsection.
3. Faculty records, relating to personal matters of faculty members such as conduct, personal and academic evaluations, and disciplinary actions.
4. Records on a student that are:
  - Made or maintained by a physician, psychiatrist, psychologist or other recognized professional or paraprofessional acting in his or her professional capacity or assisting in a paraprofessional capacity;
  - Made, maintained, or used only in connection with treatment of the student; and
  - Disclosed only to individuals providing the treatment. For the purpose of this definition, "treatment" does not include remedial educational activities or activities that are part of the program of instruction at the college.
5. Records that only contain information relating to activities in which an individual engaged after he or she was no longer a student at the college.
6. Medical or nursing records which are made or maintained separately and solely by a licensed health care professional and which are not used for education purposes or planning.
7. "Personally identifiable information" includes, but is not limited to:
  - Student's name;
  - The name of the student's parents, children, spouse or other family members;
  - Address of the student or the student's family;
  - Telephone number of the student or the student's family;
  - Photograph of the student;
  - A personal identifier, such as the student's social security number or student number; and
  - A list of personal characteristics that would make the student's identity easily traceable, or other information that would make the student's identity easily traceable.

**Data For Analysis (D4A)** describes an informal consortium of community colleges, the Higher Education Coordinating Commission (HECC), the Department of Community Colleges and Workforce Development (CCWD), and the Oregon Community College Association (OCCA), acting together to provide standard data and reporting formats necessary to improve community college programs, evaluate program effectiveness, and report to various governing bodies and agencies. CCWD staff and committees acting in support of D4A are agents of the consortium members for the purposes of this policy and State law.

**Student** - any person who attends or has attended Blue Mountain Community College.

## Records Restrictions (Holds)

Students that owe a financial obligation to the college will not be able to access their official college transcripts until their debt has been paid in full.

## Social Security Number

Pursuant to OAR 589-004-0400, and ORS 341.290(17), BMCC is required to ask you to provide your Social Security Number. Your Social Security number may be used in developing, validating, or administering predictive tests and assessments; administering student aid programs; improving instruction; internal identification of students; collection of student debts; or comparing student educational experiences with subsequent workforce experiences. The SSN will not be used as the student ID number but will be provided to entities requiring SSNs, including, but not limited to, the federal government for financial aid and the Tax Relief Act (1997) reporting, the U.S. Department of Homeland Security, and the Oregon Community College Unified Reporting System (OCCURS) to meet state and federal reporting requirements. When conducting studies, BMCC will disclose a student's SSN only in a manner that does not permit personal identification of the student by individuals other than representatives of BMCC. Providing your social security is voluntary. If you choose to provide it, it means you consent to allow us to use the number in the manner described. If you choose not to do so, you will not be denied any right, benefit, or privilege provided by law. Students who choose not to provide their SSN will be ineligible for financial aid, and deferred payment and other financial arrangements. You may revoke your consent for the use of the Social Security number at any time by writing to the BMCC Student Records Office, PO Box 100, Pendleton, OR 97801.

## Student Success Center

### New Student Orientation (NSO)

New Student Orientation is required for all new, degree-seeking students attending BMCC. A new student is defined as any student who has not previously attended BMCC or any previous BMCC student who has had a break in attendance of greater than 2 years. Dual credit and expanded option credits earned by high school students are not considered when defining a new student. New Student Orientation delivers general knowledge that will provide a degree-seeking student with the basics needed to be prepared for the advising appointment, register for classes, and attend class when the term begins.

### Tutoring Services

It is BMCC's goal to provide as many resources as possible to facilitate students' academic success. Part of being a successful student is taking advantage of the help available before you get to the point of feeling overwhelmed and/or are in danger of failing your course. BMCC offers both peer and professional tutoring to help support students in their academic pursuit. The Student Success Center strives to provide a wide range of tutor availability, meeting the needs of all of our students, whether they are on-site at one of our many locations or at a distance via online learning. We have drop-in tutoring available at most of our locations as well as providing tutors who are also trained to use Blackboard Instant Messaging (BBIM). BBIM is an online program that can be accessed from the comfort of a student's home and is equipped with chat, audio, video, and whiteboard to work with a BMCC tutor during office hours.

# Academic Services and Enrollment Policies

BMCC has also purchased Smarthinking, an online program that provides students 24/7 access to live tutors. Smarthinking provides assistance in writing, math, accounting, statistics, finance, economics, biology, anatomy & physiology, physics, chemistry, office applications, and Spanish. Students who have used Smarthinking have favorable reports regarding help with homework and have stated that they would recommend this service to friends.

All tutoring is provided at no cost to all BMCC students and is largely funded by General Funds as a service to students. Students interested in receiving tutoring can access the tutor schedule online at [www.bluecc.edu/tutor](http://www.bluecc.edu/tutor), and click the "schedule" link. The Pendleton campus also posts tutor schedules on a monitor board in the Student Success Center in Morrow Hall. Each BMCC location posts the hours that tutors are available at their site.

## TriO – Student Support Services

TriO/Student Support Services works with eligible, admitted students to provide comprehensive academic support. Nationwide, students who are part of a TriO program tend to have higher GPAs and earn more credits than those who are not involved with TriO. The TriO program at BMCC offers a student computer lab, professional tutoring, peer mentoring, comprehensive advising, student success coaching, four-year transfer assistance, campus visits, workshops on study strategies and time management, and book and calculator loans.

TriO/Student Support Services also offers cultural and student engagement opportunities. Students are provided opportunities to attend yearly theater, museum, art, and community events. Additionally, students are encouraged to join the TriO Club, an ASG club focused on community service and leadership opportunities while providing fun and exciting college experiences.

To qualify, you must be a U.S. citizen or permanent resident and enrolled in a degree program at any of the Blue Mountain Community College campuses. In addition, you must meet at least one of the following criteria: be a first-generation student (neither parent graduated with a bachelor's degree), qualify as low income, or have a documented disability. For more information or to learn if you qualify, drop by the TriO/Student Support Services offices on the Pendleton campus in Morrow Hall, Room M141, or call 278-5853. TriO/Student Support Services information is available on-line at [www.bluecc.edu](http://www.bluecc.edu).

## Student Life

### Athletics

BMCC participates in both the Northwest Athletic Conference (NWAC) and the National Intercollegiate Rodeo Association (NIRA). The NWAC is the parent organization for 36 community colleges in Oregon and Washington. BMCC sponsors athletic teams under the NWAC, including women's volleyball, men's and women's basketball, women's softball, and men's baseball. The BMCC rodeo team competes in the NIRA Northwest Region with universities and colleges from Oregon, Washington, and Idaho. NWAC and NIRA colleges provide a variety of academic and vocational offerings as well as many enrichment activities for their students.

Under the guidance of BMCC's coaches and athletic director, student athletes are 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 of BMCC for each athlete





# Student Services

BMCC 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 and nationally. The team has enjoyed great success over the years by winning numerous regional championships and by winning the national championship in 1987 and the national reserve championship in 1999. The BMCC rodeo team has produced many regional and national champions who have gone on to participate in the Professional Rodeo Cowboys Association (PRCA) and become world and national PRCA champions.

If you are interested in becoming part of the Timberwolves pride and spirit, please contact the BMCC Athletics Department or team coach.

BMCC Athletics Department	541-278-5900
Baseball	541-278-5908
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	541-278-5896
Program Assistant	541-278-5896

## Intramural Sports

BMCC recently reintroduced intramural sports as a recreational activity for students, thanks to the leadership of the Associated Student Government (ASG). Intramural sports include winter basketball and spring soccer. Ping pong tournaments also occur throughout the year in the Student Union.

## 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. Some of these clubs include: The Network Club, Fueling the Future Diesel Club, Smoke and Mirrors (Writing Club) and Phi Theta Kappa Honor Society. For more information contact the Associated Student Government (ASG) at 541-278-5948 or stop by the ASG office in Pioneer Hall on the Pendleton campus.

**Phi Theta Kappa** is the international honor society for two-year colleges. The Society recognizes and encourages academic achievement and provides opportunities for individual growth and development through scholarship, leadership, service, and fellowship. Students must have a cumulative 3.5 GPA in order to become members.

The BMCC chapter is **Beta Delta Zeta** and meets weekly throughout the academic year. Students regularly participate in service and research activities on campus. Leadership positions are available. For more information about this program, please see the chapter's website at <http://bluecc.edu/support-services/student-life/phi-theta-kappa>.

## Student Ambassadors

BMCC student ambassadors represent various regions, programs, and interests of the student body. They participate in recruitment events and college fairs, visit high schools, give campus tours, communicate with potential students, and represent BMCC to the community.

The student ambassadors' primary function is to provide leadership, assistance, and information to prospective BMCC students. The program is an exciting opportunity that helps students develop their leadership skills, while making lifelong friends. By becoming an ambassador, you can make a difference in a prospective student's outlook by giving him/her information about the transition into college life and how to make the most out of the college experience.

In exchange for weekly service, student ambassadors receive tuition waivers and leadership training. Each spring, the college selects ambassadors for the following academic year. For more information contact the Student Outreach Office at 541-278-5936.

## Student Government

BMCC has an active student government. The Associated Student Government (ASG) is responsible for planning various cultural, governmental, and entertainment events, as well as contributing to college governance committees. ASG sponsors a variety of events each quarter (Fall-Spring). The events include a Welcome Back BBQ, student appreciation lunches, The Christmas Eve Dinner, American Red Cross blood drives, an Arts and Culture Festival BBQ and Spring Fling. The group has also begun development of intramural activities like basketball, dodgeball, and soccer. ASG provides scholarships through the BMCC Foundation.

The executive committee of the ASG consists of the president, vice president, secretary, treasurer, club coordinator, outreach coordinator, and publicity coordinator. The remaining members of the ASG are student senators. If you would like to apply to ASG, applications are located on the BMCC website and are due April 30th of each year for the following year. If you are interested in ASG or would like additional information, please contact any ASG member at 541-278-5948 or the ASG advisor and 541-278-5937, or stop by the ASG office in Pioneer Hall on the Pendleton campus. All BMCC students are encouraged to become involved.

## Theatre Arts

For almost 50 years, the BMCC Theatre Arts Department has enjoyed a unique collaboration with College Community Theatre (CCT), the local community theatre company. Together, and often also working with the BMCC Music Department, these combined programs produce a minimum of three major productions each academic year, presented in the 280-seat Bob Clapp Theatre on the BMCC Pendleton campus. These productions provide creative opportunities and valuable hands-on experience for students and volunteers alike, while presenting first-rate theatre for the enjoyment of audiences from throughout the region. Whether merely seeking a creative outlet, or preparing for a career in the theatre arts, participants can work both on and off stage in all areas of theatrical production, including: acting, scenic, costume, and lighting design and construction, box office, stage management, assistant directing, and more. For more information contact the BMCC Fine Arts Department at 541-278-5944 or email [theatre@bluecc.edu](mailto:theatre@bluecc.edu).

# Student Services

## ***Counseling, Success Coach, and Advising***

All degree-seeking students, whether full or part-time, are assigned a faculty advisor and a success coach upon admission to the college. However, faculty advisors and success coaches are available for all students at BMCC, whether degree-seeking or not. Faculty Advisors and Success Coaches work together to help students effectively meet their educational goals.

### **Success Coaches**

Success coaches provide students with support, information, and access to important resources. A success coach will help students learn how to navigate college systems and act as a liaison between the student, academic advising, and all student services offered at BMCC. Some of these services include orientation to college life, veterans' assistance, transfer guidance, career guidance, tutoring, health and wellness resources, and disability support services.

### **Academic Advising**

Faculty advisors meet with students at designated academic progress points to help students plan, develop, and stay on track with their academic career paths. Faculty advisors work with students to help ensure they are taking classes that are appropriate for the students' level of readiness and apply to their chosen degree plans.

## ***Student Health & Wellness***

### **Health & Wellness Resource Center**

The Student Health & Wellness Resource Center (HWRC) is located in the Garrett Lee Smith Memorial Library in Morrow Hall. Employing a whole-health perspective, the HWRC offers services that recognize the mental, emotional, spiritual, and physical concerns of students. The HWRC uses a proactive approach to well-being through life coaching, peer mentoring, counseling, disabilities accommodations, informational workshops, group connections, and referral to community resources. We are also working to develop a safe college atmosphere through drug and alcohol education, sexual assault and violence awareness, and life balance. Students are welcome to drop in for a quiet place to study, relax, or seek assistance.

### **Counseling**

Counseling services through the Health & Wellness Resource Center provide assistance in the areas of problem solving, adjustment issues, crisis intervention and other matters of personal concern that may interfere with your academic success at BMCC. We offer short-term individual counseling, (approximately 5 sessions). If you require services that are outside the scope of assistance provided by our department and/or involve long-term intensive or specialized care (in-patient treatment) you may be referred to an appropriate mental health provider in the community.

**Availability of Service:** Personal counseling services are available two days per week during regular business hours in fall, winter, and spring terms. We also provide limited access to counseling services in the summer term. The department prefers to use appointments as the basis for seeing the counselor; however, if she is not scheduled with other students, meeting on an unscheduled, 'drop-in' basis is acceptable.

Appointments to see the counselor may be scheduled with Cindy Womack: 541-278-5965, or Stephanie Brown: 541-278-5853. If you require emergency services when BMCC staff are unavailable, you are advised to contact Lifeways (Comprehensive Mental Health Services) at 541-276-6207. A 24-hour Crisis Services Line can be reached at: 866-343-4473 or hope@bluecc.edu

## ***Bookstore***

The BMCC Bookstore is located adjacent to the library in Pioneer Hall on the BMCC Pendleton campus and provides services to students at all BMCC locations. All the most up to date course material information can be found at the BMCC Bookstore. The bookstore's website at [www.bookstore.bluecc.edu](http://www.bookstore.bluecc.edu) uses an integrated price comparison tool to do the shopping for you and find you the best price.

Bookstore products and services include new and used textbooks, in-store and on-line textbook rentals, study aides, calculators, school and art supplies, sundries, and stamps. The bookstore also offers a wide selection of clothing, gifts, snacks, and beverages. Academic pricing on computer software is also available to those who qualify. Textbooks are also available at the centers in Baker City, Milton-Freewater, and Hermiston for classes held at those locations. If you are taking classes at any of these locations and have questions about textbook purchases, please contact the local center directly. Please contact the bookstore for book refund and textbook buyback policy.

Textbooks and merchandise can be ordered online at [www.bookstore.bluecc.edu](http://www.bookstore.bluecc.edu). For more information or questions, please contact the bookstore at 541-278-5733 or e-mail [bookstore@bluecc.edu](mailto:bookstore@bluecc.edu).

## ***Copy Center***

The BMCC Copy Center is located in the bookstore in Pioneer Hall on the Pendleton campus and is open to the public. The copy center offers a variety of services, including black and white or color copies, term paper covers, resume printing, laminating, and various types of binding, among others. It is available for drop-off service. Please stop in or call 541-278-5966 to speak with a member of the copy center staff for more information.

## ***Student Union Cafeteria***

The Pendleton campus houses the BMCC Student Union and Cafeteria, located in Pioneer Hall. The cafeteria is open to students, staff and visitors providing a variety of menu options. The cafeteria is operated by a local, privately run business and offers catering services to support the college faculty, staff, and students by assisting with special events and college catering. If you need any of these services, please call 541-278-5946.

The cafeteria hours of operation are Monday through Thursday, 10:30 a.m. to 1:30 p.m. Payment methods include cash, check, or debit card. The cafeteria is closed on Fridays, holidays, finals week, Christmas and spring breaks, and during the summer term.

# Student Services

## Library

The Library at Blue Mountain Community College serves students, faculty, and staff across the curriculum. Through thoughtful services and access to vital learning and technology resources, the library supports the scholarly pursuits and lifelong learning goals of the campus and larger community.

Located in Pioneer Hall on the Pendleton campus, the physical space of the Library provides a welcoming environment for learning through a variety of group and individual study spaces. The Library is equipped with an array of technologies including: multiple computers, laptops for checkout, media viewing/listening stations and a copier, printer, and scanner. The Library's print and online collections are selected and maintained to meet the academic needs of the institution and students and faculty are encouraged to contact a Library staff member for assistance in navigating Library resources.

The Library also has an extensive amount of resources available online to all Blue Mountain Community College library card holders. These materials and services can be accessed via the Library's homepage, [www.bluecc.edu/library](http://www.bluecc.edu/library) and include: eBooks, Library Databases offering full-text content, and Research Guides that support learning via tutorials and suggested resources by discipline. Assistance is available online through the Library's, "Ask a Librarian" link.

Regardless of when and where you take classes at BMCC, learning to find, use, and evaluate information is a key skill set that you will use in any profession and throughout your life. The Library's mission is to support your skills and academic success, for more information please go to the Library's website, [www.bluecc.edu/library](http://www.bluecc.edu/library) or call, 541-278-5915.

## Technology Support

BMCC's IT department provides a Help Desk to assist with technology issues. Call 541-278-5827 or email [helpdesk@bluecc.edu](mailto:helpdesk@bluecc.edu).

## Ed2Go

You can acquire valuable new skills from the comfort and convenience of your own home or office. Our students give our Ed2Go classes excellent evaluations. All courses require Internet access, and e-mail. We provide a detailed, on-line orientation after you register in person or online. Courses start once a month and run for six weeks.

Lessons are released twice a week on Wednesday and Friday throughout the six-week course. Once a lesson is released, you will have access to it throughout the six-week course. You can log on anytime, 24 hours a day, seven days a week. These are non-credit courses, however, we transcript all hours and courses as proof of completion. A Certificate of Completion is provided upon successful completion of the course.

To view a complete list of our courses, including course descriptions, student evaluations, syllabus, required software, books and instructor qualifications, check the Ed2Go website, <http://www.ed2go.com/bmcc/>.

## Distance Education

Distance education is any kind of learning in which students and the instructor are separated by time and/or place. It can be delivered using various methods of technologies, including:

- **E-Course:** Course offerings are provided over the internet, asynchronously. Tests are conducted online, at a BMCC location, or an approved proctored site.
- **E-Live:** Courses using a web-conferencing tool, delivered synchronously (real time). This delivery method offers students the opportunity to interact with faculty and other students even though separated by space. Students may take classes from any computer that has internet access. E-Live classes can be done in real time, with the instructor teaching at a designated site, while the student participates from a computer located anywhere there is internet service. Classes are recorded and can be viewed at a later time.
- **Interactive Video Conferencing (ITV):** Classes originate from another site but are in real-time and place. Classes are offered through interactive television or Web-based software. Students at "receive" sites are separated from the instructor.

## Who Benefits From Distance Education?

- **The time-bound student**, whose job or education schedule conflicts with the times when classes are offered on campus.
- **The distance-bound student**, who lives far from where classes are offered.
- **The home-bound student**, who cannot leave home for personal reasons.
- **Those who have work schedules** which prevent them from finding blocks of time to participate in classes.
- **Those who seek to advance themselves** in their current career or to prepare for a new career.

## Who Should Take Distance Education Classes?

- Self-motivated learners
- Time- or place-bound learners
- Technically astute learners

## Registering for Distance Education Classes:

Student services and financial assistance information for distance education students—such as admissions, enrollment, registration, advising, book purchases, and payment—are the same as for any other classes offered at BMCC, noted elsewhere in this catalog. Please see the "Getting Started" section on page 4 for more information. For registration information and a list of courses, go to [www.bluecc.edu](http://www.bluecc.edu).

## Financial Assistance for Distance Education:

Online students may be eligible to receive financial assistance. Complete the Free Application for Federal Student Aid (FAFSA) form, available online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). BMCC's federal school code is 003186. Check page 28 of this catalog or our Website for more financial assistance information

## Paying for Distance Education Classes:

Blue Mountain Community College's distance education classes are assessed at the current tuition and fees listed in the Schedule of Classes published each term and online at [www.bluecc.edu](http://www.bluecc.edu). There is an additional distance education class fee for each class.

# Student Services

## Purchasing Distance Education Textbooks:

Students can order books online with a credit card at [www.bookstore.bluecc.edu](http://www.bookstore.bluecc.edu), or students can call the bookstore at 541-278-5733 or send a fax to 541-278-5842.

## Library Services:

Many library services and electronic databases are available online to all students, whether on or off campus. Go to [www.bluecc.edu/library](http://www.bluecc.edu/library) for information on library services.

## Technical Help and Support:

The Office of Distance Education is located on the Pendleton campus in Pioneer Hall, Room 154. The email address is [Distance\\_Ed@bluecc.edu](mailto:Distance_Ed@bluecc.edu).

Find tutorials, frequently asked questions, self-assessment tests, and hardware and software requirements for taking online classes on the Distance Education page of our website. Students can view current term class information on the Distance Education webpage.

## Veterans Benefits

### Military Educational Benefits

BMCC assists veterans and family members of veterans with three primary types of benefits:

- *United States Department of Veterans Affairs Educational Benefits* – Students apply for these benefits through the VA, and the BMCC Financial Assistance Office certifies them.
- *Oregon Veteran Educational Aid Program (Tuition Assistance)* – Students apply for this benefit through the State Veterans' Affairs Office, and the benefit is paid by the state directly to the school to be applied towards the students' tuition and fees.
- *BMCC tuition waivers for military and qualifying family members* – students apply for one of these waivers through BMCC. Forms are available on the BMCC Website. The Financial Aid Office reviews these requests.

Since each of these three types of benefits are administered by different agencies and/or offices, they have distinctly different processes for accessing. The following is a guide for requesting and receiving each of these benefits. **For more information please visit: [www.bluecc.edu/support-services/services/veterans-and-service-members](http://www.bluecc.edu/support-services/services/veterans-and-service-members)**

### VA Educational Benefits:

General Information about applying: In order to receive VA educational benefits, veterans must:

- Take the BMCC placement test to determine proper course placement before enrollment
- Be assigned an academic advisor
- Be pursuing a BMCC degree or certificate

To begin receiving educational benefits, veterans must:

- Apply for VA Education Benefits online
- Complete 2015-2016 Enrollment Certification
- Read the Statement of Rights and Responsibilities

Additional documents needed:

- Those discharged from active duty also provide a copy of 'Certificate of Eligibility' letter from the VA or DD-214
- Active members of the National Guard and Reserves also provide a copy of their Notice of Basic Eligibility (NOBE)

Return forms to:

Mail: BMCC Veterans Certifying Official,  
P.O. Box 100, Pendleton, OR 97801  
Email: [finaid@bluecc.edu](mailto:finaid@bluecc.edu)  
Fax: 541-278-5889

**Processing:** Please allow two to three weeks for processing and certification of your enrollment to the VA. Benefits are paid directly to the student. It is important that you are aware of tuition payment deadlines and payment options.

**Pay Table:** Rates of pay depend on the veteran's chapter and on his or her enrollment level. BMCC will inform the VA of any enrollment changes during the term, which may result in adjustments to the monthly allowance. It is the veteran's responsibility to report any changes to the veterans certifying official.

Pay rates are updated each year, usually in October. Veterans may be eligible for additional tuition assistance, or "kickers." Contact the VA directly at 1-888-442-4551 for specific payment questions.

- Chapter 30 - Discharged from Active Duty
- Chapter 31 - Vocational Rehabilitation and Employment
- Chapter 32 - Veterans Education Assistance Program
- Chapter 1606 - Selected Reserve
- Chapter 1607 - Reserve Educational Assistance Program (REAP)
- Chapter 35 - Survivors' and Dependents' Education Assistance
- Chapter 33 - Post 9/11 GI Bill

**Certification Periods:** The veterans certifying official will certify based on BMCC's official academic calendar. Some courses vary in length. The veterans certifying official will certify enrollment according to each course's beginning and ending dates, which may affect the rate of pay.

**Satisfactory Academic Progress (SAP)** The financial aid office is responsible for ensuring that all students who receive VA benefits maintain Good Academic Standing per BMCC's Institutional Academic Progress Policy. The student's SAP will be reviewed before making awards each academic year and at the end of each term. The standards of SAP can be found in the «VA Statement of Rights and Responsibilities».

### Oregon Veterans - Tuition Assistance

**The Oregon Veteran Educational Aid Program** provides educational benefits to veterans pursuing approved training or coursework equal to the months of active duty service up to 36 months.

Benefits are paid while pursuing classroom instruction, home study courses, vocational training, licensing and certificates from accredited Oregon educational institutions.



# Student Services

## Payment Amounts:

**Full-time students** are entitled to receive up to \$150 per month.

**Part-time students** are entitled to receive up to \$100 per month.

Students may not receive Oregon Veteran Educational Aid payments if receiving educational aid under any federal act based on service in the Armed Forces. School criteria determine full-time and part-time status.

## Eligibility Requirements:

- Active duty in the Armed Forces of the U.S. for not less than 90 days; **and**
- Released from military service under honorable conditions; **and**
- Resident of Oregon when applying for state educational aid; **and**
- Citizen of the United States; **and**
- Served during the Korean War (June 25, 1950 to January 31, 1955) or after June 30, 1958.

## Getting Started:

Eligibility forms, application forms, and counseling about Oregon educational aid for veterans are available by calling 1-800-692-9666, or go to [www.oregon.gov/ODVA/BENEFITS/pages/OregonEducationBenefit.aspx](http://www.oregon.gov/ODVA/BENEFITS/pages/OregonEducationBenefit.aspx)

## BMCC Military Tuition Waivers:

BMCC, with the purpose of enhancing student support while providing a premier learning environment, provides military tuition waivers to honor returning veterans and the dependents of deployed, disabled, and fallen military service members.

## Definitions:

**Veteran:** any Oregon resident who is a member of the United States armed services and is currently on active duty or is an Oregon resident who has been honorably discharged. Veterans will register in the same manner as all other students.

**Disabled Veteran:** 100% disabled as a result of a military-connected disability as certified by the United States Department of Veterans Affairs or any branch of the Armed Forces of the United States, or fallen while in military service.

**Dependent:** spouse or any unmarried child under the age of 24 of a deployed veteran, a 100% disabled veteran (as described above), or a veteran who died as a result of military connected disability or service.

## Guidelines:

This tuition waiver is for 50% of the tuition costs for credit courses during the student's first year of his/her degree program at BMCC, unless these costs are covered by the Montgomery GI Bill or tuition assistance.

The student must be taking a minimum of one credit towards his/her stated BMCC certificate or degree. The student's year will begin with the first term in which the student commences degree course work and will end after four consecutive terms. If a student chooses to attend for fewer than the four given terms, his/her eligibility is still exhausted after the fourth consecutive term.

This waiver will not cover fees and AFEES (i.e., fees for non-credit classes.)

If the student is co-enrolled, this tuition waiver covers only the cost of BMCC courses.

The waiver cannot exceed the number of credits required for an associate's degree.

The prospective student must reside within the BMCC service area, which includes Umatilla, Morrow, Baker, Grant, and Wallowa counties.

If the veteran is called to active duty, he/she will have the choice of continuing course work via distance education or re-entering the program upon his/her return. Returning veterans who were enrolled in limited-entry programs will be allowed re-entry if the program allows and if the curriculum has not undergone significant changes.

## To Apply:

**Veterans:** To receive a tuition waiver, each term a veteran must present a current identification card or discharge papers (DD214) along with the completed waiver form.

**Dependents:** To receive a tuition waiver, each term the prospective student must present proof of the residency and death or 100% disability of the Oregon service member, proof of his/her campaign service (DD Form #214), and proof of his/her dependent status along with the completed waiver form, which can be found on BMCC's Website at [www.bluecc.edu/admissions\\_forms](http://www.bluecc.edu/admissions_forms).

## Important links:

- GI Bill Information - [www.benefits.va.gov/gibill/](http://www.benefits.va.gov/gibill/)
- GI Bill WAVE - Web Automated Verification of Enrollment - [www.gibill.va.gov/wave/](http://www.gibill.va.gov/wave/)
- Oregon Department of Veterans' Affairs ODVA - [www.oregon.gov/ODVA/](http://www.oregon.gov/ODVA/)
- ODVA Educational Aid for Veterans - [www.oregon.gov/ODVA/BENEFITS/pages/OregonEducationBenefit.aspx](http://www.oregon.gov/ODVA/BENEFITS/pages/OregonEducationBenefit.aspx)
- DD 214 Requests Online - [www.archives.gov/veterans/](http://www.archives.gov/veterans/)

# Student Governance

## ***Rights and Responsibilities***

At Blue Mountain Community College, we support student's rights to actively question and seek constructive change in the college environment. We encourage students to express their views, opinions, and concerns in and around BMCC. Our goal is to promote diverse and critical thinking—it's an important part of a student's college education. However, any kind of conduct that restrains either the freedom of expression or the freedom of movement of others who may not agree, or that is disruptive to college operations in any way, is not acceptable. As a learning community, all of us have an equal right to our own views, and BMCC is committed to keeping the college a safe place for all students, staff, and community members.

The Student Rights, Responsibilities, and Code of Conduct document outlines the expectations we have of students as they participate on campus and in college activities. To review or receive a complete copy of the Student Rights, Responsibilities, and Code of Conduct, please refer to the Student Handbook. This information is also available online at [www.bluecc.edu](http://www.bluecc.edu).

## ***Student Right-to-Know Information***

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, and 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 students not seeking degrees. For further information, contact the Office of Enrollment Services at 541-278-5757.

## ***Family Educational Rights and Privacy Act (FERPA)***

The college abides by and honors all state and federal laws pertaining to the privacy and confidentiality of a student's directory information and their academic records. Students may choose to restrict access to specific information.

FERPA allows colleges to disclose directory information without consent. Students that do not want this information released, must update their response to "May BMCC release your directory information" question within the Student Information area of the Student Wolfweb, or complete, sign, and return a Directory Exemption Request form along with a picture ID to any BMCC location.

Placing a directory exemption on a student record restricts our ability to assist students over the phone. Students with a directory exemption on file will:

- Be required to show valid picture id prior to receiving student record assistance.
- Prohibits our ability to assist a student over the phone with other than general information
- Prevent their name from appearing on honor roll listings or in the commencement program

- Prevent us the National Student Clearinghouse from verifying student attendance or degrees

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

- The right to inspect and review their own individual educational records.
- The right to have some control over the disclosure of information from their own educational records (by authorizing or denying access in writing).
- The right to file complaints of alleged failures to comply with the requirements of FERPA (with the U.S. Department of Education).

A student's educational records (with the exception of directory information) will be released to third parties only with the written consent of the student.

The following information is considered "directory information" and may be released without written permission from a student: Students name(s); address; telephone number; field of study; class level; dates of attendance, degrees, honors, and awards; athletic participation (including the height and weight of team members); and most recent previous educational institution attended.

**Release of Records:** In accord with Federal Law (The Family Education Rights and Privacy Act of 1974, as amended) "FERPA", students may see and review all official records, files, and data pertaining to themselves with these exceptions: confidential financial information reported by the parent/guardian unless the parent/guardian has explicitly granted permission for the student's review; and medical, psychiatric, or similar records used for treatment purposes. Access to a student's own records will be provided as early as possible, but not longer than 45 days from the time of the student's official written request.

A student may challenge the content of a record that she or he considers inaccurate, misleading or in violation of the student's privacy or other rights. If such a challenge is not resolved with the custodian of the records, the student has the right to an appeal. Further information is available in the Enrollment Services/Registrar's Office.

## ***FERPA Annual Notice to Reflect Possible Federal and State Data Collection and Use***

As of January 3, 2012, the U.S. Department of Education's FERPA regulations expand the circumstances under which your education records and personally identifiable information (PII) contained in such records — including your Social Security Number, grades, or other private information — may be accessed without your consent. First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities ("Federal and State Authorities") may allow access to your records and PII without your consent to any third party designated by a Federal or State Authority to evaluate a federal- or state-supported education program. The evaluation may relate to any program that is "principally engaged in the provision of education," such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Second, Federal and State Authorities may allow

# Student Governance

access to your education records and PII without your consent to researchers performing certain types of studies, in certain cases even when we object to or do not request such research. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive your PII, but the Authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without your consent PII from your education records, and they may track your participation in education and other programs by linking such PII to other personal information about you that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

For more information or to exercise your rights contact the Director of Enrollment Services/Registrar at (541) 278-5757.

## Solomon Amendment Disclosure

The Solomon Amendment requires by law that the college release to U.S. military recruiters the following student information: name, address, telephone numbers, date of birth, educational level, academic major, and degrees awarded. Note: students who have selected the Directory Exemption option will cause Blue Mountain Community College to withhold their information from military recruiters.

## Photo ID Cards

Students have the option of receiving a BMCC Student ID card. In order to request an ID card the student must show a valid picture ID and be currently enrolled at the College.

## Student Email Accounts

Students will be issued a BMCC email account which will be used for official college business and events. Students are responsible for activating their accounts prior to or during their first term at BMCC. Students should check your BMCC email account frequently as you will be held responsible for all notices sent to your BMCC email account. This email account will be used by all instructors and staff at BMCC to communicate with you. To login to your BMCC email account, go to: <https://www.bluecc.edu/studentemail>.



# Degree and Certificate Programs

Blue Mountain Community College provides educational opportunities in the following programs:

## Lower-Division Collegiate Transfer Programs

- Associate of Arts Oregon Transfer (A.A.O.T.) Degree
- Associate of Science (A.S.) Degree
- Associate of General Studies (A.G.S.) Degree
- Associate of Science Oregon Transfer/Business (A.S.O.T/Bus) Degree
- Associate of Science Oregon Transfer/Computer Science (A.S.O.T/CS) Degree

## Career and Technical Programs A.A.S./Certificates and Career Pathways Certificates of Completion (CPCC)

These programs provide students with training to qualify them for work in specific fields. Career Pathway Certificates, One-year certificates and/or two-year associate of applied science degrees are offered in the following areas:

- Accounting Technology: Bookkeeping, Tax Support
- Administrative Office Professional: General, Legal, Medical
- Agriculture Business, Production, Crops, Livestock
- Business Administration and Management, Hospitality and Gaming, Leadership, Medical, Web Development
- Construction Trades, General Apprenticeship
- Criminal Justice: Corrections, Court Technician, Law Enforcement
- Data Center Technician
- Dental Assisting Technician
- Diesel Technology
- Early Childhood Education
- Electrician Apprenticeship Technologies
- Emergency Medical Technician
- Engineering Technologies
- English Language Development
- Fire Science Technology
- Industrial Mechanics and Maintenance Technology Apprenticeship
- Mechatronics Industrial Automation Technology
- Nursing
- Paraeducator
- Precision Irrigated Agriculture-
- Retail Management
- Veterinary Assistant
- Welding

## Statement of Student Outcomes

Through the course offerings necessary to attain a degree, BMCC students will have achieved 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 ensure 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.

## Transfer Options

**ASSOCIATE OF ARTS OREGON TRANSFER (A.A.O.T.)** 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 transferring under this agreement will have junior status for registration purposes. Course, class standing or GPA, and requirements for specific majors, departments or schools are not necessarily satisfied by an AAOT degree.

All courses should be aligned with the student's intended program of study and the degree requirements of the baccalaureate institution to which the student plans to transfer. A student is encouraged to work with an advisor in the selection of courses.

The Associate of Arts Oregon Transfer degree is awarded to students who meet the following:

1. Associate Degree Comprehensive Requirements
2. Associate of Arts Oregon Transfer Requirements:

A total of 90 credits are required for this degree. All courses must be completed with a grade of "C" or better. Students must have a minimum cumulative GPA of 2.0 at the time the AAOT is awarded.

1. **Foundational Requirements:** Courses must be a minimum of 3 credits (except for Health/Wellness courses, which may be any number of credits)
  - **Writing:** WR121 and either WR122 or WR227. A student must have at least 8 credits of Writing; WR123 may be used to complete the 8 credits.
  - **Oral Communication:** COM111
  - **Math:** Complete a minimum of four credits in MTH105 or higher.
  - **Health/Wellness:** One or more courses totaling at least three credits from HE115, HE250, HE252, HE253, HPE295, PE131, PE185, PE290 – 293 (does not include HE199 or HE299, PE199 or PE299, or HPE199 or HPE299).
2. **Discipline Studies (courses must be at least 3 credits):**
  - **Arts and Letters:** Complete at least 3 courses chosen from at least two disciplines in this area
  - **Social Science:** Complete at least 4 courses chosen from at least two disciplines in this area
  - **Science/Math/Computer Science:** Complete at least 4 courses from at least two disciplines in this area, including 3 laboratory courses in biological and/or physical science.
  - **Cultural Literacy:** Complete at least 1 course from any of the discipline studies that is designated as meeting the statewide criteria for cultural literacy (as indicated on the General Education/Discipline Studies List). This course can be one of the 11 required Discipline Studies courses.
3. **Elective Credit:**
  - Complete 100 or 200 level lower division collegiate courses to meet the overall requirement of 90 credits for this degree. Elective courses may be any number of credits. A maximum of 12 credits of Career and Technical Education courses, as designated by BMCC, may be applied to this degree.

**ASSOCIATE OF SCIENCE (A.S.)** degree, a non-designated college transfer degree designed for students whose program requirements do not fit A.A.O.T. degree patterns. This degree does not always "block transfer" to Oregon colleges.

The Associate of Science degree is awarded to students who meet the following:

1. Associate Degree Comprehensive Requirements
2. Associate of Science Requirements:



# Degree and Certificate Programs

A total of 90 credits are required for this degree. Students must have a minimum cumulative GPA of 2.0 at the time the AAOT is awarded.

- All courses listed in this section must be completed with a grade of "C" or better. P grades are considered equivalent to a "C" or better.
  - Writing:** WR121, WR122. A student must have at least 6 credits of Writing
  - Health/Fitness:** One or more courses totaling at least three credits from HE115, HE250, HE252, HE253, HPE295, PE131, PE185, PE290 – 293 (does not include HE199 or HE299, PE199 or PE299, or HPE199 or HPE299).
  - Math:** MTH105 or higher
  - Communication:** COM111
  - Computer Science:** CS120
- Discipline Studies (courses must be at least 3 credits):
  - Arts and Letters:** Complete at least 3 courses chosen from at least two disciplines in this area
  - Social Science:** Complete at least 3 courses chosen from at least two disciplines in this area
  - Lab Science:** Complete at least 1 course in biological and/or physical science.
  - Science/Math/Computer Science:** Complete at least 1 course from the math, science, or computer science courses listed on the General Education/Discipline Studies List.
- Elective Credit:
  - Complete 100 or 200 level lower division collegiate courses to meet the overall requirement of 90 credits for this degree. Elective courses may be any number of credits. A maximum of 12 credits of Career and Technical Education courses, as designated by BMCC, may be applied to this degree.

## ASSOCIATE OF SCIENCE OREGON TRANSFER/BUSINESS

**(ASOT-BUS.) degree** has business-focused lower division general education requirements accepted by any institution in the Oregon University system (OUS), and electives tailored for requirements at each intended transfer institution. Students transferring with this degree will have junior standing for registration purposes.

The ASOT-Business degree does not guarantee admission to an OUS institution, or admission to a competitive business major, or junior standing in a major. Course, class-standing, or GPA requirements for specific majors, departments, or schools are not necessarily satisfied by an ASOT-Business degree.

Students are strongly encouraged to work with an academic advisor to select degree requirement courses that align with requirements at an intended transfer institution. Each student must contact the specific OUS business school/program early in the first year of an ASOT-Business degree to be advised about additional requirements and procedures for admission consideration to the OUS institution and the Business school/program.

The ASOT/Bus is awarded to students who meet the following:

- Associate Degree Comprehensive Requirements
- Associate of Science Oregon Transfer/ Business Degree Requirements:

A minimum number of 90 credits is required for this degree. All courses must be passed with a grade of "C" or better or P grade.

Students must have a minimum cumulative GPA of 2.0 at the time the ASOT-Business is awarded.

- Foundational Requirements:** Courses must be a minimum of 3 credits
  - Writing:** WR121 and either WR122 or WR227. A student must have at least 8 credits of Writing; WR123 may be used to complete the 8 credits.
  - Oral Communication:** COM111
  - Math:** Complete at least 3 courses for which MTH095 is a prerequisite to include MTH243.
  - Computer Applications:** BA131 or CS120
- Discipline Studies (courses must be at least 3 credits):**
  - Arts and Letters:** Complete at least 3 courses chosen from at least two disciplines in this area to include EC201 and EC 202.
  - Social Science:** Complete at least 4 courses chosen from at least two disciplines in this area.
  - Science:** Complete at least 4 courses chosen from at least two disciplines including at least 3 laboratory courses in biological and/or physical science.
  - Cultural Literacy:** Complete at least 1 course from any of the discipline studies that is designated as meeting the statewide criteria for cultural literacy (as indicated on the General Education/Discipline Studies List).
- Business Courses:**
  - BA101 Introduction to Business
  - BA131
  - BA211
  - BA213
  - BA226 Business Law (or other advisor approved Business course elective)
- Elective Credit:**
  - If additional credits are needed to meet the minimum of 90 credits for this degree, all 100 or 200 level lower division collegiate course will meet this requirement.

## ASSOCIATE OF SCIENCE OREGON TRANSFER/COMPUTER SCIENCE (ASOT/CS.) degree

will prepare students to transfer to an Oregon public university. Computer Science (CS) is the study of programs, data, computing machinery, and how these interact. Majors in computer science are offered at EOU, OSU, OIT, PSU, SOU, UO, and WOU in Oregon. Be aware that the core CS curriculum and major options vary at the above-listed schools. Consult with a BMCC faculty adviser before beginning your first term at BMCC as a CS transfer major.

The ASOT/CS is awarded to students who meet the following:

- Associate Degree Comprehensive Requirements
- Associate of Science Oregon Transfer/ Computer Science Degree Requirements:

A total of 90 credits are required for this degree. All courses must be passed with a grade of "C" or better. Students must have a minimum cumulative GPA of 2.0 at the time the ASOT/CS is awarded.

- Foundational Requirements:** Courses must be a minimum of 3 credits (except for Health/Wellness courses, which may be any number of credits)
  - Writing:** WR121 and either WR122 or WR227. A student must have at least 8 credits of Writing; WR123 may be used to complete the 8 credits.
  - Oral Communication:** COM111
  - Math:** MTH251 and MTH252

# Degree and Certificate Programs

- **Health/Wellness:** One or more courses totaling at least three credits from HE115, HE250, HE252, HE253, HPE295, PE131, PE185, PE290 – 293 (does not include HE199 or HE299, PE199 or PE299, or HPE199 or HPE299).
2. **Discipline Studies (courses must be at least 3 credits):**
- **Arts and Letters:** Complete at least 3 courses chosen from at least two disciplines in this area
  - **Social Science:** Complete at least 4 courses chosen from at least two disciplines in this area.
  - **Science/Math/Computer Science:** Complete at least 3 laboratory courses in biological and/or physical science.
  - **Cultural Literacy:** Complete at least 1 course from any of the discipline studies that is designated as meeting the statewide criteria for cultural literacy (as indicated on the General Education/Discipline Studies List). This course **cannot** be one of the 11 required Discipline Studies courses. Course must have been completed summer term 2010 or later.
  - **Computer Science:** CS160, CS161, CS162, CS260
3. **Elective Credit:**
- Complete 100 or 200 level lower division collegiate courses to meet the overall requirement of 90 credits for this degree. Elective courses may be any number of credits. A maximum of 12 credits of Career and Technical Education courses, as designated by BMCC, may be applied to this degree with the exception of BA104 and BA105.

## Transfer Status

Any student who holds an AAOT, AS, or ASOT degree that conforms to the guidelines set forth herein, and who transfers to any institution in the Oregon University System, will have met the lower division general education requirements of that institution's baccalaureate degree programs. Students transferring with this degree will have junior standing for registration purposes. For transfer students graduating from high school in 1997 and thereafter, the Oregon University System has a second language admission requirement: two terms of a college level second language with an average grade of C or above, OR two years of the same high school level second language with an average grade of C or above, OR satisfactory performance on an approved second language assessment of proficiency. Demonstrated proficiency in American Sign Language meets this second language admission requirement.

**OREGON TRANSFER MODULE (O.T.M.),** a one-year module designed to complete a portion of students' general education requirements and is transferable to any OUS institution. Upon transfer of credits, the receiving institution may specify additional course work that is required for a major or degree requirements or to make up the difference between the O.T.M. and the institution's total general education requirements.

This module is an excellent choice for the student who is planning to transfer to a four-year institution and either is undecided on a major or will be majoring in a program of study with specific lower division requirements that are not offered at BMCC. With the one-year module, a student can complete most general education requirements and then transfer to the four-year institution, where he or she can complete the remaining lower division requirements.

Transfer courses offered at BMCC parallel freshman and sophomore courses offered by four-year colleges and universities. If you are planning to seek a degree at a specific four-year college or university, you should become familiar with the requirements of the proposed major program at that institution. BMCC advisors are

available to assist you in this planning process.

In addition to the requirements of a major, OUS institutions 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. These are typically referred to as general education requirements, or general university requirements. Students at BMCC who complete the A.A.O.T. as outlined will meet these OUS lower division general education requirements. Specific departmental requirements at OUS institutions can be found in the catalog of the college or university to which the student intends to transfer. OUS institutions generally will accept up to 120 credit hours of lower division course work from Oregon's community colleges.

A total of 45 credits are required to complete this module. All courses must be completed with a grade of "C" or better. Students must have a minimum cumulative GPA of 2.0 at the time the module is noted on the student's transcript.

An OTM notation is made for students who successfully complete the following course requirements:

1. **Foundational Requirements:** Courses must be a minimum of 3 credits (except for Health/Wellness courses, which may be any number of credits)
  - **Writing:** WR121 and either WR122 or WR227. A student must have at least 8 credits of Writing; WR123 may be used to complete the 8 credits.
  - **Oral Communication:** COM111
  - **Math:** Complete a minimum of four credits in MTH105 or higher.
2. **Discipline Studies (courses must be at least 3 credits):**
  - **Arts and Letters:** Complete at least 3 courses chosen from at least two disciplines in this area
  - **Social Science:** Complete at least 3 courses chosen from at least two disciplines in this area
  - **Science/Math/Computer Science:** Complete at least 3 courses from including 1 laboratory course in biological and/or physical science.

## WICHE Passport I:

BMCC is a participant in the Interstate Passport Initiative where a transferable block of classes comprised of general education classes (oral communication, written communication and quantitative literacy) is noted on the transcript for transfer articulation purposes.

A notation is made for students who successfully complete the following course requirements:

- **Written Communication:** WR121 (4 credit version)
- **Oral Communication:** COM111 (4 credit version)
- **Quantitative Literacy:** MTH111, 112, 231, 241, 243, 251, 252, 253, 254, 256, OR 261

Coursework must have been taken at BMCC during or after winter term 2013 at BMCC in order to meet these requirements. Coursework taken as Early College credit (dual credit), CBE, AP, CLEP, or from another college would **not** meet the requirements for the passport. Credit by proficiency coursework may be considered.

Students that complete these courses at BMCC and then transfer to one of the Interstate Passport Initiative colleges will not have to retake coursework to meet these same requirements. For additional information about this initiative please go to the WICHE website at [www.wiche.edu/passport](http://www.wiche.edu/passport)

# Degree and Certificate Programs

## Degree and Certificate Options

**ASSOCIATE OF GENERAL STUDIES DEGREE (A.G.S.),** a non-designated non-transfer two-year degree that consists of both career and technical education (CTE) courses and college-transfer courses.

A total of 90 credits are required for this degree. All courses must be completed with a grade of "C" or better. Students must have a minimum cumulative GPA of 2.0 at the time the AAOT is awarded.

The Associate of General Studies degree is awarded to students who meet the following:

1. Associate Degree Comprehensive Requirements
2. Associate of General Studies Degree Requirements:
  1. **Foundational Requirements:** Courses must be a minimum of 3 credits (except for Health/Wellness courses, which may be any number of credits)
    - **Writing:** WR121 or higher
    - **Communication:** COM100 or COM111
    - **Math:** Complete one of the following: MTH042, MTH070, MTH095 or higher, BA104, or ED157
  2. **Discipline Studies (courses must be at least 3 credits):**
    - **Arts and Letters:** Complete at least 2 courses
    - **Social Science:** Complete at least 2 courses
    - **Lab Science:** Complete at least 1 course
  3. **Elective Credit:**
    - Complete 100 or 200 level lower division collegiate courses to meet the overall requirement of 90 credits for this degree. Elective courses may be any number of credits.

**ASSOCIATE OF APPLIED SCIENCE DEGREE (A.A.S.),** awarded to students who complete the requirements of a two-year designated program as outlined in the college catalog.

These degrees are two-year designated career and technical programs requiring a minimum of 90 credits. Each degree listed on the following pages includes program requirements and foundational requirements designed to meet core competencies that meet state requirements for writing, speech, mathematics/computer science, human relations, and general education.

**CERTIFICATE OF COMPLETION,** awarded to students who complete the requirements of a specific curriculum of less than two academic years.

The certificate of completion must include at least 9 credit hours of foundational requirement courses in the areas of communication, computation, and human relations. For specific program requirements, see the Program Description section of this catalog. Program requirements are subject to change. Please consult with an advisor for the most up-to-date information.

**CAREER PATHWAYS CERTIFICATE OF COMPLETION (CPCC),** a less-than-one-year certificate in which all courses are contained within an existing A.A.S. or certificate program. The career pathway certificate provides a credential to acknowledge skill proficiency tied to a specific occupation, allowing the student to select that occupation or apply all coursework to an associated certificate or A.A.S. degree.

**STATEWIDE CAREER PATHWAYS CERTIFICATE OF COMPLETION (SCPC),** a less-than-one-year certificate in which all courses are contained within an existing A.A.S. or certificate program. The career pathway certificate provides a credential to acknowledge skill proficiency tied to a specific occupation, allowing the student to select that occupation or apply all coursework to an associated certificate or A.A.S. degree.

Pathways	What are your interests?
	<ul style="list-style-type: none"> <li>• Are you a creative thinker? Are you imaginative, innovative, and original?</li> <li>• Do you like to communicate ideas?</li> <li>• Do you like making crafts, drawing, playing a musical instrument, taking photos, or writing stories?</li> </ul>
	<ul style="list-style-type: none"> <li>• Do you enjoy being a leader, organizing people, planning activities, and talking?</li> <li>• Do you like to work with numbers or ideas?</li> <li>• Do you enjoy carrying through with an idea and seeing the end product?</li> <li>• Do you like things neat and orderly?</li> <li>• Would you enjoy balancing a checkbook, following the stock market, holding an office in a club, or surfing the Internet?</li> </ul>
	<ul style="list-style-type: none"> <li>• Do you enjoy preparing food?</li> <li>• Are you practical, curious about the physical world, and interested in plants and animals?</li> <li>• Do you enjoy hunting or fishing?</li> <li>• Do you like to garden or mow the lawn?</li> <li>• Are you interested in protecting the environment?</li> </ul>
	<ul style="list-style-type: none"> <li>• Do you like to care for people or animals who are sick or help them stay well?</li> <li>• Are you interested in diseases and in how the body works?</li> <li>• Do you enjoy reading about science and medicine?</li> <li>• Would it be fun to learn first aid or volunteer at a hospital or veterinary clinic?</li> </ul>
	<ul style="list-style-type: none"> <li>• Are you friendly, open, understanding, and cooperative?</li> <li>• Do you like to work with people to solve problems?</li> <li>• Do you enjoy explaining something you have learned?</li> <li>• Is it important to you to do something that makes things better for other people?</li> <li>• Do you like to help friends with family problems?</li> <li>• Do you like reading, storytelling, traveling, or tutoring young children?</li> </ul>
	<ul style="list-style-type: none"> <li>• Are you mechanically inclined and practical?</li> <li>• Do you like reading diagrams and blueprints, and drawing building structures?</li> <li>• Are you curious about how things work?</li> <li>• Would you enjoy painting a house, repairing cars, wiring electrical circuits, or woodworking?</li> </ul>

# Degree and Certificate Detail Listing

## ACCOUNTING

### Accounting Technology (A.A.S.)



Business and Management

#### Intended Program Outcomes:

This two-year program leading to an A.A.S. degree in accounting offers students the opportunity to develop an advanced understanding of accounting principles. Learning experiences in this program are designed to assist the student in realizing the following outcomes:

- Use of current computer technologies, especially spreadsheet and accounting software, to perform the duties within a business setting
- Balance and reconcile financial information to ensure accuracy of information
- Analyze financial data in order to understand it and to use the data to make decisions
- Use reconciliation processes when working with data to identify and correct errors
- Prepare professional financial statements and other reporting documents
- Preparation for licensure process within the state of Oregon to prepare tax returns
- Ability to effectively seek and respond to accounting-related opportunities for increased responsibilities and professional advancement
- Understand the various business functions as they contribute to the success of an organization

#### TERM 1

BA101 Introduction to Business	4
BA131 Introduction to Business Computing	4
BA211 Principles of Accounting	4
BA104 Business Mathematics	4
or MTH095 Intermediate Algebra (or higher)	(5)

**TERM 1 Total: 16**

#### TERM 2

BA110X Spreadsheets/MS Excel	3
BA212 Principles of Accounting	4
BT121 Document Processing I	4
BT220 Calculating Machines	1
BA105 Business Mathematics	4
or MTH111 College Algebra (or higher)	(5)

**TERM 2 Total: 16**

#### TERM 3

BA213 Principles of Accounting	4
BA220 Tax Accounting	4
BA210 Microcomputer Application/Advanced Excel	3
WR121 English Composition	4

**TERM 3 Total: 15**

#### TERM 4

BA221 Accounting Problems/Tax	4
BA226 Business Law	4
BA261 Intermediate Accounting	4
COM111 Fundamentals of Speech	4

**TERM 4 Total: 16**

#### TERM 5

BA116 Bookkeeping Practice	2
BA155 Introduction to Fraud Examination	3
BA177 Payroll Accounting	4
BA215 Cost Accounting	4
LD000 Leadership Electives	1

**TERM 5 Total: 14**

#### TERM 6

BA206 Principles of Management	4
BA209Q Accounting Applications/QuickBooks	3
BA268 Introduction to Auditing	3
BA284 Pre-Employment Seminar	1
BA285 Human Relations in Business	3
LD000 Leadership Electives	1

**TERM 6 Total: 15**

**TOTAL CREDITS: 92**

### Accounting Technician (C.C.)



Business and Management

#### Intended Program Outcomes:

This one-year program leading to a certificate in accounting offers students the opportunity to develop a foundational understanding of accounting principles with an emphasis in applying that understanding to bookkeeping tasks. Learning experiences in this program are designed to assist the student in realizing the following outcomes:

- Use current computer technologies, especially spreadsheet and accounting software, to perform the duties within an accounting department
- Balance and reconcile financial information to ensure accuracy of information
- Use reconciliation processes when working with data to identify and correct errors
- Prepare professional financial statements and other reporting documents
- Model effective customer-service interactions
- Ability to effectively seek and respond to accounting-related opportunities for increased responsibilities and professional advancement
- Understand various business functions as they contribute to the success of an organization

Employment possibilities include bookkeeper, accounting clerk and payroll clerk. Jobs are available in business, industry, government agencies, service industries and banks.

#### TERM 1

BA101 Introduction to Business	4
BA131 Introduction to Business Computing	4
BA211 Principles of Accounting	4
BA104 Business Mathematics	4
or MTH095 Intermediate Algebra (or higher)	(5)

**TERM 1 Total: 16**

#### TERM 2

BA110X Spreadsheets/MS Excel	3
BA212 Principles of Accounting	4
BA284 Pre-Employment Seminar	1
BT220 Calculating Machines	1
BA105 Business Mathematics	4
or MTH095 Intermediate Algebra (or higher)	(5)

**TERM 2 Total: 13**

#### TERM 3

BT209Q Accounting Applications/QuickBooks	3
BA213 Principles of Accounting	4
BA285 Human Relations in Business	3
COM111 Fundamentals of Speech	4
WR121 English Composition	4

**TERM 3 Total: 18**

**TOTAL CREDITS: 47**



# ACCOUNTING cont. - ADMINISTRATIVE OFFICE PROFESSIONAL

## Accounting Technology: Bookkeeping Support Specialist (C.P.C.C.)



Business and Management

### Intended Program Outcomes:

This program leads to a career pathways certificate of completion in accounting technology, which offers students the opportunity to develop a foundational understanding of accounting principles with an emphasis in applying that understanding to bookkeeping tasks. Learning experiences in this program are designed to assist the student in realizing the following outcomes:

- Use current computer technologies, especially spreadsheet and accounting software, to perform the duties within an accounting department
- Balance and reconcile financial information to ensure accuracy of information
- Use reconciliation processes when working with data to identify and correct errors
- Prepare professional financial statements and other reporting documents
- Model effective customer-service interactions
- Ability to effectively seek and respond to accounting-related opportunities for increased responsibilities and professional advancement
- Understand the various business functions as they contribute to the success of an organization

Employment possibilities include bookkeeper, accounting clerk and payroll clerk. Jobs are available in business, industry, government agencies, service industries and banks.

### TERM 1

BA131 Introduction to Business Computing	4
BA211 Principles of Accounting	4
BA104 Business Mathematics	4
or MTH095 Intermediate Algebra (or higher)	(5)

**TERM 1 Total: 12**

### TERM 2

BA110X Spreadsheets/MS Excel	3
BA212 Principles of Accounting	4
BT220 Calculating Machines	1

**TERM 2 Total: 8**

### TERM 3

BA209Q Accounting Applications/QuickBooks	3
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**TERM 3 Total: 3**

**TOTAL CREDITS: 23**

## Accounting Technology: Bookkeeping Support Assistant (C.P.C.C.)



Business and Management Pending Approval

The Accounting Technology: Bookkeeping Support Assistant is a Career Pathway Certificate of Completion and is one stackable credential on the path to an AAS degree in Accounting Technology.

This CPCC introduces students to the field Accounting Technology through coursework in financial office support and administration. The program offers students the opportunity to develop entry-level financial office skills.

Learning experiences in this program are designed to assist the student in realizing the following outcomes:

- Use current computer technologies, to assist with duties within an accounting department
- Balance and reconcile financial information to ensure accuracy of information
- Use reconciliation processes when working with data to identify and correct errors
- Prepare professional financial statements and other reporting documents
- Understand and assist with the various business functions as they contribute to the success of an organization

### TERM 1

BA131 Introduction to Business Computing	4
BA211 Principles of Accounting	4

**TERM 1 Total: 8**

### TERM 2

BA110X Spreadsheets—MS Excel	3
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**TERM 2 Total: 3**

### TERM 3

BA209Q Accounting Applications—QuickBooks	3
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**TERM 3 Total: 3**

**TOTAL CREDITS: 14**

# ADMINISTRATIVE OFFICE PROFESSIONAL cont.

## Accounting Technology: Tax Support Assistant CPCC



Business Management      Pending Approval

The Accounting Technology: Tax Support Assistant is a Career Pathway Certificate of Completion and is one stackable credential on the path to an AAS degree in Accounting Technology.

This CPCC introduces students to the field of tax accounting through coursework specific to accounting and tax preparation and practices.

Learning experiences in this program are designed to assist the student in realizing the following outcomes:

- Use current computer technologies, to assist with duties within an accounting department
- Balance and reconcile financial information to ensure accuracy of information
- Use reconciliation processes when working with data to identify and correct errors
- Prepare professional financial statements and other reporting documents
- Preparation for licensure process within the State of Oregon to prepare tax returns
- Understand and assist with the various business functions as they contribute to the success of an organization

<b>TERM 1</b>	
BA211 Principles of Accounting	4
<b>TERM 1 Total: 4</b>	
<b>TERM 2</b>	
BA177 Payroll Accounting	4
<b>TERM 2 Total: 4</b>	
<b>TERM 3</b>	
BA220 Tax Accounting	4
<b>TERM 3 Total: 4</b>	
<b>TERM 4</b>	
BA221 Accounting Problems—Tax	4
<b>TERM 4 Total: 4</b>	
<b>TOTAL CREDITS: 16</b>	

## Administrative Office Professional (A.A.S.)



Business and Management

### Intended Program Outcomes:

This program leading to an A.A.S. degree in administrative assistant offers students the opportunity to develop top-level office skills. Learning experiences in this program are designed to assist the student in realizing the following outcomes:

- Use current and emerging word processing technologies to produce organizational documents and presentation materials
- Meet or exceed the current speed and accuracy requirements for typing and 10-key operation in the industry
- Individually and collaboratively manage multiple office tasks, prioritizing and reprioritizing in response to changing demands
- Assess the image that is expected of office personnel in a specific industry group; reflect those expectations in personal appearance, professional conduct and personal hygiene.
- Produce clear, concise and mechanically correct written documents
- Model effective customer service interactions
- Seek and respond to opportunities for increased responsibilities and professional advancement
- Understand office functions as they contribute to sound business practices and procedures
- Perform the general office procedures of filing, equipment operation, mail distribution, phone calls, and tasks requiring basic math calculations (such as inventory)

<b>TERM 1</b>	
BA131 Introduction to Business Computing	4
BT116 Professional Office Procedures	4
BT121 Document Processing I	4
LD000 Leadership Electives	1
WR121 English Composition	4
<b>TERM 1 Total: 17</b>	
<b>TERM 2</b>	
BA101 Introduction to Business	4
BT122 Document Processing II	4
BT201M Word Processing/MS Word	3
BT220 Calculating Machines	1
BA104 Business Mathematics or MTH095 Intermediate Algebra	4 (5)
<b>TERM 2 Total: 16</b>	
<b>TERM 3</b>	
BA110X Spreadsheet/Excel	3
BT140 Business Document Editing	3
BT202M Word Processing/Advanced MS Word	3
COM111 Fundamentals of Speech	4
BA277 Business Ethics	3
OR	
BA285 Human Relations in Business	(3)
<b>TERM 3 Total: 16</b>	
<b>TERM 4</b>	
BA214 Business Communications	4
BA226 Business Law	4
HTM226 Event Management	3
LD000 Leadership Electives	1
BA111 Basic Accounting	4
OR	
BA211 Principles of Accounting	(4)
<b>TERM 4 Total: 16</b>	
<b>TERM 5</b>	
BA110A Database/MS Access	3
BA224 Human Resource Management	3
BA284 Pre-Employment Seminar	1
HTM131 Customer Service Management I	3
LD000 Leadership Electives	2
<b>TERM 5 Total: 12</b>	
<b>TERM 6</b>	
BA206 Principles of Management	4
BA209Q Accounting Applications/Quickbooks	3
BA280 SWE Business	3
BT206 Desktop Publishing	3
BT290 Integrated Office Systems or BA280 CWE Business	3 (3)
<b>TERM 6 Total: 16</b>	
<b>TOTAL CREDITS: 93</b>	

# ADMINISTRATIVE OFFICE PROFESSIONAL cont.

## Administrative Office Professional: Legal Option (A.A.S.)



Business and Management

### Intended Program Outcomes:

This two-year program leading to an A.A.S. in administrative office assistant, legal option, provides students with the specialized skills necessary for employment as legal administrative assistants. Students will be effective in the workplace in the following areas:

- Use of appropriate legal terminology with written and oral accuracy
- Use of transcription machines effectively to produce legal documents
- Office bookkeeping and general accounting tasks
- Effective use of database and spreadsheet software
- Understanding of the legal system

#### TERM 1

BA131 Introduction to Business Computing	4
BT116 Professional Office Procedures	4
BT121 Document Processing I	4
BT230 Legal Terminology	3
WR121 English Composition	4
<b>TERM 1 Total: 19</b>	

#### TERM 2

BT122 Document Processing II	4
BT201M Word Processing/MS Word	3
BT220 Calculating Machines	1
BT232 Legal Terminology II	3
BA104 Business Mathematics	4
or MTH095 Intermediate Algebra (or higher)	(5)
<b>TERM 2 Total: 15</b>	

#### TERM 3

BA110X Spreadsheets/MS Excel	3
BA277 Business Ethics	3
BT140 Business Document Editing	3
BT202M Word Processing/Advanced MS Word	3
COM111 Fundamentals of Speech	4
<b>TERM 3 Total: 16</b>	

#### TERM 4

AOPCJ000 AOP Legal CJ Electives	3
BA214 Business Communications	4
OR	
WR227 Technical Report Writing	(4)
BA226 Business Law	4
OR	
CJ220 Criminal Law	(3)
BA211 Principles of Accounting	4
OR	
BA111 Basic Accounting	(4)
<b>TERM 4 Total: 15</b>	

#### TERM 5

AOPCJ000 AOP Legal CJ Electives	3
BA280 CWE Business	3
BA284 Pre-Employment Seminar	1
HTM131 Customer Service Management I	3
LD000 Leadership Electives	2
<b>TERM 5 Total: 12</b>	

#### TERM 6

AOPCJ000 AOP Legal CJ Electives	3
BA206 Principles of Management	4
BA209Q Accounting Applications/QuickBooks	3
BA285 Human Relations in Business	3
BT206 Desktop Publishing	3
<b>TERM 6 Total: 16</b>	
<b>TOTAL CREDITS: 93</b>	

## Administrative Office Professional: Medical Option (A.A.S.)



Business and Management



Health Services

### Intended Program Outcomes:

This two-year program leading to an A.A.S. in administrative office assistant, medical option, provides students with the specialized skills necessary for employment as medical administrative assistants. Students will be effective in the workplace in the following areas:

- Use of appropriate medical terminology with written and oral accuracy
- Use of transcription equipment effectively to produce medical documents
- Office bookkeeping and general accounting tasks
- Effective use of database and spreadsheet software

#### TERM 1

BA131 Introduction to Business Computing	4
BT121 Document Processing I	4
BT257 Medical Office Procedures	4
WR121 English Composition	4
<b>TERM 1 Total: 16</b>	

#### TERM 2

BT122 Document Processing II	4
BT201M Word Processing/MS Word	3
BT220 Calculating Machines	1
BT251 Medical Terminology	3
BA104 Business Mathematics	4
or MTH095 Intermediate Algebra (or higher)	(5)
<b>TERM 2 Total: 15</b>	

#### TERM 3

BA110X Spreadsheets/Excel	3
BA285 Human Relations in Business	3
OR	
BA277 Business Ethics	(3)
BT140 Business Document Editing	3
BT202M Word Processing/Advanced MS Word	3
BT252 Medical Terminology	3
<b>TERM 3 Total: 15</b>	

#### TERM 4

BA214 Business Communications	4
BA226 Business Law	4
BA284 Pre-Employment	1
BT253 Medical Transcription	3
BA211 Principles of Accounting	4
OR	
BA111 Basic Accounting	(4)
<b>TERM 4 Total: 16</b>	

#### TERM 5

BA110A Database/MS Access	3
BT254 Medical Transcription	3
COM111 Fundamentals of Speech	4
HTM131 Customer Service Management I	3
LD000 Leadership Electives	2
<b>TERM 5 Total: 15</b>	

#### TERM 6

BA206 Principles of Management	4
BA280 CWE Business	3
BT206 Desktop Publishing	3
BT258 Medical Insurance Procedures	4
LD000 Leaderships Electives	1
<b>TERM 6 Total: 15</b>	
<b>TOTAL CREDITS: 92</b>	

# ADMINISTRATIVE OFFICE PROFESSIONAL cont.

## Administrative Office Professional: Office Support Specialist (C.P.C.C.)



Business and Management

### Intended Program Outcomes:

This program leads to a career pathways certificate of completion in administrative office professional office support specialist offering students the opportunity to develop entry-level office skills.

- Learning experiences in this program are designed to assist the student in realizing the following outcomes:
- Demonstrates the ability to solve problems in a business environment
- Understand and perform the general office functions.
- Perform various basic math calculations required in an office/business environment
- Discuss the professional image that is expected of office personnel
- Develop awareness for ethical and/or human relation standards in the workplace
- Produce clear, concise and mechanically-correct documents
- Meet or exceed the current speed and accuracy requirements for document processing
- Demonstrate the ability to use appropriate technology (word processing, spreadsheet, database and presentation software) in the business environment

#### TERM 1

BA131 Introduction to Business Computing	4
BT116 Professional Office Procedures	4
BT121 Document Processing I	4

**TERM 1 Total: 12**

#### TERM 2

BT201M Word Processing/MS Word	3
OR	
BT206 Desktop Publishing	(3)
BA104 Business Mathematics	4
OR	
MTH095 Intermediate Algebra (or higher)	(5)

**TERM 2 Total: 7**

#### TERM 3

BA110X Spreadsheets//MS Excel	3
BT140 Business Document Editing	3
BA285 Human Relations in Business	3
OR	
BA277 Business Ethics	(3)

**TERM 3 Total: 9**  
**TOTAL CREDITS: 28**

## Administrative Office Professional: Office Assistant (C.C.)



Business and Management

### Intended Program Outcomes:

This one-year certificate program is designed to provide specialized training and skills for work as an office assistant. Emphasis is placed on the study of general office skills, including practical experience on current equipment and software. The course work lays the foundation for a two-year A.A.S. degree program for those students who want to continue their education. Students will be effective in the workplace in the following areas:

- Use current and emerging word-processing technologies to produce documents
- Meet or exceed the current speed and accuracy requirements for typing and 10-key operation in the industry
- Model effective customer service interactions
- Perform the general office procedures of filing, equipment operation, mail distribution, phone calls, and tasks requiring basic math calculations

#### TERM 1

BA131 Introduction to Business Computing	4
BT116 Professional Office Procedures	4
BT121 Document Processing I	4
LD000 Leadership Electives	1
WR121 English Composition (or higher)	4

**TERM 1 Total: 17**

#### TERM 2

BA101 Introduction to Business	4
BT122 Document Processing II	4
BT220 Calculating Machines	1
BT206 Desktop Publishing	3
OR	
BT201M Word Processing/MS Word	(3)
BA104 Business Mathematics	4
OR	
MTH095 Intermediate Algebra (or higher)	(5)

**TERM 2 Total: 16**

#### TERM 3

BA110X Spreadsheets/MS Excel	3
BT140 Business Document Editing	3
COM111 Fundamentals of Speech	4
BA277 Business Ethics	3
OR	
BA285 Human Relations in Business	(3)

**TERM 3 Total: 13**  
**TOTAL CREDITS: 46**

# ADMINISTRATIVE OFFICE PROFESSIONAL cont.

## Administrative Office Professional: Office Receptionist (C.P.C.C.)



Business and Management      Pending Approval

The Administrative Office Professional: Office Receptionist is a Career Pathway Certificate of Completion and is one stackable credential on the path to an AAS degree for Administrative Office Professional.

This CPCC introduces students to the field of office support and administration. The program offers students the opportunity to develop entry-level office skills.

Learning experiences in this program are designed to assist the student in realizing the following outcomes:

- Understand and assist with general office procedures and functions.
- Discuss the professional image that is expected of office personnel
- Produce clear, concise and mechanically-correct documents
- Meet or exceed the current speed and accuracy requirements for document processing
- Demonstrate the ability to use appropriate technology (word processing, spreadsheet, database and presentation software) in the business
- Develop and recognize excellent customer service skills
- Recognize and apply leadership traits for the workplace environment.

### TERM 1

BT116 Professional Office Procedures	4
BT121 Document Processing I	4

**TERM 1 Total: 8**

### TERM 2

BA131 Introduction to Business Computing	4
HTM131 Customer Service Management	3

**TERM 2 Total: 7**

### TERM 3

BT140 Business Document Editing	3
LD Leadership Elective	1

**TERM 3 Total: 4**

**TOTAL CREDITS: 19**

## Administrative Office Professional – Medical Option: Office Receptionist (C.P.C.C.)



Business and Management      Pending Approval

The Administrative Office Professional – Medical Option: Office Receptionist is a Career Pathway Certificate of Completion and is one stackable credential on the path to an AAS degree in Administrative Office Professional – Medical Option.

This CPCC introduces students to the field of medical office support and administration. The program offers students the opportunity to develop entry-level medical office skills and practices.

Learning experiences in this program are designed to assist the student in realizing the following outcomes:

- Understand and assist with medical office functions and procedures
- Discuss the professional image that is expected of office personnel
- Demonstrate the ability to use appropriate technology (word processing, spreadsheet, database and presentation software) in the business environment
- Learn medical office terms and medical terminology
- Develop and recognize excellent customer service skills
- Recognize and apply leadership traits for the workplace

### TERM 1

BT257 Medical Office Procedures	4
BT251 Medical Terminology	3
LD Leadership Elective	1

**TERM 1 Total: 8**

### TERM 2

BA131 Introduction to Business Computing	4
BT252 Medical Terminology	3
HTM131 Customer Service Management	3

**TERM 2 Total: 10**

**TOTAL CREDITS: 18**



# ADMINISTRATIVE OFFICE PROFESSIONAL cont.

## Administrative Office Professional – Medical Option: Office Support Specialist (C.P.C.C.)



Business and Management

Pending Approval

The Administrative Office Professional – Medical Option: Office Support Specialist is a Career Pathway Certificate of Completion and is one stackable credential on the path to an AAS degree in Administrative Office Professional – Medical Option.

This CPCC introduces students to the field of medical office support and administration. The program offers students the opportunity to develop entry-level medical office skills and practices.

Learning experiences in this program are designed to assist the student in realizing the following outcomes:

- Understand and assist with medical office functions and procedures
- Discuss the professional image that is expected of office personnel
- Develop and recognize excellent customer service skills
- Demonstrate the ability to use appropriate technology (word processing, spreadsheet, database and presentation software) in the business environment
- Learn medical office terms and medical terminology.
- Work within the ethical, legal, and regulatory parameters of the industry

### TERM 1

BA131 Introduction to Business Computing	4
BT257 Medical Office Procedures	4
BT251 Medical Terminology	3

**TERM 1 Total: 11**

### TERM 2

BA104 Business Math	4
or MTH95 Intermediate Algebra (or higher)	(5)
BT201M Word Processing—MS Word	3
BT252 Medical Terminology	3

**TERM 2 Total: 10**

### TERM 3

BA110X Spreadsheets—MS Excel	3
BA277 Business Ethics	3
or BA285 Human Relations in Business	(3)
HTM131 Customer Service Management	3

**TERM 3 Total: 9**

**TOTAL CREDITS: 30**

## Administrative Office Professional Medical Office Assistant



Business and Management



Health Services

### Intended Program Outcomes:

This one-year certificate program is designed to provide specialized training and skills for entry-level positions as receptionists and/or records clerks in medical offices. 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. The course work lays the foundation for a two-year A.A.S. degree program for those students who want to continue their education.

- Use current and emerging word processing technologies to produce documents
- Meet or exceed the current speed and accuracy requirements for typing and 10-key operation in the industry
- Model effective customer service interactions
- Perform the general office procedures of filing, equipment operation, mail distribution, phone calls, and tasks requiring basic math calculations
- Use appropriate medical terminology with written and oral accuracy

### TERM 1

BA131 Introduction to Business Computing	4
BT121 Document Processing I	4
BT251 Medical Terminology	3
BT257 Medical Office Procedures	4
WR121 English Composition	4

**TERM 1 Total: 19**

### TERM 2

BT122 Document Processing II	4
BT220 Calculating Machines	1
BT252 Medical Terminology	3
BA104 Business Mathematics	4

OR

Mth095 Intermediate Algebra (or higher)	(5)
BT206 Desktop Publishing	3

OR

BT201M Word Processing/MS Word	(3)
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**TERM 2 Total: 15**

### TERM 3

BA110X Spreadsheets/MS Excel	3
BA284 Pre-Employment Seminar	1
BT140 Business Document Editing	3
HTM131 Customer Service Management I	3
BA277 Business Ethics	3

OR

BA285 Human Relations in Business	(3)
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**TERM 3 Total: 13**

**TOTAL CREDITS: 47**

# AGRICULTURE

## Agriculture Business (A.A.S.)



Business and Management



Agriculture, Food and Natural Resources Systems

### Intended Program Outcomes:

This two-year program leading to an A.A.S. in agriculture business will prepare the student for a career in the broad field of agri-business or in support areas of production agriculture by providing the necessary knowledge in the following areas:

- Industry-related employment skills
- Animal science (techniques, issues, technology, trends)
- Crop science (techniques, issues, technology, trends)
- Agriculture-related business practices
- Agricultural operations (safety, mechanical technology)

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. Students wishing to transfer to a four-year institution should review with their advisor the transferability of their courses and should review the program requirements of that school. The following schedule is illustrative only; an individual student's schedule may be different.

### TERM 1

AGM131 Agriculture Safety	3
AGR101 Agriculture Orientation	1
AGR111 Agriculture Computers	3
AGR210 Agriculture Accounting	4
WR121 English Composition	4

**TERM 1 Total: 15**

### TERM 2

AGM140 Agriculture Engines	3
AGM221 Metals and Welding	3
AGR211 Agriculture Business Management	3
ANS121 Animal Science	3
WR227 Technical Report Writing	4

**TERM 2 Total: 16**

### TERM 3

AGR221 Agriculture Marketing	3
ANS122 Animal Science	3
Business Electives	4
MTH095 Intermediate Algebra (or higher)	5

**TERM 3 Total: 15**

### TERM 4

AGM211 Agriculture Construction & Surveying	3
AGR226 Agriculture Issues	3
CSS210 Forage Crops	3
EC201 Principles of Economics/Microeconomics	4
HORT100 Plant Science	3

**TERM 4 Total: 16**

### TERM 5

AGR200 Pre-Employment Seminar	1
Business Electives	8
CSS100 Soils and Fertilizers	3
EC202 Principles of Economics/Macroeconomics	4

**TERM 5 Total: 16**

### TERM 6

AGR280 CWE AG	2
AGR296 Production Problems	4
Business Electives	4
COM111 Fundamentals of Speech (or higher)	4
HE252 First Aid	3

OR

HPE295 Health & Fitness for Life	(3)
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**TERM 6 Total: 17**

**TOTAL CREDITS: 95**

## Agriculture Production (A.A.S.)



Agriculture, Food and Natural Resources Systems

### Intended Program Outcomes:

This two-year program leading to an A.A.S. degree in agriculture production will prepare the student concerned with the raising of an agriculture crop commodity by providing the necessary knowledge in the following areas:

Industry-related employment skills

- Animal science (techniques, issues, technology, trends)
- Crop science (techniques, issues, technology, trends)
- Agriculture-related business practices
- Agricultural operations (safety, mechanical technology)

The curriculum includes a balanced selection of courses in the areas of crops, mechanics and business. Students wishing to specialize in a particular area should consult their advisor to develop an academic plan. The following schedule is illustrative only; an individual student's schedule may be different.

### TERM 1

AGM131 Agriculture Safety	3
AGM240 Tractors	2
AGR101 Agriculture Orientation	1
AGR111 Agriculture Computers	3
AGR210 Agriculture Accounting	4
HORT100 Plant Science	3

**TERM 1 Total: 16**

### TERM 2

AGM140 Agriculture Engines	3
AGM221 Metals and Welding	3
AGR211 Agriculture Business Management	3
ANS121 Animal Science	3
CSS100 Soils and Fertilizers	3

**TERM 2 Total: 15**

### TERM 3

AGM241 Agriculture Machinery	3
AGR221 Agriculture Marketing	3
ANS122 Animal Science	3
CSS201 Principles of Crop Science	3
RNG241 Range Management	3

**TERM 3 Total: 15**

### TERM 4

AGM211 Agriculture Construction & Surveying	3
AGR226 Agriculture Issues	3
COM100 Human Communications (or higher)	4
CSS210 Forage Crops	3
WR065 Introduction to Technical Writing (or higher)	3

**TERM 4 Total: 16**

### TERM 5

AGR200 Pre-Employment Seminar	1
AGR280 CWE AG	3
HE252 First Aid	3
Human Relations	3
MTH070 Elementary Algebra	5

**TERM 5 Total: 15**

### TERM 6

AGR296 Production Problems	4
Agriculture Electives	12

**TERM 6 Total: 16**  
**TOTAL CREDITS: 93**

# AGRICULTURE cont.

## Agriculture Production: Crops Option (A.A.S.)



Agriculture, Food and Natural Resources Systems

### Intended Program Outcomes:

This two-year program leading to an A.A.S. in agriculture production: crops, will prepare the student concerned with the raising of an agriculture crop commodity by providing the necessary knowledge in the following areas:

- Industry-related employment skills
- Animal science (techniques, issues, technology, trends)
- Crop science (techniques, issues, technology, trends)
- Agriculture-related business practices
- Agricultural operations (safety, mechanical technology)

The curriculum includes a balanced selection of courses in the areas of crops, mechanics and business. Students wishing to specialize in a particular area should consult their advisor to develop an academic plan. The following schedule is illustrative only; an individual student's schedule may be different.

#### TERM 1

AGM131 Agriculture Safety	3
AGM240 Tractors	2
AGR101 Agriculture Orientation	1
AGR111 Agriculture Computers	3
AGR210 Agriculture Accounting	4
HE252 First Aid	3
HORT100 Plant Science	3

**TERM 1 Total: 19**

#### TERM 2

AGM140 Agriculture Engines	3
AGM221 Metals and Welding	3
AGM250 Irrigation Systems Design	3
AGR211 Agriculture Business Management	3
ANS121 Animal Science	3
CSS100 Soils and Fertilizers	3

**TERM 2 Total: 18**

#### TERM 3

AGM241 Agriculture Machinery	3
AGM251 Irrigation Systems	3
ANS122 Animal Science	3
CSS201 Principles of Crop Science	3
COM100 Human Communications (or higher)	4

**TERM 3 Total: 16**

#### TERM 4

AGM211 Agriculture Construction & Surveying	3
AGR226 Agriculture Issues	3
CSS210 Forage Crops	3
MTH070 Elementary Algebra (or higher)	5

**TERM 4 Total: 14**

#### TERM 5

AGR200 Pre-Employment Seminar	1
AGR280 CWE AG	2
CSS240 Pest Management	4
Human Relations Elective	3
WR065 Introduction to Technical Writing (or higher)	3

**TERM 5 Total: 13**

#### TERM 6

HORT111 Alternative Crop Production	3
AGR280 CWE AG	3
RNG241 Range Management	3
AGR296 Production Problems	4
AGR221 Agriculture Marketing	3

**TERM 6 Total: 16**

**TOTAL CREDITS: 96**

## Agriculture Production-Crops: Pest Management (C.P.C.C.)



Agriculture, Food, and Natural Resources Systems

### Intended Program Outcomes:

This less than one-year certificate program in agriculture production-crops: pest management will prepare the student for all aspects of pest management including the proper handling and application of related materials by providing the necessary knowledge in the following areas:

- Industry-related employment skills
- Crop science (techniques, issues, technology, trends)
- Agriculture-related business practices
- Agricultural operations (safety, mechanical technology)

#### TERM 1

AGM131 Agriculture Safety	3
AGR101 Agriculture Orientation	1
AGR111 Agriculture Computers	3
AGR226 Agriculture Issues	3
HORT100 Plant Science	3
MTH070 Elementary Algebra (or higher)	5

**TERM 1 Total: 18**

#### TERM 2

AGM221 Metals and Welding	3
AGR200 Pre-Employment Seminar	1
AGR280 CWE AG	3
CSS100 Soils and Fertilizers	3
CSS240 Pest Management	4

**TERM 2 Total: 14**

#### TERM 3

RNG241 Range Management	3
AGM251 Irrigation Systems	3
AGM241 Agriculture Machinery	3
CSS201 Principles of Crop Science	3

**TERM 3 Total: 12**

**TOTAL CREDITS: 44**

# AGRICULTURE cont.

## Agriculture Production: Livestock Option (A.A.S.)



Agriculture, Food and Natural Resources Systems

### Intended Program Outcomes:

This two-year program leading to an A.A.S. degree in agriculture production: livestock, will prepare the student concerned with the raising of an agriculture livestock commodity by providing the necessary knowledge in the following areas:

- Industry-related employment skills
- Animal science (techniques, issues, technology, trends)
- Crop science (techniques, issues, technology, trends)
- Agriculture-related business practices
- Agricultural operations (safety, mechanical technology)

The curriculum includes a balanced selection of courses in the areas of crops, livestock, mechanics and business. Students wishing to specialize in a particular area should consult their advisor to develop an academic plan. The following schedule is illustrative only; an individual student's schedule may be different.

### TERM 1

AGM131 Agriculture Safety	3
AGM240 Tractors	2
AGR101 Agriculture Orientation	1
AGR111 Agriculture Computers	3
ANS201 Introduction to Equine Science	3
ANS216 Pregnancy Testing/Bovine	1
HORT100 Plant Science	3

**TERM 1 Total: 16**

### TERM 2

AGM140 Agriculture Engines	3
AGM221 Metals and Welding	3
ANS121 Animal Science	3
ANS220 Beef Production	4
CSS100 Soils and Fertilizers	3

**TERM 2 Total: 16**

### TERM 3

AGM241 Agriculture Machinery	3
ANS122 Animal Science	3
ANS217 Artificial Insemination	3
CSS201 Principles of Crop Science	3
HE252 First Aid	3
Human Relations Elective	3

**TERM 3 Total: 18**

### TERM 4

AGR226 Agriculture Issues	3
ANS231 Livestock Evaluation	3
CSS210 Forage Crops	3
MTH070 Elementary Algebra (or higher)	5

**TERM 4 Total: 14**

### TERM 5

AGR200 Pre-Employment Seminar	1
AGR211 Agriculture Business Management	3
ANS211 Animal Nutrition	4
COM100 Human Communications (or higher)	4
WR065 Introduction to Technical Writing (or higher)	3

**TERM 5 Total: 15**

### TERM 6

AGR280 CWE AG	4
AGR296 Production Problems	4
ANS240 Animal Health	5
RNG241 Range Management	3

**TERM 6 Total: 16**

**TOTAL CREDITS: 95**

## Agriculture Production-Livestock: Beef Production (C.P.C.C.)



Agriculture, Food, and Natural Resources Systems

### Intended Program Outcomes:

This less than one-year certificate program in agriculture/production-livestock: beef production will prepare the student for all aspects of beef production by providing the necessary knowledge in the following areas:

- Industry-related employment skills
- Animal science (techniques, issues, technology, trends)
- Agriculture-related business practices
- Agricultural operations (safety, mechanical technology)

### TERM 1

AGR101 Agriculture Orientation	1
AGR111 Agriculture Computers	3
AGR280 CWE AG	3
ANS216 Pregnancy Testing/Bovine	1
ANS231 Livestock Evaluation	3
CSS210 Forage Crops	3

**TERM 1 Total: 14**

### TERM 2

AGR280 CWE AG	2
ANS121 Animal Science	3
ANS211 Animal Nutrition	4
ANS220 Beef Production	4

**TERM 2 Total: 13**

### TERM 3

ANS122 Animal Science	3
ANS240 Animal Health	5
ANS217 Artificial Insemination	3
RNG241 Range Management	3

TERM 3 Total: 14

**TOTAL CREDITS: 41**

# BUSINESS ADMINISTRATION

## Business Administration (A.A.S.)



Business and Management

### Intended Program Outcomes:

This two-year A.A.S. degree program will prepare the student to either transfer to an Oregon University System institution on a course-by-course basis or to be effective in the workplace in the following areas:

- Establish and promote a collaborative work environment where all voices are heard and valued as they contribute to shared goal
- Work within the ethical, legal, and regulatory parameters of the industry
- Calculate, compile and analyze financial records to make practical business decisions
- Attract, screen, hire, train, and supervise personnel
- Select and integrate appropriate current and emerging technologies to support business functions
- Use verbal, non-verbal and written communication skills effectively in the business context
- Interact effectively with clients and customers
- Use critical thinking skills to solve business problems
- Exhibit work behaviors that maximize opportunity for continued employment, increased responsibilities and business success
- Lead a work unit in a direction that aligns with stated organizational vision, mission and values.

### TERM 1

BA131 Introduction to Business Computing	4
BA211 Principles of Accounting	4
BT121 Document Processing I	4
WR121 English composition	4

**TERM 1 Total: 16**

### TERM 2

BA101 Introduction to Business	4
BA110X Spreadsheets/MS Excel	3
BA212 Principles of Accounting	4
HTM131 Customer Service Management I	3
BA104 Business Mathematics	4
OR	
MTH095 Intermediate Algebra (or higher)	(5)

**TERM 2 Total: 18**

### TERM 3

BA210 Spreadsheets/Advanced Excel	3
LD000 Leadership Electives	1
BA105 Business Mathematics	4
OR	
Mth111 College Algebra (or higher)	(5)
BA285 Human Relations in Business	3
OR	
BA277 Business Ethics	(3)
BA213 Principles of accounting	4
OR	
BA217 Budgeting and Decision Making	(3)

**TERM 3 Total: 15**

### TERM 4

BA214 Business Communications	4
BA226 Business Law	4
BA284 Pre-Employment Seminar	1
Com111 Fundamentals of Speech	4
LD000 Leadership Electives	1

**TERM 4 Total: 14**

### TERM 5

BA155 Introduction to Fraud Examination	3
BA223 Principles of Marketing	4
BA224 Human Resource Management	3
BT201M Word Processing/MS Word	3
BA177 Payroll Accounting	4
OR	
BA215 Cost Accounting	(4)

**TERM 5 Total: 17**

### TERM 6

BA110A Database/MS Access	3
BA206 Principles of Management	4
BA249 Retail Selling	3
LD000 Leadership Electives	3

**TERM 6 Total: 13**  
**TOTAL CREDITS: 93**

## Business Administration: Business Operations Support Specialist (C.P.C.C.)



Business and Management

### Intended Program Outcomes:

This program leads to a career pathways certificate of completion in business operations support specialist offering students the opportunity to develop entry-level office skills. Learning experiences in this program are designed to assist the student in realizing the following outcomes:

- Understand various functions in the business environment
- Maintain complete and accurate business records
- Assist with performing various business functions and solve problems in a business environment
- Perform various basic math calculations required in an office/business environment
- Develop awareness for ethical and/or human relation standards in the workplace
- Produce clear, concise, and mechanically-correct written documents
- Use verbal, non-verbal, and written communication skills effectively in the business context
- Meet or exceed the current speed and accuracy requirements for document processing
- Use appropriate technology (word processing, spreadsheet, database and presentation software) in the office/business environment

### TERM 1

BA101 Introduction to Business	4
BA131 Introduction to Business Computing	4
BA211 Principles of Accounting	4
BT121 Document Processing I	4

**TERM 1 Total: 16**

### TERM 2

BA110X Spreadsheets/MS Excel	3
BA104 Business Mathematics	4
OR	
MTH095 Intermediate Algebra (or higher)	(5)

**TERM 2 Total: 7**

### TERM 3

COM111 Fundamentals of Speech	4
WR121 English Composition	4

**TERM 3 Total: 8**  
**TOTAL CREDITS: 31**



# BUSINESS ADMINISTRATION cont.

## Business Administration Hospitality and Gaming Option (A.A.S.)



Business and Management



Human Resources

### Intended Program Outcomes:

This two-year A.A.S. degree program will prepare the student to either transfer to an Oregon University System institution on a course-by-course basis or to be effective in the workplace in the following areas:

- Establish and promote a collaborative work environment where all voices are heard and valued as they contribute to shared goal
- Work within the ethical, legal, and regulatory parameters of the industry
- Calculate, compile, and analyze financial records to make practical business decisions
- Attract, screen, hire, train, and supervise personnel
- Select and integrate appropriate current and emerging technologies to support business functions
- Use verbal, non-verbal, and written communication skills effectively in the business context
- Interact effectively with clients and customers
- Use critical thinking skills to solve business problems
- Exhibit work behaviors that maximize opportunity for continued employment, increased responsibilities, and business success
- Assist in the design, implementation, and continuous assessment of business strategies based on consumer needs and market changes
- Lead a work unit in a direction that aligns with stated organizational vision, mission, and values
- Gain a basic foundation in hospitality and gaming business practices.
- Provide various business principles and practices.
- Promote job advancement, professional growth and career mobility within the hospitality/gaming industry.

The 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.

Important Program Notes: Students who expect to work in gaming industry will most likely be subject to passing background checks and age requirements to gain employment. CWE classes should be completed in hospitality, gaming, or restaurant industry or in a closely related industry.

### TERM 1

BA106 Casino Games Management	4
BA131 IntroductiOn to Business Computing	4
LD000 Leadership Electives	1
HTM105 Food & Beverage Industry	3
OR	
HTM100 Hospitality & Tourism Industry	(3)

**TERM 1 Total: 12**

### TERM 2

BA107 Survey of Gaming Regulations	4
BA225 Introduction to Gaming Management	4
HTM107 Hospitality Cost Control	3
HTM131 Customer Service Management I	3
BA104 Business Mathematics	4
OR	
MTH095 Intermediate Algebra (or higher)	(5)

**TERM 2 Total: 18**

### TERM 3

BA110X Spreadsheet/MS Excel	3
COM111 Fundamentals of Speech	4
HTM109 Front Desk Operations	3
WR121 English composition	4
BA277 Business Ethics	3
OR	
BA285 Human Relations in Business	(3)

**TERM 3 Total: 17**

### TERM 4

BA211 Principles of Accounting	4
BA214 Business Communications	4
BA284 Pre-Employment Seminar	1
LD000 Leadership Electives	1
HTM224 Catering Operations	3
OR	
HTM226 Event Management	(3)

**TERM 4 Total: 13**

### TERM 5

BA212 Principles of Accounting	4
BA223 Principles of Marketing	4
BA224 Human Resource Management	3
COM115 Intercultural Communication	4

**TERM 5 Total: 15**

### TERM 6

BA206 Principles of Management	4
BA249 Retail Selling	3
BA280 CWE Business	3
HTM230 Hotel, Restaurant and Travel Law	3
BA217 Budgeting and Decision Making	3
OR	
BA213 Principles of Accounting	(4)

**TERM 6 Total: 16**

**TOTAL CREDITS: 91**

## BUSINESS ADMINISTRATION cont.

### Business Administration – Hospitality & Gaming Option: Food and Beverage Operations Assistant (C.P.C.C.)



Business and Management



Human Resources

Pending State Approval

The Business Administration – Hospitality & Gaming Option: Food and Beverage Operations Assistant is a Career Pathway Certificate of Completion and one stackable credential on the path to an AAS degree in Business Administration – Hospitality & Gaming Option.

This CPCC provide an articulated transfer and completion path for students who want to pursue the related AAS degree.

Learning experiences in this program are designed to assist the student in realizing the following outcomes:

- Gain a foundation in hospitality food and beverage practices and principles
- Understand and determine cost controls within the industry
- Work within the ethical, legal, and regulatory parameters of the industry
- Develop and recognize excellent customer service skills
- Demonstrate the ability to use appropriate technology (word processing, spreadsheet, database and presentation software) in the business
- Recognize and apply leadership traits for the workplace.

#### TERM 1

BA131 Introduction to Business Computing 4  
LD Leadership Elective 1

**TERM 1 Total: 5**

#### TERM 2

HTM131 Customer Service Management 3  
HTM107 Hospitality Cost Control 3

**TERM 2 Total: 6**

#### TERM 3

HTM230 Hotel, Restaurant and Travel Law 3  
LD Leadership Elective 1

**TERM 3 Total: 4**

**TOTAL CREDITS: 15**

### Business Administration – Hospitality & Gaming Option: Gaming Operations Assistant (C.P.C.C.)



Business and Management



Human Resources

Pending State Approval

The Business Administration – Hospitality & Gaming Option: Gaming Operations Assistant is a Career Pathway Certificate of Completion and one stackable credential on the path to an AAS degree in Business Administration – Hospitality & Gaming Option.

This CPCC provide an articulated transfer and completion path for students who want to pursue the related AAS degree.

Learning experiences in this program are designed to assist the student in realizing the following outcomes:

- Gain a foundation in hospitality and gaming business practices and principles
- Understand casino games and gaming management
- Work within the ethical, legal, and regulatory parameters of the industry.
- Recognize and apply leadership traits for the workplace.

#### TERM 1

BA106 Casino Games Management 4  
LD Leadership Elective 1

**TERM 1 Total: 5**

#### TERM 2

BA107 Survey of Gaming Regulations 4  
BA225 Introduction to Gaming Management 4

**TERM 2 Total: 8**

**TOTAL CREDITS: 13**

# BUSINESS ADMINISTRATION cont.

## Business Administration – Hospitality & Gaming Option: Guest Services Representative (C.P.C.C.)



Business and Management



Human Resources

Pending State Approval

The Business Administration, Hospitality & Gaming Option: Guest Services Representative is a Career Pathway Certificate of Completion and one stackable credential on the path to an AAS degree in Business Administration – Hospitality & Gaming AAS degree.

These pathways provide an articulated transfer and completion path for students who want to pursue the related AAS degree.

Learning experiences in this program are designed to assist the student in realizing the following outcomes:

- Gain a foundation in the hospitality industry, including hotel front desk operations
- Work within the ethical, legal, and regulatory parameters of the industry
- Demonstrate the ability to use appropriate technology (word processing, spreadsheet, database and presentation software) in the business
- Develop and recognize excellent customer service skills
- Recognize and apply leadership traits for the workplace

### TERM 1

BA131 Introduction to Business Computing	4
HTM100 Introduction to Hospitality or HTM105 Food & Beverage Industry	3 (3)
<b>TERM 1 Total:</b>	<b>7</b>

### TERM 2

HTM131 Customer Service Management	3
LD Leadership Elective	1
<b>TERM 2 Total:</b>	<b>4</b>

### TERM 3

HTM109 Front Desk Operations	3
HTM230 Hotel, Restaurant and Travel Law	3
<b>TERM 3 Total:</b>	<b>6</b>
<b>TOTAL CREDITS:</b>	<b>17</b>

## Hospitality, Tourism, and Management (C.C.)



Business and Management



Human Resources

### Intended Program Outcomes:

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 offer students a look into the day-to-day experiences at hospitality and tourism sites. Students will be effective in the workplace in the following areas:

- Learning experiences in this program are designed to assist the student in realizing the following outcomes:
- Identify specific hospitality industry functions and their required procedures and legal techniques
- Understand and apply market-appropriate professional guest service standards to deliver competitive guest experiences to diverse cultural groups and throughout business and industry
- Identify general business functions to maintain day-to-day operations
- Demonstrate the ability to solve mathematical problems commonly encountered in hospitality-related business setting
- Utilize the technical/computer skills for keeping business records and preparing basic financial statements
- Identify techniques for successfully managing human resources and human relations in business
- Utilize various techniques for effect verbal and written communications
- Prepare general documents related to career searches and job applications.

This certificate helps prepare students for entry-level positions in management and helps students develop the professionalism necessary for business success and upward mobility in the hospitality and tourism industry.

### TERM 1

BA131 Introduction to Business Computing	4
LD000 Leadership Electives	1
WR121 English composition	4
HTM100 Hospitality & Tourism Industry	3
OR	
HTM105 Food & Beverage Industry	(3)
HTM226 Event Management	3
OR	
HTM224 Catering Operations	(3)
<b>TERM 1 Total:</b>	<b>15</b>

### TERM 2

BA223 Principles of Marketing	4
BA225 Introduction to Gaming Management	4
BA284 Pre-Employment Seminar	1
HTM131 Customer Service Management I	3
BA104 Business Mathematics	4
OR	
MTH095 Intermediate Algebra (or higher)	(5)
<b>TERM 2 Total:</b>	<b>16</b>

### TERM 3

BA280 CWE Business	3
COM111 Fundamentals of Speech	4
HTM230 Hotel, Restaurant and Travel Law	3
LD000 Leadership electives	1
BA285 Human Relations in Business	3
OR	
BA277 Business Ethics	(3)
<b>TERM 3 Total:</b>	<b>14</b>
<b>TOTAL CREDITS:</b>	<b>45</b>

# BUSINESS ADMINISTRATION cont.

## Business Administration: Leadership Development (C.P.C.C.)



Business and Management

Pending State Approval

The Business Administration – Leadership Development Career Pathway Certificate of Completion is one stackable credential on the path to an AAS degree in Business Administration.

The Leadership Development Career Pathway Certificate of Completion provides students with knowledge of leadership opportunities and roles within various organizations.

Learning experiences in this program are designed to assist the student in realizing the following outcomes:

- Gain a foundation in business industry practices and principles
- Work within the ethical, legal, and regulatory parameters of the industry
- Recognize and apply leadership traits for the workplace.

### TERM 1

LD Leadership Electives	2
<b>TERM 1 Total:</b>	<b>2</b>

### TERM 2

BA101 Introduction to Business	4
LD Leadership Electives	2
<b>TERM 2 Total:</b>	<b>6</b>

### TERM 3

BA277 Business Ethics	3
LD Leadership Electives	1
<b>TERM 3 Total:</b>	<b>4</b>
<b>TOTAL CREDITS:</b>	<b>12</b>

## Business Administration: Leadership Support (C.P.C.C.)



Business and Management

Pending State Approval

The Business Administration – Leadership Support Career Pathway Certificate of Completion is one stackable credential on the path to an AAS degree in Business Administration.

This Leadership Support Career Pathway Certificate of Completion provides students knowledge of leadership opportunities and roles within various organizations.

Learning experiences in this program are designed to assist the student in realizing the following outcomes:

- Gain a foundation in business industry practices and principles
- Determine and create various business documents utilizing correct writing techniques
- Demonstrate the ability to use appropriate technology (word processing, spreadsheet, database and presentation software) in the business
- Work within the ethical, legal, and regulatory parameters of the industry
- Recognize and apply leadership traits for the workplace.
- Develop and apply strong written and verbal communication skills

### TERM 1

BA214 Business Communications	4
LD Leadership Electives	2
BA131 Introduction to Business Computing	4
<b>TERM 1 Total:</b>	<b>10</b>

### TERM 2

BA101 Introduction to Business	4
WR121 English Composition	4
LD Leadership Electives	1
<b>TERM 2 Total:</b>	<b>9</b>

### TERM 3

BA277 Business Ethics	3
LD Leadership Electives	2
COM111 Fundamentals of Speech	4
<b>TERM 3 Total:</b>	<b>9</b>
<b>TOTAL CREDITS:</b>	<b>28</b>

**Business Administration: Business Operations Support Assistant (C.P.C.C.)**



Business and Management

Pending State Approval

The Business Administration: Business Operations Support Assistant is a Career Pathway Certificate of Completion and is one stackable credential on the path to an AAS degree in Business Administration.

This CPCC introduces students to the field Business Administration through office support and various business administration functions. The program offers students the opportunity to develop entry-level business skills.

Learning experiences in this program are designed to assist the student in realizing the following outcomes:

- Understand various functions in the business environment
- Assist with performing various business functions and solve problems in a business environment
- Perform various basic math calculations required in an office/business environment
- Produce clear, concise, and mechanically-correct written documents
- Meet or exceed the current speed and accuracy requirements for document processing
- Use appropriate technology (word processing, spreadsheet, database and presentation software) in the office/business environment

**TERM 1**

BA131 Introduction to Business Computing 4  
BT121 Document Processing I 4

**TERM 1 Total: 8**

**TERM 2**

BA101 Introduction to Business 4  
BA104 Business Mathematics 4  
OR  
MTH095 Intermediate Algebra (or higher) (5)

**TERM 2 Total: 8**

**TOTAL CREDITS: 16**

**Resources Support Specialist (C.P.C.C.)**



Business and Management

Pending State Approval

The Business Administration: Human Resources Support Specialist is a Career Pathway Certificate of Completion and is one stackable credential on the path to an AAS degree in Business Administration.

This CPCC introduces students to the field of human resources within Business Administration. The program offers students the opportunity to develop entry-level human resources business functions.

Learning experiences in this program are designed to assist the student in realizing the following outcomes:

- Develop awareness for ethical and/or human relation standards in the workplace
- Develop skill in attracting, screening, hiring, training and supervising personnel
- Understand workplace organizational vision, mission, and values
- Produce clear, concise, and mechanically-correct written documents
- Work within the ethical, legal, and regulatory parameters of the industry
- Use verbal, non-verbal, and written communication skills effectively in the business context

**TERM 1**

BA214 Business Communications 4  
BA226 Business Law 4

**TERM 1 Total: 8**

**TERM 2**

BA224 Human Resource Management 3

**TERM 2 Total: 3**

**TERM 3**

BA277 Business Ethics 4

**TERM 3 Total: 4**

**TOTAL CREDITS: 15**



## Business Administration - Web Development Option (A.A.S.)



Business and Management

### Intended Program Outcomes:

This two-year A.A.S. degree program will prepare the student to either transfer to an Oregon University System institution on a course-by-course basis or to be effective in the workplace in the following areas:

- Technical management of websites, including application of knowledge of HTML, CSS, and scripting
- Development of data-supported recommendations for site improvement according to client and customer specifications
- Assess sites in terms of user-friendliness, accessible content, and functionality, to meet client and organizational needs
- Assist in the design, implementation, and continuous assessment of business strategies based on consumer needs and market changes
- Build and maintain websites using industry-standard tools such as Dreamweaver, Flash, and Photoshop
- Use server-side programming and scripting to build dynamic database driven sites.

The two-year Business Administration-Web Design 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.

#### TERM 1

BA131 Introduction to Business Computing	4
CS125I Digital Imaging	3
WR121 English Composition	4
BA104 Business Mathematics	4
OR	
MTH095 Intermediate Algebra (or higher)	(5)

**TERM 1 Total: 15**

#### TERM 2

BA155 Introduction to Fraud Examination	3
BA207 E-Commerce	4
CS195 Web Development	4
HTM131 Customer Service Management I	3

**TERM 2 Total: 14**

#### TERM 3

BA110X Spreadsheets/MS Excel	3
COM111 Fundamentals of Speech	4
CS133J Scripting: Javascript with jQuery	4
CS295 Web Development	4
BA277 Business Ethics	3
OR	
BA285 Human Relations in Business	(3)

**TERM 3 Total: 18**

#### TERM 4

BA211 Principles of Accounting	4
BA214 Business Communications	4
BA226 Business Law	4
CS125M Interactive Web Design/Multi-Media	3
BT121 Document Processing I	4
OR	
BT201M Word Processing/MS Word	(3)

**TERM 4 Total: 19**

#### TERM 5

BA212 Principles of Accounting	4
BA280 CWE Business	1
CS275 Database Development	4
LD000 Leadership Electives	1
BA223 Principles of Marketing	4
OR	
BA249 Retail Selling	(3)

**TERM 5 Total: 14**

#### TERM 6

BA110A Database/MS Access	3
BA213 Principles of Accounting	4
BA280 CWE Business	2
COM115 Intercultural Communication	4
LD000 Leadership Electives	1

**TERM 6 Total: 14**

**TOTAL CREDITS: 94**

## Business Administration: Web Assistant (C.P.C.C.)



Business and Management



Human Resources

### Intended Program Outcomes:

This less than one-year CPCC degree program will prepare the student to be effective in the workplace in the following areas:

- Technical assistance of website management, including application of knowledge of HTML, CSS, and scripting
- Assess sites in terms of user-friendliness, accessible content, and functionality, to meet client and organizational needs
- Maintain websites using industry-standard tools such as Dreamweaver, Flash, and Photoshop

The less than one-year Business Administration – Web Assistant Career Pathway certificate offers a combination of online and on-campus instruction.

#### TERM 1

BA131 Introduction to Business Computing	4
CS125I Digital Imaging	3

**TERM 1 Total: 7**

#### TERM 2

CS195 Web Development	4
LD000 Leadership Electives	1

**TERM 2 Total: 5**

#### TERM 3

CS133J Scripting: Javascript with jQuery	4
CS295 Web Development	4

**TERM 3 Total: 8**

**TOTAL CREDITS: 20**

# CONSTRUCTION TRADES, GENERAL APPRENTICESHIP

## Construction Trades, General Apprenticeship (A.A.S.)



Industrial and Engineering Systems

**(Limited-Entry Program-Journeyman's Card Required)**

### Intended Program Outcomes:

- Complete a minimum of 6000-8000 hours State of Oregon-approved on-the-job training (OJT)
- Repair, install and maintain a variety of building construction projects using trade specific tools and techniques in compliance with building codes and OSHA regulations
- Seventy-five percent of applicants have documented trade-specific skills listed on the Construction Trades, General Apprenticeship Outcomes Assessment Tool
- Complete required related training with a grade C or better

6000-8000-Hr BOLI-ATD Trades: Asbestos Removal, Carpenter, HVAC/R, Interior/Exterior Finisher, Painter, Pile Driver, Plumber, Scaffold Erector, and Sheet Metal.

WR060 Elements of the Essay (or higher)	4
Plumbing Apprentice List	48
MTH070 Elementary Algebra (or higher)	5
Journey Credit for Prior Certification	20
COM100 Human Communications (or higher)	4
CS120 Concepts of Computing	4
or BA131 Introduction to Business Computing	(4)
Human Relations Electives	6

**TOTAL CREDITS: 91**

## Construction Trades, General Apprenticeship-Construction Trades General Apprenticeship (S.C.P.C.)



Industrial and Engineering Systems

**(Limited-Entry Program-Journeyman's Card Required)**

### Intended Program Outcomes:

- Complete a minimum of 6000 to 8000 hours State of Oregon-approved on-the-job training (OJT)
- Repair, install, and maintain a variety of building construction projects using trade specific tools and techniques compliance with building codes and OSHA regulations
- Seventy-five percent of applicants have documented trade-specific skills listed on the Construction Trades, General Apprenticeship Outcomes Assessment Tool
- Complete required related training with a grade C or better

6000-8000-Hr BOLI-ATD Trades: Asbestos Removal, Carpenter, HVAC/R, Interior/Exterior Finisher, Painter, Pile Driver, Plumber, Scaffold Erector, and Sheet Metal.

Human Relations Elective	3
Plumbing Apprentice List	48
WR060 Elements of the Essay (or higher)	4
or COM100 Human Communications (or higher)	(4)
MTH025 Pre-Algebra (or higher)	4
or BA131 Introduction to Business Computing	(4)
or CS120 Concepts of Computing	(4)

**TOTAL CREDITS: 59**

## Construction Trades, General Apprenticeship-Trade Worker Apprenticeship Technologies (S.C.P.C.)



Industrial and Engineering Systems

### Intended Program Outcomes:

- Complete a minimum of 6000-8000 hours State of Oregon-approved on-the-Job Training (OJT).
- Repair, install, and maintain a variety of building construction projects using trade specific tools and techniques in compliance with building codes and OSHA regulations

### TERM 1

APR110A Plumbing Apprenticeship Fundamentals	4
APR110B Plumbing Apprenticeship Math & Basic Installations	4
APR110C Plumbing Apprenticeship Print Reading	4
APR110D Plumbing Apprenticeship Installation	4
APR110E Plumbing Apprenticeship Occupancy	4
APR110F Plumbing Apprenticeship Advanced Waste System	4

**TOTAL CREDITS: 24**

# CRIMINAL JUSTICE

## Criminal Justice (A.A.S.)



Human Resources

### Intended Program Outcomes:

The coursework for this two-year program is designed to provide students with the knowledge and skills necessary for entry-level employment in the areas of law enforcement, courts, and adult or juvenile corrections. The competition for jobs in the field of criminal justice is intense; a college education is almost always a minimum requirement for the application process. The degree utilizes an interdisciplinary approach, including criminological, sociological, and psychological coursework. The learning experiences in this program are designed to assist the student in realizing the following outcomes:

- Identify historical and philosophical evolution of theories explaining criminal and delinquent behavior
- Identify the historical and philosophical evolution of law enforcement, courts, and correctional systems in the American criminal justice system
- Describe and relate the constitutional rights and responsibilities of citizens, offenders, and victims as they apply to state, federal and procedural laws.
- Identify the characteristics of professional integrity and ethical standards for criminal justice professionals
- Understand the legal responsibilities of criminal justice professionals as they relate to cultural diversity and establishing positive community relations
- Demonstrate competence in core skill areas and in written and oral communication, problem-solving, and critical thinking

### TERM 1

CJ100 Introduction to Criminal Justice	3
CJ109 Careers in Criminal Justice	3
WR121 English Composition	4
BA104 Business Mathematics (or higher)	4
OR	
MTH095 Intermediate Algebra (or higher)	(5)

**TERM 1 Total: 14**

### TERM 2

CJ110 Police Systems and Practices	3
CJ120 American Court Systems and Practices	3
GS111 Physical Science/Forensic Science	4
or Science with Laboratory Courses	(4)
WR227 Technical Report Writing	4
OR	
WR122 English Composition	(4)

**TERM 2 Total: 14**

### TERM 3

CJ132 Probation and Parole: Systems & Practices	3
COM111 Fundamentals of Speech (or higher)	4
CJ130 Correctional Systems and Practices	3
ANTH103 Introduction to Cultural Anthropology	4
CS120 Concepts of Computing	4

**TERM 3 Total: 18**

### TERM 4

PSY201 General Psychology	4
SOC204 General Sociology	4
CJ200 Theories of Crime and Delinquency	3
CJ220 Criminal Law	3

**TERM 4 Total: 14**

### TERM 5

CJ201 Juvenile Justice	3
SOC205 General Sociology	4
CJ212 Criminal Investigation	3
PSY202 General Psychology	4
CJ Electives	3

**TERM 5 Total: 17**

### TERM 6

SOC213 Minorities	4
CJ214 Criminal Justice Report Writing	3
CJ227 Ethics in Criminal Justice	3
CJ222 Procedural Law	3

**TERM 6 Total: 13**

**TOTAL CREDITS: 90**

## Criminal Justice: Corrections (C.P.C.C.)



Human Resources

### Intended Program Outcomes:

This less than one-year program leading to a career pathways certificate of completion in law enforcement offers the student an opportunity to develop a foundational understanding of law enforcement, criminal investigation, criminology, and how the criminal justice system functions as a whole. Learning experiences in this program are designed to assist the student in realizing the following outcomes:

- Identify historical and philosophical evolution of theories explaining criminal and delinquent behavior.
- Identify the historical and philosophical evolution of law enforcement, courts, and correctional systems in the American criminal justice system.
- Describe and relate the constitutional rights and responsibilities of citizens, offenders, and victims as they apply to state, federal and procedural laws.
- Identify the characteristics of professional integrity and ethical standards for criminal justice professionals.
- Understand the legal responsibilities of law enforcement professionals as they relate to cultural diversity and establishing positive community relations.
- Demonstrate competence in core skill areas and in written and oral communication, problem-solving, and critical thinking.

Employment opportunities include correctional officer, work release counselor, and corrections technician in private, local, state, or federal agencies.

CJ222 Procedural Law	3
CJ200 Theories of Crime and Delinquency	3
CJ100 Introduction to Criminal Justice	3
WR121 English Composition (or higher)	4
CJ214 Criminal Justice Report Writing	3
CJ227 Ethics in Criminal Justice	3
CJ212 Criminal Investigation	3
CJ130 Correctional Systems and Practices	3
COM111 Fundamentals of Speech (or higher)	4
CJ232 Correctional Casework Counseling	3
OR	
CJ132 Probation and Parole: Systems & Practices	(3)

**TOTAL CREDITS: 32**

## Criminal Justice: Court Technician (C.P.C.C.)



Human Resources

### Intended Program Outcomes:

This less than one-year program leading to a career pathways certificate of completion in court technician offers the student an opportunity to develop a foundational understanding of working in a legal and criminal justice setting. Learning experiences in this program are designed to assist the student in realizing the following outcomes:

- Identify historical and philosophical evolution of theories explaining criminal and delinquent behavior
- Identify the historical and philosophical evolution of law enforcement, courts, and correctional systems in the American criminal justice system
- Describe and relate the constitutional rights and responsibilities of citizens, offenders, and victims as they apply to state, federal and procedural laws
- Identify the characteristics of professional integrity and ethical standards for criminal justice professionals
- Demonstrate competence in core skill areas and in written and oral communication, problem-solving, and critical thinking
- Use of appropriate legal terminology with written and oral accuracy
- Ability to effectively use the computer to find information and create documents

Successful completion of this certificate program will provide students with the skills and knowledge needed to qualify for an entry-level position in a local or state judicial system, private legal offices, and various criminal justice agencies.

CJ100 Introduction to Criminal Justice	3
CJ120 American Court Systems and Practices	3
CJ200 Theories of Crime and Delinquency	3
CJ222 Procedural Law	3
CJ227 Ethics in Criminal Justice	3
BT230 Legal Terminology I	3
BT232 Legal Terminology II	3
COM111 Fundamentals of Speech (or higher)	4
WR121 English Composition (or higher)	4
CS120 Concepts of Computing	4
<b>TOTAL CREDITS: 33</b>	

## Criminal Justice: Law Enforcement (C.P.C.C.)



Human Resources

### Intended Program Outcomes:

This less than one-year program leading to a career pathways certificate of completion in law enforcement offers the student an opportunity to develop a foundational understanding of law enforcement, criminal investigation, criminology, and how the criminal justice system functions as a whole. Learning experiences in this program are designed to assist the student in realizing the following outcomes:

- Identify historical and philosophical evolution of theories explaining criminal and delinquent behavior.
- Identify the historical and philosophical evolution of law enforcement, courts, and correctional systems in the American criminal justice system.
- Describe and relate the constitutional rights and responsibilities of citizens, offenders, and victims as they apply to state, federal and procedural laws.
- Identify the characteristics of professional integrity and ethical standards for criminal justice professionals.
- Understand the legal responsibilities of law enforcement professionals as they relate to cultural diversity and establishing positive community relations.
- Demonstrate competence in core skill areas and in written and oral communication, problem-solving, and critical thinking.

Successful completion of this certificate program will provide students with the skills and knowledge needed to qualify for an entry-level position in private, local, state, or federal agencies or as a loss prevention specialist. Many departments require college course work or degrees in addition to civil service requirements, including a background investigation.

CJ100 Introduction to Criminal Justice	3
CJ110 Police Systems and Practices	3
CJ200 Theories of Crime and Delinquency	3
CJ210 Policy and Community	3
CJ212 Criminal Investigation	3
CJ214 Criminal Justice Report Writing	3
CJ220 Criminal Law	3
CJ222 Procedural Law	3
CJ227 Ethics in Criminal Justice	3
COM111 Fundamentals of Speech (or higher)	4
WR121 English Composition (or higher)	4
<b>TOTAL CREDITS: 35</b>	

# DATA CENTER TECHNICIAN

## Data Center Technician (C.C.)



Industrial & Engineering Systems

Today's data centers contain tens of thousands or even hundreds of thousands of computer servers linked by powerful networks. A data center technician installs, maintains, and repairs a data center's computer and network systems. Students completing this one-year certificate are fully prepared for employment in this rapidly-growing industry.

Students entering this program will start summer term and end winter term. Computer science (CS) coursework taken prior to summer 2015 will not count toward this degree. Transfer credit is subject to department approval. All courses must be completed with a grade of C or better.

### TERM 1

CS180 Computer Science Practicum	5
CS179 Introduction to Networking	5
CS145 Introduction to PC Hardware and Software	5

**TERM 1 Total: 15**

### TERM 2

CS240L Introduction to Linux Systems Administration	5
CS279 Network Management	5
CS180 Computer Science Practicum	5

**TERM 2 Total: 15**

### TERM 3

CS282 Computer Science Colloquium	3
COM100 Human Communications	4
CWE Computer Science	8

**TERM 3 Total: 15**

**Total Credits: 45**



# DENTAL ASSISTING TECHNICIAN

## Dental Assisting Technician (C.C.)



Health Services

### (Limited-Entry Program)

#### Intended Program Outcomes:

This one-year certificate program will prepare the student to be effective in the workplace in the following areas:

- Assist dentist with patient treatment
- Radiographic proficiency (exposure, processing, and mount)
- Material manipulation (selection, classification, safe handling, and disposal)
- Infection control (instrument and room processing to prevent disease transmission, OSHA compliance)
- Business office procedures (computer data entry, scheduling, and records management)
- Employment readiness (professionalism, writing skills, ethics, legal and HIPAA procedures)

Students must receive a "C" grade or above in all prerequisite and dental coursework to be considered as having successfully completed the program.

#### Admission Requirements

To enroll, you must have a high school diploma or GED certificate. Additional enrollment information is available from the Office of Enrollment Management in Morrow Hall on the BMCC Pendleton campus or online at BMCC's Website. Completed enrollment application materials will be accepted beginning January 1 through the last Friday in April (or until all available positions are filled) for admission for the following fall term. (Applications will not be held over for subsequent years' admission.) Students must meet the criteria below before being accepted to the program.

#### Dental Assisting Technician Curriculum

##### Before Fall Term Entry:

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

WR060 Elements of the Essay (or higher)	4
COM100 Human Communications (or higher)	4
MTH025 Pre-Algebra (or higher)	4
Human Relations Elective	4

The following additional requirements must be met before being accepted to the program

- Meet BMCC's computer literacy requirement
- Meet a minimum COMPASS test reading score of 88

On the first day of fall term students must present proof of two MMR (measles, mumps, rubella) vaccinations, a negative tuberculin skin test or chest x-ray, initiation of the Hepatitis B vaccination series and tetanus vaccination, as well as a current Health Care Provider level "C" CPR card that expires after completion of the program. Courses within the dental assisting curriculum can be used as the career and technical credits for the associate degree in general studies.

#### Pre-requisites

WR060 Elements of the Essay (or higher)	4
MTH025 Pre-Algebra (or higher)	4
COM100 Human Communications (or higher)	4
Human Relations Elective	4

**Pre-requisites Total: 16**

#### TERM 1

DA141 Dental Radiology	4
DA151 Chairside Procedures	4
DA170 Basic Dental Science	3
DA172 Dental Anatomy	4
DA176 Dental Pharmacology	1
DA180 Dental Materials	3
DA192 Dental Law and Ethics	1
DA196 Medical Emergencies in the Dental Office	1

**TERM 1 Total: 21**

#### TERM 2

DA142 Dental Radiology	3
DA152 Chairside Procedures	3
DA154 Dental Specialties	2
DA162 Clinical Practice	4
DA174 Dental Pathology	1
DA182 Dental Laboratory Materials and Procedures	2
DA190 Dental Health Education	2

**TERM 2 Total: 17**

#### TERM 3

DA143 Dental Radiology	1
DA153 Chairside Procedures	2
DA163 Clinical Practice	8
DA166 Clinical Practice Seminar	1
DA194 Dental Business Office	2

**TERM 3 Total: 14**  
**TOTAL CREDITS: 68**



# DIESEL TECHNOLOGY

## Diesel Technology (A.A.S.)



Industrial and Engineering Systems

### Intended Program Outcomes:

This two-year A.A.S. degree will prepare graduates with the necessary skills and knowledge to enter the diesel technology field with the following capabilities:

- Service, diagnose and repair diesel engines
- Service and repair suspension and steering
- Service and replace brakes
- Diagnose and repair electrical/electronic systems
- Safe shop practices
- Written and oral communication skills in dealing with customer service and report writing
- Ability to use math in problem solving
- Ability to effectively use the computer to find information, create documents and send correspondence
- Understand and service basic hydraulic systems
- Ability to perform basic arc and oxy-acetylene welding

This program is designed to prepare graduates to meet job entry requirements for a variety of jobs in the field. The curriculum provides classroom work and practical experience in the lab. In addition to the heavy truck focus, this program offers training in agricultural and heavy equipment. **Diesel and welding required courses must be completed with a C or better.** Students must begin this program Fall term.

### TERM 1

BT120 Computer Keyboarding (or higher)	2
DSL141 Heavy Duty Steering & Suspension	4
DSL181 Shop Practices	3
DSL191 Electrical Systems I	4
WLD111 Basic Gas & Arc Welding	3
<b>TERM 1 Total:</b>	<b>16</b>

### TERM 2

DSL152 Manual Drive Trains I	3
DSL161 Diesel Engine Theory	4
DSL192 Electrical Systems II	4
MTH042 Technical Mathematics (or higher)	4
<b>TERM 2 Total:</b>	<b>15</b>

### TERM 3

DSL151 Heavy Duty Brakes	3
DSL153 Manual Drive Trains II	3
DSL162 Diesel Engine Repair I	4
DSL193 Electrical Systems III	4
BA131 Introduction to Business Computing	4
OR	
CS120 Concepts of Computing	(4)
<b>TERM 3 Total:</b>	<b>18</b>

### TERM 4

DSL184 Applied Fluid Mechanics	4
DSL251 Heavy Duty Brakes II	3
DSL262 Diesel Engine Repair II	4
WR065 Introduction to Technical Writing (or higher)	3
<b>TERM 4 Total:</b>	<b>14</b>

### TERM 5

COM100 Human Communications (or higher)	4
DSL175 Heavy Equipment	3
DSL196 Electronic Diagnostics & Emission Controls	3
DSL263 Advanced Engine Technology	4
DSL280 CWE DIESEL	3
<b>TERM 5 Total:</b>	<b>17</b>

### TERM 6

DSL176 Mobile Air-Conditioning & Heating	3
DSL200 Pre-Employment Seminar	1
DSL275 Heavy Duty Equipment II	3
DSL280 CWE DIESEL	3
Human Relations Elective	3
<b>TERM 6 Total:</b>	<b>13</b>
<b>TOTAL CREDITS:</b>	<b>93</b>

## Diesel Technology: Technician Assistant (C.P.C.C.)



Industrial and Engineering Systems

### Intended Program Outcomes:

- Learn to explain and demonstrate safe and efficient shop practices; types and use of personal protective equipment, and proper use of shop tools and equipment. Complete forklift training and obtain certificate
- Learn basic electrical theory, principles of electrical circuitry, component construction and operation, and the use of a digital multi-meter
- Diagnose and repair steering and suspension systems, and perform steering, suspension, and chassis alignment
- Understand the design, construction, and operation of the oil fueled, compression ignition engine
- Understand the principles of operation of power train components and application of clutches, drive shafts, manual transmissions, and differential drive axles
- Understand the principles of operation of compressed air systems and air brake components. Study electric, hydraulic, and mechanical braking system operation
- Practice the use of oxyacetylene and AC/DC electric welding equipment to develop skills in brazing, welding, and cutting of various types of material
- Develop basic typing and keyboarding skills

WLD111 Basic Gas & Arc Welding	3
DSL152 Manual Drive Trains I	3
DSL161 Diesel Engine Theory	4
DSL191 Electrical Systems I	4
DSL181 Shop Practices	3
DSL151 Heavy Duty Brakes	3
DSL141 Heavy Duty Steering & Suspension	4
BT120 Computer Keyboarding (or higher)	2

**TOTAL CREDITS: 26**

# DRAFTING TECHNICIAN

## Drafting Technician (C.C.)

### NO LONGER ACCEPTING NEW STUDENTS

The curriculum for this degree program is being revised. As a result, we are not accepting new students into this program.



Industrial and Engineering Systems

### Intended Program Outcomes:

This one-year program will prepare the student to be effective as a Drafting/CAD technician in the workplace in the following areas:

- Applied Structural Detailing
- Applied Construction Monitoring
- Applied Technology (Production software, CAD, GIS)
- Communication Skills (Writing, presentation techniques)
- Property Surveying
- Professional (Contract Documents, Estimating)

Students with appropriate aptitudes in math, visualization, and attention to detail can complete the Drafting Technology curriculum in two years at BMCC.

### TERM 1

COM111 Fundamentals of Speech	4
DRF112 Computer Aided Drafting	3
ET111 Introduction to Engineering Technology	3
AGM211 Agriculture Construction & Surveying	3
OR	
SUR161 Plane Surveying	(5)

**TERM 1 Total: 13**

### TERM 2

MTH095 Intermediate Algebra (or higher)	5
ENGR120 Introduction to Engineering Computation	4
DRF113 Advanced Computer Aided Drafting	3
WR065 Introduction to Technical Writing	3
OR	
WR227 Technical Report Writing	(4)

**TERM 2 Total: 15**

### TERM 3

Human Relations	4
DRF263 3-D Computer Aided Drafting	3
ET114 Introduction to Geographic Information Systems	3
DRF280 CWE DRF	3

**TERM 3 Total: 13**

**TOTAL CREDITS: 41**



# EARLY CHILDHOOD EDUCATION

## Early Childhood Education (A.A.S.)



Human Resources

### Intended Program Outcomes:

This two-year A.A.S. degree program in early childhood education (ECE) will prepare students to work with young children from birth through eight years of age in a variety of settings including child care centers, family child care settings, preschools, Head Start programs, school age programs, and home visiting and parent education programs. This program will prepare students with the requisite knowledge and skills in the following areas:

- Demonstrate knowledge of child development in a socio-cultural context
- Apply developmentally appropriate practices (DAP) to meet the needs of diverse populations
- Apply best practices in group management to optimize the potential for learning and social-emotional development
- Practice ethical and legal standards, as well as professional attitudes and behavior
- Apply best practices, observation, and assessment to enhance learning and development

This degree is based on the Guidelines for Preparation of Early Childhood Professionals from the National Association for the Education of Young Children (NAEYC), which qualifies the student to become, among other professional roles, a lead teacher in a child care facility licensed by the Oregon Child Care Division, a teacher in a Head Start program, and a home visitor in the human services field. Some courses in the program may not transfer to other institutions. Students intending to transfer should select electives that meet the A.A.O.T. requirements. It is strongly recommended that students seek advisor assistance prior to and throughout their BMCC educational experience.

ECE280 CWE ECE	3
WR115 Introduction to College Writing (or higher)	4
Social Science Electives	8
ECE249 Inclusion of Children with Special Needs	3
Early Childhood Education AAS List 1	17
ECE100 Developmentally Appropriate Practice	3
ECE226 Child Development	3
ECE240 Curriculum/Planning	3
ECE150 Observation/Assessment and Recording	3
ECE151 Guidance and Classroom Management	3
ECE152 Creativity for Young Children	3
ECE101 Family and Community Relations	3
COM100 Human Communications (or higher)	4
AAOT Electives	28
or CTE Electives	(28)
ED157 Introduction to Mathematical Explorations	3
or MTH070 Elementary Algebra (or higher)	(5)
<b>TOTAL CREDITS: 91</b>	

**NOTE:** The student is required to complete a criminal history check prior to enrollment in ECE 280: Cooperative Work Experience (CWE).

## Early Childhood Education Assistant (C.P.C.C.)



Human Resources

### Intended Program Outcomes:

Demonstrate knowledge of child development in a socio-cultural context.

- Apply developmentally appropriate practices (DAP) to meet the needs of diverse populations.
- Apply best practices in group management to optimize the potential for learning and social-emotional development.
- Practice ethical and legal standards, as well as professional attitudes and behavior.
- Apply best practices, observation and assessment to enhance learning and development.

ECE100 Developmentally Appropriate Practice	3
ECE151 Guidance and Classroom Management	3
ECE152 Creativity for Young Children	3
OR	
ECE101 Family and Community Relations	(3)
ECE226 Child Development	3
OR	
ECE249 Inclusion of Children with Special Needs	(3)
ECE280 CWE ECE	3

**TOTAL CREDITS: 15**

## Early Childhood Infant Toddler Certificate (L.T.O.Y.)



Human Resources

### Intended Program Outcomes:

Have an understanding of, and ability to, work within a quality, responsive, relationship-based infant toddler program including culturally relevant activities, to meet each child's individual developmental needs and to be able to create a healthy, respectful, supportive and challenging learning environment. (NAEYC Standard 1)

- Have an understanding of, and ability to, create and participate in respectful, reflective, reciprocal relationships with family members of infants and toddlers. (NAEYC Standard 2)
- Have an understanding of and skills to participate in effective observation and assessment of infants and toddlers. (NAEYC Standard 3)
- Be able to integrate knowledge of family relations, child development and developmentally appropriate practices to offer an effective infant toddler teaching and learning environment. (NAEYC Standard 4)

ECE280 CWE ECE	2
ECE175A Infant/Toddler Caregiving: Social-Emotional	1
ECE175B Infant/Toddler Caregiving: Group Care	1
ECE175C Infant/Toddler Caregiving: Cognitive Development	1
ECE175D Infant/Toddler Caregiving: Culture & Family	1
ECE100 Developmentally Appropriate Practice	3
ECE109 Foundations and Careers in Early Childhood	3
ECE225 Prenatal, Infant and Toddler Development	3
ECE228 Responsive Infant Toddler Programs	3

**TOTAL CREDITS: 18**

# EARLY CHILDHOOD EDUCATION - ELECTRICIAN APPRENTICESHIP

## Early Childhood Education (C.C.)



Human Resources

### Intended Program Outcomes:

Demonstrate knowledge of child development in a socio-cultural context

- Apply developmentally appropriate practices (DAP) to meet the needs of diverse populations
- Apply best practices in group management to optimize the potential for learning and social-emotional development
- Practice ethical and legal standards, as well as professional attitudes and behavior
- Apply best practices, observation, and assessment to enhance learning and development.

ECE100 Developmentally Appropriate Practice	3
ECE111 Introduction to ECE Environments	3
ECE249 Inclusion of Children with Special Needs	3
ECE154 Literature and Literacy	3
Social Science Courses	4
WR060 Elements of the Essay (or higher)	4
ECE280 CWE ECE	2
ECE101 Family and Community Relations	3
ECE151 Guidance and Classroom Management	3
ECE150 Observation/Assessment and Recording	3
ECE240 Curriculum/Planning	3
ECE226 Child Development	3
ED157 Introduction to Mathematical Explorations	3
OR	
MTH070 Elementary Algebra (or higher)	(5)
ECE152 Creativity for Young Children	3
OR	
ECE153 Music & Movement for Young Children	(3)
CTE Electives	3
OR	
AAOT Electives	(4)
OR	
ECE280 CWE ECE	(3)

**TOTAL CREDITS: 46**

## Electrician Apprenticeship Technologies (A.A.S.)



Industrial and Engineering Systems

### (Limited-Entry Program-Journeyman's Card Required)

#### Intended Program Outcomes (6000-8000 hours):

- Complete 6000-8000 hours State of Oregon-approved on-the-job-training. Apply theory to electrical wiring
- Repair & install electrical wire devices according to licensure regulations to meet NEC and OSC for inside electrician, limited energy technician-license A, limited manufacturing plant electrician, sign assembler/fabricator, sign maker/erector, and stationary engineer
- Seventy-five percent of applicants have documented trade-specific skills listed on the Electrician Apprenticeship Trades Outcomes Assessment Tool
- Complete all required related-training with a grade of C or better

6000 Hour BOLI-ATD Trades: Limited Energy Technician-license A and Sign Maker/Fabricator.

8000 Hour BOLI-ATD Trades: Inside Electrician, Manufacturing Plant Electrician, Sign Assembler/Fabricator, Sign Maker/Erector, and Stationary Engineer. At least 90 credit hours of course work must be satisfactorily completed in order to receive this degree.

#### Intended Program Outcomes (4000 hours):

- Complete 4000 hours State of Oregon-approved on-the-job training (OJT)
- Repair or install electrical wire devices according to limited licensure regulations to meet NEC and OSC code for limited energy technician-license B, limited maintenance electrician, limited renewable energy technician, and limited residential electrician

4000 Hour BOLI-ATD Trades: Limited Energy Technician-license B, Limited Maintenance Electrician, Limited Renewable Energy Technician and Limited Residential Electrician. At least 90 credit hours of course work must be satisfactorily completed in order to receive this degree.

JJourney Credit for Prior Certification	20
Human Relations Courses	6
MTH070 Elementary Algebra (or higher)	5
WR060 Elements of the Essay (or higher)	4
COM100 Human Communications (or higher)	4
BA131 Introduction to Business Computing	4
OR	
CS120 Concepts of Computing	(4)
LME Path includes 24 LME cr. + 24 electives (no more than 12 CT elec.)	48
OR	
Inside Electrician List	(48)
OR	
LMPE List	(48)

**TOTAL CREDITS: 91**

# ELECTRICIAN APPRENTICESHIP

## Electrical Apprenticeship Technologies\*\*\* Limited Electrician Technologies (S.C.P.C.)



Industrial and Engineering Systems

**(Limited-Entry Program-Journeyman's Card Required)**

### Intended Program Outcomes:

- Complete 4000 hours State of Oregon-approved on-the-job-training (OJT)
- Repair or install electrical wire devices according to limited licensure regulations to meet NEC and OSC code for limited energy technician–license B, limited maintenance electrician, limited renewable energy technician, and limited residential electrician

4000 Hour BOLI-ATD Trades: Limited Energy Technician-license B, Limited Maintenance Electrician, Limited Renewable Energy Technician, and Limited Residential Electrician.

APR115A LME Apprenticeship Fundamentals/Theory	4
APR115B LME Apprenticeship AC/DC circuits	4
APR115C LME Measurement and Blueprint Reading	4
APR215D LME Apprenticeship Safety and Code	4
APR215E LME Apprenticeship Motors and Controls	4
APR215F LME Apprenticeship Code and Test	4
<b>TOTAL CREDITS: 24</b>	

## Electrician Apprenticeship Technologies-Trade Worker Apprenticeship Technologies (S.C.P.C.)



Industrial and Engineering Systems

### Intended Program Outcomes:

- Complete 6000-8000 hours State of Oregon-approved on-the-job-training. Apply theory to electrical wiring
- Repair & install electrical wire devices according to licensure regulations to meet NEC and OSC for Inside Electrician, Limited Energy Technician-License A, Limited Manufacturing Plant Electrician, Sign Assembler/Fabricator, Sign Maker/Erector, and Stationary Engineer

APR112A Inside Electrical Apprenticeship Fundamentals	4
APR112B Inside Electrical Apprenticeship AC/DC Circuits	4
APR112C Inside Electrical Apprenticeship Measurements	4
APR112D Inside Electrical Apprenticeship Theory	4
APR112E Inside Electrical Apprenticeship Wiring and Print Reading	4
APR112F Inside Electrical Apprenticeship Installation	4
OR	
APR111A LMPE Apprenticeship Fundamentals	(4)
APR111B LMPE Apprenticeship AC/DC Circuits	4
APR111C LMPE Apprenticeship Measurement	4
APR111D LMPE Apprenticeship Theory	4
APR111E LMPE Apprenticeship Wiring and Print Reading	4
APR111F LMPE Apprenticeship Installation	44
<b>TOTAL CREDITS: 24</b>	

## Electrician Apprenticeship Technologies\*\*\* Electrician Apprenticeship Technologies (C.C.)



Industrial and Engineering Systems

**(Limited-Entry Program-Journeyman's Card Required)**

### Intended Program Outcomes:

- Complete a minimum of 6000 to 8000 hours State of Oregon-approved on-the-job training (OJT)
- Repair, install, and maintain a variety of building construction projects using trade specific tools and techniques in compliance with building codes and OSHA regulations
- Seventy-five per cent of applicants have documented trade-specific skills listed on the Construction Trades, General Apprenticeship Outcomes Assessment Tool
- Complete required related training with a grade C or better

6000 Hour BOLI-ATD Trades: Limited Energy Technician-license A and Sign Maker/Fabricator.

8000 Hour BOLI-ATD Trades: Inside Electrician, Manufacturing Plant Electrician, Sign Assembler/Fabricator, Sign Maker/Erector and Stationary Engineer.

Human Relations Course	3
Inside Electrician Courses	48
OR	
LMPE List	(48)
CS120 Concepts of Computing	4
OR	
BA131 Introduction to Business Computing	(4)
OR	
MTH025 Pre-Algebra (or higher)	(4)
WR060 Elements of the Essay (or higher)	4
OR	
COM100 Human Communications (or higher)	(4)

**TOTAL CREDITS: 59**

# EMERGENCY MED TECH - ENGINEERING TECHNOLOGIES

## Emergency Medical Technician (EMT) (C.C.)



Health Services

### (Limited-Entry Program)

#### Intended Program Outcomes:

This one-year program leading to an Emergency Medical Technician certificate offers students the opportunity to prepare for careers in emergency medical services. Learning experiences in this program are designed to assist the student in realizing the following outcomes:

- Assess and treat patients using protocols within the Oregon defined scope of practice in emergency medical situations.
- Use verbal and non-verbal skills to communicate with patients, families, bystanders and other medical professionals.
- Accurately observe and document patient care data using a variety of tools and techniques including providing written and verbal patient reports.
- Properly and safely lift and move patients in a variety of medical and rescue situations.
- Exhibit respectful, responsive personal behaviors in your personal as well as professional EMS life.
- Perform all care in a professional and ethical manner recognizing cultural diversity.
- Work in an organized manner and provide leadership during stressful and life threatening situation.

#### Employment Opportunities:

Career opportunities that may require EMT training including but are not limited to: firefighter (career or volunteer), paramedic, search and rescue, critical care transport or basic life support transport provider. The EMT certificate can lead to a career as a paramedic if a student wishes to continue their studies and completes the requirements or an A.A.S.-EMT (Associate of Applied Science – EMT) degree at an accredited institution.

#### TERM 1

EMT151 EMT Basic Part A	5
ES175 Intro to EMS	4
MTH070 Elementary Algebra (or higher)	5
COM111 Fundamentals of Speech	4
BI231 Human Anatomy and Physiology	4

**TERM 1 Total: 22**

#### TERM 2

EMT176 Emergency Response Patient Transportation	2
EMT 177 Emergency Response Patient Communication/Doc	2
EMT152 EMT Basic Part B	5
BI232 Human Anatomy and Physiology	4
WR121 English Composition (or higher)	4

**TERM 2 Total: 17**

#### TERM 3

BI233 Human Anatomy and Physiology	4
ES169 EMT Rescue	3
EMT115 Crisis Intervention	3
PSY201 General Psychology	4
BT251 Medical Terminology	3
Social Science Courses or Arts & Letters (Humanities)	3 (3)

**TERM 3 Total: 20**

**TOTAL CREDITS: 59**

\*\*\* To complete this certificate you will need A & P, which has a PRE-REQ of CHEM 110. CHEM 110 PRE-REQ is MTH 70. Don't save all this until your last term\*\*\* for more information Contact: **EMS Coordinator 541-278-5786 or Fire Science Coordinator 541-278-5799**

## Engineering Technologies (A.A.S.)

### NO LONGER ACCEPTING NEW STUDENTS

The curriculum for this degree program is being revised. As a result, we are not accepting new students into this program.



Industrial and Engineering Systems

#### Intended Program Outcomes:

This two-year program leading to an A.A.S. degree in Engineering Technologies prepares the student either for transfer to a four-year degree program in engineering or construction management, or to be effective as a technician on an engineering team in the workplace. Learning experiences in this program are designed to assist the student in realizing the following outcomes:

- Knowledge and skill in concrete design,
- Demonstrated application of structural design methods,
- Proficiency in the application of technology (production software, CAD, GIS),
- Skilled communication (writing, presentation techniques),
- Proficiency in property surveying,
- Demonstrated professional skills (estimating, proposal development),
- Ability to accurately test materials,
- Knowledge and skills to be a technician in water and/or wastewater.

Students with appropriate math/science aptitude can complete the engineering technology curriculum in two years at BMCC. Students desiring to transfer to four-year engineering programs are encouraged to see an advisor for appropriate coursework.

#### TERM 1

ET111 Introduction to Engineering Technology	3
DRF112 Computer Aided Drafting	3
G101 Introduction to Rocks and Minerals	4
AGM211 Agriculture Construction Surveying	3
OR	
SUR161 Plane Surveying	(5)

**TERM 1 Total: 13**

#### TERM 2

COM111 Fundamentals of Speech	4
DRF113 Advanced Computer Aided Drafting	3
ENGR120 Introduction to Engineering Computation	4
Human Relations selection	4

**TERM 2 Total: 15**

#### TERM 3

DRF263 3-D Computer Aided Drafting	3
ET114 Introduction to Geographic Info Systems	3
MTH112 Elementary Functions (or higher)	5
ET215 Contract Documents	4
OR	
BA226 Business Law	(4)

**TERM 3 Total: 15**

#### TERM 4

CH104 Introduction to Chemistry (or higher)	5
ET223 Soil Mechanics	3
Human Relations Elective	4
PHY201 General Physics (or higher)	5

**TERM 4 Total: 17**

#### TERM 5

WR227 Technical Report Writing	4
ENGR231 Engineering Statics	4
OR	
ET231 Statics	(4)
ET261 Hydraulics	4
OR	
ENGR261 Engineering Fluid Dynamics	(4)
Technical Elective or Science Elective	4

**TERM 5 Total: 16**

#### TERM 6

CET251 Estimating Construction Costs	4
ENGR235 Engineering Strength of Materials	4
OR	
ET235 Strength of Materials	(4)
ET265 Hydraulics II	4
OR	
ENGR265 Hydraulics II	(4)
Technical Elective or Science Elective	4

**TERM 6 Total: 16**

**TOTAL CREDITS: 92**

# FIRE SCIENCE TECHNOLOGY

## AAS/Fire Science Technology



Health Services

### (Limited-Entry Program)

#### Intended Program Outcomes:

This two-year program leading to an A.A.S. degree in Fire Science Technology prepares the student to be effective as a firefighter on an firefighting team in a number of different settings. Learning experiences in this program are designed to assist the student in realizing the following outcomes:

- Firefighting knowledge and skills, including general knowledge of emergency services,
- Demonstrated application of firefighting safety and practices,
- Ability to perform the duties of emergency medical technician,
- Skilled communication (writing, presentation techniques),
- Proficiency in fire behaviors,
- Demonstrated professional skills (problem solving, interpersonal skills, business computing, proposal development),
- Knowledge of fire prevention and crisis intervention,
- Knowledge and skills of apparatus operation,
- Fire and emergency administration and investigation.

Students desiring to transfer to four-year science degree are encouraged to see an advisor for appropriate coursework.

#### TERM 1

FS110A Firefighter Skills Academy Part A	3
EMT151 EMT Basic Part A	5
ES175 Intro to Emergency Services	4
CS120 Concepts of Computing	4
OR	
BA121 Introduction to Business Computing	(4)
<b>TERM 1 Total:</b>	<b>16</b>

#### TERM 2

WR227 Technical Report Writing	4
EMT176 Emergency Response Patient Transportation	2
EMT152 EMT Basic Part B	5
FS110B Fire Fighter Skills Academy Part B	3
Social Science Courses	3
OR	
Arts & Letters (Humanities)	(3)
<b>TERM 2 Total:</b>	<b>18</b>

#### TERM 3

FS122 Fundamentals of Fire Prevention	3
EMT115 Crisis Intervention	3
FS130 Wildland Firefighter	2
FS121 Fire Behavior & Combustion	3
COM111 Fundamentals of Speech	4
<b>TERM 3 Total:</b>	<b>15</b>

#### TERM 4

FS170 Intro to Fire Tactics and Strategies	3
ES169 Emergency Service Rescue	3
FS166 Building Construction for Fire Prevention	3
FS123 Hazardous Materials-Awareness/Operation	2
FS127 Fire Protection Systems	3
<b>TERM 4 Total:</b>	<b>14</b>

#### TERM 5

FS112A Firefighting II Skills Academy	2
FS169 Apparatus Operator/Driver	2
FS280 CWE: Fire Science	3
FS212 Fire Investigation	3
MTH070 Elementary Algebra	5
<b>TERM 5 Total:</b>	<b>15</b>

#### TERM 6

FS280 CWE: Fire Science	3
FS274 Intro to Fire & Emergency Administration	3
FS112B Firefighting II Skills Academy	2
FS240 Emergency Services Instructor I	3
FS214 Principles of Fire & Emergency Services	3
<b>TERM 6 Total:</b>	<b>14</b>

**TOTAL CREDITS: 92**





# INDUSTRIAL MECHANICS & MAINTENANCE APPRENTICESHIP

## Industrial Mechanics & Maintenance Technology Apprenticeship (A.A.S.)



Industrial and Engineering Systems

**(Limited-Entry Program-Journeyman's Card Required)**

### Intended Program Outcomes:

- Complete a minimum of 4000 hours State of Oregon approved on-the-job training (OJT)
- Repair, install and maintain a variety of industrial equipment using trade specific tools and techniques in compliance with state regulations

4000-Hour BOLI-ATD Trades: Air Frame and Power Plant Technicians, Boiler Operator and Programmable Logic Controller

8000-Hr BOLI-ATD Trades: Boiler/Turbine Operator, Die Cast Mold, Heat and Frost Insulator, Industrial Mobile Mechanic, Instrument Technician, Machinist, Millwright, Motor Winder.

MTH070 Elementary Algebra (or higher)	5
Journey Credit for Prior Certification	20
Human Relations	6
COM100 Human Communications (or higher)	4
WR060 Elements of the Essay (or higher)	4
CS120 Concepts of Computing	4
OR	
BA131 Introduction to Business Computing	(4)
Industrial Maintenance Mechanic	48
OR	
PLC Path includes 24 PLC cr. + 24 electives (no more than 12 CT elec.)	(48)
<b>TOTAL CREDITS:</b>	<b>91</b>

## Industrial Mechanics & Maintenance Technology Apprenticeship \*\*\*Industrial Mechanics & Maintenance Technology Apprenticeship (C.C.)



Industrial and Engineering Systems

**(Limited-Entry Program-Journeyman's Card Required)**

### Intended Program Outcomes:

- Complete a minimum of 4000 hours State of Oregon approved on-the-job training (OJT)
- Repair, install and maintain a variety of industrial equipment using trade specific tools and techniques in compliance with state regulations
- Seventy-five percent of applicants have documented trade-specific skills listed on the Industrial Mechanics and Maintenance Technology Apprenticeship Trades Outcomes Assessment Tool
- Complete required related training with a grade C or better

4000-Hour BOLI-ATD Trades: Air Frame and Power Plant Technician, Boiler Operator and Programmable Logic Controller

Industrial Maintenance Mechanic	48
Human Relations	3
WR060 Elements of the Essay (or higher)	4
OR	
COM100 Human Communications (or higher)	(4)
MTH025 Pre-Algebra (or higher)	4
OR	
BA131 Introduction to Business Computing	(4)
OR	
CS120 Concepts of Computing	(4)
<b>TOTAL CREDITS:</b>	<b>59</b>

## Industrial Mechanics & Maintenance Technology Apprenticeship: Mechanical Maintenance Apprenticeship (C.P.C.C.)



Industrial and Engineering Systems

**(Limited-Entry Program-Journeyman's Card Required)**

### Intended Program Outcomes:

Complete 4000 hours State of Oregon-approved on-the-job-training (OJT)

- Repair or install electrical wire devices according to limited licensure regulations to meet NEC and OSC code for limited energy technician-license B, limited maintenance electrician, limited renewable energy technician, and limited residential electrician

4000 Hour BOLI-ATD Trades: Limited Energy Technician-license B, Limited Maintenance Electrician, Limited Renewable Energy Technician, and Limited Residential Electrician.

APR114A PLC Apprenticeship Hardware/Number Systems	4
APR114B PLC Apprenticeship Programming Fundamentals	4
APR114C PLC Apprenticeship Timers, Counters, Controls	4
APR214D PLC Apprenticeship Operation	4
APR214E PLC Apprenticeship Troubleshooting	4
APR214F PLC Apprenticeship Practical Applications	4
<b>TOTAL CREDITS:</b>	<b>24</b>

## Industrial Mechanics & Maintenance Technology Apprenticeship-Trade Worker Apprenticeship Tech (S.C.P.C.)



Industrial and Engineering Systems

### Intended Program Outcomes:

- Complete a minimum of 8000 hours State of Oregon approved on-the-job Training (OJT)
- Repair, install, and maintain a variety of industrial equipment using trade specific tools and techniques in compliance with state regulations

APR117A IMM APP. Blueprint Reading & Schematics	3
APR117B IMM APP. Industrial Math/Measurement	3
APR117C IMM APR Metals in the Plant	1
APR117D IMM APR Nonmetals in the Plant	1
APR117E IMM APR Hand Tools	1
APR117F IMM APR Portable Power Tools	1
APR117G IMM APR Industrial Safety & Health	1
APR117H IMM APR Troubleshooting Skills	1
APR117I IMM APR Industrial Rigging Principles & Practices	1
APR117J IMM APR Equipment Installation	1
APR117K IMM APR Basic Mechanics	1
APR117L IMM APR Lubricants and Lubrication	1
APR117M IMM APR Power Transmission Equipment	1
APR117N IMM APR Bearings	1
APR117O IMM APR Pumps	1
APR117P IMM APR Piping Systems	1
APR117Q IMM APR Basic Hydraulics	1
APR117R IMM APR Hydraulic Troubleshooting	1
APR117S IMM APR Basic Pneumatics	1
APR117T IMM APR Pneumatic	1
APR117U IMM APR Chemical Hazard	1
APR117V IMM APR Bulk Handling Conveyors	1
<b>TOTAL CREDITS:</b>	<b>26</b>

# MECHATRONICS - INDUSTRIAL AUTOMATION TECHNOLOGY

## Mechatronics: Industrial Automation Technology (A.A.S.)



Industrial & Engineering Systems

Pending State Approval

### Intended Program Outcomes:

Students who successfully complete the Associate of Applied Science in Mechatronics: Industrial Automation Technology program will have demonstrated the ability to:

- Troubleshoot, maintain, and repair mechanical and electrical systems
- Analyze schematics
- Analyze technical data
- Communicate effectively in written and verbal interactions
- Promote energy efficiency and industrial sustainability
- Contribute to a positive professional workplace culture

All courses must be completed with a grade of C or better. Courses marked with \* contain material to satisfy computational requirement. IAT120 satisfies technical literacy requirement. COM100 satisfies Human Relations graduation requirement.

### TERM 1

IAT109 Introduction to Industrial Automation Technology	2
IAT121 Drive Systems	2
IAT131 Industrial Safety IAT141 Electrical Systems Troubleshooting	2
IAT151 Mechanical Systems*	4
<b>TERM 1 Total:</b>	<b>14</b>

### Term 2

DRF112 Beginning & Intermediate CAD	3
IAT125 Bearings & Lubrication Systems	2
IAT145 Motor & Controls Troubleshooting	4
IAT162 Industrial Hydraulic Systems	3
HE252 First Aid	3
<b>TERM 2 Total:</b>	<b>15</b>

### Term 3

IAT120 Principles of Technology*	5
IAT147 Programmable Logic Controllers	3
IAT157 Preventative Maintenance Management	3
IAT165 Industrial Pneumatic Systems	3
COM100 Human Communication	3
<b>TERM 3 Total:</b>	<b>17</b>

### Term 4

IAT220 Principles of Technology II*	5
IAT241 Industrial Sensors & Actuators	3
IAT247 Advanced Programmable Logic Controllers	3
IAT271 Capstone Project I	3
Technical Elective	2
<b>TERM 4 Total:</b>	<b>16</b>

### Term 5

IAT221 Pumps & Valves	2
IAT261 Automated Material Handling	3
IAT273 Capstone Project II	3
WR065 Technical Writing	4
Technical Elective	4
<b>TERM 4 Total:</b>	<b>16</b>

### TERM 6

GS110 Energy & Sustainability	3
IAT267 Process Control & Instrumentation	3
IAT275 Capstone Project III	3
Technical Elective	4
<b>TERM 4 Total:</b>	<b>13</b>
<b>TOTAL CREDITS:</b>	<b>91</b>

### Focus Areas

Focus areas are determined by the technical elective track chosen. Minimum of 10 credits of technical electives are required. Technical electives do not all have to come from one focus area. Technical electives must be chosen from one of the courses listed below, or approved by the program coordinator or Engineering Technologies Department Chair.

### Welding Focus

AGM221 Metals and Welding Or	3
WLD111 Basic Gas & Arc Welding	(3)
WLD112 Advanced Arc Welding	3
WLD256 Pipe Welding for Certification	3
OR	
WLD221 TIG Welding	(3)
DRFT110 Print Reading for Welders	2
<b>TOTAL CREDITS:</b>	<b>11</b>

### Industrial Refrigeration Focus

IAT132 Basic Refrigeration Theory	2
IAT135 HVAC System Controls	2
IAT137 Refrigeration Brazing	1
IAT139 EPA Refrigeration Technician Certification	2
IAT233 Refrigeration Servicing	2
IAT237 Refrigeration Troubleshooting	2
<b>TOTAL CREDITS:</b>	<b>11</b>

### Drafting Focus

DRF113 Advanced CAD	3
DRF263 3D CAD (Solid Works)	3
DRF243 Industrial Drafting	4
<b>TOTAL CREDITS:</b>	<b>10</b>

### Data Center Operations Engineering Focus

IAT225 Data Center Operations and Engineering	4
IAT135 HVAC System Controls	2
Technical Elective(s) from any other focus area	4
<b>TOTAL CREDITS:</b>	<b>10</b>

## Mechatronics: Industrial Automation Technology: Maintenance Welding (C.P.C.C.)



Industrial & Engineering Systems

Pending State Approval

### Intended Program Outcomes:

This less than one-year career pathway certificate is intended to prepare students for entry-level jobs in welding in an industrial maintenance environment. This certificate documents the Welding focus area of the Mechatronics: Industrial Automation Technology A.A.S. degree. Students who successfully complete this certificate will have demonstrated the following:

- Ability to craft quality welds
- Awareness of safety
- Ability to interpret weld diagrams

All courses must be completed with a grade of C or better.

IAT109 Introduction to Industrial Automation Technology	2
AGM221 Metals and Welding	3
OR	
WLD111 Basic Gas & Arc Welding	(3)
WLD112 Advanced Arc Welding	3
WLD256 Pipe Welding for Certification	3
WLD221 TIG Welding	(3)
DRFT110 Print Reading for Welders	2
IAT131 Industrial Safety	2
<b>TOTAL CREDITS:</b>	<b>15</b>

# MECHATRONICS - INDUSTRIAL AUTOMATION TECHNOLOGY

## Mechatronics: Industrial Automation Technology: Industrial Refrigeration (C.P.C.C)



Industrial & Engineering Systems

Pending State Approval

### Intended Program Outcomes:

This less than one-year career pathway certificate is intended to prepare students for entry-level jobs in industrial refrigeration maintenance and operation. This certificate documents the Industrial Refrigeration focus area of the Mechatronics: Industrial Automation Technology A.A.S. degree. Students who successfully complete this certificate will have demonstrated the following:

- Understanding of basic refrigeration theory and refrigeration system controls
- Ability to carry out brazing techniques
- Familiarity with refrigeration troubleshooting and servicing techniques
- Successful students will have obtained the EPA Refrigeration Technician Certification.

All courses must be completed with a grade of C or better.

IAT109 Introduction to Industrial Automation Technology	2
IAT132 Basic Refrigeration Theory	2
IAT135 HVAC System Controls	2
IAT137 Refrigeration Brazing	1
IAT139 EPA Refrigeration Technician Certification	2
IAT141 Electrical Systems Troubleshooting	4
IAT233 Refrigeration Servicing	2
IAT237 Refrigeration Troubleshooting	2

**TOTAL CREDITS: 17**

## Mechatronics: Industrial Automation Technology: Maintenance (C.P.C.C)

Pending State Approval

### Intended Program Outcomes:

This less than one-year career pathway certificate is intended to prepare students for entry-level jobs in operations or maintenance in an industrial maintenance environment. This certificate documents the Maintenance focus area of the Mechatronics: Industrial Automation Technology A.A.S. degree. Students who successfully complete this certificate will have demonstrated the ability to operate, maintain, and troubleshoot modern industrial equipment. Skills in the following areas will have been demonstrated:

- Drives, Bearings, and Motors
- Installation, programming, and troubleshooting of Programmable Logic Controllers
- Installation, maintenance and troubleshooting of industrial Hydraulic and Pneumatic Systems

All courses must be completed with a grade of C or better.

IAT109 Introduction to Industrial Automation Technology	2
IAT121 Drive Systems	2
IAT125 Bearings & Lubrication Systems	2
IAT131 Industrial Safety	2
IAT141 Electrical Systems Troubleshooting	4
IAT145 Motor & Controls Troubleshooting	4
IAT147 Programmable Logic Controllers	3
IAT151 Mechanical Systems*	4
IAT157 Preventative Maintenance Management	3
IAT162 Industrial Hydraulics Systems	3
IAT165 Industrial Pneumatic Systems	3
DRF112 Beginning and Intermediate CAD	3
COM100 Human Communication	3

**TOTAL CREDITS: 38**

## Mechatronics: Industrial Automation Technology: Drafting (C.P.C.C.)



Industrial & Engineering Systems

Pending State Approval

### Intended Program Outcomes:

This less than one-year career pathway certificate is intended to prepare students for an entry-level position as a Drafting / CAD Technician in the workplace. This certificate documents the Drafting focus area of the Mechatronics: Industrial Automation Technology A.A.S. degree. Students who will be exposed to AutoCAD by AutoDesk and Solid Works.

All courses must be completed with a grade of C or better.

IAT109 Introduction to Industrial Automation Technology	2
DRF112 Beginning & Intermediate CAD	3
DRF113 Advanced CAD	3
DRF243 Industrial Drafting	4
DRF263 3D CAD (Solid Works)	3
COM100 Human Communication	3

**TOTAL CREDITS: 18**

## Mechatronics: Industrial Automation Technology: Data Center Operations Engineer (C.P.C.C.)



Industrial & Engineering Systems

Pending State Approval

### Intended Program Outcomes:

This less than one-year career pathway certificate is intended to prepare students for entry-level jobs in facility operation and maintenance in a data center. This certificate documents the Data Center Operations Engineering focus area of the Mechatronics: Industrial Automation Technology A.A.S. degree. Students who successfully complete this certificate will have demonstrated the following:

- Familiarity with HVAC system controls
- Awareness of safety
- Ability to operate, maintain, troubleshoot, and repair common pumps and valves
- Familiarity with Data Center Operations
- Verbal and written communication skills

All courses must be completed with a grade of C or better.

IAT109 Introduction to Industrial Automation Technology	2
IAT120 Principles of Technology	5
IAT131 Industrial Safety	2
IAT135 HVAC System Controls	2
IAT141 Electrical Systems Troubleshooting	4
IAT145 Motor Controls Troubleshooting	4
IAT151 Mechanical Systems Troubleshooting	4
IAT157 Preventative Maintenance Management	3
IAT221 Pumps and Valves	2
IAT225 Data Center Operations and Engineering	4
COM100 Human Communications	3
WR065 Technical Writing	4

**TOTAL CREDITS: 40**

## Nursing (A.A.S.)



Health Services

### (Limited-Entry Program)

#### Intended Program Outcomes:

This two-year AAS degree in nursing will prepare the student for eligibility for the national licensing examination and licensure as a registered nurse and to be effective in the workplace in the following areas:

- Base personal and professional actions on a set of shared core nursing values, including social justice, caring, advocacy, protection from harm, respect for self and others, collegiality, and ethical behavior; notice, interpret, respond and reflect on ethical dilemmas using ethical principles and frameworks as a guideline.
- Develop insight through reflection, self-analysis, and self-care.
- Engage in intentional learning, developing self-awareness of learning and effects on client care, seeking new, relevant knowledge and skills.
- Demonstrate leadership in nursing and health care to meet client needs, improve the health care system, and facilitate community problem solving.
- Collaborate as part of a health care team, receiving, using and giving constructive feedback.
- Practice within, utilize, and contribute to the broader health care system.
- Practice relationship-centered care, based on empathy and caring, deep understanding of the care experience, and mutual trust and respect for the autonomy of the client.
- Communicate effectively and therapeutically, with attention to elements of cultural influences, and using appropriate modalities and technologies.
- Make sound clinical judgments through noticing, interpreting and responding, using best available evidence, frameworks and systems to organize data and knowledge; accurately perform skills while maintaining patient and personal safety.
- Locate, evaluate, and use the best available evidence.

Registered nurses (RNs) use their knowledge, skills, and problem-solving abilities to help individuals, families, and groups with health needs. RNs care for 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.

#### About the Program

BMCC is a member of the Oregon Consortium for Nursing Education (OCNE) and offers a competency-based curriculum jointly developed by nursing faculties from the OCNE member community colleges and Oregon Health and Science University (OHSU) consortium partners. The core competencies address the need for nurses to be skilled in clinical judgment and critical thinking; evidence-based practice; relationship-centered care; interdisciplinary collaboration; assisting individuals and families in self-care practices for promotion of health and management of chronic and acute illness; end-of-life care; and teaching, delegation, leadership and supervision of caregivers.

Acceptance to the program allows for co-admission to BMCC and OHSU nursing programs. The program may be completed with four years of full-time study, with the first year devoted to prerequisite/preparatory courses (48 credit minimum) required for admission to the limited entry nursing program. The completion of the prerequisite and preparatory courses may take longer than one academic year. Successful completion of the second and third years leads to an Associate of Applied Science (AAS) Nursing degree offered by BMCC. The OCNE curriculum continues for at least 3 additional terms leading to a Bachelor of Science degree with a major in Nursing (BSN) offered by OHSU. See the BMCC Nursing Sample Program of Study at [http://www.bluecc.edu/departments\\_nursing](http://www.bluecc.edu/departments_nursing).

Students who complete the AAS degree at BMCC have the option to complete the upper division nursing courses for the bachelor's degree from OHSU through the following pathway: virtually (online), or at the Portland OHSU Campus with three options: Veteran Affairs Nursing Academic Partnership; Interprofessional Care Access Network; or the general track. Options available for baccalaureate completion can be found at <http://www.ohsu.edu/xd/education/schools/school-of-nursing/programs/undergraduate/cc-transition/index.cfm>.

The nursing program is fully approved by the Oregon State Board of Nursing.

#### Entry Requirements

As part of their training, students must begin with the courses within their skill levels as determined by placement test scores. In addition, students may also be required to enroll in classes that would increase their success.

Program admission occurs once per year. The deadline for fall term 2016 admission and submission of program application materials is February 15, 2016, or the first business day thereafter. (See program website and/or application packet for more information). Transcripts showing satisfactory completion of the math and Anatomy and Physiology I prerequisites and at least 22 other credits of the prerequisite/preparatory courses (minimum 30 credits) must be in the Registrar's office by the application deadline to be considered eligible. All prerequisite/preparatory courses must have been taken with a letter grade and completed with a "C" or better. Consortium partner schools use a shared point system and a set of core criteria for evaluation and selection of candidates to the consortium curriculum, but selection processes, acceptance decisions, and admissions will occur at individual schools. Application to the nursing program requires a minimum GPA of 3.0 for all completed prerequisite/preparatory courses. Contact the Registrar or see BMCC's nursing program website for information regarding the application and selection process.

If an applicant has taken an equivalent course elsewhere which has a course number, title, or credit hour different from the BMCC course, the applicant must contact BMCC's Registrar's office for a transcript evaluation as far in advance of the application deadline as possible. To be admitted into nursing courses, students must complete all required prerequisite and preparatory courses (minimum 48 credits) and be accepted into the nursing program.

Accepted students must comply with Chapter 409, Oregon Health Authority, Office for Oregon Health Policy and Research, Division 30: Administrative Requirements for Health Profession Student Clinical Training (OAR 409-030-0100 to 409-030-0250) prior to clinical placement. BMCC contracts with American DataBank to manage required documentation. Information is available on the nursing program's website and is provided to students before fall nursing classes begin.

Students should understand that although co-admitted to the OHSU School of Nursing, those who choose to transition from the BMCC Nursing Program to OHSU will have to undergo a criminal background check for OHSU at the time of transition and ability to enroll in OHSU courses may be negatively impacted by any criminal history in their background.

Internet and email access is an integral part of all nursing courses and access to a computer will be required on a daily basis. Nursing students attend classes at the BMCC campus in Pendleton and clinical practice in northeastern Oregon and southeastern Washington and need reliable transportation.

#### Graduation Requirements

These requirements apply only to nursing students admitted to the program during the 2015-2016 academic year. The program of study, graduation requirements, and courses are under constant review and are subject to revision. Students contemplating admission in a later year may have different requirements and must obtain the advising guide or catalog for that year. If required courses are graded only on a pass/no pass basis, a grade of "P" for these courses indicates a student earned a "C" or better grade.

Students must complete all courses on this advising guide with a grade of "C" or better to continue in and complete the program, receive their degrees, and meet the educational requirements to apply to take the national licensure exam for registered nurses (NCLEX-RN). The OSBN screens all applicants for licensure and may deny licensure to or place on probation applicants with convictions for certain crimes.

# NURSING cont.

## Prerequisites/Required Preparatory Courses<sup>1</sup>

BI231 <sup>8</sup> Anatomy & Physiology I	4
BI232 Anatomy & Physiology II	4
BI233 Anatomy & Physiology III	4
BI234 Microbiology	4
CH104 or CH110 <sup>2</sup> Chemistry (or higher)	4-5
MTH095 <sup>8</sup> Intermediate Algebra (or higher)	4-5
FN225 Nutrition	4
PSY201 <sup>3</sup> , PSY202, or PSY203 General Psychology or SOC204, or SOC205 General Sociology	6-8
PSY237 <sup>3</sup> Human Development	3-4
COM111 Fundamentals of Speech	
OR	
COM115 Intercultural Communication	3-4
WR121 & WR122 & WR123 or WR227 English Composition or WR121 & WR122 or WR227 English Composition	8-9
OR	
WR227 <sup>4</sup> Technical Report Writing	(4)
Computer Literacy <sup>5</sup>	0-4

**<sup>1</sup>Prerequisite/Preparatory Credits to be Eligible to Apply 30**

**All Prerequisite/Preparatory Credits to be Completed before Admission to Nursing Courses, Minimum of: 48**

## First-Year Nursing Course Requirements

### Fall Term

NRS110 Foundations of Nursing—Health Promotion	9
BI149 Human Genetics <sup>7</sup>	3
Any lower division transfer elective	3
<b>Total credits-1st Fall Term: 15</b>	

### Winter Term

NRS111 Foundations of Nursing in Chronic Illness I	6
NRS230 Clinical Pharmacology I	3
NRS232 Pathophysiology I	3
Any college-level (100 or 200 numbered) transferable humanities, social science or science electives <sup>7</sup>	3-4
<b>Total credits-1st Winter Term: 15-16</b>	

### Spring Term<sup>8</sup>

NRS112 Foundations of Nursing in Acute Care I	6
NRS231 Clinical Pharmacology II	3
NRS233 Pathophysiology II	3
<b>Total credits-1st Spring Term: 12</b>	

## Second-Year Nursing Course Requirements

### Fall Term

NRS221 Nursing in Chronic Illness II/End of Life	9
Any college-level (100 or 200 numbered) transferable humanities, social science or science electives <sup>7</sup>	6
<b>Total credits-2nd Fall Term: 15</b>	

### Winter Term

NRS222 Nursing in Acute Care II/ End of Life	9
Any college-level (100 or 200 numbered) transferable humanities, social science or science electives <sup>7</sup>	6
<b>Total credits-2nd Winter Term: 15</b>	

### Spring Term

NRS224 Integrative Practicum	9
Any college-level (100 or 200 numbered) transferable humanities, social science or science electives <sup>7</sup>	3
<b>Total credits-2nd Spring Term: 12</b>	

<sup>2</sup> Prerequisite for BI231, Human Anatomy and Physiology I. MTH070 or higher required for most chemistry courses. CH110 preferred.

<sup>3</sup> PSY201 prerequisite for PSY237, Human Development.

<sup>4</sup> Writing series must include research component: WR121, WR122, and WR123 or WR227 (if all 3-credit courses) **or** WR121 and WR122 or WR227 (if both 4-credit courses).

<sup>5</sup> Can be met by passing CS120, BA131, ED235, AGR111 or by taking BMCC's IC3 (computer literacy) exam and receiving a passing average score of 75% or higher.

<sup>6</sup> BI149, Human Genetics, can be taken prior to admission to the nursing program but is not required for admission.

<sup>7</sup> General electives are not required for the AAS degree seeking students but are required for those planning to continue on to the BS degree in Nursing. Students who plan to continue through to OHSU must be aware that to earn the bachelor's degree from OHSU, they must have two years of the same high school-level language, or two terms of college-level language, or pass a language proficiency examination. College-level foreign language (including American Sign Language) credits count toward degree requirements. A minimum of 9 credits of humanities is required for the OHSU degree. Students planning to transition to OHSU must have 132 credits of prerequisite and program required courses by the completion of the AAS degree in order to meet the 180 credit requirement by the completion of the Bachelor's Degree with a major in Nursing from OHSU. Students planning to earn a bachelor's degree are encouraged to complete MTH243 Probability and Statistics soon after the prerequisite math course.

<sup>8</sup> Must be completed by end of fall term, 2015.

## Courses required for the A.A.S. Nursing (courses in bold taken prior to admission to program):

BI231 Anatomy & Physiology I	4
BI232 Anatomy & Physiology II	4
BI233 Anatomy & Physiology III	4
BI234 Microbiology	4
CH104 or CH110 <sup>2</sup> Chemistry (or higher)	4-5
FN225 Nutrition	4
<b>COM111 or COM115 Fundamentals of Speech or Intercultural Communication</b>	<b>3-4</b>
<b>MTH095 Intermediate Algebra (or higher)</b>	<b>4-5</b>
<b>PSY201, PSY202, PSY203, SOC205, SOC205 General Psychology or General Sociology</b>	<b>6-8</b>
<b>PSY237 Human Development</b>	<b>3-4</b>
<b>WR121, WR122, WR123 or WR227<sup>7</sup> English Composition</b>	<b>8-9</b>
<b>Total Prerequisite Credits</b>	<b>48-55</b>
BI149** Human Genetics	3
NRS110 Fundamentals of Nursing—Health Promotion	9
NRS111 Foundation of Nursing in Chronic Illness I	6
NRS112 Foundation of Nursing in Acute Care I	6
NRS221 Foundation of Nursing in Chronic Illness II/End of Life	9
NRS222 Foundation of Nursing in Acute Care II/End of Life	9
NRS224 Scope of Practice/Integrated Practicum	9
NRS230 Clinical Pharmacology I	3
NRS231 Clinical Pharmacology II	3
NRS232 Pathophysiological Processes I	3
NRS233 Pathophysiological Processes II	3
<b>Total Nursing Credits:</b>	<b>63</b>
<b>Total Prerequisite Credits</b>	<b>48-55</b>
<b>Total Credits Required for AAS Nursing 92</b>	

\* English Composition series must include research component: WR121, WR122, WR123 or WR227 (if all 3 credit courses) **OR** WR121, WR122, or WR227 as 4 credit courses.

\*\*BI149, Human Genetics, can be taken prior to admission to the nursing program but is not required for admission.

This advising guide is for advising purposes only. Please see current college catalog for additional information on specific college policies and graduation requirements.

It is the policy of the Blue Mountain Community College Board of Education and School District that there will be no discrimination or harassment on the grounds of race, color, sex, marital status, religion, sexual orientation, national origin, age or disability in any educational programs, activities or employment.

# PARAEDUCATOR

## Paraeducator (A.A.S.)



Human Resources

### Intended Program Outcomes:

Students who complete this degree program will be prepared to enter the K-12 school system successfully as a paraeducator and will demonstrate the following outcomes:

- Demonstrate appropriate strategies and techniques to provide instructional support to students of diverse populations, including but not limited to students with special needs, students from poverty, and ELL students
- Demonstrate attitudes and behaviors that are appropriate to meeting the needs of diverse populations
- Apply best practices in classroom management to optimize the potential for student learning
- Practice ethical and legal standards of conduct
- Apply technology effectively to support teaching and learning
- Demonstrate competence in core skill area and in written and oral communication, problem-solving, critical thinking, reading, and mathematics

COM100 Human Communications (or higher)	4
ED100 Introduction to Education	1
ED113 Instructional Strategies in Language Arts	3
ED114 Instructional Strategies in Math/Science	3
ED130 Classroom Management	3
ED258 Multicultural Education	3
ED254 Instructional Strategies for ELL Students	3
ED235 Educational Technology	3
ED131 Instructional Strategies	3
ED169 Overview of Student with Special Needs	3
ED200 Foundation of Education	3
ED229 Learning and Development	3
WR121 English Composition (or higher)	4
WR115 Introduction to College Writing (or higher)	4
Science with Laboratory Courses	8
Social Science Courses	8
Health and Fitness Courses	3
Arts & Letters (Humanities)	8
ED280 CWE ED	3
CTE Electives	14
or AAOT Electives	(14)
ED157 Introduction to Mathematical Explorations	3
or MTH070 Elementary Algebra (or higher)	(5)
<b>TOTAL CREDITS: 90</b>	

## Paraeducator: Autism Certificate (L.T.O.Y.)



Human Resources

### Intended Program Outcomes:

Students who complete the (less than one year) paraeducator: autism certificate will be prepared to enter the K-12 school system successfully as a paraeducator with increased skills in recognition and appropriate strategies for dealing with autistic students; and will demonstrate the following outcomes:

- Demonstrate appropriate strategies and techniques to provide instructional support to students of diverse populations, including but not limited to students with special needs with special emphasis on autism, students from poverty, and ELL students
- Demonstrate attitudes and behaviors that are appropriate to meeting the needs of diverse populations
- Apply best practices in classroom management to optimize the potential for student learning
- Practice ethical and legal standards of conduct
- Apply technology effectively to support teaching learning
- Demonstrate competence in core skill area; written and oral communication, problem-solving, critical thinking, reading, and mathematics

The paraeducator: autism certificate, offers coursework designed for anyone interested in teaching and learning techniques or working as an educational assistant in the K-12 school system. The core curriculum offers instruction in basic teaching strategies, working with diverse, special needs populations, classroom management, and practicum experience. This curriculum incorporates courses specially designed for those working with autism. The curriculum is available through distance education courses. The paraeducator: autism certificate is embedded in the associate of applied science degree for paraeducators.

ED260 Overview of Autism Spectrum Disorders	3
ED261 Instructional Strategies for Autism Spectrum Disorders	3
ED262 Behavior Management for Autism Spectrum Disorders	3
ED263 Communication Strategies for Autism Spectrum Disorders	3
ED131 Instructional Strategies	3
or ECE240 Curriculum Planning	(3)
ED130 Classroom Management	3
or ECE151 Guidance and Classroom Management	(3)
ED169 Overview of Student with Special Needs	3
or ECE249 Inclusion of Children with Special Needs	(3)
ED280 CWE ED	2
or ECE280 CWE ECE	(2)
Education Electives	2
or ECE Electives	(3)
<b>TOTAL CREDITS: 25</b>	

## Paraeducator - Elementary Educator (C.P.C.C.)



Human Resources

### Intended Program Outcomes:

- Demonstrate appropriate strategies and techniques to provide instructional support to students of diverse populations, including but not limited to students with special needs, students from poverty, and English-language learner (ELL) students
- Demonstrate attitudes and behaviors that are appropriate to meeting the needs of diverse populations
- Apply best practices in classroom management to optimize the potential for student learning;
- Practice ethical and legal standards of conduct
- Apply technology effectively to support teaching learning

ED100 Introduction to Education	1
ED113 Instructional Strategies in Language Arts	3
ED200 Foundation of Education	3
ED229 Learning and Development	3
ED254 Instructional Strategies for ELL Students	3
ED258 Multicultural Education	3
ED280 Cooperative Work Experience-Education	1
<b>TOTAL CREDITS: 17</b>	

# PARAEDUCATOR - PRECISION IRRIGATED AGRICULTURE

## Paraeducator (C.C.)



Human Resources

### Intended Program Outcomes:

Students who complete this one-year certificate program will be prepared to enter the K-12 school system successfully as paraeducators and will demonstrate the following outcomes:

- Demonstrate appropriate strategies and techniques to provide instructional support to students of diverse populations, including but not limited to students with special needs, students from poverty, and ELL students
- Demonstrate attitudes and behaviors that are appropriate to meeting the needs of diverse populations
- Apply best practices in classroom management to optimize the potential for student learning
- Practice ethical and legal standards of conduct
- Apply technology effectively to support teaching and learning
- Demonstrate competence in the core skill area and in written and oral communication, problem-solving, critical thinking, reading, and mathematics

This curriculum is an Oregon Department of Education-approved statewide program that meets the requirements of the No Child Left Behind Federal Legislation for "Highly Qualified" status. The core curriculum offers instruction in; basic teaching strategies in language arts/math/science, working with diverse, special-needs populations, technology, classroom management; and practicum experience. In addition, general education courses in human relations, communication, and computation are incorporated. The curriculum is available through distance education and face-to-face courses. The paraeducator certificate also satisfies some of the program-specific course requirements for the paraeducator A.A.S. degree.

ED235 Educational Technology	3
ED254 Instructional Strategies for ELL Students	3
ED258 Multicultural Education	3
ED200 Foundation of Education	3
ED229 Learning and Development	3
ED169 Overview of Student with Special Needs	3
ED131 Instructional Strategies	3
ED113 Instructional Strategies in Language Arts	3
ED130 Classroom Management	3
ED114 Instructional Strategies in Math/Science	3
ED100 Introduction to Education	1
ED280 CWE ED	3
AAOT Electives	4
WR115 Introduction to College Writing (or higher)	4
ED157 Introduction to Mathematical Explorations	3
OR	
MTH070 Elementary Algebra (or higher)	(5)
<b>TOTAL CREDITS: 45</b>	

## Precision Irrigated Agriculture (A.A.S.)

Pending State Approval



Agriculture, Food, and Natural Resources



Business and Management



Industrial and Engineering Systems

### Intended Program Outcomes:

This two-year program leading to an A.A.S. degree in precision irrigated agriculture will prepare the student for a career in the emerging area of precision agriculture by providing the following skills:

- Industry-related employment skills (communication, computer technology)
- Irrigation (crops, precision technology, design, maintenance, management)
- Precision agriculture (technology, data collection, data analysis, recommendations)
- Crop science (techniques, issues, pest management, trends)
- Agriculture-related business practices (management, ethics)
- Agricultural operations (safety, mechanical technology)

This program provides students with a multidisciplinary background in agricultural production, technology and farm management. Students may specialize in one of three areas: irrigation maintenance, data analyst, or farm manager. Students should consult with their advisor to develop an academic plan that reflects their area of interest. The following schedule is illustrative only; an individual student's schedule may be different.

### TERM 1

AGM131 Agriculture Safety	3
CSS109 Introduction to Precision Irrigated Agriculture	2
HORT100 Plant Science	3
AGR280 CWE Plant Science	1
CSS122 Irrigated Crops	3
IAT141 Troubleshooting Electrical Systems	4
<b>TERM 1 Total: 16</b>	

### TERM 2

COM100 Human Communications (or higher)	4
CS120 Concepts of Computing	4
IAT145 Motors and Controls Troubleshooting	4
ET114 Intro. to Geographic Information Systems	3
<b>TERM 2 Total: 15</b>	

### TERM 3

MTH070 Elementary Algebra (or higher*)	5
IAT147 Programmable Logic Controllers	3
HORT111 Alternative Crop Production	3
AGR280 CWE Alternative Crop Production	1
WR065 Technical Writing (or higher)	3
<b>TERM 3 Total: 15</b>	

### TERM 4

CSS220 Geospatial Data Collection	4
CSS230 Precision Irrigation Software	3
BA277 Business Ethics	3
AGR280 CWE Precision Ag.	2
Precision Ag Elective	3
<b>TERM 4 Total: 15</b>	

### TERM 5

AGM250 Irrigation Systems Design	3
AGR200 Pre-Employment Seminar	1
CSS100 Soils and Fertilizers	3
CSS240 Pest Management	4
Precision Ag Elective	4
<b>TERM 5 Total: 15</b>	

### TERM 6

AGM251 Irrigation Systems	3
CSS221 Agricultural Spatial Analysis	3
CSS201 Principles of Crop Science	3
AGR280 CWE- Crop Science	1
CSS241 Integrated Pest Management	4
Precision Ag Elective	3
<b>TERM 6 Total: 17</b>	

**TOTAL CREDITS: 93**



# PRECISION IRRIGATED AGRICULTURE cont.

## Precision Irrigated Agriculture-Irrigation Maintenance (C.P.C.C.)

Pending state approval



Agriculture, Food, and Natural Resources



Industrial and Engineering Systems

### Intended Program Outcomes:

This one-year certificate program in precision irrigated agriculture: irrigation maintenance will prepare students for a career as a precision irrigation technician by providing the following skills:

- Industry-related employment skills (computer technology)
- Irrigation (crops, precision technology, design, maintenance, management)
- Precision agriculture (technology)
- Crop science (techniques, issues, trends)
- Agricultural operations (safety, mechanical technology)

### TERM 1

AGM131 Agriculture Safety	3
CSS109 Introduction to Precision Irrigated Agriculture	2
CSS122 Irrigated Crops	3
IAT131 Troubleshooting Electrical Systems	4
CSS230 Precision Irrigation Software	3

**TERM 1 Total: 15**

### TERM 2

AGM250 Irrigation Systems Design	3
CSS100 Soils and Fertilizers	3
IAT145 Motors and Controls Troubleshooting	4
AGM221 Metals and Welding	3
IAT221 Pumps and Valves	2

**TERM 2 Total: 15**

### TERM 3

MTH070 Elementary Algebra (or higher*)	4
IAT147 Programmable Logic Controllers	3
AGM241 Irrigation Systems	3
CSS201 Principles of Crop Science	3
AGR280 CWE Precision Irrigation	1

**TERM 3 Total: 14**

**TOTAL CREDITS: 44**

**\*This includes MTH098**

## Precision Irrigated Agriculture-Data Analyst (C.P.C.C.)

Pending state approval



Agriculture, Food, and Natural Resources



Industrial and Engineering Systems

### Intended Program Outcomes

This one-year certificate program in precision irrigated agriculture: data analyst will prepare the student for a career as a precision agriculture analyst or technician by providing the following skills:

- Industry-related employment skills (computer technology)
- Irrigation (crops/precision technology, design)
- Precision agriculture (technology, data collection, data analysis, recommendations)
- Crop science (techniques, issues)
- Agricultural operations (safety)

### TERM 1

AGM131 Agriculture Safety	3
CSS109 Introduction to Precision Irrigated Agriculture	2
MTH105 Introduction to Contemporary Mathematics	5
OR	
MTH111 College Algebra	(5)
CSS220 Geospatial Data Collection	4
CSS230 Precision Irrigation Software	3

**TERM 1 Total: 17**

### TERM 2

AGM250 Irrigation Systems Design	3
CSS100 Soils and Fertilizers	3
ET114 Introduction to Geographic Information Systems	3
UAS110 Introduction to Remote Sensing	3

**TERM 2 Total: 12**

### TERM 3

MTH243 Introduction to Probability and Statistics	4
CSS221 Agricultural Spatial Analysis	3
UAS111 Introduction to Unmanned Aerial Vehicle Systems	4
CSS201 Principles of Crop Science	3
AGR280 CWE Crop Science	1

**TERM 3 Total: 15**

**TOTAL CREDITS: 44**

# PRECISION IRRIGATED AGRICULTURE cont.

## Precision Irrigated Agriculture-Farm Manager (C.P.C.C.)

Pending state approval



Agriculture, Food, and Natural Resources



Industrial and Engineering Systems

### Intended Program Outcomes:

This one-year certificate program in precision irrigated agriculture: farm manager will prepare the student for a career managing a farm with precision irrigation technology by providing the following skills:

- Industry-related employment skills (computer technology)
- Irrigation (crops, precision technology, design)
- Crop science (techniques, issues, pest management)
- Agriculture-related business practices (management, ethics)
- Agricultural operations (safety)

#### TERM 1

AGM131 Agriculture Safety	3
CSS109 Introduction to Precision Irrigated Agriculture	2
BA277 Business Ethics	3
CSS122 Irrigated Crops	3
CSS230 Precision Irrigation Software	3
AGR280 CWE Precision Agriculture	1
<b>TERM 1 Total: 15</b>	

#### TERM 2

AGM250 Irrigation Systems Design	3
CSS100 Soils and Fertilizers	3
AGR211 Agriculture Business Management	4
CSS240 Pest Management	4
<b>TERM 2 Total: 14</b>	

#### Term 3

CSS201 Principles of Crop Science	3
AGM241 Irrigation Systems	3
MTH070 Elementary Algebra (or higher*)	4
CSS241 Integrated Pest Management	4
AGR280 CWE Crop Science	1
<b>TERM 3 Total: 15</b>	

**TOTAL CREDITS: 44**

**\*This includes MTH098**

## Precision Irrigation (C.C.)

Pending State Approval



Industrial and Engineering Systems

### Intended Program Outcomes:

This two-year program leading to an A.A.S. in Precision Irrigation Technology, will prepare the student concerned with the efficient and effective application of precision irrigation techniques to promote optimum use of irrigation resources by providing the necessary knowledge in the following areas:

- Industry-related employment skills
- Irrigation science (techniques, issues, technology, trends)
- Crop science (techniques, issues, technology, trends)
- Agriculture-related business practices
- Agricultural operations (safety, mechanical technology)

#### TERM 1

ET261 Fluid Mechanics	4
MTH112 Elementary Functions	5
PHY201 General Physics	5
WR227 Technical Report Writing	4
<b>TERM 1 Total: 18</b>	

#### TERM 2

AGM250 Irrigation Systems Design	3
ET265 Hydraulics II	4
CSS100 Soils and Fertilizers	3
G101 Introduction to Geology Rocks and Minerals	4
<b>TERM 2 Total: 14</b>	

#### TERM 3

AGR280 CWE Ag	7
ET114 Introduction to Geographic Information Systems	3
Human Relations Elective	4
<b>TERM 3 Total: 14</b>	

**TOTAL CREDITS: 46**

# RETAIL MANAGEMENT

## Retail Management Certificate (L.T.O.Y.)



Business and Management



Human Resources

### Intended Program Outcomes:

This less-than-one-year certificate program is for current retail employees and for students who would like to become retail employees. This program is recognized by WAFB retail employers and identifies skills that lead to professional growth, hiring, and advancement opportunities. The program prepares the student for retail sales and management responsibilities; those who complete the program may be given preference in hiring, may be eligible for promotions, and may receive compensation to recognize their educational achievement. Learning experiences in this program are designed to assist the student in realizing the following outcomes:

- Define the different types of retail outlets and related principles for successful businesses
- Illustrate unique, competitive marketing strategies for retailers including advertising, public relations, and sales promotion packages
- Demonstrate the ability to use the computer and information services for business-related activities
- Understand the principles and methods for human resource/human relations management
- Demonstrate the ability to solve mathematical problems commonly encountered in hospitality-related business settings
- Utilize the technical skills for keeping business records and preparing financial statements
- Write effective routine, routing, and persuasive styles of written communication
- Employ successful verbal communication in a variety of settings

### TERM 1

BA131 Introduction to Business Computing	4
BA214 Business Communications	4

**TERM 1 Total: 8**

### TERM 2

BA223 Principles of Marketing	4
BA224 Human Resource Management	3
BA104 Business Mathematics	4
OR	
MTH095 Intermediate Algebra (or higher)	(5)

**TERM 2 Total: 11**

### TERM 3

BA206 Principles of Management	4
BA217 Budgeting and Decision Making	3
BA249 Retail Selling	3
BA285 Human Relations in Business	3

**TERM 3 Total: 13**

**TOTAL CREDITS: 32**

## Retail Management (C.C.)



Business and Management



Human Resources

### Intended Program Outcomes:

This certificate program focuses on developing core skills needed for entry-level sales or management positions in the retail industry. This one-year certificate program is designed to assist the student in realizing the following outcomes:

- Define the different types of retail outlets and related principles for successful businesses
- Illustrate unique, competitive marketing strategies for retailers including advertising, public relations, and sales promotion packages
- Demonstrate the ability to use the computer and information services for business-related activities
- Understand the principles and methods for human resource/human relations management
- Demonstrate the ability to solve mathematical problems commonly encountered in hospitality-related business settings
- Utilize the technical skills for keeping business records and preparing financial statements
- Write effective routine, routing, and persuasive styles of written communication
- Employ successful verbal communication in a variety of settings

### TERM 1

BA131 Introduction to Business Computing	4
BA211 Principles of Accounting	4
BA214 Business Communications	4
WR121 English Composition	4

**TERM 1 Total: 15**

### TERM 2

BA223 Principles of Marketing	4
BA224 Human Resource Management	3
Business Electives	4
BA104 Business Mathematics	4
OR	
MTH095 Intermediate Algebra (or higher)	(5)

**TERM 2 Total: 15**

### TERM 3

BA206 Principles of Management	4
BA249 Retail Selling	3
BA285 Human Relations in Business	3
Business Electives	4
COM111 Fundamentals of Speech	4

**TERM 3 Total: 18**

**TOTAL CREDITS: 49**

# SOFTWARE DEVELOPMENT - VETERINARY ASSISTANT - WELDING

## Software Development (CC)



Industrial and Engineering Systems

### Intended Program Outcomes:

This 12-credit-hour certificate of completion provides a year-long introduction to concepts, tools, and techniques used in software development. Students successfully completing the certificate will have the knowledge to pursue a potential AAS in Computer Science, a Bachelor's in Computer Science, or an internship/apprenticeship at an organization providing on-the-job training in the field.

#### TERM 1

CS160 Gentle Introduction to Programming 4  
**TERM 1 Total: 4**

#### TERM 2

CS161 Computer Science 4  
**TERM 2 Total: 4**

#### TERM 3

CS162 Computer Science 4  
**TERM 3 Total: 4**  
**TOTAL CREDITS: 12**

## Veterinary Assistant (C.C.)

Pending State Approval



Human Resources

### Intended Program Outcomes:

This one year certificate in Vet Assisting will prepare the student concerned with working in a veterinarian's practice. Skills developed will include:

- Industry-related employment skills
- Customer-Patient relations
- Animal science (care, health, nutrition, overview)
- Food Animal restraint techniques
- Veterinary technology equipment (use, maintenance, sterilization)
- Vet Assistant skills including office, lab and surgery
- General Education skills in computation, communication and science

The curriculum includes three courses in vet assistant technologies and a cooperative work experience component of 33 hours in the veterinarian's practice. Students will have hands on instruction in veterinary office procedures, exam room management, animal vitals, care and restraint. Students will be introduced to One Health Occupation Services and will be instructed on disease recognition, control and eradication. This program will have a focus and priority on Food Animals, but will maintain a level of instruction in small animal care. If a student wishes to continue their pursuit of a 2 year degree upon completion of the certificate they may do that as well.

#### TERM 1

VT109 Introduction to Veterinary Science 2  
AGR111 Agriculture Computers 3  
MTH070 Elementary Algebra (or higher) 5  
BI101 General Biology 4  
**TERM 1 Total: 14**

#### TERM 2

VT110 Fundamentals of Veterinary Assistant I 3  
ANS211 Animal Nutrition 4  
ANS121 Animal Science 3  
CH110 Foundations of Chemistry 5  
WR065 Introduction to Technical Writing 3  
or WR227 Technical Report Writing (4)  
**TERM 2 Total: 18**

#### TERM 3

VT111 Fundamentals of Veterinary Assistant II 3  
ANS240 Animal Health 5  
ANS122 Animal Science 3  
AGR280 CWE AG 2

**TERM 3 Total: 13**  
**TOTAL CREDITS: 45**

## Welding Certificate (C.L.)



Industrial and Engineering Systems

### Intended Program Outcomes:

This 12-credit-hour certificate of completion program is designed to prepare students for entry-level jobs in welding and related trades and to prepare students to pursue a certificate of completion or A.A.S. degree in welding technology from another educational institution. The program consists of the following courses:

WLD253 Welding Practices for Certification	3
WLD112 Advanced Arc Welding	3
AGM221 Metals and Welding	3
OR	
WLD111 Basic Gas & Arc Welding	(3)
WLD256 Pipe Welding for Certification	3
OR	
WLD221 TIG Welding	(3)
<b>TOTAL CREDITS:</b>	<b>12</b>

## OTHER PROGRAMS

### Inter-College Partnerships and Articulated Degree Programs

#### Inter-College Partnerships

#### Eastern Oregon Collaborative Colleges Council (EOCCC)

BMCC, Treasure Valley Community College (TVCC), and Eastern Oregon University (EOU) have worked together in several academic disciplines to improve articulation opportunities for students, allowing them to share lower division course work among BMCC, TVCC, and EOU; to transfer those credits to EOU; and to complete upper division courses at EOU culminating in a four-year degree. For more information on the co-enrollment process, please go to the Service Center or call 541-278-5759.

#### EASTERN PROMISE

Creating Early College experiences for students in Eastern Oregon. When students have the opportunity to participate in college-level courses and earn credits or certificates while still in high school, it means real financial savings for families today.

Eastern Promise is a collaboration between Blue Mountain Community College, Eastern Oregon University, Treasure Valley Community College, the InterMountain Education Service District and school districts in Eastern Oregon.

Increasing the number of students who are prepared to attend college directly from high school is the goal of Eastern Promise. Whether you're a high school student pursuing college credits or an associate's degree, a teacher or professor looking to connect with other Eastern Promise educators and students, a parent interested in learning how your child can get involved, or a community member curious to find out more, the resources you need are all here.

**Oregon State University Dual Admission:** Through an agreement with Oregon State University (OSU), BMCC students may be jointly admitted to BMCC and OSU and be eligible to enroll concurrently at both institutions. There is a joint application process for eligible students; the admission deadline is one week before the start of classes of each term based on OSU's academic calendar. Students enrolled in the program are required, as a condition of admission, to agree that their student records will be shared between and available to each institution. For more information on this program, contact BMCC's Office of Admissions and Records.

## OTHER PROGRAMS cont.

### **Articulated Degree Programs**

BMCC enjoys articulation agreements with a variety of institutions. The following agreements allow you to attain your degree while staying in your local area.

#### **Central Oregon Community College: Pharmacy Technician Program**

BMCC has partnered with Central Oregon Community College to offer this three-term program developed to prepare individuals for employment in the pharmacy industry. Pharmacy technicians are skilled workers who are educated and trained to work in a pharmacy and assist in all areas of the pharmacy not requiring the professional judgment of the registered pharmacist. Some current practice areas for the pharmacy technician include retail, hospital, manufacturing, disease state management, and mail order and insurance claim specialists. The pharmacy technician processes prescriptions and medication orders and plays an integral role in maintaining the pharmacy department.

Courses are completed in an online and hybrid format. They focus on the abilities needed to assist the pharmacist and provide the skills necessary to process prescriptions accurately, participate in administration and management of a pharmacy, and maintain inventory. Topics of study include medical terminology, anatomy and functions of the human body, therapeutic classification and drug names, pharmacy procedures, pharmaceutical calculations, pharmacy law and interpersonal communications. Students will have a working knowledge of sterile technique, standards of practice, quality assurance and patient confidentiality. In addition, students will develop and practice communication skills needed to function in a professional setting. In order to gain workplace experience, students will also participate in a hospital and retail pharmacy practicum.

The program will prepare students to take the national certification examination to become a certified pharmacy technician as required by the Oregon Board of Pharmacy and to be employed in a pharmacy setting.

Please contact our program site coordinator, Crystal Patton-Doherty, at 541-278-5876 for more information about this program.

#### **Eastern Oregon University: CUESTE: Teacher Education Program**

CUESTE (pronounced "quest") stands for Curriculum of Undergraduate Elementary School Teacher Education and is a collaborative program between BMCC and Eastern Oregon University (EOU)

Students seeking elementary teacher licensure need to complete a major in multidisciplinary studies; a minor in an academic area, endorsement area, or course of study; and a minor in elementary education. When students are within 100 credit hours of finishing the CUESTE program requirements, they may apply to EOU's CUESTE program. The completion of CUESTE program requirements leads to a bachelor's degree (science or art) in multidisciplinary studies, a minor in elementary education, and certification in primary (age 4 through grade 4) and elementary (3-8) grades. Through the CUESTE program, BMCC offers the first two years, and an A.A.O.T. degree, and EOU provides the last two years of the elementary education degree at BMCC's Pendleton campus.

Two full-time EOU education professors are in residence at BMCC's Pendleton campus to advise students, teach classes, and coordinate EOU and BMCC processes. (Please note: Much of the major course work for secondary teaching certification may be acquired through distance education courses available from EOU and BMCC. However, the secondary education component needs to be completed on EOU's campus in LaGrande.

#### **Linn-Benton Community College: Diagnostic Imaging Technology (DIT)**

BMCC has partnered with Linn-Benton Community College to offer a distance education program for diagnostic imaging. Using a combination of clinical instruction, online courses within the college learning management system, and the synchronous virtual classroom environment, distance education students can receive dynamic instruction to help them achieve their learning goals.

The Diagnostic Imaging Program prepares students through a progressive, outcome-based educational format. Modules of study include radiation protection, radiographic procedures, image production and evaluation, equipment maintenance operation, patient care and management, and clinical radiography.

The purpose of this program is to prepare students to practice as proficient, multi-skilled professionals in culturally diverse health care settings; to demonstrate outcomes required by the American Registry of Radiological Technologists (ARRT) and The American Society of Radiological Technologists (ASRT) Course Curriculum Guide; and to apply for and successfully complete ARRT certification examinations. Upon completion of the program and the general education requirements students will be eligible to apply for an associate of applied science degree through Linn-Benton Community College.

The Diagnostic Imaging Program is highly prescriptive and entails several key elements. Please contact our program site coordinator, Crystal Patton-Doherty, at 541-278-5876 for more information about this program.

#### **Linn-Benton Community College: Occupational Therapy Program**

BMCC has partnered with Linn-Benton Community College to offer a two-year associate's degree program designed to prepare the student to function as an entry-level occupational therapy assistant (OTA).

OTAs work under the supervision of occupational therapists to help clients develop, maintain, and/or regain health and function through the use of purposeful activity. They address physical, mental, and social components of activity as they work with clients to improve the underlying cause of impairment and/or to adapt activities for client success. This program follows a hybrid-delivery model in which the classroom portion is delivered online (to allow participation by students at remote sites) and the laboratory and clinical portions are delivered locally and at partner sites throughout Oregon. Graduates will be eligible and prepared to sit for the national certification examination.

Please contact our program site coordinator, Crystal Patton-Doherty, at 541-278-5876 for more information about this program.

#### **Wenatchee Valley Community College: Medical Laboratory Technician (MLT) Program**

BMCC has partnered with Wenatchee Valley College to offer this two-year degree to provide students with the general knowledge and basic skills needed for this allied health profession.

During the preparatory first three quarters of the first year, the typical MLT student takes general education courses and specialized medical laboratory courses designed to provide a solid base for the second year of on-the-job training. Students spend the second year in medical laboratory facilities that have agreed to be training centers, while simultaneously taking theoretical supporting courses.

Please contact our program site coordinator, Crystal Patton-Doherty, at 541-278-5876 for more information about this program.

# Course Numbers, Credits, Descriptions

## Course Numbers

Generally, courses with letter prefixes apply toward degrees and certificates, and courses with 100 and 200 numbers are college transfer courses; those numbered 200 to 299 are considered sophomore-level courses. Be sure to check the degree requirements for the certificate or degree you are seeking to ensure that the course you are taking will be counted.

## Course Credits

In order to earn an associate's degree in two years, students should enroll for an average of 16 college-level credits in fall, winter, and spring terms. If college preparatory courses are required, the number of credits each term would increase accordingly. Curriculum and program requirements described in this catalog provide more information on the program or degree of your choice.

Students participating in intercollegiate athletics, must complete and pass at least 12 credit hours each term for eligibility purposes. Students are encouraged to visit with BMCC's athletic director and/or our coaches for detailed eligibility requirements.

## Reading 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.

## HOW TO READ A COURSE DESCRIPTION

Courses are grouped by area of study and listed alphabetically by letter prefix and course number. Courses numbered 100 and above are designed for transfer to other colleges for degree credit.

AGRICULTURE SAFETY..... The title of the course is listed in all capital letters.

A basic course in agricultural safety..... The course description briefly summarizes the course content.

Credits - 3 Lecture - 2 Lab - 1 ..... The number of credits earned by taking the course is noted. Each lecture credit corresponds to one hour of instruction per week. Each lab credit equals 3 hours per week. Each other credit generally refers to 2 hours of class time per credit.

Prerequisite or ..... Prerequisites are listed below course descriptions. A prerequisite is a course that must be completed before enrolling in the selected course. It is important to note prerequisites before registering.

Corequisite ..... Corequisite is a course that should be completed either before or while attending the selected course.

## Explanation of Course Designations:

Symbols designate how courses fulfill various degrees as defined below.

(^) – A transferable course that can be used to fulfill undesignated elective requirements in the associate's degree programs.

(\*) – A transferable course that meets distribution (group) requirements in the associate of arts Oregon transfer (A.A.O.T.) degree and the associate of science (A.S.) degree. Note: Courses meeting distribution requirements may always be used as electives in the transfer degrees.

(+) – Courses that meet the laboratory requirement.

(>) – A maximum of 12 credits of college-level career and technical courses may be used as electives in the A.A.O.T. and the A.A.S. degrees.

Questions regarding suitability of courses should be directed to the program advisor, associate vice president of enrollment management, or vice president of instruction.

## Non-Designated Courses

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, associate vice president of enrollment management, or vice president of instruction.

## Non-Transfer Courses

Courses with numerical designations less than 100 are not transferable to four-year institutions.

# 2015-2016 General Education/Discipline Studies List

## ARTS & LETTERS (HUMANITIES)

#	ART101	Introduction to Visual Arts.....	4
#	ART102	Introduction to Visual Arts.....	4
#	ART103	Introduction to Visual Arts.....	4
	ART115	Basic Design.....	4
	ART116	Basic Design.....	4
	ART117	Basic Design.....	4
#	ART131	Beginning Drawing.....	4
#	ART132	Beginning Drawing.....	4
#	ART133	Beginning Drawing.....	4
#	ART154	Beginning Ceramic Pottery.....	4
#	ART155	Beginning Ceramic Pottery.....	4
#	ART156	Beginning Ceramic Pottery.....	4
	ART184	Beginning Watercolor.....	4
	ART185	Watercolor.....	4
	ART186	Watercolor.....	4
	ART204	History of Western Art.....	4
	ART205	History of Western Art.....	4
	ART231	Intermediate Drawing.....	4
	ART232	Intermediate Drawing.....	4
	ART233	Intermediate Drawing.....	4
	ART254	Intermediate Ceramic Pottery.....	4
	ART255	Intermediate Ceramic Pottery.....	4
	ART256	Intermediate Ceramic Pottery.....	4
	ART261	Beginning Photography.....	4
	ART262	Digital Photo Imaging.....	4
	ART263	Beginning Photography.....	4
	ART264	Intermediate Photography.....	4
	ART265	Intermediate Photography.....	4
	ART266	Intermediate Photography.....	4
#	ART276	Beginning Sculpture.....	4
#	ART277	Beginning Sculpture.....	4
#	ART278	Beginning Sculpture.....	4
#	ART281	Beginning Painting.....	4
#	ART282	Beginning Painting.....	4
#	ART283	Beginning Painting.....	4
	ART285	Intermediate Painting.....	4
	ART286	Intermediate Painting.....	4
	ART291	Intermediate Sculpture.....	4
	ART292	Intermediate Sculpture.....	4
	ART293	Intermediate Sculpture.....	4
	COM111	Fundamentals of Speech.....	4
	COM112	Fundamentals of Speech.....	4
#~	COM115	Intercultural Communication.....	4
#	ENG104	Introduction to Literature.....	4
#	ENG105	Introduction to Literature.....	4
#	ENG106	Introduction to Literature.....	4
#~	ENG107	World Literature.....	4
#~	ENG108	World Literature.....	4
#~	ENG109	World Literature.....	4
#	ENG197	Film as Literature.....	4
#	ENG201	Shakespeare.....	4
#	ENG202	Shakespeare.....	4
#	ENG203	Shakespeare.....	4
#	ENG204	Survey of English Literature.....	4
#	ENG205	Survey of English Literature.....	4
#	ENG206	Survey of English Literature.....	4
#~	ENG253	Survey of American Literature.....	4
#	ENG254	Survey of American Literature.....	4
#	ENG255	Survey of American Literature.....	4
#~	ENG260	Introduction to Women Writers.....	4
#	ENG263	Detective Fiction.....	4
#	ENG264	Detective Fiction.....	4
#	ENG269	Nature Literature.....	4
	MUS105	Music Appreciation.....	4
	MUS205	Introduction to Jazz History.....	4
	MUS206	Introduction to History of Rock Music.....	4
	MUS207	History of Folk Music.....	4
#	PHL101	Introduction to Philosophy.....	4
#	PHL102	Introduction to Philosophy.....	4
	SPAN201	Second-Year Spanish.....	4
	SPAN202	Second-Year Spanish.....	4
	SPAN203	Second-Year Spanish.....	4
#	TA101	Introduction to the Theatre.....	4

#	TA141	Fundamentals of Acting Techniques.....	4
#	TA142	Fundamentals of Acting Techniques.....	4
#	TA143	Fundamentals of Acting Techniques.....	4
#	TA241	Intermediate Acting Techniques.....	4
#	TA242	Intermediate Acting Techniques.....	4
#	TA243	Intermediate Acting Techniques.....	4
#	WR227	Technical Report Writing.....	4
#	WR241	Introduction to Imaginative Writing.....	4
#	WR242	Introduction to Imaginative Writing.....	4
#	WR243	Introduction to Imaginative Writing.....	4

## Social Science

	ANTH101	Introduction to Physical Anthropology.....	4
	ANTH102	Introduction to Archaeology and Prehistory.....	4
#~	ANTH103	Introduction to Cultural Anthropology.....	4
	EC201	Principles of Microeconomic Theory with Applications.....	4
	EC202	Principles of Macroeconomic Theory with Applications.....	4
~	GEOG103	Human Geography.....	4
~	GEOG120	World/Regional Geography.....	4
	GEOG206	Geography of Oregon.....	4
~	HST201	History of the United States.....	4
~	HST202	History of the United States.....	4
~	HST203	History of the United States.....	4
	PS201	American Government and Politics.....	4
	PS202	American Government and Politics.....	4
	PS203	American Government/State and Local.....	4
	PSY201	General Psychology.....	4
#	PSY202	General Psychology.....	4
	PSY237	Human Development.....	4
#~	SOC204	General Sociology.....	4
#~	SOC205	General Sociology/Institutions and Social Change.....	4
#~	SOC213	Minorities.....	4
#~	SOC217	Family and Society.....	4

## COMPUTER SCIENCE

@	CS120	Concepts of Computing.....	4
	CS133B	Programming with Visual Basic.....	4
	CS133J	Scripting: Javascript with jQuery.....	4
	CS133U	Programming with C++.....	4
	CS161	Computer Science.....	4
	CS162	Computer Science.....	4
	CS195	Web Development.....	4
	CS260	Data Structures.....	4
	CS275	Database Development.....	4
	CS295	Web Development.....	4

## MATHEMATICS

	MTH105	Math in Society.....	5
	MTH111	College Algebra.....	5
	MTH112	Elementary Functions.....	5
	MTH211	Foundations of Elementary Mathematics.....	4
	MTH212	Foundations of Elementary Mathematics.....	4
	MTH213	Foundations of Elementary Mathematics.....	4
	MTH231	Discrete Mathematics.....	4
	MTH241	Calculus for Management/Social Science.....	4
	MTH243	Introduction to Probability and Statistics.....	4
	MTH251	Calculus.....	4
	MTH252	Calculus.....	4
	MTH253	Calculus.....	4
	MTH254	Vector Calculus.....	4
	MTH256	Differential Equations.....	4
	MTH261	Linear Algebra.....	4

## NON-LAB SCIENCE

BI149	Human Genetics.....	3
G146	Rocks and Minerals.....	3
G147	Basic Geology.....	3
GEOG101	Physical Geography.....	4

## LAB SCIENCE

PLEASE NOTE: Refer to Course Descriptions for restrictions on G101, G102, PHY201, PHY202, PHY203

BI101	General Biology.....	4
BI102	General Biology.....	4
BI103	General Biology.....	4
BI124	Global Ecology and Conservation Biology.....	4
BI162	Selected Topics in Natural History.....	4
BI163	Natural History of Oregon.....	4
BI211	General Biology.....	5
BI212	General Biology.....	5
BI231	Human Anatomy and Physiology.....	4
BI232	Human Anatomy and Physiology.....	4
BI233	Human Anatomy and Physiology.....	4
BI234	Microbiology.....	4
BOT221	Systematic Botany.....	4
CH104	Introductory Chemistry.....	5
CH105	Introductory Chemistry.....	5
CH106	Introductory Chemistry.....	5
CH110	Foundations of Chemistry.....	5
CH221	General Chemistry.....	5
CH222	General Chemistry.....	5
CH223	General Chemistry.....	5
G101	Introduction to Geology – Minerals and Rocks.....	4
G102	Introduction to Geology – Environmental Geology.....	4
G103	Introduction to Geology – Historical Geology.....	4
G105	Introduction to Geology: Pacific Northwest Geology.....	4
G201	Physical Geology.....	4
G202	Physical Geology.....	4
G203	Historical Geology.....	4
GS104	Physical Science/Physics.....	4
GS105	Physical Science/Chemical Concepts.....	4
GS107	Physical Science/Astronomy.....	4
GS110	Physical Science/Energy.....	4
GS111	Physical Science/Forensic Science.....	4
PHY101	Essentials of Physics.....	4
PHY201	General Physics.....	5
PHY202	General Physics.....	5
PHY203	General Physics.....	5
PHY211	General Physics with Calculus.....	5
PHY212	General Physics with Calculus.....	5
PHY213	General Physics with Calculus.....	5

## HEALTH/WELLNESS

HE115	Body Composition Assessment.....	1
HE250	Personal Health.....	3
HE252	First Aid.....	3
HE253	Personal Nutrition.....	3
HPE295	Health and Fitness for Life.....	3
PE131	Introduction to Physical Education...3	
PE185	Physical Education Activity.....	1
PE290	Lifeguard Training Review.....	1
PE291	Lifeguard Training.....	2
PE292	Water Safety Instructor/WSI.....	2
PE293	Lifeguard Instructor Training/LGI.....	2



# 2015-2016 General Education/Discipline Studies List cont.

## COMPUTER LITERACY COURSES

BA131	Introduction to Business Computing	4
CS120	Concepts of Computing	4

## CULTURAL LITERACY COURSES

ANTH103	Introduction to Cultural Anthropology	4
COM115	Intercultural Communication	4
COM237	Gender and Communication	3
ENG107	World Literature	4
ENG108	World Literature	4
ENG109	World Literature	4
ENG253	Survey of American Literature	4
ENG260	Introduction to Women Writers	4
GEOG103	Human Geography	4
GEOG120	World/Regional Geography	4
HST201	History of the United States	4
HST202	History of the United States	4
HST203	History of the United States	4
SOC204	General Sociology	4
SOC205	General Sociology/Institutions and Social Change	4
SOC213	Minorities	4
SOC217	Family and Society	4

## GENERAL ELECTIVE COURSE LIST

ANS121	Animal Science	3
ANS221	Horses and Horsemanship	3
ANS231	Livestock Evaluation	3
ANTH298	Special Studies	1-3
ART198	Special Studies	1-3
ART298	Special Studies	1-3
BA101	Introduction to Business	4
BA131	Introduction to Business Computing	4
BA198	Special Studies	1-3
BA206	Principles of Management	4
BA211	Principles of Accounting	4
BA212	Principles of Accounting	4
BA213	Principles of Accounting	4
# BA214	Business Communications	4
BA215	Cost Accounting	4
BA223	Principles of Marketing	4
BA226	Business Law	4
# BA280	Cooperative Work Experience	1-8
# BA285	Human Relations in Business	3
BA298	Special Studies	1-3
BI160	Local Ecosystems	1
BI161	Ecosystems Recovery	2
BI198	Special Studies	1-3
# CJ100	Introduction to Criminal Justice	3
# CJ109	Careers in Criminal Justice	3
# CJ110	Police Systems and Practices	3
# CJ120	American Court Systems and Practices	3
# CJ130	Correctional Systems and Practices	3
# CJ132	Probation and Parole: Systems and Practices	3
CJ198	Special Studies	1-3
# CJ200	Theories of Crime and Delinquency	3
# CJ201	Juvenile Justice	3
# CJ214	Criminal Justice Report Writing	3
# CJ220	Criminal Law	3
# CJ222	Procedural Law	3
# CJ227	Ethics in Criminal Justice	3
# COM100	Human Communications	4
COM237	Gender and Communication	3
CS125	Software Applications	3
CS125I	Digital Imaging (Photoshop)	3
CS125M	Interactive Web Design/ Multi-Media	3
CS160	Gentle Introduction to Programming	4

CS198	Special Studies	1-3
CS280	Cooperative Work Experience	1-8
CS288	Network Management III	4
CS298	Special Studies	1-3
CSS122	Irrigated Crops	3
CSS220	Geospatial Data Collection	4
CSS240	Pest Management	4
EC198	Special Studies	1-3
ED100	Introduction to Education	1
ED113	Instructional Strategies in Language Arts	3
# ED200	Foundations of Education	3
# ED229	Learning and Development	3
ED254	Instructional Strategies for English Language Learners	3
# ED258	Multicultural Education	3
ED280	Cooperative Work Experience	1-8
ENGR231	Engineering Statics	4
ENGR235	Engineering Strength of Materials	4
ENGR261	Engineering Fluid Dynamics	4
ENGR265	Hydraulics II	4
ENG198	Special Studies	1-3
ENG240	Native American Literature	3
ENG280	Cooperative Work Experience	1-8
FN225	Nutrition	4
G198	Special Studies	1-3
GEOG298	Special Studies	1-3
GS160	Observational Astronomy	3
GS198	Special Studies	1-3
HD100	College Survival and Success	3
HD109	Academic Planning	1
HD110	Career Planning	2
HD151	Service Leadership	1
HD152	Service Leadership	1
HD153	Service Leadership	1
HD154	Ambassadorship	1
HD204	Self-Motivation and Personal Potential	3
HD206	Coping Skills for Stress	3
HD254	Ambassadorship	1
HST104	World Civilizations I	3
HST105	World Civilizations	3
HST298	Special Studies	1-3
LC109	Learning Community for Academic Success	2
LD110	Your Professional Development Plan	1
LD130	Building a Team	1
LD131	Leading and Motivating a Team	1
LD132	Team Processes	1
LD133	Workplace Culture	1
LD150	Cultivating Self-Care	1
LD211	Ethics in Action	1
LD212	Preparing for Presentations	1
LD215	Emotional Intelligence	1
LD225	Social Intelligence	1
LD288	Practicing Leadership Through Service Learning	1
MTH103	Problem Solving with Technology	1
MTH198	Special Studies	1-3
MTH280	Cooperative Work Experience	1-8
MTH298	Special Studies	1-3
MUP105	Jazz Ensemble	1
MUP115	General Ensemble	1
MUP122	Concert Choir	1
MUP125	Vocal Jazz Ensemble	1
MUP141	Symphony Orchestra	1
MUP168	Applied Woodwinds	1
MUP169	Applied Brass	1
MUP170	Applied Strings	1
MUP171	Applied Piano	1
MUP173	Applied Organ	1
MUP174	Applied Voice	1
MUP191	Applied Percussion	1
MUP205	Jazz Ensemble	1

MUP215	General Ensemble	1
MUP222	Concert Choir	1
MUP225	Vocal Jazz Ensemble	1
MUP241	Symphony Orchestra	1
MUP268	Applied Woodwinds	1
MUP269	Applied Brass	1
MUP270	Applied Strings	1
MUP271	Applied Piano	1
MUP273	Applied Organ	1
MUP274	Applied Voice	1
MUP291	Applied Percussion	1
MUS101	Fundamentals of Music	2
MUS107	Studio Recording Techniques	2
MUS108	Studio Recording Techniques	2
MUS109	Studio Recording Techniques	2
MUS111	Music Theory	4
MUS112	Music Theory	4
MUS113	Music Theory	4
MUS114	Ear Training and Sight Singing	1
MUS115	Ear Training and Sight Singing	1
MUS116	Ear Training and Sight Singing	1
MUS131	Class Piano	2
MUS132	Class Piano	2
MUS133	Class Piano	2
MUS135	Class Voice	2
MUS198	Special Studies	1-3
MUS201	Introduction to Music and Its Literature	3
MUS202	Introduction to Music and Its Literature	3
MUS203	Introduction to Music and Its Literature	3
MUS211	Music Theory	3
MUS212	Music Theory	3
MUS213	Music Theory	3
MUS298	Special Studies	1-3
PE198	Special Studies	1-3
PE280	Cooperative Work Experience	1-8
PHL103	Introduction to Philosophy	3
PHY198	Special Studies	1-3
PS198	Special Studies	1-3
PSY119	Process In Living	3
PSY198	Special Studies	1-3
RD101	College Textbook Reading	3
RD120	Critical Reading and Thinking	3
RD220	Advanced Critical Reading & Thinking	3
SOC198	Special Studies	1-3
SPAN101	First Year Spanish	4
SPAN102	First Year Spanish	4
SPAN103	First Year Spanish	4
SPAN211	Spanish Conversation and Composition	3
SPAN212	Spanish Conversation and Composition	3
SPAN213	Spanish Conversation and Composition	3
TA147	Voice and Diction for the Theatre	3
TA165	Technical Theatre Workshop	3
TA180	Theatre Rehearsal and Performance	3
UMA101	First Year Umatilla	4
WR115	Introduction to College Writing	4
WR198	Special Studies	1-3
WR298	Special Studies	1-3

# 2015-2016 General Education/Discipline Studies List cont.

## CAREER AND TECHNICAL EDUCATION COURSE LIST

AGM131	Agriculture Safety .....	3	#	BA277	Business Ethics .....	3	DA182	Dental Materials and Procedures .....	2
AGM140	Agriculture Engines .....	3		BA284	Pre-Employment Seminar .....	1	DA190	Dental Health Education .....	2
AGM211	Agriculture Construction and Surveying .....	3	#	BA295	Professional Bookkeeping Review .....	3	DA192	Dental Law and Ethics .....	1
AGM221	Metals and Welding .....	3		BT116	Professional Office Procedures .....	4	DA194	Dental Business Office .....	2
AGM240	Tractors .....	2		BT120	Computer Keyboarding .....	2	DA196	Medical Emergencies in the Dental Office .....	1
AGM241	Agriculture Machinery .....	3		BT121	Document Processing I .....	4	DRF110	Print Reading for Welders .....	2
AGM250	Irrigation Systems Design .....	3		BT122	Document Processing II .....	4	DRF112	Computer Aided Drafting .....	3
AGM251	Irrigation Systems .....	3		BT123	Document Processing III .....	3	DRF113	Advanced Computer Aided Drafting .....	3
AGR101	Agriculture Orientation .....	1		BT124	Keyboarding for Speed & Accuracy .....	3	DRF145	Engineering Graphics .....	3
AGR111	Agriculture Computers .....	3		BT131	Legal Office Procedures .....	3	DRF205	Structural Drafting .....	3
AGR200	Pre-Employment Seminar .....	1		BT140	Business Document Editing .....	3	DRF243	Industrial Drafting .....	4
AGR210	Agriculture Accounting .....	4		BT201M	Word Processing/MS Word .....	3	DRF263	3-D Computer Aided Drafting .....	3
AGR211	Agriculture Business Management .....	3		BT202M	Word Processing/Advanced MS Word .....	3	DRF280	Cooperative Work Experience .....	1-8
AGR221	Agriculture Marketing .....	3		BT204	Advanced Word Processing Applications .....	3	DSL141	Heavy Duty Steering and Suspension .....	4
# AGR226	Agriculture Issues .....	3		BT206	Desktop Publishing .....	3	DSL151	Heavy Duty Brakes I .....	3
AGR280	Cooperative Work Experience .....	1-8		BT220	Calculating Machines .....	3	DSL152	Manual Drive Trains I .....	3
AGR296	Production Problems .....	4		BT225	Machine Transcription .....	2	DSL153	Manual Drive Trains II .....	3
ANS122	Animal Science .....	3		BT226	Advanced Machine Transcription .....	2	DSL161	Diesel Engines .....	4
ANS198	Special Studies .....	1-3		BT230	Legal Terminology I .....	3	DSL162	Engine Repair I .....	4
ANS201	Introduction to Equine Science .....	3		BT231	Legal Terminology II .....	3	DSL175	Heavy Duty Equipment .....	3
ANS211	Animal Nutrition .....	4		BT232	Legal Terminology II .....	3	DSL176	Mobile Air-Conditioning and Heating .....	3
ANS212	Animal Nutrition Recitation .....	1		BT240	Records Management .....	3	DSL181	Shop Practices .....	3
ANS216	Pregnancy Testing/Bovine .....	1		BT251	Medical Terminology .....	3	DSL184	Fluid Mechanics .....	4
ANS217	Artificial Insemination .....	3		BT252	Medical Terminology .....	3	DSL191	Electrical Systems I .....	4
ANS218	Advanced Artificial Insemination .....	1		BT253	Medical Transcription .....	3	DSL192	Electrical Systems II .....	4
ANS220	Beef Production .....	4		BT254	Medical Transcription .....	3	DSL193	Electrical Systems III .....	4
ANS222	Sheep and Swine Production .....	4		BT255	Medical Transcription .....	3	DSL196	Electronic Diagnostics and Engine Emissions .....	3
ANS232	Livestock Evaluation .....	3		BT257	Medical Office Procedures .....	4	DSL200	Pre-Employment Seminar .....	1
ANS233	Livestock Evaluation/Oral Reasons .....	1		BT258	Medical Insurance Procedures and Coding .....	4	DSL251	Heavy Duty Brakes II .....	3
ANS240	Animal Health .....	5		BT290	Integrated Office Systems .....	3	DSL262	Engine Repair II .....	4
BA104	Business Mathematics .....	4	#	CJ204	Behavioral Cognitive Processes .....	4	DSL263	Advanced Engine Technology .....	4
BA105	Business Mathematics .....	4	#	CJ205	Victimology .....	3	DSL275	Heavy Duty Equipment II .....	3
BA106	Casino Games Management .....	4	#	CJ210	Police and Community .....	3	DSL280	Cooperative Work Experience .....	1-8
BA107	Survey of Gaming Regulations .....	4	#	CJ212	Criminal Investigation .....	3	ECE100	Developmentally Appropriate Practice in Early Childhood Ed .....	3
BA109	Academic Planning: Business Technologies .....	1	#	CJ225	Correctional Law .....	3	ECE101	Family and Community Relations .....	3
BA110A	Database/MS Access .....	3	#	CJ232	Correctional Casework Counseling .....	3	ECE109	Foundations and Careers in Early Childhood .....	3
BA110X	Spreadsheets/MS Excel .....	3	#	CJ240	Crime, Justice and Diversity .....	3	ECE111	Introduction to ECE Environments .....	3
BA111	Basic Accounting .....	4	#	CJ243	Narcotics and Dangerous Drugs .....	3	ECE112	Introduction to Early Childhood Education/ Professionalism .....	1
BA113	Credit Procedures .....	3	#	CJ250	Criminal Justice Administration .....	3	ECE113	Introduction to Early Childhood Education/Child Advocacy .....	1
BA116	Bookkeeping Practice .....	2	#	CJ280	Cooperative Work Experience .....	1-8	ECE115	Individualizing Curriculum .....	3
BA131A	Introduction to Word .....	1	#	CJ280	Cooperative Work Experience .....	1-8	ECE150	Observation/Assessment and Recording .....	3
BA131B	Introduction to Excel .....	1	#	CS145	Introduction to PC Hardware and Software .....	5	ECE151	Guidance and Classroom Management .....	3
BA131C	Introduction to Access .....	1	#	CS179	Introduction to Networking .....	4	ECE152	Creativity for Young Children .....	3
BA131D	Introduction to PowerPoint .....	1	#	CS180	Computer Science Practicum .....	5	ECE153	Music and Movement .....	3
BA155	Introduction to Fraud Examination .....	3	#	CS240L	Introduction to Linux Systems Administration .....	5	ECE154	Literature and Literacy .....	3
BA177	Payroll Accounting .....	4	#	CS279	Network Management II .....	5	ECE175A	Infant/Toddler Caregiving: Social Emotional Growth .....	1
BA190	Money Management .....	1	#	CS282	Computer Science Colloquium .....	3	ECE175B	Infant/Toddler Caregiving: Group Care .....	1
BA207	E-Commerce .....	4	#	CSS100	Soils and Fertilizers .....	3	ECE175C	Infant/Toddler Caregiving: Learning and Development .....	1
BA209A	Accounting Applications .....	3	#	CSS109	Introduction to Precision Irrigated Agriculture .....	2	ECE175D	Infant/Toddler Caregiving: Culture, Family and Provider .....	1
BA209P	Accounting Applications/Payroll .....	4	#	CSS201	Principles of Crop Science .....	3	ECE198	Special Studies .....	1-3
BA209Q	Accounting Applications/ QuickBooks .....	3	#	CSS210	Forage Crops .....	3	ECE220	Science and Nature with Young Children .....	3
BA210	Spreadsheets/Advanced MS Excel .....	3	#	CSS221	Agricultural Spatial Analysis .....	3	ECE225	Prenatal, Infant and Toddler Development .....	3
BA217	Budgeting and Decision Making .....	3	#	CSS230	Precision Irrigation Software .....	3	ECE226	Child Development .....	3
BA220	Tax Accounting .....	4	#	CSS241	Integrated Pest Management .....	4	ECE227	Enhancing Social Emotional Development .....	3
BA221	Accounting Problems/Tax .....	4	#	DA141	Dental Radiology .....	4	ECE228	Responsive Infant Toddler Programs Curriculum/Planning .....	3
BA222	Finance .....	3	#	DA142	Dental Radiology .....	3	ECE240		
BA224	Human Resources Management .....	3	#	DA143	Dental Radiology .....	1			
BA225	Introduction to Gaming Management .....	4	#	DA151	Chairside Procedures I .....	4			
BA238	Personal Selling .....	3	#	DA152	Chairside Procedures .....	3			
BA239	Retail Promotion .....	3	#	DA153	Chairside Procedures .....	2			
BA249	Retail Selling .....	3	#	DA154	Dental Specialties .....	2			
BA251	Office Management .....	3	#	DA162	Clinical Practice .....	4			
BA261	Intermediate Accounting .....	4	#	DA163	Clinical Practice .....	8			
BA262	Intermediate Accounting .....	4	#	DA166	Clinical Practice Seminar .....	1			
BA263	Intermediate Accounting .....	4	#	DA170	Basic Dental Science .....	3			
BA265	Accounting Problems .....	4	#	DA172	Dental Anatomy .....	4			
BA268	Introduction to Auditing .....	3	#	DA174	Dental Pathology .....	1			
BA271	Analyzing Financial Statements .....	3	#	DA176	Dental Pharmacology .....	1			
			#	DA180	Dental Materials .....	3			

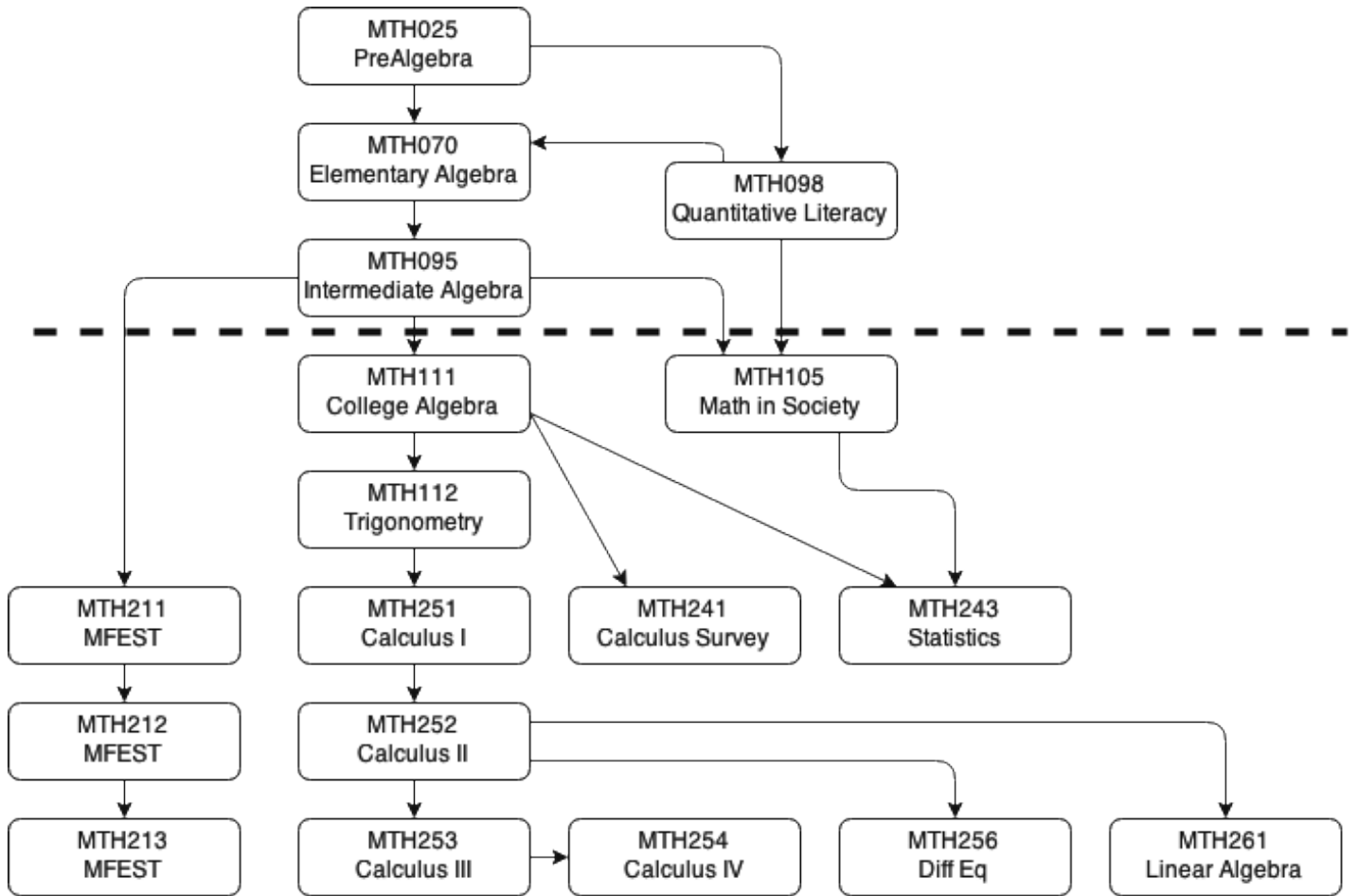
# 2015-2016 General Education/Discipline Studies List cont.

## CAREER AND TECHNICAL

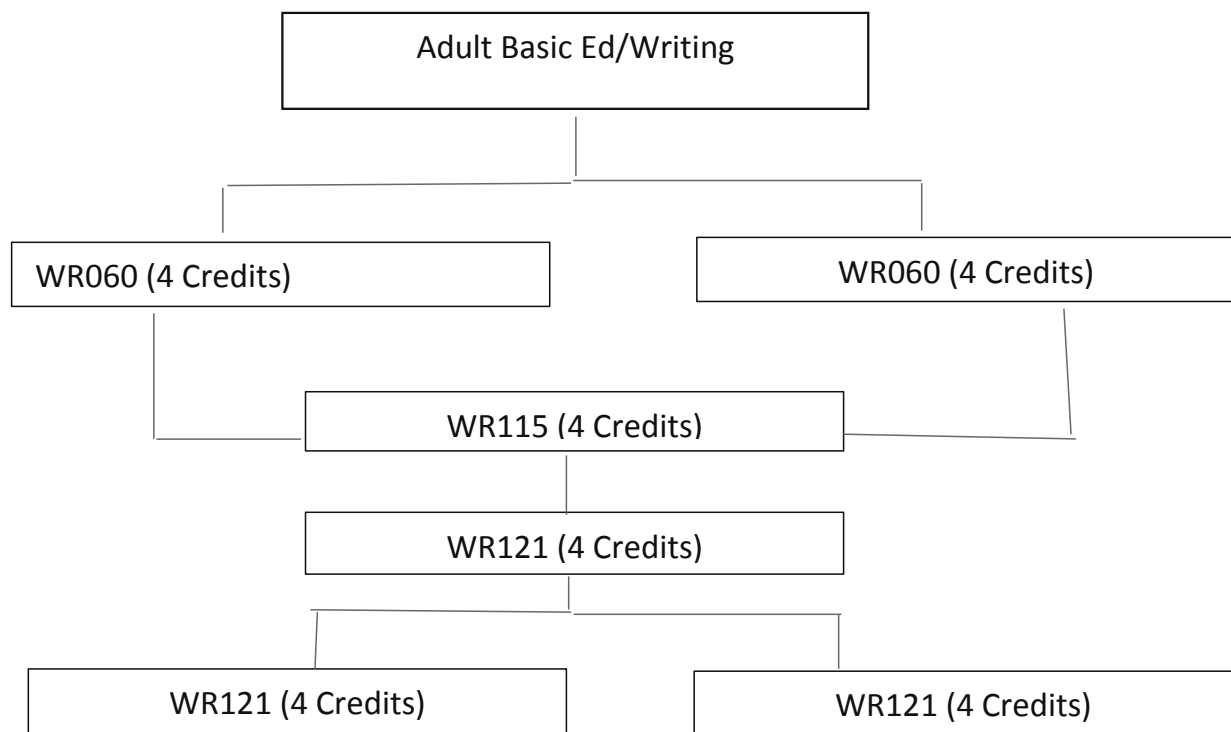
### EDUCATION COURSE LIST (cont.)

ECE245	Challenging Behavior in Young Children.....3	ET222A	Concrete Field Testing Technician.....1	IAT139	Refrigeration Technician EPA Certification.....2
ECE248	Overview of Special Services.....3	ET222B	Concrete Control Technician.....1	IAT141	Troubleshooting Electrical Systems...4
ECE249	Inclusion of Children with Special Needs.....3	ET222C	Concrete Strength Testing Technician.....1	IAT145	Motor & Controls Troubleshooting...4
ECE280	Cooperative Work Experience .....1-8	ET223	Soil Mechanics.....3	IAT147	Programmable Logic Controller .....3
ECE295	Child Care Administration.....3	ET231	Statics .....4	IAT151	Mechanical Systems.....4
ECE296	Issues and Trends .....3	ET235	Strength of Materials .....4	IAT157	Preventative Maintenance Management .....3
ED114	Instructional Strategies in Math and Science .....3	ET251	Estimating Construction Costs.....4	IAT162	Industrial Hydraulic Systems.....3
ED125	Peer Tutoring/ED 125.....1	ET261	Fluid Mechanics .....4	IAT165	Industrial Pneumatic Systems .....3
ED130	Comprehensive Classroom Management.....3	ET265	Hydraulics II.....4	IAT220	Principles of Technology.....5
ED131	Instructional Strategies.....3	FN230	Children, Families and Nutrition.....3	IAT221	Pumps and Valves .....2
ED157	Introduction to Mathematical Explorations .....3	FS110A	Fire Fighter Skills Academy part A .....3	IAT225	Data Center Equipment Infrastructure/Operations.....4
ED169	Overview of Students with Special Needs.....3	FS110B	Fire Fighter Skills Academy part B.....3	IAT233	Refrigeration Servicing .....2
ED235	Educational Technology .....3	FS112A	Firefighting II Skills Academy.....2	IAT237	Refrigeration Troubleshooting.....2
ED250	Second Language Acquisition .....2	FS112B	Firefighting II Skills Academy.....2	IAT241	Industrial Sensors and Actuators.....3
ED251	Literacy Development for Second Language Learners.....3	FS121	Fire Behavior & Combustion .....3	IAT247	Advanced PLC Troubleshooting .....3
ED252	Technology and Second Language Learners.....2	FS122	Fundamentals of Fire Prevention .....3	IAT261	Automated Material Handling .....3
ED255	Bilingual Education/ELD Strategies...3	FS123	Hazardous Materials-Awareness/Operation.....3	IAT267	Process Control & Instrumentation...3
ED260	Overview of Autism Spectrum Disorders.....3	FS130	Wildland Firefighter.....2	IAT271	Capstone Project I.....3
ED261	Instructional Strategies for Autism Spectrum Disorders.....3	FS137	Fire Protection Systems.....3	IAT273	Capstone Project II.....3
ED262	Behavior Management for Autism Spectrum Disorders.....3	FS166	Building Construction for Fire Prevention .....3	IAT275	Capstone Project III.....3
ED263	Communication Strategies for Autism Spectrum Disorder .....3	FS169	Apparatus Operator / Driver .....2	NRS110	Foundations of Nursing – Health Promotion.....9
ED266	Current Issues in Special Education...3	FS170	Intro to Fire Tactics & Strategies.....3	NRS111	Foundations of Nursing in Chronic Illness I.....6
ED268	Educating Mildly and Severely Handicapped.....3	FS212	Fire Investigation.....3	NRS112	Foundations of Nursing in Acute Care I.....6
ED285	Signing Exact English .....3	FS214	Principles of Fire & Emergency Services Safety & Survival .....3	NRS221	Foundations of Nursing in Chronic Illness II/End of Life.....9
ED286	Signing Exact English .....3	FS240	Emergency Services Instructor I.....3	NRS222	Foundations of Nursing in Acute Care II/End of Life .....9
ED287	Signing Exact English .....3	FS274	Intro to Fire & Emergency Administration .....3	NRS224	Scope of Practice/Integrated Practicum .....9
ED298	Special Studies .....1-3	FS280	Cooperative Work Experience .....1-8	NRS230	Clinical Pharmacology I.....3
EMT115	Crisis Intervention.....3	HE100	Introduction to Health Services.....3	NRS231	Clinical Pharmacology II .....3
EMT151	Emergency Medical Technician Part A.....5	HE298	Special Studies .....1-3	NRS232	Pathophysiological Processes I .....3
EMT152	Emergency Medical Technician Part B.....5	HORT100	Plant Science.....3	NRS233	Pathophysiological Processes II .....3
EMT176	Emergency Response Patient Transportation.....2	HORT111	Alternative Crop Production.....3	PHC211	Pharmacology .....2
EMT177	Emergency Response Communication//Documentation...2	HTM100	Hospitality and Tourism Industry .....3	PHC212	Pharmacology .....2
ES169	Emergency Service Rescue.....3	HTM103	Marketing in the Hospitality Industry.....3	RNG241	Range Management .....3
ES175	Introduction to Emergency Services 4	HTM104	Travel and Tourism Industry .....3	SUR161	Plane Surveying .....5
ET111	Introduction to Engineering Technology.....3	HTM105	Food and Beverage Industry.....3	SUR162	Surveying and Mapping.....5
ET114	Introduction to Geographic Information Systems.....3	HTM107	Hospitality Cost Control.....3	SUR166	Highway Fundamentals.....3
ET162	Engineering Materials .....3	HTM109	Introduction to the Lodging Industry.....3	SUR167	Surveying Seminar .....3
ET215	Contract Documents.....4	HTM112	Bed and Breakfast Management .....3	UAS110	Introduction to Remote Sensing Vehicle.....3
ET222	Concrete Practices .....4	HTM127	Selling in the Hospitality Industry.....3	UAS111	Introduction to Unmanned Aerial Vehicle.....4
		HTM130	Beverages.....3	VT109	Introduction to Veterinary Science...2
		HTM131	Customer Service Management I.....3	VT110	Fundamentals of Veterinary Assistant I.....3
		HTM133	Catering Operations.....3	VT111	Fundamentals of Veterinary Assistant II.....3
		HTM224	Event Management.....3	WLD111	Basic Gas and Arc Welding.....3
		HTM230	Hotel, Restaurant and Travel Law .....3	WLD112	Advanced Arc Welding.....3
		HTM232	Menu Design.....3	WLD221	TIG Welding.....3
		IAT109	Introduction to Industrial Automation Technology.....2	WLD253	Welding Practices for Certification ...3
		IAT120	Principles of Technology.....5	WLD256	Pipe Welding for Certification.....3
		IAT121	Drive Systems .....2		
		IAT125	Bearings & Lubrication Systems.....2		
		IAT131	Industrial Safety.....2		
		IAT132	Basic Refrigeration Theory.....2		
		IAT135	HVAC System Controls.....2		
		IAT137	Refrigeration Brazing .....1		

# Math Progression Chart



# Writing Progression Chart



# Course Descriptions

## AGM Agriculture

### >AGM131 - Agriculture Safety

*Credits - 3 Lecture - 2 Lab - 1*

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.

### >AGM140 - Agriculture Engines

*Credits - 3 Lecture - 2 Lab - 1*

Students develop a practical understanding of the functioning, operation, and maintenance of the internal combustion engine particularly as it is used in agricultural operations. Single cylinder small gas engines will be used in the lab setting to demonstrate these principles and allow students hands on experience with diagnostics, disassembly, reassembly and repair.

*Term(s) Offered: Winter*

### >AGM211 - Agriculture Construction and Surveying

*Credits - 3 Lecture - 2 Lab - 1*

Surveying, leveling and construction in agricultural applications.

*Term(s) Offered: Fall*

### >AGM221 - Metals and Welding

*Credits - 3 Lecture - 2 Lab - 1*

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.

*Term(s) Offered: Winter*

### >AGM240 - Tractors

*Credits - 2 Lecture - 1 Lab - 1*

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 using implements will be stressed.

*Term(s) Offered: Fall*

## AGM Agriculture

### >AGM241 - Agriculture Machinery

*Credits - 3 Lecture - 2 Lab - 1*

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

*Term(s) Offered: Spring*

### >AGM250 - Irrigation Systems Design

*Credits - 3 Lecture - 2 Lab - 1*

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

*Term(s) Offered: Winter*

### >AGM251 - Irrigation Systems

*Credits - 3 Lecture - 2 Lab - 1*

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.

*Recommended preparation: AGM250*

*Term(s) Offered: Spring*

## AGR Agriculture

### >AGR101 - Agriculture Orientation

*Credits - 1 Lecture - 1*

Students will explore successful learning opportunities available at Blue Mountain Community College and develop plans to successfully complete their program of study. Special review will be given to agricultural program areas. Agriculture department instructors and staff will introduce students to financial aid, the library, and the student service center.

*Fulfills the HD109 Requirement*

*Term(s) Offered: Fall*

### @>AGR111 - Agriculture Computers

*Credits - 3 Lecture - 3*

Application of personal microcomputers to farm and ranch situations. Use and evaluation of spread sheets, data bases, and word processing software are covered.

*Term(s) Offered: Fall*

## AGR Agriculture

### >AGR200 - Pre-Employment Seminar

*Credits - 1 Lecture - 1*

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.

*Term(s) Offered: Winter*

### >AGR210 - 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.

*Term(s) Offered: Fall*

### >AGR211 - Agriculture Business Management

*Credits - 3 Lecture - 2 Lab - 1*

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.

*Term(s) Offered: Winter*

### >AGR221 - 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.

*Term(s) Offered: Spring*

### #>AGR226 - Agriculture Issues

*Credits - 3 Lecture - 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.

*Term(s) Offered: Fall*

# Course Descriptions

## AGR Agriculture

### >AGR280 - Cooperative Work Experience

Credits - 1-8

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.

Term(s) Offered: Fall, Winter, Spring

### >AGR296 - Production Problems

Credits - 4 Lecture - 4

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.

Term(s) Offered: Spring

## ANS Agriculture

### ANS031 - Basics of Horse Trimming and Shoeing

Credits - 1 Lab - 1

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.

### ^ANS121 - Animal Science

Credits - 3 Lecture - 2 Lab - 1

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.

Term(s) Offered: Winter

### >ANS122 - Animal Science

Credits - 3 Lecture - 2 Lab - 1

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.

ANS121 preferred not required.

Term(s) Offered: Winter, Spring

## ANS Agriculture

### >ANS198 - Special Studies

Credits - 1-3

Designed to provide interested and capable students with the opportunity to study special topics in the animal sciences.

### >ANS201 - Introduction to Equine Science

Credits - 3 Lecture - 2 Lab - 1

This course is an introductory course in equine science. The course emphasizes the effects of natural selection on natural and domesticated horses, selection of horses by breed and evaluation of conformation, tack selection and care, nutrition and feed rations, basic handling of horses from the ground, and general health care. Labs will parallel topics in lecture and provide students with practical applications of techniques discussed.

Term(s) Offered: Fall

### >ANS211 - Animal Nutrition

Credits - 4 Lecture - 3 Lab - 1

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.

Corequisite: AGR280

Recommended preparation: ANS121

Term(s) Offered: Winter

### >ANS212 - Animal Nutrition Recitation

Credits - 1 Lecture - 1

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.

Corequisite: ANS211

Term(s) Offered: Winter

## ANS Agriculture

### >ANS216 - Pregnancy Testing/Bovine

Credits - 1 Lab - 1

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.

Recommended preparation: ANS121, ANS122 and instructor approval.

Term(s) Offered: Fall

### >ANS217 - Artificial Insemination

Credits - 3 Lecture - 2 Lab - 1

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.

Recommended preparation: ANS121 and ANS122

Term(s) Offered: Spring

### >ANS218 - Advanced Artificial Insemination

Credits - 1 Lab - 1

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.

Prerequisite: ANS217

### >ANS220 - Beef Production

Credits - 4 Lecture - 3 Lab - 1

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 ANS121 and ANS122 recommended but not required.

Term(s) Offered: Winter

### ^ANS221 - Horses and Horsemanship

Credits - 3 Lecture - 3 Lab - 1

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.

Term(s) Offered: Spring

# Course Descriptions

## ANS

## Agriculture

### >ANS222 - Sheep and Swine Production

Credits - 4 Lecture - 3 Lab - 1

Fundamentals of modern sheep and swine production. Students develop skills and learn up-to-date, practical information. Offered in odd numbered years.

Completion of ANS121 and ANS122 recommended but not required.

Term(s) Offered: Winter

### ^ANS231 - Livestock Evaluation

Credits - 3 Lecture - 2 Lab - 1

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.

Term(s) Offered: Spring

### >ANS232 - Livestock Evaluation

Credits - 3 Lecture - 2 Lab - 1

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.

Recommended preparation: AGM231 or instructor approval.

Term(s) Offered: Fall

### >ANS233 - Livestock Evaluation/ Oral Reasons

Credits - 1 Lab - 1

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 ANS231 required.

Term(s) Offered: Fall

### >ANS240 - Animal Health

Credits - 5 Lecture - 4 Other - 1

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.

Term(s) Offered: Spring

## ANTH

## Social Science

### \*ANTH101 - Introduction to Physical Anthropology

Credits - 4 Lecture - 4

Principles of evolution applied to evidence for human physical change and development; study of fossil humans and human variation. Satisfies science group requirements at some four-year colleges.

Prerequisite: WR060 or Placement, WR115 strongly recommended.

Term(s) Offered: Fall

### \*ANTH102 - Introduction to Archaeology and Prehistory

Credits - 4 Lecture - 4

Study of archaeological methods and evidence for the evolution of human cultures and an understanding of how and why cultures change.

Prerequisite: WR060 or Placement, WR115 strongly recommended.

Term(s) Offered: Winter

### #~\*ANTH103 - Introduction to Cultural Anthropology

Credits - 4 Lecture - 4

Study of the organization and functioning of selected world cultures, both Western and non-Western groups.

Prerequisite: WR060 or Placement, WR115 strongly recommended.

Term(s) Offered: Fall, Winter, Spring

### ^ANTH298 - Special Studies

Credits - 1-3

Special topics in anthropology.

Recommended preparation: WR060

## APR

## Apprenticeship

### >APR110A - Plumbing Apprenticeship Fundamentals

Credits - 4 Lecture - 4

This course will familiarize the apprentice with a brief history of plumbing laws governing the plumbing trade; materials and methods for installation and maintenance of potable water systems, waste and sewage disposal; the definitions, fundamentals rules, purpose and scope of the Uniform Plumbing Code (UPC).

## APR

## Apprenticeship

### >APR110B - Plumbing Apprenticeship Math and Basic Installation

Credits - 4 Lecture - 4

This course covers the practical application of basic math to plumbing calculations and familiarize the apprentice with basic installation practices utilizing the fundamental rules of the Uniform Plumbing Code and on-the-job Occupational Health and Safety requirements.

### >APR110C - Plumbing Apprenticeship Print Reading

Credits - 4 Lecture - 4

This course covers installation practices for potable water, piping materials and methods for installation and maintenance of potable water systems, waste and sewage disposal, the definitions, fundamental rules, purpose and scope of the Uniform Plumbing Code (UPC).

### >APR110D - Plumbing Apprenticeship Basic Installation

Credits - 4 Lecture - 4

In this course, the apprentice will become familiar with the proper techniques for installing sanitary drainage systems, gas and electric tank type water heaters and tankless water heaters, Uniform Plumbing Code and Occupational Safety and Health Association (OSHA) requirements.

### >APR110E - Plumbing Apprenticeship Occupancy

Credits - 4 Lecture - 4

In this course, the plumbing apprentice will become familiar with advanced levels of blueprint reading and specialty drawings; installation of sewage and drainage systems and further study of installation and safety practices.

# Course Descriptions

## APR Apprenticeship

### >APR110F - Plumbing Apprenticeship Advanced Waste System

*Credits - 4 Lecture - 4*

This course will introduce the apprentice to several aspects of the plumbing trade, including the range of materials approved for venting purposes, the raising or lifting of waste materials to the elevation of the building drain by means of sump pumps, sewage pumps and sewage ejectors; the use of traps to prevent dangerous gases from escaping into building; and further study of installation and safety practices. Chapters 9 & 10 of the UPC.

### >APR111A - LMPE Apprenticeship Fundamentals

*Credits - 4 Lecture - 4*

Related training for the LMPE Electrical Apprentice. Subject area will enable the apprentice to receive the technical knowledge of the skills required of an LMPE Electrician. Context will include trade history and concepts, trade math, basic electrical DC theory, and introduction to National Electrical Code.

### >APR111B - LMPE Apprenticeship AC/DC Circuits

*Credits - 4 Lecture - 4*

Related training for LMPE Electrical Apprentice. The student will receive the technical knowledge of the skills required of an LMPE Electrician. Content will cover mathematical formulas of equations, basic AC theory, use of test equipment and applicable National Electrical Code.

### >APR111C - LMPE Apprenticeship Measurement

*Credits - 4 Lecture - 4*

This course is designed to familiarize the LMPE Electrical apprentice with advanced aspects of electrical theory, math and power distribution along with practical residential wiring and the National Electrical Code.

## APR Apprenticeship

### >APR111D - LMPE Apprenticeship Theory

*Credits - 4 Lecture - 4*

This course covers related training for the LMPE Electrical Apprentice. The student will receive the technical knowledge of the skills required of an LMPE Electrician. Course content includes the requirements for wiring and installation of electrical devices, transformers, over-current devices, wire devices, hazardous locations, residential calculation and application of the National Electrical Code.

### >APR111E - LMPE Apprenticeship Wiring and Print Reading

*Credits - 4 Lecture - 4*

This course covers related training for LMPE Apprentice. The apprentice will receive the technical knowledge of the skills required of an LMPE Electrician. The content will include requirements for wiring and installation of electrical devices, auxiliary gutters, raceways, fuses and over-current devices, wire devices, hazardous locations, busways, residential calculation and applicable national electrical code.

### >APR111F - LMPE Apprenticeship Installation

*Credits - 4 Lecture - 4*

This course covers the requirements for wiring and installation of electrical devices, auxiliary gutters, raceways, fuses and over-current devices, hazardous locations, busways, residential calculation and applicable National Electrical Code for LMPE electrician apprentices.

### >APR112A - Inside Electrical Apprenticeship Fundamentals

*Credits - 4 Lecture - 4*

Related training for Inside Wire Electrician Apprentice. Subject area will enable the apprentice to receive the technical knowledge of the skills required of an Inside Wire Electrician. Context will include trade history and concepts, trade math, basic electrical DC theory, and introduction to National Electrical Code.

## APR Apprenticeship

### >APR112B - Inside Electrician Apprenticeship AC/DC Circuits

*Credits - 4 Lecture - 4*

Related training for Inside Wire Electrician Apprentice. The student will receive the technical knowledge of the skills required of an Inside Wire Electrician. Content will cover mathematical formulas of equations, basic AC theory, use of test equipment and applicable National Electrical Code.

### >APR112C - Inside Electrical Apprenticeship Measurement

*Credits - 4 Lecture - 4*

This course is designed to familiarize the Inside Electrical apprentice with advanced aspects of electrical theory, math and power distribution along with practical residential wiring and the National Electrical Code.

### >APR112D - Inside Electrical Apprenticeship Theory

*Credits - 4 Lecture - 4*

This course covers related training for the Inside Wire Electrical Apprentice. The student will receive the technical knowledge of the skills required of an Inside Wire Electrician. Course content includes the requirements for wiring and installation of electrical devices, transformers, over-current devices, wire devices, hazardous locations, residential calculation and application of the National Electrical Code.

### >APR112E - Inside Electrical Apprenticeship Wiring and Print Reading

*Credits - 4 Lecture - 4*

This course covers related training for Inside Wire Electrical Apprentice. The apprentice will receive the technical knowledge of the skills required of an Inside Wire Electrician. The content will include requirements for wiring and installation of electrical devices, auxiliary gutters, raceways, fuses and over-current devices, wire devices, hazardous locations, busways, residential calculation and applicable national electrical code.



# Course Descriptions

APR

Apprenticeship

## >APR112F - Inside Electrician Apprenticeship Installation

Credits - 4 Lecture - 4

This course covers the requirements for wiring and installation of electrical devices, auxiliary gutters, raceways, fuses and over-current devices, hazardous locations, busways, residential calculation and applicable National Electrical Code for Inside Wire Electrician apprentices.

## >APR114A - PLC Apprenticeship Hardware/Number Systems

Credits - 4 Lecture - 4

This course covers related training for the Programmable Logic Controller (PLC) apprentice to study theory and trade practices. Content includes an introduction to the trade, application, scope requirements, design, development, documentation, troubleshooting, programming, analog interface, and Input/Output concepts needed for understanding PLC's in the workplace.

## >APR114B - PLC Apprenticeship Programming Fundamentals

Credits - 4 Lecture - 4

This course covers related training for Programmable Logic Controller (PLC) apprentices to study theory and trade practices with content focused on input and output modules, creating a modular PLC, processors, introduction to ControlNet/DeviceNet, data organization, and basic relay instructions.

## >APR114C - PLC Apprenticeship Timers, Counters, Controls

Credits - 4 Lecture - 4

This course covers related training for Programmable Logic Controller (PLC) apprentices to study theory and trade practices, the course includes relay instructions, programmable controller input modules, system documenting, timer and counter instructions.

## >APR115A - LME Apprenticeship Fundamentals

Credits - 4 Lecture - 4

Related training for the LME Electrical Apprentice. Subject area will enable the apprentice to receive the technical knowledge of the skills required of an LME Electrician. Context will include trade history and concepts, trade math, basic electrical DC theory, and introduction to National Electrical Code.

APR

Apprenticeship

## >APR115B - LME Apprenticeship AC/DC Circuits

Credits - 4 Lecture - 4

Related training for LME Electrical Apprentice. The student will receive the technical knowledge of the skills required of an LME Electrician. Content will cover mathematical formulas of equations, basic AC theory, use of test equipment and applicable National Electrical Code.

## >APR115C - LME Apprenticeship Blueprint Reading

Credits - 4 Lecture - 4

This course covers related training for LME Apprentice. The apprentice will receive the technical knowledge of the skills required of an LME Electrician. The content will include requirements for wiring and installation of electrical devices, auxiliary gutters, raceways, fuses and over-current devices, wire devices, hazardous locations, busways, residential calculation and applicable national electrical code.

## >APR117A - IMM Apprenticeship Reading Blueprints and Schematics

Credits - 3 Lecture - 3

This course covers all varieties of blueprints, schematics, and symbols used in commercial and industrial settings. Examines symbols on schematics, electrical symbols, diagrams, hydraulic, pneumatic, and piping. Discusses machine parts and machine drawings. Introduces sketching used in industrial plants including welding and joining symbols.

## >APR117B - IMM Apprenticeship - Industrial Math/Measurement

Credits - 3 Lecture - 3

This course covers measurement and mathematical basics used in commercial and industrial applications. Examines all aspects of basic measurement concepts and procedures. Explains how to use scales and rules, combination calipers, and micrometers. Examines common fractions and decimals, powers and roots. Moves on to cover geometry, algebra, and formulas for problem solving. Concludes by explaining properties of triangles.

APR

Apprenticeship

## >APR117C - IMM Apprenticeship Metals in the Plant

Credits - 1 Lecture - 1

This course introduces metals, metallurgy, and metalworking used in industry. Discusses the properties of metals, including their mechanical properties. Examines industrial manufacturing processes. Covers iron and standard steels. Explains the different kinds of heat treatment and their usage. Discusses some techniques of working with copper, aluminum, magnesium, titanium, lead, nickel, tin, and zinc.

## >APR117D - IMM Apprenticeship Nonmetals in the Plant

Credits - 1 Lecture - 1

This course introduces major nonmetal materials and how they are most frequently used. Describes, properties, characteristics, and classifications of each material. Covers synthetic and natural materials. Examines various paints and coatings, their proper use, preparation, and application. Surveys industrial chemicals. Chemical safety precautions are covered, along with the proper use of protective equipment.

## >APR117E - IMM Apprenticeship Hand Tools

Credits - 1 Lecture - 1

This course covers the most important hand tools used in the industrial workplace. The course includes the proper use of measuring tools, including a discussion of units of measurement. Examines the various kinds of wrenches and screwdrivers, their uses and handling techniques. Explains various hand tools by specialty: pipefitting tools, plumbing tools, electrician's tools, sheet metalworking tools, machinists' metal-working tools, hoisting and pulling tools.

## >APR117F - IMM Apprenticeship Portable Power Tools

Credits - 1 Lecture - 1

This course explains the uses, selection, safety, and care of industrial power tools: electric drills, electric hammers, pneumatic drills and hammers, screwdrivers, nutrunners, wrenches, linear-motion and circular saws, routers and planes, electric sanders, grinders, and shears. Covers tool sharpening techniques for selected tools.

# Course Descriptions

## APR Apprenticeship

### >APR117G - IMM Apprenticeship Industrial Safety and Health

*Credits - 1 Lecture - 1*

This course covers government involvement in ensuring a safe workplace. Discusses safety in various situations, personal protective equipment and fire safety. Includes expanded coverage of many health hazards. Covers environmental responsibility and the importance of maintaining a safe work environment.

### >APR117H - IMM Apprenticeship Troubleshooting Skills

*Credits - 1 Lecture - 1*

This course explores the subject of troubleshooting and the importance of proper maintenance procedures. Covers working with others, aids in communication, and trade responsibilities. Outlines troubleshooting techniques and aids, using schematics and symbols. Focuses on specific maintenance tasks, breakdown maintenance, and planned maintenance.

### >APR117I - IMM App. Industrial Rigging Principles and Practices

*Credits - 1 Lecture - 1*

This course covers techniques and safeguards in the use of rope, chain, hoists, and scaffolding when moving heavy plant equipment and maintaining plant utilities.

### >APR117J - IMM Apprenticeship Equipment Installation

*Credits - 1 Lecture - 1*

This course covers installation procedures for large plant equipment. Considers factors affecting proper installation in detail, from preparatory relocation of underground piping and wiring through equipment anchoring, aligning and running tests.

## APR Apprenticeship

### >APR117K - IMM Apprenticeship Basic Mechanics

*Credits - 1 Lecture - 1*

This course covers force and motion, work and energy, and fluid mechanics as applied in industrial maintenance. Explains principles of operation for simple machines, such as lever, inclined plane, wheel and axle, pulley, and screw. Explains the basic elements of industrial machines, as well as common measurement tools used to monitor and adjust equipment. Covers hand tools, power tools and fasteners, ending with a discussion of ways to reduce friction and wear.

### >APR117L - IMM Apprenticeship Lubricants and Lubrication

*Credits - 1 Lecture - 1*

This course covers force and motion, work and energy, and fluid mechanics as applied in industrial maintenance. Explains principles of operation for simple machines, such as lever, inclined plane, wheel and axle, pulley, and screw. Explains the basic elements of industrial machines, as well as common measurement tools used to monitor and adjust equipment. Covers hand tools, power tools and fasteners, ending with a discussion of ways to reduce friction and wear.

### >APR117M - IMM Apprenticeship Power Transmission Equipment

*Credits - 1 Lecture - 1*

This course covers belt drives, chain drive, gears and gear drives, adjustable-speed drives, shaft alignment, shaft coupling devices, and clutches and brakes.

### >APR117N - IMM Apprenticeship Bearings

*Credits - 1 Lecture - 1*

This course covers principles and applications of various types of bearings, including plain journal, ball, and roller bearings. Explains installation, inspection and repair of bearings. Deals with specialized bearings, including powdered-metal, nonmetallic, and hydrostatic bearings. Covers bearing seals, lubrication, and maintenance practices.

## APR Apprenticeship

### >APR117O - IMM Apprenticeship Pumps

*Credits - 1 Lecture - 1*

Covers typical applications of various types of pumps. Describes factors affecting pump selection. Explains operating principles of centrifugal, propeller, and turbine, rotary, reciprocating, and metering pumps. Includes special-purpose pumps, diaphragm pumps, and others designed to handle corrosive and abrasive substances. Covers pump maintenance, packing gland, seal, and bearing replacement.

### >APR117P - IMM Apprenticeship Piping Systems

*Credits - 1 Lecture - 1*

Covers piping and tubing systems used for fluid transport in the plant: hydraulic fluids, steam, liquefied product, refrigerant, and water. Shows typical metallic and nonmetallic piping systems, pipe-joining methods, and how tubing and hoses differ from piping. Covers valves, pipe fittings, hangers, supports, and insulation, and shows how tubing is sized, fitted, bent, and joined. Explains uses of traps, filters, and strainers.

### >APR117Q - IMM Apprenticeship Basic Hydraulics

*Credits - 1 Lecture - 1*

This course covers hydraulic principles, types of hydraulic fluids and their characteristics. Describes components of hydraulic systems and their functions; including filters and strainers, reservoirs and accumulators, pumps, piping, tubing and hoses, control valves, and devices. The course also covers a variety of cylinders and hydraulic motors.

### >APR117R - IMM Apprenticeship Hydraulic Troubleshooting

*Credits - 1 Lecture - 1*

This course covers understanding hydraulic systems, using schematic diagrams, installation procedures, cleanliness and safety. Includes tubing cutting, bending, and flaring, identification and selection of proper fluid, and charging the system. Discusses planned maintenance, specific repair/replacement recommendations, system diagnosis, and troubleshooting.

# Course Descriptions

APR

Apprenticeship

## >APR117S - IMM Apprenticeship Basic Pneumatics

*Credits - 1 Lecture - 1*

This course covers how work, force, and energy are applied to principles of pneumatics. Explains the operating principles of reciprocating, positive displacement, rotary, and dynamic air compressors. Covers primary and secondary air treatment including; valves, logic, devices, cylinders, and air motors.

## >APR117T - IMM Apprenticeship Pneumatic Troubleshooting

*Credits - 1 Lecture - 1*

This course covers pneumatic systems, schematic symbols and diagrams, installing system components, planned maintenance, system diagnosis, and troubleshooting. The course also includes maintenance of air compressors, control valves, air motors, electrical components, and hybrid systems.

## >APR117U - IMM Apprenticeship Chemical Hazards

*Credits - 1 Lecture - 1*

This course covers OSHA'S Hazard Communication Standard and discusses the physical and health hazards presented by dangerous chemicals. The student will also be introduced to the information contained in a Material Safety Data Sheet (MSDS).

## >APR117V - IMM Apprenticeship Bulk Handling Conveyors

*Credits - 1 Lecture - 1*

This course covers OSHA'S Hazard Communication Standard and discusses the physical and health hazards presented by dangerous chemicals. The student will also be introduced to the information contained in a Material Safety Data Sheet (MSDS).

## >APR210G - Plumbing Apprenticeship Residential Installation

*Credits - 4 Lecture - 4*

This course will introduce the plumbing apprentice to the broad variety of fixtures (tubs, showers, toilets, water heaters etc.) and fixture fittings (faucets, valves, trim, regulators, gauges) found in residential, commercial and industrial building and instruct the apprentice in the Code requirements and industry practices for proper use and installation.

APR

Apprenticeship

## >APR210H - Plumbing Apprenticeship Commercial Installation

*Credits - 4 Lecture - 4*

This course will allow the apprentice to master more complex mathematical calculations encountered in the trade; understand the principles of heat transfer and heat retention in connection with water heaters; and understand methods of water treatment as it applies to the Plumbing trade.

## >APR210I - Plumbing Apprenticeship Code

*Credits - 4 Lecture - 4*

In this course, the Plumbing apprentice will master the concepts and procedures of reading a complete set of plans; basic electricity; installation of storm drains; and the Uniform Plumbing Code as it relates to the Plumbing industry.

## >APR210J - Plumbing Apprenticeship Industrial Installation

*Credits - 4 Lecture - 4*

In this course the Plumbing apprentice will gain proficiency in; service and maintenance of residential, commercial and industrial plumbing primarily focusing on industrial plumbing installation and repair; and associated Uniform Plumbing Codes for industrial installations.

## >APR210K - Plumbing Apprenticeship Basic Waste Water System

*Credits - 4 Lecture - 4*

This course will enable the Plumbing apprentice to gain proficiency in isometric drawings to depict sizing in water, drainage and gas piping systems; direct, indirect and special waste system; protection of water supply - sources of possible contamination, prevention devices and practices; principles of hydraulics and pneumatic related to plumbing; pump theory - installation and maintenance; developing shop drawings and figuring materials for a job.

APR

Apprenticeship

## >APR210L - Plumbing Apprenticeship Code and Test Preparation

*Credits - 4 Lecture - 4*

This course covers the review of the Uniform Plumbing Code designed to assist the apprentice with various aspects of taking and passing the Oregon Plumbing License exam.

## >APR211G - LMPE Apprenticeship Safety and Code

*Credits - 4 Lecture - 4*

This course covers the technical knowledge of the skills required of an LMPE Electrician. Content will cover applied electrical theory, residential and commercial wiring practices, busways, motor fundamental application National Electrical Code.

## >APR211H - LMPE Apprenticeship Motors and Controls

*Credits - 4 Lecture - 4*

This course will allow the LMPE Electrical apprentice to understand the technical knowledge of the skills required including motors, generators, controls, and applicable National Electrical Code.

## >APR211I - LMPE Apprenticeship Fiber Optics

*Credits - 4 Lecture - 4*

This course covers applied electrical theory, fiber optics, specialty applications, residential and commercial wiring practices, busways, motor fundamentals, and applicable National Electrical Code for electrical installations.

## >APR211J - LMPE Apprenticeship Math/Test Equipment

*Credits - 4 Lecture - 4*

This course covers related training for LMPE Electrician apprentice. Content includes trade history, safety and first aid, blueprint reading, commercial and residential calculations, wiring methods, related theory and National Electrical Code.

# Course Descriptions

## APR Apprenticeship

### >APR211K - LMPE Apprenticeship Voltage

*Credits - 4 Lecture - 4*

This course covers a thorough review of the National Electrical Code book. Theory and application of motor controls, solid state fundamentals, special termination, layout, hazardous locations and transformer locations.

### >APR211L - LMPE Apprenticeship Code and Test Prep

*Credits - 4 Lecture - 4*

This course covers the review of the National Electrical Code designed to assist the apprentice with various aspects of taking and passing the Oregon State Limited Manufacture Plant Electrical License exam.

### >APR212G - Inside Electrical Apprenticeship Safety and Code

*Credits - 4 Lecture - 4*

This course covers the technical knowledge of the skills required of an Inside Wire Electrician. Content will cover applied electrical theory, residential and commercial wiring practices, busways, motor fundamental application National Electrical Code.

### >APR212H - Inside Electrical Apprenticeship Motors and Controls

*Credits - 4 Lecture - 4*

This course will allow the apprentice to understand the technical knowledge of the skills required including motors, generators, controls, and applicable National Electrical Code.

### >APR212I - Inside Electrical Apprenticeship Fiber Optics

*Credits - 4 Lecture - 4*

This course covers applied electrical theory, fiber optics, specialty applications, residential and commercial wiring practices, busways, motor fundamentals, and applicable National Electrical Code for electrical installations.

## APR Apprenticeship

### >APR212J - Inside Electrical Apprenticeship Math/Test Equipment

*Credits - 4 Lecture - 4*

This course covers related training for Inside Wire Electrician apprentice. Content includes trade history, safety and first aid, blueprint reading, commercial and residential calculations, wiring methods, related theory and National Electrical Code.

### >APR212K - Inside Electrical Apprenticeship Voltage

*Credits - 4 Lecture - 4*

This course covers a thorough review of the National Electrical Code book. Theory and application of motor controls, solid state fundamentals, special termination, layout, hazardous locations and transformer locations.

### >APR212L - Inside Electrical Apprenticeship Code and Test Prep

*Credits - 4 Lecture - 4*

This course covers the review of the National Electrical Code designed to assist the apprentice with various aspects of taking and passing the Oregon State Electrical License exam.

### >APR214D - PLC Apprenticeship Operation

*Credits - 4 Lecture - 4*

This course covers related training for Programmable Logic Controller (PLC) apprentices to study theory and trade practices content focused on automatic control systems, accuracy, errors, pressure measurement and measurement principles.

### >APR214E - PLC Apprenticeship Troubleshooting

*Credits - 4 Lecture - 4*

This course covers related training for Programmable Logic Controller (PLC) apprentice to study theory and trade practices with content focused on compensation, temperature measurement, pneumatic principles and control valves, automatic control and troubleshooting the system.

## APR Apprenticeship

### >APR214F - PLC Apprenticeship Practicle Applications

*Credits - 4 Lecture - 4*

This course covers related training for Programmable Logic Controller (PLC) apprentices to study theory and trade practices with content focused on calibration, errors, control valves, and special programmable controller functions.

### >APR215D - LME Apprenticeship Safety and Code

*Credits - 4 Lecture - 4*

This course covers the technical knowledge of the skills required of an LME Electrician. Content will cover applied electrical Theory, residential and commercial wiring practices, busways, motor fundamental application National Electrical Code.

### >APR215E - LMPE Apprenticeship Motors and Controls

*Credits - 4 Lecture - 4*

This course will allow the LME Electrical apprentice to understand the technical knowledge of the skills required including motors, generators, controls, and applicable National Electrical Code.

### >APR215F - LME Apprenticeship Code and Test Prep

*Credits - 4 Lecture - 4*

This course covers the review of the National Electrical Code designed to assist the LME Electrical apprentice with various aspects of taking and passing the Oregon State Limited Maintenance Electrical License exam.

### >APR217A - IMM Apprenticeship Maintenance of Mechanical Drives

*Credits - 1 Lecture - 1*

This course covers mechanical drive alignment, coupling alignment and includes installation and maintenance of mechanical drives, from chain drives to enclosed gear drives.

### >APR217B - IMM Apprenticeship Mechanical and Fluid Drive Systems

*Credits - 1 Lecture - 1*

This course covers further details of drive maintenance, including brakes, clutches, and adjustable-speed drives. APR217B also covers maintenance and troubleshooting of fluid drives and package drive systems.

# Course Descriptions

APR

Apprenticeship

## >APR217C - IMM Apprenticeship Bearing & Shaft Seal Maintenance

Credits - 1 Lecture - 1

This course covers industrial drive maintenance, including brakes, clutches, and adjustable-speed drives. APR217C also covers maintenance and troubleshooting of fluid drives and package drive systems for industrial equipment and machinery.

## >APR217D - IMM Apprenticeship Pump Installation and Maintenance

Credits - 1 Lecture - 1

This course introduces the Industrial Maintenance Mechanic apprentice to basic industrial machinery pumping concepts and the required maintenance of packing and seals. APR217D also covers the maintenance and overhaul of centrifugal and rotary pumps.

## >APR217E - IMM Apprenticeship Maintenance Pipe Fitting

Credits - 1 Lecture - 1

This course covers components and terminology used in industrial piping systems including measurement and maintenance of threaded, welded and plastic piping systems. APR217E also explains the use of pipefitting accessories, supports, traps, expansion joints, filters and strainers.

## >APR217F - IMM Apprenticeship Tubing & Hose System Maintenance

Credits - 1 Lecture - 1

This course covers industrial tubing installation and specifications. APR217F explores the procedures used for handling, bending, cutting and installing tubing in an industrial setting.

## >APR217G - IMM Appr Valve Maintenance & Piping System Protection

Credits - 1 Lecture - 1

This course covers components and terminology used in industrial piping systems including measurement and maintenance of threaded, welded and plastic piping systems. APR217E also explains the use of pipefitting accessories, supports, traps, expansion joints, filters and strainers.

APR

Apprenticeship

## >APR217H - IMM Apprenticeship Force and Motion

Credits - 1 Lecture - 1

This course covers fundamentals of force and motion. APR217H demonstrates how mathematical and graphical representations can help clarify our thinking about mechanical force and motion.

## >APR217I - IMM Apprenticeship Introduction to Robotics

Credits - 1 Lecture - 1

This course covers the background for a detailed study of robot maintenance. APR217I introduces the apprentice to the basics of robotics, using clear, easy-to-follow language to take the mystery out of robot technology.

## >APR217J - IMM Apprenticeship Welding Principles

Credits - 1 Lecture - 1

This course covers fundamentals of welding, discusses welding safety considerations and precautions. APR217J also covers oxyfuel and arc welding equipment, welding techniques and symbols.

## >APR217K - IMM Apprenticeship Oxyfuel Operations

Credits - 1 Lecture - 1

This course covers the welding of ferrous and nonferrous metals. APR217K also introduces the student to oxygen cutting, brazing, soldering, and surfacing techniques.

## >APR217L - IMM Apprenticeship Arc Welding Operations

Credits - 1 Lecture - 1

This course covers shielded metal arc welding, selecting electrodes for SMAW, gas metal and tungsten arc welding. APR217L also includes preheating and reheating of metals, welding nonferrous metals, pipe welding, hard facing and rebuild welding.

APR

Apprenticeship

## >APR217M - IMM Apprenticeship Basic Electricity and Electronics

Credits - 1 Lecture - 1

This course covers a basic nonmathematical approach to understanding principles of electricity. APR217M introduces electron theory, static electricity, electrons in motion, and magnetism, including basic methods of measuring current, voltage, and resistance. The course will introduce the student to circuit components-conductors, insulators, resistors, capacitors and simple Ohm's Law calculations for DC and AC circuits.

## >APR217N - IMM Apprenticeship Electrical Safety and Protection

Credits - 1 Lecture - 1

This course examines electrical hazards and stresses the importance of electrical safety when working in an industrial facility. APR217N covers the equipment and procedures necessary to work safely with electricity, including personal protective equipment, lockout/tagout procedures, grounding, fuses, circuit breakers, and motor protection devices and their use.

## >APR217O - IMM Apprenticeship How Power Plants Work

Credits - 1 Lecture - 1

This course covers the basic steam generation system, how thermal energy is converted into electrical energy, components of the system, and design features for gaining thermal efficiency. APR217O includes handling of water, fuel, and wastes, and the operating features of a power plant.

## >APR217P - IMM Apprenticeship Introduction to Packaging

Credits - 1 Lecture - 1

This course covers the job of packaging mechanic. It provides detail of the major types of packaging machinery including various mechanical drives, couplings, motors, brakes, variable speed drives, clutches, electrical controls, motor starters, event sequencing controls, and packaging.

# Course Descriptions

APR	Apprenticeship	ART	Art	ART	Art
<b>&gt;APR217Q - IMM Apprenticeship Packaging Machinery</b> <i>Credits - 1 Lecture - 1</i> This course covers operating and servicing various types of packaging machinery. APR217Q studies different types of liquid filling machines, positive displacement fillers, filling, sealing machines, as well as volumetric filling machines and blister packaging machines.		<b>##ART101 - Introduction to Visual Arts</b> <i>Credits - 4 Lecture - 4</i> Addresses seeing, experiencing, and appreciating the world through 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. <i>Prerequisite: WR060 or Placement, WR115 strongly recommended.</i> <i>Term(s) Offered: Fall</i>		<b>*ART116 - Basic Design</b> <i>Credits - 4 Lecture - 3 Other - 1</i> A non-sequential course exploring more medium and art forms in learning the fundamentals of arrangements for art and design creations, this course features 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. <i>Term(s) Offered: Winter</i>	
<b>&gt;APR217R - IMM Apprenticeship Casing Machinery</b> <i>Credits - 1 Lecture - 1</i> This course covers the operating characteristics and service techniques of accessory or auxiliary machines used with packaging lines. APR217R examines general operating characteristics of labeling equipment, uncasing, unscrambling, and cleaning machines. The course concludes by introducing the student to gluing equipment and adhesives, wrapping machines, tying, strapping, stitching machines, and shrink wrap devices.		<b>##ART102 - Introduction to Visual Arts</b> <i>Credits - 4 Lecture - 4</i> 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. <i>Prerequisite: WR060 or Placement, WR115 strongly recommended.</i> <i>Term(s) Offered: Winter</i>		<b>*ART117 - Basic Design</b> <i>Credits - 4 Lecture - 3 Other - 1</i> A non-sequential course exploring more medium and art forms in learning the fundamentals of arrangements for art and design creations, this course features 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. <i>Term(s) Offered: Spring</i>	
<b>&gt;APR217S - IMM Apprenticeship Programmable Logic Controllers</b> <i>Credits - 1 Lecture - 1</i> This course covers the basic operating principles of all Programmable Logic Controllers PLCs including; inputs and outputs, programming, maintenance, and networking.		<b>##ART103 - Introduction to Visual Arts</b> <i>Credits - 4 Lecture - 4</i> Addresses issues relating to design in our daily lives including 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. <i>Prerequisite: WR060 or Placement, WR115 strongly recommended.</i> <i>Term(s) Offered: Spring</i>		<b>##ART131 - Beginning Drawing</b> <i>Credits - 4 Lecture - 4</i> A studio hands-on experience introducing basic procedures, media, and styles in drawing. Subject matter including people, animals, still life, and landscape will be experienced. Guidelines and steps on how to draw an image including shading, establishing perspective, and accurate portions are presented. <i>Term(s) Offered: Fall</i>	
<b>&gt;APR217T - IMM Apprenticeship Machine Shop Practices</b> <i>Credits - 3 Lecture - 3</i> This course covers the principles of machining, measurement, tool grinding, and machine shop safety. In addition, APR217T covers the major types of lathes and their attachments, safety, maintenance, job preparation and basic lathe operations.		<b>*ART115 - Basic Design</b> <i>Credits - 4 Lecture - 3 Other - 1</i> 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. <i>Term(s) Offered: Fall</i>		<b>##ART132 - Beginning Drawing</b> <i>Credits - 4 Lecture - 4</i> A non-sequential course featuring hands-on experience introducing basic procedures, media, and styles in drawing. Subject matter including people, animals, still life, and landscape will be experienced. Guidelines and steps on how to draw an image including shading, establishing perspective, and accurate portions are presented. <i>Term(s) Offered: Winter</i>	

# Course Descriptions

## ART Art

### **#\*ART133 - Beginning Drawing**

*Credits - 4 Lecture - 4*

A non-sequential course featuring hands-on experience introducing basic procedures, media, and styles in drawing. Subject matter including people, animals, still life, and landscape will be experienced. Guidelines and steps on how to draw an image including shading, establishing perspective, and accurate portions are presented.

*Term(s) Offered: Spring*

### **#\*ART154 - Beginning Ceramic Pottery**

*Credits - 4 Lecture - 3 Other - 1*

Introduction to the materials, methods and techniques of pottery design and construction.

### **#\*ART155 - Beginning Ceramic Pottery**

*Credits - 4 Lecture - 4*

An introduction to the materials, methods and techniques of pottery design and construction.

### **#\*ART156 - Beginning Ceramic Pottery**

*Credits - 4 Lecture - 4*

An introduction to the materials, methods and techniques of pottery design and construction.

### **\*ART184 - Beginning Watercolor**

*Credits - 4 Lecture - 3 Other - 1*

Methods, materials, composition, and techniques using aqueous media.

### **\*ART185 - Watercolor**

*Credits - 4 Lecture - 3 Other - 1*

A course featuring methods, materials, composition, and techniques using aqueous media.

### **\*ART186 - Watercolor**

*Credits - 4 Lecture - 3 Other - 1*

A course featuring methods, materials, composition, and techniques using aqueous media.

## ART Art

### **^ART198 - Special Studies**

*Credits - 1-3*

Individualized study in areas not considered in other courses to meet special interest or program requirements. Complete a term project approved by the instructor.

*Course is repeatable up to 2 times.(2-6 credits total.) Recommended preparation: Prior study and instructor approval.*

### **\*ART204 - History of Western Art**

*Credits - 4 Lecture - 4*

This course is a historical survey of the visual arts in the western world from pre-historic times up to the High Renaissance, including ancient Near East, Egypt, Greece, Rome, Early Christian and Byzantine eras, Romanesque, Gothic, Early and High Renaissance.

*Prerequisite: WR060 or Placement, WR115 strongly recommended.*

### **\*ART205 - History of Western Art**

*Credits - 4 Lecture - 4*

This course is a historical survey of the visual arts in the western world (predominantly Europe) from the 16th Century through the 20th Century. It will include the following styles and developments: Mannerism, 16th Century Painting and Printmaking in Northern Europe, Baroque, Rococo, Neoclassicism, Romanticism, Realism, Impressionism, Post-Impressionism, Fauvism, Expressionism, Cubism, Futurism, Dada, Surrealism, Abstract Expressionism and other 20th century developments.

*Prerequisite: WR060 or Placement, WR115 strongly recommended.*

### **\*ART231 - Intermediate Drawing**

*Credits - 4 Lecture - 3 Other - 1*

A studio hands-on experience extending basic procedures, media, and styles in drawing from that learned in ART 131. Subject matter including people, animals, still life, and landscape will be experienced. Guidelines and steps on how to draw an image including shading, establishing perspective, and accurate portions are presented.

*Term(s) Offered: Fall*

## ART Art

### **\*ART232 - Intermediate Drawing**

*Credits - 4 Lecture - 3 Other - 1*

A studio hands-on experience extending basic procedures, media, and styles in drawing from that learned in ART 132. Subject matter including people, animals, still life, and landscape will be experienced. Guidelines and steps on how to draw an image including shading, establishing perspective, and accurate portions are presented.

*Term(s) Offered: Winter*

### **\*ART233 - Intermediate Drawing**

*Credits - 4 Lecture - 3 Other - 1*

A studio hands-on experience extending basic procedures, media, and styles in drawing from that learned in ART 133. Subject matter including people, animals, still life, and landscape will be experienced. Guidelines and steps on how to draw an image including shading, establishing perspective, and accurate portions are presented.

*Term(s) Offered: Spring*

### **\*ART254 - Intermediate Ceramic Pottery**

*Credits - 4 Lecture - 3 Other - 1*

A continuation of ART 154 in the introduction to the materials, methods and techniques of pottery design and construction at the intermediate level.

### **\*ART255 - Intermediate Ceramic Pottery**

*Credits - 4 Lecture - 4*

A non-sequential continuation of ART 155 in the introduction to the materials, methods and techniques of pottery design and construction at the intermediate level.

*Prerequisite: ART154*

### **\*ART256 - Intermediate Ceramic Pottery**

*Credits - 4 Lecture - 4*

A non-sequential continuation of ART 156 in the introduction to the materials, methods and techniques of pottery design and construction at the intermediate level.

*Prerequisite: ART154 or ART155*

### **\*ART261 - Beginning Photography**

*Credits - 4 Lecture - 3 Other - 1*

Black and white photographic processes and techniques; development of camera and darkroom skills; seeing photographically.

# Course Descriptions

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## \*ART262 - Digital Photo Imaging

*Credits - 4 Lecture - 3 Other - 1*

Studio course introducing the concepts, techniques, practices, aesthetics, and ethics of photographic imaging and image making with digital technologies. Includes experimentation with the camera and the digital darkroom. Methods include capturing, color correcting and balancing, retouching, layering, masking, composition, and output for printing or digital media presentation.

## \*ART263 - Beginning Photography

*Credits - 4 Lecture - 3 Other - 1*

A non-sequential course continuing to introduce and reinforce the concepts, techniques, practices, aesthetics, and ethics of photographic imaging and image making with digital technologies. Includes experimentation with the camera and the digital darkroom. Methods include capturing, color correcting and balancing, retouching, layering, masking, composition, and output for printing or digital media presentation.

## \*ART264 - Intermediate Photography

*Credits - 4 Lecture - 3 Other - 1*

Intermediate black and white photographic processes and techniques; further development of camera and darkroom skills; seeing photographically.

## \*ART265 - Intermediate Photography

*Credits - 4 Lecture - 3 Other - 1*

A non-sequential course continuing the intermediate black and white photographic processes and techniques; further development of camera and darkroom skills; seeing photographically.

## \*ART266 - Intermediate Photography

*Credits - 4 Lecture - 3 Other - 1*

A non-sequential course continuing the intermediate black and white photographic processes and techniques; further development of camera and darkroom skills; seeing photographically.  
*Instructor approval required.*

ART

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## ##ART276 - Beginning Sculpture

*Credits - 4 Lecture - 3 Other - 1*

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.

*Term(s) Offered: Fall*

## ##ART277 - Beginning Sculpture

*Credits - 4 Lecture - 3 Other - 1*

A non-sequential course featuring the 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.

*Term(s) Offered: Winter*

## ##ART278 - Beginning Sculpture

*Credits - 4 Lecture - 4*

A non-sequential course featuring the 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.

*Term(s) Offered: Spring*

## ##ART281 - Beginning Painting

*Credits - 4 Lecture - 3 Other - 1*

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.

*Term(s) Offered: Fall*

## ##ART282 - Beginning Painting

*Credits - 4 Lecture - 3 Other - 1*

A non-sequential course featuring 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.

*Term(s) Offered: Winter*

## ##ART283 - Beginning Painting

*Credits - 4 Lecture - 4*

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.

*Term(s) Offered: Spring*

ART

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## \*ART284 - Intermediate Painting

*Credits - 4 Lecture - 3 Other - 1*

A non-sequential course featuring 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.

*Term(s) Offered: Fall*

## \*ART285 - Intermediate Painting

*Credits - 4 Lecture - 3 Other - 1*

A non-sequential course featuring 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.

*Term(s) Offered: Winter*

## \*ART286 - Intermediate Painting

*Credits - 4 Lecture - 3 Other - 1*

A non-sequential course featuring 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.

*Term(s) Offered: Spring*

## \*ART291 - Intermediate Sculpture

*Credits - 4 Lecture - 3 Other - 1*

A non-sequential course continuing the ART 278 skills at the intermediate level featuring the 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.

*Term(s) Offered: Fall*

## \*ART292 - Intermediate Sculpture

*Credits - 4 Lecture - 3 Other - 1*

A non-sequential course continuing the ART 278 skills at the intermediate level featuring the 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.

*Term(s) Offered: Winter*



# Course Descriptions

## ART

## Art

### \*ART293 - Intermediate Sculpture

Credits - 4 Lecture - 4

A non-sequential course continuing the ART 278 skills at the intermediate level featuring the 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.

Term(s) Offered: Spring

### ^ART298 - Special Studies

Credits - 1-3

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.

Course is repeatable up to 2 times.(2-6 credits total.)

## BA Business Technologies

### ^BA101 - 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.

Term(s) Offered: Fall, Winter, Spring

### >BA104 - 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.

Prerequisite: MTH025

Term(s) Offered: Fall, Winter

### >BA105 - Business Mathematics

Credits - 4 Lecture - 4

A study of inventories, depreciation, financial statement analysis, stocks and bonds, compound interest, present and future value.

Prerequisite: BA104

Term(s) Offered: Winter, Spring

## BA Business Technologies

### >BA106 - Casino Games Management

Credits - 4 Lecture - 4

This course covers basic casino managerial techniques related to various games within the casino management and operations.

Term(s) Offered: Winter

### >BA107 - Survey of Gaming Regulations

Credits - 4 Lecture - 4

A survey of the laws and regulations related to the gaming industry. Specific emphasis on the industry and development of Nevada gaming laws, regulations and compliance requirements of gaming licensees. Gaming laws can vary within types of organizations. This course provides a basic foundation to gaming laws overall. Each state/entity will have similar requirements.

Term(s) Offered: Winter

### >BA109 - Academic Planning: Business Technologies

Credits - 1 Lecture - 1

This course covers pathways to gaining a particular Business Technologies certificate or degree from BMCC. Included will be tools to help students determine their learning style and personality type. Students will take business career assessments, write goals, and create a business degree-related academic plan that will facilitate their progress toward the goals. Hindrances to academic progress will also be addressed.

Fulfills the HD109 Requirement

Term(s) Offered: Fall

### >BA110A - Database/MS Access

Credits - 3 Lecture - 2 Other - 1

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.

Recommended preparation: BA131 and BT120 - Changed Title

Term(s) Offered: Winter, Spring

## BA Business Technologies

### >BA110X - Spreadsheets/MS Excel

Credits - 3 Lecture - 2 Lab - 1

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.

Recommended preparation: BA131 and MTH025 - Changed Title

Term(s) Offered: Fall, Winter, Spring

### >BA111 - Basic Accounting

Credits - 4 Lecture - 3 Other - 1

Provides a basic understanding of debits and credits and financial statements for service enterprises and merchandising businesses.

Term(s) Offered: Fall, Winter

### >BA113 - Credit Procedures

Credits - 3 Lecture - 3

Principles of consumer and commercial credit management. Covers types of credit instruments, sources of information, collection, and control.

### >BA116 - Bookkeeping Practice

Credits - 2 Other - 2

A hands-on practice set designed to give the student experience with current accounting software.

Prerequisite: BA212

Term(s) Offered: Winter

### @^BA131 - Introduction to Business Computing

Credits - 4 Lecture - 3 Lab - 1

General orientation to computer operations and literacy, along with an insight into the broad impact of computers and their uses in today's society. The fundamentals of using the Microsoft Windows operating system, email, web browsers, word processing,

Recommended preparation: BT120

Term(s) Offered: Fall, Winter, Spring

# Course Descriptions

## BA Business Technologies

### ^BA131A - Introduction to Word

Credits - 1 Other - 1

This course covers basic concepts used within the Word application. Students will create various business documents to learn concepts and commands related to correspondence, and various documents used in business.

### ^BA131B - Introduction to Excel

Credits - 1 Other - 1

This course covers basic concepts used within the Excel spreadsheet application. Students will create various business documents to learn concepts and commands relating to data, formulas/functions, formatting and charting.

### ^BA131C - Introduction to Access

Credits - 1 Other - 1

This course covers basic concepts used within the Access database application. Students will create various business files related to organizing and maintaining data, while allowing form input, querying and reporting features.

### ^BA131D - Introduction

Credits - 1 Other - 1

This course covers basic concepts used within the PowerPoint presentation application. Students will create various business documents to learn concepts and skills relating creating an effective presentation.

### >BA155 - Introduction to Fraud Examination

Credits - 3 Lecture - 3

An introduction to how and why occupational fraud is committed, how fraudulent conduct can be deterred, and how allegations of fraud should be investigated and resolved.

Term(s) Offered: Fall, Winter

## BA Business Technologies

### >BA177 - Payroll Accounting

Credits - 4 Lecture - 3 Other - 1

Introduction to personnel and payroll records, including all current federal and state payroll taxes. Provides ample practice in preparation of payroll records by hand and by using a computerized payroll accounting software.

Recommended preparation: Accounting class  
Term(s) Offered: Winter

### >BA190 - Money Management

Credits - 1 Lecture - 1

The class will cover the basics of managing money such as budgeting, controlling expenses, understanding interest rates, compounding of interest, and rates of return. We will also cover a different topic each week including bank accounts, credit cards, loans, mutual funds, stock market, retirement accounts, and real estate.

### ^BA198 - Special Studies

Credits - 1-3

Designed to provide interested and capable students with the opportunity to study special topics in business areas.

### ^BA206 - Principles of Management

Credits - 4 Lecture - 4

Principles of management and their applications in organization, administration, and production in the business environment.

Prerequisite: WR060 or WR065

Term(s) Offered: Winter, Spring

### >BA207 - E-Commerce

Credits - 4 Lecture - 4

This is a comprehensive 4-credit course designed to prepare the business professional for a challenging role in today's national and international online markets.

### >BA209A - Accounting Applications

Credits - 3 Lecture - 2 Other - 1

Completion of accounting practice sets varying from simple to complex on the computer using Peachtree software.

## BA Business Technologies

### >BA209P - Accounting Applications/Payroll

Credits - 4 Lecture - 2 Other - 2

Completion of payroll accounting practice sets varying from simple to complex on the computer using Peachtree and/or QuickBooks software.

Recommended preparation: Accounting class with a "C" or better.

### >BA209Q - Accounting Applications/QuickBooks

Credits - 3 Lecture - 2 Other - 1

Computerized accounting using QuickBooks software, an integrated computerized accounting package relating to service and merchandising businesses.

Recommended preparation: Accounting class with a "C" or better.

Term(s) Offered: Winter, Spring

### >BA210 - Spreadsheets/Advanced MS Excel

Credits - 3 Lecture - 2 Lab - 1

Advanced application and utilization of MS Excel program software to solve business problems by modeling advanced spreadsheets commonly used in the business world.

Prerequisite: BA110X

Changed Title

Term(s) Offered: Fall, Spring

### ^BA211 - Principles of Accounting

Credits - 4 Lecture - 3 Other - 1

Introduction to accounting including techniques of account construction, preparation of financial statements, application of accounting principles to practical business problems, and proprietorship studies.

Term(s) Offered: Fall, Winter

### ^BA212 - Principles of Accounting

Credits - 4 Lecture - 3 Other - 1

Introduction to accounting including techniques of account construction, preparation of financial statements, application of accounting principles to practical business problems, and proprietorship studies. Emphasis is on corporations and managerial accounting.

Prerequisite: BA211

Term(s) Offered: Winter, Spring

# Course Descriptions

## BA Business Technologies

### ^BA213 - Principles of Accounting

Credits - 4 Lecture - 3 Other - 1

Introduction to accounting including techniques of account construction, preparation of financial statements, application of accounting principles to practical business problems, and proprietorship studies with emphasis on managerial accounting.

Prerequisite: BA212

Term(s) Offered: Fall, Spring

### #BA214 - Business Communications

Credits - 4 Lecture - 4

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.

Prerequisite: WR121

(BT121 or typing/word processing skills strongly recommended)

Term(s) Offered: Winter, Spring

### ^BA215 - Cost Accounting

Credits - 4 Lecture - 3 Other - 1

The design and development of cost systems, cost analysis, and management use of cost information.

Prerequisite: BA213

Term(s) Offered: Winter

### >BA217 - Budgeting and Decision Making

Credits - 3 Lecture - 3 Lab - Other -

The student will learn the planning and process of business budgeting and financial decision-making.

### >BA220 - Tax Accounting

Credits - 4 Lecture - 3 Other - 1

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.

Term(s) Offered: Fall, Spring

## BA Business Technologies

### >BA221 - Accounting Problems/Tax

Credits - 4 Lecture - 3 Other - 1

This course focuses on Oregon state income tax return preparation, as well as, Oregon law pertaining to licensed tax preparation and consulting. Furthermore, advanced federal tax issues are covered. Combined with BA220 this class completes the 80-hour requirement needed to sit for the licensure exam administered by the Oregon State Board of Tax Practitioners.

A continuation of BA220

Term(s) Offered: Fall

### >BA222 - Finance

Credits - 3 Lecture - 3

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.

### ^BA223 - Principles of Marketing

Credits - 4 Lecture - 4

General survey of the nature and role of marketing with emphasis on products, pricing, distribution, and promotion.

Prerequisite: WR060 or WR065

Term(s) Offered: Winter, Spring

### >BA224 - Human Resources Management

Credits - 3 Lecture - 3

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.

Term(s) Offered: Fall, Winter, Spring

### >BA225 - Introduction to Gaming Management

Credits - 4 Lecture - 4

This course will cover an overview of the casino. Topics will include the economics of the casino in addition to its interface with the hotel, organizations, and terminology.

This course is not recommended for people who have worked in the gaming industry.

Term(s) Offered: Fall, Spring

## BA Business Technologies

### ^BA226 - 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, and the development and present-day applications of the law to contracts, sales, and agencies.

Prerequisite: WR060 or WR065

Term(s) Offered: Fall, Winter, Spring

### >BA238 - 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.

### >BA239 - 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.

### >BA249 - 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.

Term(s) Offered: Winter, Spring

### >BA251 - 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.

### >BA261 - Intermediate Accounting

Credits - 4 Lecture - 3 Other - 1

Continues the study of accounting principles, the theory underlying the determination of income, and the presentation of financial statements.

Prerequisite: BA213

Term(s) Offered: Winter

# Course Descriptions

## BA Business Technologies

### >BA262 - Intermediate Accounting

Credits - 4 Lecture - 3 Other - 1

Continues the study of accounting principles, the theory underlying the determination of income, and the presentation of financial statements.

### >BA263 - Intermediate Accounting

Credits - 4 Lecture - 3 Other - 1

Continues the study of accounting principles, the theory underlying the determination of income, and the presentation of financial statements.

### >BA265 - Accounting Problems

Credits - 4 Lecture - 3 Other - 1

An advanced course dealing with accounting problems in the areas of partnership, branch offices, and governmental accounting.

### >BA268 - Introduction to Auditing

Credits - 3 Lecture - 3

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.

Prerequisite: BA261

Term(s) Offered: Spring

### >BA271 - Analyzing Financial Statements

Credits - 3 Lecture - 3

Includes accounting characteristics of financial statements and the analysis of each component.

### #>BA277 - Business Ethics

Credits - 3 Lecture - 3

Ethical aspects and practices of business and professional organizations and their employees including a brief introduction to traditional theories of ethics.

Prerequisite: WR060 or WR065

Term(s) Offered: Fall, Spring

### #^BA280 - Cooperative Work Experience

Credits - 1-8

Provides an experience in the business work environment. A maximum of 12 credits can be earned in any one school year.

Term(s) Offered: Fall, Winter, Spring

## BA Business Technologies

### >BA284 - Pre-Employment Seminar

Credits - 1 Lecture - 1

This course presents practical strategies that will help prepare students to confirm an appropriate career, to conduct a successful job search, and to lay the foundation for successful career development. Assignments will help assess skills and interests.

Term(s) Offered: Winter, Spring

### #^BA285 - Human Relations in Business

Credits - 3 Lecture - 3

Designed to develop effective human relations in the workplace including: achieving a deepened sense of awareness of self and others, interpersonal communication skills, motivation, valuing diversity, and organizational politics.

Term(s) Offered: Fall, Winter, Spring

### >BA295 - Professional Bookkeeping Review

Credits - 3 Lecture - 2 Lab - 1

This course is designed to prepare the student for the American Institute of Professional Bookkeeper's certification. The course consists of five areas of focus: correcting of errors, adjusting entries, payroll, depreciation and inventory. Students are expected to have experience and knowledge of these accounting areas and can use the course to refresh and supplement existing knowledge in preparation for the exam.

Term(s) Offered: Spring

### ^BA298 - Special Studies

Credits - 1-3

Provides interested and capable students the opportunity to study special topics in the field of business.

## BI Science

### BI080 - Anatomy and 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 Science

### +BI101 - General Biology

Credits - 4 Lecture - 3 Lab - 1

A survey course in biological science which fulfills the laboratory science requirement for non-science majors. Topics include biochemistry, cells, genetics, and evolution.

Prerequisite: MTH025 or Placement and RD090 or Placement

Term(s) Offered: Fall, Winter

### +BI102 - General Biology

Credits - 4 Lecture - 3 Lab - 1

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.

Prerequisite: MTH025 or Placement and RD090 or Placement

Need not be taken in sequence.

Term(s) Offered: Winter, Spring

### +BI103 - General Biology

Credits - 4 Lecture - 3 Lab - 1

A part of the general biology sequence. Topics covered include animal taxonomy, physiology, behavior, and ecology.

Prerequisite: MTH025 or Placement and RD090 or Placement

Need not be taken in sequence.

Term(s) Offered: Winter, Spring

### +BI124 - Global Ecology and Conservation Biology

Credits - 4 Lecture - 3 Lab - 1

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.

Prerequisite: MTH025 or Placement and RD090 or Placement

### \*BI149 - 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.

Prerequisite: MTH025 or Placement and RD090 or Placement

Offered fall term. Mandatory for nursing program

Term(s) Offered: Fall

# Course Descriptions

**BI****Science****^BI160 - Local Ecosystems***Credits - 1 Lab - 1*

An introductory field ecology course with emphasis placed on the safe, ethical and educational study of unique ecosystems. Emphasis will be on relationships among plants, animals and the general geologic formation of various life zones.

**^BI161 - Ecosystems Recovery***Credits - 2 Lecture - 1 Lab - 1*

An introductory field ecology course with emphasis on the safe, ethical and educational study of ecosystems recovery. Fieldwork centers around the effects of subsequent natural ecological succession and reclamation projects, as well as on relationships among plants, animals and the general geologic formation of various life zones.

**+BI162 - Selected Topics in Natural History***Credits - 4 Lecture - 3 Lab - 1*

The course covers the field study of natural environments.

*Instructor approval required. 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.*

**+BI163 - Natural History of Oregon***Credits - 4 Lecture - 3 Lab - 1*

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.

*Instructor approval required. Offered periodically.*

**^BI198 - Special Studies***Credits - 1-3*

Provides interested and capable students the opportunity to study special topics in the field of biology.

**+BI211 - General Biology***Credits - 5 Lecture - 4 Lab - 1*

A class designed for students majoring in the biological and allied science areas. Topics are cell anatomy and physiology, genetics, and evolution.

*Prerequisite: MTH025 or Placement and WR115 or Placement*

*Recommended corequisite: CH121 or CH221*

*Term(s) Offered: Fall*

**BI****Science****+BI212 - General Biology***Credits - 5 Lecture - 4 Lab - 1*

A part of the general biology sequence. Topics covered include macroevolution, animal taxonomy, and physiology.

*Prerequisite: MTH025 or Placement and WR115 or Placement*

*Need not be taken in sequence.*

*Term(s) Offered: Winter*

**+BI213 - General Biology***Credits - 5 Lecture - 4 Lab - 1*

Course deals with taxonomy of bacteria, viruses, protists, fungi and plants, plant anatomy and physiology, and ecology.

*Prerequisite: MTH025 or Placement and WR115 or Placement*

*Need not be taken in sequence.*

*Term(s) Offered: Spring*

**+BI231 - Human Anatomy and Physiology***Credits - 4 Lecture - 3 Lab - 1*

This first course in a series of three courses provides students with the opportunity to study the structure and function of the human body from a systematic perspective, while emphasizing homeostasis, organ system interaction, and complementarity of structure and function. Specific topics include: cytology, histology, the integumentary system, the skeletal system, and the cardiovascular system. Laboratory sessions include dissecting animal specimens, conducting physiological experiments, using interactive software, using the compound microscope, and studying anatomical models.

*Prerequisite: CH104 or higher*

*Recommended Prerequisite: CH110*

*Term(s) Offered: Fall, Winter*

**BI****Science****+BI232 - Human Anatomy and Physiology***Credits - 4 Lecture - 3 Lab - 1*

This first course in a series of three courses provides students with the opportunity to study the structure and function of the human body from a systematic perspective, while emphasizing homeostasis, organ system interaction, and complementarity of structure and function. Specific topics include: the muscular system, the nervous system, special senses, and the endocrine system. Laboratory sessions include dissecting animal specimens, conducting physiological experiments, using interactive software, using the compound microscope, modeling with clay, and studying anatomical models.

*Prerequisite: BI231*

*Term(s) Offered: Winter, Spring*

**+BI233 - Human Anatomy and Physiology***Credits - 4 Lecture - 3 Lab - 1*

This first course in a series of three courses provides students with the opportunity to study the structure and function of the human body from a systematic perspective, while emphasizing homeostasis, organ system interaction, and complementarity of structure and function. Specific topics include: the cardiovascular system, lymphatic system, the respiratory system, the digestive system, the urinary system, and the reproductive system. Laboratory sessions include dissecting animal specimens, conducting physiological experiments, using interactive software, using the compound microscope, modeling with clay, and studying anatomical models.

*Prerequisite: BI232*

*Term(s) Offered: Fall, Spring*

**+BI234 - Microbiology***Credits - 4 Lecture - 3 Lab - 1*

An introductory course in microbiology, with emphasis on anatomy and physiology of bacteria, fungi and viruses, and proper techniques for handling and studying microorganisms.

*Term(s) Offered: Fall, Winter, Spring*

# Course Descriptions

## BI Science

### +BOT221 - Systematic Botany

*Credits - 4 Lecture - 3 Lab - 1*

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.

## BT Business Technologies

### #>BT116 - Professional Office Procedures

*Credits - 4 Lecture - 4*

This course will provide an overview of business etiquette; office communications; business workplace culture, customs, routines, tasks and procedures; self-assessment, workplace skills preparedness, and careers in the modern office.

*Term(s) Offered: Fall, Spring*

### >BT120 - Computer Keyboarding

*Credits - 2 Other - 2*

Touch typing on the computer keyboard on alphabet keys with emphasis on improving the student's speed and accuracy. Students are given individualized skill-building exercises using computer-assisted instruction.

*Term(s) Offered: Fall, Winter, Spring*

### >BT121 - Document Processing I

*Credits - 4 Lecture - 3 Other - 2*

This is a beginning course designed for the entry-level 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, memos, tables, forms, and other types of personal and business communications.

*Term(s) Offered: Fall, Winter, Spring*

### >BT122 - Document Processing II

*Credits - 4 Lecture - 3 Other - 1*

This course continues the 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 documents are formatted based on current office practices. Work is completed using the Microsoft Word software.

*Term(s) Offered: Fall, Winter, Spring*

## BT Business Technologies

### >BT123 - Document Processing III

*Credits - 3 Lecture - 2 Other - 1*

This course contains a brief review of basic production techniques. 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 words per minute.

*Term(s) Offered: Fall, Winter, Spring*

### >BT124 - Keyboarding for Speed & Accuracy

*Credits - 3 Other - 3*

BT124 Keyboarding will help develop your speed and accuracy using a computer. You will use a thoroughly tested skillbuilding program to measure your keyboarding speed and accuracy and to determine any specific keyboarding problems you might have by analyzing diagnostic tests that you will take. This course will help you to meet hiring criteria for words per minute on an employment test.

*Term(s) Offered: Fall, Winter, Spring*

### >BT131 - Legal Office Procedures

*Credits - 3 Lecture - 3*

This course is a practical, comprehensive course that prepares legal assistant students for the law office environment.

*Term(s) Offered: Fall*

### >BT140 - Business Document Editing

*Credits - 3 Lecture - 2 Other - 1*

Review of grammar and proofreading skills needed in preparing business documents using word processing software and equipment.

*Term(s) Offered: Winter, Spring*

### >BT201M - Word Processing/MS Word

*Credits - 3 Lecture - 2 Other - 1*

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.

*Term(s) Offered: Fall, Winter, Spring*

## BT Business Technologies

### >BT202M - Word Processing/Advanced MS Word

*Credits - 3 Lecture - 2 Other - 1*

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, and advanced graphics.

*Changed Title*

*Term(s) Offered: Winter*

### >BT204 - Advanced Word Processing Applications

*Credits - 3 Lecture - 2 Other - 1*

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.

### >BT206 - Desktop Publishing

*Credits - 3 Lecture - 2 Other - 1*

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 as well as editing and formatting using multiple documents in Windows.

*Previous experience in application software strongly recommended.*

*Term(s) Offered: Spring*

### >BT220 - Calculating Machines

*Credits - 3 Lecture - 2 Other - 1*

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.

*Term(s) Offered: Fall, Winter, Spring*

### >BT225 - Machine Transcription

*Credits - 2 Other - 2*

Development of skills in the transcription of recorded dictation using word processing software to produce mailable business correspondence.

# Course Descriptions

## BT Business Technologies

### >BT226 - Advanced Machine Transcription

Credits - 2 Other - 2

This course continues building skills in transcription in specialty areas including Civil Engineering, Construction and Landscaping while spotting errors in dictation, correcting dictated errors, revising letters from dictated changes and transcribing letters, memos, tables, reports, etc. Language arts skills will be covered in each chapter. MS Word will be used along with computerized software and equipment for transcribing.

A continuation of BT225

### >BT230 - Legal Terminology I

Credits - 3 Lecture - 3

This course is a practical, comprehensive course that prepares legal assistant students for the law office environment.

Term(s) Offered: Winter

### >BT231 - Legal Transcription

Credits - 3 Lecture - 2 Other - 1

Development of skill in the transcription of recorded legal dictation using word processing software to produce legal documents and correspondence.

Prerequisite: WR121

Term(s) Offered: Spring

### >BT232 - Legal Terminology II

Credits - 3 Lecture - 3

This course emphasizes areas that a legal administrative assistant or paralegal may have to deal with. Subject areas include property ownership, real estate transactions, business ownership, employment law, employment discrimination, bankruptcy, marriage, divorce, estates, trusts, product liability, consumer rights, and cyberspace law.

Prerequisite: BT230

Term(s) Offered: Spring

### >BT240 - 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.

## BT Business Technologies

### >BT251 - Medical Terminology

Credits - 3 Lecture - 3

This course is an overview of basic medical terminology. Prefixes, suffixes, word roots, combining forms, special endings, plural forms, abbreviations and symbols are included in the content. A programmed learning, word-building system is used to learn word parts that are used to construct or analyze new terms. Emphasis is placed on spelling, definition, usage, and pronunciation.

Term(s) Offered: Fall, Winter, Spring

### >BT252 - Medical Terminology

Credits - 3 Lecture - 3

This course presents a continued study of medical terminology based on medical word building principles. Prefixes, suffixes, word roots, combining forms, special endings, plural forms, and abbreviations are included in the content. Additionally, anatomy and physiology, pathology, diagnostic, symptomatic and therapeutic terms, diagnostic and lab tests and procedures, surgical procedures, and pharmacology terms are incorporated into the course. Emphasis is placed on correct spelling, definition, usage, and pronunciation.

Term(s) Offered: Winter, Spring

### >BT253 - Medical Transcription

Credits - 3 Other - 3

Introduction to transcription of medical office and hospital records including histories, physicals, radiology and pathology reports, consultations, operative reports, discharge summaries and autopsies.

Prerequisite: BT251, BT252 and WR060 or Placement score of 63 or over

Term(s) Offered: Fall

### >BT254 - Medical Transcription

Credits - 3 Other - 3

This is a continued beginning medical transcription course designed to provide students with a working knowledge of the transcription of medical reports. Individual patient case studies will be transcribed. The medical reports include history and physical examinations; radiology, operative, and pathology reports; requests for consultation, death summaries, discharge summaries, and autopsy reports.

Prerequisite: BT253 and WR060 or Placement score of 63 or over

Term(s) Offered: Winter

## BT Business Technologies

### >BT255 - Medical Transcription

Credits - 3 Other - 3

This course is designed to develop expertise in transcribing medical records in additional specialty areas. Includes background noise and dictation by speakers with foreign accents.

A continuation of BT254

### >BT257 - Medical Office Procedures

Credits - 4 Lecture - 3 Other - 1

This covers office practice designed to emphasize routine medical office procedures including medical vocabulary, medical ethics, communication procedures, medical records management and medical transcription and coding.

Term(s) Offered: Spring

### >BT258 - Medical Insurance Procedures and Coding

Credits - 4 Lecture - 3 Other - 1

This covers medical insurance records management for private health and accident insurance, Medicare, Medicaid, Workers' Compensation. It emphasizes abstracting information from health records for billing and transfer forms.

Includes use of CPT-4 and ICD-9M.

Prerequisite: BT251, BT252 and WR060 or Placement score of 63 or over

Term(s) Offered: Spring

### >BT290 - Integrated Office Systems

Credits - 3 Lecture - 2 Other - 1

This 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.

A capstone course for students who are completing the final term of a two-year AAS degree.

Term(s) Offered: Spring

# Course Descriptions

## CH Science

### +CH104 - Introductory Chemistry

Credits - 5 Lecture - 4 Lab - 1

This course covers measurement, elements, compounds, atoms, molecules, chemical reactions and states of matter.

Prerequisite: MTH070 or placement

First of a three-course sequence.

### +CH105 - Introductory Chemistry

Credits - 5 Lecture - 4 Lab - 1

This course covers solutions, acid-base chemistry and radioactivity as well as the organic compounds and reactions of the hydrocarbons and alcohols.

Prerequisite: CH104

### +CH106 - Introductory Chemistry

Credits - 5 Lecture - 4 Lab - 1

This course covers the organic compounds and reactions of carboxylic acids, amines and related families as well as major biochemical molecules and processes.

Prerequisite: CH105

### +CH110 - Foundations of Chemistry

Credits - 5 Lecture - 4 Lab - 1

A one-term survey of inorganic chemistry (covering units, atoms and elements, ions, molecules and compounds, states of matter, solutions, reactions, acids and bases and radioactivity) with an introduction to organic and biochemistry.

Prerequisite: MTH 070 or placement

Term(s) Offered: Fall, Winter, Spring

### +CH221 - General Chemistry

Credits - 5 Lecture - 4 Lab - 1

Covers measurement, atoms and elements, ions, molecules and compounds, reactions (including aqueous), stoichiometry and thermochemistry with an introduction to organic and biochemistry.

Prerequisite: MTH111

Recommended: 1 year high school or 1 or more terms of college level chemistry.

Term(s) Offered: Fall

## CH Science

### +CH222 - General Chemistry

Credits - 5 Lecture - 4 Lab - 1

Covers quantum theory, electron configurations, bonding, molecular geometry, states of matter and solutions with an introduction to nuclear and materials science.

Prerequisite: CH221

Term(s) Offered: Winter

### +CH223 - General Chemistry

Credits - 5 Lecture - 4 Lab - 1

Covers kinetics, equilibria (including solubility and acid-base), electrochemistry and thermodynamics with an introduction to descriptive and environmental chemistry.

Prerequisite: CH222

Term(s) Offered: Spring

## CJ Criminal Justice

### #^CJ100 - Introduction to Criminal Justice

Credits - 3 Lecture - 3

This course will provide an overview of the types and purpose of law as well as the nature and extent of crime in American society. The focus is on introducing the student to the history, philosophy, and social development of police, courts, and corrections in the United States as a legal response to criminal behavior.

Prerequisite: WR60 or placement

Term(s) Offered: Fall

### #@^CJ109 - Careers in Criminal Justice

Credits - 3 Lecture - 3

This course is designed to assist students in identifying potential local, state, and federal career opportunities in the criminal justice system, including law enforcement, courts, and corrections. Students will become familiar with the educational requirements, lifestyle considerations, application processes, testing, screening, training, and certification requirements of employment in the field of criminal justice. Students will solidify their academic plan and prepare a personal career plan based on their goals. Students are strongly encouraged to take this course concurrently or immediately after CJ100. Course is also an accepted alternative to HD109.

Fulfills the HD109 Requirement

Term(s) Offered: Fall, Winter

## CJ Criminal Justice

### #^CJ110 - Police Systems and Practices

Credits - 3 Lecture - 3

This course provides an overview and analysis of the American system of law enforcement, examining the origins, development, roles, and operations of policing in a modern democratic society. The focus is on students developing a detailed understanding of

Prerequisite: WR60 or placement

Term(s) Offered: Winter

### #^CJ120 - American Court Systems and Practices

Credits - 3 Lecture - 3

This course will introduce students to the role of the judiciary in the criminal justice system by examining the structure and function of both federal and state courts systems in the United States. Topics include jurisdiction, venue, roles of court participants, due process and post arrest procedures employed in adjudication, the grand jury process, types and rules of evidence, sentencing concepts, and appellate review.

Prerequisite: WR60 or placement

Term(s) Offered: Winter

### #^CJ130 - Correctional Systems and Practices

Credits - 3 Lecture - 3

This course introduces the corrections process, including historical development, current practices, and future considerations of corrections. The course will identify the subcomponents of corrections, variations in correctional institutions, levels of custody, administrative practices, correctional staff roles and responsibilities, institutional policies, procedures, and programs. The course also covers changing inmate demographics, special needs inmates, safety and security concerns, and alternatives to imprisonment.

Prerequisite: WR60 or placement

Term(s) Offered: Spring



# Course Descriptions

## CJ Criminal Justice

### #^CJ132 - Probation and Parole: Systems and Practices

*Credits - 3 Lecture - 3*

This course provides an overview of community-based corrections, focusing primarily on probation and parole processes, and how each function plays an integral role in the criminal justice system. Topics addressed include the historical and philosophical foundations of probation and parole, evidence-based best practices in the management of reducing risk in the community and the administration of probation and parole services at the federal, state, and local levels.

*Prerequisite: WR60 or placement*

*Term(s) Offered: Spring*

### ^CJ198 - Special Studies

*Credits - 1-3*

Designed to provide interested and capable students with the opportunity to study special topics in criminal justice.

### #^CJ200 - Theories of Crime and Delinquency

*Credits - 3 Lecture - 3*

This course is an in-depth analysis of major theories of crime and delinquency from various sociological, psychological, and biological perspectives. The course will also examine how criminal acts are measured, the development of criminal careers, the various typologies of offenders and victims, and a critical analysis of public policies concerning crime prevention and control in a democratic society.

*Prerequisite: WR115 or placement*

*Term(s) Offered: Fall*

### #^CJ201 - Juvenile Justice

*Credits - 3 Lecture - 3*

This course gives students an overview of the American juvenile justice system, in terms of both philosophy and practice. It examines the nature, extent, and causes of juvenile delinquency, the juvenile adjudication process, and juveniles remanded to the adult criminal justice system. This course also looks at institutionalization, rehabilitation, the treatment of juveniles, and the future of juvenile justice in America.

*Prerequisite: WR115 or placement*

*Recommended: CJ100*

*Term(s) Offered: Winter*

## CJ Criminal Justice

### #>CJ204 - Behavioral Cognitive Processes

*Credits - 4 Lecture - 3 Other - 1*

This course is designed to provide an understanding of cognitive processes to changing offender behavior, its role and application with offenders in correctional programming (rehabilitation and recidivism) and how it can effect criminal behavioral change.

### #>CJ205 - Victimology

*Credits - 3 Lecture - 3*

This course examines the relationship between victims of crime, the perpetrators, and the criminal justice system. Topics include the following: an analysis of victimization patterns and characteristics; the role of victims in the adjudication process; the complexities of victim – offender relationships; remedies to victimization such as prevention, legislation, restorative justice, treatment, and restitution; international aspects of victimology; and, future directions for victimology as a field of study. Several victim typologies will be addressed.

*Prerequisite: WR115 or placement*

*Recommended: CJ100*

### #>CJ210 - Police and Community

*Credits - 3 Lecture - 3*

This course examines proactive community-oriented policing and problem solving in the context of changes in law enforcement agencies and communities. This course provides a comprehensive view of how police agencies are changing their management style, organizational structures, and operational strategies in an era of changing community needs, citizen expectations, legal restraints, advancing technology, advocacy groups, and special populations.

*Prerequisite: WR115 or placement and CJ110*

*Recommended: CJ100 and CJ109*

*Term(s) Offered: Fall*

## CJ Criminal Justice

### #>CJ212 - Criminal Investigation

*Credits - 3 Lecture - 3*

This course covers the fundamentals of criminal investigation including the gathering of investigative information from victims and witnesses, the search and recording of crime scenes, and the principles involved in collecting and preserving physical evidence. There is a strong emphasis on investigative policies, procedures, and practices that are necessary and essential in preparing such information and evidence for court.

*Prerequisite: WR115 or placement & CJ110*

*Recommended: CJ100, CJ109 and CJ210*

*Term(s) Offered: Winter*

### #^CJ214 - Criminal Justice Report Writing

*Credits - 3 Lecture - 3*

This course will focus on the skills needed to effectively write reports common to criminal justice professions. It provides English grammar and writing skills, with necessary communication skills, including interviewing and interrogation, to help student improve their writing, communication, and observation abilities. As the result of practical exercises and assignments, students will learn to write reports that are complete, clear, accurate and concise.

*Prerequisite: CJ100 and WR122 or WR227*

*Term(s) Offered: Spring*

### #^CJ220 - Criminal Law

*Credits - 3 Lecture - 3*

This course is an examination of substantive criminal law, its philosophical and historical development, major definitions and concepts, principles of criminal liability, classifications and elements of crimes, criminal defenses, and the nature of criminal sanctions.

*Prerequisite: WR115 or placement*

*Recommended: CJ100, CJ120*

*Term(s) Offered: Winter*

# Course Descriptions

## CJ Criminal Justice

### #^CJ222 - Procedural Law

*Credits - 3 Lecture - 3*

This course focuses on the procedural rights of defendants in the criminal justice system as guaranteed by the U.S. Constitution and how these rights guide the administration of justice.

*Prerequisite: WR115 or placement*

*Recommended: CJ100, CJ220*

*Term(s) Offered: Spring*

### #>CJ225 - Correctional Law

*Credits - 3 Lecture - 3*

This course examines laws, rules, and standards applicable to correctional institutions and community-based supervision of detained or convicted offenders. It is an overview of constitutional issues, judicial decisions, and legislative actions pertaining to prisons, jails, probation, and parole. The student will assess current case, statutory, and constitutional provisions applicable to the correctional setting.

*Prerequisite: WR115 or placement*

*Recommended: CJ100, CJ222*

*Term(s) Offered: Fall*

### #^CJ227 - Ethics in Criminal Justice

*Credits - 3 Lecture - 3*

This course examines ethical dilemmas and professional problems faced by criminal justice personnel. Students review various ethical perspectives and discuss the practical applicability of ethical philosophies to address ethical and professional conduct in the field of criminal justice.

*Prerequisite: WR115 or placement*

*Recommended: CJ100*

*Term(s) Offered: Spring*

### >CJ232 - Correctional Casework Counseling

*Credits - 3 Lecture - 3*

Basic concepts of interviewing and counseling techniques used by correctional officers in one-to-one contacts with clients. Rudimentary skills practiced through role playing and demonstration prepare the student for practice in the field and an appreciation of further training.

## CJ Criminal Justice

### #>CJ240 - Crime, Justice and Diversity

*Credits - 3 Lecture - 3*

This course explores the issues surrounding the operation of a justice system in culturally diverse, democratic society. This course examines the impact of cultural diversity on the American criminal justice system, including a discussion of race and ethnicity; the historical treatment of minorities; cross-cultural communication between criminal justice personnel and diverse populations; criminal and victimization patterns and trends in the context of race, ethnicity, gender, age, sexual orientation; and, strategies for success in making criminal justice agencies more effective in serving diverse communities, including recruitment and hiring of minority populations.

*Prerequisite: WR115 or placement*

*Recommended: CJ100*

### >CJ243 - Narcotics and Dangerous Drugs

*Credits - 3 Lecture - 3*

This course focuses on the problems created by illegal use of narcotics and dangerous substances, including a historical examination of drug abuse; the nature and extent of drug abuse; etiology of addiction; symptoms and consequences of drug abuse; the intentions and limitations of drug control and regulation efforts; and the impact of drugs on the American criminal justice system.

*Prerequisite: WR115 or placement*

*Recommended: CJ100*

*Term(s) Offered: Fall*

### >CJ250 - Criminal Justice Administration

*Credits - 3 Lecture - 3*

This course introduces the student to leadership styles, management principles, supervisory techniques, and policy and procedure formulation in the management of criminal justice agencies with an emphasis on ethical leadership. Students are provided an opportunity to address real criminal justice management issues and problems, and discover ways to resolve them while applying theory to practical situations.

*Prerequisite: WR115 or placement and CJ100*

*Term(s) Offered: Spring*

## CJ Criminal Justice

### >CJ280 - Cooperative Work Experience

*Credits - 1-8*

Supervised field experience in a criminal justice or related agency. An in-service student may pursue a research project instead of work in the field. Includes a seminar for discussion of problems and experience gained.

*Criminal Justice Coordinator Approval Required*

*Term(s) Offered: Fall, Winter, Spring*

## COM Communication

### #^COM100 - Human Communication

*Credits - 4 Lecture - 4*

An introductory course that 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.

*Recommended preparation: WR060*

*Term(s) Offered: Fall, Winter, Spring*

### \*COM111 - Fundamentals of Speech

*Credits - 4 Lecture - 4*

Fundamentals of preparation and presentation of oral discourse. Emphasis is on informative speaking, and also in-depth introduction to classical rhetorical concepts of persuasive speaking.

*Prerequisite: WR060 or Placement, WR115 strongly recommended.*

*Term(s) Offered: Fall, Winter, Spring*

### \*COM112 - Fundamentals of Speech

*Credits - 4 Lecture - 4*

Fundamentals of preparation and presentation of oral discourse. Emphasis is on development of skills in group discussions and group problem-solving techniques. Introduction to argumentation.

*Prerequisite: WR060 or Placement, WR115 strongly recommended.*

# Course Descriptions

## COM Communication

### #~\*COM115 - Intercultural Communication

Credits - 4 Lecture - 4

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.

*Prerequisite:* WR060 or Placement, WR115 strongly recommended.

*Term(s) Offered:* Fall, Winter, Spring

### ~^COM237 - Gender and 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.

## CS Math/Computer Science

### CS020 - Computer Orientation

Credits - 1 Other - 1

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.

Designed for those who have had little or no experience working with computers.

### CS080 - Introduction to Personal Computers

Credits - 3 Lecture - 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.

*Term(s) Offered:* Fall, Winter, Spring

### CS090 - Personal Computer Applications

Credits - 3 Lecture - 3

This course will investigate beginning and elementary features and functions of a particular software application.

*May be repeated under different topics.*

*Term(s) Offered:* Spring

## CS Math/Computer Science

### CS095 - Personal Computer Applications

Credits - 3 Lecture - 3

This course will investigate intermediate to advanced features and functions of a particular software application.

*May be repeated under different topics.*

### @\*CS120 - Concepts of Computing

Credits - 4 Lecture - 4

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 word processing, presentation management, spreadsheets, database, graphics, and web authoring.

*Term(s) Offered:* Fall, Winter, Spring

### ^CS125 - Software Applications

Credits - 3 Lecture - 3

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.

### ^CS125i - Digital Imaging (Photoshop)

Credits - 3 Lecture - 3

This course examines the theory behind digital imaging through application in a Web-based environment. Focus will be on using digital images on web pages to enhance content, through examples of current best practices and trends. Photoshop will be used extensively in this course as students create projects that can be used on websites.

## CS Math/Computer Science

### ^CS125M - Interactive Web Design/ Multi-Media

Credits - 3 Lecture - 3

An introduction to multimedia usage on websites, this course provides hands-on experience creating animation, 3D graphics, and video for an online environment. Students will use both proprietary and open-source software for projects as they progress from storyboard and script to final product.

### \*CS133B - Programming with Visual Basic

Credits - 4 Lecture - 4

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.

### \*CS133J - Scripting: Javascript with jQuery

Credits - 4 Lecture - 4

An introduction to client-side scripting, this course presents methods to make dynamic websites. After gaining familiarity with Javascript, students will be taught how to use jQuery to simplify and enhance website design and development.

*Prerequisite:* CS195

### \*CS133U - Programming with C++

Credits - 4 Lecture - 4

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.

### >CS145 - Introduction to PC Hardware and Software

Credits - 5 Lecture - 5 Lab - Other -

This course provides a first introduction to the installation, configuration and maintenance of PC hardware and software. Special emphasis is given to troubleshooting methodology and its hands-on application to resolution of hardware and software problems.

# Course Descriptions

## CS Math/Computer Science

### ^CS160 - Gentle Introduction to Programming

Credits - 4 Lecture - 3 Other - 1

A gentle, but intense, introduction to programming with a high-level programming language. The student will study foundational programming styles, techniques, syntax, and tools in order to develop, write, run, and debug computer programs with an emphasis on problem solving.

### \*CS161 - Computer Science

Credits - 4 Lecture - 4

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.

*Recommended preparation: MTH095 or equivalent.*

### \*CS162 - Computer Science

Credits - 4 Lecture - 4

Continued introduction to problem solving and algorithm design with the use of a high level programming language. Additional topics may include data organization (multidimensional arrays, records, pointers, lists, stacks and queues) and techniques for designing large projects.

*Prerequisite: CS161*

### CS175 - Introduction to Networking

Credits - 5 Lecture - 5 Lab - Other -

Students will learn the essentials of installing, configuring, securing and maintaining computer networks. Students learn to diagnose and resolve simple network problems, analyze network traffic, and gain familiarity with common protocols and media types.

### >CS179 - Introduction to Networking

Credits - 4 Lecture - 3 Lab - 1

Students will learn the essentials of installing, configuring, securing and maintaining computer networks. Students learn to diagnose and resolve simple network problems, analyze network traffic, and gain familiarity with common protocols and media types.

*CS145 is a corequisite for this course*

## CS Math/Computer Science

### >CS180 - Computer Science Practicum

Credits - 5 Lab - 5

Students will operate a free computer repair clinic as a community service, gaining experience in troubleshooting, professional interaction with customer's and peers and documenting problems and solutions in a trouble ticket system.

*Students may take this course for credit twice.*

### \*CS195 - Web Development

Credits - 4 Lecture - 4

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.

*Prerequisite: CS120*

### ^CS198 - Special Studies

Credits - 1-3

This course is designed to provide interested and capable students special topics in computer science.

### >CS240L - Introduction to Linux Systems Administration

Credits - 5 Lecture - 5 Lab - Other -

Students will gain experience in the installation and configuration of the Linux operating system as a server, with strong emphasis on the boot sequence and virtualization. Students will learn to use the command line and administer common services.

*Prerequisite: CS145 or equivalent experience*

### \*CS260 - Data Structures

Credits - 4 Lecture - 3 Other - 1

Continued instruction in problem solving and algorithm design with the use of a high level programming language, this course also includes basic data structures, searching and sorting techniques and advanced problem solving.

*Prerequisite: CS162*

## CS Math/Computer Science

### \*CS275 - Database Development

Credits - 4 Lecture - 4

Introduces the design, uses, and terminology of a database management system. Students will explore database development, focusing on relational databases. Topics will include relational schema, entity-relationship diagrams, indices, normal forms, SQL, multiuser database issues, web-based systems, and evaluation of business data needs.

*Prerequisite: BA 110A*

*Recommended Preparation: CS295 or CS 133 or CS 161*

### >CS279 - Network Management II

Credits - 5 Lecture - 5

Students will learn to build, maintain, troubleshoot and support server hardware and software technologies. Advanced administration and diagnostic techniques are discussed.

*Prerequisite: CS179*

### ^CS280 - Cooperative Work Experience

Credits - 1-8

Provides a supervised work experience in computer science which supplements the "school experience" that is not possible in the normal academic classroom environment.

### >CS282 - Computer Science Colloquium

Credits - 3 Lecture - 3 Lab - Other -

This course will provide a forum for discussion of challenges, current trends, and future concerns. Will also cover current trends as well as resume building.

*Designed to be taken in parallel with CS280*

### ^CS288 - Network Management III

Credits - 4 Lecture - 3 Lab - 1

A course designed to examine different advanced networking topics and current trends in networking. Topics will include items relative to the needs and learning experience of the students.

# Course Descriptions

## CS Math/Computer Science

### \*CS295 - Web Development

Credits - 4 Lecture - 4

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.

Prerequisite: CS195

### ^CS298 - Special Studies

Credits - 1-3

This course is designed to provide interested and capable students special topics in computer science.

## CSS Agriculture

### >CSS100 - Soils and Fertilizers

Credits - 3 Lecture - 2 Lab - 1

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.

Term(s) Offered: Winter

### ^CSS101 - Introduction to Precision Irrigated Agriculture

Credits - 2 Lecture - 2 Lab - Other -

Students will be introduced to a wide range of technologies and concepts in precision irrigated ag, including the Global Positioning System (GPS), Geographic Information Systems(GIS), sensors/controllers, industry issues, career opportunities, and cost-benefit comparisons. Practical application of precision agriculture technology in water management and irrigation systems will be emphasized.

Lectures will be delivered to students twice per week at the Pendleton Campus/Hermiston Center for Precision Irrigated Ag. This course has the potential to be offered or co-offered as an online course.

## CSS Agriculture

### >CSS109 - Introduction to Precision Irrigated Agriculture

Credits - 2 Lecture - 2 Lab - Other -

Students will be introduced to a wide range of technologies and concepts in precision irrigated ag, including the Global Positioning System (GPS), Geographic Information Systems(GIS), sensors/controllers, industry issues, and career opportunities.

Lectures will be delivered to students twice per week at the Pendleton

Campus/Hermiston Center for Precision Irrigated Ag. This course has the potential to be offered or co-offered as an online course.

### ^CSS120 - Irrigated Crops

Credits - 3 Lecture - 2 Lab - 1 Other -

This course introduces students the wide array of irrigated crops grown in Oregon and the Pacific Northwest. General production and management challenges will be discussed for each highlighted crop, including the economics and marketability of the crop. Crops covered may include: potatoes, corn, mint, peas, watermelons, onions, wheat, alfalfa, vineyards and/or orchards. The emphasis and crops covered may shift to meet student interests and needs. Potential applications for precision ag technology will be discussed.

### ^CSS122 - Irrigated Crops

Credits - 3 Lecture - 2 Lab - 1 Other -

This course introduces students the wide array of irrigated crops grown in Oregon and the Pacific Northwest. General production and management challenges will be discussed for each highlighted crop, including the economics and marketability of the crop.

### >CSS201 - Principles of Crop Science

Credits - 3 Lecture - 3

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.

Corequisite: AGR280

Term(s) Offered: Spring

## CSS Agriculture

### >CSS210 - Forage Crops

Credits - 3 Lecture - 3

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.

Corequisite: AGR280

Term(s) Offered: Fall

### ^CSS220 - Geospatial Data Collection

Credits - 4 Lecture - 3 Lab - 1 Other -

This course will go into detail on types and methods of field data collection for a spatial analysis and provide students with a solid background in data logging systems, project design, and an introduction to data analysis and map production for agricultural applications. Students will be responsible for identifying a study area, a question or management issue, and the data needed to answer the question as part of a term/team project. Students will learn not only the technical issues of field collection but also critical thinking skills and communication skills.

Lectures will be delivered in person at the Pendleton campus/Hermiston Center for Precision Ag. This course may be offered online.

### ^CSS221 - Agricultural Spatial Analysis

Credits - 3 Lecture - 3

This course is designed to provide students with a foundation in analyzing spatial data for agricultural applications. An emphasis will be placed on identifying and interpreting relationships and patterns in yield and other cropping factors.

### ^CSS230 - Precision Irrigation Software

Credits - 3 Lecture - 3

This project-driven course will prepare the student to use various precision agriculture software programs in the irrigation and precision agriculture industry

Lectures will be delivered in person at the Pendleton campus/Hermiston Center for Precision Ag. This course may be offered online.

# Course Descriptions

## CSS Agriculture

### ^CSS240 - Pest Management

Credits - 4 Lecture - 4

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.

Corequisite: AGR280

Term(s) Offered: Winter

### ^CSS241 - Integrated Pest Management

Credits - 4 Lecture - 3 Lab - 1 Other -

This course is designed to provide students with an overview and in-depth background in integrated pest management and resistance management. The course is designed to provide students with tactics to monitor and control insects, diseases and weeds successfully, consistently, and economically throughout their career.

Prerequisite: CSS240 or Applicators License, MTH 070 or higher

Lecture materials may also be made available to students online. Course may fill continuing education credits for ODA applicator's license.

## DA Dental Assisting

### >DA141 - Dental Radiology

Credits - 4 Lecture - 3 Lab - 1

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.

Prerequisite: MTH 025

Admission to the dental program and/or instructor approval.

Term(s) Offered: Fall

## DA Dental Assisting

### >DA142 - Dental Radiology

Credits - 3 Lecture - 2 Lab - 1

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.

Prerequisite: DA141

Term(s) Offered: Winter

### >DA143 - Dental Radiology

Credits - 1 Lab - 1

Provides a concentrated clinical application of dental radiographic procedures studied in previous courses in preparation for the Dental Assisting National Board Radiation Examinations.

Prerequisite: DA142

Term(s) Offered: Spring

### >DA151 - Chairside Procedures I

Credits - 4 Lecture - 3 Lab - 1

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.

Admission to the dental program and/or instructor approval.

Term(s) Offered: Fall

### >DA152 - Chairside Procedures

Credits - 3 Lecture - 2 Lab - 1

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 tofflemire matrix and wedge placement, and coronal polish.

Prerequisite: DA151

Term(s) Offered: Winter

## DA Dental Assisting

### >DA153 - Chairside Procedures

Credits - 2 Lecture - 1 Lab - 1

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.

Prerequisite: DA142, 152, 162

Term(s) Offered: Spring

### >DA154 - Dental Specialties

Credits - 2 Lecture - 2

Covers various specialties of dentistry and new, emerging technologies, their principal procedures, instrument identification, tray setups, and post-operative care instructions.

Prerequisite: DA151

Term(s) Offered: Winter

### >DA162 - Clinical Practice

Credits - 4 Other - 4

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.

Prerequisite: DA151

Term(s) Offered: Winter

### >DA163 - Clinical Practice

Credits - 8 Other - 8

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.

Prerequisite: DA162

Term(s) Offered: Spring

### >DA166 - Clinical Practice Seminar

Credits - 1 Lecture - 1

Seminar discussions to be held on various aspects of spring term internships in local dental offices. Employment opportunities, résumé writing, completing job applications, and interviewing skills are covered.

Admission to the dental program and/or instructor approval.

Term(s) Offered: Spring

# Course Descriptions

## DA Dental Assisting

### >DA170 - Basic Dental Science

Credits - 3 Lecture - 3

The study of systems of the human body, their physiology, as well as bacteriology and embryology as they relate to the oral cavity.

Admission to the dental program and/or instructor approval.

Term(s) Offered: Fall

### >DA172 - Dental Anatomy

Credits - 4 Lecture - 4

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. Blacks' Cavity classification and elements of cavity design are introduced.

Admission to the dental program and/or instructor approval.

Term(s) Offered: Fall

### >DA174 - Dental Pathology

Credits - 1 Lecture - 1

The study of oral pathology to include normal, diseased, or injured tissues; dental caries; oral inflammation; abscesses, and developmental abnormalities.

Prerequisite: DA170 and DA172

Term(s) Offered: Winter

### >DA176 - Dental Pharmacology

Credits - 1 Lecture - 1

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.

Admission to the dental program and/or instructor approval.

Term(s) Offered: Winter

### >DA180 - Dental Materials

Credits - 3 Lecture - 2 Lab - 1

Introduction, demonstration, manipulation, and principal application including physical and chemical properties, preparation, care and storage of materials used in dental offices.

Admission to the dental program and/or instructor approval.

Term(s) Offered: Fall

## DA Dental Assisting

### >DA182 - Dental Materials and Procedures

Credits - 2 Lecture - 1 Lab - 1

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.

Prerequisite: DA151 and DA180

Term(s) Offered: Winter

### >DA190 - Dental Health Education

Credits - 2 Lecture - 2

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.

Admission to the dental program and/or instructor approval.

Term(s) Offered: Fall

### >DA192 - Dental Law and Ethics

Credits - 1 Lecture - 1

History, ethics, and legal aspects of dentistry are covered as they are prescribed 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.

Prerequisite: DA190

Term(s) Offered: Winter

### >DA194 - Dental Business Office

Credits - 2 Lecture - 1 Other - 1

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.

Prerequisite: DA162

Term(s) Offered: Spring

## DA Dental Assisting

### >DA196 - Medical Emergencies in the Dental Office

Credits - 1 Lecture - 1

Emphasizes the importance of the health history, treatment of the medically compromised patient, and the influence a medical emergency may have on the patient during clinical treatment. Signs and symptoms are studied for handling medical emergencies. Course content also includes vital signs and emergency medical equipment usage.

Admission to the dental program and/or instructor approval.

Term(s) Offered: Fall

## DRF Engineering Tech/ Drafting

### >DRF110 - Print Reading For Welders

Credits - 2 Lecture - 2

This course presents an introduction to print reading fundamentals, American Welding Society (AWS) welding symbols, and related print reading applications found in the welding and fabrication industry.

### >DRF112 - Computer Aided Drafting

Credits - 3 Other - 3

An introduction to computer aided drafting using AutoCAD software, including design set up, file management, entity creation, and manipulation. Projects will include orthographic projection, sections, dimensioning, and isometric drawings.

### >DRF113 - Advanced Computer Aided Drafting

Credits - 3 Other - 3

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.

Prerequisite: DRF112 or CET112

Added CET112 as prereq

# Course Descriptions

## DRF Engineering Tech/ Drafting

### >DRF145 - Engineering Graphics

*Credits - 3 Other - 3*

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, and pictorial representation.

### >DRF205 - Structural Drafting

*Credits - 3 Other - 3*

Layout and detailing of timber, steel, and reinforced concrete structural elements using manual and computer-aided drafting procedures.

*Prerequisite: DRF112 or DRF145*

### >DRF243 - Industrial Drafting

*Credits - 4 Lecture - 2 Lab - 6*

Students will create wiring diagrams, schematics and logic diagrams, printed circuit board designs, enclosure drawings, and other industrial drawings using industry standard notation and formatting.

*Prerequisite: DRF112*

### >DRF263 - 3-D Computer Aided Drafting

*Credits - 3 Other - 3*

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.

*Prerequisite: DRF113*

### >DRF280 - Cooperative Work Experience

*Credits - 1-8*

Supervised production drafting and related work in governmental and private offices.

*Prerequisite: DRF145 or DRF112*

## DSL Diesel/Welding/PTD

### >DSL141 - Heavy Duty Steering and Suspension

*Credits - 4 Lecture - 3 Lab - 1*

This course will prepare the student to diagnose and repair problems with manual and power steering components, suspension systems, steerable tag and drop axles. The course will also train students in preventative maintenance practices for steering and suspension systems and for steering and suspension system alignment.

*Term(s) Offered: Fall*

### >DSL151 - Heavy Duty Brakes I

*Credits - 3 Lecture - 2 Other - 2*

Hydraulic, air, and mechanical brake system principles of operation, self-energizing, drum, disc, parking, internal expanding, and external band brakes will be covered. Brake system self-adjusters, electric brakes, brake adjustment and inspection will also be covered. Included in this course will also be engine brakes and retarders.

*Term(s) Offered: Spring*

### >DSL152 - Manual Drive Trains I

*Credits - 3 Lecture - 2 Lab - 1*

Hydraulic, air, and mechanical brake system principles of operation, self-energizing, drum, disc, parking, internal expanding, and external band brakes will be covered. Brake system self-adjusters, electric brakes, brake adjustment and inspection will also be covered. Included in this course will also be engine brakes and retarders.

*Term(s) Offered: Winter*

### >DSL153 - Manual Drive Trains II

*Credits - 3 Lecture - 2 Lab - 1*

A continuation of DSL 152 covering more detailed maintenance and repair of drive lines, differentials, transfer cases, gear transmissions, and transaxles with emphasis on problem diagnosis, repair and replacement, and repair.

*Prerequisite: DSL152*

*Term(s) Offered: Spring*

## DSL Diesel/Welding/PTD

### >DSL161 - Diesel Engines

*Credits - 4 Lecture - 3 Lab - 1*

The course provides up-to-date, interactive training through classroom study, use of Internet Website information, and hands-on experience in the "Virtual Workplace" or lab. The course focuses on the history, theory of operation, and principles of design of the diesel engine.

*Term(s) Offered: Winter*

### >DSL162 - Engine Repair I

*Credits - 4 Lecture - 3 Lab - 1*

This course covers provides up-to-date, interactive training through classroom study, use of Internet Website information, and hands-on experience in the "virtual workplace" or lab, for the troubleshooting, repair, and maintenance of diesel engines. Special focus will be on the performance of the cylinder head, lubrication system, and cooling systems. Students will remove, recondition, and reassemble diesel engines.

*Prerequisite: DSL161*

*Term(s) Offered: Spring*

### >DSL175 - Heavy Duty Equipment

*Credits - 3 Lecture - 2 Lab - 1*

This course will focus on off-highway mobile equipment systems. Training will emphasize diagnostics and repair of heavy equipment.

*Prerequisite: DSL184*

*Term(s) Offered: Winter*

### >DSL176 - Mobile Air-Conditioning and Heating

*Credits - 3 Lecture - 2 Lab - 1*

This course will introduce the theory of air conditioning and heating systems in mobile equipment. The theory will be followed by diagnostic and repair techniques required by the service technician.

*Term(s) Offered: Spring*

### >DSL181 - Shop Practices

*Credits - 3 Lecture - 3*

This course trains the student in basic shop environment practices, including personal safety. The course also trains student in proper and safe tool use, along with use of fasteners and hardware employed in the field of diesel technology.

*Term(s) Offered: Fall*



# Course Descriptions

## DSL Diesel/Welding/PTD

### >DSL184 - Fluid Mechanics

Credits - 4 Lecture - 3 Lab - 1

This course will introduce the theory and application of fluid mechanics. The course expands upon the theory by troubleshooting and repairing on- and off-highway hydraulic systems.

Term(s) Offered: Fall

### >DSL191 - Electrical Systems I

Credits - 4 Lecture - 2 Other - 2

An introductory course designed to provide basic technical knowledge of principles of operation, construction, and purpose of electron theory and basic electrical circuits and components.

Term(s) Offered: Fall

### >DSL192 - Electrical Systems II

Credits - 4 Lecture - 2 Other - 2

Provides the basic technical knowledge of electrical circuits, measurement values, circuit components, circuit tracing and diagnosing, and repair of electrical malfunctions.

Prerequisite: DSL191

Term(s) Offered: Winter

### >DSL193 - Electrical Systems III

Credits - 4 Lecture - 2 Other - 2

Designed to give the student basic technical knowledge of semiconductors and diodes, including operating principles of starting, charging, and ignition systems.

Prerequisite: DSL192

Term(s) Offered: Spring

### >DSL196 - Electronic Diagnostics and Engine Emissions

Credits - 3 Lecture - 2 Lab - 1

This course is designed to introduce the student to the use of electronic control systems in on and off road vehicles. It details subjects from basic electrical wiring and connections to more detailed electronic troubleshooting tools and how engine performance and injection timing can result in non-compliant exhaust emissions. Students will receive hands-on training in the lab setting learning to use ESTs, and proper troubleshooting techniques.

Prerequisite: DSL193

Term(s) Offered: Winter

## DSL Diesel/Welding/PTD

### >DSL200 - Pre-Employment Seminar

Credits - 1 Lecture - 1

This course is designed assist students seeking employment. Job-hunting techniques, interviewing skills, and the study of job-related responsibilities and problems while advancing in a chosen career are among the major topics covered.

Term(s) Offered: Spring

### >DSL251 - Heavy Duty Brakes II

Credits - 3 Lecture - 2 Other - 2

Principles of compressed air, air brake component identification and operation, and air brake valve troubleshooting and service will be covered. This course also includes other heavy duty brake systems for trucks, tractors and heavy equipment; and complete brake jobs, including inspection and service.

Prerequisite: DSL151

Term(s) Offered: Fall

### >DSL262 - Engine Repair II

Credits - 4 Lecture - 3 Lab - 1

This course covers provides up-to-date, interactive training through classroom study, use of internet website information, and hands-on experience in the "virtual workplace" or lab, for the troubleshooting, repair, and maintenance of diesel engines. Areas of focus include intake and exhaust systems, turbochargers, engine brakes, and the fuel subsystem.

Prerequisite: DSL162

Term(s) Offered: Fall

### >DSL263 - Advanced Engine Technology

Credits - 4 Lecture - 3 Lab - 1

This course covers provides up-to-date, interactive training through classroom study, use of internet website information, and hands-on experience in the "virtual workplace" or lab, of the advanced diagnostics of diesel engines. The class will focus on testing engines after re-build; the operation, testing, and repair of injection pumps and governors; troubleshooting typical engine and fuel-system failures; and the operation and adjustment of a Cummins Pressure-Time system.

Prerequisite: DSL262

Term(s) Offered: Winter

## DSL Diesel/Welding/PTD

### >DSL275 - Heavy Duty Equipment II

Credits - 3 Lecture - 2 Lab - 1

This course will focus on off-highway mobile equipment. Training will emphasize diagnostics and repair of powertrain systems.

Prerequisite: DSL175

Term(s) Offered: Spring

### >DSL280 - Cooperative Work Experience

Credits - 1-8

Provides a supervised work experience in diesel mechanics which supplements the "school experience" that is not possible in the normal academic classroom environment.

Term(s) Offered: Winter, Spring

## EC Social Science

### ^EC198 - Special Studies

Credits - 1-3

This course is designed to provide interested and capable students special topics in economics.

### \*EC201-Principles of Microeconomic Theory with Applications

Credits - 4 Lecture - 4

Introduction to Microeconomics. 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. This course includes applications of microeconomic theory to current economic problems.

Prerequisite: WR060 or Placement, WR115 strongly recommended, MTH070

Term(s) Offered: Fall, Spring

### \*EC202 - Principles of Macroeconomic Theory with Applications

Credits - 4 Lecture - 4

Introduction to Macroeconomics. This course 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. This course includes applications of microeconomic theory to current economic problems.

Prerequisite: WR060 or Placement, WR115 strongly recommended, EC201

Term(s) Offered: Winter

# Course Descriptions

## ECE Early Childhood Ed.

### >ECE100 - Developmentally Appropriate Practice in Early Childhood Ed

*Credits - 3 Lecture - 3*

This course covers an overview of developmentally appropriate practice in Early Childhood Programs. Students will become familiar with the standard of care in early childhood education as delineated by the National Association for the Education of Young Children and outlined in the text, *Developmentally Appropriate Practice in Early Childhood Programs*.

*Term(s) Offered: Fall, Winter, Spring*

### >ECE101 - Family and 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.

*WR115 Recommended.*

*Term(s) Offered: Fall*

### >ECE109 - Foundations and Careers in Early Childhood

*Credits - 3 Lecture - 3*

This course introduces the student to the history, philosophy, and social development of early childhood education and is designed to assist students in identifying potential local, state, and federal career opportunities in early childhood education, including child care, education, social work and health care specialties. Students will become familiar with the educational requirements, lifestyle considerations, application processes, testing, screening, training, and certification requirements of employment in the field of early childhood. Students will solidify their academic plan and prepare a personal career plan based on their goals.

*Fulfills the HD109 Requirement*

## ECE Early Childhood Ed.

### >ECE111 - Introduction to ECE Environments

*Credits - 3 Lecture - 3*

This course covers the different types of early childhood education programs and the regulations that govern each. Emphasis is on design of early learning environments that support growth and development in all domains of learning: social-emotional, intellectual, and physical. Students will evaluate existing early learning settings and suggest adaptations. Students will apply principles of developmentally appropriate practice to the evaluation and design of early learning environments.

*Term(s) Offered: Winter*

### >ECE112 - Introduction to Early Childhood Education/ Professionalism

*Credits - 1 Lab - 1*

This course provides students with an opportunity to explore the field of Early Childhood Education through a hands-on, application-oriented experience in an approved Early Care and Education Setting under the supervision of career professionals. Student will also have the opportunity to complete Career-Related Learning Experiences (CRLE), required for graduation from Oregon's high schools.

*Term(s) Offered: Fall, Spring*

### >ECE113 - Introduction to Early Childhood Education/Child Advocacy

*Credits - 1 Lecture - 1*

This course covers the ethical and legal responsibilities of early childhood practitioners.

### >ECE115 - Individualizing Curriculum

*Credits - 3 Lecture - 3*

This course covers the skills necessary to identify children's characteristics in order to develop strategies for individualized programmatic planning, including the ability to acquire information using a variety of resources.

## ECE Early Childhood Ed.

### >ECE150 - Observation/Assessment and Recording

*Credits - 3 Lecture - 3*

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.

*WR115 Recommended.*

*Term(s) Offered: Winter*

### >ECE151 - Guidance and Classroom Management

*Credits - 3 Lecture - 3*

This introductory course to guidance for young children, ages birth through eight, presents a positive child guidance approach based on principles of developmentally appropriate practice in early care and education, as outlined by the National Association for the Education of Young Children. Students will be provided with research-based, philosophically sound knowledge, research, practices, and strategies that contribute positively to the emotional and social development of the young child.

*Term(s) Offered: Fall, Spring*

### >ECE152 - 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.

*Term(s) Offered: Spring*

### >ECE153 - Music and 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.

*Term(s) Offered: Spring*

# Course Descriptions

## ECE Early Childhood Ed.

### >ECE154 - Literature and Literacy

Credits - 3 Lecture - 3

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.

Term(s) Offered: Winter

### >ECE175A - Infant/Toddler Caregiving: 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.

Term(s) Offered: Spring

### >ECE175B - Infant/Toddler Caregiving: 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.

Term(s) Offered: Spring

## ECE Early Childhood Ed.

### >ECE175C - Infant/Toddler Caregiving: Learning and 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.

Term(s) Offered: Spring

### >ECE175D - Infant/Toddler Caregiving: Culture, Family and 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.

Term(s) Offered: Spring

### >ECE198 - Special Studies

Credits - 1-3

Designed to provide interested and capable students with the opportunity to study special topics in the Early Childhood Education program.

### >ECE220 - Science and Nature with Young Children

Credits - 3 Lecture - 3

This class provides a thorough study of theory, design and implementation of science curriculum in early childhood settings, with an emphasis on integrating developmentally appropriate nature studies across the curriculum, both indoors and outdoors.

## ECE Early Childhood Ed.

### >ECE225 - Prenatal, Infant and Toddler Development

Credits - 3 Lecture - 3

This course covers child development from prebirth through 36 months of age. A relationship-based model is used as a framework for understanding how infants and toddler grow and learn with the support of their families and teachers. Focus is on major developmental theories, stages of development including brain and language development, and appropriate behavioral expectations.

Writing 115 recommended

### >ECE226 - Child Development

Credits - 3 Lecture - 3

This course covers child development from birth through age eight. Focus is on major developmental theories, stages of development and appropriate behavioral expectations. This course is the foundation for the Early Childhood Education program.

Term(s) Offered: Fall, Spring

### >ECE227 - Enhancing Social Emotional Development

Credits - 3 Lecture - 3

This course provides an in-depth exploration of strategies and techniques for enhancing children's social emotional development.

Term(s) Offered: Winter

### >ECE228 - Responsive Infant Toddler Programs

Credits - 3 Lecture - 3

This course takes the infant toddler professional into the world of responsive program planning that happens day to day the relationship way. Focus is on the application of major developmental theories, stages of development including brain and language development, and appropriate behavioral expectations.

Prerequisite: ECE225

Writing 115 recommended

# Course Descriptions

## ECE Early Childhood Ed.

### >ECE240 - Curriculum/Planning

*Credits - 3 Lecture - 3*

This course focuses on designing curriculum for the young child using the principles of developmentally appropriate practice and constructive learning theory. Students will apply the components of constructivism to the design of early childhood curriculum. Application of theory to practice is emphasized.

*Term(s) Offered: Winter*

### >ECE245 - Challenging Behavior in Young Children

*Credits - 3 Lecture - 3*

This course addresses challenging behavior in young children. Students will explore the causes of and the risk factors associated with challenging behavior. Students will develop knowledge and skills which will allow them to understand, prevent, and respond effectively to challenging behavior.

*WR115 & ECE151 Recommended*

*Term(s) Offered: Spring*

### >ECE248 - Overview of Special Services

*Credits - 3 Lecture - 3*

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.

*Term(s) Offered: Spring*

### >ECE249 - Inclusion of Children with Special Needs

*Credits - 3 Lecture - 3*

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.

*WR115 Recommended.*

*Term(s) Offered: Fall*

## ECE Early Childhood Ed.

### >ECE280 - Cooperative Work Experience

*Credits - 1-8*

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.

*Term(s) Offered: Fall, Winter, Spring*

### >ECE295 - Child Care Administration

*Credits - 3 Lecture - 3*

An exploration of administrative roles and responsibility in child care centers. Topics include philosophy, finances, personnel, legal regulation and program planning.

*Term(s) Offered: Fall*

### >ECE296 - Issues and 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, professionalism, teaching methods, brain research, teenage parents and working parents.

*Term(s) Offered: Fall*

## ED Teacher Ed/Ed Assistant

### ^ED100 - Introduction to Education

*Credits - 1 Lecture - 1*

This course examines teaching as a profession. It provides opportunities for direct experience with, and analysis of, educational settings. Students will explore current issues in education and characteristics of effective schools.

*Required in Elementary & Secondary AAOT transfer degree, AAS degree for Paraeducators and Paraeducator Certificate. Fulfills the HD109 Requirement*

*Term(s) Offered: Fall, Winter, Spring*

## ED Teacher Ed/Ed Assistant

### ^ED113 - Instructional Strategies in Language Arts

*Credits - 3 Lecture - 3*

Introduces the nature of the reading process and presents a systematic approach to language arts instruction. Students learn to link literacy instruction and assessment to state content standards.

*Required in Paraeducator Certificate and AAS degree.*

*Term(s) Offered: Fall, Winter*

### >ED114 - Instructional Strategies in Math and Science

*Credits - 3 Lecture - 3*

This course introduces the development of math and science concepts and presents a systematic approach to math and science instruction. Students learn to link math and science instruction and assessment to state content standards.

*Required in Paraeducator Certificate and AAS degree.*

*Term(s) Offered: Spring*

### >ED125 - Peer Tutoring/ED 125

*Credits - 1 Lecture - 1*

This course is designed to prepare and instruct peer tutors on the principles and skills needed to provide effective tutoring services to students enrolled in various classes throughout the community college campus. Student tutors will gain skills and experience needed to assist tutees by participating in both in-class and out of class activities.

### #>ED130 - 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. Covers the four major factors or skill areas of effective classroom management;

- 1) Understanding students' personal/psychological and learning needs,
- 2) Establishing positive adult-student and student-student relationships,
- 3) Implementing instructional methods that facilitate optimal learning, and
- 4) Using organizational and group management methods that maximize positive student behavior and learning.

*Required in Paraeducator Certificate and AAS degree.*

*Term(s) Offered: Fall*

# Course Descriptions

## ED Teacher Ed/Ed Assistant

### >ED131 - Instructional Strategies

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 Paraeducator Certificate and AAS degree.

Term(s) Offered: Winter

### >ED157 - Introduction to Mathematical Explorations

Credits - 3 Lecture - 3

This course introduces current theory and methodology for creating an active learning environment that fosters curiosity, knowledge and understanding of important mathematical relationships, number sense, and basic problem-solving in an early childhood elementary setting.

Prerequisite: MTH025

Term(s) Offered: Winter

### #>ED169 - Overview of Students with Special Needs

Credits - 3 Lecture - 3

An introduction to the disabling conditions of students with special needs and their implications in school settings. Defines and identifies intervention strategies for disabilities covered under federal law.

Required in Paraeducator Certificate and AAS degree.

Term(s) Offered: Spring

### #^ED200 - Foundations of Education

Credits - 3 Lecture - 3

This course provides an overview of the American Education System, including historical, legal, and philosophical foundations. Students will explore the governance of local schools and districts and will consider the roles and ethical obligations of professional educators.

Prerequisite: WR115 or Placement

Required in Elementary & Secondary AAOT transfer degree, Paraeducator AAS and Certificate degrees

Term(s) Offered: Winter, Spring

## ED Teacher Ed/Ed Assistant

### #^ED229 - Learning and Development

Credits - 3 Lecture - 3

This course addresses current theory regarding human development, intelligence, motivation, and the learning process. Students learn to apply strategies and techniques derived from these theories.

Required in Paraeducator Certificate and AAS degree.

Term(s) Offered: Winter, Spring

### @>ED235 - Educational Technology

Credits - 3 Lecture - 3

This course trains students in the preparation and use of media and technology in school settings. Students will develop an understanding of the role of media in learning and methods for incorporating media in instruction.

Term(s) Offered: Winter

### >ED250 - Second Language Acquisition

Credits - 2 Lecture - 2

This course will examine all the factors that impact second language acquisition; as well as the issues, theories and practices that are associated with second language learning.

Recommended preparation: WR060

### >ED251 - Literacy Development for Second Language Learners

Credits - 3 Lecture - 3

The purpose of this course is to explore researched based best practices for literacy instruction for second language learners. Students will examine English only, native language, and dual language literacy programs.

Recommended preparation: WR060

### >ED252 - Technology and Second Language Learners

Credits - 2 Lecture - 2

This course will explore the variety of technology tools and resources used in ESL classrooms to support English language development.

Recommended preparation: WR060

## ED Teacher Ed/Ed Assistant

### ^ED254 - Instructional Strategies for English Language Learners

Credits - 3 Lecture - 3

This course will examine pedagogical and cultural approaches which lead to successful acquisition of English language skills and content knowledge.

Required in Paraeducator Certificate and AAS degree.

Term(s) Offered: Spring

### >ED255 - Bilingual Education/ELD Strategies

Credits - 3 Lecture - 3

The purpose of this course is to explore strategies that promote effective English language development for second language learners.

Recommended preparation: WR060

### #^ED258 - Multicultural Education

Credits - 3 Lecture - 3

This course covers the philosophy, activities, and techniques appropriate to a culturally sensitive classroom. Students will develop an understanding of the impact of culture on individual perception and learning and group dynamics.

Required in Paraeducator Certificate and AAS degree. Will satisfy the Cultural Awareness requirement for the CUESTE program.

Term(s) Offered: Fall, Spring

### >ED260 - Overview of Autism Spectrum Disorders

Credits - 3 Lecture - 3

This course provides an overview of Autism Spectrum Disorders from birth to adult. Characteristics, behaviors, theories, and general information will be given with emphasis on research-based evidence.

Prerequisite: WR060

Term(s) Offered: Fall

### >ED261 - Instructional Strategies for Autism Spectrum Disorders

Credits - 3 Lecture - 3

This course provides instructional support strategies for k-12 instructional assistants and others who work with students who have Autism Spectrum Disorder. Effective strategies and techniques will be discussed and practices.

Prerequisite: ED260

Term(s) Offered: Winter

# Course Descriptions

## ED Teacher Ed/Ed Assistant

### >ED262 - Behavior Management for Autism Spectrum Disorders

*Credits - 3 Lecture - 3*

This course provides effective strategies and techniques for managing the behavior of K-12 students with Autism Spectrum Disorders. Emphasis will be placed on appropriate practices and procedures.

*Prerequisite: ED260*

*Term(s) Offered: Spring*

### >ED263 - Communication Strategies for Autism Spectrum Disorder

*Credits - 3 Lecture - 3*

This course covers effective strategies and techniques for fostering communication with the student as well as encouraging communication from the student with Autism Spectrum Disorder. Specific attention will be paid to communication strategies in a K-12 school environment. Effective strategies and techniques will be discussed and practiced.

*Prerequisite: ED260*

### >ED266 - 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 Paraeducator Certificate and AAS degree.*

### >ED268 - Educating Mildly and 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 Paraeducator Certificate and AAS degree*

## ED Teacher Ed/Ed Assistant

### ^ED280 - Cooperative Work Experience

*Credits - 1-8*

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 situation may include one-to-one or small group tutoring in reading, math, or other areas in a classroom setting. *Required in Elementary and Secondary AAOT transfer degree, AAS and Certificate degrees for paraeducators.*

*Term(s) Offered: Fall, Winter, Spring*

### >ED285 - 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.

*Elective in Paraeducator Certificate and AAS degree.*

### >ED286 - 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.

*Prerequisite: ED285 or instructor approval.*

*Elective in Paraeducator Certificate and AAS degree.*

## ED Teacher Ed/Ed Assistant

### >ED287 - 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.

*Prerequisite: ED286 or instructor approval.*

*Elective in Paraeducator Certificate and AAS degree.*

### >ED298 - Special Studies

*Credits - 1-3*

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 Paraeducator Certificate and AAS degree.*

## EMT EMT/Fire Science

### >EMT115 - Crisis Intervention

*Credits - 3 Lecture - 3*

Provides a theoretical background for understanding crisis intervention and offers an arena to experience a variety of crisis management styles. Assists the emergency service worker or healthcare provider to evaluate their emotional reactions and methods of coping in order to stay healthy on the job.

*Term(s) Offered: Spring*

# Course Descriptions

## EMT EMT/Fire Science

### >EMT151 - Emergency Medical Technician Part A

Credits - 5 Lecture - 5

This course is designed to instruct a student to the level of Emergency Medical Technician-Basic. EMT 151 covers the first half of the National Standard Curriculum. Course objectives include recognizing the nature and seriousness of the patient's condition, assessing emergency medical care requirements, administering appropriate care, handling the patient to minimize discomfort and prevent further injury and performing safely and effectively the expectations of the job description for an EMT-Basic.

Prerequisite: RD101 or Placement and MTH025 or Placement and WR060/065 or Placement

Term(s) Offered: Fall

### >EMT152 - Emergency Medical Technician Part B

Credits - 5 Lecture - 5

This course is designed to instruct a student to the level of Emergency Medical Technician-Basic. EMT 152 covers the second half of the National Standard Curriculum. The EMT Basic is a vital link in the chain of the health care team. At the end of this course students will be trained to; 1. Recognize the nature and seriousness of the patient's condition or extent of injuries to assess requirements for emergency medical care. 2. Administer appropriate emergency medical care based on assessment findings of the patient's condition. 3. Lift, move, position, and otherwise handle the patient to minimize discomfort and prevent further injury. 4. Perform safely and effectively the expectations of the job description for an EMT-Basic.

United States Department of Transportation  
National Highway Traffic Safety Administration

EMT-Basic: National Standard Curriculum

Prerequisite: EMT151 or 009.406

Term(s) Offered: Winter

## EMT EMT/Fire Science

### >EMT176 - Emergency Response Patient Transportation

Credits - 2 Lecture - 1 Lab - 1

Covers ambulance operations, laws, maintenance and safety, emergency response driving and route planning.

Term(s) Offered: Winter

### >EMT177 - Emergency Response Communication//Documentation

Credits - 2 Lecture - 2

Covers principles of therapeutic communication, verbal, written, and electronic communications in the provision of EMS, documentation of elements of patient assessment, care and transport, communication systems, radio types, reports, codes and correct techniques.

Term(s) Offered: Fall

## ENG English

### #\*ENG104 - Introduction to Literature

Credits - 4 Lecture - 4

A course concentrating on the study of fiction through analysis of short stories and/or novels drawn from American, English, Continental, and other literature.

Prerequisite: WR115 or Placement

Recommended preparation: WR121

Term(s) Offered: Fall

### #\*ENG105 - Introduction to Literature

Credits - 4 Lecture - 4

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.

Prerequisite: WR115 or Placement

Recommended preparation: WR121

Term(s) Offered: Winter, Spring

## ENG English

### #\*ENG106 - Introduction to Literature

Credits - 4 Lecture - 4

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.

Prerequisite: WR115 or Placement

Recommended preparation: WR121

Term(s) Offered: Spring

### #~\*ENG107 - World Literature

Credits - 4 Lecture - 4

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.

Prerequisite: WR115 or Placement

Recommended preparation: WR121

### #~\*ENG108 - World Literature

Credits - 4 Lecture - 4

This course focuses on great works from roughly 400CE to 1600CE in a variety of forms including: verse, drama, fiction, and non-fiction. Reading and discussion may focus on the literary traditions of Western Europe, Africa and Asia.

Prerequisite: WR115 or Placement

Recommended preparation: WR121

Term(s) Offered: Winter

### #~\*ENG109 - World Literature

Credits - 4 Lecture - 4

This course focuses on great works of the modern world in a variety of forms including: verse, drama, fiction, and non-fiction. Reading and discussion may focus on the literary traditions of Latin America, the Middle-East and Africa, as well as Europe.

Prerequisite: WR115 or Placement

Recommended preparation: WR121

Term(s) Offered: Fall

# Course Descriptions

## ENG English

### **\*\*ENG197 - Film as Literature**

*Credits - 4 Lecture - 4*

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.

*Prerequisite: WR115 or Placement*

*Recommended preparation: WR121*

*Term(s) Offered: Winter*

### **^ENG198 - Special Studies**

*Credits - 1-3*

This course is designed to provide interested and capable students special topics in English.

### **\*\*ENG201 - Shakespeare**

*Credits - 4 Lecture - 4*

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.

*Prerequisite: WR115 or Placement*

*Recommended preparation: WR121*

### **\*\*ENG202 - Shakespeare**

*Credits - 4 Lecture - 4*

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.

*Prerequisite: WR115 or Placement*

*Recommended preparation: WR121*

*Term(s) Offered: Winter*

### **\*\*ENG203 - Shakespeare**

*Credits - 4 Lecture - 4*

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.

*Prerequisite: WR115 or Placement*

*Recommended preparation: WR121*

## ENG English

### **\*\*ENG204 - Survey of English Literature**

*Credits - 4 Lecture - 4*

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.

*Prerequisite: WR115 or Placement*

*Recommended preparation: WR121*

*Term(s) Offered: Fall*

### **\*\*ENG205 - Survey of English Literature**

*Credits - 4 Lecture - 4*

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.

*Prerequisite: WR115 or Placement*

*Recommended preparation: WR121*

### **\*\*ENG206 - Survey of English Literature**

*Credits - 4 Lecture - 4*

The third term of this survey sequence focuses on Modern English Literature. The authors are representative rather than inclusive.

*Prerequisite: WR115 or Placement*

*Recommended preparation: WR121*

### **^ENG240 - Native American Literature**

*Credits - 3 Lecture - 3*

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.

*Recommended preparation: WR121*

### **#~\*ENG253 - Survey of American Literature**

*Credits - 4 Lecture - 4*

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, with the first term focusing on American fiction.

*Prerequisite: WR115 or Placement*

*Recommended preparation: WR121*

## ENG English

### **\*\*ENG254 - Survey of American Literature**

*Credits - 4 Lecture - 4*

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.

*Prerequisite: WR115 or Placement*

*Recommended preparation: WR121*

### **\*\*ENG255 - Survey of American Literature**

*Credits - 4 Lecture - 4*

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.

*Prerequisite: WR115 or Placement*

*Recommended preparation: WR121*

### **#~\*ENG260 - Introduction to Women Writers**

*Credits - 4 Lecture - 4*

An examination of writing by women. Students read a variety of fiction and nonfiction forms by women from various places and periods. Genres may include poetry, folksongs, diary and journal entries, fiction and drama, and non-fiction.

*Prerequisite: WR115 or Placement*

### **\*\*ENG263 - Detective Fiction**

*Credits - 4 Lecture - 4*

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

*Prerequisite: WR115 or Placement*

*Recommended preparation: WR121*



# Course Descriptions

## ENG

## English

### #\*ENG264 - Detective Fiction

Credits - 4 Lecture - 4

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.

*Prerequisite:* WR115 or Placement

*Recommended preparation:* WR121

*Term(s) Offered:* Spring

### #\*ENG269 - Nature Literature

Credits - 4 Lecture - 4

People often explain themselves and their world according to how they define and perceive their relationship with nature. The Nature Literature course will examine how people's literature reflects their mythological, theological, philosophical, and scientific views towards nature. Readings will include fiction, poetry, and nonfiction that project a variety of attitudes towards nature.

*Prerequisite:* WR115 or Placement

*Term(s) Offered:* Spring

### ^ENG280 - Cooperative Work Experience

Credits - 1-8

Provides experience in English classroom for selected English major students who are exploring English teaching.

*Recommended preparation:* WR121

## ES

## EMT/Fire Science

### >ES169 - Emergency Service Rescue

Credits - 3 Lecture - 2 Other - 1

Presents technical information on various rescue situations. Covers tools and equipment, ropes and knots, trench rescue, shoring, warehouse searches, outdoor searches, rescue in situations involving elevation differences, package patients, water and ice rescues, and vehicle extrication.

## ES

## EMT/Fire Science

### >ES175 - Introduction to Emergency Services

Credits - 4 Lecture - 4

Intro to EMS explores the philosophy and history of emergency services. Presents the history of loss of life and property in fire, major medical emergencies, and natural disasters. Covers the responsibility of emergency services in a community, the roles and responsibilities of a paramedic and firefighter, an overview of the ICS system, and the organization and function of emergency services and allied organizations, education and certification. Includes sources of professional literature, awareness and identification of hazardous materials, emergency services apparatus, fire behavior, detection and protection systems, cultural diversity, harassment in the workplace, survey of professional career opportunities and requirements, and development of a resume.

## ET

## Engineering Tech/ Drafting

### >ET114 - Introduction to Geographic Information Systems

Credits - 3 Other - 3

An introduction to the fundamentals of geographic information systems (GIS) including a brief history of automated mapping, and 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.

*Prerequisite:* CS080 or higher

### >ET215 - Contract Documents

Credits - 4 Lecture - 3 Lab - 1

Interpreting contract documents emphasizing civil law as it relates to contract administration, plans and specifications and effects on construction practice.

## ET

## Engineering Tech/ Drafting

### >ET222 - Concrete Practices

Credits - 4 Lecture - 3 Lab - 1

A study of the Basics of Concrete relating to the testing of fresh concrete, fundamentals of Mix Design, review of the Basics of Concrete and in-depth investigation of the properties of concrete materials. Instruction includes Absolute Volume Method of Mix Design and the techniques required to meet job site specifications for concrete.

*Prepares students for completion of the ACI-Field Testing Technician I and ODOT Quality Control Technician Certification Requirements.*

### >ET222A - Concrete Field Testing Technician

Credits - 1 Lecture - 1

A study of the Basics of Concrete relating to the testing of fresh concrete.

### >ET222B - Concrete Control Technician

Credits - 1 Lecture - 1

A study of the Fundamental of Mix Design, review of the Basics of Concrete and in-depth investigation of the properties of concrete materials.

### >ET222C - Concrete Strength Testing Technician

Credits - 1 Lecture - 1

Students are instructed in the Absolute Volume Method of Mix Design and the techniques required to meet job site specifications for concrete.

### >ET231 - Statics

Credits - 4 Lecture - 3 Lab - 1

This course develops the fundamental principles of mechanics of rigid bodies and the application of these principles to engineering problems. The course includes the analysis of structural members and their connections, torsion on power-transmitting shafts, as well as centroids, moments of inertia, and stress and strain.

*Prerequisite:* MTH084 or MTH112 or higher and PHY201

*Removed CET162*

# Course Descriptions

## ET Engineering Tech/ Drafting

### >ET235 - Strength of Materials

*Credits - 4 Lecture - 3 Lab - 1*

This course develops design techniques for simple beams and columns utilizing an analysis of stress-strain relationship as related to engineering materials, with an emphasis on timber and steel. Internal stresses and deformations of structural members and machines when subjected to external forces are considered. Analysis of structural members and their connections, torsion on power transmitting shafts, centroids and moments of inertia of stress are also considered.

*Prerequisite: CET231*

### >ET261 - Fluid Mechanics

*Credits - 4 Lecture - 3 Other - 1*

This course introduces the fundamental properties of fluids, fluid statics, fluids in motion, dimensional analysis, flow in conduits, and flow measuring devices. The emphasis will be on incompressible fluids and the practical applications of fluid mechanics principles.

*Prerequisite: MTH111 or higher*

*Corequisite: PHY201*

### >ET265 - Hydraulics II

*Credits - 4 Lecture - 3 Lab - 1 Other -*

This course will provide a second course in incompressible fluid flow. Focus will be on open channel flow, buoyancy, flow measurement and instrumentation.

*Prerequisite: CET261 and PHY201*

## FN Health/Physical Education

### ^FN225 - 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.

*Term(s) Offered: Fall, Winter, Spring*

### >FN230 - Children, Families and 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.

## FS EMT/Fire Science

### >FS110A - Fire Fighter Skills Academy part A

*Credits - 3 Lecture - 2 Lab - 1*

This course provides the components of classroom study, drill hands-on skills practice, and training evolutions that will prepare the firefighter to perform most fireground functions under the supervision of an experienced firefighter.

*Corequisite: ES175*

*Recommended Preparation: WR115, applied skills. Must qualify within a limited-entry program.*

Students successfully complete both parts of the FF-I Skills Academy will be eligible for Oregon DPSST FF-I certification. Meets requirements of NFPA 1001.

## FS EMT/Fire Science

### >FS110B - Fire Fighter Skills Academy part B

*Credits - 3 Lecture - 2 Lab - 1*

This course provides the components of classroom study, drill hands-on skills practice, and training evolutions that will prepare the firefighter to perform most fireground functions under the supervision of an experienced firefighter.

*Prerequisite: ES175, FS110A*

*Recommended Preparation: WR115, applied skills. Qualify within a limited-entry program. Students successfully completing both parts of the FF-I Skills Academy will be eligible for Oregon DPSST FF-I certification. Meets requirements of NFPA 1001.*

### >FS112A - Firefighting II Skills Academy

*Credits - 2 Lecture - 1 Lab - 1*

This course covers tools, procedures, techniques and safety precautions utilized by firefighters, during fire ground operations. Includes comprehensive training in firefighting skills related to fire company evolutions. Involves transfer of knowledge obtained from classroom instruction to drill ground application, during hands-on live fire training.

Equipment and procedures learned in FF Skills I & II are utilized in an operational format. Students function as a firefighter, apparatus operator, company officer, and training officer during drill activities. Fire fighting skills applied during weekly drill activities.

*Prerequisite: FS110B, FS123*

*Recommended Preparation: WR115, applied skills. Qualify within a limited-entry program.*

# Course Descriptions

## FS EMT/Fire Science

### >FS112B - Firefighting II Skills Academy

Credits - 2 Lecture - 1 Lab - 1

This course covers tools, procedures, techniques and safety precautions utilized by firefighters, during fire ground operations. Includes comprehensive training in firefighting skills related to fire company evolutions. Involves transfer of knowledge obtained from classroom instruction to drill ground application, during hands-on live fire training.

Equipment and procedures learned in FF Skills I & II are utilized in an operational format. Students function as a firefighter, apparatus operator, company officer, and training officer during drill activities. Fire fighting skills applied during weekly drill activities

*Prerequisite:* FS112A

*Recommended Preparation:* WR115, applied skills. Qualify within a limited entry program.

### >FS121 - Fire Behavior & Combustion

Credits - 3 Lecture - 3 Lab -

This course explores the theories and fundamentals of how and why fires start, spread, and are controlled.

*Prerequisite:* ES175, FS110B

*Recommended Preparation:* WR115, applied skills. Qualify within a limited entry program

### >FS122 - Fundamentals of Fire Prevention

Credits - 3 Lecture - 3 Lab -

This course provides fundamental knowledge relating to the field of fire prevention. Topics include: history and philosophy of fire prevention, organization and operation of a fire prevention bureau, use and application of codes and standards, plans review, fire inspections, fire and safety education, and fire investigation.

*Prerequisite:* FS121

*Recommended Preparation:* WR115, applied skills

## FS EMT/Fire Science

### >FS123 - Hazardous Materials-Awareness/Operation

Credits - 3 Lecture - 3 Lab -

This course provides basic chemistry relating to the categories of hazardous materials including recognition, identification, reactivity, and health hazards encountered by emergency services. Second phase of the course provides an overall operation level implementation of a planned response on control and confinement.

*Prerequisite:* FS122, FS110B

*Recommended Preparation:* WR115, applied skills. Qualify within a limited entry program. This course is accredited through IFSAC, and meets requirements for NFPA standard 472.

### >FS130 - Wildland Firefighter

Credits - 2 Lecture - 1 Lab - 1

This course, developed by the National Wildfire Coordinating Group (NWCG), provides the foundational skills for entry level wildland firefighters, including the primary factors affecting the start and spread of wildfire and recognition of potentially hazardous situations. Covers situational awareness, communication responsibility, attitude and stress barriers, decision-making processes and team work principles along with risk management process and introduction to the incident command system for ground cover fire suppression.

*Recommended Preparation:* WR115. applied skills. Eligibility for certification by NWCG as Wildland FF type II, and Wildland FF type I.

*This is a NIMS compliant course (S-130/190, I-100, L-180, S-131/133).*

### >FS137 - Fire Protection Systems

Credits - 3 Lecture - 3 Lab -

This course provides information relating to the features of design and operation of fire alarm systems, water-based fire suppression systems, special hazard fire suppression systems, water supply for fire protection and portable fire extinguishers.

*Prerequisite:* FS110B

*Recommended Preparation:* WR115. applied skills.

## FS EMT/Fire Science

### >FS166 - Building Construction for Fire Prevention

Credits - 3 Lecture - 3 Lab -

This course provides the components of building construction related to firefighter and life safety. The elements of construction and design of structures are shown to be key factors when inspecting buildings, preplanning fire operations, and operating at emergencies.

*Prerequisite:* FS110B

*Recommended Preparation:* WR115, applied skills. Qualify within a limited entry program

### >FS169 - Apparatus Operator / Driver

Credits - 2 Lecture - 1 Lab - 1

This course covers practical procedures, techniques and safety precautions used while operating fire apparatus. Includes fire apparatus inspection and preventative maintenance, driving laws and policies, specific to the apparatus operator maneuver a vehicle, and apparatus positioning.

*Prerequisite:* FS110A

*Recommended Preparation:* WR115, applied skills. Qualify within a limited entry program. Students will be prepared to meet National Fire Protection Association 1002, Standard for Fire Apparatus Driver/Operator Professional Qualifications.

### >FS170 - Intro to Fire Tactics & Strategies

Credits - 3 Lecture - 3 Lab -

This course provides the principles of fireground control through utilization of equipment and extinguishing agents, the different roles and responsibilities of personnel and communication, the difference in how building construction effects fire behavior factors, and how to conduct fire pre-incident planning.

*Prerequisite:* FS110B

*Recommended Preparation:* WR115, applied skills. Qualify within a limited entry program.

# Course Descriptions

## FS EMT/Fire Science

### >FS212 - Fire Investigation

Credits - 3 Lecture - 3 Lab -

This course is intended to provide the student with the fundamentals and technical knowledge needed for proper fire scene interpretations, including recognizing and conducting origin and cause, preservation of evidence and documentation, scene security, motives of the fire setter, and types of fire causes.

Prerequisite: FS166

Recommended Preparation: WR115, applied skills. Qualify within a limited entry program.

### >FS214 - Principles of Fire & Emergency Services Safety & Survival

Credits - 3 Lecture - 3 Lab -

This course introduces the basic principles and history related to the national firefighter life safety initiatives, focusing on the need for cultural and behavior change throughout the emergency services.

Prerequisite: FS169

Recommended Preparation: WR115, applied skills. Qualify within a limited entry program

### >FS240 - Emergency Services Instructor I

Credits - 3 Lecture - 2 Lab - 1

This course prepares emergency services personnel to deliver a training class from a prepared lesson plan. Topics include adult learning theory and how it applies to emergency service training and the use of instructional methods to engage the student in the learning process.

Prerequisite: FS112B, COM111

Recommended Preparation: WR115, applied skills. Qualify within a limited entry program

### >FS274 - Intro to Fire & Emergency Administration

Credits - 3 Lecture - 3 Lab -

This course introduces the student to the organization and management of a fire and emergency services department and the relationship of government agencies to the fire service. Emphasis is placed on fire and emergency service, ethics, and leadership from the perspective of the company officer.

Recommended Preparation: WR115, applied skills. Qualify within a limited entry program

## FS EMT/Fire Science

### >FS280 - Cooperative Work Experience

Credits - 1-8

The purpose of this practicum experience is to give the students an opportunity to gain real life education and mentoring from experienced firefighters, in both daily operation and emergencies.

Prerequisite: FS110B, FS169

Recommended Preparation: WR115, applied skills. Qualify within a limited entry program

## G Science

### +G101 - Introduction to Geology - Minerals and Rocks

Credits - 4 Lecture - 3 Lab - 1

A study of the structure and composition of the Earth; minerals; sediments and soils; igneous, metamorphic, and sedimentary rocks. Students will also be introduced to geologic mapping, and groundwater.

Prerequisite: MTH025 or Placement and RD090 or Placement

Course fulfills laboratory science requirement. Need not be taken in sequence. This becomes an elective if G201 is taken  
Term(s) Offered: Fall, Winter

### +G102 - Introduction to Geology - Environmental Geology

Credits - 4 Lecture - 3 Lab - 1

This course examines plate tectonics; earthquakes and volcanoes; surface processes; and the use of geologic and atmospheric resources. Special consideration will be given to how human society interacts with these geologic systems.

Prerequisite: MTH025 or Placement and RD090 or Placement

Course fulfills laboratory science requirement. Need not be taken in sequence. This becomes an elective if G202 is taken  
Term(s) Offered: Winter

## G Science

### +G103 - Introduction to Geology - Historical Geology

Credits - 4 Lecture - 3 Lab - 1

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.

Prerequisite: MTH025 or Placement and RD090 or Placement

Course fulfills laboratory science requirement. Need not be taken in sequence.  
Term(s) Offered: Spring

### +G105 - Introduction to Geology: Pacific Northwest Geology

Credits - 4 Lecture - 3 Lab - 1

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.

Prerequisite: MTH025, RD090 or WR115 or Placement

### \*G146 - Rocks and 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.

### \*G147 - 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.

### ^G198 - Special Studies

Credits - 1-3

This course is designed to provide interested and capable students special topics in geology.

# Course Descriptions

## G Science

### +G201 - Physical Geology

Credits - 4 Lecture - 3 Lab - 1

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 and minerals, volcanoes, earthquakes, and plate tectonics. Generally one weekend field trip.

*Prerequisite: MTH070 or Placement and WR115 or Placement*

*Need not be taken in sequence. G101, if it has been taken, becomes an elective if G201 is taken*

*Term(s) Offered: Fall*

### +G202 - Physical Geology

Credits - 4 Lecture - 3 Lab - 1

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.

*Prerequisite: MTH070 or Placement and WR115 or Placement*

*Need not be taken in sequence. G102, if it has been taken, becomes an elective if G202 is taken*

*Term(s) Offered: Winter*

### +G203 - Historical Geology

Credits - 4 Lecture - 3 Lab - 1

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 Science

### \*GEOG101 - Physical Geography

Credits - 4 Lecture - 4

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.

*Prerequisite: WR060 or Placement*

*Term(s) Offered: Fall, Winter, Spring*

### ~\*GEOG103 - Human Geography

Credits - 4 Lecture - 4

This course introduces students to the discipline of geography and studies patterns of a wide variety of topics including industry and economy, population, language, religion, ethnicity, urban patterns, politics, and the effects of globalization on these patterns.

*Prerequisite: WR115 or Placement*

*Term(s) Offered: Fall*

### ~\*GEOG120 - World/Regional Geography

Credits - 4 Lecture - 4

This course studies world patterns of the natural and cultural environments and focuses on the place of each geographic region in the world community.

*Prerequisite: WR115 or Placement*

*Term(s) Offered: Fall, Winter*

### \*GEOG206 - Geography of Oregon

Credits - 4 Lecture - 4

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.

*Prerequisite: WR115 or Placement*

*Recommended preparation: COM111*

*Term(s) Offered: Spring*

### ^GEOG298 - Special Studies

Credits - 1-3

Designed to provide interested and capable students with the opportunity to study special topics in geography.

*Recommended preparation: WR060*

## GS Science

### +GS104 - Physical Science/Physics

Credits - 4 Lecture - 3 Lab - 1

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.

*Prerequisite: MTH070 or Placement*

*Term(s) Offered: Fall*

### +GS105 - Physical Science/Chemical Concepts

Credits - 4 Lecture - 3 Lab - 1

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.

*Prerequisite: MTH070 or Placement*

*Term(s) Offered: Winter*

### +GS107 - Physical Science/Astronomy

Credits - 4 Lecture - 3 Lab - 1

A one-term introduction to astronomy that surveys the history of astronomy, our solar system, galaxy, and universe. Topics of current interest to astronomers will be presented. Course includes outdoor observations.

*Prerequisite: MTH070 or Placement*

### +GS110 - Physical Science/Energy

Credits - 4 Lecture - 3 Lab - 1

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.

*Prerequisite: MTH070 or Placement*

*Term(s) Offered: Winter, Spring*

### +GS111 - Physical Science/Forensic Science

Credits - 4 Lecture - 3 Lab - 1

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 laboratory science requirement.

*Prerequisite: MTH025 or Placement and RD090 or Placement*

*Term(s) Offered: Winter*

# Course Descriptions

## GS Science

### ^GS160 - 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.

### ^GS198 - Special Studies

*Credits - 1-3*

This seminar course is offered on the basis of demand and covers diverse topics in the natural and physical sciences.

## HD Social Science

### HD080 - Life Transitions

*Credits - 2 Other - 2*

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.

### ^HD100 - College Survival and Success

*Credits - 3 Lecture - 3*

This course teaches students approaches and techniques that 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.

*Term(s) Offered: Fall, Winter, Spring*

### ^HD109 - Academic Planning

*Credits - 1 Lecture - 1*

Academic Planning provides a structured introduction to the tools, resources, and strategies vital to successful completion of one's college and career goals. The course encourages students to take responsibility for their own learning and make well informed choices in a collegiate environment.

*Term(s) Offered: Fall, Winter, Spring*

## HD Social Science

### ^HD110 - 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.

### ^HD151 - 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.*

*Term(s) Offered: Fall*

### ^HD152 - 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.*

*Term(s) Offered: Winter*

### ^HD153 - 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.*

*Term(s) Offered: Spring*

## HD Social Science

### ^HD154 - Ambassadorship

*Credits - 1 Lecture - 1*

The Student Ambassadors' primary function is to provide leadership, assistance, and information to prospective BMCC students and to assist the College in attracting prospective students. Ambassadors will be responsible for conducting tours, participating in Ambassador training events, visiting high schools, provide office assistance, and other assigned duties. This course covers public speaking, leadership, etiquette, marketing, and college knowledge.

*Repeatable for maximum of 3 credits.*

*Term(s) Offered: Fall*

### ^HD204 - Self-Motivation and 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.

### ^HD206 - 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.

# Course Descriptions

## HD Social Science

### ^HD254 - Ambassadorship

Credits - 1 Lab - 1

The Student Ambassadors' primary function is to provide leadership, assistance, and information to prospective BMCC students and to assist the College in attracting prospective students. Ambassadors will be responsible for conducting tours, participating in Ambassador training events, visiting high schools, provide office assistance, and other assigned duties. This course expands on the public speaking, leadership, etiquette, marketing, and college knowledge learned in the first year, and includes mentorship of first year students.

Repeatable for maximum of 3 credits.

Term(s) Offered: Fall, Wnter, Spring

## HE Health/Physical Education

### >HE100 - Introduction to Health Services

Credits - 3 Lecture - 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.

### \*HE115 - 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.

Term(s) Offered: Fall, Winter, Spring

### \*HE250 - Personal Health

Credits - 3 Lecture - 3

A visionary look at the state of health and health care today. This distance education 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.

Term(s) Offered: Fall, Winter, Spring

## HE Health/Physical Education

### \*HE252 - 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.

Term(s) Offered: Fall, Winter, Spring

### \*HE253 - 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 and 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.

### >HE298 - Special Studies

Credits - 1-3

This course is designed to provide interested and capable students special topics in health.

## HORT Agriculture

### >HORT100 - Plant Science

Credits - 3 Lecture - 3

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.

Corequisite: AGR280

Term(s) Offered: Fall

### >HORT111 - Alternative Crop Production

Credits - 3 Lecture - 3

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.

Corequisite: AGR280

Term(s) Offered: Spring

## HP Health/Physical Education

### \*HPE295 - Health and 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, methods for behavior change, avoiding destructive habits, cardiovascular health, and maintaining a healthy back.

Term(s) Offered: Fall, Winter, Spring

## HST Social Science

### ^HST104 - World Civilizations I

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; and their basic institutions and divergent tendencies.

Recommended preparation: WR060

### ^HST105 - World Civilizations

Credits - 3 Lecture - 3

The second in a series of three World Civilizations courses, this course focuses on the impact on other world civilizations of the West's rise to world dominance between 700 and 1700 A.D.

Recommended preparation: WR060

### ~\*HST201 - History of the United States

Credits - 4 Lecture - 4

History 201 provides a broad overview of the historical events that helped create the United States, as well as their causes. The goal is to acquaint students with major events of the region, their chronology and to stimulate creative and critical thought about the history of US.

Prerequisite: WR060 or Placement, WR115 strongly recommended.

Term(s) Offered: Fall, Winter

# Course Descriptions

## HST Social Science

### ~\*HST202 - History of the United States

Credits - 4 Lecture - 4

This course begins with expansion and slavery, covers the Civil War and Reconstruction and concludes with the rise of the industrial state and the Progressive Era. The course will cover the period from c. 1815 to 1917.

*Prerequisite:* WR060 or Placement, WR115 strongly recommended.

*Term(s) Offered:* Winter, Spring

### ~\*HST203 - History of the United States

Credits - 4 Lecture - 4

This course begins with the Progressive Era and covers development through the Twentieth Century to the present.

*Prerequisite:* WR060 or Placement, WR115 strongly recommended.

*Term(s) Offered:* Winter, Spring

### ^HST298 - Special Studies

Credits - 1-3

Specialized courses which may be offered periodically depending on demand and availability.

*Recommended preparation:* WR060

## HTM Business Technologies

### >HTM100 - Hospitality and Tourism 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.

*Prerequisite:* WR060

*Term(s) Offered:* Fall

### >HTM103 - Marketing in the Hospitality Industry

Credits - 3 Lecture - 3

This course studies how marketing activities direct the flow of goods and services from product to consumer in the hospitality and tourism industry.

*Prerequisite:* WR060

## HTM Business Technologies

### >HTM104 - Travel and Tourism Industry

Credits - 3 Lecture - 3

This course explores the major concepts in tourism; what makes tourism possible; and how tourism can become an important factor in the economics of any nation, region, state, or local area. Discusses the fundamentals of the tourism system and the key costs and benefits of a tourism economy. Promotes understanding and knowledge of the diverse elements that constitute the travel and tourism industry and the factors that influence growth and development. Examples of tourism development practices in Oregon will be addressed.

### >HTM105 - Food and Beverage Industry

Credits - 3 Lecture - 3

This course covers the food service industry including its structure, organization, size, economic impact, regulatory industries, and peripheral industries; managerial problems and practices; and trade journals and resources. Reviews food service segments. Discusses current industry operational topics.

*Prerequisite:* WR060 and either BA104 or MTH025

*Term(s) Offered:* Winter

### >HTM107 - Hospitality Cost Control

Credits - 3 Lecture - 3

This course covers principles and practices of sanitation and safety for managers. Students will discuss Hazard Analysis Critical Control Point (HACCP) system. Covers potable water systems, waste treatment, lodging facilities, recreational facilities, swimming pool and spa regulations, and hazardous materials.

*Prerequisite:* WR060 and either BA104 or MTH025

*Term(s) Offered:* Spring

## HTM Business Technologies

### >HTM109 - Introduction to the Lodging Industry

Credits - 3 Lecture - 3

This course introduces the lodging industry, including its structure, size, scope, managerial problems, and practices. Covers the structure and organization within the individual firm's front-office procedures. This course will also explore career opportunities.

*Prerequisite:* WR060

*Term(s) Offered:* Winter

### >HTM112 - Bed and Breakfast Management

Credits - 3 Lecture - 3

This is an overview course designed to explore the subject of the bed and breakfast and inn keeping industry. Course discusses the realities of purchasing, owning, and operating a successful inn. Topics will explore design, financing, operations, food service/sanitation, marketing, and governmental regulations.

### >HTM127 - Selling in the Hospitality Industry

Credits - 3 Lecture - 3

This course prepares travel and tourism students for a successful career in selling travel. It creates an understanding of the broader sales environment. Applies concepts and techniques to sample sales dialogues, examples, and case studies. Assesses the impact of the Internet and e-commerce trends on the travel industry, how consumers currently use the Internet to make travel purchases, and the functionality of travel e-commerce sites. Focuses on how e-commerce travel sites integrate with global distribution systems and the changing value chain in the travel marketplace.

*Prerequisite:* WR060 and either BA104 or MTH025

*Term(s) Offered:* Spring

### >HTM130 - Beverages

Credits - 3 Lecture - 3

This course focuses on cost control, inventory management, and pricing systems required for restaurant and food service operations. It discusses customer demographics shifts, and beverage trends and the importance of responsible alcohol beverage service.

*Prerequisite:* WR060 and either BA104 or MTH025

*Term(s) Offered:* Spring



# Course Descriptions

## HTM Business Technologies

### >HTM131 - Customer Service Management I

*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.

*Prerequisite: WR060*

*Term(s) Offered: Fall, Winter*

### >HTM224 - Catering Operations

*Credits - 3 Lecture - 3*

This course will study on-premise catering facilities, including operations, sales, and relationships with outside vendors and related departments and industries. Emphasizes logistical operations and seeking and servicing various market segments.

*Prerequisite: Either WR060 or WR065 and MTH025 and HTM105*

*Term(s) Offered: Fall*

### >HTM226 - Event Management

*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.

*Prerequisite: Either BA104 or MTH025 and WR060 or WR065*

*Term(s) Offered: Fall, Winter*

## HTM Business Technologies

### >HTM230 - 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, to recognize the ramifications of the policies and practices of their businesses, and to apply practical principles to everyday operations. Students will discuss the 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, licensing, and regulations.

*Prerequisite: WR060*

*Term(s) Offered: Spring*

### >HTM232 - Menu Design

*Credits - 3 Lecture - 3*

This course covers principles of planning a menu, from concept development and design mechanics to menu pricing and marketing issues. Addresses current food service industry needs, including operations, sanitation, and nutrition concerns; design mechanics; and increasing sales through the menu.

*Prerequisite: WR060*

*Term(s) Offered: Fall*

## IAT Mechatronics

### >IAT109 - Introduction to Industrial Automation Technology

*Credits - 2 Lecture - 2 Lab - Other -*

This course provides an introduction and orientation to the field of industrial automation technology and introduces the student to troubleshooting. Students will also be introduced to time management and lifelong learning skills, and will create an academic plan that will guide them through achieving their academic goals at Blue Mountain Community College. This course is the entry point into the Industrial Automation Technology program.

## IAT Mechatronics

### >IAT120 - Principles of Technology

*Credits - 5 Lecture - 4 Lab - 1 Other -*

Students will use technology found in the industrial workplace to strengthen critical thinking and problem solving skills through laboratory activities. MS Office applications will be used to analyze data and communicate results. Satisfies Blue Mountain

### >IAT121 - Drive Systems

*Credits - 2 Lecture - 1 Lab - 1 Other -*

Students will learn to troubleshoot and maintain drive systems. Topics covered include alignment, the fundamentals of vibration analysis, and effective maintenance of belt, chain and gear drives for maximum efficiency.

*Lectures are online with once per week lab sessions that must be attended in person.*

### >IAT125 - Bearings & Lubrication Systems

*Credits - 2 Lecture - 1 Lab - 1 Other -*

This course introduces the fundamentals of vibration and oil analysis, handling and mounting bearings, and operating lubrication systems within the framework of troubleshooting and maintaining bearings and lubrication systems. Efficient operation is a primary focus of this course. *Lectures will be recorded and made available to students.*

### >IAT131 - Industrial Safety

*Credits - 2 Lecture - 2 Lab - Other -*

This class introduces common industrial safety topics. Learn how to protect yourself and your colleagues from workplace accidents. Electrical safety, personal protective equipment, confined space entry guidelines, hazardous materials awareness, safety data sheets, and blood borne pathogens are among the topics covered. The emphasis will be on personal responsibility your own safety as well as the safety of those around you.

### >IAT132 - Basic Refrigeration Theory

*Credits - 2 Lecture - 1 Lab - 1 Other -*

Students will learn the basic thermodynamics behind refrigeration. In short, students will learn how pumping a gas around a closed box makes the interior of your refrigerator cold.

*Lectures will be recorded by instructor and made available to students online with once per week lab sessions that must be attended in person.*

# Course Descriptions

## IAT Mechatronics

### >IAT135 - HVAC System Controls

*Credits - 2 Lecture - 1 Lab - 1 Other -*

This course introduces students to HVAC ducting systems and digital controls. Students will learn about using digital control systems as an aid in troubleshooting and promoting energy efficiency.

*Prerequisite: IAT132 Basic Refrigeration Theory*

*Lectures will be recorded by instructor and made available to students online with once per week lab sessions that must be attended in person.*

### >IAT137 - Refrigeration Brazing

*Credits - 1 Lecture - Lab - 1 Other -*

Students will learn the safely cut and braze, bend, flare and swag refrigerant tubing and RHVAC silver soldering. Students may have the opportunity to earn Oregon State Refrigeration Brazing Certification.

*Once per week lab sessions must be attended in person.*

### >IAT139 - Refrigeration Technician EPA Certification

*Credits - 2 Lecture - 2 Lab - Other -*

Any person handling refrigerants or working on refrigeration systems must have EPA certification. Students will be prepared to sit for an EPA certification from a nationally approved program.

*Lectures will be recorded by instructor and made available to students online with once per week lab sessions that must be attended in person.*

### >IAT141 - Troubleshooting Electrical Systems

*Credits - 4 Lecture - 3 Lab - 1 Other -*

Students will troubleshoot common electrical problems including low voltage, high voltage, excessive resistance, open circuits, high resistance shorts to ground, and current and voltage imbalance. Sustainable practices are also discussed.

## IAT Mechatronics

### >IAT145 - Motor & Controls Troubleshooting

*Credits - 4 Lecture - 3 Lab - 1 Other -*

Students will learn to troubleshoot and maintain motor control systems, including single phase, three phase, and stepper and servo motors. Motor control schematic analysis and motor efficiency are primary topics of coverage. This course provides foundational material that is critical to the understanding of the operation of PLC and automated control systems.

*Lectures are online with once per week lab sessions that must be attended in person.*

### >IAT147 - Programmable Logic Controller

*Credits - 3 Lecture - 2 Lab - 1 Other -*

Students will be introduced to programmable logic controllers (PLCs), with an emphasis on effective selection, installation, and troubleshooting of PLC systems. PLC ladder logic programming as well as troubleshooting of input and output devices are included.

### >IAT151 - Mechanical Systems

*Credits - 4 Lecture - 3 Lab - 1 Other -*

Students will learn to troubleshoot and maintain motor control systems, including single phase, three phase, and stepper and servo motors. Motor control schematic analysis and motor efficiency are primary topics of coverage. This course provides foundational material that is critical to the understanding of the operation of PLC and automated control systems.

*Prerequisite: RD090, WR060, MTH025 or placement*

*Lectures will be recorded and made available to students.*

### >IAT157 - Preventative Maintenance Management

*Credits - 3 Lecture - 3 Lab - Other -*

Students will learn to manage the preventative and predictive maintenance management (PMM) systems used in most modern plants and facilities. Utilizing PMM systems as a troubleshooting tool as well as a means for improving energy efficiency and customer service is emphasized.

## IAT Mechatronics

### >IAT162 - Industrial Hydraulic Systems

*Credits - 3 Lecture - 2 Lab - 1 Other -*

Students will construct common hydraulic circuits in a variety of production applications, and will analyze schematics, troubleshoot, maintain and repair these systems.

*Lectures will be recorded and made available to students.*

### >IAT165 - Industrial Pneumatic Systems

*Credits - 3 Lecture - 2 Lab - 1 Other -*

Students will learn how to maintain and repair pneumatic systems. Topics covered include schematic analysis, troubleshooting, and efficient operation.

### >IAT220 - Principles of Technology

*Credits - 5 Lecture - 4 Lab - 1 Other -*

Students will use technology found in the industrial workplace to strengthen critical thinking and problem solving skills through laboratory activities. Problems presented will be more complex in nature, as will the technology utilized. MS Office applications and industry computer applications will be used to analyze data and communicate results. Includes 2 credits embedded computational material.

*Prerequisite: IAT120*

*Lectures will be recorded by instructor and made available to students online with once per week lab sessions that must be attended in person.*

### >IAT221 - Pumps and Valves

**Credits - 2 Lecture - 1 Lab - 1 Other -**

Students will select, install, troubleshoot, and repair industrial pumps and valves. Selection, installation, and print reading are emphasized.

*Lectures will be recorded by instructor and made available to students online.*

*Weekly lab sessions will require in person attendance.*

# Course Descriptions

## IAT Mechatronics

### >IAT225 - Data Center Equipment Infrastructure/Operations

Credits - 4 Lecture - 3 Lab - 1 Other -

Students will discuss the various electrical distribution, mechanical, and fire detection/suppression equipment and its operations used in a Data Center Environment.

Lectures will be recorded and made available to students online. Students must attend once-weekly lab in person.

### >IAT233 - Refrigeration Servicing

Credits - 2 Lecture - 1 Lab - 1 Other -

Students will learn to identify refrigerants, recover and recycle refrigerant, and charge refrigeration systems. Safety precautions and environmental concerns and regulations will be presented.

Prerequisite: IAT132, IAT139

Lectures will be recorded by instructor and made available to students online with once per week lab sessions that must be attended in person.

### >IAT237 - Refrigeration Troubleshooting

Credits - 2 Lecture - 1 Lab - 1 Other -

Students will learn to troubleshoot and repair refrigeration systems through use of the following skills: evaluate system operation, check superheat and subcooling, test compressors, evaporators, condenser, and expansion devices. Students will troubleshoot hot and cold calls and will clean a contaminated system.

Prerequisite: IAT132, IAT139

Lectures will be recorded by instructor and made available to students online with once per week lab sessions that must be attended in person.

### >IAT241 - Industrial Sensors and Actuators

Credits - 3 Lecture - 2 Lab - 1 Other -

Students will obtain a working knowledge of industrial sensors and actuators and their operation in control systems by installing, maintaining, and troubleshooting a variety of sensors and actuators. Students will construct electrical circuits to illustrate the function of sensors.

Prerequisite: IAT147

Lectures will be recorded by instructor and made available to students online with once per week lab sessions that must be attended in person.

## IAT Mechatronics

### >IAT247 - Advanced PLC Troubleshooting

Credits - 3 Lecture - 2 Lab - 1 Other -

This course is intended to develop advanced PLC programming skills. Students will convert common industrial control circuits to PLC ladder logic as well as create programs from narrative descriptions. Emphasis will be placed on interfacing the PLC with legacy control systems.

Prerequisite: IAT147

Lectures will be recorded by instructor and made available to students online with once per week lab sessions that must be attended in person.

### >IAT261 - Automated Material Handling

Credits - 3 Lecture - 2 Lab - 1 Other -

This course provides an introduction to automation and production-line technologies. Students will develop a working production line that includes sensor technology, electro-pneumatics, motor control technology, and programmed control. Maintenance, troubleshooting, repair, and energy efficiency are emphasized.

Prerequisite: IAT247

Lectures will be recorded by instructor and made available to students online with once per week lab sessions that must be attended in person.

### >IAT267 - Process Control & Instrumentation

Credits - 3 Lecture - 2 Lab - 1 Other -

This course introduces student to process controls and instrumentation. Students will develop a working industrial process that includes sensors, pneumatics, PLCs and motor controls. Efficiency, maintenance, troubleshooting and repair of control system is emphasized.

Prerequisite: IAT247

Lectures will be recorded by instructor and made available to students online with once per week lab sessions that must be attended in person.

## IAT Mechatronics

### >IAT271 - Capstone Project I

Credits - 3 Lecture - Lab - 3 Other -

Students will work in teams to propose a working, fully automated production system. Draft operating manuals, maintenance routines, troubleshooting plans, and a system optimization plan will be produced. Requires program approval for admittance.

Prerequisite: IAT147

This is a lab course that is part of a three-term capstone project. Program approval is required for admittance.

### >IAT273 - Capstone Project II

Credits - 3 Lecture - Lab - 3 Other -

Students will work in teams to develop a working, fully automated mechatronics system. This course builds on the approved design from Capstone Project I. Operating manuals, maintenance routines, troubleshooting plans, and a system optimization plan will be finalized.

Prerequisite: IAT271

This is a lab course that is part of a three-term capstone project. Program approval is required for admittance.

### >IAT275 - Capstone Project III

Credits - 3 Lecture - Lab - 3 Other -

Students will build and present a fully automated production system developed in the first and second capstone project courses. Complete operating, maintenance, and troubleshooting manual will be included. This course completes the project developed in Capstone I and II.

Prerequisite: IAT273

This is a lab course that is part of a three-term capstone project. Program approval is required for admittance.

# Course Descriptions

## LC Social Science

### ^LC109 - Learning Community for Academic Success

*Credits - 2 Lecture - 2*

This team-taught course focuses on the process and functions of learning communities, acting as a conduit of support as students work through goals and outcomes identical to other HD 109 course sections, as well as the broader array of courses that comprise their freshman experience. Emphasis will be placed on identifying the benefits of learning communities, supporting each other in the learning process (specific to HD 109 and more broadly to core courses in general), and working toward becoming a master student. Various strategies and concepts relating to student learning, success and retention will be explored through discussion, activities and surveys.  
*Term(s) Offered: Fall, Winter*

## LD Business Technologies

### ^LD110 - Your Professional Development Plan

*Credits - 1 Lecture - 1 Lab - Other -*

This course covers personal assessment, developing leadership and workplace skills, and basic etiquette, communication, and time management. Upon completion of this course, students will have a professional development action plan and improved interpersonal skills. Topics include: self-assessments, goal setting, business etiquette, communication, and time management.

### ^LD130 - Building a Team

*Credits - 1 Lecture - 1 Lab - Other -*

This course covers the fundamentals of team building within the business environment in a global society. Topics include: types and roles of teams in today's business world, stages of team development, interpersonal dynamics, group environment, and communication.

### ^LD131 - Leading and Motivating a Team

*Credits - Lecture - Lab - Other -*

This course covers concepts useful for leading and motivating team members. Topics include servant leadership, followership, values, ethics, and empowerment.

## LD Business Technologies

### ^LD132 - Team Processes

*Credits - 1 Lecture - 1 Lab - Other -*

This course covers concepts related to team processes such as conducting efficient meetings, brainstorming, and decision making. Topics include creating agendas and meeting minutes, multi-voting and nominal group technique, and process mapping.

### ^LD133 - Workplace Culture

*Credits - 1 Lecture - 1 Lab - Other -*

This course is an introduction to the modern work environment. Topics include common courtesies, work ethic, workplace etiquette, and workplace culture.

### ^LD150 - Cultivating Self-Care

*Credits - 1 Lecture - 1 Lab - Other -*

This course is designed to help leaders learn the signs of burnout and stress as well as ways to create a functional work-life balance and maintain a healthy lifestyle. Topics include work-life balance, creativity, nutrition, sleep, and social networking

### ^LD211 - Ethics in Action

*Credits - 1 Lecture - 1 Lab - Other -*

This course covers ethics in the workplace and allows students to learn different methods of making ethical decisions. Topics include definitions of ethics, personal values, responsibility, ethical frameworks, and cultural differences.

### ^LD212 - Preparing for Presentations

*Credits - 1 Lecture - 1 Lab - Other -*

This course covers the fundamentals of giving a personal presentation to a group of people. Topics include determining the audience, using visual aids, organizing and writing the presentation, self-confidence, and public speaking.

### ^LD215 - Emotional Intelligence

*Credits - 1 Lecture - 1 Lab - Other -*

This course is an introduction to emotional intelligence. Students will assess their level of emotional intelligence and learn how to improve. Topics include killer statements, triggers, building trust, gaining confidence, and building relationships.

## LD Business Technologies

### ^LD225 - Social Intelligence

*Credits - 1 Lecture - 1 Lab - Other -*

This course is an introduction to social intelligence. Students will assess their level of social intelligence and learn how to improve. Topics include social dynamics, conflict, non-verbal communication, authenticity, empathy, and trust.

### ^LD288 - Practicing Leadership Through Service Learning

*Credits - 1 Lecture - 1 Lab - Other -*

This course allows leaders to develop skills as servant leaders by performing service learning within their local communities. Topics include history of leadership, schools of leadership, and service learning.

## MTH Math/ Computer Science

### MTH025 - Pre-Algebra

*Credits - 4 Lecture - 4*

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, basic geometry and algebraic expressions and equations.

*Term(s) Offered: Fall, Winter, Spring*

### MTH042 - Technical Mathematics

*Credits - 4 Lecture - 3 Other - 1*

The student will study and demonstrate knowledge of ratios, proportions, percentages, and application of Elementary Algebra, Elementary Geometry, Elementary Trigonometry, and mathematical formulas to technical problems.

*Prerequisite: MTH025 or Placement*

*Term(s) Offered: Winter*

### MTH070 - Elementary Algebra

*Credits - 5 Lecture - 5*

The student will demonstrate knowledge of basic algebra notation, linear equations and inequalities, graphing, linear systems, exponents, and polynomials.

*Prerequisite: MTH025 or Placement*

*Term(s) Offered: Fall, Winter, Spring*

# Course Descriptions

MTH

Math/  
Computer Science

## >MTH084 - Technical Mathematics for Civil Engineer Technicians

Credits - 2 Lecture - 2

This course will prepare students for further classes in technical programs. Emphasis will be on planar geometry, solid geometry, and right angle trigonometry as it applies to land surveying, civil engineering technical courses, and other trades.

Prerequisite: MTH025 or Placement

Term(s) Offered: Winter

## MTH095 - Intermediate Algebra

Credits - 5 Lecture - 5

The student will study and demonstrate knowledge of skills to include solving algebraic equalities and inequalities, and systems of linear and nonlinear equations. Also included are graphing algebraic functions. Emphasis is placed on algebraic problem-solving skills; a graphing calculator will be used as a tool to further algebraic knowledge.

Prerequisite: MTH070 or Placement

Term(s) Offered: Fall, Winter, Spring

## MTH098 - Quantitative Literacy

Credits - 5 Lecture - 5 Lab - Other -

This course provides the algebra, quantitative reasoning, and problem solving skills necessary for success in Math 105. Students will solve a variety of contextual and open-ended mathematical problems. The course is alternate pathway to Math 105 for students not intending to take calculus.

## ^MTH103 - Problem Solving with Technology

Credits - 1 Lab - 1

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.

Prerequisite: MTH095 or instructor approval

MTH

Math/  
Computer Science

## \*MTH105 - Introduction to Contemporary Mathematics

Credits - 4 Lecture - 4

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.

Prerequisite: MTH095 or Placement

## \*MTH111 - College Algebra

Credits - 5 Lecture - 5

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; a graphing calculator will be used as a tool to further algebraic knowledge.

Prerequisite: MTH095 or Placement

Term(s) Offered: Fall, Winter, Spring

## \*MTH112 - Elementary Functions

Credits - 5 Lecture - 5

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.

Prerequisite: MTH111 or Placement

Term(s) Offered: Fall

## ^MTH198 - Special Studies

Credits - 1-3

This course is designed to provide interested and capable students special topics in mathematics.

MTH

Math/  
Computer Science

## \*MTH211 - Foundations of Elementary Mathematics

Credits - 4 Lecture - 4

The student will study and demonstrate knowledge of problem-solving, sets, relations, whole numbers, numeration systems, and number theory.

Prerequisite: MTH095 or Placement

Term(s) Offered: Fall

## \*MTH212 - Foundations of Elementary Mathematics

Credits - 4 Lecture - 4

The student will study and demonstrate knowledge of integers, rational numbers, real numbers, and mathematical systems.

Prerequisite: MTH211

Term(s) Offered: Winter

## \*MTH213 - Foundations of Elementary Mathematics

Credits - 4 Lecture - 4

The student will study and demonstrate knowledge of geometry, probability, and statistics and other topics in elementary mathematics.

Prerequisite: MTH212

Term(s) Offered: Spring

## \*MTH231 - Discrete Mathematics

Credits - 4 Lecture - 4

Students 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.

Prerequisite: MTH111 or Placement

## \*MTH241 - Calculus for Management/Social Science

Credits - 4 Lecture - 4

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.

Prerequisite: MTH111 or Placement

# Course Descriptions

## MTH Math/ Computer Science

### \*MTH243 - Introduction to Probability and Statistics

Credits - 4 Lecture - 4

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 on interpretation of results of statistical tests. A graphing calculator will be used as an aid to data description and statistical inference.

Prerequisite: MTH111 or Placement

Term(s) Offered: Spring

### \*MTH251 - Calculus

Credits - 4 Lecture - 4

Students will study and demonstrate knowledge of limits, continuity, the derivative, and applications, including trigonometry.

Prerequisite: MTH112 or Placement

Term(s) Offered: Fall, Winter, Spring

### \*MTH252 - Calculus

Credits - 4 Lecture - 4

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.

Prerequisite: MTH251

Term(s) Offered: Winter, Spring

### \*MTH253 - Calculus

Credits - 4 Lecture - 4

The student will study and demonstrate knowledge of integers, rational numbers, real numbers, and mathematical systems.

Prerequisite: MTH252

Term(s) Offered: Spring

### \*MTH254 - Vector Calculus

Credits - 4 Lecture - 4

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.

Prerequisite: MTH252

## MTH Math/ Computer Science

### \*MTH256 - Differential Equations

Credits - 4 Lecture - 4

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.

Prerequisite: MTH252

### \*MTH261 - Linear Algebra

Credits - 4 Lecture - 4

Students will study and demonstrate knowledge of matrix solutions to systems of linear equations, determinants, vector spaces, GramSchmidt orthogonalizations, linear transformations, Eigen values and Eigen vectors.

Prerequisite: MTH252

### ^MTH280 - Cooperative Work Experience

Credits - 1-8

Provides a supervised work experience in mathematics which supplements the "school experience" that is not possible in a normal academic classroom environment.

### ^MTH298 - Special Studies

Credits - 1-3

This course is designed to provide interested and capable students special topics in mathematics. It will provide statistics students an opportunity to use the statistical tools learned in the classroom to analyze real data.

Corequisite: MTH243

## MUP Music

### ^MUP105 - Jazz Ensemble

Credits - 1 Lab - 1

Provides an opportunity for students to rehearse and perform current jazz and jazz standard literature.

Course is repeatable up to 3 times (3 credits total).

### ^MUP115 - General Ensemble

Credits - 1 Lab - 1

Provides an opportunity for students to rehearse and perform in a select small ensemble.

Course is repeatable up to 3 times (3 credits total).

## MUP Music

### ^MUP122 - Concert Choir

Credits - 1 Lab - 1

Provides the skilled vocalist an opportunity to participate in a select group.

Instructor approval required. Course is repeatable up to 3 times (3 credits total).

### ^MUP125 - Vocal Jazz Ensemble

Credits - 1 Lab - 1

An opportunity for advanced vocalists to perform literature of the popular and/or vocal jazz styles.

Instructor approval required. Course is repeatable up to 3 times (3 credits total).

Term(s) Offered: Fall, Winter, Spring

### ^MUP141 - Symphony Orchestra

Credits - 1 Lab - 1

This course provides an opportunity to participate in the Oregon East Symphony, offering performances of a wide variety of orchestral styles.

Instructor approval required. Course is repeatable up to 3 times (3 credits total).

### ^MUP168 - Applied Woodwinds

Credits - 1 Lecture - 1

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.

Course is repeatable up to 3 times (3 credits total).

### ^MUP169 - Applied Brass

Credits - 1 Lecture - 1

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. Course is repeatable up to 3 times (3 credits total).

Course is repeatable up to 3 times (3 credits total).

### ^MUP170 - Applied Strings

Credits - 1 Lecture - 1

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.

Instructor Approval. Course is repeatable up to 3 times (3 credits total).

Term(s) Offered: Fall, Winter, Spring

# Course Descriptions

## MUP

## Music

### ^MUP171 - Applied Piano

*Credits - 1 Lecture - 1*

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.

*Course is repeatable up to 3 times (3 credits total).*

*Term(s) Offered: Fall, Winter, Spring*

### ^MUP173 - Applied Organ

*Credits - 1 Lecture - 1*

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.

*Course is repeatable up to 3 times (3 credits total).*

### ^MUP174 - Applied Voice

*Credits - 1 Lecture - 1*

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.

*Course is repeatable up to 3 times (3 credits total).*

*Term(s) Offered: Fall, Winter, Spring*

### ^MUP191 - Applied Percussion

*Credits - 1 Lecture - 1*

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.

*Course is repeatable up to 3 times (3 credits total).*

### ^MUP205 - Jazz Ensemble

*Credits - 1 Lab - 1*

Provides an opportunity for students to rehearse and perform current jazz and jazz standard literature. Course is repeatable up to 3 times (3 credits total).

*Prerequisite: 3 terms of MUP105.*

*Course is repeatable up to 3 times (3 credits total).*

## MUP

## Music

### ^MUP215 - General Ensemble

*Credits - 1 Lab - 1*

Provides an opportunity for students to rehearse and perform in a select small ensemble.

*Prerequisite: 3 terms of MUP115.*

*Course is repeatable up to 3 times (3 credits total).*

### ^MUP222 - Concert Choir

*Credits - 1 Lab - 1*

To provide the skilled vocalist an opportunity to participate in a select group.

*Prerequisite: 3 terms of MUP122.*

*Course is repeatable up to 3 times (3 credits total).*

### ^MUP225 - Vocal Jazz Ensemble

*Credits - 1 Lab - 1*

An opportunity for advanced vocalists to perform literature of the popular and/or vocal jazz styles.

*Prerequisite: MUP125 and instructor approval.*

*Course is repeatable up to 3 times (3 credits total).*

*Term(s) Offered: Fall, Winter*

### ^MUP241 - Symphony Orchestra

*Credits - 1 Lab - 1*

This course provides an opportunity to participate in the Oregon East Symphony, offering performance of a wide variety of orchestral styles.

*Prerequisite: Three quarters of MUP141.*

*Course is repeatable up to 3 times (3 credits total).*

*Term(s) Offered: Fall, Spring*

### ^MUP268 - Applied Woodwinds

*Credits - 1 Lecture - 1*

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.

*Prerequisite: MUP168.*

*Course is repeatable up to 3 times*

## MUP

## Music

### ^MUP269 - Applied Brass

*Credits - 1 Lecture - 1*

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.

*Prerequisite: 3 terms of MUP169.*

*Course is repeatable up to 3 times (3 credits total).*

### ^MUP270 - Applied Strings

*Credits - 1 Lecture - 1*

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.

*Instructor Approval.*

*Term(s) Offered: Fall, Winter, Spring*

### ^MUP271 - Applied Piano

*Credits - 1 Lecture - 1*

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.

*Prerequisite: MUP171.*

*Course is repeatable up to 3 times*

*Term(s) Offered: Fall, Winter, Spring*

### ^MUP273 - Applied Organ

*Credits - 1 Lecture - 1*

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.

*Prerequisite: MUP173.*

*Course is repeatable up to 3 times*

### ^MUP274 - Applied Voice

*Credits - 1 Lecture - 1*

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.

*Prerequisite: MUP174.*

*Course is repeatable up to 3 times*

*Term(s) Offered: Fall, Winter, Spring*

# Course Descriptions

## MUP

## Music

### ^MUP291 - Applied Percussion

*Credits - 1 Lecture - 1*

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.

*Prerequisite: MUP191.*

*Course is repeatable up to 3 times*

## MUS

## Music

### ^MUS101 - 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.

*Term(s) Offered: Fall, Spring*

### \*MUS105 - Music Appreciation

*Credits - 4 Lecture - 4*

This course includes a survey of western music, both vocal and instrumental, from the Renaissance through the Twentieth Century, as well as covering the basic fundamentals in order to aid with comprehension of the material. Students will be able to discuss the development of music in history and culture, understand basic concepts that developed through the musical periods, listen to music critically, and aurally identify major works from each period.

*Prerequisite: WR060 or Placement, WR115 strongly recommended.*

*Term(s) Offered: Fall*

### ^MUS107 - Studio Recording Techniques

*Credits - 2 Lecture - 2*

A course for training in the use of recording and sound reinforcement equipment. This course covers terminology, technology, and recording as well as sound reinforcement procedures and practices.

### ^MUS108 - Studio Recording Techniques

*Credits - 2 Lecture - 2*

A hands on course for training in the use of recording and sound reinforcement equipment. This course includes the use and care of microphones, effect units, multitrack recorders and soundboards.

*Prerequisite: MUS107*

*Term(s) Offered: Spring*

## MUS

## Music

### ^MUS109 - Studio Recording Techniques

*Credits - 2 Lecture - 2*

A hands on course for training in the use of recording and sound reinforcement equipment. This course applies principles learned in MUS107 and 108 to complete recording and live sound special projects.

*Prerequisite: MUS108*

### ^MUS111 - Music Theory

*Credits - 4 Lecture - 4*

This course introduces the building blocks of music, including intervals, key signatures, and the fundamental aspects of melody, harmony and rhythm.

*Corequisite: MUS114.*

*Students with limited piano skills should take MUS131 as corequisite.*

*Term(s) Offered: Fall, Winter*

### ^MUS112 - Music Theory

*Credits - 4 Lecture - 4*

This course develops the facility of harmony recognition and basic building of chord progressions using standard principles.

*Prerequisite: MUS111 Corequisite: MUS115*

*Term(s) Offered: Spring*

### ^MUS113 - Music Theory

*Credits - 4 Lecture - 4*

This course continues the development of basic music analysis and composition of chord progression including extended chords and modulations.

*Prerequisite: MUS112 Corequisite: MUS116*

*Term(s) Offered: Fall, Spring*

### ^MUS114 - Ear Training and Sight Singing

*Credits - 1 Lecture - 1*

This course introduces the fundamentals of singing, dictating, and reading music without accompaniment. It stresses music terminology, rhythms, and intervals.

*Corequisite: MUS111*

### ^MUS115 - Ear Training and Sight Singing

*Credits - 1 Lecture - 1*

This course offers practice in singing, dictating, and reading music without accompaniment. It stresses music terminology, rhythms, and intervals.

*Prerequisite: MUS114 Corequisite: MUS112*

## MUS

## Music

### ^MUS116 - Ear Training and Sight Singing

*Credits - 1 Lecture - 1*

This course offers practice in singing, dictating, and reading music without accompaniment. It stresses harmonic dictation, melody that modulates, more advanced rhythms, and larger intervals.

*Prerequisite: MUS115 Corequisite: MUS113*

### ^MUS131 - Class Piano

*Credits - 2 Lecture - 2*

Classroom instruction in piano technique to fit the needs of beginners. This course assumes no piano experience.

*Term(s) Offered: Fall, Winter, Spring*

### ^MUS132 - Class Piano

*Credits - 2 Lecture - 2*

Classroom instruction in piano technique to fit the needs of beginners. This course progresses to both hands simultaneously in harmony and melody.

*Prerequisite: MUS131*

*Term(s) Offered: Fall, Winter, Spring*

### ^MUS133 - Class Piano

*Credits - 2 Lecture - 2*

Classroom instruction in piano technique extending the skills introduced in MUS 131 and 132 through practice and performance.

*Prerequisite: MUS132*

*Term(s) Offered: Fall, Winter, Spring*

### ^MUS135 - Class Voice

*Credits - 2 Lecture - 2*

Designed for beginners in vocal music, this course 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.

### ^MUS198 - Special Studies

*Credits - 1-3*

Study of various topics in music.

*Course is repeatable up to 3 times*

### ^MUS201 - Introduction to Music and 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.



# Course Descriptions

## MUS

## Music

### ^MUS202 - Introduction to Music and 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 to 1850.

### ^MUS203 - Introduction to Music and 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.

### \*MUS205 - Introduction to Jazz History

Credits - 4 Lecture - 4

This course will chronologically survey prominent jazz styles and musicians of the 20th century. Listening will be a large part of the coursework.

*Prerequisite:* WR060 or Placement, WR115 strongly recommended.

*Term(s) Offered:* Fall, Spring

### \*MUS206 - Introduction to History of Rock Music

Credits - 4 Lecture - 4

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.

*Prerequisite:* WR060 or Placement, WR115 strongly recommended.

*Term(s) Offered:* Fall, Winter, Spring

## MUS

## Music

### \*MUS207 - History of Folk Music

Credits - 4 Lecture - 4

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.

*Prerequisite:* WR060 or Placement, WR115 strongly recommended.

*Term(s) Offered:* Fall, Winter, Spring

### ^MUS211 - Music Theory

Credits - 3 Lecture - 3

Continues studies from the MUS 111, 112 and 113 sequence, with emphasis upon review and analysis and composition of 16th century musical styles and trends.

*Prerequisite:* MUS111, 112, 113

### ^MUS212 - Music Theory

Credits - 3 Lecture - 3

Continues studies on the elements of music, with emphasis upon analysis of music of the Classical period. Analysis of chord structures, basic modulations, and formal analysis will be stressed.

*Prerequisite:* MUS211

### ^MUS213 - Music Theory

Credits - 3 Lecture - 3

Continues studies on the elements of music, with emphasis upon analysis of music from the Romantic period. Analysis of extended chord structures, advanced modulations, and altered chords will be stressed.

*Prerequisite:* MUS212

### ^MUS298 - Special Studies

Credits - 1-3

Selected topics in music including pedagogy, conducting and performance practice.

## NRS

## Nursing

### >NRS110 - Foundations of Nursing -Health Promotion

Credits - 9 Lecture - 5 Lab/Clinical - 4

This course introduces the learner to the OCNE framework and emphasizes health promotion across the life span, including self-health, client health practices and the family experiencing a normal pregnancy. Students will apply growth and development theory, culturally-sensitive client interview, and reflective thinking in the teamwork setting. The family experiencing a normal pregnancy is a major exemplar.

*Admission in the nursing program required*  
*Term(s) Offered:* Fall

### >NRS111 - Foundations of Nursing in Chronic Illness I

Credits - 6 Lecture - 3 Lab/Clinical - 3

This course introduces assessment and common interventions for clients with chronic illnesses common across the life span in major ethnic groups. The client and family's lived experience of the illness, coupled with clinical practice guidelines and extant research evidence is used to guide clinical judgments in care to the chronically ill. Roles of the multidisciplinary team in care of the chronically ill, and legal aspects of delegation are explored. Through case scenarios, cultural, ethical, health policy and health care delivery system issues are explored in the context of chronic illness care.

*Prerequisite:* NRS110

*Term(s) Offered:* Winter

### >NRS112 - Foundations of Nursing in Acute Care I

Credits - 6 Lecture - 3 Lab/Clinical - 3

This course introduces the learner to assessment and common interventions (including relevant technical procedures) for care of patients across the lifespan who require acute care, including normal childbirth. Disease/illness trajectories and their translation into clinical practice guidelines and/or standard procedures are considered in relation to their impact on providing culturally sensitive, client-centered care.

*Prerequisite:* NRS111

*Term(s) Offered:* Spring

# Course Descriptions

## NRS Nursing

### >NRS221 - Foundations of Nursing in Chronic Illness II/End of Life

Credits - 9 Lecture - 4 Lab/Clinical - 5

This course focuses on the evidence base related to family care-giving and symptom management which is a basis for nursing interventions with patients and families. This includes ethical issues related to advocacy, self determination and autonomy along with symptom management, negotiating in teams, chronic mental illness, chronic conditions, disabilities affecting functional status and cultural belief impacts within the context of client and family-centered care.

Prerequisite: NRS112

Term(s) Offered: Winter

### >NRS222 - Foundations of Nursing in Acute Care II/End of Life

Credits - 9 Lecture - 4 Lab/Clinical - 5

This course focuses on more complex patient care situations, requiring strong life or death recognition skills and rapid decision making. This includes evidence base supporting appropriate focused assessments and effective, efficient nursing interventions, and life span and developmental factors, cultural variables, and legal aspects of care effecting ethical decision making employed in patient choices within the acute care setting. Case scenarios incorporate prioritizing care needs, delegation and supervision, family and patient teaching for discharge planning or end of life care.

Prerequisite: NRS221

Term(s) Offered: Fall

### >NRS224 - Scope of Practice/ Integrated Practicum

Credits - 9 Lecture - 2 Lab/Clinical - 7

This course is designed to formalize the clinical judgment, knowledge and skills necessary in safe registered nurse practice. The Clinical Teaching Associate provides a context that allows the student to experience the nursing work world in a selected setting, balancing the demands of a job and life long learner. Faculty/ Clinical Teaching Associate/student analysis and reflection throughout the experience provide the student with evaluative criteria against which they can judge their own performance and develop a practice framework.

Prerequisite: NRS222

Required for AAS and eligibility for RN licensure.

Term(s) Offered: Spring

## NRS Nursing

### >NRS230 - Clinical Pharmacology I

Credits - 3 Lecture - 3

This course introduces the theoretical background that enables students to provide safe and effective care related to drugs and natural products to persons throughout the lifespan. Students will learn to make selected clinical decisions regarding medication administration using current, reliable sources of information. An understanding of pharmacokinetics and pharmacodynamics are explored. Drugs are studied by therapeutic or pharmacological class using an organized framework, with attention to physiological conditions, including anxiety and depression.

Prerequisite: NRS110

Term(s) Offered: Winter

### >NRS231 - Clinical Pharmacology II

Credits - 3 Lecture - 3

This sequel to Clinical Pharmacology I continues to provide the theoretical background that enables students to provide safe and effective care related to drugs and natural products to persons throughout the lifespan. Students will learn to make selected clinical decisions regarding using current, reliable sources of information and evaluating the effectiveness of drug therapy. The course addresses additional classes of drugs and related natural products and physiological conditions not contained in Clinical Pharmacology I.

Prerequisite: NRS230, Corequisite: NRS112, NRS233

Term(s) Offered: Spring

### >NRS232 - Pathophysiological Processes I

Credits - 3 Lecture - 3

This course introduces pathophysiological processes that contribute to many different disease states across the lifespan and human responses to those processes. Students will focus on current, reliable sources of pathophysiological information. Content will include the selection and interpretation of physical assessments of diverse populations.

Prerequisite: NRS110

Term(s) Offered: Winter

## NRS Nursing

### >NRS233 - Pathophysiological Processes II

Credits - 3 Lecture - 3

This sequel to Pathophysiological Processes I continues to explore pathophysiological processes that contribute to disease states across the lifespan and human responses to those processes. Students will focus on current, reliable sources of pathophysiological information. Content will continue to include the selection and interpretation of physical assessments of diverse populations.

Prerequisite: NRS232, Corequisite: NRS112, NRS231

Term(s) Offered: Spring

## PE Health/ Physical Education

### PE090 - Physical Education

Credits - 1 Other - 1

Program of study and activity in a specific area of physical education to include introduction to guidelines and techniques of the stated activity. This pre-college level is designed for less complex activities focusing on physical fitness. Students will take part in the activity to maintain physical fitness.

Term(s) Offered: Winter

### \*PE131 - 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.

Term(s) Offered: Winter

### \*PE185 - Physical Education Activity

Credits - 1 Other - 1

Program of study and activity in a specific area of physical education to include introduction to rules, principles, guidelines, and techniques of the stated activity. Students will take part in the activity to better learn about it as well as to maintain physical fitness.

Repeatable for a maximum of 12 credits

Term(s) Offered: Fall, Winter, Spring

# Course Descriptions

## PE Health/ Physical Education

### ^PE198 - Special Studies

Credits - 1-3

Selected studies in health and physical education.

### ^PE280 - Cooperative Work Experience

Credits - 1-8

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.

Term(s) Offered: Winter

### \*PE290 - Lifeguard Training Review

Credits - 1 Lab - 1

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.

Recommended preparation: The student must possess a current ARC Lifeguard Training Certificate

### \*PE291 - Lifeguard Training

Credits - 2 Other - 2

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.

Recommended preparation: The student must possess strong swimming skill proficiency and strength.

Term(s) Offered: Fall, Winter, Spring

## PE Health/ Physical Education

### \*PE292 - Water Safety Instructor/ WSI

Credits - 2 Lecture - 1 Other - 1

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.

Recommended preparation: Student must be at least 17 years old at the start of course and must pass the pre-course written and skills test.

### \*PE293 - Lifeguard Instructor Training/LGI

Credits - 2 Lecture - 1 Other - 1

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.

Recommended preparation: Student must be at least 17 years old at the start of course and must pass two pre-course written exams and four skill scenarios.

## PHC Nursing

### >PHC211 - Pharmacology

Credits - 2 Lecture - 2

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. Application of principles are included in the clinical setting.

Prerequisite: MTH095, NUR101 and NUR254

## PHC Nursing

### >PHC212 - Pharmacology

Credits - 2 Lecture - 2

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 medications, 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 of principles are included in the clinical setting.

Prerequisite: MTH095, NUR102 and PHC211

## PHL English

### #\*PHL101 - Introduction to Philosophy

Credits - 4 Lecture - 4

Introduces the student to major issues in philosophy, a historical overview and sub-genres of the philosophical tradition.

Prerequisite: WR115 or Placement

Recommended preparation: WR121

Term(s) Offered: Fall

### #\*PHL102 - Introduction to Philosophy

Credits - 4 Lecture - 4

Emphasizes significant issues and explores responses to problems associated with social and political philosophy.

Prerequisite: WR115 or Placement

Recommended preparation: WR121

Term(s) Offered: Winter

### ^PHL103 - Introduction to Philosophy

Credits - 3 Lecture - 3

Emphasizes critical thinking in the examination of particular philosophical issues and problems.

Recommended preparation: WR121

Term(s) Offered: Spring

# Course Descriptions

## PHY Science

### +PHY101 - Essentials of Physics

Credits - 4 Lecture - 3 Lab - 1

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.

*Prerequisite:* MTH070 or Placement

*Term(s) Offered:* Winter, Spring

### ^PHY198 - Special Studies

Credits - 1-3

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.

### +PHY201 - General Physics

Credits - 5 Lecture - 4 Lab - 1

An introductory laboratory course dealing with mechanics, sound, heat, light, electricity, and modern physics.

*Prerequisite:* MTH112 or MTH251 or higher. WR115 or placement

*Preferred Prerequisite:* WR227. This becomes an elective if PHY211 is taken.

*Term(s) Offered:* Fall

### +PHY202 - General Physics

Credits - 5 Lecture - 4 Lab - 1

An introductory laboratory course dealing with mechanics, sound, heat, light, electricity, and modern physics.

*Prerequisite:* PHY201 or PHY211 and MTH084 or MTH112

*This becomes an elective if PHY212 is taken*

*Term(s) Offered:* Winter

### +PHY203 - General Physics

Credits - 5 Lecture - 4 Lab - 1

An introductory laboratory course dealing with mechanics, sound, heat, light, electricity, and modern physics.

*Prerequisite:* PHY202 or PHY212

*This becomes an elective if PHY213 is taken*

*Term(s) Offered:* Spring

## PHY Science

### +PHY211 - General Physics with Calculus

Credits - 5 Lecture - 4 Lab - 1

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.

*Prerequisite:* WR115 or Placement and MTH112 or higher; with MTH251 as a co-requisite.

*Preferred Prerequisite:* WR227. PHY201, if it has been taken, becomes an elective if PHY211 is taken

*Term(s) Offered:* Fall

### +PHY212 - General Physics with Calculus

Credits - 5 Lecture - 4 Lab - 1

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.

*Prerequisite:* PHY211 and MTH251

*PHY202, if it has been taken, becomes an elective if PHY212 is taken*

*Term(s) Offered:* Winter

### +PHY213 - General Physics with Calculus

Credits - 5 Lecture - 4 Lab - 1

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.

*Prerequisite:* PHY212 and MTH251

*PHY203, if it has been taken, becomes an elective if PHY213 is taken*

*Term(s) Offered:* Spring

## PS Social Science

### ^PS198 - Special Studies

Credits - 1-3

Designed to provide interested and capable students with the opportunity to study special topics in political science.

*Recommended preparation:* WR060

## PS Social Science

### \*PS201 - American Government and Politics

Credits - 4 Lecture - 4

This course begins by examining the Constitutional principles of the United States government. Students will learn about the decision making process behind American politics.

*Prerequisite:* WR060 or Placement, WR115 strongly recommended.

*Term(s) Offered:* Fall

### \*PS202 - American Government and Politics

Credits - 4 Lecture - 4

This course will provide an overview of American political institutions. Students will study individual rights and liberties. The term concludes with an examination of current national policy issues.

*Prerequisite:* WR060 or Placement, WR115 strongly recommended.

*Term(s) Offered:* Winter

### \*PS203 - American Government/ State and Local

Credits - 4 Lecture - 4

Examines politics and government in the American states. Emphasis will be on the State of Oregon.

*Prerequisite:* WR060 or Placement, WR115 strongly recommended.

*Term(s) Offered:* Spring

## PSY Social Science

### ^PSY119 - 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, and influences on development.

*Recommended preparation:* WR060

*Term(s) Offered:* Winter

### ^PSY198 - Special Studies

Credits - 1-3

Offers topics of study in psychology with individual research or field study.

*Recommended preparation:* WR060

# Course Descriptions

## PSY Social Science

### \*PSY201 - General Psychology

Credits - 4 Lecture - 4

A survey of the basic concepts and principles of psychology. Specific topics include: the history of psychology and research methods of psychology; the biological basis of behavior, sensory and perceptual processes; states of consciousness including sleep and dreams; learning, memory, and intelligence. Emphasis is both theoretical and applied.

*Prerequisite: WR060 or Placement, WR115 strongly recommended.*

*Term(s) Offered: Fall, Winter, Spring*

### #\*PSY202 - General Psychology

Credits - 4 Lecture - 4

A survey of the basic concepts and principles of psychology. Specific topics include: motivation, emotion, stress & health, human development, personality, psychological disorder and treatment, and social psychology. Emphasis is on both theory and application.

*Prerequisite: WR060 or Placement, WR115 strongly recommended, PSY201*

*Term(s) Offered: Winter, Spring*

### \*PSY237 - Human Development

Credits - 4 Lecture - 4

A life-span examination of change and consistency as people age. Studies the stages of conception to birth, infancy, childhood, adolescence and adulthood as influenced by maturation and socialization. Includes discussion of research strategies and theories of behavior.

*Prerequisite: WR060 or Placement, WR115 strongly recommended, PSY201*

*Term(s) Offered: Fall, Winter, Spring*

## RD College Prep

### RD090 - Effective Reading Strategies

Credits - 3 Lecture - 3

This course provides directed practice in the development of college reading skills, emphasizing vocabulary skills, comprehension skills, advanced reading skills, and reading for study. Vocabulary skills include dictionary use, word components and etymology, context clues, and multiple meanings of words. Comprehension skills include main ideas and supporting details which signal key concepts and ideas.

*Term(s) Offered: Fall*

## RD College Prep

### ^RD101 - College Textbook Reading

Credits - 3 Lecture - 3

This course focuses on improving reading and thinking skills through guided reading instruction and extensive guided-practice with academic discipline-based readings. Students will increase college level vocabulary, use effective textbook reading techniques, practice note taking skills, and reading for study. Reading for study includes effective textbook study methods, outlining, study mapping, summarizing, and textbook graphics.

*Term(s) Offered: Fall, Winter, Spring*

### ^RD120 - Critical Reading and 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.

*Term(s) Offered: Fall, Winter, Spring*

### ^RD220 - Advanced Critical Reading & Thinking

Credits - 3 Lecture - 3

Students will explore the structure of critical thinking, how to evaluate their own thinking and the thinking of other perspectives using a systematic, disciplined approach. Students will examine critical concepts, questions, and ideas that lead to the further development of critical and ethical reasoning skills and abilities.

*Prerequisite: RD120*

## RNG Agriculture

### >RNG241 - Range Management

Credits - 3 Lecture - 2 Lab - 1

Plants and domesticated farm animals: the integration of climate, soil, vegetation, and animal factors in the economic management of a range ecosystem.

*Term(s) Offered: Spring*

## SOC Social Science

### ^SOC198 - Special Studies

Credits - 1-3

This course is designed to provide interested and capable students special topics in sociology.

*Recommended preparation: WR060*

### #~\*SOC204 - General Sociology

Credits - 4 Lecture - 4

This course is a sociological study of social group behavior and social structures, emphasizing diversity and commonalities among groups within society. Topics are examined through the framework of sociological perspectives, encouraging critical thinking and personal responsibility about social issues.

*Prerequisite: WR060 or Placement, WR115 strongly recommended.*

This is the foundational course for all other Sociology offerings.

*Term(s) Offered: Fall, Winter, Spring*

### #~\*SOC205 - General Sociology/ Institutions and Social Change

Credits - 4 Lecture - 4

This course introduces the following major social institutions: family, religion, education, economics, politics, and health care and the problems and issues existing within each. The focus is on modern American society and the impact of social change on major institutions.

*Prerequisite: WR060 or Placement, WR115 strongly recommended.*

*Term(s) Offered: Fall, Winter, Spring*

### #~\*SOC213 - Minorities

Credits - 4 Lecture - 4

A survey of minority groups, with special emphasis on local groups in which causes and consequences of minority status are examined. By confronting the pervasive nature of prejudice and discrimination, we will explore the dynamics of institutionalized racism, focusing specifically on race relations within our social institutions. The political, economic, and social lives of several groups - White Ethnic Americans, Native Americans, Asian Americans, Latinos and African Americans.

*Prerequisite: WR060 or Placement, WR115 strongly recommended.*

*Recommended preparation: SOC204.*

*Term(s) Offered: Fall, Winter, Spring*

# Course Descriptions

## SOC Social Science

### #~\*SOC217 - Family and Society

Credits - 4 Lecture - 4

This course covers the historical development of the family as an institution, its structure and functions, and changes in contemporary American society. Emphasis is placed on changes that produce societal and individual stress.

Prerequisite: WR060 or Placement, WR115 strongly recommended.

Recommended preparation: SOC204.

Term(s) Offered: Fall, Spring

## SPAN Foreign Languages

### ^SPAN101 - First Year Spanish

Credits - 4 Lecture - 4

Introduction to Spanish, stressing speaking and reading. Exercises in elementary composition and grammar.

Term(s) Offered: Fall, Winter

### ^SPAN102 - First Year Spanish

Credits - 4 Lecture - 4

Continued introduction to Spanish, stressing speaking and reading. Exercises in elementary composition and grammar.

Prerequisite: SPAN101

Term(s) Offered: Winter, Spring

### ^SPAN103 - First Year Spanish

Credits - 4 Lecture - 4

Continued introduction to Spanish, stressing speaking and reading. Exercises in elementary composition and grammar.

Prerequisite: SPAN102

Term(s) Offered: Spring

### \*SPAN201 - Second-Year Spanish

Credits - 4 Lecture - 4

Intensive oral and written exercises designed to help the student acquire an accurate and fluent use of Spanish. Selections from representative authors are studied.

Prerequisite: SPAN103

Term(s) Offered: Fall

## SPAN Foreign Languages

### \*SPAN202 - Second-Year Spanish

Credits - 4 Lecture - 4

Intensive oral and written exercises designed to help the student acquire an accurate and fluent use of Spanish. Emphasis on advanced use of past tense and on hypothetical and persuasive language. We will also include literary selections.

Prerequisite: SPAN201

Term(s) Offered: Winter

### \*SPAN203 - Second-Year Spanish

Credits - 4 Lecture - 4

Intensive oral and written exercises designed to help the student acquire an accurate and fluent use of Spanish. Emphasis on advanced verb moods and application of language.

Prerequisite: SPAN202

Term(s) Offered: Spring

### ^SPAN211 - Spanish Conversation and Composition

Credits - 3 Lecture - 3

Intensive conversation and essay writing of a general character designed to improve oral and written ability in Spanish.

### ^SPAN212 - Spanish Conversation and Composition

Credits - 3 Lecture - 3

Intensive conversation and essay writing of a general character designed to improve oral and written ability in Spanish.

Prerequisite: SPAN211 or instructor approval

### ^SPAN213 - Spanish Conversation and Composition

Credits - 3 Lecture - 3

Intensive conversation and essay writing of a general character designed to improve oral and written ability in Spanish.

Prerequisite: SPAN212 or instructor approval

## SUR Engineering Tech/ Drafting

### >SUR161 - Plane Surveying

Credits - 5 Lecture - 3 Lab - 2

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.

Prerequisite: Pre-requisite: MTH070 or higher

Term(s) Offered: Spring

### >SUR162 - Surveying and Mapping

Credits - 5 Lecture - 3 Lab - 2

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.

Prerequisite: SUR161

Term(s) Offered: Fall

### >SUR166 - Highway Fundamentals

Credits - 3 Lecture - 3

A study of highway surveys, design standards, circular and vertical curves, curve transitions, earthworks and drainage.

Prerequisite: SUR162

Term(s) Offered: Winter

### >SUR167 - Surveying Seminar

Credits - 3 Lab - 6

Focus on applied surveying techniques in a project oriented environment.

Prerequisite: SUR166

Credit hours provide student access to State licensing process.

Term(s) Offered: Spring

## TA Theatre

### #\*TA101 - Introduction to the Theatre

Credits - 4 Lecture - 4

This course provides an introduction to the world of the theatre by exploring the origins of drama, historical and contemporary styles of playwriting and theatrical performance, the components of a stage production, and the many functions of the artists and craftspeople who collaborate to make theatre happen.

Prerequisite: WR060 or Placement, WR115 strongly recommended.

Term(s) Offered: Fall, Winter, Spring

# Course Descriptions

## TA

## Theatre

### #\*TA141 - Fundamentals of Acting Techniques

Credits - 4 Lecture - 4

This course provides a basic introduction to contemporary acting theories and techniques. Through participation in acting exercises, improvisations, and prepared monologues and scenes, the student will learn fundamental acting terminology and be introduced to a variety of contemporary acting training philosophies.

*Prerequisite: WR060 or Placement, WR115 strongly recommended.*

*Term(s) Offered: Fall*

### #\*TA142 - Fundamentals of Acting Techniques

Credits - 4 Lecture - 4

This course provides a continued exploration of contemporary acting theories and techniques via classroom activities and prepared presentations.

*Prerequisite: WR060 or Placement, WR115 strongly recommended.*

*Term(s) Offered: Winter*

### #\*TA143 - Fundamentals of Acting Techniques

Credits - 4 Lecture - 4

This course provides a continued exploration of contemporary acting theories and techniques via classroom activities and prepared presentations. Activities will include opportunities for public performance.

*Prerequisite: WR060 or Placement, WR115 strongly recommended.*

*Term(s) Offered: Spring*

### ^TA147 - Voice and Diction for the Theatre

Credits - 3 Lecture - 3

This studio course introduces all aspects of vocal production for the stage, including breathing, support, articulation and projection.

### ^TA165 - Technical Theatre Workshop

Credits - 3 Lab - 3

This course provides the opportunity to explore the various technical components of a theatrical production through hands-on participation in the off-stage activities necessary for the staging of a play.

*May be repeated for a maximum of 9 credits.*

*Term(s) Offered: Fall, Winter, Spring*

## TA

## Theatre

### ^TA180 - Theatre Rehearsal and Performance

Credits - 3 Lab - 3

This course provides credit for rehearsal and performance of a play.

*May be repeated for a maximum of 9 credits.*

*Term(s) Offered: Fall, Winter, Spring*

### #\*TA241 - Intermediate Acting Techniques

Credits - 4 Lecture - 4

This course provides a second level of study of contemporary acting theories and techniques. Through participation in acting exercises, improvisations, and prepared monologues and scenes, the student will learn advanced acting terminology and further explore a variety of contemporary acting training philosophies.

*Prerequisite: WR060 or Placement, WR115 strongly recommended.*

*Term(s) Offered: Fall*

### #\*TA242 - Intermediate Acting Techniques

Credits - 4 Lecture - 4

This course provides an exploration of advanced contemporary acting theories and techniques via classroom activities and prepared presentations

*Prerequisite: WR060 or Placement, WR115 strongly recommended.*

*May be taken without previous acting experience or coursework.*

*Term(s) Offered: Winter*

### #\*TA243 - Intermediate Acting Techniques

Credits - 4 Lecture - 4

This course provides an exploration of advanced contemporary acting theories and techniques via classroom activities and prepared presentations. Activities will include opportunities to perform and direct stage productions to be presented to the public.

*Prerequisite: WR060 or Placement, WR115 strongly recommended.*

*May be taken without previous acting experience or coursework.*

*Term(s) Offered: Spring*

## UAS

## Agriculture

### \*UAS110

Credits - 3 Lecture - 3

Students will obtain a working knowledge of the principles of aerial imagery and remote sensing, including: satellites, photography, infrared, thermal sensing, and Lidar with emphasis on understanding and utilizing different types of remote sensors for primarily agricultural applications and objectives.

*Prerequisite: MTH070 or higher*

### ^UAS111

Credits - 3 Lecture - 3

Students will gain a working knowledge of equipment and principles commonly utilized in the different classes of unmanned aerial vehicle systems (UAV's). Discussions will include developing an understanding of the different components and programming associated with a UAV as well as applicable laws, safety, operation and applications. Agricultural applications will be emphasized.

*Prerequisite: UAS110*

*Labs may take place at designated UAV flying or testing areas.*

## UMA

## Foreign Languages

### ^UMA101 - First Year Umatilla

Credits - 4 Lecture - 4

This course will introduce the student to the Umatilla language. Umatilla is a Sahaptin language primarily spoken on the Umatilla Indian Reservation. The student will learn the four areas that are essential to speaking grammatical phrases in Umatilla.

# Course Descriptions

## VT Agriculture

### >VT109 - Introduction to Veterinary Science

*Credits - 2 Lecture - 2*

Overview of the veterinary assistant's job. This course covers the business of veterinary medicine with emphasis on the practical aspects of front office management. Topics will include: Veterinary medicine and the veterinary health care team, careers in veterinary medicine, types of veterinary practices, professionalism and veterinary workplace, the Human-Animal Bond, Office Practices, Workplace Safety, Universal Precautions, Aseptic Technique, Basic Medical Terminology, Basic Clinical Skills, Basic Nutrition, and Basic Behavior. This will illustrate that the course work is both practical and necessary. Also meets the learning outcomes contained in HD 109.

*Fulfills the HD109 Requirement*

*Term(s) Offered: Fall*

### >VT110 - Fundamentals of Veterinary Assistant I

*Credits - 3 Lecture - 2 Lab - 1 Other -*

This course covers the business of Veterinary medicine with emphasis on the practical aspects of front office management. Topics will include: Veterinary medicine and the veterinary health care team, careers in veterinary medicine, types of veterinary practices, professionalism and veterinary workplace, the Human-Animal Bond, Office Practices, Workplace Safety, Universal Precautions, Aseptic Technique, Basic Medical Terminology, Basic Clinical Skills, Basic Nutrition, and Basic Behavior.

*Prerequisite: VT109*

*Term(s) Offered: Winter*

### >VT111 - Fundamentals of Veterinary Assistant II

*Credits - 3 Lecture - 2 Lab - 1 Other -*

This course focuses on animal management and production of food animals. Identification and treatment of diseases play a large role in this course. Students will also be introduced to One Health Sciences; occupations that involve animal health on a global level implementing research and surveillance of animal populations.

*Prerequisite: VT110*

*Term(s) Offered: Spring*

## WLD Diesel/Welding/PTD

### >WLD111 - Basic Gas and Arc Welding

*Credits - 3 Lab - 3*

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.

*Term(s) Offered: Fall, Winter, Spring*

### >WLD112 - Advanced Arc Welding

*Credits - 3 Lab - 3*

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.

*Term(s) Offered: Fall, Winter, Spring*

### >WLD221 - TIG Welding

*Credits - 3 Lab - 3*

Designed for students who have basic level welding skills to introduce Tungsten Arc Welding techniques including the setup of equipment for the welding process.

*Term(s) Offered: Fall, Winter, Spring*

### >WLD253 - Welding Practices for Certification

*Credits - 3 Lab - 3*

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.

*Term(s) Offered: Fall, Winter, Spring*

### >WLD256 - Pipe Welding for Certification

*Credits - 3 Lab - 3*

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.

*Term(s) Offered: Fall, Winter, Spring*

## WR English

### WR060 - Elements of the Essay

*Credits - 4 Lecture - 4*

WR060 introduces students to the academic essay, moving from developing clear, paragraphs to composing and revising the academic essay. Students will develop confidence in their writing and practice critical thinking. Students read texts of varying lengths, showing each stage of the writing process. Grammar skills will be developed through more rigorous instruction.

*Students with a writing Compass score of 18-32 are highly recommended to take RD101 concurrent to WR060*

*Term(s) Offered: Fall, Winter, Spring*

### WR065 - 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.

*Term(s) Offered: Fall, Winter, Spring*

### #^WR115 - Introduction to College Writing

*Credits - 4 Lecture - 4*

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.

*Prerequisite: WR060 or WR065 or Placement*

*Term(s) Offered: Fall, Winter, Spring*

### #\*WR121 - English Composition

*Credits - 4 Lecture - 4*

The first of two courses required by the AAOT degree, this course focuses on writing clear, detailed, informative essays in a variety of forms, correctly using and citing sources, active reading, and critical thinking.

*Prerequisite: WR115 or Placement*

*Term(s) Offered: Fall, Winter, Spring*



# Course Descriptions

WR

English

## **#\*WR122 - English Composition**

*Credits - 4 Lecture - 4*

The second of a two-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. The course also includes a research paper and supporting annotated bibliography.

*Prerequisite: WR121*

*Term(s) Offered: Fall, Winter, Spring*

## **^WR198 - Special Studies**

*Credits - 1-3*

Designed to provide interested and capable students with the opportunity to study special topics in writing.

## **#\*WR227 - Technical Report Writing**

*Credits - 4 Lecture - 4*

Researching and reporting technical information including business proposals, business plans, feasibility studies and process instructions.

*Prerequisite: WR121*

*Term(s) Offered: Fall, Winter, Spring*

WR

English

## **#\*WR241 - Introduction to Imaginative Writing**

*Credits - 4 Lecture - 4*

A course in creative writing designed for those who wish to express themselves in fiction, non-fiction, drama, poetry, or other imaginative forms.

*Prerequisite: WR115 or Placement*

*Term(s) Offered: Fall*

## **#\*WR242 - Introduction to Imaginative Writing**

*Credits - 4 Lecture - 4*

A course in creative writing designed for those who wish to express themselves in fiction, non-fiction, drama, poetry, or other imaginative forms.

*Prerequisite: WR115 or Placement*

*Term(s) Offered: Winter, Spring*

WR

English

## **#\*WR243 - Introduction to Imaginative Writing**

*Credits - 4 Lecture - 4*

A course in creative writing designed for those who wish to express themselves in fiction, non-fiction, drama, poetry, or other imaginative forms. This course will focus on creative non-fiction.

*Prerequisite: WR115 or Placement*

*Term(s) Offered: Spring*

## **^WR298 - Special Studies**

*Credits - 1-3*

Designed to provide interested and capable students with the opportunity to study special topics in writing.

# The People of Blue Mountain Community College

## *BMCC Board of Education*

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**Vacant**

Zone 2, Term Expires 2015

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Zone 3, Term Expires 2017

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Zone 4, Term Expires 2017

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Zone 5, Term Expires 2019

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Zone 6, Term Expires 2017

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2nd Congressional District

**Charles R. Martinez, Jr**

4th Congressional District

**Miranda Summer**

1st Congressional District

**Angela Bowen**

At Large

## *BMCC Foundation Board of Directors*

**Carole Innes**

Pendleton, Term Expires 2016

**Kari Dallas-Spratling**

Pendleton, Term Expires 2016

**Tracy Gammell, Chair**

Hermiston, Term Expires 2016

**Phil Hamm**

Hermiston, Term Expires 2015

**Dotty Miles**

North Powder, Term Expires 2015

**Gary Schmidtgall**

Athena, Term Expires 2017

**Margaret Gianotti**

Pendleton, Executive Director

**Bob Byrd**

Irrigon, Term Expires 2015

**Ron Daniels**

Keizer, Term Expires 2017

**Deb Sue Hamby**

Pendleton, Term Expires 2017

**Ellsworth Mayer**

Pendleton, Term Expires 2015

**Lonnie Read**

Pendleton, Term Expires 2016

**Nancy Snider**

Heppner, Term Expires 2016

# Higher Education Coordinating Commission

**Tim Nesbitt, Chair**

**Betty Duvall, Vice Chair**

**Neil Bryant**

**Kirby Dyess**

**Ramon Ramirez**

**David Rives**

**Larry Roper**

**Carmen Rubio**

**Duncan Wyse**

## Non-Voting Members

**Lee Ayers-Preboski**  
(University Faculty)

**Rob Fullmer**  
(College/University staff)

**Frank Goulard**  
(Community College Faculty)

**Anayeli Jimenez**  
(Student)

**Lamar Wise**  
(Student)

## BMCC Employees

### Administration

#### **Cam Preus (2013)**

President

A.S., Cumberland Junior College

M.S., Tennessee State University

Ed.D., Oregon State University

#### **Diane Drebin (2014)**

Vice President, Student Affairs

A.A., Clackamas Community College

A.G.S., Clackamas Community College

B.A., Marylhurst College

M.S. Portland State University

#### **Arthur Hill (2001)**

Vice President, Economic Development

B.A., Boston University

M.B.A., University of Bridgeport

#### **Brad Holden (1989)**

Associate Vice President, Information Technology

A.A.O.T., Blue Mountain Community College

#### **Daniel Koopman (2010)**

Associate Vice President, Instruction

B.A., Walla Walla College

M.Ed., University of Idaho School of Administration

#### **Daniel Lange (1983)**

Assistant to the President, Special Projects

B.M., University of Montana

M.M., University of N. Colorado

#### **Tammie Parker (1989)**

Associate Vice President, Human Resources

B.S., Eastern Oregon University

#### **John Thomas (2012)**

Associate Vice President, Corrections Education

A.A., Blue Mt Community College

B.S., Eastern Oregon University

M. Ed., Eastern Oregon University

#### **Casey White-Zollman (2015)**

Vice President, Public Relations

B.S., University of Portland

#### **James K. Whittaker (1996)**

Vice President, Instruction

B.S., Oregon State University

M.E., North Carolina State University

Ph.D., North Carolina State

### Directors, Coordinators, and Managers

#### **Barb Baty (2007)**

Enrollment Services Coordinator

A.A.O.T., Blue Mountain Community College

B.S., Eastern Oregon University

#### **Theresa Bosworth (1989)**

Director, Enrollment Services/Registrar

A.A., Blue Mountain Community College

B.S., Eastern Oregon University

#### **Stephen Brost (2012)**

Coordinator, EMS

A.A.S., Portland Community College Paramedic Certification,

College of Emergency Services

#### **Brett Bryan (1993)**

Athletic Director

B.S. Eastern Oregon University

#### **David Buntman (2014)**

Web/Database Administrator

A.A., Northeast Wisconsin Technical College

B.S., Walden University

#### **Dawn DiFuria (2014)**

Recruitment & Engagement Program Coordinator

A.A., Boise State

B.A., Boise State

B.S., Boise State

# *BMCC Employees cont.*

**Naamah Franke (2004)**

Coordinator BMCC Hermiston/Boardman  
B.A., Eastern Washington University

**Harvey Franklin (2005)**

Senior Director, Hermiston  
A.S., Central Oregon Community College  
B.S., Oregon State University  
M.S., Oregon State University  
Ph.D., University of Oregon

**Margaret Gianotti (2006)**

Executive Director, BMCC Foundation  
Diploma

**Yadira Gonzalez (2014)**

Director Student Financial Assistance  
A.A.O.T., Blue Mountain Community College  
B.A., Eastern Oregon University

**Diana Hammon (1989)**

Director, Instructional Operations  
A.A., Blue Mountain Community College  
B.S., Eastern Oregon University

**Jennifer Hills (1994)**

Director, Apprenticeship Program  
B.S., University of Idaho  
M.Ed., Eastern Washington University

**Jan Hood (1988)**

Institutional Research Coordinator  
A.A., Blue Mountain Community College  
A.S., Blue Mountain Community College  
B.S., Oregon Institute of Technology  
M.M.R., University of Georgia

**Peggy Hudson (2006)**

Director, BMCC-Baker County  
A.A., Central Oregon CC  
B.B.A., University of Oregon  
M.A., San Francisco State

**Bruce Kauss (2004)**

Coordinator, E-Learning  
A.A.S., Blue Mountain Community College

**Marjean Kempel**

Nursing Assistant Program Coordinator  
L.P.N., Blue Mountain Community College  
R.N., Blue Mountain Community College

**Deborah Lee (2007)**

Director, BMCC Milton-Freewater  
B.S., Oregon State University  
M. Ed., Oregon State University

**Anne Livingston (2008)**

Director, Student Recruitment, Marketing & Leadership  
B.S., Washington State University  
M.S., Eastern Oregon University

**Ashley Masterson-Armichardy (2010)**

Coordinator, Grant County  
B.S., Eastern Oregon University  
M.S., Boise State University

**Tyler Morris (2013)**

TRiO Project Director  
B.A., Gonzaga University  
J.D., Gonzaga University

**Anne Morter (1993)**

Coordinator, Morrow County  
A.A., Lane Community College  
B.A., Eastern Oregon University

**Wade Muller (2005)**

Director, Student Success Center  
B.S., Montana State University

**Steven Platt (1985)**

Supervisor, Buildings and Grounds  
A.S., Blue Mountain Community College

**Jacqueline Ray (2015)**

Director, Library & Media Services  
B.A., University of Washington  
M.L.I.S., University of Washington

**Karl Schrader (2004)**

Manager, BMCC Bookstore  
B.A., University of Washington

**Robert Tally (1996)**

Info Systems Administrator & Analyst  
CRT, NRI Schools

**Cindy Womack (2010)**

Student Health & Wellness Resource Coordinator  
A.S., Oregon Institute of Technology  
B.A., Life Pacific College

# **BMCC Faculty**

(As of July 2015)

## **Lower Division Collegiate and Career & Technical Programs**

### **Full-Time Faculty**

## **Lower Division Collegiate and Career & Technical Programs**

### **Full-Time Faculty**

#### **Velda Arnaud (2014)**

Instructor of Business Technologies  
B.A., University of Oregon  
M.A., University of Oregon  
Ph.D., Walden University

#### **Stan Beach (2012)**

Instructor of Math/Computer Science  
B.S., Oregon State University  
M.S. Ed, Western Oregon University  
M.S. Ed Tech Boise State University

#### **Shaindel Beers (2006)**

Instructor of English  
B.A., Huntington College  
M.A., University of Chicago  
M.F.A., Vermont College of Fine Arts

#### **Rebecca Blaine (2009)**

Instructor of Criminal Justice  
B.A., California State University  
M.A., State University of New York

#### **Michael Booth (1989)**

Instructor of Art  
B.F.A., Utah State University  
M.F.A., Utah State University

#### **Brian K. Bradley (2001)**

Instructor of College Prep  
B.A., University of Montana

#### **Marianne I. Burch (2001)**

Instructor of College Prep  
B.S., Western Oregon University  
M.A., Golden Gate Baptist Theological Seminary

#### **Andria Bye (2009)**

Instructor of Nursing  
A.A.S., Blue Mt Community College  
B.A., University of Phoenix  
MSN, University of Phoenix

#### **Tamara L. Chorey (2001)**

Instructor of College Prep  
A.A., Oakland Community College  
B.S., Oregon State University

#### **Tiffany Dawson (2013)**

Instructor of Nursing  
A.A.S., Blue Mt. Community College  
B.S., University of Wyoming

#### **Lincoln A. DeBunce (1999)**

Instructor of Geography and Anthropology  
B.S., Southern Oregon University  
B.S., Southern Oregon University  
M.A., Louisiana State University  
Ph.D., University of Oregon

#### **Dulcie Hayes (2003)**

Instructor of College Prep  
A.A., BMCC  
B.A., Eastern Oregon University

#### **Cheryl Haertling (2005)**

Instructor of College Prep  
B.A., California State University

#### **Ann Marie Hardin (2009)**

Instructor of Civil Engineering Technology  
B.S., University of Idaho  
M.S., University of Idaho

#### **Robert L. Hillenbrand (1998)**

Instructor of Mathematics  
A.A., Seattle Central College  
B.S., University of Washington  
M.S., Western Washington University

#### **Mary (Katy) Holdman (2008)**

Instructor of College Prep  
B.A., Eastern Washington University

#### **Jessica Humphries (2013)**

Instructor of Nursing  
A.A.O.T., Blue Mountain Community College  
B.S. University of Portland  
M.S., Walden University

#### **Arlene G. Isaacson (1997)**

Instructor of Education  
B.A., Mt. Angel College  
M.S., Indiana University  
Ph.D., University of Oregon

#### **Greg Jones (2005)**

Instructor of College Prep  
B.A., Oregon State University  
M.A., Oregon State University

#### **Llewellyn (Wells) Jones (1995)**

Instructor of Physical Education  
B.S., Lewis Clark State College  
M.S., University of Oregon

#### **Cheri Kendrick (2002)**

Instructor of Speech and Business Technology  
B.A., Oregon State University  
M.A., Oregon State University  
J.D., Willamette University of Law

#### **Matt Liscom (2014)**

Instructor of Agriculture Science  
Teaching Certificate Completion, Walla Walla University  
B.A., Oregon State University

#### **Carol Lovell (2003)**

Instructor of Nursing  
B.S., Oregon Health Sciences University  
MSN, University of Wyoming

#### **Christina E. Martinez (1994)**

Instructor of Sociology  
B.A., California State University-Fullerton  
M.A., California State University-Fullerton

#### **Doreen Matteson (2001)**

Instructor of College Prep  
B.S., Virginia Polytech University

#### **Shannon Maude (2001)**

Instructor of College Prep  
B.A., Southern Oregon University  
Ed.M., Oregon State University

Margaret M. Mayer (2001)

Instructor of Music  
B.A., Linfield College  
M.M., Michigan State University  
Ph.D., University of California-Santa Barbara

#### **Sharone McCann (1985)**

Instructor of College Prep  
B.A., California State University  
Ed.M., Oregon State University

#### **Craig McIntosh (2005)**

Instructor of Theatre Arts  
B.A., Lewis and Clark  
M.F.A., University of California

#### **Sascha McKeon (2012)**

Instructor of Biology  
B.S., Chapman University  
Ph.D., State University of New York

**Michelle Miller (1995)**

Instructor of Biology  
 B.S., University of Idaho  
 M.S., University of Oklahoma

**Alexzandra Murphy (2015)**

Instructor of Precision Agriculture/Grant  
 Coordinator  
 B.S., Oregon State University  
 Ph.D., Purdue University

**Ron Neeley (2004)**

Instructor of Business Technology  
 B.S., Eastern Oregon University  
 B.S., Central Washington University  
 M.B.A., Portland State University

**Nick Nelson (2007)**

Instructor of Animal Science  
 A.A., Lassen College  
 B.S., California State University  
 M.A., Oregon State University

**Kristen Oja (2011)**

Instructor of Biology  
 B.S., Linfield College  
 M.S., Oregon State University  
 Ph.D., Oregon State University

**Gary D. Parker (1996)**

Instructor of Mathematics  
 A.S., Community College of Rhode Island  
 B.A., Rhode Island College  
 M.S., Western Washington University

**Crystal D. Patton-Doherty (1989)**

Instructor of Dental Assisting  
 Certificate, Blue Mountain Community  
 College  
 B.S., Eastern Oregon University

**Catherine Pinkerton (1991)**

Instructor of College Prep  
 B.A., Whitman College

**Jeremy Pike (2014)**

Instructor of Diesel Technology  
 A.A.S., Walla Walla Community College

**Melinda S. Platt (2002)**

Instructor of Business Technology  
 B.S., Eastern Oregon University  
 M.T.E., Eastern Oregon University

**Laurie Post (2004)**

Instructor of Nursing  
 A.S., Walla Walla Community College  
 B.S.N., Oregon Health Sciences University  
 M.S.N., Gonzaga University

**Brilynn Reed (2004)**

Instructor of College Prep  
 A.A., Blue Mountain Community College  
 B.S., Eastern Oregon University  
 Ed.M., Oregon State University

**Sara Reyburn (2000)**

Instructor of Psychology  
 B.S., Pittsburg State University  
 M.S., Pittsburg State University

**Ki Russell (2012)**

Instructor of English  
 B.A., University of Missouri  
 M.A., University of Missouri  
 Ph.D., University of Louisiana

**Philip Schmitz (2008)**

Instructor of Geology & Physics  
 B.S., University of Notre Dame  
 M.S., University of Utah

**Kevin Seward (2007)**

Instructor of Chemistry  
 B.A., Iowa State University  
 M.S., University of Wyoming

**Carrie J. Swanson (1991)**

Learning Disabilities Diagnostician  
 A.A., Blue Mountain Community College  
 B.S., Eastern Oregon University  
 M.T.E. Eastern Oregon University

**Alison Timmons (2005)**

Instructor of English  
 B.A., Washington State University/  
 Columbia Basin College  
 M.A., University of Manchester

**Jason C. Villers (2001)**

Instructor of College Prep  
 A.A., Spokane Falls Community College  
 B.A., Eastern Washington University  
 M.E.T., Boise State University

**Scott Waggoner (2008)**

Instructor of Diesel Technology  
 A.A., Blue Mt Community College

**Scott Wallace (1993)**

Instructor of Business Technology  
 B.A., Brigham Young University  
 M.A., Brigham Young University

**Preston H Winn (1991)**

Instructor of Agriculture  
 B.S., Oregon State University  
 M.Ed., Oregon State University

**Sirpa S. Whitman (2002)**

Instructor of College Prep  
 A.A., Sacramento City College  
 B.A., Portland State University  
 T.E.S.L., Portland State University  
 M.A., University of Oregon  
 M.P.A., University of North Carolina

**Jeanine Youncs (2007)**

Instructor Special Education  
 A.A. Blue Mountain Community College  
 B.S., Eastern Oregon University  
 M.S., Eastern Oregon University

**Part-Time Faculty****Jennifer Abney (2011)**

Instructor of Business Technology  
 A.A. Blue Mountain Community College  
 B.S., Eastern Oregon University  
 M.T.E., Eastern Oregon University

**Jeanette Abrue (2012)**

Head Softball Coach  
 Instructor of Athletics  
 B.A., Saint Martin's University  
 M.S., Seattle University

**Patty Allery-Lane (2003)**

Instructor of Mathematics  
 B.S., Eastern Oregon University  
 M.S., Eastern Oregon University

**Lisa Atkinson (2010)**

Instructor of Business Technologies  
 B.A., Oregon State University  
 J.D., University of Washington

**Steven Bachman (2007)**

Instructor of Human Anatomy &  
 Physiology  
 B.S., University of Oregon  
 D.C., Western States Chiropractic  
 College

**Bradley Baker (2013)**

Head Baseball Coach  
 Instructor of Athletics  
 A.A.O.T., Blue Mt. Community College  
 B.A., Pacific University  
 M.A.T., Pacific University

**Dave Baty (2008)**

Head Volleyball Coach  
 Instructor of Physical Education

**Gregory A. Berlie (1986)**

Instructor of English  
 B.A., California State University  
 M.A., California State University

**Roy Blaine (2010)**  
Instructor of Criminal Justice  
B.A., California State University  
M.A., State University of New York

**Gayle Blomme (2009)**  
Instructor of English  
B.A., Oakland University  
M.A., University of Michigan  
PhD., University of Michigan

**Susan Booher (2011)**  
Instructor of Mathematics  
M.H.S.A., University of Kansas  
B.A., Brigham Young University

**Susan Bower (2008)**  
Instructor of Business Technology  
B.A., Otterbein College  
M.B.A., John Carroll University

**Billie Burns (1999)**  
Instructor of Health & Physical Ed  
B.S., Oregon State University  
M.A., University of New Mexico

**Jerald Carlson (2008)**  
Instructor of Biology  
A.A., Clackamas Community College  
B.A., Western Oregon State College  
M.A., Western Oregon State College

**Kari Carter (2002)**  
Instructor of Mathematics  
B.S., Oregon State University  
M.S.T., Portland State University

**Jennifer K. Cooper (2004)**  
Instructor of Psychology  
A.A., Central Oregon Community College  
B.S., Western Oregon University  
Psy. D., Pacific University

**Ann Cornish (2013)**  
Instructor of Writing  
B.A., De Montfort University  
M.A., De Montfort University

**Thomas Creasing (2012)**  
Instructor of Communications  
B.A., Wilkes University  
S.D. Law, Lewis & Clark Law School

**Maureen Crossley (2010)**  
Instructor of Business Technology  
A.A., Blue Mountain Community College  
B.S., Eastern Oregon University  
M.Ed., Eastern Washington University

**Brigitte Davis (2010)**  
Instructor of Communications  
B.S., Walla Walla College  
M.S., University of Washington

**Cheyleen Davis (2001)**  
Instructor of Biology  
B.S., Central Michigan University  
M.S., Central Michigan University

**Christopher Demianew (2013)**  
Instructor of Educational Technology  
B.S., University of Portland  
M.E., University of Portland

**Ann Dennis (2006)**  
Instructor of College Prep  
B.S., Eastern Oregon University

**Adam Driver (2014)**  
Interim Head Women's Basketball Coach/  
Instructor of Physical Education  
A.A., Walla Walla Community College  
B.A., University of Washington

**Karen Eddy (1993)**  
Instructor of Physical Education  
B.S., Eastern Oregon University

**Matthew Elder (2015)**  
Instructor of College Prep  
B.A., Portland State University  
M.A., Lewis & Clark University

**Adam Ellis (2012)**  
Head Men's Basketball Coach  
Instructor of Physical Education  
A.A., Spokane Community College  
B.S., Eastern Washington University  
M.A., Concordia University

**Shawn Eng (2011)**  
Instructor of Physical Ed  
Diploma, Heppner High School  
**Amy English (2013)**  
Instructor of Business Technology  
A.A., Highline Community College

**Jerry Entze (2014)**  
B.A., Walla Walla University  
M.A., University of Idaho

**Heather Estrada (2006)**  
Instructor of Mathematics  
B.A., Concordia University

**Alan Feves (2010)**  
Instructor of Music  
B.A., Whitman College

**Kent Fisher (2003)**  
Instructor of History  
B.A., Eastern Oregon University  
J.D., University of Oregon

**Jimmie Ford (2011)**  
Instructor of Welding  
Welding Certificate Columbia Basin  
College

**Mark Ford (2008)**  
Instructor of Apprenticeship  
Certificate, Oregon State Apprenticeship  
and Training Council

**Ruai Gregory (2000)**  
Instructor of Early Childhood Education  
A.S., Grossmont College  
B.A., Pacific Oaks  
M.A., Pacific Oaks

**Theron Hall (2008)**  
Instructor of Welding  
Welding Technology, Blue Mountain  
Community College  
Welding Technology Columbia Basin  
College

**Thomas Harrison (2011)**  
Instructor of Mathematics  
B.S., Oregon State University  
M.S., Colorado State University

**Donald R. Hefner (2005)**  
Instructor of Business Technology  
B.S., Black Hills State

**Jamie Heim (2010)**  
Instructor of Education  
B.A., Southern Adventist University  
M.Ed., Grand Canyon University

**Julie Hendren (2008)**  
Instructor of College Prep  
B.A., Seattle University

**Ryan Hildebrandt (2012)**  
Instructor of Business Technologies  
B.S., Eastern Oregon University  
M.B.A., Eastern Oregon University

**Jan Hood (1988)**  
Instructor of Computer Science  
A.A., Blue Mountain Community College  
A.S., Blue Mountain Community College  
B.S., Oregon Institute of Technology  
M.M.R., University of Georgia

**Marvin L House (2005)**

Instructor of Mathematics  
 B.S., Oregon State University/Math  
 B.S., Oregon State University, /Science  
 M.A., Oregon State University

**Sigmund Hoverson (2009)**

Instructor of Physical Science  
 B.S., California Institute of Technology  
 M.S., University of Washington

**Robert Irvine (2007)**

Instructor of History  
 B.A., Whitman College  
 M.M., Willamette University  
 Ph.D., Kansas State University

**Kenneth James (2013)**

Instructor of Nutrition  
 B.Sc., Walla Walla College  
 MHA, US Army-Baylor University  
 PhD, Washington State University

**Claude (Bill) Johnson (1999)**

Instructor of Apprenticeship  
 A.A.S., Shawnee State College  
 B.S., Kennedy-Western University

**Jean Johnson (2008)**

Instructor of Early Childhood Ed  
 B.S., Western Oregon University

**James (Randy) Johnston (2006)**

Instructor of Mathematics and Computer  
 Science  
 B.S., Northern Arizona University  
 M.B.A., Northern Arizona University

**Mark Justice (2011)**

Instructor of Business Technology/  
 Professional Tutor  
 B.A. George Fox University  
 M.B.A., Regis University

**Ernest Kincaid (2011)**

Instructor of Business Technology/  
 Professional Tutor  
 B.A., Southwestern Adventist University  
 M.B.A., Eastern Oregon University

**David H. Krumbein (1986)**

Instructor of Civil Engineering Technology  
 B.S., Oregon State University

**Carel Landess (2000)**

Instructor of Business  
 A.A., Western Business College  
 M.P.A., Portland State University

**Ingrid Larsen (1996)**

Instructor of Mathematics  
 B.S. Brigham Young University

**Charles (John) Larson (2003)**

Instructor of English  
 B.A., Concordia  
 M.A., Eastern Oregon University

**Kerri Latshaw (2005)**

Instructor of English  
 A.A., Linn Benton Community College  
 B.S., Southern Oregon University  
 M.A., Western Oregon University

**Laura Lee (2008)**

Instructor of Spanish  
 A.A., Central Oregon Community College  
 B.A., Portland State University  
 M.Ed., City University

**Amalee (Amy) Lindquist (2000)**

Instructor of College Prep  
 B.S., Western Oregon University

**Carole Mace-Edwards Jones (2001)**

Instructor of Early Childhood Ed  
 B.S., Pacific Oaks College  
 M.A., SPED University of Oregon

**David Marshall (2003)**

Instructor of Business Technology  
 B.A., Whitman College  
 M.A., Evergreen State College

**Ricardo Martinez-Dominguez (1999)**

Instructor of College Prep  
 Conalep College-Morelia, Mexico Centro  
 Mexicano Internacional

**Ryan Marvin (2007)**

Instructor of Sociology  
 B.S., Eastern Oregon University  
 M.S., Stockholm University

**Maura McCabe (2014)**

B.A., University of Illinois  
 M.A., Loyola University  
 M.A., Washington State University

**Dale McCreary (2003)**

Instructor of Biology  
 B.S., Colorado State University  
 M.S., Colorado State University

**Jami Moore (2014)**

Instructor of Music  
 B.A., Pacific University  
 M.A., Catholic University of America

**Mark Moore (2009)**

Instructor of EMT  
 DPSST Certification

**Carol J. Nevin (1991)**

Instructor of College Prep  
 B.A., University of Montana

Rockal Newtonson (2012)

Instructor of Business Technology  
 B.S., Warner Pacific College

**Jerry Nickell (2010)**

Instructor of Business Technology  
 B.S., Loma Linda University  
 M.A., University of Redlands CA

**Aaron Nielson (2010)**

Instructor of Business Technology  
 B.S., Canisius College  
 MBA, Hawaii Pacific University

**Ralph Noe (2008)**

Instructor of Diesel Technology  
 Certified Welder, Northwest Testing  
 Laboratories

**Janet Ockerman (2010)**

Instructor of Sociology  
 B.A., Transylvania University  
 M.A., University of Kentucky

**Jeremie Overton (2011)**

Instructor of Apprenticeship  
 Oregon State Journeyman License

**Katherine Palmer (2000)**

Instructor of Mathematics  
 A.S., Blue Mountain Community College  
 B.S., Eastern Oregon University  
 M.S., Oregon State University

**Larry Patterson (2011)**

Instructor of Physical Education  
 A.S., Blue Mt Community College  
 B.S., Washington State University

**Brenda Paul (2010)**

Instructor of College Prep  
 A.S., Lane Community College  
 B.S., Eastern Oregon University  
 M.A., Walla Walla University

**Sara Peal (2014)**

Instructor of Nursing  
 B.S., Washington State University



**Diane Pearson (2002)**

Instructor of College Prep  
B.A., Albertson's College of Idaho  
Ed.M., Wichita State University

**Tyler Phelps (2014)**

Instructor of Apprenticeship  
Plumbing License, Blue Mountain  
Community College

**Theresa Pihl (1995)**

Instructor of History  
B.A., University of Portland  
M.A., Washington State University

**Amanda Pugh (2002)**

Instructor of Mathematics  
B.S., University of Oregon  
M.L.S., University of Oregon

**Douglas B. Radke (1993)**

Instructor of Speech  
B.A., Seattle Pacific University  
M.Div., Bethel Theological Seminary  
M.A., Portland State University

**Patricia Rasmussen (2013)**

Instructor of Writing  
B.A., Eastern Washington University  
M.A., Eastern Washington University

**Pamela Reece (2008)**

Instructor of English  
B.S., Austin Peay State University  
M.F.A., Spalding University

**Alana Robocker (2006)**

Instructor of Dental Assisting  
Oregon Institute of Technology  
A.S., Eastern Oregon University

**Jay Rogers (2005)**

Instructor of Mathematics  
B.S., Oregon State University  
M.S., Eastern Washington University

**Brandon Schmidtgal (2014)**

Instructor of Fire Science  
A.A.A.S., Walla Walla Community College  
Paramedic, Columbia Basin College

**Lynn Seaman (2008)**

Instructor of Business Technology  
B.S., Oregon State University  
M.Bus.Ed. Oregon State University

**Elizabeth Shane (2007)**

Instructor of Mathematics  
B.S., Western Oregon University  
M.S., Walden University

**Michael Shaw (2001)**

Instructor of Social Science  
B.A., Eastern Washington University  
M.A., Gonzaga University

**Fred Sheely (1992)**

Instructor of Computer Science  
B.A., University of Idaho  
M.A., University of Oregon

**Elaine Shepherd (2011)**

Instructor of College Prep  
B.A., California State University

**Joshua Smith (2011)**

Instructor of EMT  
A.A.O.T., Blue Mountain Community  
College  
A.A.S., Columbia Basin College  
A.A.S., EM Medical Services

**Wendy Sorey (2010)**

Instructor of Business Technologies  
B.S., Eastern Oregon University  
M.T.E., Eastern Oregon University

**Pamela Spendlove (2013)**

Instructor of Mathematics  
A.S., Snow College  
B.A., Brigham Young University  
M.A., University of Phoenix

**Mark Stansbury (2005)**

Instructor of Accounting  
B.A., Concordia College  
M.A., Creighton University

**Delores Swearingen (2010)**

Instructor of Business Technology  
A.A., Blue Mt Community College

**Alden Taylor (2007)**

Instructor of Music  
B.M., Willamette University  
M.M., University of Oregon

**Jamie Thurmond (2011)**

Instructor of Education  
A.A., Clackamas Community College  
B.S., Western Oregon State College

**Jim Timmons (2010)**

Instructor of Business Technology  
B.A., University of Washington  
MBA, Washington State University

**Lorna Tonack (2002)**

Instructor of Spanish  
B.S., Whitman College  
M.S., Eastern Oregon University

**Barry Trapp (2010)**

Instructor of Computer Science  
A.A., Spokane Falls Community College  
B.A., Eastern Washington University  
M.S., University of Oregon

**Myrna Van Cleave (2008)**

Instructor of Music  
A.R.C.T., University of Toronto-Royal  
Conservatory of Music

**Sharon Wachter (2011)**

Instructor of Communications  
B.A., Walla Walla University  
M.A., Loma Linda University

**Danielle Wallace (2014)**

Instructor of Veterinarian Technician  
Assistant  
A.A.S., Colleges of Southern Idaho

**Terry Warhol (2011)**

Instructor of Civil Engineering Tech  
A.S., Umpqua Community College  
B.S., Oregon Institute of Technology  
M.S., Oregon State University

**James Whelan (1992)**

Instructor of Fire Science

**Roman Yoder (2011)**

Instructor of Business Technology/  
Professional Tutor  
B.S., University of State of New York  
M.P.A., University of Central Florida

**Kathryn Youngman (2010)**

Instructor of Spanish  
B.A., University of Oregon  
M.S., Portland State University

**Tracy Yun (2010)**

Instructor of Business Technology  
A.D.N., American Rivers College  
MSN, Rush University

**Timothy Zacharias (2004)**

Instructor of History  
A.A., Judson Baptist College  
B.A., Oregon State University  
M.A., Washington State University  
Teacher Certificate, Portland State  
University



# Glossary

## TERMS NEEDED FOR COLLEGE SUCCESS

**A.A.O.T.:** Associate of arts Oregon transfer degree. A *non-designated* block transfer degree, consisting of 90 credits and designed for the student who intends to transfer to a four-year college or university with the Oregon University System (OUS). *Students need to work closely with an academic advisor to plan their program of study at BMCC.*

**A.A.S.:** Associate of applied science degree. A non-transfer degree awarded to students who complete the requirements of a two-year program, usually a 90-credit designated program as outlined in the college catalog.

**A.S.:** Associate of science degree. A non-designated college-transfer degree designed for students whose program requirements do not fit A.A.O.T. degree patterns. This degree does not always “block transfer” to Oregon universities.

**A.G.S.:** Associate of general studies degree. A terminal, two-year, 90-credit program of study that yields a non-designated and non-transferring degree, although some, or possibly all, of the courses may be accepted by another institution of higher education.

*(In every case above, students should verify course transferability for each program of study before transferring to another college or university. Even in Oregon, particular schools may have some differences in lower division credits required for their programs.)*

**Academic Advisor:** An assigned BMCC faculty or staff member trained to assist the student in developing and managing the completion of the student’s program of study based on the documented assessments and declared educational goals within the student’s individual educational plan.

**Academic Calendar:** Start and end dates of the academic year and of each quarter. The calendar reflects deadlines and other information related to payment schedules, add/drop options, graduation applications, and related policies.

**Academic Records:** The official listing of courses attempted and completed by a student at BMCC, including the credits accepted as a result of the BMCC registrar’s evaluation of official transcripts from other institutions. This information is listed in the student management module of the integrated administrative system, WolfTrax, and is accessible to the student through WolfWeb.

**Academic Year:** The four-quarter sequence beginning in summer and ending the following spring.

**Academic Notification of Warning, and Suspension:** An official process by which degree-seeking students who do not achieve satisfactory academic progress receive a specific level of notice whenever their term grade point average (GPA) falls below 2.00 or their cumulative GPA falls below 2.00.

**Advanced Placement (AP):** The national exam for high school students that allows the granting of credit based on points earned and recorded on the official AP transcripts. Earned points of 4 and 5 are considered evidence that the student has mastered the equivalent of an introductory course in English or history at BMCC or other various other subject matters.

**Articulation:** The linkage of curriculum between two (or more) institutions through an agreement that the content and difficulty level of similar courses offered by each institution are equivalent and that students taking the articulated course at one institution will not need to repeat it when they transfer to the other institution.

**Associate’s Degree:** A degree granted to students who complete a specific program of study usually totaling 90 quarter credits or more. BMCC offers two transferable associate’s degrees, the associate of arts Oregon transfer (A.A.O.T.) and the associate of science (A.S.). BMCC also offers an associate of general studies (A.G.S.) degree and an associate of applied science (A.A.S.) degree, as well as module and certificate programs in a variety of subjects. Individual courses taken to fulfill the requirements of any of these degrees or programs may be transferable to another college or university.

**Audit:** Taking a credit class without being required to participate fully in the class activities (taking tests or doing homework). Classes taken under audit status do not count as credits attempted in financial aid calculations, and the AU status does not count in calculating GPAs.

**BMCC Campus:** BMCC’s main campus is located in Pendleton.

**BMCC Center:** Within the Blue Mountain Community College system, four outreach centers serve the college’s district, which includes Baker, Morrow, and Umatilla counties. Centers are located in Baker City (Baker County), Boardman (north Morrow County), Hermiston, and Milton-Freewater. A smaller office in Heppner serves south Morrow County.

**BMCC Identification Number:** A unique, official identification number randomly issued by the college for each BMCC student that is used to record, access, and store academic records.

**Certificate Program:** A specified program of study leading to an official award and notation on the transcript. BMCC awards certificates to students who complete certain career and technical or postsecondary programs requiring less than two years of college study and who earn a GPA of no less than a 2.00, or C average.

**Class Roster:** The official list of students' names enrolled in a particular class.

**Cohort:** A group, regardless of size, of individuals that can be identified by at least one identifiable characteristic.

**College Preparatory Programs:** A BMCC department administering classes and activities related to English as a second language (ESL), adult basic education (ABE), general educational development (GED), credit retrieval, post-secondary remediation up to the 60 level.

**Competency:** A specific skill in a specific area of study.

**Contracts Out Of District (COD):** Within the Blue Mountain Community College service area, there is one county (Grant County) that lies outside the BMCC district but that contract with the college for educational services. BMCC has a COD office in John Day.

**Corequisite:** A course or activity that is required to be taken simultaneously with the course described.

**Core Curriculum:** Courses required for a specific major. Courses in the core curriculum usually must be taken for a grade (pass/no pass is not allowed) to count toward degree requirements.

**Course/Class:** An organized unit of instruction within an academic discipline or subject of study, or one of the instructional subdivisions of a discipline or subject area.

**Course Description:** The paragraph in the course catalog that describes a course's emphasis and content; the description also may specify prerequisites, corequisites, recommended preparation, and credit hours.

**Credit:** A measurement of course work and time spent in an academic endeavor. One credit generally equates to fifty minutes (a clock hour) of instruction and two hours of preparatory work outside the instructional classroom each week, or the equivalent thereof. Credits and clock hours may vary depending upon the type of course.

**Credit Load:** The total number of credits taken in a given term.

**CUESTE (pronounced "quest"):** Curriculum of Undergraduate Elementary and Secondary Teacher Education. CUESTE is a highly prescriptive teacher-education program at Eastern Oregon University (EOU) provided to students within their local community college districts in collaboration with the community college.

**Curriculum:** An organized program of study.

**CWE:** Cooperative work experience. CWE is a program of study in a work environment for which students, instructors, and participating businesses develop written training and evaluation plans to guide student development within specific programs. Students receive course credit for their work experience, whether or not they are paid a wage.

**Designated Degree:** A set of courses required for a specific degree in a career and technical area. The A.A.S. degree is the only designated degree offered at BMCC.

**Distance Education:** The delivery of instruction to students located throughout the district, state, nation, and the world using a variety of technologies and telecommunications networks. Delivery systems include interactive television (ITV), video recorded instruction, online instruction, guided instruction, and hybrid courses.

**Drop:** The process of removing one's name from the class roster within the 100-percent refund period for a course or courses. This procedure results in a full refund. After a drop, there is no record of the student's having ever registered for the class and no grade is reflected on the transcript.

**Electives:** Courses that students may choose to take, as contrasted with courses that are required for an academic program.

**Emphasis:** A concentration or specialization within a program or academic option that provides additional curricular focus. *An emphasis does not appear on a transcript except in the A.A.S. degree and certificate programs.*

**English as a Second Language (ESL) or English Language Learner (ELL):** Terms that denote students or a program for students who want to improve their English language proficiency in order to perform effectively in an academic, work, or community setting. Many college preparatory classes are structured specifically for ESL and ELL students.

**Enrollment:** The placement of a student within a credit or non credit course. Enrollment and registration are interchangeable terms from a student standpoint. From an institutional standpoint, registration is the process of enrollment and enrollment is a status.

**Enrollment Management (EM):** The college's administrative unit consisting of the following functions: admissions, records and testing; advising; financial aid, C.A.S.E., the Student Learning Center, tutoring and veterans' benefits; student employment; services for students with disabilities; recruitment and marketing; and the TRiO Student Support Services grant-funded program. In addition, the Associated Student Government reports to the associate vice president of enrollment management. The EM offices provide services to students in such areas as: official grades and transcripts; degree, credit, and transfer-transcript audits; international student services; issuance of diplomas; institutional academic progress (IAP); student safety; student dispute resolution; student orientation and student success strategies.

**Ethnic/Racial Group:** An ethnic or racial category with which a person most closely identifies. Federal and state regulations require BMCC to report aggregated ethnic/racial information and other demographic statistics for its employees and students. The categories listed on federal reports are: American Indian/Alaskan Native, Asian/Pacific Islander, Black, Hispanic, and White. BMCC ethnic/racial reports also include "unknown" and "not reported" categories for students who may be of mixed race or heritage and do not identify with or select any of the categories as listed, who choose not to respond to the query, or who check "unknown" or "not reported" on the data collection form. These ethnic categories do not include international students, who are reported separately.

**Faculty:** The group of employees whose primary assignment is instructional support of the academic mission.

**FAFSA:** The federal form entitled "Free Application for Federal Student Aid." A completed FAFSA is required for students to be considered for federal financial aid.

**Financial Aid Package:** A combination of financial student-support mechanisms (such as a scholarships, grants, loans, and work-study) determined by the BMCC Office of Financial Assistance.

**First-Generation College Student:** Defined at BMCC as a student whose parents have not earned an associate's degree or higher. Defined by the federally funded TRiO-Student Support Services program as a student whose parents have not earned a bachelor's degree or higher.

**First-Time Freshman:** A student with fewer than 45 credits who has enrolled for the first time in college.

**Foundational Requirements:** Refer to General Education Requirements.

**Full-Time Student:** A student enrolled in 12 or more credits during any one term as of the FTE (full-time equivalent) reporting date established by the Oregon Community College Unified Reporting System (OCCURS). Definitions for financial aid and veterans' services programs may vary.

**General Education (Gen. Ed.) Requirements:** Courses in the conventional divisions of arts and humanities, social sciences, and math and science that provide students with a broad educational experience. General education courses are typically introductory in nature and provide students with fundamental skills and knowledge. Students seeking an A.A.O.T. or an A.A.S. degree from BMCC and/or planning to transfer to a four-year academic institution often take these required courses while attending a community college in preparation for successful transition as a junior in pursuit of their baccalaureate degree.

**Grade:** A mark indicating a degree of academic accomplishment.

**Grade Point Average (GPA):** A computation of work done at BMCC and at other academic institutions. Grade points are computed on the basis of: 4 points for each credit of A, 3 points for each credit of B, 2 points for each credit of C, 1 point for each credit of D, and 0 points for each credit of F or FA. All assigned courses, regardless of curriculum, are included in the BMCC cumulative grade point average. To compute your GPA, take the number of points for your grade, multiply them by the number of credits for that class (for example, if you received an A for a four-credit class, you would have a total of 16 points), and divide the total points by total credits. All marks except A, B, C, D, F and FA are disregarded in the computation of grade point averages; however, some of these disregarded marks will affect financial aid and athletic eligibility. *Honors GPA and graduation are calculated differently (see next page).*

**Grant:** An award of student financial support that *does not require repayment and is based on financial need.*

**Honors:** An official recognition of students with exceptional academic qualifications; such students may graduate with honors or high honors. For honors designation, students must have a cumulative GPA of 3.40 to 3.84 in all courses that meet degree requirements. The high honors designation requires a cumulative GPA of 3.85 or higher in all courses that meet degree requirements. The cumulative GPA calculation will include all courses taken at BMCC and other institutions as long as they apply to the degree requirements.

**Hybrid Course:** A class that uses multiple presentation options, such as a combination of interactive television (ITV) and videotapes.

**In-State Resident:** As defined for tuition purposes, a U.S. citizen or national whose primary residence is in Oregon, Washington, Idaho, Wyoming, Nevada, Montana, or California.

**Interlibrary Loan Service (ILL):** A service provided by the Library and Media Services Center through which BMCC's centers and students, as well as the general public, may obtain materials on temporary loan from other libraries nationwide.

**International Student:** As defined for tuition purposes, a person who is not a citizen or a national of the United States and who is in this country temporarily and specifically to obtain a postsecondary educational degree. BMCC assesses an international student the same rate of tuition as a student who is classified as a nonresident alien; an international student pays the same amount for fees and books as any other student.

**Junior:** Usually defined by four-year institutions as a student with 90 quarter credits of 100-level or higher course work.

**Kiosk:** A computer work station made available by BMCC to students for accessing the WolfWeb and all online resources.

**Major:** An extensive program of study in a designated subject area offered at four-year institutions; students seeking a bachelor's degree must declare a major and complete all of its requirements. There are no majors offered at BMCC.

**Matriculation:** Advancing through the educational process toward a goal, particularly related to enrolling in a college or university (for example, upon completing the A.A.O.T. degree at BMCC, a student may to matriculate to Eastern Oregon University).

**Minor:** A field of specialized study secondary to a major that may be offered by an academic unit at a four-year institution. There are no minors offered at BMCC.

**New Student:** A student that has not attended BMCC, has attended BMCC but has not attended within the most recent two academic years, earned credits at BMCC prior to completing high school

**Non-Credit Enrollment:** Course offerings in which no credit is awarded for completion; non-credit courses often serve to upgrade skills, maintain licensure, or gain personal enrichment.

**Non-Designated Degree:** A set of courses fulfilling general education requirements for a transfer degree leading to a baccalaureate degree or for the associate of general science degree, which offers a broad education as opposed to a focused or career study program.

**Nonresident Alien:** A term used for tuition purposes to define a person who is not a citizen or a national of the United States and who is in this country on a temporary basis and does not have the right to remain indefinitely. The tuition rate for a nonresident alien is different from the resident tuition rate, but a resident alien student pays the same amount for fees and books.

**Non-Traditional Student:** A student in credit classes or developmental education classes not fitting the traditional student definition.

**Online Supplemental Instruction:** Additional teaching and learning opportunities in English and Spanish that are offered through the Internet in support of the basic instructional activities of a particular course.

**Oregon Transfer Module:** A one-year program of study through which a student can complete most, but not all, general education requirements before transferring to a public four-year institution in Oregon.

**Orientation:** An activity for students that is intended to acquaint them with campus resources and thereby better prepare them for successful learning and navigation within the educational system.

**Out-of-State Resident:** A term used to assess tuition for a student who is a U.S. citizen or national whose primary residence lies outside Oregon, Idaho, Washington, Nevada, Montana, or California.

**Outcome:** A term used at BMCC and at other institutions that defines institutional expectations and academic standards. Student-learning outcomes are specific statements defining the expected understanding, knowledge, and/or skill-set that a successful student will have obtained upon completing a course. All course syllabi at BMCC list expected student-learning outcomes.

**Part-Time Student:** For most purposes at BMCC, and consistent with national definitions, a degree-seeking student who is enrolled in fewer than 12 credit hours in a term as of the FTE (full-time equivalent) reporting date established by the Oregon Community College Unified Reporting System (OCCURS). Definitions for the financial aid and veterans' services programs may vary.

**Peer Tutor:** A trained student who works with fellow students to provide, at no additional cost to the recipients, additional instruction in course work that he or she has completed with a grade of B or better.

**Placement Test:** An assessment of academic preparedness that helps place a student into a specific course addressing the particular skill level identified by the test. BMCC uses placement tests in math, reading, and writing to help ensure a student's success in college.

**Pre-registration:** Allows students to register before the beginning of classes each term. Students must be in good academic standing and have no outstanding financial balance due from a previous term; otherwise they may be prevented from enrolling in classes or be removed from classes until such obligations are met.

**Prerequisite:** A course or instructional program that students are expected to complete successfully as a necessary requirement before they are permitted to enroll in another course or instructional program that is more advanced.

**Professional Tutors:** Professional tutors are qualified individuals who have a minimum of a bachelor's degree and have been approved through the Office of Instruction to offer tutoring services to credit seeking, GED, ABE, or ESL students at BMCC.

**Quarter:** Synonymous with the academic period often called a term at BMCC. There are four quarters in an academic year, beginning with the summer quarter and ending with the following spring quarter.

**Registration:** The placement of a student within a credit or non credit course. Enrollment and registration are interchangeable from a student standpoint. From an institutional standpoint, registration is the process of enrollment and enrollment is a status.

**Resident:** For tuition purposes, a student whose primary residence is in Oregon; residents are charged in-state tuition. At BMCC, students who reside in Idaho, Washington, Nevada, Montana, and California are also considered residents.

**Resident Alien:** A person who is not a citizen or national of the United States and who has been lawfully admitted for permanent residence (and who holds alien registration receipt cards Form I-551/155). A resident alien is assessed tuition at the same rate as a citizen or national of the United States.

**Returning student:** Student that has graduated from high school or is over 18 and has attended BMCC within the most recent two academic years.

**Scholarships:** Financial support mechanisms awarded to students based on merit or merit plus need. Scholarships may require that recipients meet certain conditions such as term credit load or progress toward degree: they do not have to be repaid.

**Sequence Courses:** Two or more closely related courses in a discipline or subject area, taken in a specified order using chronological numbering.

**Sophomore:** A student who has completed 45 or more credit hours.

**Staff:** The category of employees whose primary assignment is administrative support of the academic mission.

**Subject Code:** An alphabetical abbreviation used with a course number to indicate an academic subject area, such as MTH for math courses.

**Supplemental Instruction:** Face-to-face or online teaching and learning opportunities offered by instructors in addition to and in support of the classroom experience.

**Syllabus:** An outline of a particular course offering that communicates the course's content, learning objectives, and expected performance criteria for student grades.

**Term:** An academic quarter.

**Traditional Student:** A student who is between the ages of 18 and 22 years old taking credit-bearing courses and who has received a high school diploma.

**Transcripts:** The official record of courses and grades attempted or completed by a student. *Official transcripts* must be ordered by the student from an academic institution's enrollment management office. *Transfer transcripts* are records from another school that BMCC uses for admission purposes or for evaluating a student's earned credits that may be accepted toward a program of study at BMCC. Students requesting transfer transcripts from another institution must arrange to have those transcripts sent directly to BMCC's Office of Enrollment Management in order for those transcripts to be considered official and to be used in assessing credits already earned. *Unofficial transcripts* from BMCC are available online through the student's account.

**Transition:** The process of a student's successful fulfillment of declared educational goals and his/her subsequent advancement to another endeavor as a result of completing those goals. Transitions may occur, for example, from one academic level to the next, from a study program to a job, or from one institution of higher education to another.

**TRiO Student Support Services:** A federally funded student-support program that provides services to help eligible students succeed in college. The project serves first-generation, low-income, or disabled students who are seeking a college degree and who hold U. S. citizenship.

**Tuition and Fees:** BMCC Board approved total mandatory charges assessed students for enrolling in the institution each term.

**Tutor:** A person with expertise in specific subject areas to assist students in understanding concepts taught in the classroom. Tutors are available free to the students at most BMCC locations, though they may be available to help only in specific academic areas.

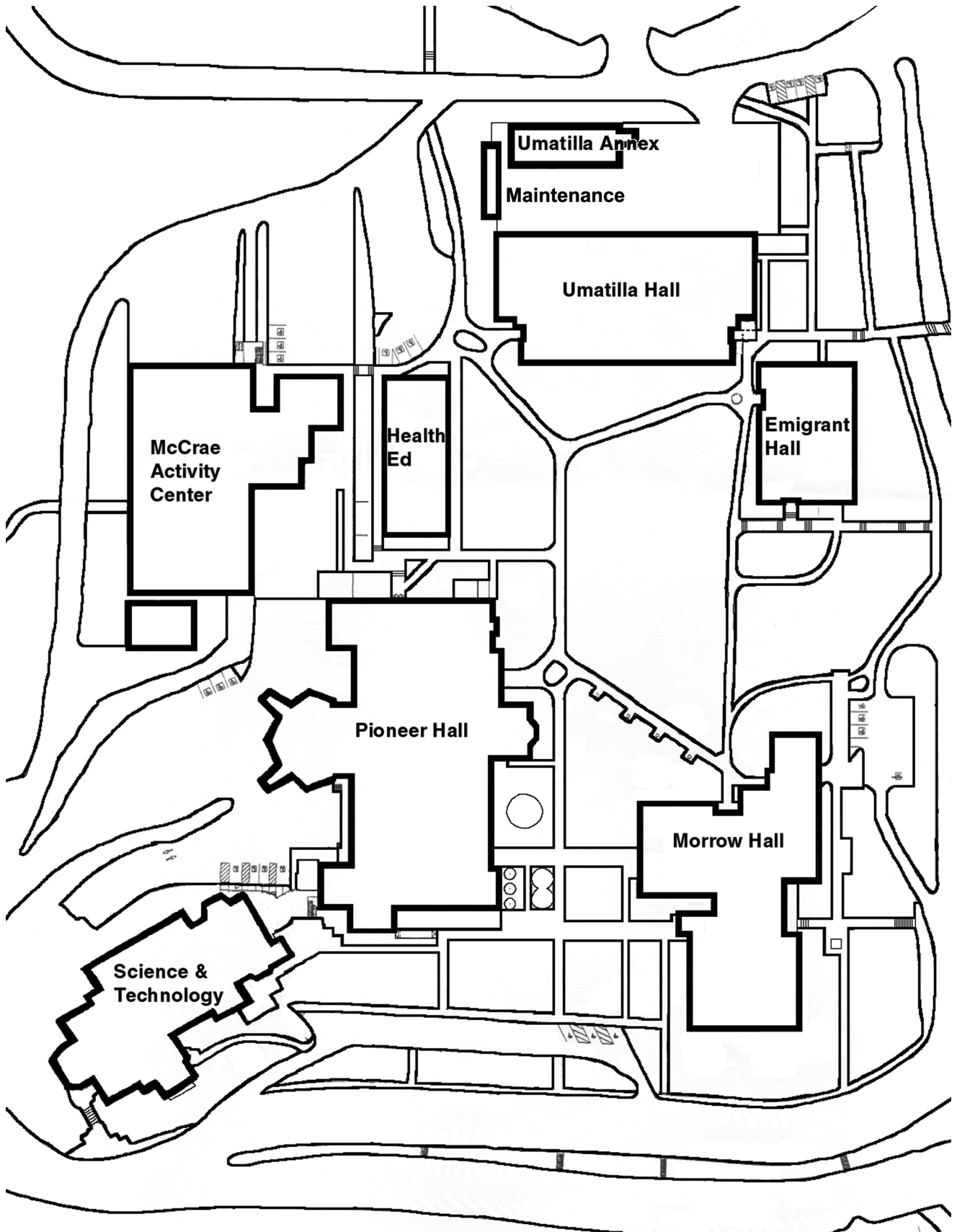
**Withdraw:** The process of filing the required paperwork when a student abandons an attempt to earn the credits associated with a given course. Both the course and a grade of W appear on the student's transcript. The grade of W is not calculated for GPA; however, a W may affect a student's financial aid. Students withdrawing from classes do not receive a refund of tuition or fees.

**WolfWeb:** The Internet-based resource that provides BMCC students online access to all of their BMCC information.

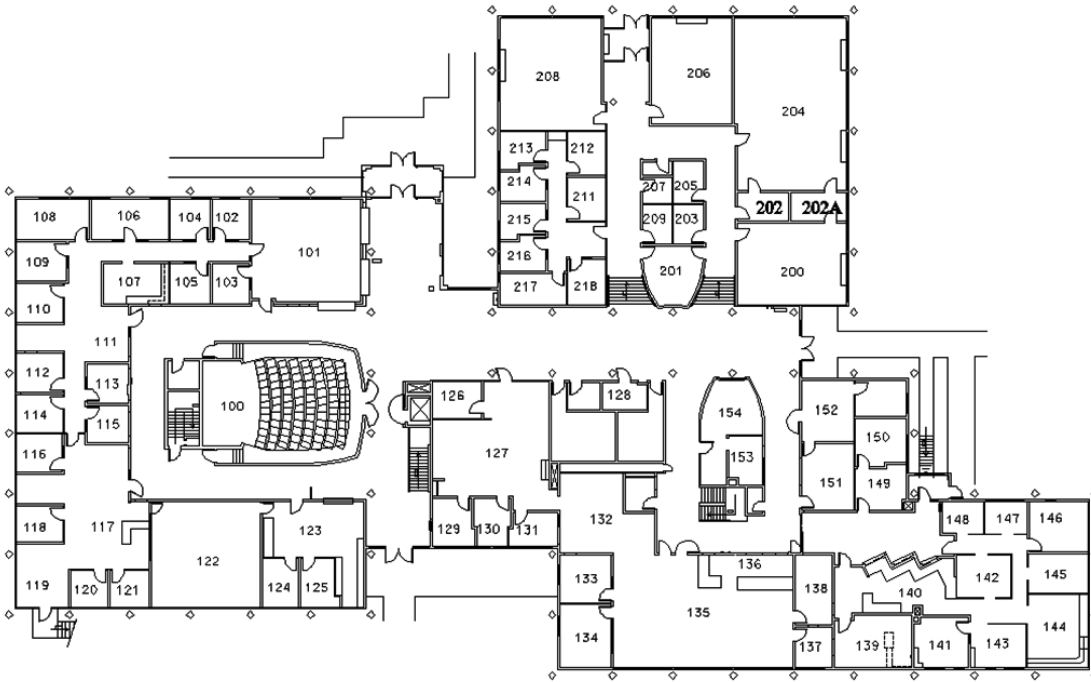




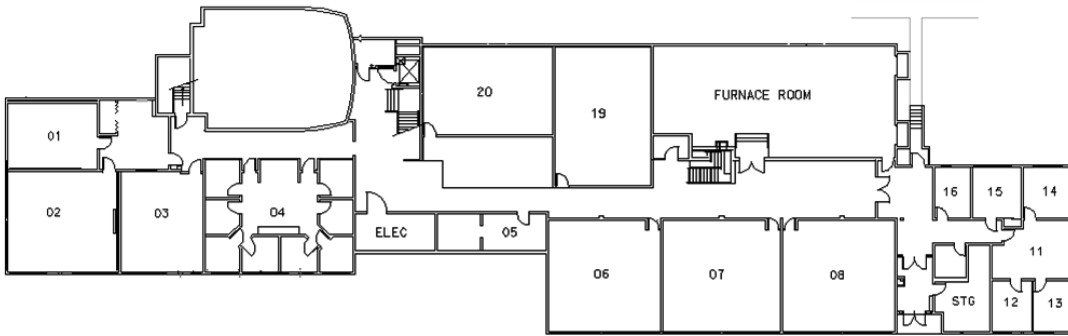
**BMCC Pendleton**  
**2411 N.W. Carden Avenue**



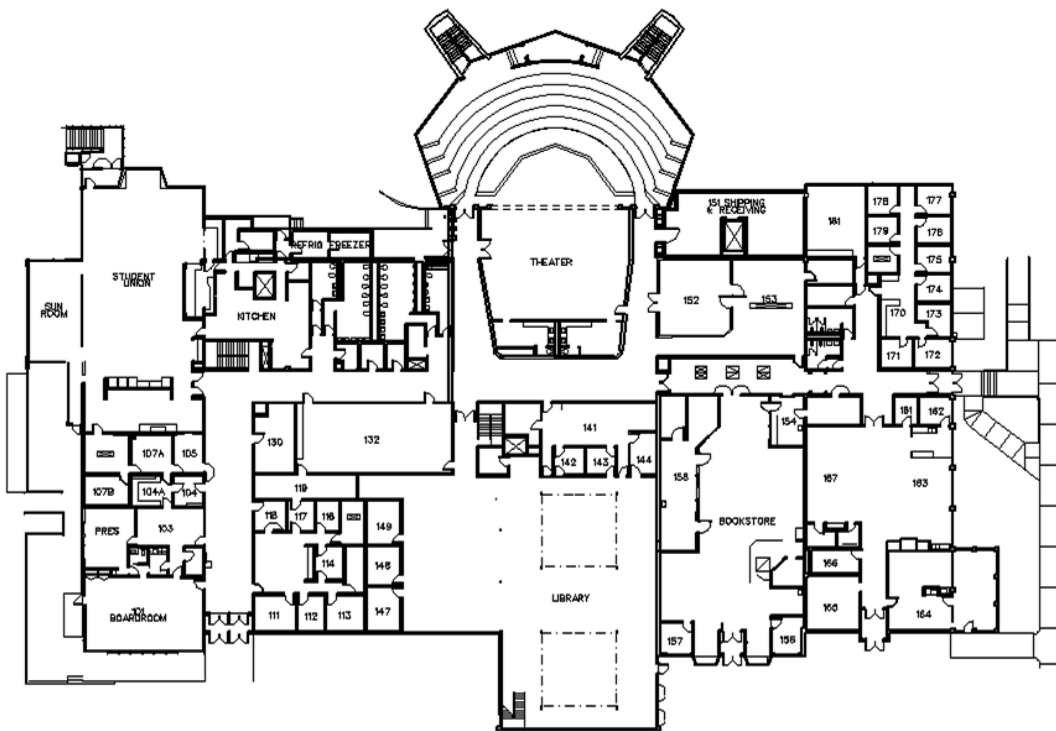
# BMCC Pendleton Building Maps



**MORROW HALL  
Main**

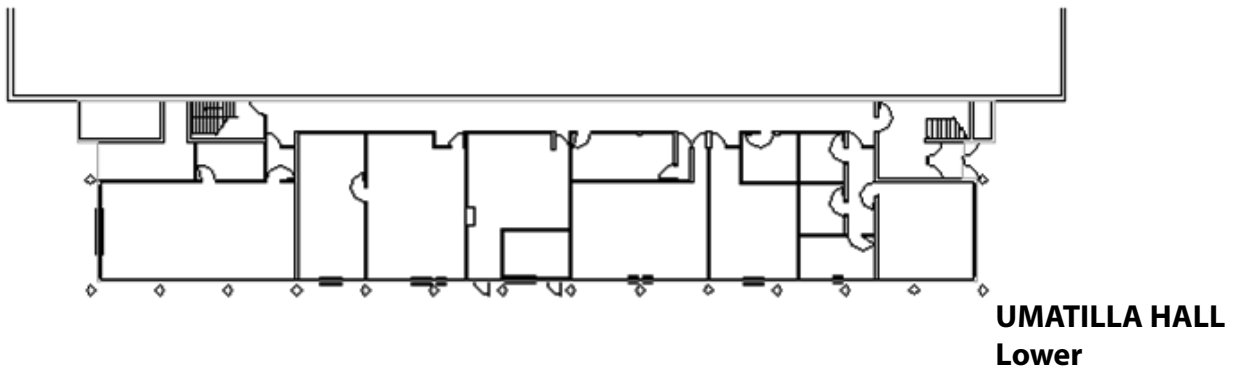
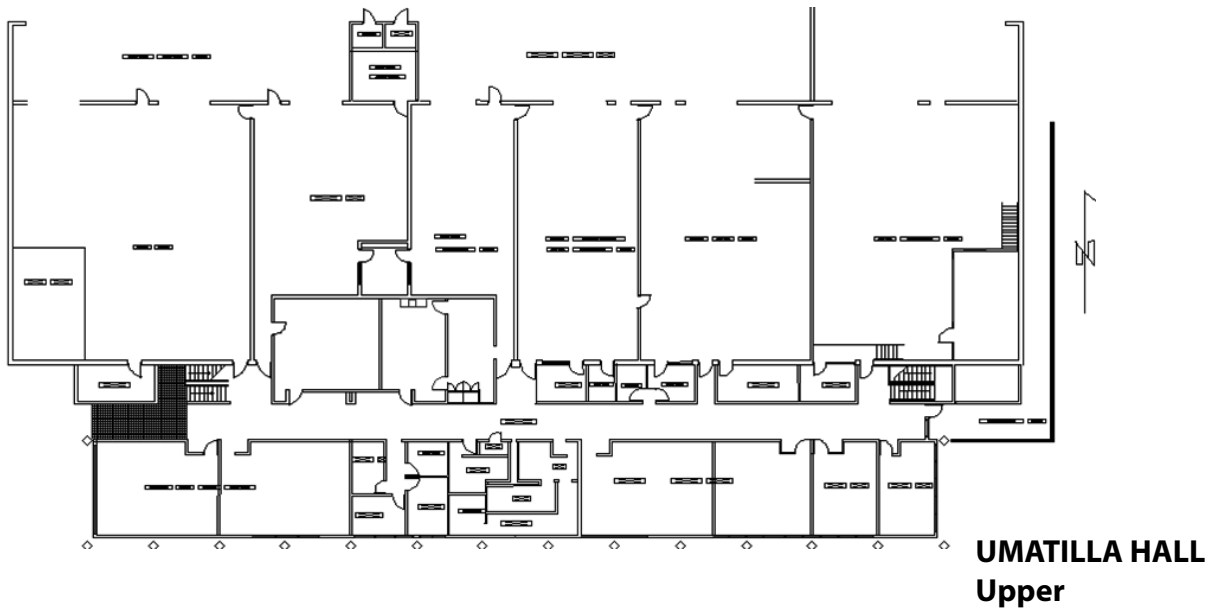
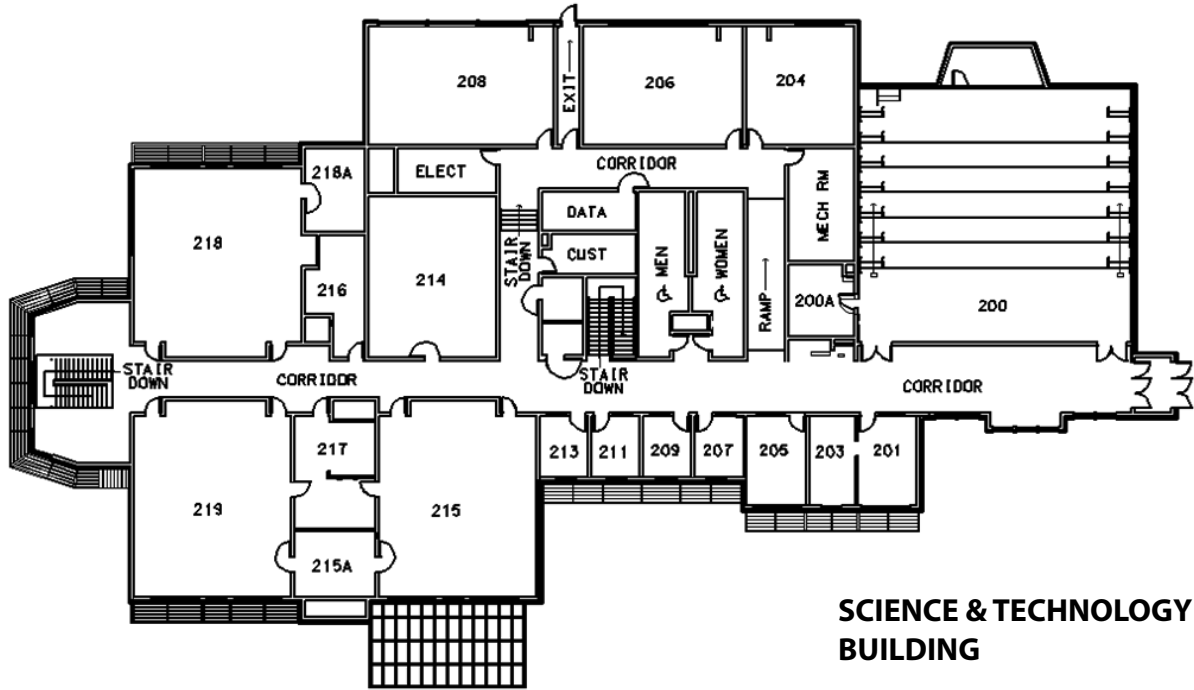


**MORROW HALL  
Lower**

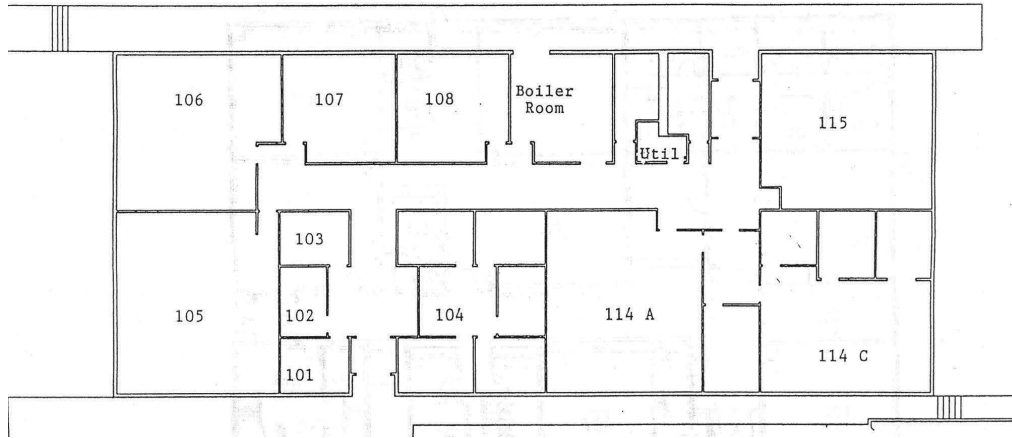


**PIONEER HALL**

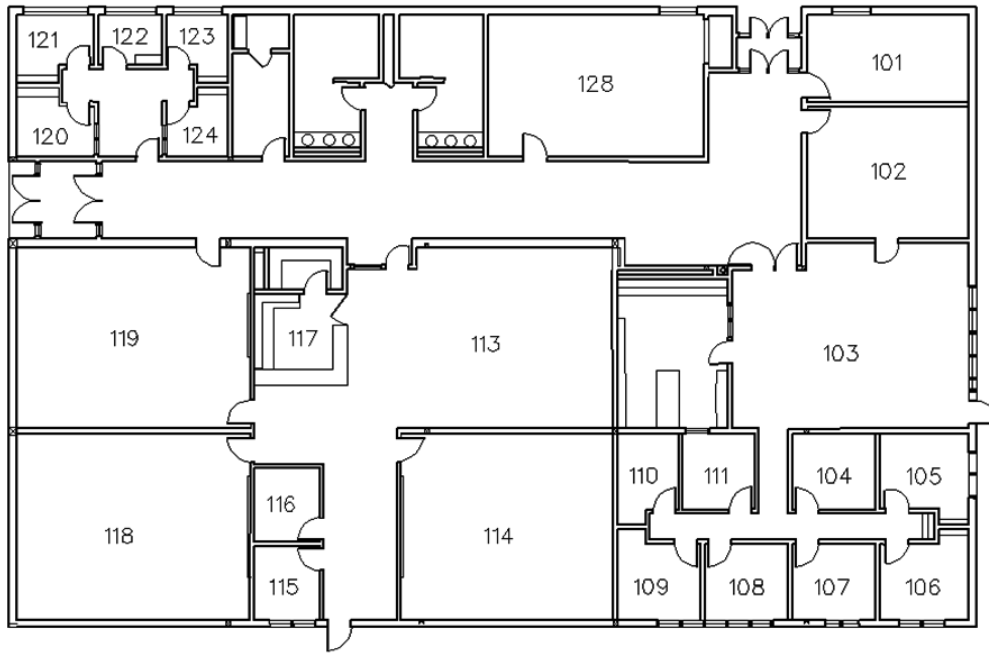
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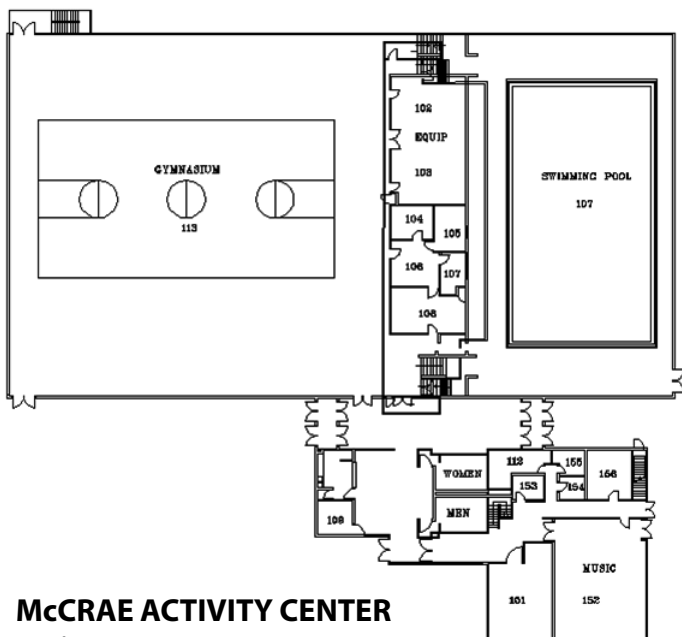
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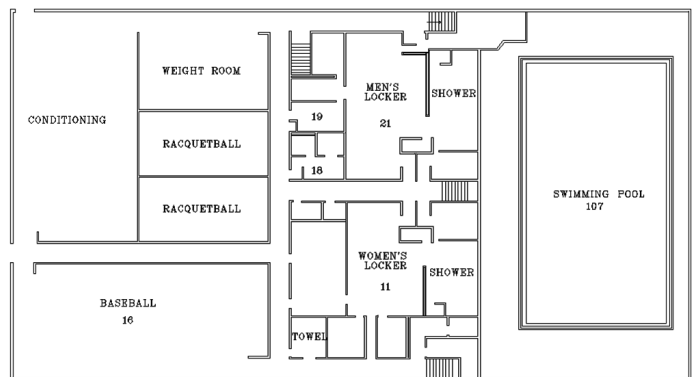
**HEALTH BLDG**



**EMIGRANT HALL**



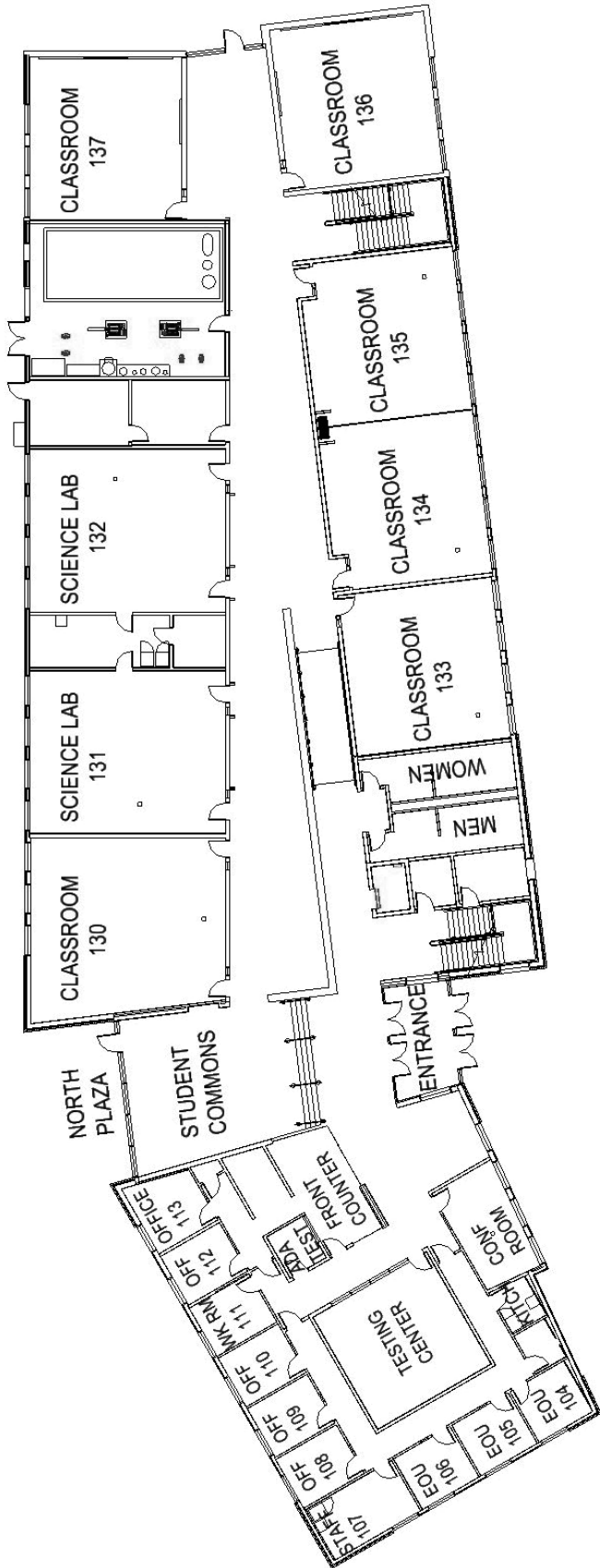
**McCRAE ACTIVITY CENTER  
Main**



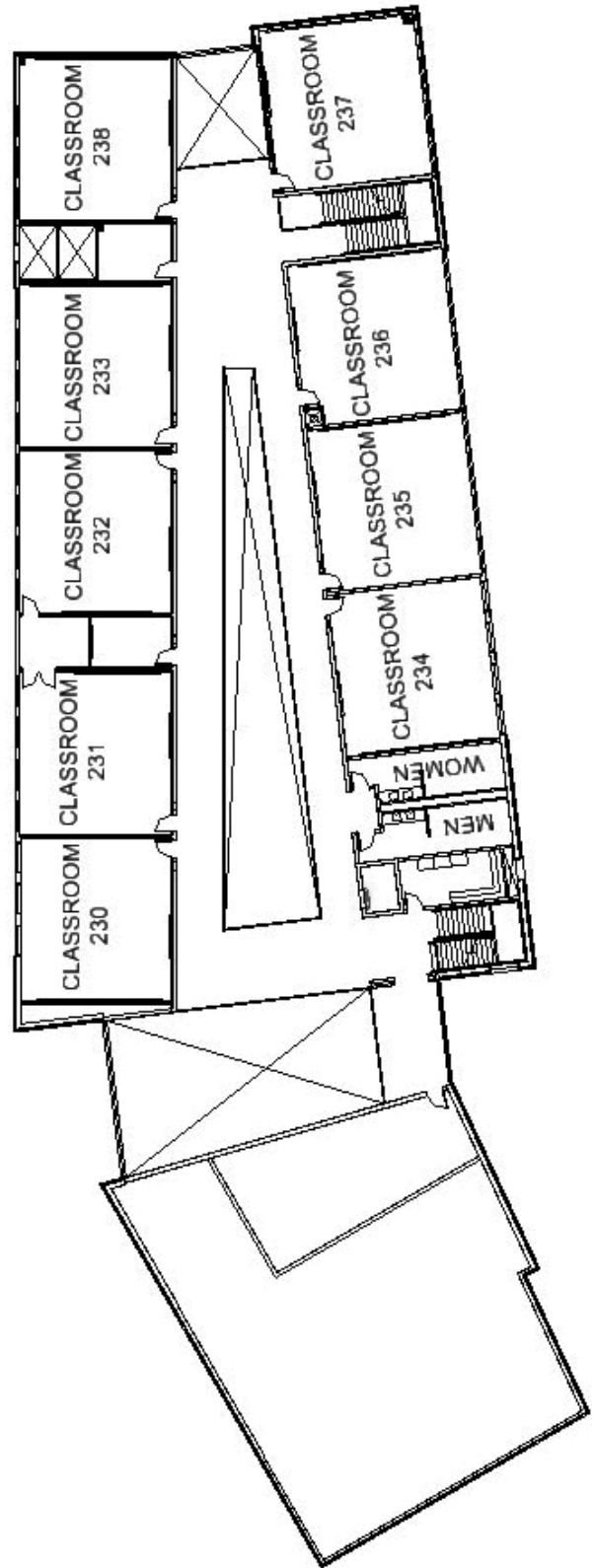
**McCRAE ACTIVITY CENTER  
Lower**

# BMCC Hermiston - EOHEC

## 980 S.E. Columbia Drive

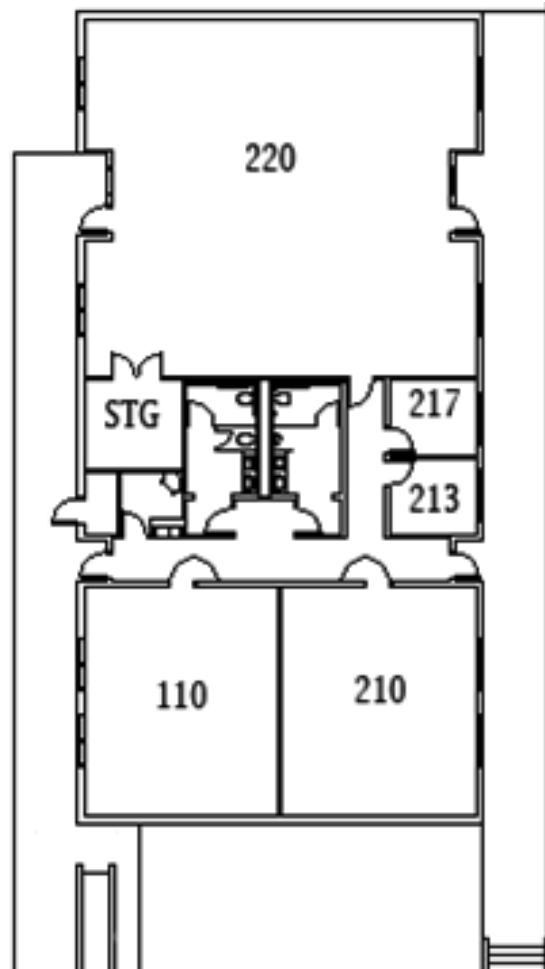
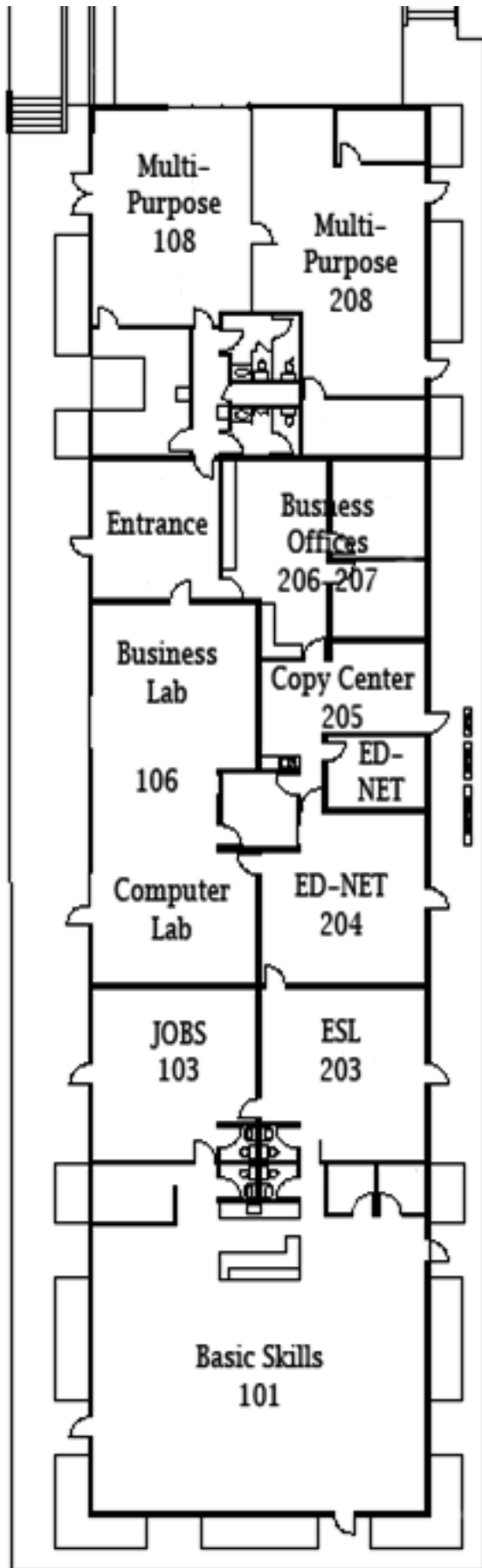


FIRST FLOOR

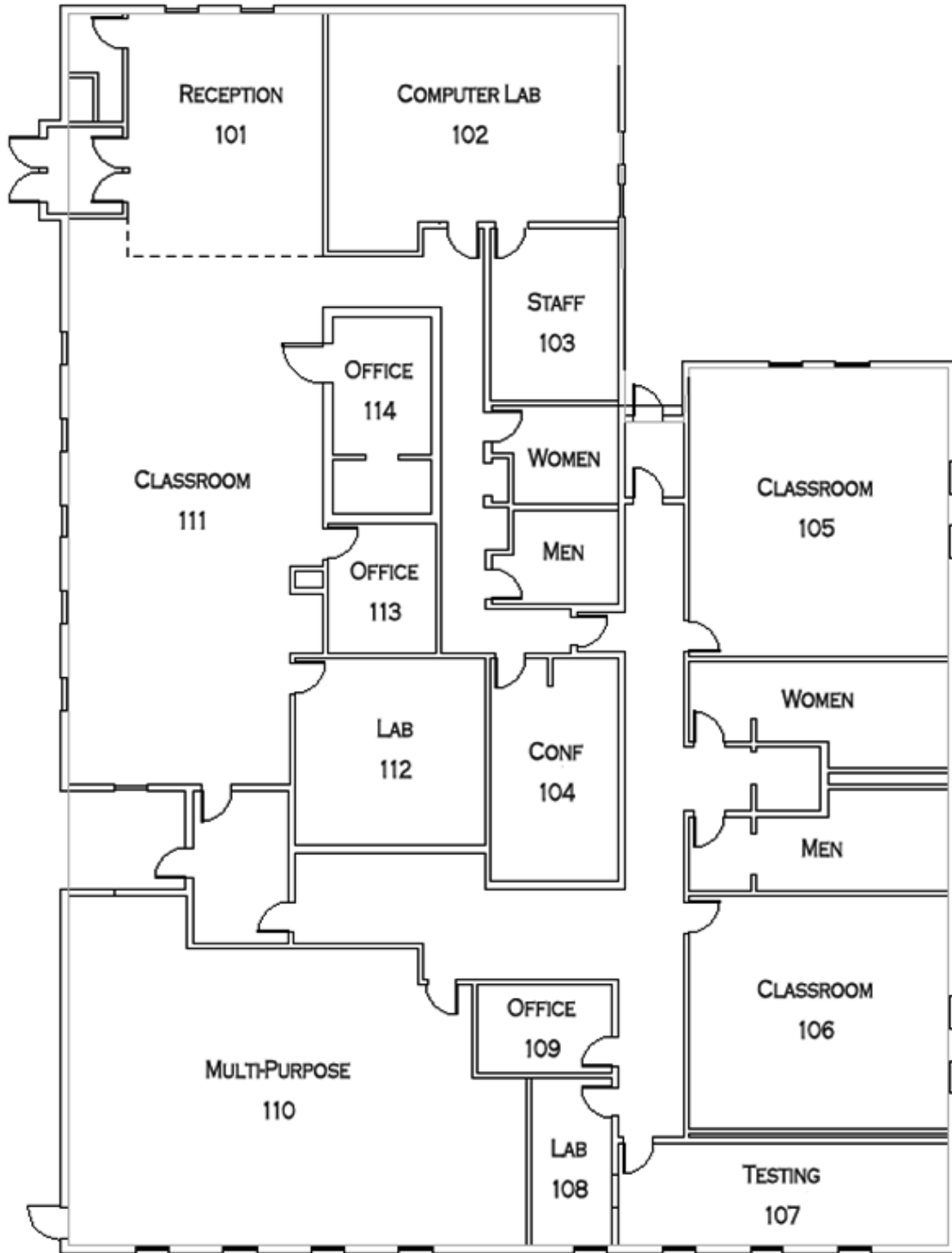


SECOND FLOOR

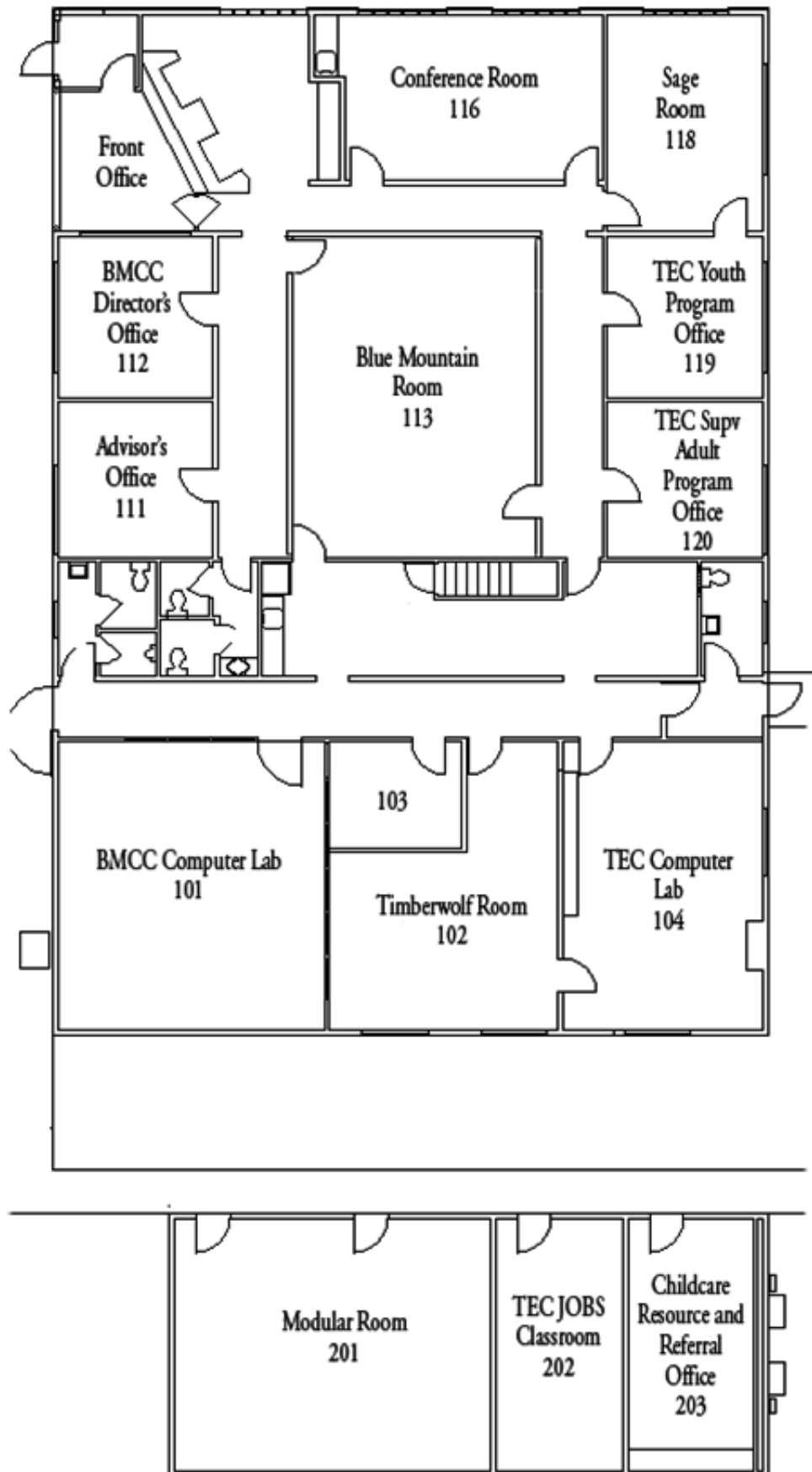
**BMCC Hermiston - Columbia Hall**  
**980 S.E. Columbia Drive**



**BMCC Milton-Freewater  
311 N. Columbia**



**BMCC Baker City  
3275 Baker Street**





# BMCC Phone Directory

(Area Code: 541)

## BMCC Services

Admissions	278-5759
Advising	278-5931
Ambassadors	278-5936
Art Gallery, Betty Feves	278-5952/5154
Athletics	278-5900/5896
Bookstore	278-5733
Box Office (Theater)	278-5953
Business Office	278-5744
Computer Services / Help Desk	278-5827
Cooperative Work Experience	278-5969
Copy Center	278-5966
CTUIR / Tribal Liaison	278-5935
Disability Services	278-5965
Distance and Extended Learning	278-5763/5969
Enrollment Management	278-5760
EOU Distance Education	278-5776/5778
Financial Assistance to Students	278-5759
Food Services	278-5946
Foundation	278-5775/5930
Grants	278-5831/5930
Health and Wellness Resource Center	278-5965
Human Resources	278-5837/5850
Inclement Weather Information	276-1260
Instruction, Office of	278-5930
Library	278-5915
Maintenance	278-5903/5904
Marketing	278-5936/5962
Public Relations	278-5839
McCrae Activity Center	278-5900/5896
OSU Extension Office	278-5403
Operations	278-5780
President's Office.	278-5951
Recruitment (Student)	278-5936
Registrar	278-5757
Room Scheduling	278-5969
Service Center	278-5759
Small Business Development Center, Pendleton	278-5833
Student Employment	278-5165
Student Government Office/Student Activities	278-5948
Student Learning Center	278-5958
TDD Hearing Impaired Hermiston Pendleton	564-9248 278-2174
Testing	278-5931
Theater Box Office	278-5953
TRiO Student Support Services	278-5853/5852
Tutoring	278-5958
Veterans' Assistance	278-5165
Weather Closure Information	276-1260
Web Coordination	278-5855

## Academic Departments

Agriculture	278-5868
Apprenticeship	278-5854
Business Technologies	278-5868
Civil Engineering Technology	278-5868
College Preparatory Programs.	278-5803/5795
Computer Science	278-5877
Dental Assisting	278-5877
Diesel Technology	278-5868
Early Childhood Education	278-5957
Education	278-5927
English	278-5944
Fine Arts	278-5944
Mathematics	278-5877
Nursing	278-5877
Physical Education	278-5896
Science	278-5788
Social Science	278-5944

## BMCC Location-Specific Services

BMCC Baker County	523-9127 or 276-1260 ext. 3201
BMCC Grant County	575-1550
BMCC Hermiston	567-1800 or 276-1260 ext. 3303
BMCC Milton-Freewater	938-7176 or 276-1260 ext. 3171
BMCC Morrow County - Boardman	481-2099
BMCC Morrow County - lone	422-7040
College Preparatory Programs	
Baker City	523-9127
Boardman	481-2099
Hermiston	567-6615
Milton-Freewater	938-4082
Pendleton	278-5803
JOBS Programs	
Hermiston	567-1800 ext. 3322
Milton-Freewater	938-4082 ext. 3175
Pendleton	276-9050 ext. 229
SBDC, Hermiston	564-9021, ext. 3341
Community Corrections Education	276-7824 ext. 249
Eastern Oregon Correctional Institution (EOCI Ed.)	278-7102
Powder River Correctional Facility (PRCF Ed.)	278-7102
Two Rivers Correctional Institution TRCI Ed.)	922-6135

# Blue Mountain Community College 2015-2016 Academic Calendar

JUNE 2015						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

JULY 2015						
S	M	T	W	Th	F	S
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

AUGUST 2015						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SEPTEMBER 2015						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

OCTOBER 2015						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER 2015						
S	M	T	W	Th	F	S
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

DECEMBER 2015						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

## Summer Term 2015 (June 22 – Aug 27) (Closed Fridays from June 19 – August 28)

**May 18**.....Registration opens  
**June 5**..... Admission deadline  
**June 22**..... Summer term begins  
**June 25**.....Last day for full refund, payment plan, or payment in full  
**August 9**.....Last day to withdraw w/o a grade  
**August 27** .....Summer term ends

## Fall Term 2015 (Sep 28 – Dec 11)

**June 1**.....Registration opens  
**September 7**..... **Labor Day, college closed**  
**September 11**..... Admission deadline  
**September 18**..... **Round-Up, college closed**  
**September 22**..... **Pre-Service, college closed**  
**September 28**..... Fall term begins  
**October 2**..... Last day for full refund, payment plan, or payment in full  
**November 11**..... **Veteran's Day, college closed**  
**November 22**.....Last day to withdraw w/o a grade  
**November 26-27**..... **Thanksgiving weekend, college closed**  
**December 7-11**.....Finals week  
**December 11**.....Fall term ends  
**December 24-Jan 3**..... **Holiday break, college closed**

## Winter Term 2016 (Jan 4 – Mar 18)

**November 16**.....Registration opens  
**December 18**..... Admission deadline  
**January 4**..... Winter term begins  
**January 8**..... Last day for full refund, payment plan, or payment in full  
**January 18**..... **Martin Luther King Day, college closed**  
**January 22**..... **Half Day In-Service, college closed 1-5 p.m.**  
**February 28**.....Last day to withdraw w/o a grade  
**March 14-18**.....Finals week  
**March 18**.....Winter term ends  
**March 21-25**.....Spring break  
**March 25**..... **Spring break, college closed**

## Spring Term 2016 (Mar 28 – Jun10)

**February 22**.....Registration opens  
**March 11**..... Admission deadline  
**March 28**..... Spring term begins  
**April 1**..... Last day for full refund, payment plan, or payment in full  
**April 15**..... **Half day In-service, college closed 1-5 p.m.**  
**May 22**.....Last day to withdraw w/o a grade  
**May 30**..... **Memorial Day, college closed**  
**June 5-10**.....Finals week  
**June 10**.....Spring term ends  
**June 10**.....Commencement

## Summer Term 2016 (Jun 20 – Aug 25)

JANUARY 2016						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

FEBRUARY 2016						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

MARCH 2016						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

APRIL 2016						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MAY 2016						
S	M	T	W	Th	F	S
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JUNE 2016						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		


**Financial Aid application and disbursement dates are available on our website at [www.bluecc.edu](http://www.bluecc.edu)**