

# Blue Mountain



COMMUNITY COLLEGE

EDUCATION ♦ CONNECTED



2018-19 ACADEMIC CATALOG

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



# Contents

President's Welcome .....	8
About Blue Mountain Community College .....	8
Living in Eastern Oregon .....	9
Mission, Vision, & Core Values .....	10
Strategic Plan & Goals - 2015-2020 .....	10
Campus and Locations .....	10
Accreditation.....	11
Program Accreditation .....	11
Equity and Non-Discrimination Policies.....	11
Photo/Video Release Policy .....	12
Non-Credit Workforce Development and Community Education Programs .....	12
Continuing and Community Education .....	12
College Preparatory Programs.....	12
Adult Basic Education (ABE) .....	12
General Educational Development (GED) .....	12
English Language Acquisition (ELA) .....	13
Job Opportunities and Basic Skills for Oregon's Future (JOBS).....	13
Small Business Development Center (SBDC): .....	13
Academic Services and Enrollment Policies .....	14
Drug and Alcohol Policy Statement.....	14
Special Needs Contact Statement.....	14
Services for Students with Disabilities.....	14
Admission, Registration, and Procedures .....	14
Admission Standards .....	14
Entrance Requirements.....	14
General Admission.....	14
Conditional Admission .....	15
Transfer students .....	15
Adult Basic Education (ABE) and General Educational Development (GED) .....	15
International Students.....	15
Admission.....	16
Immunizations.....	16
Course Placement .....	17
Special Categories of Admission.....	17
Academic Fresh Start (Grade Renewal) .....	17
Enrollment Policies and Procedures .....	18
Registration .....	18
Priority Registration.....	18
Adding and Dropping Courses.....	18
General Information - Student Withdrawal Guideline .....	18
Enrollment Level Defined.....	18
Auditing a Course.....	18

Required Courses and Prerequisites.....	18
Limit on Number of Credits Attempted .....	18
Students 16 or 17 Years of Age .....	18
Students Under the Age of 16 .....	18
High School Students (Early College Credit) .....	19
Early College Credit Enrollment.....	19
Expanded Options .....	19
Testing .....	19
Financial Information.....	20
2018-19 Tuition and Fees.....	20
Generally Applicable Fees:.....	20
Other Applicable Fees:.....	21
Course-Specific Fees:.....	21
Tuition.....	21
In-State Residents: .....	21
Out-of-State Residents: .....	21
International Students: .....	21
Senior Citizens: .....	21
Paying Tuition .....	22
Deferred (Tuition) Installment Plan: .....	22
Late Fee/Interest Penalties: .....	22
Stop-Payment Fees for Financial Aid Refund Checks: .....	22
Financial Holds: .....	23
Tuition Refund Policy: .....	23
Oregon Residency Requirements.....	23
Basic Residency Requirements.....	23
Eligible Documents .....	23
Change of Residency .....	24
F-1 and M-1 Visa Students.....	24
Financial Aid.....	24
Federal and State Aid.....	24
Applying for Federal and State Aid: .....	24
Disbursement of Aid: .....	24
Taking Courses at BMCC and Another Institution: .....	24
Maintaining Eligibility: .....	24
Second Degree: .....	25
Other Financial Assistance .....	25
Scholarships.....	25
Veterans Benefits.....	25
Foundation Scholarships.....	25
Military Educational Benefits .....	25
Request Packet.....	25
Certification Periods: .....	26
Prior Credit: .....	26

Satisfactory Academic Progress (AP):.....	26
Enrollment Level Defined: .....	26
BMCC Military Tuition Waivers:.....	26
Section 702 of the Veterans Access, Choice and Accountability Act of 2014- Tuition Rate .....	26
Class Attendance and Administrative Withdrawal .....	26
Attendance .....	26
Grading System and Policies .....	27
Enrollment Status: .....	28
Dropping/Withdrawing From a Course/s .....	29
Grade Changes .....	30
Grade Appeal Process.....	30
Term Grades.....	30
Final Examinations.....	30
Standards of Academic Progress .....	30
Academic Warning and Suspension.....	30
Pace Chart .....	31
Break of Enrollment .....	31
Transcripts.....	31
Transferring Credits to BMCC .....	31
Transferring Credits from BMCC.....	32
Credit for Prior Learning/Certification .....	32
Advanced Placement (AP).....	32
College-Level Examination Program - CLEP .....	33
Military Credit (MIL): .....	34
Graduation Requirements.....	34
Residency Requirement.....	34
Computer Literacy Requirement .....	35
Honors for Commencement Ceremony .....	35
Commencement Ceremony .....	35
Final Honors Distinction on Official Transcript .....	35
Suspended Programs of Study .....	36
Course Substitutions.....	36
Transcript Notations .....	36
Student Records.....	36
Education Record .....	37
Student Success Center.....	37
Tutoring Services.....	38
TRiO - Student Support Services .....	38
Student Services .....	38
Student Life .....	38
BMCC Athletics.....	39
Intramural Sports .....	39
Clubs .....	40
Student Ambassadors .....	40

Student Government.....	40
Theatre Arts and College Community Theatre.....	40
Betty Feves Memorial Art Gallery.....	40
Counseling, Success Coach, and Advising .....	41
Success Coaches.....	41
Academic Advising.....	41
Student Health & Wellness.....	41
BMCC Counseling Services.....	41
Bookstore.....	41
Print Center .....	41
Student Union Cafeteria.....	42
Library.....	42
Technology Support.....	42
Distance Education.....	42
Registering for Distance Education Classes.....	43
Financial Assistance for Distance Education.....	43
Paying for Distance Education Classes.....	43
Student Governance.....	44
Rights and Responsibilities.....	44
Student Conduct.....	46
Academic Dishonesty.....	49
Degree and Certificate Options.....	52
General Educational Outcomes.....	52
Transfer Status.....	53
Transfer Degree Options.....	53
Associate of Arts Oregon Transfer (AAOT).....	53
Oregon Transfer Module.....	54
Associate of Science (AS).....	55
Associate of Science Oregon Transfer (ASOT/Bus).....	56
Associate of Science Oregon Transfer (ASOT/CS).....	57
Interstate Passport.....	58
Non-Transfer Degree Options.....	58
Associate of General Science (AGS).....	58
Associate of Applied Science (AAS).....	59
Certificate of Completion (CC).....	59
Career Pathways Certificate of Completion (CPCC).....	59
Statewide Career Pathways Certificate of Completion (SCPC).....	59
Apprenticeship.....	59
Career Technical Programs.....	60
Agriculture.....	60
Agriculture Business (AAS).....	60
Agriculture Production (AAS).....	61
Agriculture Production Crops Option (AAS).....	62
Agriculture Production Livestock Option (AAS).....	63

Precision Irrigated Agriculture (AAS) .....	64
Agriculture Production Crops: Pest Management (CPCC) .....	65
Agriculture Production Livestock: Beef Production (CPCC) .....	65
Precision Irrigated Agriculture: Data Analyst (CPCC).....	66
Precision Irrigated Agriculture: Farm Manager (CPCC) .....	66
Precision Irrigated Agriculture: Irrigation Technician II (CPCC) .....	67
Precision Irrigated Agriculture: Irrigation Technician I (CC) .....	67
Apprenticeship .....	68
Construction Trades General Apprenticeship (AAS) .....	68
Electrician Apprenticeship Technologies (AAS).....	68
Industrial Mechanics & Maintenance Technology Apprenticeship (AAS) .....	69
Industrial Mechanics & Maintenance Technology: Mechanical Maintenance Apprenticeship (SCC) .....	69
Electrician Apprenticeship Technologies* electrician apprenticeship Technologies (SCC1) .....	70
Industrial Mechanics & Maintenance Technology apprenticeship (SCC1) .....	70
Construction Trades, General Apprenticeship* (SCPC).....	71
Construction Trades, General Apprenticeship Trade Worker Apprenticeship Technologies (SCPC) .....	71
Electrician Apprenticeship Technologies Limited Electrician Apprenticeship Technologies (SCPC).....	72
Electrician Apprenticeship Technologies* Trade Worker Apprenticeship Technologies (SCPC).....	72
Industrial Mechanics & Maint. Technology Apprenticeship* Trade Worker Apprenticeship Technologies (SCPC).....	73
Business and Leadership .....	74
Accounting Technology (AAS).....	74
Administrative Office Professional (AAS) .....	75
Administrative Office Professional: Medical Option (AAS).....	76
Business Administration (AAS) .....	77
Business Administration: Hospitality & Gaming (AASO) .....	78
Business Administration: Leadership & Service (AAS) .....	79
Accounting Technology: Bookkeeping Supporty Specialist (CPCC) .....	80
Accounting Technology: Tex Support Assistant (CPCC) .....	80
Administrative Office Professional: Medical Option: Office Support Sepcialist (CPCC).....	81
Administrative Office Professional: Office Receptionist (CPCC) .....	81
Administrative Office Professional: Office Support Specialist (CPCC).....	82
Business Administration: Business Operations Support Assistant (CPCC) .....	82
Business Administration: Business Operations Support Specialist (CPCC) .....	83
Business Administration: Hospitality & Gaming Option: Food and Beverage Operations Assistant (CPCC) ..	83
Business Administration: Hospitality & Gaming Option: Gaming Operations Assistant (CPCC) .....	84
Business Administration: Hospitality & Gaming Option: Guest Services Representative (CPCC) .....	84
Business Administration: Leadership and Service Option: Public Sector Employment (CPCC) .....	85
Accounting Technician (CC) .....	85
Administrative Office Professional: Medical Office Assistant (CC).....	86
Administrative Office Professional: Office Assistant (CC).....	86
Business Adminstration: Leadership and Service Option: Customer Service in the Public Sector (CC) .....	87
Business Administration: Leadership and Service Option: Leadership in the Public Sector (CC) .....	87
Hospitality, Tourism, & Management (CC).....	88
Retail Management (CC).....	88

Retail Management Certificate (SCC).....	89
Criminal Justice .....	90
Criminal Justice (AAS) .....	90
Criminal Justice: Corrections (CPCC) .....	91
Criminal Justice: Court Technician (CPCC).....	92
Criminal Justice: Law Enforcement (CPCC).....	92
Data Center Technician (CC) .....	93
Dental Assisting (CC) .....	94
Diesel Technologies (AAS) .....	95
Diesel Technology: Technician Assistant (CPCC) .....	96
Early Childhood Education (AAS).....	97
Early Childhood Education Assistant (CPCC).....	98
Early Childhood Education (CC) .....	98
Early Childhood ***Infant Toddler Certificate (CC).....	99
Emergency Services .....	100
Fire Science Technology (AAS).....	100
Emergency Medical Technician (EMT) (CC).....	101
Industrial Systems Technology .....	102
Industrial Systems Technology (AAS).....	102
Industrial Systems Technology: Data Center Operations (CPCC).....	103
Industrial Systems Technology: Industrial Automation (CPCC) .....	103
Industrial Systems Technology: Maintenance (CPCC).....	104
Industrial Systems Technology: Welding (CPCC).....	104
Math and Science .....	105
Software Development (CC).....	105
Nursing (AAS).....	106
Professional Truck Driver (CC) .....	109
Veterinary Studies.....	109
Veterinary Technician Preparation (CC) .....	109
Veterinary Assistant (CC).....	110
Welding (CC).....	110
Inter-College Partnerships and Articulated Degree Programs .....	111
Inter-College Partnerships .....	111
Eastern Oregon Collaborative Colleges Council (EOCCC).....	111
Early College Credit (formerly Eastern Promise).....	111
Oregon State University Dual Admission .....	111
Articulated Degree Programs .....	111
Central Oregon Community College: Pharmacy Technician Program .....	111
Eastern Oregon University: Teacher Education Programs (formerly CUESTE).....	111
Linn-Benton Community College: Diagnostic Imaging Technology (DIT) .....	112
Linn-Benton Community College: Occupational Therapy Program .....	112
Wenatchee Valley Community College: Medical Laboratory Technician (MLT) Program.....	112
General Educatin/Discipline Studies Lists .....	113
Arts & Letters (Humanities) Course List ( <i>List 1</i> ).....	113



Social Science Course List ( <i>List 2</i> ) .....	113
Computer Science Course List ( <i>List 3</i> ) .....	114
Mathematics Course List ( <i>List 4</i> ) .....	114
Non-Lab Science Course List ( <i>List 5</i> ) .....	114
Lab Science Course List ( <i>List 6</i> ) .....	114
Health/Wellness Course List ( <i>List 7</i> ).....	114
Computer Literacy Course List ( <i>List 8</i> ) .....	114
Cultural Literacy Course List ( <i>List 9</i> ) .....	115
General Electives Course List ( <i>List 10</i> ).....	115
Career And Technical Courses List ( <i>List 11</i> ) .....	115
Human Relations (List 12 .....	119
Progression Charts (Math and Writing) .....	120
How to Read a Course Description .....	122
Course Numbers, Credits, Descriptions.....	123-184
The People of Blue Mountain Community College .....	186
BMCC Board of Education .....	186
Oregon Board of Education.....	186
BMCC Foundation Board of Directors.....	186
Higher Education Coordinating Commission .....	187
BMCC Administration .....	187
BMCC Directors, Coordinators and Managers.....	188
BMCC Faculty .....	190
Glossary .....	193-199
BMCC Phone Directory .....	200-201
2018-19 Academic Calendar .....	203

## 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
- Early College Credit

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, La Grande 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 the region, as well as a small number of students from around the world.

On average, BMCC employs 250 full-time and part-time persons, with an annual payroll of more than \$15 million. In 2016-2017, BMCC enrolled 7,354 students, of which nearly 54% were seeking a certificate or associate's degree. A total of 1,155 students received approximately \$6.4 million in financial assistance in the form of federal and state assistance, scholarships, grants, tuition waivers, other assistance, and work-study jobs. Early College Credit classes are offered to area high school students; 12,339 credits were awarded to 1,390 students enrolled in college credit courses in 2016-2017. The growth and sophistication of technology has expanded the number of courses offered via distance learning to more than 380; 1,621 students took at least one distance learning course in 2016-2017.

Typical of community college student populations, the average age of all BMCC students is 31. Student demographic data rely on self-reporting: 34% of students identified themselves as belonging to minority populations, and 4% students 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 enrichment, 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, student life 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.

Dr. 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.

In 2011, BMCC opened 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.

In May 2015, the voters of Morrow and Umatilla counties approved a \$23 million capital construction bond. These funds allowed the College to make efficiency improvements to HVAC and electrical systems and update safety, security and technology on the Pendleton campus. In addition, bond dollars funded the construction of the Workforce Training Center, which opened in April 2017 in Boardman. This facility replaced the old Boardman Center, and houses BMCC's Data Center Technician, Industrial Systems Technology and Early Childhood Education programs, as well as provides general and community education. In June 2017, BMCC will open the Precision Irrigated Agriculture Facility on the OSU Hermiston Agricultural Research & Education Center property in Hermiston. This facility will allow further expansion of BMCC's Precision Irrigated Agriculture program and enhance partnerships with OSU. In September 2017, BMCC will open a renovated agriculture facility on the Pendleton campus - the Facility for Agricultural Resource Management, or FARM. This facility will expand and enhance BMCC's nationally-recognized agriculture, animal science and livestock programs. In addition, bond dollars will fund the renovation of the Milton-Freewater Center during Summer 2017. BMCC would like to thank the voters of Morrow and Umatilla counties for supporting these projects. Blue Mountain Community College celebrated its 50th anniversary in October 2012.

### 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 the Milton-Freewater Rocks 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.
- **Core Themes:** Access to Quality Programs & Services; Opportunities for Students to Complete, Transfer & Advance; Encourages & Supports a Culture of Learning; and Responsiveness to Community Needs
- **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.

### **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. These goals were refreshed in 2017.

- BMCC is committed to providing a “Students First” learning environment.
- Relevant and dynamic BMCC curriculum.
- Continuous improvement based on evidence at BMCC.
- Diverse and high-quality BMCC workforce.

### **Campus and Locations**

Typical of many community colleges, Blue Mountain Community College has a main campus, five centers, two contract-out-of-district (COD) locations, 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  
3275 Baker Street  
Baker City, OR 97814  
Phone: 541-523-9127  
Fax: 541-523-9128  
Email: [bmccbaker@bluecc.edu](mailto:bmccbaker@bluecc.edu)

BMCC HERMISTON (Eastern Oregon Higher Education Ctr)  
975 S.E. Columbia Drive  
Hermiston, OR 97838  
Phone: 541-567-1800  
Fax: 541-289-2876  
Email: bmcchermiston@bluecc.edu

BMCC MILTON-FREEWATER  
311 N. Columbia  
Milton-Freewater, OR 97862  
Phone: 541-938-7176  
Fax: 541-938-3763  
Email: bmccmiltonfreewater@bluecc.edu

BMCC WORKFORCE TRAINING CENTER (Morrow County)  
P.O. Box 939 / 251 Olson Rd  
Boardman, OR 97818  
Phone: 541-481-2099  
Email: BMCCMorrowCounty@bluecc.edu

PRECISION IRRIGATED AGRICULTURE FACILITY  
2121 S 1st St  
Hermiston, OR 97838  
541-567-1800

### **BMCC Contracted Out of District Locations (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

BMCC UNION COUNTY  
708 K Ave, 49  
La Grande, OR 97850  
Phone: 541-215-0305  
Email: chwilson@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)

### **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: fully approved 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.

### **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 that there will be no discrimination or harassment on the grounds of race, color, sex, marital status, sexual orientation, religion, national origin, age or disability in any educational programs, activities or employment. Persons having questions about equal opportunity and nondiscrimination should contact the BMCC Title IX Coordinators, Room M-150 or Room M-4E Morrow Hall, Blue Mountain Community College, 2411

NW Carden, Pendleton OR 97801, Phone: 541-278-5796 or 541-278-5850. Email: ddrebin@bluecc.edu or tparker@bluecc.edu. For hearing impaired assistance please call Oregon Relay at 7-1-1.

### **Photo/Video Release Policy**

Blue Mountain Community College (BMCC) uses photographs, photographic images, names, and audio and video recordings of employees and students for general publicity in publications, on its website, on social media, in public relations, promotions, publicity, and advertising, etc.

BMCC does not collect release forms from its students, employees, or guests for the use of images or films taken in public places on campus. Any employees, students (or the parents or guardians of such persons, if under age 18), or guests who do not want to be photographed or recorded, or to have their names, voices, or biographical materials used in connection with any such recording, must notify the Public Relations Office at BMCC, marketing@bluecc.edu.

In addition, employees, students, and guests who do not want to be photographed or recorded, and who have notified the Public Relations Office in writing, are responsible for removing themselves from the area in which photographing/recording is occurring, or notifying the camera operator of their opt-out status. Failure to do so may result in the individual's inclusion in a photograph or recording; it will be deemed equivalent to a release, and will allow the college to use that photograph or recording as it chooses.

### **Non-Credit Workforce Development and Community Education Programs**

#### ***Continuing and Community Education***

Continuing Education is for everyone! Learn valuable professional development skills or pursue your personal interests or passions. Our noncredit courses are affordable and we provide a variety of options. Financial aid does not apply and coursework cannot be applied to programs of study that require academic credits. Continuing Education courses are available entirely online or you can enroll in a campus-based class or at one of our Centers. Learn more by visiting [bluecc.edu/learnmore](http://bluecc.edu/learnmore).

### ***College Preparatory Programs***

The College Preparatory Department includes the following program areas: adult basic education (ABE), general educational development (GED) preparation, English language acquisition (ELA), and the JOBS program. 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 classes provide instruction for adult learners in the foundational skills of reading, writing, and math to help them transition into the labor market, higher academics, or vocational training. ABE classes are available to students who have GED credentials or high school diplomas, but have been away from academics for an extended time. ABE programming is available at BMCC in Pendleton, Hermiston, Baker City, Milton-Freewater, and Boardman.

#### ***General Educational Development (GED)***

General Educational Development classes are offered for students who want to obtain a GED credential, which is a recognized high school diploma equivalent. Students earn the GED when they receive passing scores on the battery of four exams: Reasoning through Language Arts, Mathematical Reasoning, Social Studies, and Science. At BMCC, students can earn college credit while studying for GED certification; the student preparation schedule includes basic math, writing, and reading courses that are tied to college credit. GED programming is available at BMCC in Pendleton, Hermiston, Baker City, Milton-Freewater, and Boardman.

GED instruction is also available for Spanish-speaking students who want to prepare for and take the GED exams in Spanish. Spanish GED programming is available through BMCC in Hermiston and Umatilla.

Online GED Academy is a study site offered as an alternative to students who want to study at their own pace. Online GED Academy is an intuitive and interactive skill-building tutorial, facilitated by a BMCC GED instructor. The site is designed to increase technology skills and help students study for the GED exams.

ABE and GED instruction are also available through BMCC at the Confederated Tribes of the Umatilla Indian Reservation (CTUIR).

Students who earn a GED may participate in the BMCC commencement exercises held in June. Information on participation in graduation ceremonies is available

at [www.bluecc.edu/academics/departments/college-preparation/ged-preparation](http://www.bluecc.edu/academics/departments/college-preparation/ged-preparation).

Information on the GED test can be accessed at [www.ged.com](http://www.ged.com).

A high school release is required for students 16 and 17 years old. Information on testing and school release may be obtained from the BMCC testing center in Pendleton at 541-278-5931.

### ***English Language Acquisition (ELA)***

English Language Acquisition instruction is offered to all levels of non-English speaking students who wish to improve their ability to read, write, listen, and speak in English. ELA programming is available through BMCC in Pendleton, Hermiston, Irrigon, Milton-Freewater, and Boardman.

College Preparatory Department offices are located in Pendleton, on the upper level of Morrow Hall. Contact the College Prep Program Assistant at 541-278-5803, or the College Prep Program Director at 541-278-5795. The College Prep Department is located in Morrow Hall, M-200.

### ***Job Opportunities and Basic Skills for Oregon's Future (JOBS)***

JOBS for Oregon's Future is the state's employment and training program for people on public assistance. Through a contract with the Oregon Department of Human Services Self-sufficiency office, BMCC provides JOBS Program services in Umatilla and Morrow Counties. JOBS services include employment assessment, work-search assistance, and training in workplace basics and life skills. Clients receiving help through the Temporary Assistance for Needy Families Program (TANF) may be eligible for JOBS Plus services, which place people in limited-duration training positions with private employers. The JOBS Program works closely with BMCC's College Preparatory Department, as well as with other BMCC educational services, in order to help JOBS clients meet their goals. The JOBS Program is located at BMCC Hermiston, BMCC Milton-Freewater, and WorkSource Oregon in Pendleton. For more information, please contact the JOBS Program manager at 541-289-2822.

### ***Small Business Development Center (SBDC):***

BMCC's SBDC is part of America's SBDC network that includes 19 centers in Oregon and nearly 1,000 centers across the country. 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 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 by video conference. 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 Center are available year-round to new or experienced business owners in Baker, Umatilla and Wallowa counties. 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 for our services.

# Academic Services and Enrollment Policies

## 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 manufacture, 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 or accommodation should contact the Coordinator of the Health & Wellness Resource Center at Blue Mountain Community College, 2411 NW Carden, Pendleton, OR 97801

Phone 541-278-5965 for Disability Services or use Oregon Relay (7-1-1) for hearing impaired assistance. Contact should be made 72 hours in advance of the event.

## Services for Students with Disabilities

BMCC is committed to providing equal access to all qualified students with disabilities. Providing academic adjustments and auxiliary aides and services to students with disabilities in order to remove barriers to physical spaces and provide program access is an important goal at BMCC. Faculty and staff members are informed, understanding, and supportive.

Students may qualify for services by providing appropriate documentation of their disability (-ies) at the time of the initial request. Accommodations will be arranged upon verification of provided documentation. Those requiring assistance with this process may work with the Student Health & Wellness Resource Center (HWRC) Coordinator, located at the Pendleton campus but available to all students at any BMCC location. Once the student is qualified for services, the HWRC Coordinator and the

student will work together to determine which services will most benefit the student in a particular situation. All accommodations are arranged on an individual basis.

Computers featuring assistive technology are available to support students. Other available support services include peer mentors, life coaching, brief counseling, tutors, and resource referral.

Some accommodations take time to prepare and require advanced notice. For further information, contact the HWRC Coordinator at 541-278-5965 or [disabilityservices@bluecc.edu](mailto:disabilityservices@bluecc.edu).

## 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 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
- Have completed a General Educational Development (GED) certificate or an adult high school diploma and
- Have the ability to benefit from instruction; and
- Have attended during one or more terms during the prior two academic years

***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



- Complete placement assessments in writing and math. Students may be exempt from one or both of the assessments. Alternative placement options are available on BMCC's website.
- If under the age of 16 at least one parent's signature is required 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 did not attend during the prior two years

***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 you have been released from compulsory school attendance under the provisions outlined in ORS 339.030, and
- Complete placement assessments in writing and math. Students may be exempt from one or both of the assessments. Alternative placement options are available on BMCC's website, and
- Students under the age of 16, at least one parent's signature on any enrollment or registration document, and
- Prior to enrollment, the student and at least one parent will be required to meet with the Director of Student Success Center to discuss the student's ability to benefit from the instruction desired and acknowledge that the student will be in a classroom situation with other adults without the same protections and rules of the K-12 system.

***Students under eighteen years of age 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 student's attendance and or participation in credit-courses offered by the college; and

- Complete placement assessments in writing and math. Students may be exempt from one or both of the assessments. Alternative placement options are available on BMCC's website, and
- Students 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 upon receipt of their other college transcripts or upon confirmation that they have met placement according to BMCC's multiple measures placement matrix.

***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 ORS 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 complete placement assessments in writing and math. Students may be exempt from one or both of the assessments. Alternative placement options are available on BMCC's website. 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 at the time of application.

Blue Mountain Community College is authorized under federal law to enroll non-immigrant 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 2018-19 International Application for Admission packet. Packet can be found on the College's website.
2. 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: 97 (Internet Based Test-IBT).
3. 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 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 [admissions@bluecc.edu](mailto:admissions@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 2018-19 academic year is July 31, 2018.

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.

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

## Getting Started: Planning Ahead

### 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 Admissions at [admissions@bluecc.edu](mailto:admissions@bluecc.edu) or by calling (541) 278-5749. 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 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. For details about these requirements, contact the department that oversees the program in which you plan to participate.

## 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
<b>Summer 2018</b>	June 8	Aprl 23-June 28	June 28	June 29	August 5	June 25	August 30
<b>Fall 2018</b>	September 7	April 23 - September 28	September 28	September 29	November 18	September 24	December 7
<b>Winter 2019</b>	December 21	October 15-January 12	January 11	January 12	March 3	January 7	March 22
<b>Spring 2019</b>	March 15	February 28-April 5	April 5	April 6	May 26	April 1	June 14

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

All BMCC degree-seeking students must take BMCC's placement assessments for math and writing or meet placement in these subject areas by one or more of the following options.

• **Attendance at 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.

• **Placement Assessments Taken at Another College:** If the student has taken one or both 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:** If you have completed a high school math course within the last 18 months prior to the start of the 2015-16 academic year, have your high school transcript sent to the Pendleton Testing Center for review. Your transcript would be used in conjunction with your math placement score to determine your math placement at BMCC.

• **Smarter Balanced Scores:** High School students graduating during or after 2016 will be exempt from placement testing in the academic year immediately following the test if they have earned an Achievement Level 3 or 4 on the Smarter Balanced grade 11 assessment in Math and/or English and have successfully completed relevant accelerated college credit options in Math and/or English, respectively, during their senior year.

• **ACT/SAT Scores:** Scores must be sent directly to the college from ACT and/or the College Board

• **High School Transcripts:** If you have completed a high school math course within the last 18 months prior to the start of the 2018-19 academic year, have your high school transcript sent to the Pendleton Testing Center for review. Your transcript would be used in conjunction with your math placement score to determine your math placement at BMCC.

• **Cumulative High School GPA:** Students that have graduated from high school within the last five years and have a cumulative high school GPA of a 3.0 GPA or higher should have a copy of your high school transcript

sent to BMCC/Admissions. Your transcript must include the date you completed your high school diploma.

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 testing accommodations due to a documented disability, should contact the Student Health and Wellness Center Coordinator at 541-278-5965.

### 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 Enrollment Services or the academic department, or consult BMCC's website.

#### 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 subsequent academic quarters of work completing least 12 credit hours each quarter with a 2.00 GPA or better; and
- Be enrolled in at least one credit hour with BMCC at the time the policy is requested and implemented

The "Grade Renewal Petition" form is available online. 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 will not be permitted to register if a debt is owed to the College. Students must be registered in order to attend or participate in a class/course. In some instances, the instructor may allow the student to participate if their request to register is in a pending status.

BMCC does not encourage late registration, however, in circumstances beyond the students control, they may submit a Late Course/Schedule Change request and must include documentation to support their request. Students may register online through midnight of the fifth 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 Academic Calendar found in this catalog or visit our Website.

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

## **Priority Registration**

BMCC 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 posted on our website.

In compliance with HB2565 Veterans have priority registration privileges. Specific dates can be found on the website.

## **Adding and Dropping Courses**

In general, students may add or drop courses online up through the end of the fifth day of the term (11.59 p.m.). 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

## **Required Courses and Prerequisites**

Many of BMCC's courses require students to meet one or more prerequisite requirements. Prerequisite courses must be completed 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. To qualify to take more than 21 credits in a term the student must have completed the last two terms at BMCC as a full time student (12 or more credits) with a term and cumulative GPA of 2.0 or higher. To request approval to enroll for more than 21 credits, students must complete a Petition to Register for Over 21 Credits. The form is located on our website under Enrollment Services/Forms and Information.

## **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

## **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, and 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, fees 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. Students should also check with the college to which they wish to transfer if they want to ensure that Early College course work will transfer.

#### *Expanded Options*

High school students have the opportunity to take credit courses at BMCC. 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 a dual-enrollment 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.

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 and proctoring 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 and professional goals. The Testing Center on the Pendleton campus also provides test proctoring services for a variety of tests for professional licenses and certifications.

BMCC administers the ACCUPLACER assessments in writing and math. Students may be exempt from one or both of the assessments. Alternative placement options are available on BMCC's website. Students may take placement assessments at any BMCC location. 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.

## 2018-19 Tuition and Fees

### Generally Applicable Fees:

- **ABE, GED, and/or ELA Program Fee (Title II):** \$34 for the first class per term, which includes the \$9 Technology Fee; \$9 for each additional class per term
- **ABE, GED, and/or ELA Course Fee (Non-Title II):** \$34 per course, which includes the \$9 Technology Fee
- **ABE, GED, and/or ELA Orientation Fee:** \$10 per occurrence
- **Athletic Fee:** \$125 per term for student athletes
- **Audit Course Fee:** 100% of regular tuition and associated fees
- **College-Level Examination Program (CLEP) Fee:** A transcription fee of \$10 per course
- **Credit-by-Exam Fee:** 50% of regular tuition
- **Credit for Prior Learning/Certification Fee:** A transcription fee of \$10 per course
- **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:** \$40 for each distance education course that does not contain a "My Lab" component
- **Early Childhood Education (ECE) Credit for Prior Learning Fee:** A transcription fee of \$10 per course
- **Enrollment Fee:** One-time \$35 fee for credit seeking students. Fee includes the cost of the placement test and student ID card
- **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
- **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-BMCC degree seeking students. BMCC degree seeking students are charged the Enrollment 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
- **Stop Payment Fee:** \$35 per check
- **Technology Fee:** \$18.50 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 (Kaplan Testing Fee-Nursing):** 1st year nursing students \$83.33 per term. 2nd year nursing students \$90 per term.
- **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:** \$8 per credit for students taking 1 or more credit hours up to a maximum of 15 credits
- **Fire Science 110A and 110B:** \$160 each term
- **Fire Science 112:** \$160 each term
- **Industrial Systems Technologies Lab Course Fee:** \$50 for each lab course
- **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:** \$35 per lab credit.
- **Unmanned Aerial Vehicle Lab Course Fee:** \$50 for each lab course.
- **Welding Fee:** \$150 lab fee.

**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.

### Early College Credit Costs:

- **Advanced Placement Fee:** A transcription fee of \$10 per course
- **Credit by Proficiency Course Fee:** A transcription fee of \$20 per credit
- **Credit by Exam:** A transcription fee of \$20 per credit
- **Dual Credit Fee:** A transcription fee of \$20 per credit
- **Expanded Options:** 100% of tuition and applicable fees

### Other Applicable Fees:

- **Associated Student Government (ASG) Student Activity Fee:** \$3.00 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:** \$175 for each course
- **Art Class Fee:** Certain courses are assigned a fee of up to \$30
- **Data Center Technician Lab Fee:** \$60 for each lab course
- **Diesel Tech Laboratory Fee:** \$60 per lab credit
- **EMT Fee - Basic A & B:** \$160 each term
- **EMT Fee - Intermediate Part A & B:** \$130 each term

### Tuition

#### *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 \$108.00 for each credit hour, beginning with the summer term of the 2018-19 academic year.

#### *Out-of-State Residents:*

The tuition rate for out-of-state students (other than the states listed above) is \$324.00 for each credit hour, beginning with the summer term of the 2018-19 academic year.

#### *International Students:*

The tuition rate for international students is \$324.00 for each credit hour, beginning with the summer term of the 2018-19 academic year.

#### *Senior Citizens:*

The tuition rate for a resident who is sixty-five (65) 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.

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 amounts 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.

<b>of Credits</b>	<b>In-State (Tuition only)*</b>	<b>Out-Of-State &amp; International (Tuition only)**</b>
1	\$ 108.00	\$ 324.00
2	\$ 216.00	\$ 648.00
3	\$ 324.00	\$ 972.00
4	\$ 432.00	\$ 1,296.00
5	\$ 540.00	\$ 1,620.00
6	\$ 648.00	\$ 1,944.00
7	\$ 756.00	\$ 2,268.00
8	\$ 864.00	\$ 2,592.00
9	\$ 972.00	\$ 2,916.00
10	\$ 1,080.00	\$ 3,240.00
11	\$ 1,188.00	\$ 3,564.00
12	\$ 1,296.00	\$ 3,888.00
13	\$ 1,404.00	\$ 4,212.00
14	\$ 1,512.00	\$ 4,536.00
15	\$ 1,620.00	\$ 4,860.00
16	\$ 1,728.00	\$ 5,184.00
17	\$ 1,836.00	\$ 5,508.00
18	\$ 1,944.00	\$ 5,832.00
19	\$ 2,052.00	\$ 6,156.00
20	\$ 2,160.00	\$ 6,480.00
21	\$ 2,268.00	\$ 6,804.00

### **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 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.

Students who sign up for a deferred (tuition) installment plan have the ability to register for subsequent term(s) while still making payments on their current term balance. In addition, those on deferred installment plans avoid any late fees if paid according to the agreed upon payment plan. These deferred installment plans allow a student to spread the tuition over three payments with \$100 due when signing up (along with \$20 processing fee), half of the remaining balance due Friday of week four (or equivalent for terms of varying length), and the other half due Friday of week Seven (or equivalent for terms of varying length.) Late fee penalties of \$15 will be charged for each late payment.

Deferred (Tuition) Installment Plans are due Friday of the first week of the term.

Please note: If payment is not made in full before Monday of week eight, the college will automatically drop the student from the next term(s) courses and the student may not be eligible to defer tuition in future terms.

Please contact a Service Center Specialist or your Success Coach to learn more about this opportunity!

### ***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.

### ***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). Please contact the Service Center on how to resolve the financial hold on your account.

#### ***Tuition Refund Policy:***

Students who drop a course(s) or withdraw from the College and who have complied with regulations governing drops and withdrawals are entitled to certain tuition refunds depending on the time of drop or 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 credit courses. The college has two tuition schedules: in-state and out-of-state/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 in-state 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 completed online 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 at least TWO):

- 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 the Proof of Oregon Residency petition form and provide supporting documentation. The Director of Enrollment Services/Registrar or their designee will review the petition and supporting documents and notify the student of the status of their petition.

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

Citizens of other countries attending BMCC with an F-1 or M-1 visa, must apply for international student admission and provide supporting documentation as outlined in the International Student Admission Application. These students will pay the out-of-state/international tuition rate.

## **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 <http://www.bluecc.edu/enrollment-services/financial-aid> for hours of operation. The staff can be contacted through the Service Center by phone at 541-278-5759 or by email at [FinancialAid@bluecc.edu](mailto:FinancialAid@bluecc.edu). The Student Financial Aid and 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 (Federal Work-Study and institutional employment)
- BMCC Foundation Scholarships and other 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 Supplemental Educational Opportunity Grant (FSEOG)
- Oregon Opportunity Grant (OOG)
- Oregon Promise Grant (OPG)

### **Applying for Federal and State Aid:**

Starting October 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. 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 at [www.bluecc.edu/enrollment-services/registration/academic-calendars/financial-aid-dates-and-deadlines](http://www.bluecc.edu/enrollment-services/registration/academic-calendars/financial-aid-dates-and-deadlines).

**Cost Of Attendance Budget:** The BMCC Financial Aid Office establishes yearly standard student budgets as a basis for awarding financial aid funds. The following budgets are based on full-time enrollment for fall, winter, and spring term. The budget is prorated for less than full-time attendance. Review the Cost of Attendance Budget at <http://www.bluecc.edu/enrollment-services/registration/college-costs>.

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

**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 our website for forms and additional information.

### **Maintaining Eligibility**

**Academic Progress (AP):** 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. Students' Academic Progress will be reviewed before making awards each academic year and again at the end of each term. The standards of Academic Progress apply for all federal, state, and most private financial assistance programs.

Students are evaluated on all of the following standards:

- Cumulative Credit Completion Rate (Pace), must be 67% or higher
- Cumulative Grade Point Average (cGPA), must be 2.0 or higher
- Maximum time frame (150% Rule), students are allowed 150% of the credits required to complete the declared degree/certificate. All attempted and accepted transferred credits count towards this limit even if financial aid was not received.

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 probation status during their next term of enrollment and will receive, in writing from the Financial Aid and/or Registrar's 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.

#### **Second Degree:**

If a student has received an associate, bachelor, or master's degree and wishes to receive financial aid from BMCC, a Credit Extension Appeal (CEA) 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.

**Total (official or unofficial) 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 classes, BMCC must determine the amount of federal aid and/or state 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**

### **Scholarships**

Check out [www.bluecc.edu/enrollment-services/financial-aid/paying-for-college/scholarships](http://www.bluecc.edu/enrollment-services/financial-aid/paying-for-college/scholarships) for available scholarship opportunities from the BMCC foundation and outside sources.

### **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. Stipulations concerning financial need, credit hours, grade point average, and area of study may apply.

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 or contact 541-278-5775.

## **Veterans Benefits**

### **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
- Oregon Veteran Educational Aid Program (Tuition Assistance)
- BMCC tuition waivers for military and qualifying family members

### **VA Educational Benefits:**

In order to receive VA educational benefits, all veterans must:

- Take the BMCC placement assessment to determine proper course placement before enrollment
- Obtain and submit to BMCC official transcripts from all previously attended schools along with a Transcript Evaluation Request for review of prior credit.
- Be assigned an academic advisor
- Be pursuing a BMCC degree or certificate
- Apply for VA Education Benefits online
- Complete BMCC's Veterans Education Benefits Request Packet

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

**Prior Credit:** Any student receiving VA education benefits while attending BMCC is required to obtain transcripts from all previously attended schools and military service and submit them, along with a Transcript Evaluation Request form to the BMCC Records Department. See the BMCC Veterans Education Benefits Request Packet for more information and details.

**Satisfactory Academic Progress (AP):** The financial aid office is responsible for ensuring that all students who receive VA benefits maintain Good Academic Standing per BMCC's Academic Progress Policy. The students' Academic Progress will be reviewed before making awards each academic year and at the end of each term. The standards of academic progress can be found at [www.bluecc.edu/enrollment-services/forms-and-information/academic-progress](http://www.bluecc.edu/enrollment-services/forms-and-information/academic-progress)

**Enrollment Level Defined:** Enrollment levels per term are defined as follows:

- Full-time (100%): 12+ credits
- Three-quarter time (75%): 9-11 credits
- Half-time (50%): 6-8 credits
- Less-than half-time (25%): 1-5 credits

#### **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 qualifying family members of deployed, disabled, and fallen military service members. For more information on guidelines and how to apply, visit [www.bluecc.edu/enrollment-services/veterans-military-service-members-dependents/tuition-waivers](http://www.bluecc.edu/enrollment-services/veterans-military-service-members-dependents/tuition-waivers)

#### **Section 702 of the Veterans Access, Choice and Accountability Act of 2014- Tuition Rate**

The following individuals shall be charged a rate of tuition not to exceed the in-state rate 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 Oregon while attending a school located in 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 Oregon while attending a school located in 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 described above while he or she remains continuously enrolled (other than during regularly scheduled breaks between courses, semester, 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 States Code.
- Anyone using benefits under the Marine Gunnery Sergeant John David Fry Scholarship (38 U.S.C. § 3311 (b) (9)) who lives in Oregon while attending a school located in Oregon (regardless of his/her formal State of residence).
- Anyone using transferred Post-9/11 G.I. Bill benefits (38 U.S.C. § 3319) who live in Oregon while attending a school located in Oregon (regardless of his/her formal state of residence) and the transferor is a member of the uniformed service who is serving on active duty.

#### **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 WolfWeb. Students will be responsible for payment for all courses that they are enrolled in after the end of the 100% refund period.

See the Glossary for the definition of drop and withdraw.

**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                      22/9=2.44 GPA

Course	Credits	Grade	Grade Pts	GPA Pts
WR121	4	B	3	12.0
MTH095	5	C	2	10.0
<b>Total</b>	<b>9</b>			<b>22.0</b>

## Grade Definitions:

### *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

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 contact 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 student's 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 by submitting your application for the P/NP grading option to the Registrar's Office. Once you declare the P/NP grading option, no changes in grading can be made.

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.

**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).

#### ***Auditing a Course (AU)***

The audit indicator, "AU", is a registration status and not a grade or an evaluation. Students electing this option are not required to meet pre-requisite requirements for the course.

Students that register online and wish to audit a course must complete a Request to Audit Course form. The form is located on our website under Enrollment Services/Forms and Information. 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 or a grade and is not eligible for a grade change appeal. 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, however, must elect this option within the first week of the term. 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.

### ***AU (Audit)***

This is NOT a grade. It is an enrollment status and must be declared within the first 5 days of the term. 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 "W" is an enrollment status and 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.

### ***(\*) Repeating a Course***

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 will show "\*" indicating the repeat.

## **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 WolfWeb. The last day to withdraw from a full-term course without a grade is listed on the annual 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 you from the obligation to pay for your 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 one or more of their 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 Registrar's Office for further information at 541-278-5758, or send an email to: studentrecords@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 was 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. 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 of the Student 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 attend/participate in the course until their waitlist status has been established and confirmed or until they are officially registered in 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.

## **Examinations**

### ***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 Warning and Suspension**

Academic Progress (AP) is the institution's policy regarding a student's academic progress. AP 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 academic progress. Academic progress is defined as having a minimum cumulative grade point average (CGPA) of a 2.0 (C) and a minimum cumulative completion rate (Pace) of 67%. AP requires a student to maintain academic progress at the end of each term of attendance. If a student does not maintain academic progress he/she will be placed on Academic Warning or Academic Suspension status. More information about AP can be obtained by viewing the AP policy on BMCC's website or by contacting the Registrar's Office at 541-278-5758.

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

*Academic Warning:* Students are considered on academic Warning if their cumulative GPA is below 2.0 or their cumulative credit completion rate (Pace) is below 67%. Students will be reinstated to good academic standing as soon as their cumulative GPA is 2.0 or higher and have a cumulative credit completion rate of at least 67%.

*Academic Suspension:* Students are placed on academic suspension when their cumulative GPA remains below 2.0, or their credit completion rate is below 67% for a second consecutive term.

Students will have the right to appeal their academic suspension by submitting an appeal within the website published deadline date. The appeal will be reviewed by the Academic Progress Review Committee (AP Review Committee). The AP Review Committee consisting of the Registrar, Dean of Student Development and Success, Director of Instructional Operations, and Director Student



Financial Assistance. If the student is pre-registered for the upcoming term and fails to submit a complete appeal by the published deadline, the student will be administratively dropped from all courses..

*Academic Probation:* Students are placed on Academic Probation when an appeal is approved by the AP Review Committee after a student is placed on Academic Suspension. If while on Academic Probation, a student fails to make academic progress as a result of extraordinary circumstances, the student will be placed on an Academic One-Year Suspension. Students placed on this status will have the option to submit a second appeal to be able to take classes but not to have their financial aid re-instated. In the event the AP Review Committee rules the suspension valid, the student will have the right to appeal the decision to the Vice President of Student Affairs.

*Academic One Year Suspension:* A student academically suspended more than once will not be allowed to register for credit classes for one full calendar year. Students may ask to return for the term following the end of the one-year break period by submitting an appeal. This option does not apply to federal and state aid recipients.

### Pace Chart

# of Credits Attempted	Min # 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

### Break of Enrollment

Students that have had a break of enrollment of two (2) or more academic years will return on the following status:

Break of Enrollment	Prior Academic Progress Standing	Academic Standing After Break of Enrollment	Federal and State Aid Recipient
2-4 years	Academic Warning	Good	No change for break of enrollment(Warning or Suspension)
	Academic Suspension	Academic Warning	
5 years or more	Academic Warning or Suspension	Good Academic Standing	

### Transcripts

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

See the "College Costs" section of the catalog for costs associated with transcript requests. No other person may receive a copy of the student's transcript or undertake to 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 from other regionally accredited colleges evaluated towards their certificate/degree intent at BMCC, will need to request an official transcript be sent to BMCC's Enrollment Services Office. Official transcripts must include a signature from the issuing institution and its authorized seal, if applicable, 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. CBE credits are reflected on

BMCC's transcripts with the exam identifier of (CH) next to the course title. Example: ART 204 (CH)

**Credit for Prior Certification/Learning (CPL):** 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).

### Advanced Placement (AP)

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: ART 204 (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.

### AP CREDIT CHART

AP Exam Taken	AP Score	BMCC Course	BMCC Credit
Art - History	4 or higher	ART204, ART205	8
Art - Studio	4 or higher	ART101	4
Biology	3 or higher	BI101, BI102, BI103	12
Calculus AB	4 or higher	MTH251	4
Calculus AB	3 or higher	MTH251, MTH252	8
Calculus BC	4 or higher	MTH251, MTH252	8
Calculus BC	3 or higher	MTH251, MTH252, MTH253	12
Chemistry	3 or higher	CH104, CH105, CH106	15
Computer Science	4 or higher	CS161	4
Computer Science Principles	3 or higher	CS160	4

AP Exam Taken	AP Score	BMCC Course	BMCC Credit
English Language - Composition	3 or higher	WR121	4
English Language - Literature	3 or higher	ENG104	4
Government - US	4 or higher	PS201	4
History - US	3 or higher	HST201, HST202	8
History - World	3 or higher	HST104, HST105	6
Human Geography	3 or higher	GEOG103	4
Macro Economics	3 or higher	EC202	4
Micro Economics	3 or higher	EC201	4
Music Theory	4 or higher	MUS111, MUS112	8
Physics B	4 or higher	PHY201, PHY202, PHY203	15
Physics C - Electricity & Magnetism	4 or higher	PHY201	5
Physics C - Mechanics	4 or higher	PHY201	5
Psychology	3 or higher	PSY201	4
Spanish Language	3 or higher	SPAN101, SPAN102, SPAN103	12
Statistics	4 or higher	MTH243	4

### 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.

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.

### CLEP CREDIT CHART

Exam Subject	Min Score	Credit	BMCC Credit
<b>BUSINESS</b>			
Information System & Computer Applications	-	-	No credit awarded
Principles of Management	50	4	BA206
Principles of Accounting	50	12	BA211, BA212
Introductory Business Law	50	4	BA226
Principles of Marketing	50	4	BA223
<b>COMPOSITION AND LITERATURE</b>			
Composition and Literature	50	12	ENG253, ENG254, ENG255
English Literature (with essay)	50	12	ENG204, ENG205, ENG206
<b>HISTORY AND SOCIAL SCIENCES</b>			
American Government	50	4	PS201
History of the US 1	50	4	HST201
American History II	50	4 or 12	HST203 or w/Part I test HST201, HST202, HST203
General Psychology	50	8	PSY201, PSY202
Human Growth and Development	50	4	PSY237
Principles of Microeconomics	50	4	EC201
Principles of Macroeconomics	50	4	EC202
Introductory to Sociology	50	4	SOC204
<b>SCIENCE AND MATHEMATICS</b>			
Calculus	50	4	MTH251
College Algebra	50	5	MTH111
Trigonometry	50	4	MTH112
College Algebra - Trigonometry	50	5	MTH111
College Mathematics	50	4	MTH105
General Chemistry	50	15	CH221, CH222, CH223
General Biology	50	15	BI211, BI212, BI213

### 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 not 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.

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 submit a Application for Graduation. 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, 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. Students must take and pass one of the following courses with a grade of "C" or better: AGR111, BA131, CS120, CS160 or ED235.

### **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:

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

This status is reflective of courses that apply to your BMCC certificate or degree requirements only and may include courses accepted for transfer from other colleges. Your 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 as of the term you completed will be used.

### **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 2019 are eligible to participate in our 2019 ceremony. Those completing requirements as of fall 2019 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 will appear 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 courses that apply to your BMCC certificate or degree requirements only and may 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 and 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 at [studentrecords@bluecc.edu](mailto:studentrecords@bluecc.edu) to determine eligibility.

### 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 LDGE** will be noted on a student's transcript upon completion of all LDGE course requirements. Since the LDGE is not a degree or certificate, BMCC's residency requirements do not apply. The student must have completed all coursework at BMCC or another WICHE Passport Institution that is considered equivalent to BMCC's approved coursework, in order to have the notation made on the student's 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:

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 exempt 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.

*Oregon Community College Unified Reporting System (OCCURS)* describes an informal consortium of community colleges, the Office of Community College Services and the Oregon Community College Association, 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. OCCURS staff and committees acting in support of OCCURS 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 chose 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/certificate-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. Early College credits earned by high school students are not considered when defining a new student. New Student Orientation is delivered online and contains knowledge that will provide a degree/certificate-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 locations or at a distance via online learning. We have drop-in tutoring available at most of our locations as well as providing tutors remotely, utilizing at a distance technology such as Zoom. Zoom 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.

BMCC subscribes to 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. 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 theatre, 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 M-141, or call 541-278-5853. TRiO/Student Support Services information is available on-line at [www.bluecc.edu](http://www.bluecc.edu).

## **Student Services**

### **Student Life**

#### **BMCC 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, men's baseball and women's and men's soccer. 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

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 men's national championship in 1987 and the women's national championship in 2015 and 2016. 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



Soccer (Men's)	541-278-5967
Soccer (Women's)	541-278-5892
Program Assistant	541-278-5896

### ***Intramural Sports***

Beginning in Fall 2016 Intramural sports will be offered each term. Thanks to the leadership of Associated Student Government (ASG), intramural sports will include: Basketball, Soccer, Volleyball, Dodgeball as well as other shorter term sports (ping-pong for example).



### ***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 Student Outreach and Leadership Department (541) 278 -5937 or stop the office in Morrow Hall rm. 124 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 scholarships and leadership training. Each spring, the college selects ambassadors for the following academic year. For more information contact the Student Outreach and Leadership Department at 541-278-5936.

### ***Student Government***

The Associated Student Government (ASG) at BMCC has an active 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, Christmas Eve Dinner, American Red Cross blood drives, an Arts and Culture Festival BBQ, and Spring Fling.

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 the Student Outreach and Leadership Department (541) 278 -5937 or stop the office Morrow Hall rm. 124 on the Pendleton campus. All BMCC students are encouraged to become involved.

### ***Theatre Arts and College Community Theatre***

For over 50 years, the BMCC Theatre Arts Department has enjoyed a unique collaboration with College Community Theatre (CCT), the local community theatre company. Together, these combined programs, often also working with the BMCC Music Department, produce a minimum of three major productions each academic year, presented in the 270-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 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, sound, 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).

Or visit us at <http://bluecc.edu/community/college-community-theatre>

### ***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 local and regional artists are featured in the gallery. Opening receptions are held for each show, which provide opportunities for students,

staff and the community to meet and talk with the artists. Every spring the gallery hosts the Annual BMCC Student Art Show, which features awards, prizes and an opening reception. 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.

### ***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.

### ***BMCC Counseling Services***

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 during regular business hours in fall, winter, and spring terms. We also provide limited access to counseling services in the summer term. Students may schedule a counseling appointment through one of the contacts listed below. If the counselor is available, meeting on an unscheduled, "drop-in" basis is acceptable.

Appointments to see the counselor may be scheduled with the Health & Wellness Resource Coordinator at 541-278-5965, or the Student Support Services Program Assistant at 541-278-5853. The Counseling office phone number is 541-278-5954.

Appointments may also be scheduled through Appointment Manager in the student portal on the BMCC website. 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.

Email [hope@bluecc.edu](mailto: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. Merchandise and Course Materials can be ordered online at the Bookstore website, [www.bookstore.bluecc.edu](http://www.bookstore.bluecc.edu), which utilizes an integrated price comparison tool to do the shopping for you and help you find the best price for your books.

Bookstore products and services include new and used textbooks, 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 - including an espresso cart so you can get the caffeine boost you need! Please contact the Bookstore for book refund and textbook buyback policy.

For more information or questions, please contact the Bookstore at 541-278-5733 or e-mail [bookstore@bluecc.edu](mailto:bookstore@bluecc.edu).

### ***Print Center***

The BMCC Print Center is located in the bookstore in Pioneer Hall on the Pendleton campus and is open to the public. The Print 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 PrintCenter staff for more information.

### ***Student Union Cafeteria***

The Pendleton campus houses the BMCC Student Union (SU), located in Pioneer Hall. The Student Union is open to students, staff and visitors. The SU is a place where student and staff can find food options along with a place to relax and study. The SU also offers a game room for recreation.

The SU food service 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. Hours are Monday - Thursday 10:30 am-1:30 pm. Payment method includes: cash, check, and debit.

### ***Library***

The Library at Blue Mountain Community College serves all students, faculty, and staff who attend BMCC in person at one of our physical locations or who are pursuing their learning solely online. Through thoughtful services and access to vital learning and technology resources, the library supports the scholarly pursuits and lifelong learning goals of both the campus and wider 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. Additionally, the Library is a member of the SAGE Library system, a consortium of over 75 libraries in eastern Oregon from which patrons can easily borrow and return materials. Interlibrary Loan services are available to all faculty and students for requesting items that are beyond our region.

The Library's extensive amount of online resources are available 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, streaming media, and Research Guides that support learning via tutorials and suggested resources by discipline. All of our online research resources are accessible 24/7 from your favorite study location!

If you need help getting started with library resources, you are encouraged to contact a Library staff member for assistance in navigating Library resources. From brainstorming, working through your thesis, to find just the right research, our Library Director is available to assist you in person or even via e-mail. Research assistance is also available online 24/7 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) email: [library@bluecc.edu](mailto:library@bluecc.edu), 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).

### **Distance Education**

Distance education is any kind of learning in which students and the instructor are separated by time and/or place. You will need to have access to the internet and a current laptop or desktop computer. It can be delivered using various methods, including:

- **DISTANCE CLASSROOM:** Course meets at a specific time at a BMCC site and you will join using web conference technology. Your instructor will not be in the room; he/she will be lecturing live from another location. In person attendance is expected

- **DISTANCE INTERNET:** Course meets at a specific time; attendance is expected but you can join remotely from any location using web conferencing technology.
- **ONLINE:** Course can be completed entirely without being in a specific location. You may be required to take exams at an approved testing center. The college uses Canvas as their learning management system.
- **BLENDED:** Course is delivered via a combination of in-person and online delivery methods. You (student) are expected to attend the first day of class to receive instructions for course expectations.

**Distance Education Class Textbooks:** There are many options for accessing textbooks for distance education courses at BMCC. In some courses, textbook costs are included as a part of the course tuition, so students will not have to purchase a textbook separately. In other courses, textbooks are built using Open Educational Resources, which are low-cost or free for students. Please contact the BMCC Bookstore for textbook options [www.bookstore.bluecc.edu](http://www.bookstore.bluecc.edu), or students can e-mail the course instructor for textbook information.

**Technical Help and Support:** The Office of Distance Education is located on the Pendleton campus in Emigrant Hall, Room 115. 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 our [BMCC Online Resources](#) page .

**Registering for Distance Education Classes.** For registration information and a list of courses, go to <https://ais2.bluecc.edu/Schedule/> .

**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 our Website for more financial assistance information or your wolf-web (financial aid) for additional documents needed.

**Paying for Distance Education Classes:** Tuition and fees for distance education classes are assessed at the rates listed in the Schedule of Classes published each term and online at [www.bluecc.edu](http://www.bluecc.edu). There is an additional \$40.00 per class fee for any online class taken for credit.





# Student Governance

## Student Rights, Responsibilities, and Conduct

*Blue Mountain Community College reserves the right to make changes to the rights, regulations, procedures, and information contained herein as educational, financial, and legal considerations or mandates require. Academic policies in the BMCC catalog supersede the academic policies listed in this document if in conflict. Additionally, some academic programs may have additional student conduct requirements in addition to the policies contained in this document.*

Admission to Blue Mountain Community College and participation in all college sponsored activities and curriculum carries with it the presumption that students will conduct themselves as responsible members of the BMCC community. The term "student" includes all persons taking courses offered by the college, both full-time and part-time, pursuing credit or non-credit classes or enrolled in any special program approved by the college. Persons who are not officially enrolled for a particular term, but who have a continuing relationship with the college, may be considered "students." It is the responsibility of the student to observe campus rules and regulations and to help maintain appropriate conditions in the classroom, on the campus, and in the community. A student's registration obligates him/her to comply with the policies and regulations of the College. Blue Mountain Community College is granted the right by law and approved by the Board of Education to adopt such rules as are deemed necessary to assure the college is a safe and supportive environment for all. Student Rights, Responsibilities, and Conduct may also be accessed via the web at [www.bluecc.edu](http://www.bluecc.edu).

This Student Rights, Responsibilities, and Conduct document applies to all immediate and surrounding areas deemed as BMCC property and jurisdiction.

## I. Student Rights and Responsibilities

Students at BMCC have the right to various freedoms and protections, such as the right to: freedom of association, inquiry and expression; freedom from harassment, sexual harassment, and discrimination; and participation in institutional governance, co-curricular activities, student clubs, and file a complaint.

### A. FREEDOM OF ASSOCIATION

Students bring to the campus a variety of interests previously acquired and develop many new interests as

members of BMCC. They shall be free to organize and join associations to promote their common interests subject to the following considerations:

1. The membership, policies, and actions of a student organization usually will be determined by vote of only those persons who are verified BMCC students or their representatives.
2. Each organization shall be free to select its own BMCC advisor, except for the Associated Student Government whose advisor is hired by the BMCC administration. Employees serve the college community when they accept the responsibility to advise and consult with student organizations; they shall not have authority to control the procedure of such organizations.
3. Campus organizations, including those affiliated with an external organization, shall be open to all students without respect to race, gender, religion, national origin, sexual orientation, marital status, color, parental status, age, mental or physical disability, Vietnam Era or disabled veteran status, expunged juvenile records, family relationships, application for workers' compensation benefits, or any other status protected under applicable federal, state, or local law.
4. In keeping with BMCC Procedure (07-2003-0012), children will not be permitted in classrooms. Children under the age of 16 must be accompanied by an adult while using any BMCC facility including the McCrae Activity Center, Computer Labs or Library.

### B. FREEDOM OF INQUIRY AND EXPRESSION

Students and student organizations shall be free to examine and to discuss all questions of interest to them, and to express opinions publicly and privately. They must always be free to support causes by orderly means which do not disrupt the regular and essential operation of the institution. At the same time, it should be made clear to the academic and the larger community that in their public expressions or demonstrations, students or student organizations speak only for themselves. Actions by individuals or groups to prevent speakers invited to the campus from speaking, to disrupt the operations of the institution in the course of demonstrations, or to obstruct or restrain other members of the academic community and campus visitors by physical force are destructive of the pursuit of learning and of a free society. All components of the academic community are under a strong obligation to protect its processes from these tactics.

### C. FREEDOM FROM HARASSMENT

Blue Mountain Community College is committed to

providing a learning and working environment free of harassment. If a BMCC student objects to offensive behavior or is the subject of offensive behavior by another student, college employee, or other person on college premises, it is recommended that he/she take personal responsibility to make sure the alleged harasser is told the activity or comments are not welcome. Second, he/she should also take personal responsibility not to engage in conduct which reasonably leads another person to believe that comments or innuendoes are enjoyed or encouraged. BMCC expects that harassment complaints will be filed when the conduct is, offensive and substantially interferes with a student's academic progress, health, safety, or work. Students at any BMCC location who believe they have been subjected to harassment or offensive conduct should file an incident report via the college website at [www.bluecc.edu](http://www.bluecc.edu) or may report the alleged act immediately with the Office of the Vice President of Student Affairs, 2411 NW Carden Ave., Pendleton, Oregon, 97801; Telephone: 541-278-5796, Morrow Hall, Room M-151.

#### **D. FREEDOM FROM SEXUAL HARASSMENT**

Students are protected from sexual harassment by Board of Education policies, state, and federal statutes. BMCC will not tolerate sexual assault, domestic violence, dating violence, or stalking, as defined below:

**Sexual Assault:** Sexual assault is any sexual contact made without consent. Consent is a clear yes, not an absence of no. All physical contact requires clear verbal consent, even a seemingly innocent hug or kiss.

**Domestic Violence:** Includes asserted violence misdemeanor and felony offenses committed by the victim's current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.

**Dating Violence:** Means violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such a relationship will be gauged by its length, type, and frequency of interaction.

**Stalking:** Means a course of conduct directed at a specific person that would cause a reasonable person to fear for her, his, or others' safety, or to suffer substantial emotional distress.

#### **Policy Statement:**

Under the College's policy, unlawful discrimination, unlawful harassment, and sexual misconduct will not be tolerated. Management and staff will be held

accountable to take reasonable action to bring the matter to the attention of the appropriate authority, who will take action pursuant to BMCC policy in order to maintain work areas and educational environments free from conduct that causes, or reasonably could be considered to cause, intimidation, hostility, or discrimination. Any student or employee, who believes they have been discriminated against, harassed, or the victim of sexual misconduct by college employees, campus visitors, or students are encouraged to file an incident report via the college website at [www.bluecc.edu](http://www.bluecc.edu) or directly with a designated Title IX Coordinator.

#### **Contact Information:**

Title IX Coordinator, Tammie Parker, Vice President of Administrative Services (541) 278-5850 M-217

Title IX Coordinator, Diane Drebin, Vice President of Student Affairs (541) 278-5796 M-150

#### **E. FREEDOM FROM DISCRIMINATION**

Blue Mountain Community College (BMCC) is an Equal Opportunity institution and is nondiscriminatory relative to race, religion, color, national origin, gender identity, sexual orientation, marital status, familial relationship, age, disability or veteran status. BMCC adheres to all federal and state civil rights legislation, as amended, including but not limited to Title VI of the Civil Rights Act of 1964 (34 CFR 100), Title IX of the Education Amendments of 1972 (34 CFR 106), Section 504 of the Rehabilitation Act of 1973 (34 CFR 104), the Americans With Disabilities Act of 1990 (28 CFR 35), and the Oregon Civil Rights Law (ORS 659), as well as their implementing regulations. Any person having inquiries concerning BMCC's policies, procedures, and implementation of these may contact the Human Resources Office or Office of the Vice President of Student Affairs in Morrow Hall.

#### **F. STUDENT PARTICIPATION IN INSTITUTIONAL GOVERNANCE**

As members of the academic community, students must be free to express their views on issues or institutional procedures and on matters of general interest to the student body. The student body must have clearly defined means to participate in the formulation and application of procedures affecting academic and student affairs. The role of the student government and both its general and specific responsibilities must be made explicit, and the actions of the student government within the areas of its jurisdiction shall be reviewed only through orderly and prescribed procedures.

## G. OFF CAMPUS FREEDOM OF STUDENTS

Blue Mountain Community College students are both citizens and members of the College community. As citizens, students shall enjoy the same freedom of speech, peaceful assembly, and right to petition that other citizens enjoy and, as members of the College community, they are subject to the obligations which accrue to them by virtue of this membership. Activities of students may upon occasion result in violation of law. Students who violate the law may incur penalties prescribed by civil authorities, but institutional authority must never be used merely to duplicate the function of general laws. Only where the institution's interests as an academic community are distinct and clearly involved may the special authority of the institution be asserted.

## H. RIGHT TO FILE A COMPLAINT

The College recognizes that disputes may sometimes arise and encourages the parties involved to resolve the conflict informally whenever possible. If resolution cannot be reached informally, a formal complaint process will be provided in order to assure impartial and equitable resolution for those conflicts. Any individual that feels they have been treated unfairly will have the ability to present their concerns and has the right to be heard fairly and promptly. This complaint process may not be invoked for matters that have independent appeal processes established. Examples of these include, but are not limited to academic standing appeals, student conduct decisions, FERPA regulations, financial aid awarding and decisions, grades, Title IX regulations, discrimination and harassment policies/procedures, and safety related activity. Matters which are not grievable through the informal or formal complaint process include the following:

- Federal and State laws
- Employment and personnel decisions
- Policies of the Board of Education
- Rules and procedures adopted by the department of Community Colleges and Workforce Development

Procedures for filing a formal complaint: Complaints should be filed as soon as possible or no more than 90 days after the incident occurs. Confirmation that a complaint has been received and is being considered will take place within five regular business days by an appointed College designee via the complainant's preferred contact information. For more information on resolving a complaint or filing a formal complaint go to the college website [www.bluecc.edu](http://www.bluecc.edu) and click on "Do you have a complaint?" <http://www.bluecc.edu/support-services/information/student-complaint-process>

### Contact Information:

Tammie Parker, Vice President of Administrative Services  
(541) 278-5850 M-217

Diane Drebin, Vice President of Student Affairs (541)  
278-5796 M-150

## II. Student Conduct

The procedures that follow are intended to achieve an equitable solution that will resolve the disputes and issues with due regard to the rights of the parties involved, the protection of the faculty and student body, and the interest of the College. The chief administrator responsible for student rights, freedoms, responsibilities, and due process is the Vice President of Student Affairs. Blue Mountain Community College or any other partnering institution by way of consortium agreement or official Memorandum of Understanding will be accountable to conduct standards for each institution. By agreement each may intervene in cases of misconduct, particularly in issues involving health and safety. Students will be given opportunity for due process. Students found in violation of conduct codes may receive sanctions from each institution. Blue Mountain Community College and its partners reserve the option to decide that only one institution will process a case of misconduct. Like other members of the academic community, the student is expected to conduct himself/ herself in accordance with standards of the College that are designed to perpetuate its educational purposes. A charge of misconduct may be made against a student for violating provisions of published College regulations and policies. Where a student is subject to a charge of misconduct, such charge shall be processed in accordance with the procedures set forth in this document.

*NOTE: Students' privacy is protected in accordance with the federal Family Educational Rights and Privacy Act, 20*

*U.P.S.C. Section 1232g; 34 CFR Part 99 (2000) and in compliance with Title IX, Clery Act, SaVE Act, and the Violence Against Women Act in the administration of these standards of student conduct.*

### A. STANDARDS OF STUDENT CONDUCT

A student enrolling in Blue Mountain Community College assumes an obligation to conduct himself/herself in a manner compatible with the functions of the College as an educational institution. The following are examples of the categories of misconduct for which students may be subject to disciplinary action:

1. Dishonesty, including but not limited to forgery, changing or misuse of College documents, records



of identification, cheating, plagiarism, aiding or abetting cheating or plagiarism, knowingly furnishing false information to the College in written or electronic form or copying College software.

2. Furnishing false information to the College with the intent to deceive the College or any person or agency
3. Failure to comply with the lawful directions of College personnel acting in performance of their duties (e.g., disrupting class sufficiently to hinder effective instruction).
4. Physical or verbal abuse, or harassment of any person on College-owned property or at College-sponsored or supervised functions, or conduct which threatens or endangers the health or safety of any such person.
5. Disorderly conduct or lewd, indecent, or obscene conduct or expression as defined by local, state or federal law on College-owned or -controlled property, or at a College-sponsored or -supervised activity.
6. Interference by force or by violence (or by threat of force or violence) with any administrator, faculty or staff member, or student at the College who is in the lawful discharge or conduct of his/her duties or studies.
7. Conduct which materially or substantially disrupts the educational process of the College.
8. Failure to disperse when an assembly is ordered to disperse by College officials.
9. Unwanted contact or communication of any nature with another student or a staff member after being advised by a College official or affected student that such contact or communication is unwelcome and disruptive to the education process of the College as determined by a College official.
10. Harassment, sexual harassment, and discrimination. See Sections IC, ID, IE.
11. Theft of, conversion of, or damage to property of the College or of a member of the College community, such as visitors, students, or employees.
12. Abuse or unauthorized use of the College's computer equipment, software, passwords, records, or any violation of the confidentiality or security of passwords, records, or software, including but not limited to networks, Internet, social media, and Email. Fraudulent, harassing or obscene messages and/or materials as defined by contemporary court decisions are not to be viewed downloaded sent or stored.
13. Unauthorized use of snooping or recording devices on College-owned property or at College sponsored

events. As a means of note taking, students may use recording devices to record lectures. However, this must be previously approved by the instructor and openly displayed during the lecture period.

14. Unauthorized use of College supplies or equipment.
15. Gambling, except as expressly permitted by law.
16. Disobedience of the notice against trespass.
17. Unauthorized entry to or use of the College campus and its facilities.
18. Possession, consumption, being perceptibly under the influence, or furnishing of alcoholic beverages (as identified by federal or state law) on College-owned or -controlled property or at College or student organization supervised functions
19. Possession, consumption, being perceptibly under the influence, or furnishing of any narcotic or dangerous drug, as defined by ORS 475 and ORS 167.203 to 167.252 [as now law or herein after amended], except when use or possession is lawfully prescribed by an authorized medical doctor or dentist.
20. Possession or use of firearms, explosives, dangerous chemicals, substances, or instruments or other weapons which can be used to inflict bodily harm on any individual or damage upon a building or grounds of the College. Incendiary devices or any weapon facsimiles are prohibited on or in College facilities and/or grounds. This includes College-owned or -controlled property or at College sponsored or supervised functions.
21. All College buildings have been designated as "tobacco free" buildings. Use of tobacco products or inhalant devices is prohibited in all BMCC facility/building including classrooms.
22. Violations of published College procedures, the rules in this section, and any other College procedures which may be enacted.

## **B. FORMS OF DISCIPLINE/PENALTIES**

1. Disciplinary Warning. Notice that a student's conduct in a specific instance does not meet College standards and that continued misconduct may result in more serious disciplinary action by the Associate Vice President of Enrollment Management.
2. Disciplinary Probation. Written notice by the Vice President of Student Affairs or her/his designee that the student found in violation of the College standards may continue to be enrolled under stated conditions. Violations of the stated conditions will be cause for more serious disciplinary action.

3. Suspension. The Vice President of Student Affairs may suspend a student for a fixed period of time. Suspension means imposition of one or more of the following penalties. Forfeiture of the right to enter the campus;
  - a. Exclusion from one or more classes;
  - b. Exclusion from classes and/or activities.
  - c. Students may be required to meet with the Vice President of Student Affairs prior to being allowed to enroll at the College after the suspension period has expired.
4. Expulsion. Authority to terminate student status at Blue Mountain Community College (i.e., removal of the privilege to attend Blue Mountain Community College) rests with the College President.
5. Supplemental Sanctions. The Vice President of Student Affairs or her/his designee may impose additional sanctions or requirements which clearly address the issues involved in the misconduct. Any of the following may be imposed in connection with the above, but are not to be limited to:
  - a. Work assignments
  - b. Service to the College or community;
  - c. Imposed fines; restitution, i.e., compensation for loss, damage, or injury (this may take the form of appropriate service and/or monetary or material replacement);
  - d. Educational sanctions, e.g., decision making skills workshops/peer education, written responses to posed questions;
  - e. Academic sanctions, e.g., revocation of degree, holding transcripts, removal from courses,;
  - f. Loss of privileges;
  - g. "No trespassing" order.
6. Temporary Exclusion. The Vice President of Student Affairs or an approved designee may suspend a student for up to two class meetings because the student is disrupting the class sufficiently to hinder effective instruction, or when the health and safety of the instructor(s), student(s), or staff is in jeopardy. In rare circumstances it may be necessary to temporarily exclude a student from classes or activities for the rest of a term. The Vice President of Student Affairs will confer with the student and provide the student with an opportunity to explain his or her behavior. The Vice President of Student Affairs may exclude the student when a student's health, behavior, or other actions represent a serious and immediate threat to the ongoing educational activities of the College or the health and safety of

any individual.

7. Referral to Outside Authorities. In the case where a student is in violation of federal and state laws on College property, or College sponsored related activities, the College may refer the student to local law enforcement agencies for prosecution.

The Vice President of Student Affairs and the College President have discretionary power under the above guidelines. If, in their opinion, a deviation from the above process is warranted, any or all steps may be eliminated or postponed and a more or less severe penalty imposed. Decisions to deviate from established procedure will be well documented and will be made in partnership with at least one of the other administrators.

### C. DISPUTE RESOLUTION PROCEDURES

Each of the dispute types listed below shall be subject to a dispute resolution process. The same process is not necessarily appropriate for resolving all disputes. The dispute types listed below will be resolved through the following procedures:

#### 1. Grade Appeals

Should a student feel that he/she was not graded fairly and has discussed the issue with the instructor; the student may appeal to the Vice President of Instruction for a change in grade in accordance with the following appeal process:

- a. The student shall complete a grade appeal form which shall include all the particulars of the situation surrounding the grade given, what grade change is requested and a statement that substantiates the perception of the student that the grade assigned is unfair.
- b. The form shall be submitted to the Vice President of Instruction who shall review the appeal with the instructor. The instructor shall respond to the statement of the student in written form.
- c. If the instructor's decision is to change the grade in agreement with the student's request, it will be so recorded and the process will be terminated.
- d. If the instructor's decision is to not change the grade and the student is not satisfied with the decision the appeal process may be continued.
- e. All documentation surrounding the grade appeal shall be reviewed by a committee of three regular faculty members. The Vice President of Instruction shall select five faculty members from three separate disciplines who are willing to serve in this capacity. If five faculty members are not willing to serve in this capacity then the Vice President of Instruction shall appoint five faculty members. The

instructor involved shall strike two of the names, and the three remaining names shall conduct the grade appeal. The committee shall be authorized to change a grade and the committee's decision shall be final. A permanent record of the grade shall be maintained in the Registrar's office.

## 2. Charges of Student Misconduct Made by Faculty, Student or Staff Member.

These charges could include any violation of the Standards of Student Conduct set forth above which comes to the attention of a faculty or staff member. Faculty, students and staff members are encouraged to deal with student misconduct on an informal basis whenever possible. However, where the misconduct rises to a level such that informal resolution is not appropriate the faculty, student, or staff member may initiate this dispute resolution procedure by filing an incident report via the college website at [www.bluecc.edu](http://www.bluecc.edu) or directly with the Vice President of Student Affairs and includes the following information:

- a. A complaint setting forth the name of the student;
- b. A description of the alleged inappropriate conduct;
- c. A reference to the student conduct policy allegedly violated, and if informal dispute resolution was attempted, a statement of the steps utilized or, if no informal dispute resolution was attempted then an explanation of the reason why such an attempt was not made.
- d. Name and telephone number of the faculty, student, or staff member initiating the complaint.

At an initial conference with the Vice President of Student Affairs or her/his designee, the student will be informed in writing of the charges and the penalty which might result from consideration of the disciplinary matter.

Failure of the student to attend the conference without good cause and prior notification or a verifiable emergency may constitute a waiver of the student's right to participate and appeal further.

The student must submit all of his/her evidence within seven (7) calendar days of the initial conference.

After considering the evidence in the case and interviewing persons as appropriate, the Vice President of Student Affairs may take one of the following actions:

- a. Terminate the proceedings, exonerating the student;
- b. Dismiss the case after appropriate counseling and advice;
- c. Impose an appropriate sanction as described.

The student will be notified in writing of the decision of

the Vice President of Student Affairs or her/his designee. The student may appeal the decision by filing a written appeal with the Vice President of Student Affairs (or designee) within seven (7) calendar days of the decision. The Vice President of Student Affairs (or designee) shall render a decision on the appeal within seven (7) calendar days of its filing. The decision of the Vice President of Student Affairs (or designee) shall be final and not subject to further appeal. In cases where expulsion is the recommended outcome, the College President will make the final decision and no further appeals will be allowed.

## ACADEMIC DISHONESTY

### I. ACADEMIC DISHONESTY

1. Plagiarism is presenting someone else's work, ideas, Plagiarism is presenting someone else's work, ideas, data or other creative work as one's own. When a student uses someone else's work, the source of that information must be acknowledged through complete, accurate and specific references. Verbatim statements must also be enclosed in quotation marks.

Examples include:

- 1) not quoting words, ideas, or statistics of another person;
- 2) downloading another person's work from the Internet and claiming that it is your own.

Cheating is an act of deception by which a student misrepresents that he or she has mastered information on an academic exercise which, in fact, has not been mastered.

Examples include:

- 1) copying another person's work without their knowledge;
- 2) giving a false excuse to a professor.

Fabrication and/or Falsification is the intentional use of invented information or the falsification of research/ other findings with the intent to deceive.

Examples include:

- 1) inventing false data, research results, or statistics;
- 2) altering records or procedures.

Abuse of Academic Materials is intentionally or knowingly destroying, stealing, or making academic resources inaccessible to others.

Examples include:

- 1) hiding books or materials from other students;
- 2) destroying another student's notes or homework.

Aiding and Abetting is encouraging and enabling others to commit a breach of academic honesty. This often

resembles cheating.

Examples include:

- 1) allowing another student to cheat off of your work/test;
- 2) not alerting an instructor of cheating if you are aware of its occurrence.

## II. OTHER ACADEMIC HONESTY ISSUES

**Grade Tampering** involves cheating, altering, or being an accessory to the changing and/or altering of a grade in a grade book, on a test, on an assignment, on a change of grade form, or on any other official academic record. Influencing or attempting to influence any college official, instructor, or employee responsible for processing grades, evaluating students, or maintaining academic records through the use of bribery, threats, or any other means of coercion is forbidden.

## III. ACADEMIC HONESTY VIOLATION INFORMATION

### **Facilitating Academic Dishonesty**

A student who knowingly helps or attempts to help another individual violate the college's policy on academic honesty also violates the Standards of Student Conduct.

### **Penalties**

Students who engage in academic dishonesty can expect some academic penalty to be determined by the instructor. Additionally, academic dishonesty may result in a disciplinary action and/or penalties. The disciplinary consequences of engaging in any form of academic dishonesty vary. However, the consequences often include warning, probation, suspension, and expulsion. For more information, see the Student Rights, Responsibilities and Conduct found on pages 34-40 of the Student Handbook or on the Blue Mountain Community College website at [www.bluecc.edu](http://www.bluecc.edu).

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

Blue Mountain Community College information regarding academic programs, student completion/graduation rates, financial assistance, athletics, institutional financial support, privacy rights (FERPA), campus security, crime statistics and other Student Right to Know items may be obtained by going to <http://www.bluecc.edu/enrollment-services/financial-aid/consumer-information-student-right-to-know>.

### **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 not be released to third parties without the written consent of the student.

The following information is considered "directory information" and may be released without written permission from a student: Student 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 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: student name, address, telephone number, date of birth, educational level, academic major and degrees awarded upon request from recruiters of the branches of the U.S. military. If you request that this information not be released, BMCC will not release to military recruiters or other parties except as noted in this publication or upon written permission from you.

### **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:

Associate of Arts Oregon Transfer (AAOT) Degree

Oregon Transfer Module

Associate of Science (AS) Degree

Associate of General Studies (AGS) Degree

Associate of Science Oregon Transfer/Business (ASOT/  
Bus) Degree

Associate of Science Oregon Transfer/Computer Science  
(ASOT/CS) Degree

Career and Technical Programs AAS/Certificates and  
Career Pathways Certificates of Completion (CPC)

- 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
- English Language Development
- Fire Science Technology
- Industrial Mechanics and Maintenance Technology Apprenticeship
- Industrial Systems Technology
- Nursing
- Precision Irrigated Agriculture
- Retail Management
- Veterinary Assistant
- Welding

### **BMCC General Education Outcomes**

The education of undergraduate students who obtain the AAOT degree is an essential activity of all Oregon community colleges and universities. This requires effective General Education curriculum that aligns to Statewide General Education Outcomes. Through the course offerings necessary to attain an AAOT degree, BMCC students will have achieved the following general education outcomes:

### **Arts & Letters**

- Interpret and engage in the Arts & Letters, making use of the creative process to enrich the quality of life; and
- Critically analyze values and ethics within a range of human experience and expression to engage more fully in local and global issues.

### **Cultural Literacy**

- Identify and analyze complex practices, values, and beliefs and the culturally and historically defined meanings of difference.

### **Mathematics**

- Use appropriate mathematics to solve problems; and
- Recognize which mathematical concepts are applicable to a scenario, apply appropriate mathematics and technology in its analysis, and then accurately interpret, validate, and communicate the results.

### **Science or Computer Science**

- Gather, comprehend, and communicate scientific and technical information in order to explore ideas, models, and solutions and generate further questions;
- Apply scientific and technical modes of inquiry, individually, and collaboratively, to critically evaluate existing or alternative explanations, solve problems, and make evidence-based decisions in an ethical manner; and
- Assess the strengths and weaknesses of scientific studies and critically examine the influence of scientific and technical knowledge on human society and the environment.

### **Social Science**

- Apply analytical skills to social phenomena in order to understand human behavior; and
- Apply knowledge and experience to foster personal growth and better appreciate the diverse social world in which we live.

### **Speech/Oral Communication**

- Engage in ethical communication processes that accomplish goals;
- Respond to the needs of diverse audiences and contexts; and
- Build and manage relationships.

### **Writing**

- Read actively, think critically, and write purposefully and capably for academic and, in some cases, professional audiences;
- Locate, evaluate, and ethically utilize information to communicate effectively; and
- Demonstrate appropriate reasoning in response to complex issues.

## Information Literacy

- Formulate a problem statement;
- Determine the nature and extent of the information needed to address the problem;
- Access relevant information effectively and efficiently;
- evaluate information and its source critically; and
- Understand many of the economic, legal, and social issues surrounding the use of information.

## 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 2007 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.

## Transfer Degrees

### Associate of Arts Oregon Transfer (AAOT)

Associate of Arts Oregon Transfer (AAOT) degree, is a non-designated block transfer degree designed for the student who intends to transfer to a four-year college or university within the Oregon University System (OUS). Students 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.

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.

#### **Foundational Requirements:**

Courses must be a minimum of 3 credits (except for Health/Wellness courses, which may be any number of credits)

#### Writing:

A student must have at least 8 credits of Writing;

- WR 121 - English Composition 4  
and either
- WR 122 - English Composition 4
- or
- WR 227 - Technical Report Writing 4
- WR 123 may be used to complete the 8 credits.

#### Oral Communication:

- COM 111 - Public Speaking 4

#### Math:

Complete a minimum of four credits in:

- MTH 105 - Introduction to Contemporary Mathematics 5 or higher

#### Health/Wellness:

One or more courses totaling at least three credits from:

- HE 115 - Body Composition Assessment 1
- HE 250 - Personal Health 3
- HE 252 - First Aid 3
- HE 253 - Personal Nutrition 3
- HPE 295 - Health and Fitness for Life 3
- PE 131 - Introduction to Physical Education 3
- PE 185 - Physical Education Activity 1
- PE 290 - Lifeguard Training Review 1
- PE 291 - Lifeguard Training 2

- PE 292 - Water Safety Instructor/WSI 2
  - PE 293 - Lifeguard Instructor Training/LGI 2
- (Does not include HE199 or HE299, PE199 or PE299, or HPE199 or HPE299).

**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 (*List - 1 on page 113*)

**Social Science:**

Complete at least 4 courses chosen from at least two disciplines in this area. (*List - 2 on page 113*)

**Science/Math/Computer Science:**

Complete at least 4 courses from at least two disciplines in Lab Science / Non-Lab Science / Mathematics / Computer Science, including 3 laboratory courses in biological and/or physical science. (*Lists - 4, 5, 6, & 3 on page 114*)

**Cultural Literacy:**

Complete at least 1 course from any of the discipline studies that is designated as meeting the statewide criteria for cultural literacy (*List - 9 on page 115*). This course can be one of the 11 required Discipline Studies courses.

**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. (*List - 11 on page 115*)

**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**

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:

**Foundational Requirements:**

Courses must be a minimum of 3 credits (except for Health/Wellness courses, which may be any number of credits)



**Writing:**

A student must have at least 8 credits of Writing; WR123 may be used to complete the 8 credits. (This course reference is for use by students transferring into BMCC who may have completed PSY203 at another institution or by students who completed the course prior to 2009 at BMCC. The course is not available at BMCC. Reference merely used to support pre-requisite identification.)

**Writing**

WR 121 - English Composition 4

WR 122 - English Composition 4

OR

WR 227 - Technical Report Writing 4

**Oral Communication:**

COM 111 - Public Speaking 4

**Math:**

Complete a minimum of four credits in MTH 105 or higher (List - 4 on page 114)

**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 (List - 1 on page 113)

**Social Science:**

Complete at least 3 courses chosen from at least two disciplines in this area (List - 2 on page 113)

**Science/Math/Computer Science:**

Complete at least 3 courses including 1 laboratory course in biological and/or physical science (Lists - 4, 5, 6, & 3 on page 114)

**Associate of Science (AS)**

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:

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.

**Foundational Requirements:**

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:**

A student must have at least 6 credits of Writing:

WR 121 - English Composition 4

WR 122 - English Composition 4

**Health/Fitness:**

One or more courses totaling at least three credits from:

HE 115 - Body Composition Assessment 1

HE 250 - Personal Health 3

HE 252 - First Aid 3

HE 253 - Personal Nutrition 3

HPE 295 - Health and Fitness for Life 3

PE 131 - Introduction to Physical Education 3

PE 185 - Physical Education Activity 1

PE 290 - Lifeguard Training Review 1

PE 291 - Lifeguard Training 2

PE 292 - Water Safety Instructor/WSI 2

PE 293 - Lifeguard Instructor Training/LGI 2

(does not include HE199 or HE299, PE199 or PE299, or HPE199 or HPE299).

**Math:**

MTH 105 - Introduction to Contemporary Mathematics Credits - 5 or higher

Communication:  
COM 111 - Public Speaking 4

Computer Science:  
CS 120 - Concepts of Computing 4

**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 (*List - 1 on page 113*)

Social Science:  
Complete at least 3 courses chosen from at least two disciplines in this area (*List - 2 on page 113*)

Lab Science:  
Complete at least 1 course in biological and/or physical science (*List - 6 on page 114*)

Science/Math/Computer Science:  
Complete at least 1 course from the math, science, or computer science courses lists (*Lists - 4, 5, 6, & 3 on page 114*)

**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. (*List - 11 on page 115*)

## **Associate of Science Oregon Transfer/ Business (ASOT/Bus)**

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:

1. Associate Degree Comprehensive Requirements
2. 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.

\*NOTE: Components of this degree were updated 5/11/18. For details refer to the Addenda page located at this link <http://catalog.bluecc.edu/content.php?catoid=6&navoid=256>

### **Foundational Requirements:**

Courses must be a minimum of 3 credits

Writing:

A student must have at least 8 credits of Writing; WR123 may be used to complete the 8 credits.

- WR 121 - English Composition 4
  - WR 122 - English Composition 4
- OR
- WR 227 - Technical Report Writing 4

Oral Communication:  
 • COM 111 - Public Speaking 4

Math:  
 Complete at least 3 courses for which MTH 095 is a prerequisite to include MTH 243.

Computer Applications:  
 • BA 131 - Introduction to Business Computing 4

**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 (*List - 1 on page 113*)

Social Science:  
 Complete at least 4 courses chosen from at least two disciplines in this area to include EC201 and EC202 (*List - 2 on page 113*)

Science:  
 Complete at least 4 courses chosen from at least two disciplines including at least 3 laboratory courses in biological and/or physical science. (*List - 5 & 6 on page 114*)

Cultural Literacy:  
 • COM115 - Intercultural Communication 4

Business Courses:  
 • BA 101 - Introduction to Business 4  
 • BA 206 - Principles of Management 4  
 • BA 211 - Principles of Accounting 4  
 • BA 212 - Principles of Accounting 4  
 • BA 213 - Principles of Accounting 4  
 • BA 226 - Business Law (or other advisor approved Business course elective) 4

**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. (*List - 11 on page 115*)

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

Associate of Science Oregon Transfer/Computer Science (ASPT/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:

1. Associate Degree Comprehensive Requirements
2. 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:

A student must have at least 8 credits of Writing; WR123 may be used to complete the 8 credits.

- WR 121 - English Composition 4
- WR 122 - English Composition 4
- OR
- WR 227 - Technical Report Writing 4

### Oral Communication:

- COM 111 - Public Speaking 4

### Math:

- MTH 251 - Calculus 4
- MTH 252 - Calculus 4

### Health/Wellness:

One or more courses totaling at least three credits from

- HE 115 - Body Composition Assessment 1
- HE 250 - Personal Health 3
- HE 252 - First Aid 3
- HE 253 - Personal Nutrition 3
- HPE 295 - Health and Fitness for Life 3
- PE 131 - Introduction to Physical Education 3
- PE 185 - Physical Education Activity 1
- PE 290 - Lifeguard Training Review 1
- PE 291 - Lifeguard Training 2

- PE 292 - Water Safety Instructor/WSI 2
  - PE 293 - Lifeguard Instructor Training/LGI 2
- (does not include HE199 or HE299, PE199 or PE299, or HPE199 or HPE299)

**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 (*List - 1 on page 113*)

**Social Science:**

Complete at least 4 courses chosen from at least two disciplines in this area (*List - 2 on page 113*)

**Lab Science:**

Complete at least 3 laboratory courses in biological and/or physical science (*List - 6 on page 114*)

**Cultural Literacy:**

Complete at least 1 course from any of the discipline studies that is designated as meeting the statewide criteria for cultural literacy (*List - 9 on page 115*). This course **cannot** be one of the 11 required Discipline Studies courses.

Course must have been completed summer term 2010 or later

**Computer Science:**

- CS 160 - Gentle Introduction to Programming 4
- CS 161 - Computer Science 4
- CS 162 - Computer Science 4
- CS 260 - Data Structures 4

**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 BA 104 and BA 105. (*List - 11 on page 115*)

**Interstate Passport I**

The Interstate Passport program enables successful transfer of a block of lower-level general education learning to other institutions participating in the Interstate Passport Network (Network). Students who earn their Passport at Blue Mountain Community College will not be required to repeat or take additional course work to meet lower-division general education requirements in the Passport's nine areas when they transfer to any other Network member institution. BMCC will begin transcribing the Interstate Passport in

2015. Students with an interest in earning the Passport should see our website at <http://www.bluecc.edu/InterstatePassport> and contact their Advisor.

**Non-Transfer Degree and Certificate Programs**

**Associate of General Studies (AGS)**

Associate of General Studies (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:

\*Note: Components of this degree were updated 5/14/18. For details refer to the Addenda page located at this link: <http://catalog.bluecc.edu/content.php?catoid=6&navoid=256>

**Foundational Requirements:**

courses must be a minimum of 3 credits (except for Health/Wellness courses, which may be any number of credits)

**Writing:**

- WR 121 - English Composition 4

**Communication:**

- COM 100 - Human Communication 4
- COM 111 - Public Speaking 4

**Math:**

Complete one of the following:

- MTH 042 - Technical Mathematics 4
- MTH 070 - Elementary Algebra 4
- MTH 092 - Quantitative Literacy 4 or higher
- BA 104 - Business Mathematics 4

**Discipline Studies:**

(courses must be at least 3 credits)

**Arts and Letters:**

Complete at least 2 courses (*List - 1 on page 113*)

Social Science:

Complete at least 2 courses (*List - 2 on page 113*)

Lab Science:

Complete at least 1 course (*List - 6 on page 114*)

**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. (*List - 11 on page 115*)

**Associate of Applied Science (AAS)**

This degree is 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.

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 (CC)**

This certificate is 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)**

This is 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)**

This is 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.

**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 Statewide Associate of Applied Science (SAAS) degrees and certificates of completion for journeymen in the areas of inside electrician, manufacture plant electrical, limited maintenance electrical, plumbing, industrial maintenance mechanic, 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 58, 65-66 and 69 of this catalog, or contact the Director of Apprenticeship at 541-278-5854.

# Agriculture

## Agriculture Business (AAS)

### Career Pathways:

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.

### Program Curriculum

#### Term 1

- AGM 131 - Agriculture Safety Credits 3
- AGR 101 - Agriculture Orientation 1
- AGR 111 - Agriculture Computers 3
- AGR 210 - Agriculture Accounting 4
- WR 121 - English Composition 4

Term 1 Total: 15

#### Term 2

- AGM 140 - Agriculture Engines 3
- AGM 221 - Metals and Welding 3
- AGR 211 - Agriculture Business Management 3
- ANS 121 - Animal Science 3
- WR 227 - Technical Report Writing 4

Term 2 Total: 16

#### Term 3

- AGR 221 - Agriculture Marketing 3
- ANS 122 - Animal Science 3
- Business Electives 4
- MTH 095 - Intermediate Algebra 5 (or higher)

Term 3 Total: 15

#### Term 4

- AGM 211 - Agriculture Construction and Surveying 3
- AGR 226 - Agriculture Issues 3
- CSS 210 - Forage Crops 3
- EC 201 - Principles of Microeconomic Theory with Applications 4
- HORT 100 - Plant Science 3

Term 4 Total: 16

#### Term 5

- AGR 200 - Pre-Employment Seminar 1
- Business Electives 8
- CSS 100 - Soils and Fertilizers 3
- EC 202 - Principles of Macroeconomic Theory with Applications 4

Term 5 Total: 16

#### Term 6

- AGR 280 - Cooperative Work Experience 1-8
- AGR 296 - Production Problems 4
- COM 111 - Public Speaking 4 (or higher)
- HE 252 - First Aid 3
- OR
- HPE 295 - Health and Fitness for Life 3

Term 6 Total: 17

Total Credits: 95

## Agriculture Production (AAS)

### Career Pathways:

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.

### Program Curriculum

#### Term 1

- AGM 131 - Agriculture Safety 3
- AGM 240 - Tractors 2
- AGR 101 - Agriculture Orientation 1
- AGR 111 - Agriculture Computers 3
- AGR 210 - Agriculture Accounting 4
- HORT 100 - Plant Science 3

Term 1 Total: 16

#### Term 2

- AGM 140 - Agriculture Engines 3
- AGM 221 - Metals and Welding 3
- AGR 211 - Agriculture Business Management 3
- ANS 121 - Animal Science 3
- CSS 100 - Soils and Fertilizers 3

Term 2 Total: 15

#### Term 3

- AGM 241 - Agriculture Machinery 3
- AGR 221 - Agriculture Marketing 3
- ANS 122 - Animal Science 3
- CSS 201 - Principles of Crop Science 3
- RNG 241 - Range Management 3

Term 3 Total: 15

#### Term 4

- AGM 211 - Agriculture Construction and Surveying 3
- AGR 226 - Agriculture Issues 3
- COM 100 - Human Communication 4 (or higher)
- CSS 210 - Forage Crops 3
- WR 065 - Introduction to Technical Writing 3 (or higher)

Term 4 Total: 16

#### Term 5

- AGR 200 - Pre-Employment Seminar 1
- AGR 280 - Cooperative Work Experience 1-8
- HE 252 - First Aid 3
- Human Relations 3
- MTH 070 - Elementary Algebra 5

Term 5 Total: 15

#### Term 6

- AGR 296 - Production Problems 4
- Agriculture Electives 12

Term 6 Total: 16

Total Credits: 93

## Agriculture Production Crops Option (AAS)

### Career Pathways:

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.

### Program Curriculum

#### Term 1

- AGM 131 - Agriculture Safety 3
- AGM 240 - Tractors 2
- AGR 101 - Agriculture Orientation 1
- AGR 111 - Agriculture Computers 3
- AGR 210 - Agriculture Accounting 4
- HE 252 - First Aid 3
- HORT 100 - Plant Science 3

Term 1 Total: 19

#### Term 2

- AGM 140 - Agriculture Engines 3
- AGM 211 - Agriculture Construction and Surveying 3
- AGM 250 - Irrigation Systems Design 3
- AGR 211 - Agriculture Business Management 3
- ANS 121 - Animal Science 3
- CSS 100 - Soils and Fertilizers 3

Term 2 Total: 18

#### Term 3

- AGM 241 - Agriculture Machinery 3
- AGM 251 - Irrigation Systems 3
- ANS 122 - Animal Science 3
- CSS 201 - Principles of Crop Science 3
- COM 100 - Human Communication 4 (or higher)

Term 3 Total: 16

#### Term 4

- AGM 211 - Agriculture Construction and Surveying 3
- AGR 226 - Agriculture Issues 3
- CSS 210 - Forage Crops 3
- MTH 070 - Elementary Algebra 5 (or higher)

Term 4 Total: 14

#### Term 5

- AGR 200 - Pre-Employment Seminar 1
- AGR 280 - Cooperative Work Experience 1-8
- CSS 240 - Pest Management 4
- Human Relations Elective 3
- WR 065 - Introduction to Technical Writing 3 (or higher)

Term 5 Total: 13

#### Term 6

- HORT 111 - Alternative Crop Production 3
- AGR 280 - Cooperative Work Experience 1-8
- RNG 241 - Range Management 3
- AGR 296 - Production Problems 4
- AGR 221 - Agriculture Marketing 3

Term 6 Total: 16

Total Credits: 96



## Agriculture Production Livestock Option (AAS)

### Career Pathways:

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.

### Program Curriculum

#### Term 1

- AGM 131 - Agriculture Safety 3
- AGM 240 - Tractors 2
- AGR 101 - Agriculture Orientation 1
- AGR 111 - Agriculture Computers 3
- ANS 201 - Introduction to Equine Science 3
- ANS 216 - Pregnancy Testing/Bovine 1
- HORT 100 - Plant Science 3

Term 1 Total: 16

#### Term 2

- AGM 140 - Agriculture Engines 3
- AGM 221 - Metals and Welding 3
- ANS 121 - Animal Science 3
- ANS 220 - Beef Production 4
- CSS 100 - Soils and Fertilizers 3

Term 2 Total: 16

#### Term 3

- AGM 241 - Agriculture Machinery 3
- ANS 122 - Animal Science 3
- ANS 217 - Artificial Insemination 3
- CSS 201 - Principles of Crop Science 3
- HE 252 - First Aid 3
- Human Relations Elective 3

Term 3 Total: 18

#### Term 4

- AGR 226 - Agriculture Issues 3
- ANS 231 - Livestock Evaluation 3
- CSS 210 - Forage Crops 3
- MTH 070 - Elementary Algebra 5 (or higher)

Term 4 Total: 14

#### Term 5

- AGR 200 - Pre-Employment Seminar 1
- AGR 211 - Agriculture Business Management 3
- ANS 211 - Animal Nutrition 4
- COM 100 - Human Communication 4 (or higher)
- WR 065 - Introduction to Technical Writing 3 (or higher)

Term 5 Total: 15

#### Term 6

- AGR 280 - Cooperative Work Experience 1-8
- AGR 296 - Production Problems 4
- ANS 240 - Animal Health 5
- RNG 241 - Range Management 3

Term 6 Total: 16

Total Credits: 95

## Precision Irrigated Agriculture (AAS)

### Career Pathways:

- 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.

### Program Curriculum

#### Term 1

- AGM 131 - Agriculture Safety 3
- AGR 280 - Cooperative Work Experience 1-8
- CSS 109 - Introduction to Precision Irrigated Agriculture 2
- CSS 122 - Irrigated Crops 3
- HORT 100 - Plant Science 3
- IST 141 - Electrical Fundamentals for non-Electricians 4

Term 1 Total: 16

#### Term 2

- COM 100 - Human Communication 4 (or higher)
- CS 120 - Concepts of Computing 4
- ET 114 - Introduction to Geographic Information Systems 3
- IST 145 - Electric Motor and Controls Troubleshooting 3

Term 2 Total: 14

#### Term 3

- AGR 280 - Cooperative Work Experience 1-8
- HORT 111 - Alternative Crop Production 3
- IST 147 - Programmable Logic Controllers I 3
- MTH 070 - Elementary Algebra 5 (or higher\*)
- WR 065 - Introduction to Technical Writing 3 (or higher)

Term 3 Total: 15

#### Term 4

- CSS 220 - Geospatial Data Collection 4
- CSS 230 - Precision Irrigation Software 3
- BA 277 - Business Ethics 3
- AGR 280 - Cooperative Work Experience 1-8
- Precision Ag Elective 3

Term 4 Total: 15

#### Term 5

- AGM 250 - Irrigation Systems Design 3
- AGR 200 - Pre-Employment Seminar 1
- CSS 100 - Soils and Fertilizers 3
- CSS 240 - Pest Management 4
- Precision Ag Elective 4

Term 5 Total: 15

#### Term 6

- AGM 251 - Irrigation Systems 3
- CSS 221 - Agricultural Spatial Analysis 3
- CSS 201 - Principles of Crop Science 3
- AGR 280 - Cooperative Work Experience 1-8
- CSS 241 - Integrated Pest Management 4
- Precision Ag Elective 3

Term 6 Total: 17

Total Credits: 93

## Agriculture Production Crops: Pest Management (CPCC)

Career Pathways:

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)

*Program Curriculum*

Term 1

- AGM 131 - Agriculture Safety 3
- AGR 101 - Agriculture Orientation 1
- AGR 111 - Agriculture Computers 3
- AGR 226 - Agriculture Issues 3
- HORT 100 - Plant Science 3
- MTH 070 - Elementary Algebra 5 (or higher)

Term 1 Total: 18

Term 2

- AGM 221 - Metals and Welding 3
- AGR 200 - Pre-Employment Seminar 1
- AGR 280 - Cooperative Work Experience 1-8
- CSS 100 - Soils and Fertilizers 3
- CSS 240 - Pest Management 4

Term 2 Total: 14

Term 3

- RNG 241 - Range Management 3
- AGM 251 - Irrigation Systems 3
- AGM 241 - Agriculture Machinery 3
- CSS 201 - Principles of Crop Science 3

Term 3 Total: 12

Total Credits: 44

## Agriculture Production Livestock: Beef Production (CPCC)

Career Pathways:

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)

*Program Curriculum*

Term 1

- AGR 101 - Agriculture Orientation 1
- AGR 111 - Agriculture Computers 3
- AGR 280 - Cooperative Work Experience 1-8
- ANS 216 - Pregnancy Testing/Bovine 1
- ANS 231 - Livestock Evaluation 3
- CSS 210 - Forage Crops 3

Term 1 Total: 13

Term 2

- AGR 280 - Cooperative Work Experience 1-8
- ANS 121 - Animal Science 3
- ANS 211 - Animal Nutrition 4
- ANS 220 - Beef Production 4

Term 2 Total: 13

Term 3

- ANS 122 - Animal Science 3
- ANS 240 - Animal Health 5
- ANS 217 - Artificial Insemination 3
- RNG 241 - Range Management 3

Term 3 Total: 14

Total Credits: 40

## Precision Irrigated Agriculture: Data Analyst (CPCC)

### Career Pathways:

- 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)

### Program Curriculum

#### Term 1

- AGM 131 - Agriculture Safety 3
- CSS 109 - Introduction to Precision Irrigated Agriculture 2
- MTH 105 - Introduction to Contemporary Mathematics 5
- OR
- MTH 111 - College Algebra 5
- CSS 220 - Geospatial Data Collection 4
- CSS 230 - Precision Irrigation Software 3

Term 1 Total: 17

#### Term 2

- AGM 250 - Irrigation Systems Design 3
- CSS 100 - Soils and Fertilizers 3
- ET 114 - Introduction to Geographic Information Systems 3
- UAS 110 - Introduction to Remote Sensing 3

Term 2 Total: 12

#### Term 3

- MTH 243 - Introduction to Probability and Statistics 4
- CSS 221 - Agricultural Spatial Analysis 3
- UAS 111 - Introduction to Unmanned Aerial Vehicle 3
- CSS 201 - Principles of Crop Science 3
- AGR 280 - Cooperative Work Experience 1-8

Term 3 Total: 15

Total Credits: 44

## Precision Irrigated Agriculture: Farm Manager (CPCC)

### Career Pathways:

- 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)

### Program Curriculum

#### Term 1

- AGM 131 - Agriculture Safety 3
- AGR 280 - Cooperative Work Experience 1-8
- BA 277 - Business Ethics 3
- CSS 109 - Introduction to Precision Irrigated Agriculture 2
- CSS 122 - Irrigated Crops 3
- CSS 230 - Precision Irrigation Software 3

Term 1 Total: 15

#### Term 2

- AGM 250 - Irrigation Systems Design 3
- AGR 211 - Agriculture Business Management 3
- CSS 100 - Soils and Fertilizers 3
- CSS 240 - Pest Management 4

Term 2 Total: 14

#### Term 3

- AGM 241 - Agriculture Machinery 3
- AGR 280 - Cooperative Work Experience 1-8
- CSS 201 - Principles of Crop Science 3
- CSS 241 - Integrated Pest Management 4
- MTH 070 - Elementary Algebra 5 (or higher\*)

Term 3 Total: 15

Total Credits: 44

\*This includes MTH 098

## Precision Irrigated Agriculture: Irrigation Technician II (CPCC)

### Career Pathways:

- 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)

### Program Curriculum

#### Term 1

- AGM 131 - Agriculture Safety 3
- AGM 240 - Tractors 2
- CSS 109 - Introduction to Precision Irrigated Agriculture 2
- IST 141 - Electrical Fundamentals for non-Electricians 4
- MTH 070 - Elementary Algebra 5

Term 1 Total: 16

#### Term 2

- AGM 221 - Metals and Welding 3
- AGM 250 - Irrigation Systems Design 3
- CSS 100 - Soils and Fertilizers 3
- CSS 240 - Pest Management 4
- IST 145 - Electric Motor and Controls Troubleshooting 3
- IST 221 - Pumps and Valves 2

Term 2 Total: 18

#### Term 3

- AGM 251 - Irrigation Systems 3
- AGR 280 - Cooperative Work Experience 1-8
- CSS 201 - Principles of Crop Science 3
- CSS 230 - Precision Irrigation Software 3

Term 3 Total: 10

Total Credits: 44

\*This includes MTH 098

## Precision Irrigation Agriculture: Irrigation Technician I (CC)

### Career Pathways:

- Agriculture, Food, and Natural Resources
- Industrial and Engineering Systems

### Intended Program Outcomes:

This is an entry-level certificate program in precision irrigated agriculture. Irrigation Technician I will prepare students to advance in the workplace by providing the following skills:

- Industry-related safety skills
- An introduction to precision agriculture (technology)
- Irrigation maintenance and management
- Foundational crop concepts
- Pest management and pesticide applicator basics

### Program Curriculum

#### Term 1

- CSS 109 - Introduction to Precision Irrigated Agriculture 2
- AGM 131 - Agriculture Safety 3

Term 1 Total: 5

#### Term 2

- CSS 240 - Pest Management 4
- CSS 100 - Soils and Fertilizers 3

Term 2 Total: 7

#### Term 3

- AGM 251 - Irrigation Systems 3
- Precision Agriculture Elective - 3

Term 3 Total: 6

Total Credits: 18

## Apprenticeship

### Construction Trades General Apprenticeship (SAAS)

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

#### Career Pathways:

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
- 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.

#### Program Curriculum

• COM 100 - Human Communication	4
• Human Relations Electives	6
• MTH 070 - Elementary Algebra	5
• WR 060 - Elements of the Essay	4 (or higher)
• CS 120 - Concepts of Computing	4
OR	
• BA 131 - Introduction to Business Computing	4
• Plumbing Apprentice List	48
• Journey Credit for Prior Certification	20

Total Credits: 91

### Electrician Apprenticeship Technologies (SAAS)

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

#### Career Pathways:

Industrial and Engineering Systems

#### 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.

#### Program Curriculum

• Journey Credit for Prior Certification	20
• Human Relations	6
• MTH 070 - Elementary Algebra	5 (or higher)
• WR 060 - Elements of the Essay	4 (or higher)
• COM 100 - Human Communication	4 (or higher)
• BA 131 - Introduction to Business Computing	4
OR	
• CS 120 - 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

### Industrial Mechanics & Maintenance Technology Apprenticeship (SAAS)

(Limited-Entry Program-Journeyman’s Card Required)

Career Pathways:  
Industrial and Engineering Systems

*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.

*Program Curriculum*

- MTH 070 - Elementary Algebra 5 (or higher)
- Journey Credit for Prior Certification 20
- Human Relations 6
- COM 100 - Human Communication 4 (or higher)
- WR 060 - Elements of the Essay 4 (or higher)
- CS 120 - Concepts of Computing 4
- OR
- BA 131 - 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

Total Credits: 91

### Industrial Mechanics & Maintenance Technology Apprenticeship: Mechanical Maintenance Apprenticeship (SCC)

(Limited-Entry Program-Journeyman’s Card Required)

Career Pathways:  
Industrial and Engineering Systems

*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.

*Program Curriculum*

- APR 114A - PLC Apprenticeship Hardware/Number Systems 4
- APR 114B - PLC Apprenticeship Programming Fundamentals 4
- APR 114C - PLC Apprenticeship Timers, Counters, Controls 4
- APR 214D - PLC Apprenticeship Operation 4
- APR 214E - PLC Apprenticeship Troubleshooting 4
- APR 214F - PLC Apprenticeship Practical Applications 4

Total Credits: 24

## Electrician Apprenticeship Technologies\*Electrician Apprenticeship Technologies (SCC1)

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

Career Pathways:

Industrial and Engineering Systems

*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.

*Program Curriculum*

- |   |               |
|---|---------------|
| • Human Relations Course                      | 3             |
| • Inside Electrician Courses                  | 48            |
| OR  |               |
| • LMPE List                                   | 48            |
| • CS 120 - Concepts of Computing              | 4             |
| OR  |               |
| • BA 131 - Introduction to Business Computing | 4             |
| OR  |               |
| • WR 060 - Elements of the Essay              | 4 (or higher) |
| OR  |               |
| • COM 100 - Human Communication               | 4 (or higher) |
| • MTH 070 - Elementary Algebra                | 5             |

Total Credits: 60

## Industrial Mechanics & Maintenance Technology Apprenticeship (SCC1)

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

Career Pathways:

Industrial and Engineering Systems

*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

*Program Curriculum*

- |   |               |
|---|---------------|
| • Industrial Maintenance Mechanic             | 48            |
| • Human Relations                             | 3             |
| • WR 060 - Elements of the Essay              | 4 (or higher) |
| OR  |               |
| • COM 100 - Human Communication               | 4 (or higher) |
| • MTH 070 - Elementary Algebra                | 5 (or higher) |
| OR  |               |
| • BA 131 - Introduction to Business Computing | 4             |
| OR  |               |
| • CS 120 - Concepts of Computing              | 4             |

Total Credits: 60



## Construction Trades, General Apprenticeship\*(SCPC)

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

Career Pathways:

Industrial and Engineering Systems

*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.

*Program Curriculum*

- |   |               |
|---|---------------|
| • Human Relations Elective                    | 3             |
| • Plumbing Apprentice List                    | 48            |
| • WR 060 - Elements of the Essay              | 4 (or higher) |
| OR  |               |
| • COM 100 - Human Communication               | 4 (or higher) |
| • MTH 070 - Elementary Algebra                | 5             |
| (or higher)                                   |               |
| OR  |               |
| • BA 131 - Introduction to Business Computing | 4             |
| OR  |               |
| • CS 120 - Concepts of Computing              | 4             |

Total Credits: 60

## Construction Trades, General Apprenticeship\*Trade Worker Apprenticeship Technologies (SCPC)

Career Pathways:

Industrial and Engineering Systems

*Intended Program Outcomes:*

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

*Program Curriculum*

Term 1

- |  |   |
|--|---|
| • APR 110A - Plumbing Apprenticeship Fundamentals                | 4 |
| • APR 110B - Plumbing Apprenticeship Math and Basic Installation | 4 |
| • APR 110C - Plumbing Apprenticeship Print Reading               | 4 |
| • APR 110D - Plumbing Apprenticeship Basic Installation          | 4 |
| • APR 110E - Plumbing Apprenticeship Occupancy                   | 4 |
| • APR 110F - Plumbing Apprenticeship Advanced Waste System       | 4 |

Total Credits: 24

## Electrician Apprenticeship Technologies\* Limited Electrician Apprenticeship Technologies (SCPC)

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

Career Pathways:

Industrial and Engineering Systems

*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.

*Program Curriculum*

- APR 115A - LME Apprenticeship Fundamentals 4
- APR 115B - LME Apprenticeship AC/DC Circuits 4
- APR 115C - LME Apprenticeship Blueprint Reading 4
- APR 215D - LME Apprenticeship Safety and Code 4
- APR 215E - LMPE Apprenticeship Motors and Controls 4
- APR 215F - LME Apprenticeship Code and Test Prep 4

Total Credits: 24

## Electrician Apprenticeship Technologies\* Trade Worker Apprenticeship Technologies (SCPC)

Career Pathways:

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

*Program Curriculum*

- APR 112A - Inside Electrical Apprenticeship Fundamentals 4
- APR 112B - Inside Electrician Apprenticeship AC/DC Circuits 4
- APR 112C - Inside Electrical Apprenticeship Measurement 4
- APR 112D - Inside Electrical Apprenticeship Theory 4
- APR 112E - Inside Electrical Apprenticeship Wiring and Print Reading 4
- APR 112F - Inside Electrician Apprenticeship Installation 4

OR

- APR 111A - LMPE Apprenticeship Fundamentals 4
- APR 111B - LMPE Apprenticeship AC/DC Circuits 4
- APR 111C - LMPE Apprenticeship Measurement 4
- APR 111D - LMPE Apprenticeship Theory 4
- APR 111E - LMPE Apprenticeship Wiring and Print Reading 4
- APR 111F - LMPE Apprenticeship Installation 4

Total Credits: 24

## **Industrial Mechanics & Maintenance Technology Apprenticeship\*Trade Worker Apprenticeship Tech (SCPC)**

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

Career Pathways:

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

*Program Curriculum*

- APR 117A - IMM Apprenticeship Reading Blueprints and Schematics 3
- APR 117B - IMM Apprenticeship Industrial Math/ Measurement 3
- APR 117C - IMM Apprenticeship Metals in the Plant 1
- APR 117D - IMM Apprenticeship Nonmetals in the Plant 1
- APR 117F - IMM Apprenticeship Portable Power Tools 1
- APR 117G - IMM Apprenticeship Industrial Safety and Health 1
- APR 117H - IMM Apprenticeship Troubleshooting Skills 1
- APR 117I - IMM App. Industrial Rigging Principles and Practices 1
- APR 117J - IMM Apprenticeship Equipment Installation 1
- APR 117K - IMM Apprenticeship Basic Mechanics 1
- APR 117L - IMM Apprenticeship Lubricants and Lubrication 1
- APR 117M - IMM Apprenticeship Power Transmission Equipment 1
- APR 117N - IMM Apprenticeship Bearings 1
- APR 117O - IMM Apprenticeship Pumps 1
- APR 117P - IMM Apprenticeship Piping Systems 1
- APR 117Q - IMM Apprenticeship Basic Hydraulics 1
- APR 117R - IMM Apprenticeship Hydraulic Troubleshooting 1
- APR 117S - IMM Apprenticeship Basic Pneumatics 1
- APR 117T - IMM Apprenticeship Pneumatic Troubleshooting 1
- APR 117U - IMM Apprenticeship Chemical Hazards 1
- APR 117V - IMM Apprenticeship Bulk Handling Conveyors 1

Total Credits: 26

# Business Administration

## Accounting Technology (AAS)

### Career Pathways:

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

### Program Curriculum

#### Term 1

- BA 101 - Introduction to Business 4
  - BA 131 - Introduction to Business Computing 4
  - BA 211 - Principles of Accounting 4
  - BA 104 - Business Mathematics 4
- OR
- MTH 095 - Intermediate Algebra 5 (or higher)

Term 1 Total: 16

#### Term 2

- BA 110X - Spreadsheets/MS Excel 3
  - BA 212 - Principles of Accounting 4
  - BT 121 - Document Processing I 4
  - BT 220 - Calculating Machines 1
  - BA 105 - Business Mathematics 4
- OR
- MTH 111 - College Algebra 5 (or higher)

Term 2 Total: 16

#### Term 3

- BA 213 - Principles of Accounting 4
- BA 220 - Tax Accounting 4
- BA 210 - Spreadsheets/Advanced MS Excel 3
- WR 121 - English Composition 4

Term 3 Total: 15

#### Term 4

- BA 221 - Accounting Problems/Tax 4
- BA 226 - Business Law 4
- BA 261 - Intermediate Accounting 4
- COM 111 - Public Speaking 4

Term 4 Total: 16

#### Term 5

- BA 116 - Bookkeeping Practice 2
- BA 155 - Introduction to Fraud Examination 3
- BA 177 - Payroll Accounting 4
- BA 215 - Cost Accounting 4
- LD 000 - Leadership Electives 1

Term 5 Total: 14

#### Term 6

- BA 206 - Principles of Management 4
- BA 209Q - Accounting Applications/QuickBooks 3
- BA 268 - Introduction to Auditing 3
- BA 284 - Pre-Employment Seminar 2
- BA 285 - Human Relations in Business 3

Term 6 Total: 15

Total Credits: 92

## Administrative Office Professional (AAS)

### Career Pathways:

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)

### Program Curriculum

#### Term 1

- BA 131 - Introduction to Business Computing 4
- BT 116 - Professional Office Procedures 4
- BT 121 - Document Processing I 4
- LD 000 - Leadership Electives 1
- WR 121 - English Composition 4

Term 1 Total: 17

#### Term 2

- BA 101 - Introduction to Business 4
- BT 122 - Document Processing II 4
- BT 201M - Word Processing/MS Word 3
- BT 220 - Calculating Machines 1

- BA 104 - Business Mathematics 4
- OR
- MTH 095 - Intermediate Algebra 5

Term 2 Total: 16

#### Term 3

- BA 110X - Spreadsheets/MS Excel 3
- BT 140 - Business Document Editing 3
- BT 202M - Word Processing/Advanced MS Word 3
- COM 111 - Public Speaking 4
- BA 277 - Business Ethics 3
- OR
- BA 285 - Human Relations in Business 3

Term 3 Total: 16

#### Term 4

- BA 214 - Business Communications 4
- BA 226 - Business Law 4
- HTM 226 - Event Management 3
- LD 000 - Leadership Electives 1
- BA 111 - Basic Accounting 4
- OR
- BA 211 - Principles of Accounting 4

Term 4 Total: 16

#### Term 5

- BA 224 - Human Resources Management 3
- BA 280 - Cooperative Work Experience 1-8
- BA 284 - Pre-Employment Seminar 2
- HTM 131 - Customer Service Management I 3
- LD 000 - Leadership Electives 1

Term 5 Total: 12

#### Term 6

- BA 110A - Database/MS Access 3
- BA 206 - Principles of Management 4
- BA 209Q - Accounting Applications/QuickBooks 3
- BT 206 - Desktop Publishing 3
- BT 290 - Integrated Office Systems 3
- OR
- BA 280 - Cooperative Work Experience 1-8

Term 6 Total: 16

Total Credits: 93

## Administrative Office Professional: Medical Option (AAS)

### Career Pathways:

- 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

### Program Curriculum

#### Term 1

- BA 131 - Introduction to Business Computing 4
- BT 121 - Document Processing I 4
- BT 257 - Medical Office Procedures 4
- WR 121 - English Composition 4

Term 1 Total: 16

#### Term 2

- BT 122 - Document Processing II 4
- BT 201M - Word Processing/MS Word 3
- BT 220 - Calculating Machines 1
- BT 251 - Medical Terminology 3
  
- BA 104 - Business Mathematics 4
- OR
- MTH 095 - Intermediate Algebra 5 (or higher)

Term 2 Total: 15

#### Term 3

- BA 110X - Spreadsheets/MS Excel 3
- BA 285 - Human Relations in Business 3
- OR
- BA 277 - Business Ethics 3
- BT 140 - Business Document Editing 3
- BT 202M - Word Processing/Advanced MS Word 3
- BT 252 - Medical Terminology 3

Term 3 Total: 15

#### Term 4

- BA 214 - Business Communications 4
- BA 226 - Business Law 4
- BA 284 - Pre-Employment Seminar 2
- BT 253 - Medical Transcription 3
- BA 211 - Principles of Accounting 4
- OR
- BA 111 - Basic Accounting 4

Term 4 Total: 17

#### Term 5

- BT 254 - Medical Transcription 3
- COM 111 - Public Speaking 4
- HTM 131 - Customer Service Management I 3
- LD 000 - Leadership Electives 2
- BA 280 - Cooperative Work Experience 1-8

Term 5 Total: 15

#### Term 6

- BA 110A - Database/MS Access 3
- BA 206 - Principles of Management 4
- BT 206 - Desktop Publishing 3
- BT 258 - Medical Insurance Procedures and Coding 4

Term 6 Total: 14

Total Credits: 92

## Business Administration (AAS)

### Career Pathways:

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.

### Program Curriculum

#### Term 1

- BA 131 - Introduction to Business Computing 4
- BA 211 - Principles of Accounting 4
- OR
- BA 111 - Basic Accounting 4
- BT 121 - Document Processing I 4
- WR 121 - English Composition 4

Term 1 Total: 16

#### Term 2

- BA 101 - Introduction to Business 4
- BA 110X - Spreadsheets/MS Excel 3
- BA 212 - Principles of Accounting 4
- HTM 131 - Customer Service Management I 3
- BA 104 - Business Mathematics 4
- OR
- MTH 095 - Intermediate Algebra 5 (or higher)

Term 2 Total: 18

#### Term 3

- BA 210 - Spreadsheets/Advanced MS Excel 3
- BA 105 - Business Mathematics 4
- OR
- BA 233 - Accounting for Managers 4
- OR
- MTH 111 - College Algebra 5 (or higher)
- BA 285 - Human Relations in Business 3
- OR
- BA 277 - Business Ethics 3
- BA 213 - Principles of Accounting 4
- OR
- BA 217 - Budgeting and Decision-Making 3

Term 3 Total: 15

#### Term 4

- BA 214 - Business Communications 4
- BA 226 - Business Law 4
- BA 284 - Pre-Employment Seminar 2
- COM 111 - Public Speaking 4

Term 4 Total: 14

#### Term 5

- BA 155 - Introduction to Fraud Examination 3
- BA 223 - Principles of Marketing 4
- BA 224 - Human Resources Management 3
- BT 201M - Word Processing/MS Word 3
- BA 177 - Payroll Accounting 4
- OR
- BA 215 - Cost Accounting 4

Term 5 Total: 17

#### Term 6

- BA 110A - Database/MS Access 3
- BA 206 - Principles of Management 4
- BA 249 - Retail Selling 3
- LD 000 - Leadership Electives 3

Term 6 Total: 13

Total Credits: 93

## Business Administration: Hospitality & Gaming Option (AASO)

### Career Pathways:

- 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.

### Program Curriculum

#### Term 1

- BA 106 - Casino Games Management 4
- BA 131 - Introduction to Business Computing 4
- LD 000 - Leadership Electives 1
- HTM 100 - Hospitality and Tourism Industry 3
- OR
- HTM 105 - Food and Beverage Industry 3

Term 1 Total: 12

#### Term 2

- BA 107 - Survey of Gaming Regulations 4
- BA 225 - Introduction to Gaming Management 4
- HTM 107 - Hospitality Cost Control 3
- HTM 131 - Customer Service Management I 3
- BA 104 - Business Mathematics 4
- OR
- MTH 095 - Intermediate Algebra 5 (or higher)

Term 2 Total: 18

#### Term 3

- BA 110X - Spreadsheets/MS Excel 3
- COM 111 - Public Speaking 4
- HTM 109 - Front Desk Operations 3
- WR 121 - English Composition 4
- BA 277 - Business Ethics 3
- OR
- BA 285 - Human Relations in Business 3

Term 3 Total: 17

#### Term 4

- BA 211 - Principles of Accounting 4
- BA 214 - Business Communications 4
- BA 284 - Pre-Employment Seminar 2
- HTM 226 - Event Management 3
- OR
- HTM 224 - Catering Operations 3

Term 4 Total: 13

#### Term 5

- BA 212 - Principles of Accounting 4
- BA 223 - Principles of Marketing 4
- BA 224 - Human Resources Management 3
- LD 000 - Leadership Electives 4
- OR
- COM 115 - Intercultural Communication 4
- OR
- BA 280 - Cooperative Work Experience 1-8

Term 5 Total: 15



Term 6	
• BA 206 - Principles of Management	4
• BA 249 - Retail Selling	3
• BA 213 - Principles of Accounting	4
OR	
• BA 217 - Budgeting and Decision-Making	3
• BA 226 - Business Law	4
OR	
• HTM 230 - Hotel, Restaurant and Travel Law	3

Term 6 Total: 15

Total Credits: 90

## Business Administration: Leadership and Service (AAS)

Career Pathways:  
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

### Program Curriculum

Term 1	
• BA 131 - Introduction to Business Computing	4
• COM 111 - Public Speaking	4
• LD000 - Leadership Electives	1
• WR 121 - English Composition	4

Term 1 Total: 13	
Term 2	
• BA 101 - Introduction to Business	4
• BA 110X - Spreadsheets/MS Excel	3
• HTM 131 - Customer Service Management I	3
• WR 227 - Technical Report Writing	4
• SPAN 101 - First Year Spanish	4
OR	
• SPAN 161 - Conversational Business Spanish I	2

Term 2 Total: 18

Term 3	
• BA 277 - Business Ethics	3
• BA 285 - Human Relations in Business	3
• COM 115 - Intercultural Communication	4
• LD 000 - Leadership Electives	2
• SPAN 102 - First Year Spanish	4
OR	
• SPAN 161 - Conversational Business Spanish II	2

Term 3 Total: 16

Term 4	
• BA 211 - Principles of Accounting	4
• BA 214 - Business Communications	4
• BA 226 - Business Law	4
• LD 000 - Leadership Electives	1
• BA 104 - Business Mathematics	4
OR	
• MTH 095 - Intermediate Algebra	5

Term 4 Total: 17

Term 5	
• BA 212 - Principles of Accounting	4
• BA 223 - Principles of Marketing	4
• BA 224 - Human Resources Management	3
• BA 284 - Pre-Employment Seminar	2
• BT 201M - Word Processing/MS Word	3

Term 5 Total: 16

Term 6	
• BA 206 - Principles of Management	4
• BA 249 - Retail Selling	3
• BA 213 - Principles of Accounting	4
OR	
• BA 217 - Budgeting and Decision-Making	3
• LD 262 - Public Sector Leadership	3
OR	
• LD 263 - Serving in the Public Sector	3

Term 6 Total: 14

Total Credits: 94

## Accounting Technology: Bookkeeping Support Specialist (CPCC)

### Career Pathways:

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.

### Program Curriculum

#### Term 1

- BA 131 - Introduction to Business Computing 4
- BA 211 - Principles of Accounting 4
- BA 104 - Business Mathematics 4

OR

- MTH 095 - Intermediate Algebra 5 (or higher)

Term 1 Total: 12

#### Term 2

- BA 110X - Spreadsheets/MS Excel 3
- BA 212 - Principles of Accounting 4
- BA 220 - Tax Accounting 4

Term 2 Total: 8

#### Term 3

- BA 209Q - Accounting Applications/QuickBooks 3

Term 3 Total: 3

Total Credits: 23

## Accounting Technology: Tax Support Assistant (CPCC)

### Career Pathways:

Business and Management

### Intended Program Outcomes:

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. This CPCC completes the 80 hour requirement needed to sit for the licensure exam administered by the Oregon State Board of Tax Practitioners.

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

### Program Curriculum

#### Term 1

- BA 211 - Principles of Accounting 4

Term 1 Total: 4

#### Term 2

- BA 177 - Payroll Accounting 4

Term 2 Total: 4

#### Term 3

- BA 220 - Tax Accounting 4

Term 3 Total: 4

#### Term 4

- BA 221 - Accounting Problems/Tax 4

Term 4 Total: 4

Total Credits: 16

## Administrative Office Professional: Medical Option: Office Support Specialist (CPCC)

### Career Pathways:

Business and Management

### Intended Program Outcomes:

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

### Program Curriculum

#### Term 1

- |   |   |
|---|---|
| • BA 131 - Introduction to Business Computing | 4 |
| • BT 257 - Medical Office Procedures          | 4 |
| • BT 251 - Medical Terminology                | 3 |

Term 1 Total: 11

#### Term 2

- |                                     |               |
|-------------------------------------|---------------|
| • BA 104 - Business Mathematics     | 4             |
| OR                                  |               |
| • MTH 095 - Intermediate Algebra    | 5 (or higher) |
| • BT 201M - Word Processing/MS Word | 3             |
| • BT 252 - Medical Terminology      | 3             |

Term 2 Total: 10

#### Term 3

- |   |   |
|---|---|
| • BA 110X - Spreadsheets/MS Excel         | 3 |
| • BA 277 - Business Ethics                | 3 |
| OR  |   |
| • BA 285 - Human Relations in Business    | 3 |
| • HTM 131 - Customer Service Management I | 3 |

Term 3 Total: 9

Total Credits: 30

## Administrative Office Professional: Medical Option: Office Receptionist (CPCC)

### Career Pathways:

Business and Management

### Intended Program Outcomes:

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 for Administrative Office Professional-Medical Option.

This CPCC introduces students to the field of 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 procedures and functions.
- 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

### Program Curriculum

#### Term 1

- |                                      |   |
|--------------------------------------|---|
| • BT 251 - Medical Terminology       | 3 |
| • BT 257 - Medical Office Procedures | 4 |
| • LD 000 - Leadership Elective       | 1 |

Term 1 Total: 8

#### Term 2

- |   |   |
|---|---|
| • BA 131 - Introduction to Business Computing | 4 |
| • BT 252 - Medical Terminology                | 3 |
| • HTM 131 - Customer Service Management I     | 3 |

Term 2 Total: 10

Total Credits: 18

## Administrative Office Professional: Office Support Specialist (CPCC)

### Career Pathways:

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

### Program Curriculum

#### Term 1

- BA 131 - Introduction to Business Computing 4
- BT 116 - Professional Office Procedures 4
- BT 121 - Document Processing I 4

Term 1 Total: 12

#### Term 2

- BT 201M - Word Processing/MS Word 3
- OR
- BT 206 - Desktop Publishing 3
- BA 104 - Business Mathematics 4
- OR
- MTH 095 - Intermediate Algebra 5 (or higher)

Term 2 Total: 7

#### Term 3

- BA 110X - Spreadsheets/MS Excel 3
- BT 140 - Business Document Editing 3
- BA 285 - Human Relations in Business 3
- OR
- BA 277 - Business Ethics 3

Term 3 Total: 9

Total Credits: 28

## Business Administration: Business Operations Support Assistant (CPCC)

### Career Pathways:

Business and Management

### Intended Program Outcomes:

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

### Program Curriculum

#### Term 1

- BA 131 - Introduction to Business Computing 4
- BT 121 - Document Processing I 4

Term 1 Total: 8

#### Term 2

- BA 101 - Introduction to Business 4
- BA 104 - Business Mathematics 4
- OR
- MTH 095 - Intermediate Algebra 5 (or higher)

Term 2 Total: 8

Total Credits: 16

## Business Administration: Business Operations Support Specialist (CPCC)

### Career Pathways:

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

### Program Curriculum

#### Term 1

- BA 101 - Introduction to Business 4
- BA 131 - Introduction to Business Computing 4
- BA 211 - Principles of Accounting 4

OR

- BA 111 - Basic Accounting 4
- BT 121 - Document Processing I 4

Term 1 Total: 16

#### Term 2

- BA 110X - Spreadsheets/MS Excel 3
- BA 104 - Business Mathematics 4

OR

- MTH 095 - Intermediate Algebra 5 (or higher)

Term 2 Total: 7

#### Term 3

- COM 111 - Public Speaking 4
- WR 121 - English Composition 4

Term 3 Total: 8

Total Credits: 31

## Business Administration: Hospitality & Gaming Option: Food and Beverage Operations Assistant (CPCC)

### Career Pathways:

Business and Management

Human Resources

### Intended Program Outcomes:

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

### Program Curriculum

#### Term 1

- BA 131 - Introduction to Business Computing 4
- LD 000 - Leadership Electives 1

Term 1 Total: 5

#### Term 2

- HTM 131 - Customer Service Management I 3
- HTM 107 - Hospitality Cost Control 3

Term 2 Total: 6

#### Term 3

- HTM 230 - Hotel, Restaurant and Travel Law 3
- LD 000 - Leadership Electives 1

Term 3 Total: 4

Total Credits: 15

## **Business Administration: Hospitality & Gaming Option: Gaming Operations Assistant (CPCC)**

### Career Pathways:

- Business and Management
- Human Resources

### *Intended Program Outcomes:*

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

### *Program Curriculum*

#### Term 1

- BA 106 - Casino Games Management 4
- LD 000 - Leadership Electives 1

Term 1 Total: 5

#### Term 2

- BA 107 - Survey of Gaming Regulations 4
- BA 225 - Introduction to Gaming Management 4

Term 2 Total: 8

Total Credits: 13

## **Business Administration: Hospitality & Gaming Option: Guest Services Representative (CPCC)**

### Career Pathways:

- Business and Management
- Human Resources

### *Intended Program Outcomes:*

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

### *Program Curriculum*

#### Term 1

- BA 131 - Introduction to Business Computing 4
- HTM 100 - Hospitality and Tourism Industry 3
- OR
- HTM 105 - Food and Beverage Industry 3

Term 1 Total: 7

#### Term 2

- HTM 131 - Customer Service Management I 3
- LD 000 - Leadership Electives 1

Term 2 Total: 4

#### Term 3

- HTM 109 - Introduction to the Lodging Industry 3
- HTM 230 - Hotel, Restaurant and Travel Law 3

Term 3 Total: 6

Total Credits: 17

## Business Administration: Leadership and Service Option: Public Sector Employment (CPCC)

Career Pathways:  
Business and Management

### Intended Program Outcomes:

This program leads to a career pathways certificate of completion for those desiring employment in the public sector. There is an emphasis on basic business concepts and conversational Spanish. Learning experiences in this program are designed to assist the student in realizing the following outcomes:

- Develop customer service skills and understand the competitive advantages associated with having a service-oriented culture
- Ability to understand general office functions and how departments support the overall organization's mission, goals and objectives
- Develop a basic working knowledge of conversational Spanish to better serve the growing Hispanic population in the State of Oregon

### Program Curriculum

#### Term 1

- |   |   |
|---|---|
| • BA 131 - Introduction to Business Computing | 4 |
| • LD 000 - Leadership Electives               | 2 |

Term 1 Total: 6

#### Term 2

- |  |   |
|--|---|
| • HTM 131 - Customer Service Management I      | 3 |
| • SPAN 102 - First Year Spanish                | 4 |
| OR   |   |
| • SPAN 161 - Conversational Business Spanish I | 2 |

Term 2 Total: 7

#### Term 3

- |   |   |
|---|---|
| • BA 285 - Human Relations in Business          | 3 |
| • SPAN 103 - First Year Spanish                 | 4 |
| OR  |   |
| • SPAN 162 - Conversational Business Spanish II | 2 |

Term 3 Total: 7

Total Credits: 20

## Accounting Technician (CC)

Career Pathways:  
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.

### Program Curriculum

#### Term 1

- |   |               |
|---|---------------|
| • BA 101 - Introduction to Business           | 4             |
| • BA 131 - Introduction to Business Computing | 4             |
| • BA 211 - Principles of Accounting           | 4             |
| • BA 104 - Business Mathematics               | 4             |
| OR  |               |
| • MTH 095 - Intermediate Algebra              | 5 (or higher) |

Term 1 Total: 16

#### Term 2

- |                                     |   |
|-------------------------------------|---|
| • BA 110X - Spreadsheets/MS Excel   | 3 |
| • BA 212 - Principles of Accounting | 4 |
| • BA 284 - Pre-Employment Seminar   | 2 |
| • BA 105 - Business Mathematics     | 4 |
| OR                                  |   |
| • MTH 111 - College Algebra         | 5 |
| • BT 220 - Calculating Machines     | 1 |

Term 2 Total: 14

#### Term 3

- BA 209Q - Accounting Applications/QuickBooks 3
- BA 213 - Principles of Accounting 4
- BA 285 - Human Relations in Business 3
- COM 111 - Public Speaking 4
- WR 121 - English Composition 4

Term 3 Total: 18

Total Credits: 48

### **Administrative Office Professional: Medical Office Assistant (CC)**

Career Pathways:

- 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

*Program Curriculum*

Term 1

- BA 131 - Introduction to Business Computing 4
- BT 121 - Document Processing I 4
- BT 251 - Medical Terminology 3
- BT 257 - Medical Office Procedures 4
- WR 121 - English Composition 4

Term 1 Total: 19

Term 2

- BT 122 - Document Processing II 4
- BT 220 - Calculating Machines 1
- BT 252 - Medical Terminology 3
- BA 104 - Business Mathematics 4
- OR
- MTH 095 - Intermediate Algebra 5 (or higher)
- BT 206 - Desktop Publishing 3

- OR
- BT 201M - Word Processing/MS Word 3

Term 2 Total: 15

Term 3

- BA 110X - Spreadsheets/MS Excel 3
- BA 284 - Pre-Employment Seminar 2
- BT 140 - Business Document Editing 3
- HTM 131 - Customer Service Management I 3
- BA 277 - Business Ethics 3
- OR
- BA 285 - Human Relations in Business 3

Term 3 Total: 14

Total Credits: 48

### **Administrative Office Professional: Office Assistant (CC)**

Career Pathways:

- 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

*Program Curriculum*

Term 1

- BA 131 - Introduction to Business Computing 4
- BT 116 - Professional Office Procedures 4
- BT 121 - Document Processing I 4
- LD 000 - Leadership Electives 1
- WR 121 - English Composition 4 (or higher)

Term 1 Total: 17

Term 2

- BA 101 - Introduction to Business 4
- BT 122 - Document Processing II 4



• BT 220 - Calculating Machines	1
• BT 206 - Desktop Publishing	3
OR	
• BT 201M - Word Processing/MS Word	3
• BA 104 - Business Mathematics	4
OR	
• MTH 095 - Intermediate Algebra	5 (or higher)
Term 2 Total: 16	
Term 3	
• BA 110X - Spreadsheets/MS Excel	3
• BT 140 - Business Document Editing	3
• COM 111 - Public Speaking	4
• BA 277 - Business Ethics	3
OR	
• BA 285 - Human Relations in Business	3
Term 3 Total: 13	
Total Credits: 46	

### **Business Administration: Leadership and Service Option: Customer Service in the Public Sector (CC)**

Career Pathways:  
Business and Management

#### *Intended Program Outcomes:*

This one-year certificate program is designed for students working in the public sector who want to improve their customer service skills or for those who seek public sector employment. There is an emphasis on business concepts, customer service, and conversational Spanish. Learning experiences in this program are designed to assist the student in realizing the following outcomes:

- Develop customer service skills and understand the competitive advantages associated with having a service-oriented culture
- Ability to bring out the best in self and others through enhanced personal communication skills and valuing diversity
- Ability to understand general office functions and how departments support the overall organization's mission, goals and objectives
- Develop a basic working knowledge of conversational Spanish to better serve the growing Hispanic population in the State of Oregon
- Enhance both verbal presentation and writing skills to help promote the organization as most professional and one which demonstrates strong communication skills

#### *Program Curriculum*

Term 1	
• BA 131 - Introduction to Business Computing	4

• COM 111 - Public Speaking	4
• Leadership Electives Credit - 2	
• WR 121 - English Composition	4
Term 1 Total: 14	
Term 2	
• BA 101 - Introduction to Business	4
• BA 110X - Spreadsheets/MS Excel	3
• HTM 131 - Customer Service Management I	3
• SPAN 102 - First Year Spanish	4
OR	
• SPAN 161 - Conversational Business Spanish I	2
• WR 227 - Technical Report Writing	4
Term 2 Total: 18	
Term 3	
• BA 277 - Business Ethics	3
• COM 115 - Intercultural Communication	4
• Leadership Electives - 2	
• LD 263 - Serving in the Public Sector	3
• SPAN 103 - First Year Spanish	4
OR	
• SPAN 162 - Conversational Business Spanish II	2
Term 3 Total: 16	
Total Credits: 48	

### **Business Administration: Leadership and Service Option: Leadership in the Public Sector (CC)**

Career Pathways:  
Business and Management

#### *Intended Program Outcomes:*

This one-year certificate program is designed for students working in the public sector who want to improve their leadership skills or for those who seek public sector leadership employment. There is an emphasis on business principles, technical writing, and conversational Spanish. Learning experiences in this program are designed to assist the student in realizing the following outcomes:

- Understand the difference between management and leadership and develop an appreciation for both
- Ability to bring out the best in self and others through enhanced personal communication skills and valuing diversity
- Develop a basic working knowledge of conversational Spanish to better serve the growing Hispanic population in the State of Oregon
- Enhance both verbal presentation and writing skills to help promote the organization as most professional and one which demonstrates strong communication skills

## Program Curriculum

Term 1		
• BA 101 - Introduction to Business	4	business setting
• BA 131 - Introduction to Business Computing	4	• Utilize the technical/computer skills for keeping business records and preparing basic financial statements
• Leadership Electives - 2		• Identify techniques for successfully managing human resources and human relations in business
• WR 121 - English Composition	4	• Utilize various techniques for effect verbal and written communications
Term 1 Total: 14		• Prepare general documents related to career searches and job applications
Term 2		
• BA 110X - Spreadsheets/MS Excel	3	
• COM 111 - Public Speaking	4	
• HTM 131 - Customer Service Management I	3	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.
• WR 227 - Technical Report Writing	4	
• SPAN 101 - First Year Spanish	4	
OR		
• SPAN 161 - Conversational Business Spanish I	2	
Term 2 Total: 18		
Term 3		
• BA 206 - Principles of Management	4	
• BA 277 - Business Ethics	3	
• BA 285 - Human Relations in Business	3	
• LD 262 - Public Sector Leadership	3	
• SPAN 102 - First Year Spanish	4	
OR		
• SPAN 162 - Conversational Business Spanish II	2	
Term 3 Total: 17		
Total Credits: 49		

## Hospitality and Tourism (CC)

### Career Pathways:

- 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. 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.

## Program Curriculum

Term 1		
• BA 131 - Introduction to Business Computing	4	
• HTM 100 - Hospitality and Tourism Industry	3	
• HTM 105 - Food and Beverage Industry	3	
• HTM 226 - Event Management	3	
• HTM 224 - Catering Operations	3	
Term 1 Total: 16		
Term 2		
• WR 121 - English Composition	4	
• BA 110X - Spreadsheets/MS Excel	3	
• LD 000 - Leadership Electives	1	
• HTM 131 - Customer Service Management I	3	
• BA 104 - Business Mathematics	4	
OR		
• MTH 095 - Intermediate Algebra	5 (or higher)	
Term 2 Total: 16		
Term 3		
• BA 249 - Retail Selling	3	
• BA 280 - Cooperative Work Experience	1-8	
CWE -	3	
• COM 111 - Public Speaking	4	
• HTM 230 - Hotel, Restaurant and Travel Law	3	
• BA 285 - Human Relations in Business	3	
OR		
• BA 277 - Business Ethics	3	
Term 3 Total: 16		
Total Credits: 48		

## Retail Management (CC)

### Career Pathways:

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

### Program Curriculum

#### Term 1

- |   |   |
|---|---|
| • BA 131 - Introduction to Business Computing | 4 |
| • BA 211 - Principles of Accounting           | 4 |
| • BA 214 - Business Communications            | 4 |
| • WR 121 - English Composition                | 4 |

Term 1 Total: 16

#### Term 2

- |                                       |   |
|---------------------------------------|---|
| • BA 223 - Principles of Marketing    | 4 |
| • BA 224 - Human Resources Management | 3 |
| • Business Electives                  | 4 |
| • BA 104 - Business Mathematics       | 4 |

OR

- |                                  |               |
|----------------------------------|---------------|
| • MTH 095 - Intermediate Algebra | 5 (or higher) |
|----------------------------------|---------------|

Term 2 Total: 15

#### Term 3

- |  |   |
|--|---|
| • BA 206 - Principles of Management    | 4 |
| • BA 249 - Retail Selling              | 3 |
| • BA 285 - Human Relations in Business | 3 |
| • Business Electives                   | 4 |
| • COM 111 - Public Speaking            | 4 |

Term 3 Total: 18

Total Credits: 49

## Retail Management Certificate (SCC)

### Career Pathways:

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 WAFC 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

Western Association of Food Chains WAFC

### Program Curriculum

#### Term 1

- |   |   |
|---|---|
| • BA 131 - Introduction to Business Computing | 4 |
| • BA 214 - Business Communications            | 4 |

Term 1 Total: 8

#### Term 2

- |                                       |   |
|---------------------------------------|---|
| • BA 223 - Principles of Marketing    | 4 |
| • BA 224 - Human Resources Management | 3 |

Term 2 Total: 7

#### Term 3

- |  |   |
|--|---|
| • BA 206 - Principles of Management    | 4 |
| • BA 249 - Retail Selling              | 3 |
| • BA 285 - Human Relations in Business | 3 |
| • BA 233 - Accounting for Managers     | 4 |

Term 3 Total: 14

Total Credits: 29

# Criminal Justice

## Criminal Justice (AAS)

Career Pathways:  
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

### Program Curriculum

#### Term 1

- |   |               |
|---|---------------|
| • CJ 100 - Introduction to Criminal Justice | 3             |
| • CJ 109 - Careers in Criminal Justice      | 3             |
| • WR 121 - English Composition              | 4             |
| • BA 104 - Business Mathematics             | 4 (or higher) |
| OR  |               |
| • MTH 095 - Intermediate Algebra            | 5 (or higher) |

Term 1 Total: 14

#### Term 2

- |   |   |
|---|---|
| • CJ 110 - Police Systems and Practices         | 3 |
| • CJ 120 - American Court Systems and Practices | 3 |



- GS 111 - Physical Science/Forensic Science 4  
OR
- Science with Laboratory Courses 4
- WR 227 - Technical Report Writing 4  
OR
- WR 122 - English Composition 4

Term 2 Total: 14

Term 3

- CJ 132 - Probation and Parole: Systems and Practices 3
- COM 111 - Public Speaking 4 (or higher)
- CJ 130 - Correctional Systems and Practices 3
- ANTH 103 - Introduction to Cultural Anthropology 4
- CS 120 - Concepts of Computing 4

Term 3 Total: 18

Term 4

- PSY 201 - General Psychology 4
- SOC 204 - General Sociology: Sociology in Everyday Life 4
- CJ 200 - Theories of Crime and Delinquency 3
- CJ 220 - Criminal Law 3

Term 4 Total: 14

Term 5

- CJ 201 - Juvenile Justice 3
- SOC 205 - General Sociology/Institutions and Social Change 4
- CJ 212 - Criminal Investigation 3
- PSY 202 - General Psychology 4
- CJ Electives 3

Term 5 Total: 17

Term 6

- SOC 213 - Minorities 4
- CJ 214 - Criminal Justice Report Writing 3
- CJ 227 - Ethics in Criminal Justice 3
- CJ 222 - Procedural Law 3

Term 6 Total: 13

Total Credits: 90

## Criminal Justice: Corrections (CPCC)

Career Pathways:  
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.

*Program Curriculum*

- CJ 222 - Procedural Law 3
- CJ 200 - Theories of Crime and Delinquency 3
- CJ 100 - Introduction to Criminal Justice 3
- WR 121 - English Composition 4
- CJ 214 - Criminal Justice Report Writing 3
- CJ 227 - Ethics in Criminal Justice 3
- CJ 212 - Criminal Investigation 3
- CJ 130 - Correctional Systems and Practices 3
- COM 111 - Public Speaking 4
- CJ 232 - Correctional Casework Counseling 3  
OR
- CJ 132 - Probation and Parole: Systems and Practices 3

Total Credits: 32

## Criminal Justice: Court Technician (CPCC)

Career Pathways:  
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.

### *Program Curriculum*

• CJ 100 - Introduction to Criminal Justice	3
• CJ 120 - American Court Systems and Practices	3
• CJ 200 - Theories of Crime and Delinquency	3
• CJ 222 - Procedural Law	3
• CJ 227 - Ethics in Criminal Justice	3
• BT 230 - Legal Terminology I	3
• BT 232 - Legal Terminology II	3
• COM 111 - Public Speaking	4 (or higher)
• WR 121 - English Composition	4 (or higher)
• CS 120 - Concepts of Computing	4

Total Credits: 33

## Criminal Justice: Law Enforcement (CPCC)

Career Pathways:  
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.

### *Program Curriculum*

• CJ 100 - Introduction to Criminal Justice	3
• CJ 110 - Police Systems and Practices	3
• CJ 200 - Theories of Crime and Delinquency	3
• CJ 212 - Criminal Investigation	3
• CJ 214 - Criminal Justice Report Writing	3
• CJ 220 - Criminal Law	3
• CJ 222 - Procedural Law	3
• CJ 227 - Ethics in Criminal Justice	3
• COM 111 - Public Speaking	4
• WR 121 - English Composition	4

Total Credits: 32

# Data Center Technician

## Data Center Technician (CC)

(Limited-Entry Program)

Career Pathways:

Arts Communication & Information

### *Intended Program Outcomes*

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 take 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.

### *Program Curriculum*

Term 1

- COM 100 - Human Communication 4
- CS 109 - Academic Planning for Data Center Tech 1
- CS 145 - Introduction to PC Hardware and Software 5
- CS 179A - Introduction to Networking I 2
- CS 180 - Computer Science Practicum 1-5

Term 1 Total: 16

Term 2

- CS 140L - Introduction to Linux Administration I 3
- CS 179B - Introduction to Networking II 3
- CS 180 - Computer Science Practicum 1-5
- CS 279 - Network Management II 5

Term 2 Total: 16

Term 3

- CS 240L - Introduction to Linux Systems Administration 3
- CS 280 - Cooperative Work Experience 1-8
- CS 282 - Computer Science Colloquium 3

Term 3 Total: 14

Total Credits:46



# Dental Assisting

## Dental Assisting Technician (CC)

(Limited-Entry Program)

Career Pathways:

Health Services

*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:

- |                                  |               |
|----------------------------------|---------------|
| • WR 060 - Elements of the Essay | 4 (or higher) |
| • COM 100 - Human Communication  | 4 (or higher) |
| • MTH 025 - Pre-Algebra          | 4 (or higher) |
| • Human Relations Elective       | 3             |

*Additional Requirements*

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*

- |                                  |               |
|----------------------------------|---------------|
| • WR 060 - Elements of the Essay | 4 (or higher) |
| • MTH 025 - Pre-Algebra          | 4 (or higher) |
| • COM 100 - Human Communication  | 4 (or higher) |
| • Human Relations Elective       | 4             |

Pre-requisites Total: 16

*Program Curriculum*

Term 1

- |   |   |
|---|---|
| • DA 141 - Dental Radiology                         | 4 |
| • DA 151 - Chairside Procedures I                   | 4 |
| • DA 170 - Basic Dental Science                     | 3 |
| • DA 172 - Dental Anatomy                           | 4 |
| • DA 176 - Dental Pharmacology                      | 1 |
| • DA 180 - Dental Materials                         | 3 |
| • DA 192 - Dental Law and Ethics                    | 1 |
| • DA 196 - Medical Emergencies in the Dental Office | 1 |

Term 1 Total: 21

Term 2

- |  |   |
|--|---|
| • DA 142 - Dental Radiology                | 3 |
| • DA 152 - Chairside Procedures            | 3 |
| • DA 154 - Dental Specialties              | 2 |
| • DA 162 - Clinical Practice               | 4 |
| • DA 174 - Dental Pathology                | 1 |
| • DA 182 - Dental Materials and Procedures | 2 |
| • DA 190 - Dental Health Education         | 2 |

Term 2 Total: 17

Term 3

- |                                      |   |
|--------------------------------------|---|
| • DA 143 - Dental Radiology          | 1 |
| • DA 153 - Chairside Procedures      | 2 |
| • DA 163 - Clinical Practice         | 8 |
| • DA 166 - Clinical Practice Seminar | 1 |
| • DA 194 - Dental Business Office    | 2 |

Term 3 Total: 14

Total Credits: 68



# Diesel Technology

## Diesel Technology (AAS)

### Career Pathways:

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.

### Program Curriculum

#### Term 1

- BT 120 - Computer Keyboarding 2 (or higher)
- DSL 141 - Heavy Duty Steering and Suspension 4
- DSL 181 - Shop Practices 3
- DSL 191 - Electrical Systems I 4
- WLD 111 - Basic Gas and Arc Welding 3

Term 1 Total: 16

#### Term 2

- DSL 152 - Manual Drive Trains I 3
- DSL 161 - Diesel Engines 4
- DSL 192 - Electrical Systems II 4
- MTH 042 - Technical Mathematics 4 (or higher)

Term 2 Total: 15

#### Term 3

- DSL 151 - Heavy Duty Brakes I 3
- DSL 153 - Manual Drive Trains II 3
- DSL 162 - Engine Repair I 4
- DSL 193 - Electrical Systems III 4
- BA 131 - Introduction to Business Computing 4

#### OR

- CS 120 - Concepts of Computing 4

Term 3 Total: 18

#### Term 4

- DSL 184 - Fluid Mechanics 4
- DSL 251 - Heavy Duty Brakes II 3
- DSL 262 - Engine Repair II 4
- WR 065 - Introduction to Technical Writing 3 (or higher)

Term 4 Total: 14

#### Term 5

- COM 100 - Human Communication 4
- DSL 175 - Heavy Duty Equipment 3
- DSL 196 - Electronic Diagnostics and Engine Emissions 3
- DSL 263 - Advanced Engine Technology 4
- DSL 280 - Cooperative Work Experience 1-8

Term 5 Total: 17

#### Term 5

- DSL 176 - Mobile Air-Conditioning and Heating 3
- DSL 200 - Pre-Employment Seminar 1
- DSL 275 - Heavy Duty Equipment II 3
- DSL 280 - Cooperative Work Experience 1-8
- Human Relations Elective 3

Term 5 Total: 13

Total Credits: 93

## Diesel Technology: Technician Assistant (CPCC)

### Career Pathways:

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

### Program Curriculum

• WLD 111 - Basic Gas and Arc Welding	3
• DSL 152 - Manual Drive Trains I	3
• DSL 161 - Diesel Engines	4
• DSL 191 - Electrical Systems I	4
• DSL 181 - Shop Practices	3
• DSL 151 - Heavy Duty Brakes I	3
• DSL 141 - Heavy Duty Steering and Suspension	4
• BT 120 - Computer Keyboarding	2 (or higher)

Total Credits: 26



# Early Childhood Education

## Early Childhood Education (AAS)

### Career Pathways:

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
- Practice ethical and legal standards, as well as professional attitudes and behavior
- Apply developmentally appropriate practices (DAP) to meet the needs of diverse populations
- 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.

### Program Curriculum

#### Term 1

- ECE 101 - Family and Community Relations 3
- ECE 109 - Foundations and Careers in Early Childhood 3
- ECE 111 - Introduction to ECE Environments 3
- WR 115 - Introduction to College Writing 4
- AAOT Electives 3
- (or) CTE Electives - 3

Term 1 Total: 16

#### Term 2

- ECE 100 - Developmentally Appropriate Practice in Early Childhood Ed 3
  - ECE 150 - Observation/Assessment and Recording 3
  - ECE 152 - Creativity for Young Children 3
- OR

- ECE 153 - Music and Movement 3
- MTH 070 - Elementary Algebra 5  
(or higher)

Term 2 Total: 14

#### Term 3

- COM 100 - Human Communication 4
- ECE 151 - Guidance and Classroom Management 3
- ECE 175A - Infant/Toddler Caregiving: Social Emotional Growth 1
- ECE 175B - Infant/Toddler Caregiving: Group Care 1
- ECE 280 - Cooperative Work Experience 1-8
- Social Science Electives 4

Term 3 Total: 15

#### Term 4

- ECE 175C - Infant/Toddler Caregiving: Learning and Development 1
- ECE 175D - Infant/Toddler Caregiving: Culture, Family and Provider 1
- ECE 220 - Science and Nature with Young Children 3
- ECE 225 - Prenatal, Infant and Toddler Development 3
- Social Science Elective 4
- (or) CTE Electives 4
- (or) AAOT Electives - 4

Term 4 Total: 16

#### Term 5

- ECE 226 - Child Development 3
- ECE 245 - Challenging Behavior in Young Children 3
- ECE 280 - Cooperative Work Experience 1-8
- ECE 295 - Child Care Administration 3
- AAOT Electives 6
- (or) CTE Electives 6

Term 5 Total: 16

#### Term 6

- ECE 154 - Literature and Literacy 3
- ECE 228 - Responsive Infant Toddler Programs 3
- ECE 240 - Curriculum/Planning 3
- ECE 249 - Inclusion of Children with Special Needs 3
- CTE Electives - 4
- (or) AAOT Electives - 4

Term 6 Total: 16

Total Credits: 93

*Note:* The student is required to complete a criminal history check prior to enrollment in ECE 280 - Cooperative Work Experience (CWE).

Early Childhood Education (AAOT) Degree available in accordance to an Articulation Agreement with Eastern Oregon University. Please see Director of Early Childhood Education if you are interested in this degree.  
Career Pathways Certificate of Completion

## Early Childhood Education Assistant (CPCC)

Career Pathways:  
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

### *Program Curriculum*

- ECE 100 - Developmentally Appropriate Practice in Early Childhood Ed 3
- ECE 151 - Guidance and Classroom Management 3
- ECE 152 - Creativity for Young Children 3
- OR
- ECE 101 - Family and Community Relations 3
- ECE 226 - Child Development 3
- OR
- ECE 249 - Inclusion of Children with Special Needs 3
- ECE 280 - Cooperative Work Experience 1-8

Total Credits: 15

## Early Childhood Education (CC)

Career Pathways:  
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

### *Program Curriculum*

#### Term 1

- ECE 101 - Family and Community Relations 3
- ECE 109 - Foundations and Careers in Early Childhood 3
- ECE 111 - Introduction to ECE Environments 3
- Social Science Elective 4
- WR 115 - Introduction to College Writing 4  
(or higher)

Term 1 Total: 17

#### Term 2

- ECE 100 - Developmentally Appropriate Practice in Early Childhood Ed 3
- ECE 150 - Observation/Assessment and Recording 3
- ECE 152 - Creativity for Young Children 3
- OR
- ECE 153 - Music and Movement 3
- ECE 226 - Child Development 3
- MTH 070 - Elementary Algebra 5  
(or higher)

Term 2 Total: 17

#### Term 3

- ECE 151 - Guidance and Classroom Management 3
- ECE 154 - Literature and Literacy 3
- ECE 240 - Curriculum/Planning 3
- ECE 249 - Inclusion of Children with Special Needs 3
- ECE 280 - Cooperative Work Experience 1-8

Term 3 Total: 14

Total Credits: 48

## Early Childhood \*\*\*Infant Toddler Certificate (CC)

Career Pathways:

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)

*Program Curriculum*

- ECE 280 - Cooperative Work Experience 1-8
- ECE 175A - Infant/Toddler Caregiving: Social Emotional Growth 1
- ECE 175B - Infant/Toddler Caregiving: Group Care 1
- ECE 175C - Infant/Toddler Caregiving: Learning and Development 1
- ECE 175D - Infant/Toddler Caregiving: Culture, Family and Provider 1
- ECE 100 - Developmentally Appropriate Practice in Early Childhood Ed 3
- ECE 109 - Foundations and Careers in Early Childhood 3
- ECE 225 - Prenatal, Infant and Toddler Development 3
- ECE 228 - Responsive Infant Toddler Programs 3

Total Credits: 18

## Emergency Services

### Fire Science Technology (AAS)

(Limited-Entry Program)

Career Pathways:

Human Resources

*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.

*Program Curriculum*

Term 1

- FS 110A - Fire Fighter Skills Academy part A 3
- EMT 151 - Emergency Medical Technician Part A 5
- ES 175 - Introduction to Emergency Services 4
- CS 120 - Concepts of Computing 4

OR

- BA 131 - Introduction to Business Computing 4

Term 1 Total: 16

Term 2

- WR 227 - Technical Report Writing 4
- EMT 176 - Emergency Response Patient Transportation 2
- EMT 152 - Emergency Medical Technician Part B 5
- FS 110B - Fire Fighter Skills Academy part B 3
- Social Science Courses 3

OR

- Arts & Letters (Humanities) 3

Term 2 Total: 18

Term 3

- EMT 115 - Crisis Intervention 3
- ES 169 - Emergency Service Rescue 3
- FS 121 - Fire Behavior & Combustion 3
- FS 123 - Hazardous Materials - Awareness/Operation 3
- FS 130 - Wildland Firefighter 2

Term 3 Total: 17

Term 4

- COM 111 - Public Speaking 4
- FS 122 - Fundamentals of Fire Prevention 3
- FS 137 - Fire Protection Systems 3
- FS 170 - Intro to Fire Tactics & Strategies 3

Term 4 Total: 13

Term 5

- FS 166 - Building Construction for Fire Prevention 3
- FS 169 - Apparatus Operator/Driver 2
- FS 212 - Fire Investigation 3
- FS 280 - Cooperative Work Experience 1-8
- MTH 070 - Elementary Algebra 5

Term 5 Total: 16

Term 6

- FS 214 - Principles of Fire & Emergency Services Safety & Survival 3
- FS 240 - Emergency Services Instructor I 3
- FS 274 - Intro to Fire & Emergency Administration 3
- FS 280 - Cooperative Work Experience 1-8

Term 6 Total: 12

Total Credits: 92



## Emergency Medical Technician (EMT) (CC)

(Limited-Entry Program)

### Career Pathways:

Human Resources

### 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.

### Program Curriculum

#### Term 1

- EMT 151 - Emergency Medical Technician Part A 5
- ES 175 - Introduction to Emergency Services 4
- MTH 070 - Elementary Algebra 5 (or higher)
- COM 111 - Public Speaking 4
- BI 231 - Human Anatomy and Physiology 4

Term 1 Total: 22

#### Term 2

- EMT 176 - Emergency Response Patient Transportation 2
- EMT 177 - Emergency Response Communication// Documentation 2
- EMT 152 - Emergency Medical Technician Part B 5
- BI 232 - Human Anatomy and Physiology 4
- WR 121 - English Composition 4 (or higher)

Term 2 Total: 17

#### Term 3

- BI 233 - Human Anatomy and Physiology 4
- ES 169 - Emergency Service Rescue 3
- EMT 115 - Crisis Intervention 3
- PSY 201 - General Psychology 4
- BT 251 - Medical Terminology 3
- Social Science Courses 3
- OR
- Arts & Letters (Humanities) 3

Term 3 Total: 20

Total Credits: 59

*Note:* To complete this certificate you will need A & P, which has a PRE-REQ of BI 112. For more information contact: EMS Coordinator 541-278-5786 or Fire Science Coordinator 541-278-5799

# Industrial Systems Technology

## Industrial Systems Technology (AAS)

### Career Pathways:

Industrial and Engineering Systems

### Intended Program Outcomes:

Students who successfully complete the Associate of Applied Science in Industrial Systems program will have demonstrated the ability to:

- Troubleshoot, maintain, and repair industrial systems (mechanical, fluid, etc.)
- Analyze technical data
- Promote energy efficiency and industrial sustainability
- Contribute to a positive professional workplace culture

All classes are non-sequential. Students may begin any term. Classes must be completed with a grade of C or better.

### Program Curriculum

#### Term 1

- IST 109 - Introduction to Industrial Systems Technology 2
- IST 121 - Mechanical Drive Systems 2
- IST 141 - Electrical Fundamentals for non-Electricians 4
- IST 151 - Industrial Shop Practices 4
- IST 157 - Preventative Maintenance Management 3

Term 1 Total: 15

#### Term 2

- DRF 110 - Print Reading For Welders 2
  - IST 125 - Bearing and Lubrication Systems 2
  - IST 147 - Programmable Logic Controllers I 3
  - MTH 085 - Technical Math for Industrial System Techs 4
  - WLD 111 - Basic Gas and Arc Welding 3
- OR
- AGM 221 - Metals and Welding 3

Term 2 Total: 14

#### Term 3

- COM 100 - Human Communication 4
- DRF 111 - Industrial Print Reading 2
- IST 131 - Industrial Safety 2
- IST 165 - Industrial Pneumatic Systems 3
- IST 247 - Programmable Logic Controllers II 3

Term 3 Total: 14

#### Term 4

- BA 131 - Introduction to Business Computing 4
- OR
- CS 120 - Concepts of Computing 4
  - DRF 112 - Computer Aided Drafting 3
  - IST 162 - Industrial Hydraulic Systems 3
  - IST 261 - Automated Material Handling 3
  - Technical Elective 3

Term 4 Total: 16

#### Term 5

- BA 284 - Pre-Employment Seminar 2
- IST 112 - Rigging and Lifting 2
- IST 145 - Electric Motor and Controls Troubleshooting 3
- IST 221 - Pumps and Valves 2
- Technical Elective 3
- WR 060 - Elements of the Essay 4

or higher

Term 5 Total: 16

#### Term 6

- GS 110 - Physical Science/Energy 4
- IST 267 - Process Control and Instrumentation 3
- IST 271 - Capstone Project I 3
- Technical Elective 7

Term 6 Total: 16

Total Credits: 92



## Industrial Systems Technology: Data Center Operations (CPCC)

### Career Pathways:

Industrial and Engineering Systems

### 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 Industrial Systems 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.

### Program Curriculum

#### Term 1

- IST 109 - Introduction to Industrial Systems Technology 2
- IST 121 - Mechanical Drive Systems 2
- IST 141 - Electrical Fundamentals for non-Electricians 4
- IST 151 - Industrial Shop Practices 4
- IST 157 - Preventative Maintenance Management 3
- IST 162 - Industrial Hydraulic Systems 3

Term 1 Total: 18

#### Term 2

- IST 125 - Bearing and Lubrication Systems 2
- IST 145 - Electric Motor and Controls Troubleshooting 3
- IST 147 - Programmable Logic Controllers I 3
- IST 221 - Pumps and Valves 2

Term 2 Total: 10

#### Term 3

- DRF 111 - Industrial Print Reading 2
- IST 131 - Industrial Safety 2
- IST 135 - HVAC System Controls 2
- IST 225 - Data Center Operations and Engineering 4
- WR 060 - Elements of the Essay (or higher) 4

Term 3 Total: 14

Total Credits: 42

## Industrial Systems Technology: Industrial Automation (CPCC)

### Career Pathways:

Industrial and Engineering Systems

### Intended Program Outcomes:

This one-year career pathway certificate is intended to prepare students for entry-level employment in the automated control of modern industrial equipment. All classes successfully completed can be applied to the Industrial Systems Technology AAS degree. Students who successfully complete this certificate will have demonstrated the following:

- Familiarity with a variety of industrial systems
- Understanding of automated control of industrial systems
- Ability to apply PLC's and process controls skills and knowledge in a variety of industrial settings

All courses must be completed with a grade of C or better.

### Program Curriculum

#### Term 1

- IST 157 - Preventative Maintenance Management 3
- IST 162 - Industrial Hydraulic Systems 3
- IST 109 - Introduction to Industrial Systems Technology 2
- IST 121 - Mechanical Drive Systems 2
- IST 141 - Electrical Fundamentals for non-Electricians 4
- IST 151 - Industrial Shop Practices 4

Term 1 Total: 18

#### Term 2

- IST 125 - Bearing and Lubrication Systems 2
- IST 145 - Electric Motor and Controls Troubleshooting 3
- IST 147 - Programmable Logic Controllers I 3

Term 2 Total: 8

#### Term 3

- DRF 111 - Industrial Print Reading 2
- IST 131 - Industrial Safety 2
- IST 247 - Programmable Logic Controllers II 3
- IST 261 - Automated Material Handling 3
- IST 267 - Process Control and Instrumentation 3

Term 3 Total: 13

Total Credits: 39

## Industrial Systems Technology: Maintenance (CPCC)

### Career Pathways:

Industrial and Engineering Systems

### Intended Program Outcomes:

This one-year career pathway certificate is intended to prepare students for entry-level employment in operations and maintenance in a variety of industrial settings. All classes successfully completed can be applied to the Industrial Systems 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 be demonstrated:

- Maintenance of Bearings, Drives, and Motors
- Understanding of Programmable Logic Controllers
- Troubleshooting a variety of industrial Systems
- Safety in the workplace

All courses must be completed with a grade of C or better

### Program Curriculum

#### Term 1

- IST 157 - Preventative Maintenance Management 3
- IST 109 - Introduction to Industrial Systems Technology 2
- IST 121 - Mechanical Drive Systems 2
- IST 141 - Electrical Fundamentals for non-Electricians 4
- IST 151 - Industrial Shop Practices 4

Term 1 Total: 15

#### Term 2

- IST 112 - Rigging and Lifting 2
- IST 125 - Bearing and Lubrication Systems 2
- IST 147 - Programmable Logic Controllers I 3
- IST 162 - Industrial Hydraulic Systems 3
- IST 221 - Pumps and Valves 2

Term 2 Total: 12

#### Term 3

- DRF 111 - Industrial Print Reading 2
- IST 131 - Industrial Safety 2
- IST 165 - Industrial Pneumatic Systems 3

Term 3 Total: 7

Total Credits: 34

## Industrial Systems Technology: Welding (CPCC)

### Career Pathways:

Industrial and Engineering Systems

### 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 Systems 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.

### Program Curriculum

#### Term 1

- IST 109 - Introduction to Industrial Systems Technology 2
- IST 121 - Mechanical Drive Systems 2
- IST 141 - Electrical Fundamentals for non-Electricians 4
- IST 151 - Industrial Shop Practices 4
- IST 157 - Preventative Maintenance Management 3
- IST 162 - Industrial Hydraulic Systems 3

Term 1 Total: 18

#### Term 2

- DRF 110 - Print Reading For Welders 2
- IST 147 - Programmable Logic Controllers I 3
- IST 225 - Data Center Operations and Engineering 4
- AGM 221 - Metals and Welding 3
- OR
- WLD 111 - Basic Gas and Arc Welding 3

Term 2 Total: 12

#### Term 3

- DRF 111 - Industrial Print Reading 2
- IST 131 - Industrial Safety 2
- WLD 221 - TIG Welding 3

Term 3 Total: 7

Total Credits: 37

# Math and Computer Science

## Software Development (CC)

Career Pathways:

Arts Communication & Information

*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.

*Program Curriculum*

Term 1

- CS 160 - Gentle Introduction to Programming 4

Term 1 Total: 4

Term 2

- CS 161 - Computer Science 4

Term 2 Total: 4

Term 3

- CS 162 - Computer Science 4

Term 3 Total: 4

Total Credits: 12

# Nursing

## Nursing (AAS)

(Limited-Entry Program)

Career Pathways:  
Health Services

### *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). 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 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. Completion of the AAS degree at BMCC provides the educational eligibility for the National Council Licensure Examination for Registered Nurses (NCLEX-RN). The OCNE curriculum continues for at least three 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 one of the following pathways: 1. Portland OHSU campus general track (face to face), which includes the following clinical options: (a) Interprofessional Care Access Network (ICAN) Scholars Program. Students have all three clinical placements in the ICAN; (b) General clinical option. Students have a one-term placement in an ICAN neighborhood; placements for the other two terms are caring for patient populations of interest in acute or ambulatory care settings. 2. RN/BS Virtual program. Options available for baccalaureate completion can be found at <http://www.ohsu.edu/xd/education/schools/school-of-nursing/programs/undergraduate/current-rn-bs/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 2018 admission and submission of program application materials is February 15, 2018, or the first business day thereafter. BI 231, Anatomy and Physiology I, and MTH 95, Intermediate Algebra, must be completed by the end of fall term, 2017. Applicants must complete a minimum of 30 prerequisite credits by the end of fall term, 2017 in order to be eligible to apply for admission to our 2018-2020 program. 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 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 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 are integral parts 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 practica 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 2017-2018 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 NCLEX-RN. The OSBN screens all applicants for licensure and may deny licensure to or place on probation applicants with convictions for certain crimes. One of the following courses (or other documented proficiency) will satisfy the computer literacy requirement: CS 120, BA 131, ED 235, or AGR 111.

### *Prerequisites/Required Preparatory Courses 1*

- BI 112 - Cell Biology for Health Occupations 4
- BI 231 - Human Anatomy and Physiology 4
- BI 232 - Human Anatomy and Physiology 4
- BI 233 - Human Anatomy and Physiology 4
- BI 234 - Microbiology 4
- MTH 095 - Intermediate Algebra 5 (or higher)
- FN 225 - Nutrition 4
- PSY 201 - General Psychology 4
- PSY 202 - General Psychology 4
- OR
- SOC 204 - General Sociology: Sociology in Everyday Life 4
- OR
- SOC 205 - General Sociology/Institutions and Social Change 4
- PSY 237 - Human Development 4
- COM 111 - Public Speaking 4
- OR
- COM 115 - Intercultural Communication 4
- WR 121 - English Composition 4
- WR 122 - English Composition 4
- OR
- WR 227 - Technical Report Writing 4
- Computer Literacy 3-4 Credits

Note: All prerequisite/preparatory credits to be completed before admission to nursing courses, minimum of: 53

### Program Curriculum

#### First-Year Nursing Course Requirements

Fall Term	
• NRS 110 - Foundations of Nursing -Health Promotion	9
• NRS 232 - Pathophysiological Processes I	3

Total credits-1st Fall Term: 12

Winter Term	
• NRS 111 - Foundations of Nursing in Chronic Illness I	6
• NRS 230 - Clinical Pharmacology I	3
• NRS 233 - Pathophysiological Processes II	3

Total credits-1st Winter Term: 12

Spring Term	
• NRS 112 - Foundations of Nursing in Acute Care I	6
• NRS 231 - Clinical Pharmacology II	3

Total credits-1st Spring Term: 9

#### Second-Year Nursing Course Requirements

Fall Term	
• NRS 221 - Foundations of Nursing in Chronic Illness II/End of Life	9

Total credits-2nd Fall Term: 9

Winter Term	
• NRS 222 - Foundations of Nursing in Acute Care II/End of Life	9

Total credits-2nd Winter Term: 9

Spring Term	
• NRS 224 - Scope of Practice/Integrated Practicum	9

Total credits-2nd Spring Term: 9

#### Note:

<sup>1</sup>BI 112 is a prerequisite to BI 231, BI 232, and BI 233. The courses within the human anatomy and physiology sequence (BI 231, BI 232, and BI 233) may be taken in any order. Course(s) including cell biology, histology, and chemistry may substitute for BI 112 (BI 211). Enrollment is also possible with an Instructor Override form if you have taken a combination of BI101 + CH104 or higher.

<sup>2</sup>A genetics course or genetics module within a course is required. BI 112 is highly recommended. BI 112, or BI 101, or BI 149, or BI 211 meet this requirement.

<sup>3</sup>MTH 95 must be completed by the end of fall term, 2017, for fall 2018 admission. Competency may be demonstrated by a math placement test or by successful completion of Math 95 or other course that leads to statistics, however, MTH62, MTH92, MTH98 or MTH105 are not acceptable math prerequisites. MTH 95, MTH 111, or MTH 243 will satisfy the math requirement. .

<sup>4</sup>Two courses from the Social Sciences are required. PSY 201 must be taken as a prerequisite to PSY 237. To complete the Social Sciences requirement, choose one of the following courses: PSY 202, SOC 204, or SOC 205.

<sup>5</sup>Writing series must include a research component: WR 121, WR 122, & WR 123 (or WR 227) at 3 credits each, or WR 121, WR 122 (or WR 227) at 4 credits each. If WR 121 and WR 122 at 3 credits each are completed, WR 227 may be taken during the first year in the program to complete the series (completing the series prior to program entry is highly recommended due to scheduling concerns). Completion of a Bachelor's degree at an English-speaking accredited college or university is considered equivalent to completion of the writing series.

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 transition 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.

Total Nursing Credits: 60

Total Prerequisite Credits: 53

Total Credits Required for AAS Nursing: 113

## Professional Truck Driver

### Professional Truck Driver (Certificate of Completion)

(Limited-Entry Program)

Career Pathways:

Industrial and Engineering Systems

*Intended Program Outcomes:*

This Limited entry one year program will prepare the student with the knowledge and hands on experience necessary to be employable as an entry level tractor-trailer driver. Upon completion of this program students will:

- Have the knowledge and skills necessary to pass the State/Federal Class A, Commercial Driver's License Road test.
- Be appropriately proficient in communication skills (writing, presentation techniques)
- Have the necessary skills for effective customer service

*Program Curriculum*

- |  |   |
|--|---|
| • TTL 101 - Introduction to Transportation & Logistics     | 4 |
| • TTL 121 - Practical Application in Transport & Logistics | 6 |
| • TTL 141 - Transportation Customer Service Skills         | 3 |
| • TTL 280 - CWE: Transportation                            | 6 |

Total Credits: 19

## Veterinary Studies

### Pre-Veterinary Technician Preparation

Career Pathways:

Health Services

*Intended Program Outcomes:*

After completing Pre-Vet Technician Preparation course work, the student will:

- Be prepared to apply for admission into Colby Community College Distance Learning Veterinary Technician Program.

The following curriculum includes the BMCC equivalent courses for those detailed in Colby Community College's Veterinary Technician Program pre-requisites.

*Program Curriculum*

- |                                      |   |
|--------------------------------------|---|
| • ANS 121 - Animal Science           | 3 |
| • BI 101 - General Biology           | 4 |
| • BT 251 - Medical Terminology       | 3 |
| • CH 104 - Introduction to Chemistry | 5 |
| OR                                   |   |
| • CH 110 - Chemistry Foundations     | 5 |
| • WR 121 - English Composition       | 4 |

*Students must also complete one of the following to fulfill the social/behavioral science elective requirement:*

- |                                |   |
|--------------------------------|---|
| • PSY 201 - General Psychology | 4 |
| • EC201 - Micro Economics      | 4 |
| • EC202 - Macro Economics      | 4 |

Note: AGR 280 - Cooperative Work Experience Vet Assistant (3 credits) fulfills the pre-requisite of observation work.

For more information please contact Danielle Wallace at [dwallace@bluec.edu](mailto:dwallace@bluec.edu) or (541) 278-5781

### Veterinary Assistant (CC)

Career Pathways:

Health Services

*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.

#### *Program Curriculum*

##### Term 1

- VT 109 - Introduction to Veterinary Science 2
- AGR 111 - Agriculture Computers 3
- MTH 070 - Elementary Algebra 5 (or higher)
- BI 101 - General Biology 4

Term 1 Total: 14

##### Term 2

- VT 110 - Fundamentals of Veterinary Assistant I 3
  - ANS 211 - Animal Nutrition 4
  - ANS 121 - Animal Science 3
  - CH 110 - Foundations of Chemistry 5
  - WR 065 - Introduction to Technical Writing 3
- OR
- WR 227 - Technical Report Writing 4

Term 2 Total: 18

##### Term 3

- VT 111 - Fundamentals of Veterinary Assistant II 3
- ANS 240 - Animal Health 5
- ANS 122 - Animal Science 3
- AGR 280 - Cooperative Work Experience 1-8

Term 3 Total: 13

Total Credits: 45

## **Welding**

### **Welding Certificate (CC)**

Career Pathways:

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.

#### *Program Curriculum*

- WLD 253 - Welding Practices for Certification 3
  - WLD 112 - Advanced Arc Welding 3
  - AGM 221 - Metals and Welding 3
- OR
- WLD 111 - Basic Gas and Arc Welding 3
  - WLD 256 - Pipe Welding for Certification 3
- OR
- WLD 221 - TIG Welding 3

Total Credits: 12



## 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.

#### 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.

### 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 distance education three-term program developed to prepare individuals for employment in the pharmacy industry. 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.

For more information, please see: <http://www.bluecc.edu/academics/degree-partnership-programs/pharmacy-technician>

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.

For questions about the program or application process, contact:

COCC: Shannon Waller, CPhT, Program Director, (541) 318-3722 or via email: [swaller@ccoc.edu](mailto:swaller@ccoc.edu)

BMCC: Wade Muller, (541) 278-5971 or via email: [wmuller@bluecc.edu](mailto:wmuller@bluecc.edu).

#### Colby Community College: Veterinary Technician

Blue Mountain community college offers a Veterinary Technician Preparation (Vet Tech Prep) program in partnership with Colby Community College's Distance Learning Veterinary Technology Program (DLVTP). Start your studies by completing the pre-requisite courses at Blue Mountain Community College then apply for admission to Colby Community College's DLVTP.

For more information please see: <https://www.colbycc.edu/academics/associate-of-applied-science/veterinary-technician/index.html>.

#### Eastern Oregon University: Teacher Education Programs

BMCC students seeking Teacher licensure in the state of Oregon have two options through a partnership with EOU. Both programs prepare a student to enter the Master of Arts in Teacher (MAT) at EOU which allows individuals to become licensed teachers in either elementary or secondary settings.

Students may complete their own lower division content area pathway by following the education fast track, <https://www.eou.edu/pathways/files/2016/04/FTT-BMCC-ELED.pdf> EOU's undergraduate initial teacher preparation in elementary education spans two years, pairing coursework alongside practical classroom experiences every term and culminates with full time student teaching. The program prepares candidates with full time student teaching. The program prepares candidates for an Oregon teaching license with two endorsements, Elementary - Multiple Subjects and ESOL, in a cohort setting either in LaGrande or Hermiston.

For secondary licensure students will complete a Bachelor's degree in any discipline through a combination of lower division courses (AAOT courses at BMCC) and upper division courses at EOU. Once a student has completed a Bachelor's degree, they required to complete the MAT program in order to earn their secondary teacher license.

EOU has an advising center at the BMCC Hermiston Center and on the main campus in Pendleton. An EOU education faculty member is available for appointments at both locations. For more information, please contact the College of Education at <https://www.eou.edu/cobe/ed/> or speak to a BMCC advisor.

### **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.

## General Education/Discipline Studies Lists

### List 1 - Arts & Letters (Humanities)

### List 2 - Social Science

### List 3 - Computer Science

### List 4 - Mathematics

### List 5 - Non-Lab Science

### List 6 - Lab Science

### List 7 - Health/Wellness

### List 8 - Computer Literacy

### List 9 - Cultural Literacy

### List 10 - General Electives

### List 11 - Career and Technical Courses

### List 12 - Human Relations

- ART 265 - Intermediate Photography 4
- ART 266 - Intermediate Photography 4
- ART 276 - Beginning Sculpture ..... 4
- ART 277 - Beginning Sculpture ..... 4
- ART 278 - Beginning Sculpture ..... 4
- ART 281 - Beginning Painting ..... 4
- ART 282 - Beginning Painting ..... 4
- ART 283 - Beginning Painting ..... 4
- ART 285 - Intermediate Painting ..... 4
- ART 286 - Intermediate Painting ..... 4
- ART 291 - Intermediate Sculpture ..... 4
- ART 292 - Intermediate Sculpture ..... 4
- ART 293 - Intermediate Sculpture ..... 4

- MUS 105 - Music Appreciation ..... 4
- MUS 205 - Introduction to Jazz History .. 4
- MUS 206 - Introduction to History of Rock Music ..... 4
- MUS 207 - History of Folk Music ..... 4

### Foreign Languages

- SPAN 201 - Second-Year Spanish ..... 4
- SPAN 202 - Second-Year Spanish ..... 4
- SPAN 203 - Second-Year Spanish ..... 4
- SPAN 218 - Spanish for Heritage Speakers ..... 4

### Communication

- COM 112 - Small Group Communication 4
- COM 115 - Intercultural Communication 4

### Theatre

- TA 101 - Introduction to the Theatre .. 4
- TA 141 - Fundamentals of Acting Techniques ..... 4
- TA 142 - Fundamentals of Acting Techniques ..... 4
- TA 143 - Fundamentals of Acting Techniques ..... 4
- TA 241 - Intermediate Acting Techniques ..... 4
- TA 242 - Intermediate Acting Techniques ..... 4
- TA 243 - Intermediate Acting Techniques ..... 4

### List 1 - Arts & Letters (Humanities)

#### Available Courses

#### Art

- ART 101 - Introduction to Visual Arts . 4
- ART 102 - Introduction to Visual Arts . 4
- ART 103 - Introduction to Visual Arts . 4
- ART 115 - Basic Design ..... 4
- ART 116 - Basic Design ..... 4
- ART 117 - Basic Design ..... 4
- ART 131 - Beginning Drawing ..... 4
- ART 132 - Beginning Drawing ..... 4
- ART 133 - Beginning Drawing ..... 4
- ART 154 - Beginning Ceramic Pottery 4
- ART 155 - Beginning Ceramic Pottery 4
- ART 156 - Beginning Ceramic Pottery 4
- ART 184 - Beginning Watercolor ..... 4
- ART 185 - Watercolor ..... 4
- ART 186 - Watercolor ..... 4
- ART 204 - History of Western Art ..... 4
- ART 205 - History of Western Art ..... 4
- ART 231 - Intermediate Drawing ..... 4
- ART 232 - Intermediate Drawing ..... 4
- ART 233 - Intermediate Drawing ..... 4
- ART 254 - Intermediate Ceramic Pottery ..... 4
- ART 255 - Intermediate Ceramic Pottery ..... 4
- ART 256 - Intermediate Ceramic Pottery ..... 4
- ART 261 - Beginning Photography .... 4
- ART 262 - Digital Photo Imaging ..... 4
- ART 263 - Beginning Photography .... 4
- ART 264 - Intermediate Photography 4

#### English

- ENG 104 - Introduction to Literature . 4
- ENG 105 - Introduction to Literature . 4
- ENG 106 - Introduction to Literature . 4
- ENG 107 - World Literature ..... 4
- ENG 108 - World Literature ..... 4
- ENG 109 - World Literature ..... 4
- ENG 197 - Film as Literature ..... 4
- ENG 201 - Shakespeare ..... 4
- ENG 202 - Shakespeare ..... 4
- ENG 203 - Shakespeare ..... 4
- ENG 204 - Survey of English Literature 4
- ENG 205 - Survey of English Literature 4
- ENG 206 - Survey of English Literature 4
- ENG 253 - Survey of American Literature 4
- ENG 254 - Survey of American Literature 4
- ENG 255 - Survey of American Literature 4
- ENG 260 - Introduction to Women Writers ..... 4
- ENG 263 - Detective Fiction ..... 4
- ENG 264 - Detective Fiction ..... 4
- ENG 269 - Nature Literature ..... 4
- PHL 101 - Introduction to Philosophy 4
- PHL 102 - Introduction to Philosophy 4
- WR 241 - Introduction to Imaginative Writing ..... 4
- WR 242 - Introduction to Imaginative Writing ..... 4
- WR 243 - Introduction to Imaginative Writing ..... 4

#### Music

### List 2 - Social Science

#### Available Courses

- ANTH 101 - Introduction to Physical Anthropology ..... 4
- ANTH 102 - Introduction to Archaeology and Prehistory ..... 4
- ANTH 103 - Introduction to Cultural Anthropology ..... 4
- EC 201 - Principles of Microeconomic Theory with Applications ..... 4
- EC 202 - Principles of Macroeconomic Theory with Applications ..... 4
- GEOG 103 - Human Geography ..... 4
- GEOG 120 - World/Regional Geography 4
- GEOG 206 - Geography of Oregon .... 4
- HST 201 - History of the United States 4
- HST 202 - History of the United States 4
- HST 203 - History of the United States 4
- PS 201 - American Government and Politics ..... 4

- PS 202 - American Government and Politics ..... 4
- PS 203 - American Government/State and Local ..... 4
- PSY 201 - General Psychology ..... 4
- PSY 202 - General Psychology ..... 4
- PSY 237 - Human Development ..... 4
- SOC 204 - General Sociology: Sociology in Everyday Life ..... 4
- SOC 205 - General Sociology/Institutions and Social Change ..... 4
- SOC 213 - Minorities ..... 4
- SOC 217 - Family and Society ..... 4

### List 3 - Computer Science

#### Available Courses

- CS 120 - Concepts of Computing ..... 4
- CS 133B - Programming with Visual Basic ..... 4
- CS 133J - Scripting: Javascript with jQuery ..... 4
- CS 133U - Programming with C+ ..... 4
- CS 161 - Computer Science ..... 4
- CS 162 - Computer Science ..... 4
- CS 195 - Web Development ..... 4
- CS 260 - Data Structures ..... 4
- CS 275 - Database Development ..... 4
- CS 295 - Web Development ..... 4

### List 4 - Mathematics

#### Available Courses

- MTH 105 - Introduction to Contemporary Mathematics ..... 5
- MTH 111 - College Algebra ..... 5
- MTH 112 - Elementary Functions ..... 5
- MTH 211 - Foundations of Elementary Mathematics ..... 4
- MTH 212 - Foundations of Elementary Mathematics ..... 4
- MTH 213 - Foundations of Elementary Mathematics ..... 4
- MTH 231 - Discrete Mathematics ..... 4
- MTH 241 - Calculus for Management/Social Science ..... 4
- MTH 243 - Introduction to Probability and Statistics ..... 4
- MTH 251 - Calculus ..... 4
- MTH 252 - Calculus ..... 4
- MTH 253 - Calculus ..... 4

- MTH 254 - Vector Calculus ..... 4
- MTH 256 - Differential Equations ..... 4
- MTH 261 - Linear Algebra 4

### List 5 - Non-Lab Science

#### Available Courses

- BI 149 - Human Genetics ..... 3
- G 147 - Basic Geology ..... 3
- GEOG 101 - Physical Geography ..... 4

### List 6 - Lab Science

#### PLEASE NOTE: Refer to Course

Descriptions for restrictions on G 101, G 102, PHY 201, PHY 202, PHY 203

#### Available Courses

- BI 101 - General Biology ..... 4
- BI 102 - General Biology ..... 4
- BI 103 - General Biology ..... 4
- BI 112 - Cell Biology for Health Occupations ..... 4
- BI 124 - Global Ecology and Conservation Biology ..... 4
- BI 162 - Selected Topics in Natural History ..... 4
- BI 163 - Natural History of Oregon ..... 4
- BI 211 - General Biology ..... 5
- BI 212 - General Biology ..... 5
- BI 231 - Human Anatomy and Physiology ..... 4
- BI 232 - Human Anatomy and Physiology ..... 4
- BI 233 - Human Anatomy and Physiology ..... 4
- BI 234 - Microbiology ..... 4
- BOT 221 - Systematic Botany ..... 4
- CH 104 - Introductory Chemistry ..... 5
- CH 105 - Introductory Chemistry ..... 5
- CH 106 - Introductory Chemistry ..... 5
- CH 110 - Foundations of Chemistry ... 5
- CH 221 - General Chemistry ..... 5
- CH 222 - General Chemistry ..... 5
- CH 223 - General Chemistry ..... 5
- G 101 - Introduction to Geology - Minerals and Rocks ..... 4
- G 102 - Introduction to Geology - Environmental Geology ..... 4
- G 103 - Introduction to Geology - Historical Geology ..... 4

- G 105 - Introduction to Geology: Pacific Northwest Geology ..... 4
- G 201 - Physical Geology ..... 4
- G 202 - Physical Geology ..... 4
- G 203 - Historical Geology ..... 4
- GS 104 - Physical Science/Physics ..... 4
- GS 105 - Physical Science/Chemical Concepts ..... 4
- GS 107 - Physical Science/Astronomy 4
- GS 110 - Physical Science/Energy ..... 4
- GS 111 - Physical Science/Forensic Science ..... 4
- PHY 101 - Essentials of Physics ..... 4
- PHY 201 - General Physics ..... 5
- PHY 202 - General Physics ..... 5
- PHY 203 - General Physics ..... 5
- PHY 211 - General Physics with Calculus 5
- PHY 212 - General Physics with Calculus 5
- PHY 213 - General Physics with Calculus 5

### List 7 - Health/Wellness

#### Available Courses

- HE 115 - Body Composition Assessment 1
- HE 250 - Personal Health ..... 3
- HE 252 - First Aid ..... 3
- HE 253 - Personal Nutrition ..... 3
- HPE 295 - Health and Fitness for Life .3
- PE 131 - Introduction to Physical Education ..... 3
- PE 185 - Physical Education Activity ... 1
- PE 290 - Lifeguard Training Review .... 1
- PE 291 - Lifeguard Training ..... 2
- PE 292 - Water Safety Instructor/WSI .2
- PE 293 - Lifeguard Instructor Training/LGI ..... 2

### List 8 - Computer Literacy

#### Available Courses

- AGR 111 - Agriculture Computers ..... 3
- BA 131 - Introduction to Business Computing ..... 4
- CS 120 - Concepts of Computing ..... 4

## List 9 - Cultural Literacy

### Available Courses

- ANTH 103 - Introduction to Cultural Anthropology ..... 4
- COM 115 - Intercultural Communication 4
- COM 237 - Gender and Communication 3
- ENG 107 - World Literature ..... 4
- ENG 108 - World Literature ..... 4
- ENG 109 - World Literature ..... 4
- ENG 253 - Survey of American Literature 4
- ENG 260 - Introduction to Women Writers ..... 4
- GEOG 103 - Human Geography ..... 4
- GEOG 120 - World/Regional Geography 4
- HST 201 - History of the United States 4
- HST 202 - History of the United States 4
- HST 203 - History of the United States 4
- SOC 204 - General Sociology: Sociology in Everyday Life ..... 4
- SOC 205 - General Sociology/Institutions & Social Change ..... 4
- SOC 213 - Minorities ..... 4
- SOC 217 - Family and Society ..... 4
- SPAN 218 - Spanish for Heritage Speakers ..... 4

## List 10 - General Electives

### Available Courses

#### Agriculture

- ANS 121 - Animal Science ..... 3
- ANS 231 - Livestock Evaluation ..... 3
- CSS 122 - Irrigated Crops ..... 3
- CSS 220 - Geospatial Data Collection 4
- CSS 240 - Pest Management ..... 4

#### Art

- ART 198 - Special Studies ..... 1-3
- ART 298 - Special Studies ..... 1-3

#### Business Technologies

- BA 101 - Introduction to Business ..... 4
- BA 131 - Introduction to Business Computing ..... 4
- BA 198 - Special Studies ..... 1-3
- BA 206 - Principles of Management ... 4
- BA 211 - Principles of Accounting ..... 4

- BA 212 - Principles of Accounting ..... 4
- BA 213 - Principles of Accounting ..... 4
- BA 214 - Business Communications ... 4
- BA 215 - Cost Accounting ..... 4
- BA 223 - Principles of Marketing ..... 4
- BA 226 - Business Law ..... 4
- BA 280 - Cooperative Work Experience ..... 1-8
- BA 285 - Human Relations in Business 3
- BA 298 - Special Studies ..... 1-3
- LD 110 - Your Professional Development Plan ..... 1
- LD 130 - Building a Team ..... 1
- LD 131 - Leading and Motivating a Team ..... 1
- LD 132 - Team Processes ..... 1
- LD 133 - Workplace Culture ..... 1
- LD 150 - Cultivating Self-Care ..... 1
- LD 201 - Student Success II ..... 3
- LD 211 - Ethics in Action ..... 1
- LD 212 - Preparing for Presentations . 1
- LD 215 - Emotional Intelligence ..... 2
- LD 225 - Social Intelligence ..... 2
- LD 288 - Practicing Leadership Through Service Learning ..... 1

#### Communication

- COM 100 - Human Communication ... 4
- COM 237 - Gender and Communication 3

#### Criminal Justice

- CJ 100 - Introduction to Criminal Justice 3
- CJ 109 - Careers in Criminal Justice ... 3
- CJ 110 - Police Systems and Practices 3
- CJ 120 - American Court Systems and Practices ..... 3
- CJ 130 - Correctional Systems and Practices ..... 3
- CJ 132 - Probation and Parole: Systems and Practices ..... 3
- CJ 198 - Special Studies ..... 1-3
- CJ 200 - Theories of Crime and Delinquency ..... 3
- CJ 201 - Juvenile Justice ..... 3
- CJ 214 - Criminal Justice Report Writing . 3
- CJ 220 - Criminal Law ..... 3
- CJ 222 - Procedural Law ..... 3
- CJ 227 - Ethics in Criminal Justice ..... 3

#### Education

- ED 200 - Foundations of Education .... 3
- ED 258 - Multicultural Education ..... 3
- ED 280 - Cooperative Work Experience ..... 1-8

#### English

- ENG 198 - Special Studies ..... 1-3
- ENG 240 - Native American Literature 3
- ENG 280 - Cooperative Work Experience ..... 1-8
- PHL 103 - Introduction to Philosophy 3
- WR 115 - Introduction to College Writing ..... 4
- WR 198 - Special Studies ..... 1-3
- WR 298 - Special Studies ..... 1-3

#### Engineering

- ENGR 231 - Engineering Statics ..... 4
- ENGR 235 - Engineering Strength of Materials ..... 4
- ENGR 261 - Engineering Fluid Dynamics 4
- ENGR 265 - Hydraulics II ..... 4

#### Foreign Languages

- SPAN 101 - First Year Spanish ..... 4
- SPAN 102 - First Year Spanish ..... 4
- SPAN 103 - First Year Spanish ..... 4
- SPAN 211 - Spanish Conversation and Composition ..... 3
- SPAN 212 - Spanish Conversation and Composition ..... 3
- SPAN 213 - Spanish Conversation and Composition ..... 3
- UMA 101 - First Year Umatilla ..... 4

#### Health/Physical Education

- FN 225 - Nutrition ..... 4
- PE 198 - Special Studies ..... 1-3
- PE 280 - Cooperative Work Experience ..... 1-8

#### Math/Computer Science

- CS 125 - Software Applications ..... 3
- CS 125i - Digital Imaging (Photoshop) 3
- CS 125M - Interactive Web Design/ Multi-Media ..... 3

- CS 160 - Gentle Introduction to Programming ..... 4
- CS 198 - Special Studies ..... 1-3
- CS 280 - Cooperative Work Experience ..... 1-8
- CS 288 - Network Management III ..... 4
- CS 298 - Special Studies ..... 1-3
- MTH 103 - Problem Solving with Technology ..... 1
- MTH 198 - Special Studies ..... 1-3
- MTH 280 - Cooperative Work Experience ..... 1-8
- MTH 298 - Special Studies ..... 1-3

## Music

- MUP 105 - Jazz Ensemble ..... 1
- MUP 115 - General Ensemble ..... 1
- MUP 122 - Concert Choir ..... 1
- MUP 125 - Vocal Jazz Ensemble ..... 1
- MUP 141 - Symphony Orchestra ..... 1
- MUP 168 - Applied Woodwinds ..... 1
- MUP 169 - Applied Brass ..... 1
- MUP 170 - Applied Strings ..... 1
- MUP 171 - Applied Piano ..... 1
- MUP 174 - Applied Voice ..... 1
- MUP 205 - Jazz Ensemble ..... 1
- MUP 222 - Concert Choir ..... 1
- MUP 225 - Vocal Jazz Ensemble ..... 1
- MUP 241 - Symphony Orchestra ..... 1
- MUP 268 - Applied Woodwinds ..... 1
- MUP 269 - Applied Brass ..... 1
- MUP 270 - Applied Strings ..... 1
- MUP 271 - Applied Piano ..... 1
- MUP 274 - Applied Voice ..... 1
- MUS 101 - Fundamentals of Music ..... 2
- MUS 111 - Music Theory ..... 4
- MUS 112 - Music Theory ..... 4
- MUS 113 - Music Theory ..... 4
- MUS 114 - Ear Training and Sight Singing ..... 1
- MUS 115 - Ear Training and Sight Singing ..... 1
- MUS 116 - Ear Training and Sight Singing ..... 1
- MUS 131 - Class Piano ..... 2
- MUS 132 - Class Piano ..... 2
- MUS 133 - Class Piano ..... 2
- MUS 135 - Class Voice ..... 2
- MUS 198 - Special Studies ..... 1-3
- MUS 201 - Introduction to Music and Its Literature ..... 3
- MUS 202 - Introduction to Music and Its

- Literature ..... 3
- MUS 203 - Introduction to Music and Its Literature ..... 3
- MUS 211 - Music Theory ..... 3
- MUS 212 - Music Theory ..... 3
- MUS 298 - Special Studies ..... 1-3

## Reading

- RD 101 - College Textbook Reading ... 3
- RD 120 - Critical Reading and Thinking 3
- RD 220 - Advanced Critical Reading & Thinking ..... 3

## Science

- BI 160 - Local Ecosystems ..... 1
- BI 161 - Ecosystems Recovery ..... 2
- BI 198 - Special Studies ..... 1-3
- PHY 198 - Special Studies ..... 1-3

## Social Science

- ANTH 298 - Special Studies ..... 1-3
- EC 198 - Special Studies ..... 1-3
- HST 298 - Special Studies ..... 1-3
- PS 198 - Special Studies ..... 1-3
- SOC 198 - Special Studies ..... 1-3

## Theatre

- TA 165 - Technical Theatre Workshop 3
- TA 180 - Theatre Rehearsal and Performance ..... 3

## List 11 - Career and Technical Courses

### Available Courses

#### Agriculture

- AGM 131 - Agriculture Safety ..... 3
- AGM 140 - Agriculture Engines ..... 3
- AGM 211 - Agriculture Construction and Surveying ..... 3
- AGM 221 - Metals and Welding ..... 3
- AGM 240 - Tractors ..... 2
- AGM 241 - Agriculture Machinery ..... 3
- AGM 250 - Irrigation Systems Design 3
- AGM 251 - Irrigation Systems ..... 3
- AGR 101 - Agriculture Orientation ..... 1
- AGR 111 - Agriculture Computers ..... 3
- AGR 200 - Pre-Employment Seminar . 1
- AGR 210 - Agriculture Accounting ..... 4
- AGR 211 - Agriculture Business Management ..... 3
- AGR 221 - Agriculture Marketing ..... 3
- AGR 226 - Agriculture Issues ..... 3
- AGR 280 - Cooperative Work Experience ..... 1-8
- AGR 296 - Production Problems ..... 4
- ANS 122 - Animal Science ..... 3
- ANS 198 - Special Studies ..... 1-3
- ANS 201 - Introduction to Equine Science ..... 3
- ANS 211 - Animal Nutrition ..... 4
- ANS 212 - Animal Nutrition Recitation 1
- ANS 216 - Pregnancy Testing/Bovine 1
- ANS 217 - Artificial Insemination ..... 3
- ANS 218 - Advanced Artificial Insemination ..... 1
- ANS 220 - Beef Production ..... 4
- ANS 222 - Sheep and Swine Production . 4
- ANS 232 - Livestock Evaluation ..... 3
- ANS 233 - Livestock Evaluation/Oral Reasons ..... 1
- ANS 240 - Animal Health ..... 5
- ANS 261 - Intro to Meat Science ..... 4
- ANS 262 - Intro to Meat Processing ..... 4
- CSS 100 - Soils and Fertilizers ..... 3
- CSS 109 - Introduction to Precision Irrigated Agriculture ..... 2
- CSS 201 - Principles of Crop Science .. 3
- CSS 210 - Forage Crops ..... 3
- CSS 221 - Agricultural Spatial Analysis 3
- CSS 230 - Precision Irrigation Software 3
- CSS 241 - Integrated Pest Management . 4

- HORT 100 - Plant Science ..... 3
- HORT 111 - Alternative Crop Production 3
- RNG 241 - Range Management ..... 3
- UAS 110 - Introduction to Remote Sensing ..... 3
- UAS 111 - Introduction to Unmanned Aerial Vehicle ..... 3
- VT 109 - Introduction to Veterinary Science ..... 2
- VT 110 - Fundamentals of Veterinary Assistant I ..... 3
- VT 111 - Fundamentals of Veterinary Assistant II ..... 3
- VT 201 - Anesthesiology ..... 4
- VT 202 - Veterinary Surgical Assisting 2
- VT 204 - Applied Radiology ..... 3
- VT 205 - Pharmacology ..... 3
- VT 210 - Small Animal Disease ..... 3
- VT 211 - Large Animal Disease ..... 3
- VT 101 - Introduction to Veterinary Technology ..... 2
- VT 102 - Nursing and Restraint ..... 2
- VT 103 - Animal Health Record Systems .3
- VT 105 - Anatomy and Physiology I .... 4
- VT 106 - Anatomy and Physiology II ... 4
- VT 120 - Clinical Lab Procedures I ..... 4
- VT 121 - Clinical Lab Procedures II ..... 4
- VT 280 - Cooperative Work Experience ..... 1-4

**Business Technologies**

- BA 104 - Business Mathematics ..... 4
- BA 105 - Business Mathematics ..... 4
- BA 106 - Casino Games Management 4
- BA 107 - Survey of Gaming Regulations .4
- BA 110A - Database/MS Access ..... 3
- BA 110X - Spreadsheets/MS Excel ..... 3
- BA 111 - Basic Accounting ..... 4
- BA 113 - Credit Procedures ..... 3
- BA 116 - Bookkeeping Practice ..... 2
- BA 131A - Introduction to Word ..... 1
- BA 131B - Introduction to Excel ..... 1
- BA 131C - Introduction to Access ..... 1
- BA 131D - Introduction ..... 1
- BA 155 - Introduction to Fraud Examination ..... 3
- BA 177 - Payroll Accounting ..... 4
- BA 207 - E-Commerce ..... 4
- BA 209A - Accounting Applications ... 3
- BA 209P - Accounting Applications/ Payroll ..... 4
- BA 209Q - Accounting Applications/

- QuickBooks ..... 3
- BA 210 - Spreadsheets/Advanced MS Excel ..... 3
- BA 217 - Budgeting and Decision-Making ..... 3
- BA 220 - Tax Accounting ..... 4
- BA 221 - Accounting Problems/Tax .... 4
- BA 224 - Human Resources Management ..... 3
- BA 225 - Introduction to Gaming Management ..... 4
- BA 238 - Personal Selling ..... 3
- BA 239 - Retail Promotion ..... 3
- BA 249 - Retail Selling ..... 3
- BA 251 - Office Management ..... 3
- BA 261 - Intermediate Accounting .... 4
- BA 262 - Intermediate Accounting .... 4
- BA 263 - Intermediate Accounting .... 4
- BA 265 - Accounting Problems ..... 4
- BA 268 - Introduction to Auditing ..... 3
- BA 271 - Analyzing Financial Statements 3
- BA 277 - Business Ethics ..... 3
- BA 284 - Pre-Employment Seminar ... 2
- BA 295 - Professional Bookkeeping Review ..... 3
- BT 116 - Professional Office Procedures .. 4
- BT 120 - Computer Keyboarding ..... 2
- BT 121 - Document Processing I ..... 4
- BT 122 - Document Processing II ..... 4
- BT 124 - Keyboarding for Speed & Accuracy ..... 1
- BT 131 - Legal Office Procedures ..... 3
- BT 140 - Business Document Editing . 3
- BT 201M - Word Processing/MS Word 3
- BT 202M - Word Processing/Advanced MS Word ..... 3
- BT 204 - Advanced Word Processing Applications ..... 3
- BT 206 - Desktop Publishing ..... 3
- BT 220 - Calculating Machines ..... 1
- BT 230 - Legal Terminology I ..... 3
- BT 231 - Legal Transcription ..... 3
- BT 232 - Legal Terminology II ..... 3
- BT 240 - Records Management ..... 3
- BT 251 - Medical Terminology ..... 3
- BT 252 - Medical Terminology ..... 3
- BT 253 - Medical Transcription ..... 3
- BT 254 - Medical Transcription ..... 3
- BT 257 - Medical Office Procedures .... 4
- BT 258 - Medical Insurance Procedures and Coding ..... 4
- BT 290 - Integrated Office Systems ..... 3

- HTM 100 - Hospitality and Tourism Industry ..... 3
- HTM 103 - Marketing in the Hospitality Industry ..... 3
- HTM 104 - Travel and Tourism Industry 3
- HTM 105 - Food and Beverage Industry . 3
- HTM 107 - Hospitality Cost Control .... 3
- HTM 109 - Introduction to the Lodging Industry ..... 3
- HTM 112 - Bed and Breakfast Management ..... 3
- HTM 127 - Selling in the Hospitality Industry ..... 3
- HTM 130 - Beverages ..... 3
- HTM 131 - Customer Service Management I ..... 3
- HTM 224 - Catering Operations ..... 3
- HTM 226 - Event Management ..... 3
- HTM 230 - Hotel, Restaurant and Travel Law ..... 3
- HTM 232 - Menu Design ..... 3

**Criminal Justice**

- CJ 204 - Behavioral Cognitive Processes . 4
- CJ 205 - Victimology ..... 3
- CJ 210 - Police and Community ..... 3
- CJ 212 - Criminal Investigation ..... 3
- CJ 225 - Correctional Law ..... 3
- CJ 232 - Correctional Casework Counseling ..... 3
- CJ 240 - Crime, Justice and Diversity ..3
- CJ 243 - Narcotics and Dangerous Drugs 3
- CJ 250 - Criminal Justice Administration 3
- CJ 280 - Cooperative Work Experience ..... 1-8

**Math/Computer Science**

- CS 145 - Introduction to PC Hardware and Software ..... 5
- CS 179 - Introduction to Networking 4
- CS 180 - Computer Science Practicum . 1-5
- CS 240L - Introduction to Linux Systems Administration ..... 3
- CS 279 - Network Management II ..... 5
- CS 282 - Computer Science Colloquium .3

**Dental Assisting**

- DA 141 - Dental Radiology ..... 4
- DA 142 - Dental Radiology ..... 3

• DA 143 - Dental Radiology .....	1	• DSL 280 - Cooperative Work Experience 1-8	5
• DA 151 - Chairside Procedures I .....	4		
• DA 152 - Chairside Procedures .....	3	Early Childhood Education	
• DA 153 - Chairside Procedures .....	2	• ECE 100 - Developmentally Appropriate Practice in Early Childhood Ed .....	3
• DA 154 - Dental Specialties .....	2	• ECE 101 - Family and Community Relations .....	3
• DA 162 - Clinical Practice .....	4	• ECE 109 - Foundations and Careers in Early Childhood .....	3
• DA 163 - Clinical Practice .....	8	• ECE 111 - Introduction to ECE Environments .....	3
• DA 166 - Clinical Practice Seminar .....	1	• ECE 112 - Introduction to Early Childhood Education/Professionalism 1	
• DA 170 - Basic Dental Science .....	3	• ECE 150 - Observation/Assessment and Recording .....	3
• DA 172 - Dental Anatomy .....	4	• ECE 151 - Guidance and Classroom Management .....	3
• DA 174 - Dental Pathology .....	1	• ECE 152 - Creativity for Young Children .	3
• DA 176 - Dental Pharmacology .....	1	• ECE 153 - Music and Movement .....	3
• DA 180 - Dental Materials .....	3	• ECE 154 - Literature and Literacy .....	3
• DA 182 - Dental Materials and Procedures .....	2	• ECE 175A - Infant/Toddler Caregiving: Social Emotional Growth .....	1
• DA 190 - Dental Health Education .....	2	• ECE 175B - Infant/Toddler Caregiving: Group Care .....	1
• DA 192 - Dental Law and Ethics .....	1	• ECE 175C - Infant/Toddler Caregiving: Learning and Development .....	1
• DA 194 - Dental Business Office .....	2	• ECE 175D - Infant/Toddler Caregiving: Culture, Family and Provider .....	1
• DA 196 - Medical Emergencies in the Dental Office .....	1	• ECE 198 - Special Studies .....	1-3
		• ECE 220 - Science and Nature with Young Children .....	3
		• ECE 225 - Prenatal, Infant and Toddler Development .....	3
		• ECE 226 - Child Development .....	3
		• ECE 228 - Responsive Infant Toddler Programs .....	3
		• ECE 240 - Curriculum/Planning .....	3
		• ECE 245 - Challenging Behavior in Young Children .....	3
		• ECE 249 - Inclusion of Children with Special Needs .....	3
		• ECE 280 - Cooperative Work Experience .....	1-8
		• ECE 295 - Child Care Administration ..	3
		• ECE 296 - Issues and Trends .....	3
		EMT/Fire Science	
		• EMT 115 - Crisis Intervention .....	3
		• EMT 151 - Emergency Medical Technician Part A .....	5
		• EMT 152 - Emergency Medical Technician Part B .....	5
		• EMT 176 - Emergency Response Patient Transportation .....	2
		• EMT 177 - Emergency Response Communication/Documentation .....	2
		• ES 169 - Emergency Service Rescue ...	3
		• ES 175 - Introduction to Emergency Services .....	4
		• ET 114 - Introduction to Geographic Information Systems .....	3
		• ET 222 - Concrete Practices .....	4
		• ET 222A - Concrete Field Testing Technician .....	1
		• ET 222B - Concrete Control Technician 1	
		• ET 222C - Concrete Strength Testing Technician .....	1
		• FS 110A - Fire Fighter Skills Academy part A .....	3
		• FS 110B - Fire Fighter Skills Academy part B .....	3
		• FS 112 - Firefighter II Skills Academy .	4
		• FS 121 - Fire Behavior & Combustion .	3
		• FS 122 - Fundamentals of Fire Prevention .....	3
		• FS 123 - Hazardous Materials - Awareness/Operation .....	3
		• FS 130 - Wildland Firefighter .....	2
		• FS 137 - Fire Protection Systems .....	3
		• FS 166 - Building Construction for Fire Prevention .....	3
		• FS 169 - Apparatus Operator/Driver ...	2
		• FS 170 - Intro to Fire Tactics & Strategies .	3
		• FS 212 - Fire Investigation .....	3
		• FS 214 - Principles of Fire & Emergency Services Safety & Survival .....	3
		• FS 240 - Emergency Services Instructor I	3
		• FS 274 - Intro to Fire & Emergency Administration .....	3
		• FS 280 - Cooperative Work Experience .....	1-8
		Health/Physical Education	
		• FN 230 - Children, Families and Nutrition .....	3
		• HE 100 - Introduction to Health Services .....	3
		• HE 298 - Special Studies .....	1-3
		Nursing	
		• NRS 110 - Foundations of Nursing -Health Promotion .....	9



- NRS 111 - Foundations of Nursing in Chronic Illness I ..... 6
- NRS 112 - Foundations of Nursing in Acute Care I ..... 6
- NRS 221 - Foundations of Nursing in Chronic Illness II/End of Life ..... 9
- NRS 222 - Foundations of Nursing in Acute Care II/End of Life ..... 9
- NRS 224 - Scope of Practice/Integrated Practicum ..... 9
- NRS 230 - Clinical Pharmacology I ..... 3
- NRS 231 - Clinical Pharmacology II ..... 3
- NRS 232 - Pathophysiological Processes I 3
- NRS 233 - Pathophysiological Processes II ..... 3

Welding

- WLD 111 - Basic Gas and Arc Welding 3
- WLD 112 - Advanced Arc Welding ..... 3
- WLD 221 - TIG Welding ..... 3
- WLD 253 - Welding Practices for Certification ..... 3
- WLD 256 - Pipe Welding for Certification ..... 3

**List 12 - Human Relations**

Available Courses

Business

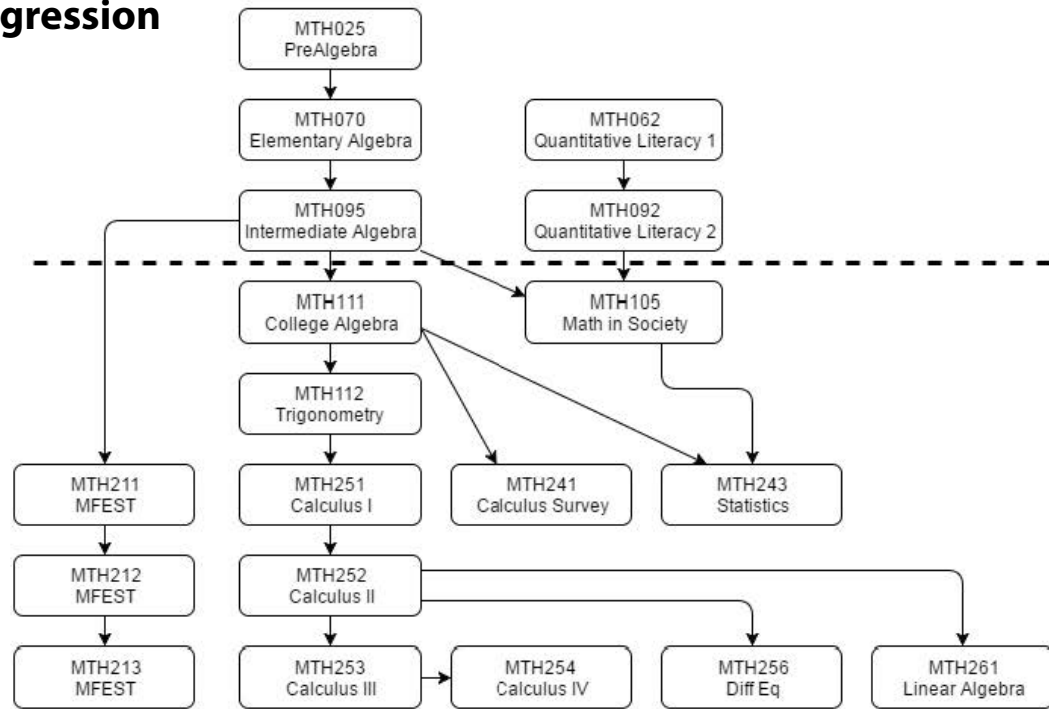
- BA277- Business Ethics ..... 3
  - BA285- Human Relations in Business 4
  - LD130 - Building a Team ..... 1
  - and*
  - LD133 - Workplace Culture..... 1
  - and*
  - LD211 - Ethics in Action..... 1
- Please note that LD130, LD133 and LD211 must be completed to fulfill the 3 hour Human Relations requirement)*

Communication

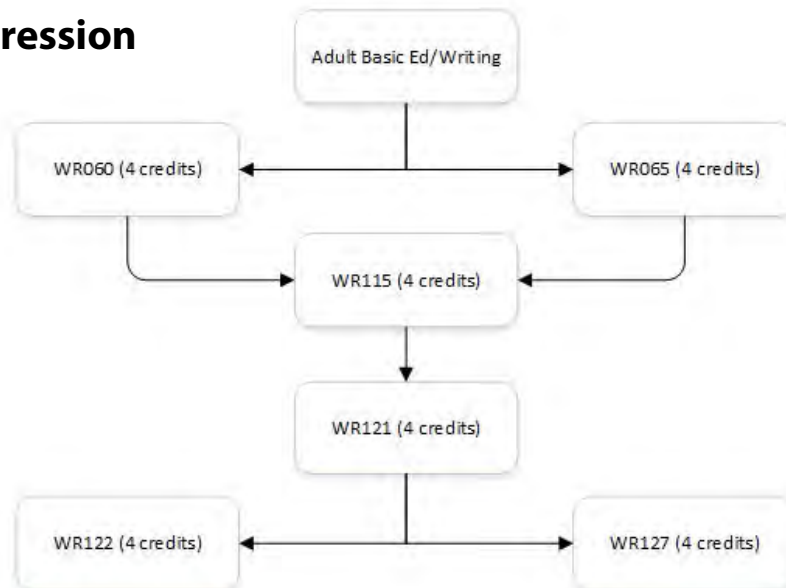
- COM 100 - Human Communication ... 4
- COM 112 - Small Group Communications ..... 4
- COM 115 - Intercultural Communication ..... 4

# Progression Charts

## Math Progression



## Writing Progression





# 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 are grouped by area of study and listed in this section of the catalog. Not every course is offered every term. Use the online "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.

## 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.

() - Courses that meet the Human Relations requirement

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.



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**AGM** **Agriculture**

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**> 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*

**> 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: AGM 250*

*Term(s) Offered: Spring*

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**AGR** **Agriculture**

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**> 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.

*Term(s) Offered: Fall*

*Fulfills the HD 109 Requirement*

**> @ 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: Winter*

**> 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: Fall*

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**> 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: Winter*

**> 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: Spring*

**> 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: Fall*

**> 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*

**> 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*

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**^ 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.

*Term(s) Offered: Winter, Spring*

*ANS 121 preferred not required.*

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**> ANS198 - Special Studies**

*Credits - 1-3*

Designed to provide interested and capable students with the opportunity to study special topics in the animal sciences.

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**> 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.

*Recommended preparation: ANS 121*

*Term(s) Offered: Winter*

*Corequisite: AGR 280*

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**> 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.

*Term(s) Offered: Winter*

*Corequisite: ANS 211*

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**> 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: ANS 121, ANS 122 and instructor approval.*

*Term(s) Offered: Fall*

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**> 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: ANS 121 and ANS 122*

*Term(s) Offered: Spring*

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**> 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: ANS 217*

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**> 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.

*Term(s) Offered: Winter*

*Offered in even numbered years. Completion of ANS 121 and ANS 122 recommended but not required.*

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**> 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 ANS 121 and ANS 122 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*

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**> 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: ANS 231 or instructor approval.*

*Term(s) Offered: Fall*

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**> 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.

*Term(s) Offered: Fall*

*Completion of or concurrent enrollment in ANS 231 required.*

---

**> 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 > ANS240 - ANS 231 required.*

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> **ANS261 - Introduction to Meat Science**

*Credits - 2 Lecture - 2*

This course is designed to expose students to the various components that make up the study and career field of meat science. Topics will include HACCP (Hazard Analysis and Critical Control Points) plans, ODA (Oregon Department of Agriculture) vs. USDA (United States Department of Agriculture) regulations, muscle chemistry, product safety, and product quality. Students will participate in processing livestock from the live animal to a plate ready product. CWE is required for this course.

*Term(s) Offered: Winter*

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> **ANS262 - Introduction to Meat Processing**

*Credits - 2 Lecture - 2*

This course is designed to expose students to the various components that will make up the study and career field of processed value added meat products. Topics will include HACCP (Hazard Analysis and Critical Control Points) plans, ODA (Oregon Department of Agriculture) vs. USDA (United States Department of Agriculture) regulations, sausage and jerky, curing and smoking, ingredients, product safety, product quality and labeling. Students will participate in the processing of livestock from the live animal to a plate ready value added product. CWE is required for this course.

*Term(s) Offered: Spring*

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ANTH	Social Science
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\* **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: WR 060 or placement*

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\* **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: WR 060 or placement*

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\* ~ **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: WR 060 or placement*

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^ **ANTH298 - Special Studies**

*Credits - 1-3*

Special topics in anthropology.

*Recommended preparation: WR 060*

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APR	Apprenticeship
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> **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).

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> **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).

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> **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.

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> **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.

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> **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.

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> **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.

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> **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.



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> **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.

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> **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.

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> **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.

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> **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.

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> **APR112A - Inside Electrician  
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.

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> **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.

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> **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.

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> **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.

---

> **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.

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> **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.

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> **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.

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> **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.

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> **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.

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> **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.

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> **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.

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> **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.

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> **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.

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> **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.

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> **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.

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> **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.

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> **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.

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> **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.

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> **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.

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> **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.

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> **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.

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> **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.

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> **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.

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> **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.

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> **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.

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> **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.

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> **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.

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> **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).

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> **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).

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> **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.

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> **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.

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> **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.

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> **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.

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> **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.

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> **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.

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> **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.

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> **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.

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> **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.

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> **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.

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> **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.

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> **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.

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> **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.

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> **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.

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> **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.

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> **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.

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> **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.

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> **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.

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> **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.

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> **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.

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> **APR214F - PLC Apprenticeship Practical 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.

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> **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.

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> **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.

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> **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.

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> **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.

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> **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.

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> **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.

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> **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.

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> **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.

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> **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.

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> **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. APR 217E also explains the use of pipefitting accessories, supports, traps, expansion joints, filters and strainers.

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> **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.



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> **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.

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> **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.

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> **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.

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> **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.

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> **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.

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> **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.

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> **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.

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> **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.

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> **APR217Q - IMM Apprenticeship Packaging Machinery**

*Credits - 1 Lecture - 1*

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.

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> **APR217R - IMM Apprenticeship Casing Machinery**

*Credits - 1 Lecture - 1*

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.

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> **APR217S - IMM Apprenticeship Programmable Logic Controllers**

*Credits - 1 Lecture - 1*

This course covers the basic operating principles of all Programmable Logic Controllers PLCs including; inputs and outputs, programming, maintenance, and networking.

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> **APR217T - IMM Apprenticeship Machine Shop Practices**

*Credits - 3 Lecture - 3*

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.

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ART	Art
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\* **ART101 - Introduction to Visual Arts**

*Credits - 4 Lecture - 4*

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.

*Term(s) Offered: Fall*

*Prerequisite: WR 060 or Placement, WR 115 strongly recommended.*

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\* **ART102 - Introduction to Visual Arts**

*Credits - 4 Lecture - 4*

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.

*Term(s) Offered: Winter*

*Prerequisite: WR 060 or Placement, WR 115 strongly recommended.*

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\* **ART103 - Introduction to Visual Arts**

*Credits - 4 Lecture - 4*

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.

*Term(s) Offered: Spring*

*Prerequisite: WR 060 or Placement, WR 115 strongly recommended.*

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\* **ART115 - Basic Design**

*Credits - 4 Lecture - 3 Other - 1*

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.

*Term(s) Offered: Fall*

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\* **ART116 - Basic Design**

*Credits - 4 Lecture - 3 Other - 1*

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.

*Term(s) Offered: Winter*

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\* **ART117 - Basic Design**

*Credits - 4 Lecture - 3 Other - 1*

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.

*Term(s) Offered: Spring*

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\* **ART131 - Beginning Drawing**

*Credits - 4 Lecture - 4*

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.

*Term(s) Offered: Fall*

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\* **ART132 - 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: Winter*

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\* **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*

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\* **ART154 - Beginning Ceramic Pottery**

*Credits - 4 Lecture - 3 Other - 1*

Introduction to the materials, methods and techniques of pottery design and construction.

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\* **ART155 - Beginning Ceramic Pottery**

*Credits - 4 Lecture - 4*

An introduction to the materials, methods and techniques of pottery design and construction.

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\* **ART156 - Beginning Ceramic Pottery**

*Credits - 4 Lecture - 4*

An introduction to the materials, methods and techniques of pottery design and construction.

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\* **ART184 - Beginning Watercolor**

*Credits - 4 Lecture - 3 Other - 1*

Methods, materials, composition, and techniques using aqueous media.

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\* **ART185 - Watercolor**

*Credits - 4 Lecture - 3 Other - 1*

A course featuring methods, materials, composition, and techniques using aqueous media.

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\* **ART186 - Watercolor**

*Credits - 4 Lecture - 3 Other - 1*

A course featuring methods, materials, composition, and techniques using aqueous media.

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^ **ART198 - Special Studies**

*Credits - 1-3*

Individualized study in areas not considered in other courses to meet special interest or program requirements. *Recommended preparation: Prior study and instructor approval.*

*Complete a term project approved by the instructor.*

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\* **ART204 - History of Western Art**

*Credits - 4 Lecture - 4*

This course is a historical survey of the visual arts in the western world from prehistoric 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: WR 060 or Placement, WR 115 strongly recommended.*

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\* **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: WR 060 or Placement, WR 115 strongly recommended.*

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\* **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*

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\* **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*

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\* **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*

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\* **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.

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\* **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: ART 154*

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\* **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: ART 154 or ART 155*

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\* **ART261 - Beginning Photography**

*Credits - 4 Lecture - 3 Other - 1*

Black and white photographic processes and techniques; development of camera and darkroom skills; seeing photographically.

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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.

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\* **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.

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\* **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.

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\* **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.

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\* **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.

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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*

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\* **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*

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\* **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*

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\* **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*

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\* **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*

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\* **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*

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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*

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\* **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*

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\* **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*

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\* **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*

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\* **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*

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\* **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*

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^ **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.*

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**BA Business & Leadership**

^ **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*

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> **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.

*Term(s) Offered: Fall, Winter*

*Prerequisite: MTH 025*

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> **BA105 - Business Mathematics**

*Credits - 4 Lecture - 4*

A study of inventories, depreciation, financial statement analysis, stocks and bonds, compound interest, present and future value.

*Term(s) Offered: Winter, Spring*

*Prerequisite: BA 104*

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> **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: Fall*

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> **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*

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> **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: BA 131 and BT 120 - Changed Title*

*Term(s) Offered: Winter, Spring*

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> **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: BA 131 and MTH 025 - Changed Title*

*Term(s) Offered: Fall, Winter, Spring*

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> **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*

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> **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.

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> **BA116 - Bookkeeping Practice**

*Credits - 2 Other - 2*

A hands-on practice set designed to give the student experience with current accounting software.

*Term(s) Offered: Winter*

*Prerequisite: BA 212*

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^ **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: BT 120*

*Term(s) Offered: Fall, Winter*

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^ **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.

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^ **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.

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^ **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.

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^ **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.

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> **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: Winter*

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> **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*

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> **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.

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^ **BA198 - Special Studies**

*Credits - 1-3*

Designed to provide interested and capable students with the opportunity to study special topics in business areas.

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^ **BA206 - Principles of Management**

*Credits - 4 Lecture - 4*

Principles of management and their applications in organization, administration, and production in the business environment.

*Term(s) Offered: Spring*

*Prerequisite: WR 060 or WR 065*

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> **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.

*Term(s) Offered: Winter*

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> **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.

*Term(s) Offered: Spring*

*Changed Title*

*Prerequisite: BA 110X*

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^ **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*

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^ **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.

Term(s) Offered: Winter

Prerequisite: BA 211

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^ **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.

Term(s) Offered: Spring

Prerequisite: BA 212

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^ **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.

Term(s) Offered: Fall

(BT 121 or typing/word processing skills strongly recommended)

Prerequisite: WR 121

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^ **BA215 - Cost Accounting**

Credits - 4 Lecture - 3 Other - 1

The design and development of cost systems, cost analysis, and management use of cost information.

Term(s) Offered: Winter

Prerequisite: BA 213

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> **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.

Term(s) Offered: Spring

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> **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: Spring

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> **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 BA 220 this class completes the 80-hour requirement needed to sit for the licensure exam administered by the Oregon State Board of Tax Practitioners.

Term(s) Offered: Fall

A continuation of BA 220

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> **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.

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**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.

Term(s) Offered: Winter

Prerequisite: WR 060 or WR 065

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> **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: Winter

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> **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.

Term(s) Offered: Winter

This course is not recommended for people who have worked in the gaming industry.

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**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.

Term(s) Offered: Fall, Winter

Prerequisite: WR 060 or WR 065

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> **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.

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> **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.

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> **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

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> **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.

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> **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.

*Term(s) Offered: Fall*

*Prerequisite: BA 213*

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> **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.

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> **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.

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> **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.

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> **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.

*Term(s) Offered: Spring*

*Prerequisite: BA 261*

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> **BA271 - Analyzing Financial Statements**

*Credits - 3 Lecture - 3*

Includes accounting characteristics of financial statements and the analysis of each component.

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# **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.

*Term(s) Offered: Spring*

*Prerequisite: WR 060 or WR 065*

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^ **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*

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> **BA284 - Pre-Employment Seminar**

*Credits - 2 Lecture - 2*

Designed to assist the student in resume and cover letter preparation, interviews, application forms, employment searches and helpful techniques in obtaining, holding and advancing in a job. Students will assess knowledge, skills and abilities as they relate to employment. Students will conduct an informational interview.

*Term(s) Offered: Fall, Winter, Spring*

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^ # **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: Spring*

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> **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*

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^ **BA298 - Special Studies**

*Credits - 1-3*

Provides interested and capable students the opportunity to study special topics in the field of business.

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> **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.

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> **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.*

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> **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: Spring*

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^ **BA233 - Accounting for Managers**

*Credits - 4 Lecture - 4*

Accounting for Managers is designed to provide the non-financial manager with an understanding of accounting and the manner in which it can be used to make financial decisions. Topics covered include: financial statement preparation; basic accounting concepts like debit/credit, journal entries, and t-accounts; Excel spreadsheet preparation; measuring and reporting accounting data; analyzing and interpreting accounting information; cost behavior and analysis; budgeting; and relevant cost analysis.

**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.

+ **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.

*Term(s) Offered: Fall, Winter*

*Prerequisite: MTH 025 or Placement or Placement*

+ **BI102 - General Biology**

*Credits - 4 Lecture - 3 Lab - 1*

A part of the general biology sequence. Topics covered include: cell physiology, taxonomy of microorganisms (viruses, bacteria, protists) fungi and plants, plant anatomy and physiology and ecology.

*Term(s) Offered: Winter*

*Prerequisite: MTH 025 or Placement*

+ **BI103 - General Biology**

*Credits - 4 Lecture - 3 Lab - 1*

A part of the general biology sequence. Topics covered include animal taxonomy, physiology, and behavior.

*Term(s) Offered: Spring*

*Prerequisite: MTH 025 or Placement*

+ **BI112 - Cell Biology for Health Occupations**

*Credits - 4 Lecture - 3 Lab - 1*

Cell Biology for Health Occupations introduces students to the generalized human cell, including its structure, function, basic genetics and reproduction. The chemical and physical processes that affect the cell and its components will be examined throughout the course. This course covers the basic principles and vocabulary to prepare students for the study of human organ systems that occurs in Anatomy and Physiology BI 231, BI 232, and BI 233.

+ **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: MTH 025 or Placement 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.

*Offered Fall term. Mandatory for nursing program Term(s) Offered: Fall*

*Prerequisite: MTH 025 or Placement or Placement*

^ **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.

*Term(s) Offered: Fall*

*Prerequisite: MTH 025 or Placement and WR 115 or Placement Recommended*

*Corequisite: CH 221*

+ **BI212 - General Biology**

*Credits - 5 Lecture - 4 Lab - 1*

A part of the general biology sequence. Topics covered include macroevolution, animal taxonomy, and physiology.

*Term(s) Offered: Winter*

*Prerequisite: MTH 025 or Placement and WR 115 or Placement Need not be taken in sequence.*

+ **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.

*Term(s) Offered: Spring*

*Prerequisite: MTH 025 or Placement and WR 115 or Placement Need not be taken in sequence.*



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+ **BI231 - Human Anatomy and Physiology**

*Credits - 4 Lecture - 3 Lab - 1*

One of three courses within the human anatomy and physiology sequence that need not be taken in order. This course 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 integumentary, skeletal, cardiovascular and lymphatic systems. Laboratory sessions include dissecting animal specimens, conducting physiological experiments, examining case studies, using the compound microscope, and studying anatomical models.

*Prerequisite: BI 112*

*Term(s) Offered: Fall, Winter*

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+ **BI232 - Human Anatomy and Physiology**

*Credits - 4 Lecture - 3 Lab - 1*

One of three courses within the human anatomy and physiology sequence that need not be taken in order. This course 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 and nervous systems, special senses, and the endocrine system. Laboratory sessions include dissecting animal specimens, conducting physiological experiments, examining case studies, using the compound microscope, and studying anatomical models.

*Term(s) Offered: Winter, Spring*

*Prerequisite: BI 112*

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+ **BI233 - Human Anatomy and Physiology**

*Credits - 4 Lecture - 3 Lab - 1*

One of three courses within the human anatomy and physiology sequence that need not be taken in order. This course 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 respiratory, digestive, urinary, and reproductive systems. Laboratory sessions include dissecting animal specimens, conducting physiological experiments, examining case studies, using the compound microscope, and studying anatomical models.

*Term(s) Offered: Fall, Spring*

*Prerequisite: BI 112*

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+ **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*

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**BOT** **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.

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**BT** **Business & Leadership**

> **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*

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> **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*

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> **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*

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> **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 reformatted based on current office practices. Work is completed using the Microsoft Word software.

*Term(s) Offered: Winter*

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> **BT124 - Keyboarding for Speed & Accuracy**

*Credits - 1 Lecture - 1*

The class will help develop speed and accuracy using a computer. Students will use an online testing program to measure keyboarding speed and accuracy and to determine any specific keyboarding problems. This course will help students meet hiring criteria for words per minute on an employment test.

*Term(s) Offered: Spring*

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> **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.

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> **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: Spring*

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> **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.

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> **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.

*Term(s) Offered: Spring*

*Previous experience in application software strongly recommended.*

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> **BT220 - Calculating Machines**

*Credits - 1 Lecture - 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: Winter*

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> **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: Fall*

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> **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: WR 121*

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> **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.

*Term(s) Offered: Winter*

*Prerequisite: BT 230*

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> **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.

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> **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*

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> **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*

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> **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.

*Term(s) Offered: Fall*

*Prerequisite: BT 251, BT 252 and WR 060 or Placement score of 63 or over*

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> **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.

*Term(s) Offered: Winter*

*Prerequisite: BT 253 and WR 060 or Placement score of 63 or over*

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> **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: Fall*

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> **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.

*Term(s) Offered: Spring*

*Includes use of CPT and ICD-10*

*Prerequisite: BT 251, BT 252 and WR 060 or Placement score of 63 or over*

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> **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*

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> **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*

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> **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.

*Term(s) Offered: Spring*  
*Changed Title*

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**CH Science**

+ **CH104 - Introductory Chemistry**

*Credits - 5 Lecture - 4 Lab - 1*

This course covers matter and measurements; atoms and the periodic table; ionic compounds; covalent compounds; chemical reactions; energy changes, reaction rates, and equilibrium; gases, liquids and solids; solutions; acids and bases; and nuclear chemistry.

*Prerequisite: MTH 070 or placement*

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+ **CH105 - Introductory Chemistry**

*Credits - 5 Lecture - 4 Lab - 1*

This course covers introduction to organic molecules and functional groups; alkanes; unsaturated hydrocarbons; organic compounds that contain oxygen, halogen, or sulfur; the three-dimensional shape of molecules; aldehydes and ketones; carboxylic acids, esters and amides; amines and neurotransmitters.

*Prerequisite: CH 104 or higher (CH110 & 221)*

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+ **CH106 - Introductory Chemistry**

*Credits - 5 Lecture - 4 Lab - 1*

This course covers lipids; carbohydrates; amino acids, proteins and enzymes; nucleic acids and protein synthesis; metabolism and energy production; carbohydrate production; carbohydrate, lipid and protein metabolism; and body fluids.

*Prerequisite: CH 105*

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+ **CH110 - Foundations of Chemistry**

*Credits - 5 Lecture - 4 Lab - 1*

This course covers matter and measurements; Atoms and the periodic table; ionic compounds; covalent compounds; chemical reactions; energy changes, reaction rates, and equilibrium; introduction to gases, liquids, solids and solutions; introduction to organic molecules and functional groups; organic compounds in polymers and body; the three-dimensional shape of molecules; organic compounds that contain oxygen; introduction to biological functional groups.

*Term(s) Offered: Fall, Winter, Spring*

*Prerequisite: MTH 070 or placement*

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+ **CH221 - General Chemistry**

*Credits - 5 Lecture - 4 Lab - 1*

This course covers atoms; measurement, problem solving and the mole concept; the quantum-mechanical model of the atom; periodic table of the elements; molecules and compounds; chemical bonding I; drawing Lewis structures and determining molecular shapes; chemical bonding II: valence bond theory and molecular orbital theory; chemical reactions and chemical quantities; introduction to solutions and aqueous reactions.

*Term(s) Offered: Fall*

*Prerequisite: MTH 095*

*Corequisite: MTH 111*

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+ **CH222 - General Chemistry**

*Credits - 5 Lecture - 4 Lab - 1*

This course covers thermochemistry; gasses; liquids, solids and intermolecular forces; phase diagrams and crystalline solids; solutions; chemical kinetics; and organic chemistry.

*Term(s) Offered: Winter*

*Prerequisite: CH 221 and MTH 111*

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+ **CH223 - General Chemistry**

*Credits - 5 Lecture - 4 Lab - 1*

This course covers chemical equilibrium; acids and bases; aqueous ionic equilibrium; free energy and thermodynamics, electrochemistry; radioactivity and nuclear chemistry; and transition metals and coordination compounds.

*Term(s) Offered: Spring*

*Prerequisite: CH 222*

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**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.

*Term(s) Offered: Fall*

*Prerequisite: WR 060 or placement*

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^ @ **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 CJ 100. Course is also an accepted alternative to HD 109

*Term(s) Offered: Fall, Winter*

*Fulfills the HD 109 Requirement*

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^ **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 law enforcement principles and practices and technological advances in policing.

*Term(s) Offered: Winter*

*Prerequisite: WR 060 or placement*

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^ **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.

*Term(s) Offered: Winter*

*Prerequisite: WR 060 or placement*

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^ **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.

*Term(s) Offered: Spring*

*Prerequisite: WR 060 or placement*

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^ **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.

*Term(s) Offered: Spring*

*Prerequisite: WR 060 or placement*

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^ **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.

*Term(s) Offered: Fall*

*Prerequisite: WR 060 or placement*

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^ **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.

*Recommended: CJ 100*

*Term(s) Offered: Winter*

*Prerequisite: WR 060 or placement*

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> **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.

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> **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.

*Recommended: CJ 100*

*Prerequisite: WR 060 or placement*

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> **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.

*Recommended: CJ 100 and CJ 109*

*Term(s) Offered: Fall*

*Prerequisite: WR 060 or placement and CJ 110*

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> **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.

*Recommended: CJ 100, CJ 109 and CJ 210*

*Term(s) Offered: Winter*

*Prerequisite: WR 060 or placement & CJ 110*

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^ **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.

*Term(s) Offered: Spring*

*Prerequisite: CJ 100 and WR 122 or WR 227*

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^ **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.

*Recommended: CJ 100, CJ 120*

*Term(s) Offered: Winter*

*Prerequisite: WR 060 or placement*

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^ **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.

*Recommended: CJ 100, CJ 220*

*Term(s) Offered: Spring*

*Prerequisite: WR 060 or placement*

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> **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.

*Recommended: CJ 100, CJ 222*

*Term(s) Offered: Fall*

*Prerequisite: WR 060 or placement*

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^ **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.

*Recommended: CJ 100*

*Term(s) Offered: Spring*

*Prerequisite: WR 060 or placement*

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> **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.

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> **CJ240 - Crime, Justice and Diversity**

*Credits - 3 Lecture - 3*

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. This course explores the issues surrounding the operation of a justice system in culturally diverse, democratic society.

*Recommended: CJ 100*

*Prerequisite: WR 060 or placement*

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> **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.

*Recommended: CJ 100*

*Term(s) Offered: Fall*

*Prerequisite: WR 060 or placement*

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> **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.

*Term(s) Offered: Spring*

*Prerequisite: WR 060 or placement and CJ 100*

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> **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.

*Term(s) Offered: Fall, Winter, Spring*

*Criminal Justice Coordinator Approval Required.*

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**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: WR 060*

*Term(s) Offered: Fall, Winter, Spring*

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\* **COM111 - Public Speaking**

*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.

*Term(s) Offered: Fall, Winter, Spring*

*Prerequisite: WR 060 or Placement, WR 115 strongly recommended.*

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\* # **COM112 - Small Group Communication**

*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: WR 060 or Placement, WR 115 strongly recommended.*

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\* ~ # **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.

*Term(s) Offered: Fall, Winter, Spring*

*Prerequisite: WR 060 or Placement, WR 115 strongly recommended.*

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^ ~ **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.

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**CS** **Math/Computer Science**

**CS198 - Special Studies**

*Credits - 1-3*

This course is designed to provide interested and capable students special topics in computer science.

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**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.

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**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.

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**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*

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**CS090 - Personal Computer Applications**

*Credits - 3 Lecture - 3*

This course will investigate beginning and elementary features and functions of a particular software application.

*Term(s) Offered: Spring*

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**CS095 - Personal Computer Applications**

*Credits - 3 Lecture - 3*

This course will investigate intermediate to advanced features and functions of a particular software application.

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\* @ **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*

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^ **CS125 - Software Applications**

*Credits - 3 Lecture - 3*

This class will study in detail one specific computer software application. 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) web design/multimedia (CS 125M) and digital imaging (CS125I). Offered periodically.

*Offered periodically.*

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> **CS145 - Introduction to PC Hardware and Software**

*Credits - 5 Lecture - 4 Lab - 3 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.

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^ **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.

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\* **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: MTH 095 or equivalent.*

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\* **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: CS 161*

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> **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.

*CS 145 is a corequisite for this course*

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> **CS180 - Computer Science Practicum**

*Credits - 1-5 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.

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\* **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: CS 120*

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\* **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: CS 162*

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\* **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.

*Recommended Preparation: CS 295 or CS 133 or CS 161*

*Prerequisite: BA 110A*

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> **CS279 - Network Management II**

*Credits - 5 Lecture - 4 Lab - 3*

Students will learn to build, maintain, troubleshoot and support server hardware and software technologies. Advanced administration and diagnostic techniques are discussed.

*Prerequisite: CS 179*

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> **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 CS 280

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^ **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.

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**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: CS 195*

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^ **CS298 - Special Studies**

*Credits - 1-3*

This course is designed to provide interested and capable students special topics in computer science.

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^ **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.

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^ **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.

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\* **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.

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\* **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: CS 195*

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\* + **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.

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> **CS240L - Introduction to Linux Systems Administration**

*Credits - 3 Lecture - 3 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. This is the second course in a two term sequence on Linux administration.

*Prerequisite: CS 140L or equivalent experience*

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**CS133 - Programming Languages**

*Credits - 4 Lecture - 4*

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.

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**CS109 - Academic Planning for Data Center Tech**

*Credits - 1 Lecture - 1*

This course provides a structured introduction to the tools, resources, and strategies vital to successful completion of one's college and career goals. More specifically, this course provides an orientation to the Data Center Technician certificate program at BMCC. The course encourages students to take responsibility for their own learning and make well-informed choices in a collegiate environment. Topics include information about access for students, financial assistance, study strategies, library resources, diversity, career and degree planning, and career readiness.

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**CS179A - Introduction to Networking I**

*Credits - 2 Lecture - 1 Lab - 3*

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. This is the first course in a two term sequence.

*Prerequisite: CS 145 or equivalent experience*

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**CS179B - Introduction to Networking II**

*Credits - 3 Lecture - 2 Lab - 3*

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. This is the second course in a two term sequence.

*Prerequisite: CS 179A or equivalent experience*

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**CS140L - Introduction to Linux Administration I**

*Credits - 3 Lecture - 3*

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. This is the first course in a two term sequence on Linux administration.

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**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*

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^ **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.

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> **CSS109 - Introduction to Precision Irrigated Agriculture**

*Credits - 2 Lecture - 2 Lab - Other -*

This course will introduce students to a variety of concepts in precision irrigated agriculture, including the Global Positioning System (GPS), Global Information Systems (GIS), and various methods of data collection using precision agriculture technology. An emphasis will be placed on development of an academic plan and successful completion of the precision irrigated agriculture degree, including introducing students to financial aid, library and student service center.

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^ **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.



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**^ 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.

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**> 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.

*Term(s) Offered: Spring*

*Corequisite: AGR 280*

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**> 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.

*Term(s) Offered: Fall*

*Corequisite: AGR 280*

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**^ 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.

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**^ 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.

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**^ 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.

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**^ 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.

*Term(s) Offered: Winter*

*Corequisite: AGR 280*

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**^ 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. Lecture materials may also be made available to students online. Course may fill continuing education credits for ODA applicator's license.

*Prerequisite: CSS 240 or Applicators License, MTH 070 or higher*

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**DA****Dental Assisting**

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**> 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.

*Term(s) Offered: Fall*

*Admission to the dental program and/or instructor approval.*

*Prerequisite: MTH 025*

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**> 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.

*Term(s) Offered: Winter*

*Prerequisite: DA 141*

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**> 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.

*Term(s) Offered: Spring*

*Prerequisite: DA 142*

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**> 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*

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> **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.

*Term(s) Offered: Winter*

*Prerequisite: DA 151*

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> **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.

*Term(s) Offered: Spring*

*Prerequisite: DA 142, DA 152, DA 162*

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> **DA154 - Dental Specialties**

*Credits - 2 Lecture - 2*

Covers various specialties of dentistry and new, emerging technologies, their principal procedures, instrument identification, tray setups, and postoperative care instructions.

*Term(s) Offered: Winter*

*Prerequisite: DA 151*

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> **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.

*Term(s) Offered: Winter*

*Prerequisite: DA 151*

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> **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.

*Term(s) Offered: Spring*

*Prerequisite: DA 162*

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> **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, resume writing, completing job applications, and interviewing skills are covered.

*Term(s) Offered: Spring*

*Admission to the dental program and/or instructor approval.*

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> **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.

*Term(s) Offered: Fall*

*Admission to the dental program and/or instructor approval.*

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> **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.

*Term(s) Offered: Fall*

*Admission to the dental program and/or instructor approval.*

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> **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.

*Term(s) Offered: Winter*

*Prerequisite: DA 170 and DA 172*

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> **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.

*Term(s) Offered: Winter*

*Admission to the dental program and/or instructor approval.*

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> **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.

*Term(s) Offered: Fall*

*Admission to the dental program and/or instructor approval.*

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> **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.

*Term(s) Offered: Winter*

*Prerequisite: DA 151 and DA 180*

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> **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.

*Term(s) Offered: Fall*

*Admission to the dental program and/or instructor approval.*

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> **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.

*Term(s) Offered: Winter*

*Prerequisite: DA 190*

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> **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.

*Term(s) Offered: Spring*

*Prerequisite: DA 162*

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> **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.

*Term(s) Offered: Fall*

*Admission to the dental program and/or instructor approval.*

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**DRF Industrial Systems Technology**

> **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.

*Term(s) Offered: Fall*

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> **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.

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**DRF Engineering Technologies**

> **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: DRF 112 or CET 112 Added CET 112 as prereq*

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> **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.

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> **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: DRF 112 or DRF 145*

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> **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: DRF 112*

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> **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: DRF 113*

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> **DRF280 - Cooperative Work Experience**

*Credits - 1-8*

Supervised production drafting and related work in governmental and private offices.

*Prerequisite: DRF 145 or DRF 112*

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**DRF Industrial Systems Technology**

> **DRF111 - Industrial Print Reading**

*Credits - 2 Lecture - 2*

Technicians use prints to understand how to repair and troubleshoot machinery. Industrial Print Reading covers industry related skills in print reading, including the use of different reference coordinates, creating and editing drawings, using technical drawing views and dimensions, assembly drawings, multi-view drawings and schematic diagrams.

*Term(s) Offered: Winter*

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**DSL Diesel**

> **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*

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> **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*

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> **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*

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> **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.

*Term(s) Offered: Spring*

*Prerequisite: DSL 152*

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> **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*

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> **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.

*Term(s) Offered: Spring*

*Prerequisite: DSL 161*

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> **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.

*Term(s) Offered: Winter*

*Prerequisite: DSL 184*

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> **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*

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> **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*

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> **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*

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> **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*

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> **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.

*Term(s) Offered: Winter*

*Prerequisite: DSL 191*

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> **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.

*Term(s) Offered: Spring*

*Prerequisite: DSL 192*

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> **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.

*Term(s) Offered: Winter*

*Prerequisite: DSL 193*

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> **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*

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> **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.

*Term(s) Offered: Fall*

*Prerequisite: DSL 151*

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> **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 subsystems.

*Term(s) Offered: Fall*

*Prerequisite: DSL 162*

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> **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 rebuild; 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.

*Term(s) Offered: Winter*

*Prerequisite: DSL 262*

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> **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.

*Term(s) Offered: Spring*

*Prerequisite: DSL 175*

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> **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*

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**EC Social Science**

^ **EC198 - Special Studies**

*Credits - 1-3*

This course is designed to provide interested and capable students special topics in economics.

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\* **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: WR 060 or Placement, WR 115 strongly recommended, MTH 070*

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\* **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: WR 060 or Placement, WR 115 strongly recommended., MTH 070*

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**ECE Early Childhood Education**

> **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: Winter*

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> **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.

*WR 115 Recommended.*

*Term(s) Offered: Fall*

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> **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.

*Term(s) Offered: Fall, Spring*

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> **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*

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> **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.

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> **ECE113 - Introduction to Early Childhood Education/Child Advocacy**

*Credits - 1 Lecture - 1*

This course covers the ethical and legal responsibilities of early childhood practitioners.

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> **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.

*Term(s) Offered: Fall*

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> **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.

*WR 115 Recommended.*

*Term(s) Offered: Winter*

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> **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: Spring*

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> **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*

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> **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*

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> **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: Spring*

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> **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*

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> **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*

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> **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.

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> **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.

*Term(s) Offered: Fall*

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> **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.

*WR 115 recommended*

*Term(s) Offered: Fall*

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> **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: Winter*

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> **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: Spring*

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> **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.

*WR 115 recommended*

*Term(s) Offered: Spring*

*Prerequisite: ECE 225*

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> **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: Spring*

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> **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.

*Term(s) Offered: Winter*

*Prerequisite: ECE 151*

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> **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: Winter*

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> **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.

*WR 115 Recommended.*

*Term(s) Offered: Spring*

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> **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*

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> **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: Winter*

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> **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: Spring*

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> **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*

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> **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*

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**ED**

**Education**

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^ **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.

*Term(s) Offered: Fall, Winter, Spring*

*Fulfills the HD 109 Requirement*

*Required in Elementary & Secondary AAOT transfer degree, AAS degree for Paraeducators and Paraeducator Certificate.*

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^ **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.

*Term(s) Offered: Fall, Winter*

*Required in Paraeducator Certificate and AAS degree.*

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> **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.

*Term(s) Offered: Spring*

*Required in Paraeducator Certificate and AAS degree.*

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> **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.

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> **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.

*Term(s) Offered: Fall*

*Required in Paraeducator Certificate and AAS degree.*

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> **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.

*Term(s) Offered: Winter*

*Required in Paraeducator Certificate and AAS degree.*

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> **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.

*Term(s) Offered: Winter*

*Prerequisite: MTH 025*

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> **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.

*Term(s) Offered: Spring*

*Required in Paraeducator Certificate and AAS degree.*

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^ **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.

*Term(s) Offered: Winter, Spring*

*Required in Elementary & Secondary AAOT transfer degree, Paraeducator AAS and Certificate degrees*

*Prerequisite: WR 115 or Placement*

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^ **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.

*Term(s) Offered: Winter, Spring*

*Required in Paraeducator Certificate and AAS degree.*

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> @ **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*

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> **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: WR 060*

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> **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: WR 060*

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> **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: WR 060*

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^ **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.

*Term(s) Offered: Spring*

*Required in Paraeducator Certificate and AAS degree.*

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> **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: WR 060*

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^ **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.

*Term(s) Offered: Fall, Spring*

*Required in Paraeducator Certificate and AAS degree. Will satisfy the Cultural Awareness requirement for the CUESTE program.*

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> **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.

*Term(s) Offered: Fall*

*Prerequisite: WR 060*

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> **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.

*Term(s) Offered: Winter*

*Prerequisite: ED 260*

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> **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.

*Term(s) Offered: Spring*

*Prerequisite: ED 260*

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> **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: ED 260*

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> **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.*

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> **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*

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^ **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.

*Term(s) Offered: Fall, Winter, Spring*

*Required in Elementary and Secondary AAOT transfer degree, AAS and Certificate degrees for paraeducators.*

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> **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.*

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**EMT**

**EMT/Fire Science**

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> **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*

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> **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.

*Term(s) Offered: Fall*

*Prerequisite: RD 101 or Placement and MTH 025 or Placement and WR 060/WR 065 or Placement*

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> **EMT152 - Emergency Medical Technician Part B**

*Credits - 5 Lecture - 5*

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

*Term(s) Offered: Winter*

*Prerequisite: EMT 151 or 009.406*

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> **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*

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> **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*

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**ENG**

**English**

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\* **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.

*Recommended preparation: WR 121*

*Term(s) Offered: Fall*

*Prerequisite: WR 115 or Placement*

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\* **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.

*Recommended preparation: WR 121*

*Term(s) Offered: Winter*

*Prerequisite: WR 115 or Placement*

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\* **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.

*Recommended preparation: WR 121*

*Term(s) Offered: Spring*

*Prerequisite: WR 115 or Placement*

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\* ~ **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 nonfiction. Reading and discussion may focus on the literary traditions of the ancient Middle East, Greece, Rome, India, and China.

*Recommended preparation: WR 121*

*Prerequisite: WR 115 or Placement*

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\* ~ **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.

*Recommended preparation: WR 121*

*Term(s) Offered: Winter*

*Prerequisite: WR 115 or Placement*

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\* ~ **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 nonfiction. Reading and discussion may focus on the literary traditions of Latin America, the Middle-East and Africa, as well as Europe.

*Recommended preparation: WR 121*

*Term(s) Offered: Fall*

*Prerequisite: WR 115 or Placement*

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\* **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.

*Recommended preparation: WR 121*

*Term(s) Offered: Winter*

*Prerequisite: WR 115 or Placement*

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^ **ENG198 - Special Studies**

*Credits - 1-3*

This course is designed to provide interested and capable students special topics in English.

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\* **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.

*Recommended preparation: WR 121*

*Prerequisite: WR 115 or Placement*

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\* **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.

*Recommended preparation: WR 121*

*Term(s) Offered: Winter*

*Prerequisite: WR 115 or Placement*

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\* **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.

*Recommended preparation: WR 121*

*Prerequisite: WR 115 or Placement*

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\* **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.

*Recommended preparation: WR 121*

*Term(s) Offered: Fall*

*Prerequisite: WR 115 or Placement*

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\* **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.

*Recommended preparation: WR 121*

*Prerequisite: WR 115 or Placement*

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\* **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.

*Recommended preparation: WR 121*

*Prerequisite: WR 115 or Placement*

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^ **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: WR 121*

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\* ~ **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.

*Recommended preparation: WR 121*

*Prerequisite: WR 115 or Placement*

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\* **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.

*Recommended preparation: WR 121*

*Prerequisite: WR 115 or Placement*

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\* **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.

*Recommended preparation: WR 121*

*Prerequisite: WR 115 or Placement*

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**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: WR 115 or Placement*

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\* **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

*Recommended preparation: WR 121*

*Prerequisite: WR 115 or Placement*

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\* **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.

*Recommended preparation: WR 121*

*Term(s) Offered: Spring*

*Prerequisite: WR 115 or Placement*

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\* **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.

*Term(s) Offered: Spring*

*Prerequisite: WR 115 or Placement*

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^ **ENG280 - Cooperative Work Experience**

*Credits - 1-8*

Provides experience in English classroom for selected English major students who are exploring English teaching.

*Recommended preparation: WR 121*

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**ENGR**      **Engineering Technologies**

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**^ ENGR231 - Engineering 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: MTH251, PHY211*

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**^ ENGR235 - Engineering 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: ENGR 231*

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**^ ENGR261 - Engineering Fluid Dynamics**

*Credits - 4 Lecture - 3 Lab - 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: MTH 251*

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**^ ENGR265 - Hydraulics II**

*Credits - 4 Lecture - 3 Lab - 1*

This course will provide a second course in incompressible fluid flow. Students will use calculus to analyze problems related to open channel flow, buoyancy, flow measurement and instrumentation. Compressible flow will also be discussed.

*Prerequisite: ENGR 261*

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**> 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.

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**> 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.

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**ET**      **Engineering Technologies**

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**> 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: CS 080 or higher*

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**> 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.*

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**> ET222A - Concrete Field Testing Technician**

*Credits - 1 Lecture - 1*

A study of the Basics of Concrete relating to the testing of fresh concrete.

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**> 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.

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**> 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.

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**FN**      **Health/Physical Education**

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**^ 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*

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> **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**

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> **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.

*Recommended Preparation: WR 115, applied skills.*

*Qualify within a limited entry program*

*Prerequisite: ES 175, FS 110B*

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> **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.

*Recommended Preparation: WR 115, applied skills*

*Prerequisite: FS 121*

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> **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.

*Recommended Preparation: WR 115, applied skills.*

*This course is accredited through IFS AC, and meets requirements for NFPA standard 472.*

*Qualify within a limited entry program.*

*Prerequisite: FS 122, FS 110B*

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> **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: WR 115. 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).*

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> **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.

*Recommended Preparation: WR 115. applied skills.*

*Prerequisite: FS 110B*

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> **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.

*Recommended Preparation: WR 115, applied skills.*

*Qualify within a limited entry program*

*Prerequisite: FS 110B*

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> **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.

*Recommended Preparation: WR 115, 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.*

*Prerequisite: FS 110A*

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> **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.

*Recommended Preparation: WR 115, applied skills.*

*Qualify within a limited entry program.*

*Prerequisite: FS 110B*

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> **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.

*Recommended Preparation: WR 115. applied skills.*

*Qualify within a limited entry program.*

*Prerequisite: FS 166*

> **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.

*Recommended Preparation: WR 115, applied skills.*

*Qualify within a limited entry program*

*Prerequisite: FS 169*

> **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.

*Recommended Preparation: WR 115, applied skills.*

*Qualify within a limited entry program*

*Prerequisite: FS 112B , COM 111*

> **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: WR 115, applied skills.*

*Qualify within a limited entry program*

> **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.

*Recommended Preparation: WR 115, applied skills.*

*Qualify within a limited entry program*

*Prerequisite: FS 110B, FS 169*

> **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.

*Recommended Preparation: WR 115, 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.*

*Corequisite: ES 175*

> **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.

*Recommended Preparation: WR 115, applied skills.*

*Meets requirements of NFPA 1001.*

*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.*

*Prerequisite: ES 175, FS 110A*

> **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.

*Recommended Preparation: WR 115, applied skills.*

*Qualify within a limited-entry program.*

*Prerequisite: FS 110B, FS 123*

> **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

*Recommended Preparation: WR 115, applied skills.*

*Qualify within a limited entry program.*

*Prerequisite: FS 112A*

> **FS112 - Firefighter II Skills Academy**

*Credits - 4 Lecture - 4*

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 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: FS 110A & FS 110B*

**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.

*Term(s) Offered: Fall, Winter*

*Prerequisite: MTH 025 or Placement or Placement Course fulfills laboratory science requirement. Need not be taken in sequence. This becomes an elective if G 201 is taken*

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+ **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.

*Term(s) Offered: Winter*

*Prerequisite: MTH 025 or Placement or Placement Course fulfills laboratory science requirement. Need not be taken in sequence. This becomes an elective if G 202 is taken*

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+ **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.

*Term(s) Offered: Spring*

*Prerequisite: MTH 025 or Placement or Placement Course fulfills laboratory science requirement. Need not be taken in sequence. This becomes an elective if G 203 is taken*

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+ **G105 - Introduction to Geology: Pacific Northwest Geology**

*Credits - 4 Lecture - 3 Lab - 1*

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: MTH 025, RD 090 or WR 115 or Placement*

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\* **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.

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+ **G198 - Special Studies**

*Credits - 1-3*

This course is designed to provide interested and capable students special topics in geology. A study of the regional geology of the Pacific Northwest.

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+ **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.

*Term(s) Offered: Fall*

*Prerequisite: MTH 070 or Placement and WR 115 or Placement Need not be taken in sequence. G 101, if it has been taken, becomes an elective if G201 is taken*

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+ **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.

*Term(s) Offered: Winter*

*Prerequisite: MTH 070 or Placement and WR 115 or Placement Need not be taken in sequence. G 102, if it has been taken, becomes an elective if G202 is taken*

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+ **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 nonscience majors. Generally one weekend field trip. Need not be taken in sequence.

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**GEOG** **Science/Social 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: WR 060 or Placement*

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\* ~ **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: WR 060 or Placement*

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\* ~ **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: WR 060 or Placement*

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\* **GEOG206 - Geography of Oregon**

*Credits - 4 Lecture - 4*

This course considers natural environment, population growth, and settlements. Special emphasis is placed on the historical geography of selected areas of the state. A study of the diverse landscapes of Oregon.

*Prerequisite: WR 060 or Placement*

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^ **GEOG298 - Special Studies**

*Credits - 1-3*

Designed to provide interested and capable students with the opportunity to study special topics in geography.

*Recommended preparation: WR 060*

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**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.

*Term(s) Offered: Fall*

*Prerequisite: MTH 070 or Placement*



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+ **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.

Term(s) Offered: Winter

Prerequisite: MTH 070 or Placement

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+ **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: MTH 070 or Placement

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+ **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.

Term(s) Offered: Winter, Spring

Prerequisite: MTH 070 or Placement

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+ **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.

Term(s) Offered: Winter

Prerequisite: MTH 025 or Placement and RD 090 or Placement

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^ **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.

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^ **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.

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**GS142 - Physical Geology/  
Earth Revealed**

Credits - 4 Lecture/Lab - 66

This online course examines the evolution of planet Earth based upon the dynamics of interacting systems and physical geological attributes of the planet including geologic time, physical phenomena, and weathering. A field exercise will be included that will integrate physical geology concepts with a real world experience that will be conducted in the community of each individual student. Course fulfills laboratory science requirement.

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**HD Human Development**

**HD80 - 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.

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^ **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

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^ **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.

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^ **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

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**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.

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\* **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

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\* **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

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\* **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.

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> **HE298 - Special Studies**

*Credits - 1-3*

This course is designed to provide interested and capable students special topics in health.

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**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.

*Term(s) Offered: Fall*

*Corequisite: AGR 280*

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> **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.

*Term(s) Offered: Spring*

*Corequisite: AGR 280*

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**HPE**

**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*

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**HST**

**Social Science**

\* ~ **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: WR 060 or Placement, WR 115 strongly recommended.*

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\* ~ **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: WR 060 or Placement, WR 115 strongly recommended.*

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\* ~ **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: WR 060 or Placement, WR 115 strongly recommended.*

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^ **HST298 - Special Studies**

*Credits - 1-3*

Specialized courses which may be Offered periodically depending on demand and availability.

*Recommended preparation: WR 060*

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**HTM**

**Business & Leadership**

> **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.

*Term(s) Offered: Fall*

*Prerequisite: WR 060*

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> **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: WR 060*

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> **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.

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> **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.

*Term(s) Offered: Fall*

*Prerequisite: WR 060 and either BA 104 or MTH 025*

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> **HTM107 - Hospitality Cost Control**

*Credits - 3 Lecture - 3*

Hospitality Cost control is a course based on a practical approach to controlling costs in a hospitality environment. The material is meant to be easily transferred into a work place setting providing a basic understanding of cost ratios, menu pricing, purchasing, inventory, labor analysis, internal controls, and financial analyses. The course touches on most aspects of cost control from identifying the costs, managing said costs, analyzing income statements, and budgeting.

*Prerequisite: WR 060 and either BA 104 or MTH 025*

*Term(s) Offered: Winter*

*Prerequisite: WR 060 and either BA 104 or MTH 025*

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> **HTM109 - Front Desk Operations**

*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.

*Term(s) Offered: Spring*

*Prerequisite: WR 060*

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> **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.

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> **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: WR 060 and either BA 104 or MTH 025*

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> **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.

*Term(s) Offered: Spring*

*Prerequisite: WR 060 and either BA 104 or MTH 025*

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> **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.

*Term(s) Offered: Winter*

*Prerequisite: WR 060*

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> **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.

*Term(s) Offered: Fall*

*Prerequisite: Either WR 060 or WR 065 and MTH 025 and HTM 105*

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> **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.

*Term(s) Offered: Fall*

*Prerequisite: Either BA 104 or MTH 025 and WR 060 or WR 065*

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> **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.

*Term(s) Offered: Spring*

*Prerequisite: WR 060*

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> **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: WR 060*

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**IAT**

**Mechatronics**

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> **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.

> **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.

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> **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.

> **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: IAT 132 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.*

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> **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.

> **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.

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> **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: RD 090, WR 060, MTH 025 or placement Lectures will be recorded and made available to students.*

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> **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.

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> **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.

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> **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.

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> **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: IAT 120 Lectures will be recorded by instructor and made available to students online with once per week lab sessions that must be attended in person.*

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> **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.

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> **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.

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> **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: IAT 132 , IAT 139 Lectures will be recorded by instructor and made available to students online with once per week lab sessions that must be attended in person.*

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> **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: IAT 132 , IAT 139 Lectures will be recorded by instructor and made available to students online with once per week lab sessions that must be attended in person.*

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> **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: IAT 147 Lectures will be recorded by instructor and made available to students online with once per week lab sessions that must be attended in person.*

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> **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: IAT 147 Lectures will be recorded by instructor and made available to students online with once per week lab sessions that must be attended in person.*

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> **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: IAT 247 Lectures will be recorded by instructor and made available to students online with once per week lab sessions that must be attended in person.*

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> **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: IAT 247 Lectures will be recorded by instructor and made available to students online with once per week lab sessions that must be attended in person.*

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> **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: IAT 147 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: IAT 271 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: IAT 273 This is a lab course that is part of a three-term capstone project. Program approval is required for admittance.*

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**IST Industrial Systems Technology**

**IST135 - HVAC System Controls**

*Credits - 2 Lecture - 1 Lab - 1*

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.

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> **IST109 - Introduction to Industrial Systems Technology**

*Credits - 2 Lecture - 2*

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.

*Term(s) Offered: Fall*

> **IST112 - Rigging and Lifting**

*Credits - 2 Lecture - 1 Lab - 1*

Students will learn to safely move loads of different shapes and sizes using a variety of methods. The student will be able to calculate loads and balances as well as demonstrate the use of block and tackle, slings, chains, and wire rope.

*Term(s) Offered: Winter*

> **IST121 - Mechanical Drive Systems**

*Credits - 2 Lecture - 1 Lab - 1*

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.

*Term(s) Offered: Fall*

> **IST125 - Bearing and Lubrication Systems**

*Credits - 2 Lecture - 1 Lab - 1*

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.

*Term(s) Offered: Winter*

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> **IST131 - Industrial Safety**

*Credits - 2 Lecture - 2*

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.

*Term(s) Offered: Spring*

> **IST141 - Electrical Fundamentals for non-Electricians**

*Credits - 4 Lecture - 3 Lab - 1*

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.

*Term(s) Offered: Fall*

> **IST145 - Electric Motor and Controls Troubleshooting**

*Credits - 3 Lecture - 2 Lab - 1*

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.

*Term(s) Offered: Winter*

> **IST147 - Programmable Logic Controllers I**

*Credits - 3 Lecture - 2 Lab - 1*

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.

*Term(s) Offered: Winter*

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> **IST151 - Industrial Shop Practices**

*Credits - 4 Lecture - 3 Lab - 1*

This course introduces students to fundamental mechanical skills, concepts and practices. Students will be introduced to precision measurement, technical shop math, mechanical fasteners, hand tools, and power tools. Safe application of industrial skills in the workplace is emphasized. Includes 1 credit imbedded computation material.

*Term(s) Offered: Fall*

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> **IST157 - Preventative Maintenance Management**

*Credits - 3 Lecture - 3*

Students will learn to manage the preventative and predictive maintenance management (PMM) systems used in most modern plants and facilities. Primary emphasis is on utilizing PMM systems as a troubleshooting tool, improving energy efficiency, and customer service.

*Term(s) Offered: Fall*

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> **IST162 - Industrial Hydraulic Systems**

*Credits - 3 Lecture - 2 Lab - 1*

Students will construct common hydraulic circuits in a variety of production applications, and will analyze schematics, troubleshoot, maintain and repair these systems.

*Term(s) Offered: Fall*

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> **IST165 - Industrial Pneumatic Systems**

*Credits - 3 Lecture - 2 Lab - 1*

Students will learn how to maintain and repair pneumatic systems. Topics covered include schematic analysis, troubleshooting, and efficient operation.

*Term(s) Offered: Spring*

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> **IST221 - Pumps and Valves**

*Credits - 2 Lecture - 1 Lab - 1*

Students will select, install, troubleshoot, maintain, and repair industrial pumps and valves. Selection, installation, and print reading are emphasized.

*Term(s) Offered: Winter*

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> **IST225 - Data Center Operations and Engineering**

*Credits - 4 Lecture - 3 Lab - 1*

Students will discuss the various electrical distribution, mechanical, and fire detection/suppression equipment and its operations used in a Data Center Environment.

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> **IST247 - Programmable Logic Controllers II**

*Credits - 3 Lecture - 2 Lab - 1*

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. PLC testing and troubleshooting of PLC programs are also covered.

*Term(s) Offered: Spring*

*Prerequisite: IST 147*

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> **IST261 - Automated Material Handling**

*Credits - 3 Lecture - 2 Lab - 1*

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: Advanced PLC Troubleshooting or Instructor approval.

*Term(s) Offered: Fall*

*Prerequisite: IST 147*

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> **IST267 - Process Control and Instrumentation**

*Credits - 3 Lecture - 2 Lab - 1*

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.

*Term(s) Offered: Spring*

*Prerequisite: IST 147*

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> **IST273 - Capstone Project II**

*Credits - 3 Lab - 3*

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.

*This is a lab course that is part of a possible three-term capstone project. Program approval is required for admittance.*

*Prerequisite: IST 271*

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> **IST271 - Capstone Project I**

*Credits - 3 Lab - 3*

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.

*Term(s) Offered: Spring*

*This is a lab course that is a one capstone project with an option of extending it up to a total three terms (IST273, IST275). Program approval is required for admittance.*

*Prerequisite: IST 147 and MTH 085*

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> **IST275 - Capstone Project III**

*Credits - 3 Lab - 3*

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.

*This is a lab course that is part of a possible three-term capstone project. Program approval is required for admittance.*

*Prerequisite: IST 273*

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> **IST280 - CWE: Industrial Systems Technology**

*Credits - 1-6*

Cooperative Work Experience (CWE) provides an experience in the industrial work environment correlated with the student's degree program or related on-the-job work experiences. Students must complete 33 hours of work to receive 1 credit. A maximum of 6 credits may be earned and applied towards a degree. CWE students may earn both pay and college credit for these work-related activities.



**LC Human Development****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 & Leadership****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.

*Term(s) Offered: Fall***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.

*Term(s) Offered: Fall***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.

*Term(s) Offered: Spring***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.

*Term(s) Offered: Winter***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.

*Term(s) Offered: Summer***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

*Term(s) Offered: Summer***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.

*Term(s) Offered: Winter***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.

*Term(s) Offered: Fall***LD215 - Emotional Intelligence***Credits - 2 Lecture - 2 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.

*Term(s) Offered: Winter***LD225 - Social Intelligence***Credits - 2 Lecture - 2 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.

*Term(s) Offered: Spring***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.

*Term(s) Offered: Spring***LD263 - Serving in the Public Sector***Credits - 3 Lecture - 3*

This course is designed for those who intend to provide exceptional service while working in the public sector. Topics include: planning, organizing, and directing functions and processes, professionalism, communication, challenges with serving internal and external customers, hierarchies, groups and teams, and conflict resolution.

*Term(s) Offered: Spring**Prerequisite: WR 121 or Placement***LD262 - Public Sector Leadership***Credits - 3 Lecture - 3*

This course is an introduction to public service leadership. Topics include: the meaning of public sector, leadership theory, leadership styles, organizational hierarchies, human resources, planning and goal setting, ethics, team management, roles and responsibilities, organizational environment, organizational development, finance and budgeting, accountability, confidentiality, and collective bargaining.

*Term(s) Offered: Spring**Prerequisites: WR 121*

> **LD101 - Student Success: Career Choices**

*Credits - 3 Lecture - 3*

This course is an interdisciplinary curriculum that engages students and teachers interactively in the learning process. Content provided will assist students in developing the knowledge, skills, abilities, and attitudes to be successful with their lives and careers. The course will encourage students to examine their lives, explore vast career and educational options, and develop long-term goals that will help them reach their career goals.

^ **LD251 - Service Leadership IV**

*Credits - 1 Lecture - 1*

Student leaders are responsible for planning various cultural, governmental and entertainment events as well as contributing to college governance committees. This course is for students who are in their second year in a leadership position; students will help instruct content and assist with activities. Topics will include self-awareness, event planning, working within the community, moving forward and setting goals, diversity, public speaking and stress management.

^ **LD252 - Service Leadership V**

*Credits - 1 Lecture - 1*

Student leaders are responsible for planning various cultural, governmental and entertainment events as well as contributing to college governance committees. This course is for students who are in their second year in a leadership position; students will help instruct content and assist with activities. Topics will include diversity, values, goals, empowerment, team building, managing conflict, team presentations, role modeling and social intelligence.

^ **LD253 - Service Leadership VI**

*Credits - 1 Lecture - 1*

Student leaders are responsible for planning various cultural, governmental and entertainment events as well as contributing to college governance committees. This course is for students who are in their second year in a leadership position; students will help instruct content and assist with activities. Topics will include moving forward, creating a vision, facilitation, resolving conflict, difficult people, emotional intelligence, inclusion and diversity, and developing a transition plan.

^ **LD151 - Service Leadership I**

*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.

^ **LD152 - Service Leadership I**

*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.

^ **LD153 - Service Leadership III**

*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.

^ **LD190 - Your Financial IQ**

*Credits - 1 Lecture - 1*

The class will cover the basics of managing money such as budgeting, controlling expenses, understanding interest rates, compounding of interest, rates of return. We will also cover each week a different topic such as bank accounts, credit cards, loans, mutual funds, stock market, retirement accounts and real estate.

^ **LD154 - 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.

^ **LD254 - 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 expands on the public speaking, leadership, etiquette, marketing, and college knowledge learned in the first year, and includes mentorship of first year students.

^ **LD201 - Student Success II**

*Credits - 3 Lecture - 3*

The course will provide students the knowledge, skills, and attitudes required to explore educational and occupational options. Students will research educational and occupational options, create professional resumes and job-search portfolios, and develop goal-oriented plans.

*Term(s) Offered: Summer*

**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.

*Term(s) Offered: Winter*

*Prerequisite: MTH 025 or Placement*

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**MTH062 - Quantitative Literacy I**

*Credits - 4 Lecture - 4*

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.

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**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.

*Term(s) Offered: Fall, Winter, Spring*

*Prerequisite: MTH 025 or Placement*

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**> 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.

*Term(s) Offered: Winter*

*Prerequisite: MTH 025 or Placement*

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**MTH085 - Technical Math for Industrial System Techs**

*Credits - 4 Lecture - 4*

This course will prepare Industrial Systems students for problems they will encounter in future program courses as well as in industry. Topics in this applied algebra course will include: operations with real numbers, measurement, proportions, percent, dimensional analysis, order of operations, solving equations, Pythagorean Theorem, angles, trigonometry, area, perimeter, surface area, and volume. Problems will focus on practical applications of problem solving techniques.

*COURSE NOTES: Lectures will be recorded by instructor and made available to students online*

*Prerequisite: MTH 025 or Placement*

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**MTH092 - Quantitative Literacy II**

*Credits - 4 Lecture - 4*

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.

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**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.

*Term(s) Offered: Fall, Winter, Spring*

*Prerequisite: MTH 070 or Placement*

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**^ 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: MTH 095 or instructor approval*

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**\* MTH105 - Introduction to Contemporary Mathematics**

*Credits - 5 Lecture - 5*

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: MTH 092 or MTH 095 or Placement*

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**\* 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.

*Term(s) Offered: Fall, Winter, Spring*

*Prerequisite: MTH 095 or Placement*

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**\* 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.

*Term(s) Offered: Fall*

*Prerequisite: MTH 111 or Placement*

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**^ MTH198 - Special Studies**

*Credits - 1-3*

This course is designed to provide interested and capable students special topics in mathematics.

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**\* 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.

*Term(s) Offered: Fall*

*Prerequisite: MTH 095 or Placement*

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**\* 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.

*Term(s) Offered: Winter*

*Prerequisite: MTH 211*



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\* **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.

*Term(s) Offered: Spring*

*Prerequisite: MTH 212*

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\* **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: MTH 111 or Placement*

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\* **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: MTH 111 or Placement*

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\* **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.

*Term(s) Offered: Spring*

*Prerequisite: MTH 111 or Placement*

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\* **MTH251 - Calculus**

*Credits - 4 Lecture - 4*

Students will study and demonstrate knowledge of limits, continuity, the derivative, and applications, including trigonometry.

*Term(s) Offered: Fall, Winter, Spring*

*Prerequisite: MTH 112 or Placement*

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\* **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.

*Term(s) Offered: Winter, Spring*

*Prerequisite: MTH 251*

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\* **MTH253 - Calculus**

*Credits - 4 Lecture - 4*

The student will study and demonstrate knowledge of integers, rational numbers, real numbers, and mathematical systems.

*Term(s) Offered: Spring*

*Prerequisite: MTH 252*

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\* **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: MTH 252*

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\* **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: MTH 252*

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\* **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: MTH 252*

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^ **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.

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^ **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: MTH 243*

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**MTH261 - Linear Algebra**

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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.

*MTH 252*

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**MUP**

**Music**

^ **MUP105 - Jazz Ensemble**

*Credits - 1 Lab - 1*

Provides an opportunity for students to rehearse and perform current jazz and jazz standard literature.

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^ **MUP115 - General Ensemble**

*Credits - 1 Lab - 1*

Provides an opportunity for students to rehearse and perform in a select small ensemble.

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^ **MUP122 - Concert Choir**

*Credits - 1 Lab - 1*

Provides the skilled vocalist an opportunity to participate in a select group.

*Instructor approval required.*

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^ **MUP125 - Vocal Jazz Ensemble**

*Credits - 1 Lab - 1*

An opportunity for advanced vocalists to perform literature of the popular and/or vocal jazz styles.

*Term(s) Offered: Fall, Winter, Spring*

*Instructor approval required.*

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^ **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.*

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**^ 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.

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**^ 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.

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**^ 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.

*Term(s) Offered: Fall, Winter, Spring*

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**^ 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.

*Term(s) Offered: Fall, Winter, Spring*

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**^ 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.

*Term(s) Offered: Fall, Winter, Spring*

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**^ MUP205 - Jazz Ensemble**

*Credits - 1 Lab - 1*

Provides an opportunity for students to rehearse and perform current jazz and jazz standard literature.

*Prerequisite: 3 terms of MUP 105.*

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**^ MUP222 - Concert Choir**

*Credits - 1 Lab - 1*

To provide the skilled vocalist an opportunity to participate in a select group.

*Prerequisite: 3 terms of MUP 122.*

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**^ MUP225 - Vocal Jazz Ensemble**

*Credits - 1 Lab - 1*

An opportunity for advanced vocalists to perform literature of the popular and/or vocal jazz styles.

*Term(s) Offered: Fall, Winter*

*Prerequisite: MUP 125 and instructor approval.*

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**^ 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.

*Term(s) Offered: Fall, Spring*

*Prerequisite: Three quarters of MUP 141.*

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**^ 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: MUP 168.*

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**^ 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 MUP 169.*

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**^ 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*

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**^ 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.

*Term(s) Offered: Fall, Winter, Spring*

*Prerequisite: MUP 171.*

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**^ 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.

*Term(s) Offered: Fall, Winter, Spring*

*Prerequisite: MUP 174.*

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**MUS****Music**

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**^ 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*

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**\* 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.

*Term(s) Offered: Fall*

*Prerequisite: WR 060 or Placement, WR 115 strongly recommended.*

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**^ 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.

*Term(s) Offered: Fall, Winter*

*Corequisite: MUS 114. Students with limited piano skills should take MUS 131 as corequisite.*

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**^ MUS112 - Music Theory**

*Credits - 4 Lecture - 4*

This course develops the facility of harmony recognition and basic building of chord progressions using standard principles.

*Term(s) Offered: Spring*

*Prerequisite: MUS 111*

*Corequisite: MUS 115*

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**^ 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.

*Term(s) Offered: Fall, Spring*

*Prerequisite: MUS 112*

*Corequisite: MUS 116*

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**^ 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: MUS 111*

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**^ 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: MUS 114*

*Corequisite: MUS 112*

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**^ 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: MUS 115*

*Corequisite: MUS 113*

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**^ 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*

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**^ 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.

*Term(s) Offered: Fall, Winter, Spring*

*Prerequisite: MUS 131*

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**^ MUS133 - Class Piano**

*Credits - 2 Lecture - 2*

Classroom instruction in piano technique extending the skills introduced in MUS 131 and MUS 132 through practice and performance.

*Term(s) Offered: Fall, Winter, Spring*

*Prerequisite: MUS 132*

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**^ 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.

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**^ MUS198 - Special Studies**

*Credits - 1-3*

Study of various topics in music. Course is repeatable up to 3 times

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**^ 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.

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**^ 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.

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**^ 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.

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**\* 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.

*Term(s) Offered: Fall, Spring*

*Prerequisite: WR 060 or Placement, WR 115 strongly recommended.*

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**\* 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.

*Term(s) Offered: Fall, Winter, Spring*

*Prerequisite: WR 060 or Placement, WR 115 strongly recommended.*

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**\* 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.

*Term(s) Offered: Fall, Winter, Spring*

*Prerequisite: WR 060 or Placement, WR 115 strongly recommended.*

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**^ MUS211 - Music Theory**

*Credits - 3 Lecture - 3*

Continues studies from the MUS 111, MUS 112 and MUS 113 sequence, with emphasis upon review and analysis and composition of 16th century musical styles and trends.

*Prerequisite: MUS 111, MUS 112, MUS 113*

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**^ 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: MUS 211*

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**^ 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: MUS 212*

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**^ MUS298 - Special Studies**

*Credits - 1-3*

Selected topics in music including pedagogy, conducting and performance practice.

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**NRS****Nursing**

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**> NRS111 - Foundations of Nursing in Chronic Illness I**

*Credits - 6 Lecture - 3 Lab/Clinical - 3*

This course introduces assessment and common interventions (including technical procedures) for patients with chronic illnesses common across the life span in multiple ethnic groups. The patient's and family's "lived experience" of the condition is explored. Clinical practice guidelines and research evidence are used to guide clinical judgments in care of individuals with chronic conditions. Multidisciplinary team roles and responsibilities are explored in the context of delivering safe, high quality health care to individuals with chronic conditions (includes practical and legal aspects of delegation). Cultural, ethical, legal and health care delivery issues are explored through case scenarios and clinical practice. Case exemplars include children with asthma, adolescents with a mood disorder, adults with type 2 diabetes, and older adults with dementia. The course includes classroom and clinical learning experiences.

*Term(s) Offered: Winter*

*Prerequisite: NRS 110*

**> 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, patient-centered care. Includes classroom and clinical learning experiences.

*Prerequisite: NRS 111*

*Term(s) Offered: Spring*

**> NRS221 - Foundations of Nursing in Chronic Illness II/ End of Life**

*Credits - 9 Lecture - 4 Lab/Clinical - 5*

This course builds on Foundations of Nursing in Chronic Illness I. Chronic Illness II expands the student's knowledge related to family care giving, symptom management and end of life concepts. These concepts are a major focus and basis for nursing interventions with patients and families. Ethical issues related to advocacy, self-determination, and autonomy are explored. Complex skills associated with the assessment and management of concurrent illnesses and conditions are developed within the context of patient and family preferences and needs. Skills related to enhancing communication and collaboration as a member of an interprofessional team and across health care settings are further explored. Exemplars include patients with chronic mental illness and addictions as well as other chronic conditions and disabilities affecting functional status and family relationships. The course includes classroom and clinical learning experiences. (Can follow Nursing in Acute Care II and End-of-Life).

*Term(s) Offered: Fall*

*Prerequisite: NRS 112*

**> NRS222 - Foundations of Nursing in Acute Care II/End of Life**

*Credits - 9 Lecture - 4 Lab/Clinical - 5*

This course builds on Nursing in Acute Care I, focusing on more complex and/or unstable patient care conditions, some of which may result in death. These patient care conditions require strong noticing and rapid decision making skills. Evidence base is used to support appropriate focused assessments, and effective, efficient nursing interventions. Life span and developmental factors, cultural variables, and legal aspects of care frame the ethical decision-making employed in patient choices for treatment or palliative care for disorders with an acute trajectory. Case scenarios incorporate prioritizing care needs, delegation and supervision, and family and patient teaching for either discharge planning or end-of-life care. Exemplars include acute conditions affecting multiple body systems. Includes classroom and clinical learning experiences. (Can follow Nursing in Chronic Illness II and End-of-Life Care).

*Term(s) Offered: Winter*

*Prerequisite: NRS 221*

**> NRS224 - Scope of Practice/ Integrated Practicum**

*Credits - 9 Lecture - 2 Lab/Clinical - 7*

This course is designed to formalize the clinical judgments, knowledge and skills necessary in safe, registered nurse practice. Faculty/Clinical Teaching Associate/Student Triad Model provides a context that allows the student to experience the nursing role in a selected setting, balancing demands of professional nursing and lifelong learner. Analysis and reflection throughout the clinical experience provide the student with evaluative criteria against which they can judge their own performance and develop a practice framework. Includes seminar, self-directed study and clinical experience.

*Prerequisite: NRS 222*

*Term(s) Offered: Spring*

*Required for AAS and eligibility for RN licensure.*

**> 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. It includes the foundational concepts of principles of pharmacology, nonopioid analgesics, and antibiotics, as well as additional classes of drugs. Students will learn to make selected clinical decisions in the context of nursing regarding using current, reliable sources of information, understanding of pharmacokinetics and pharmacodynamics, developmental physiologic considerations, monitoring and evaluating the effectiveness of drug therapy, teaching persons from diverse populations regarding safe and effective use of drugs and natural products, intervening to increase therapeutic benefits and reduce potential negative effects, and communicating appropriately with other health professionals regarding drug therapy. Drugs are studied by therapeutic or pharmacological class using an organized framework.

*Term(s) Offered: Winter*

*Prerequisite: NRS 110*



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> **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 nursing care related to drugs and natural products to persons throughout the lifespan. Students will learn to make selected clinical decisions in the context of nursing regarding using current, reliable sources of information, monitoring and evaluating the effectiveness of drug therapy, teaching persons from diverse populations regarding safe and effective use of drugs and natural products, intervening to increase therapeutic benefits and reduce potential negative effects, and communicating appropriately with other health professionals regarding drug therapy. The course addresses additional classes of drugs and related natural products not contained in Clinical Pharmacology I.

*Term(s) Offered: Spring*

*Prerequisite: NRS 230,*

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> **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. It includes the foundational concepts of cellular adaptation, injury, and death; inflammation and tissue healing; fluid and electrolyte imbalances; and physiologic response to stressors and pain, as well as additional pathophysiological processes. Students will learn to make selective clinical decisions in the context of nursing regarding using current, reliable sources of pathophysiology information, selecting and interpreting focused nursing assessments based on knowledge of pathophysiological processes, teaching persons from diverse populations regarding pathophysiological processes, and communicating with other health professionals regarding pathophysiological processes.

*Term(s) Offered: Fall*

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> **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 learn to make selected clinical decisions in the context of nursing regarding using current, reliable sources of pathophysiology information, selecting and interpreting focused nursing assessments based on knowledge of pathophysiological processes, teaching persons from diverse populations regarding pathophysiological processes, and communicating with other health professionals regarding pathophysiological processes. The course addresses additional pathophysiological processes not contained in Pathophysiological Processes I.

*Term(s) Offered: Winter*

*Prerequisite: NRS 232,*

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> **NRS110 - Foundations of Nursing -Health Promotion**

*Credits - 9 Lecture - 5 Lab/Clinical - 4*

This course introduces the learner to framework of the OCNE curriculum. The emphasis on health promotion across the life span includes learning about self-health as well as patient health practices. To support self and patient health practices, students learn to access research evidence about healthy lifestyle patterns and risk factors for disease/ illness, apply growth and development theory, interview patients in a culturally sensitive manner, work as members of a multidisciplinary team giving and receiving feedback about performance, and use reflective thinking about their practice as nursing students. Populations studied in the course include children, adults, older adults and the family experiencing a normal pregnancy. Includes classroom and clinical learning experiences. The clinical portion of the course includes practice with therapeutic communication skills and selected core nursing skills identified in the OCNE Core Nursing Skills document.

*Term(s) Offered: Fall*

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**PE Health/Physical Education**

**PE90 - 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*

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\* **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*

*Repeatable for a maximum of 12 credits*

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\* **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.

*Term(s) Offered: Fall, Winter, Spring*

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^ **PE198 - Special Studies**

*Credits - 1-3*

Selected studies in health and physical education.

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^ **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*

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\* **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.

*Recommended preparation: The student must possess a current ARC Lifeguard Training Certificate*

*Offered Winter Term Only.*

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\* **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*

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\* **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.*

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\* **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.*

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**PHL English**

\* **PHL101 - Introduction to Philosophy**

Credits - 4 Lecture - 4

Introduces the student to major issues in philosophy, a historical overview and subgenres of the philosophical tradition.

*Recommended preparation: WR 121*

*Term(s) Offered: Fall*

*Prerequisite: WR 115 or Placement*

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\* **PHL102 - Introduction to Philosophy**

Credits - 4 Lecture - 4

Emphasizes significant issues and explores responses to problems associated with social and political philosophy.

*Recommended preparation: WR 121*

*Term(s) Offered: Winter*

*Prerequisite: WR 115 or Placement*

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^ **PHL103 - Introduction to Philosophy**

Credits - 3 Lecture - 3

Emphasizes critical thinking in the examination of particular philosophical issues and problems.

*Recommended preparation: WR 121*

*Term(s) Offered: Spring*

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**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.

*Term(s) Offered: Winter, Spring*

*Prerequisite: MTH 070 or Placement*

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^ **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.

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+ **PHY201 - General Physics**

Credits - 5 Lecture - 4 Lab - 1

An introductory laboratory course dealing with mechanics, sound, heat, light, electricity, and modern physics.

*Term(s) Offered: Fall*

*Prerequisite: MTH 112 or MTH 251 or higher. WR 115 or placement Preferred Prerequisite: WR 227. This becomes an elective if PHY 211 is taken.*

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+ **PHY202 - General Physics**

Credits - 5 Lecture - 4 Lab - 1

An introductory laboratory course dealing with mechanics, sound, heat, light, electricity, and modern physics.

*Term(s) Offered: Winter*

*Prerequisite: PHY 201 or PHY 211. This becomes an elective if PHY 212 is taken*

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+ **PHY203 - General Physics**

Credits - 5 Lecture - 4 Lab - 1

An introductory laboratory course dealing with mechanics, sound, heat, light, electricity, and modern physics.

*Term(s) Offered: Spring*

*Prerequisite: PHY 202 or PHY 212 This becomes an elective if PHY 213 is taken*

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+ **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.

*Term(s) Offered: Fall*

*Prerequisite: WR 115 or Placement and MTH 112 or higher; with MTH 251 as a corequisite. Preferred Prerequisite: WR 227. PHY 201, if it has been taken, becomes an elective if PHY 211 is taken*

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+ **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.

*Term(s) Offered: Winter*

*Prerequisite: PHY 211 and MTH 251, PHY 202, if it has been taken, becomes an elective if PHY 212 is taken*



+ **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.

*Term(s) Offered: Spring*

*Prerequisite: PHY 212 and MTH 252, PHY 203, if it has been taken, becomes an elective if PHY 213 is taken*

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: WR 060*

\* **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: WR 060 or Placement, WR 115 strongly recommended.*

\* **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: WR 060 or Placement, WR 115 strongly recommended.*

\* **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: WR 060 or Placement, WR 115 strongly recommended.*

PSY

Social Science

^ **PSY198 - Special Studies**

*Credits - 1-3*

Offers topics of study in psychology with individual research or field study.

*Recommended preparation: WR 060*

\* **PSY201 - General Psychology**

*Credits - 4 Lecture - 4*

The first of two survey courses 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: WR 115*

\* **PSY202 - General Psychology**

*Credits - 4 Lecture - 4*

The second of two survey courses 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: PSY 201*

\* **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: PSY 201*

RD

Reading

**RD90 - 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*

^ **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: RD 120*

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**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*

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**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: WR 060*

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**\* ~ SOC204 - General Sociology: Sociology in Everyday Life***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: WR 060 or Placement*

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**\* ~ 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: WR 060 or Placement*

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**\* ~ 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 will be explored.

*Prerequisite: WR 060 or Placement*

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**\* ~ 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: WR 060 or Placement*

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**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*

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**^ SPAN103 - First Year Spanish***Credits - 4 Lecture - 4*

Continued introduction to Spanish, stressing speaking and reading. Exercises in elementary composition and grammar.

*Term(s) Offered: Spring*

*Prerequisite: SPAN 102*

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**\* 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.

*Term(s) Offered: Fall*

*Prerequisite: SPAN 103*

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**\* 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.

*Term(s) Offered: Winter*

*Prerequisite: SPAN 201*

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**\* 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.

*Term(s) Offered: Spring*

*Prerequisite: SPAN 202*

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**^ 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.

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**^ 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: SPAN 211 or instructor approval*

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**^ 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: SPAN 212 or instructor approval*

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**^ SPAN102 - First Year Spanish***Credits - 4 Lecture - 4*

Continued introduction to Spanish, stressing speaking and reading. Exercises in elementary composition and grammar.

*Term(s) Offered: Winter, Spring*

*Prerequisite: SPAN 101*

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**> SPAN162 - Conversational Business Spanish II***Credits - 2 Lecture - 2*

This conversational business Spanish course is the second level of an intensive course designed to focus on oral communication related to customer, consumer, and coworker interactions. While there will be reading of simple business Spanish documents, there will be little grammatical instruction. Course content will focus on business situations for customer service, workplace interactions, and field work. Students will practice speaking in class and will be encouraged to practice speaking outside the classroom.

*Prerequisite: SPAN 161*

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> **SPAN161 - Conversational Business Spanish I**

*Credits - 2 Lecture - 2*

This conversational business Spanish course is an intensive course designed to focus on oral communication related to customer, consumer, and coworker interactions; there will be little grammatical instruction. The course will emphasize sentence structure, pronunciation, and introduce Hispanic culture and traditions. Course content will focus on business situations for customer service, workplace interactions, and field work. Students will practice speaking in class and will be encouraged to practice speaking outside the classroom.

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^ **SPAN218 - Spanish for Heritage Speakers**

*Credits - 4 Lecture - 4*

This course is designed specifically for Heritage speakers of Spanish or other linguistically qualified students. Provides instruction to develop and improve existing Spanish language skills related to writing, speaking and listening. Also focuses on the cultural heritage of Spanish-speaking students in the region and increases awareness of linguistic registers, expands vocabulary, practices translation and develops appreciation for Hispanic and Latino cultures of Spanish-speaking countries and the United States. Conducted primarily in Spanish.

*Prerequisite: SPAN 103*

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**SUR**      **Engineering Technologies**

> **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.

*Term(s) Offered: Spring*

*Prerequisite: MTH 070 or higher*

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> **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.

*Term(s) Offered: Fall*

*Prerequisite: SUR 161*

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> **SUR166 - Highway Fundamentals**

*Credits - 3 Lecture - 3*

A study of highway surveys, design standards, circular and vertical curves, curve transitions, earthworks and drainage.

*Term(s) Offered: Winter*

*Prerequisite: SUR 162*

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> **SUR167 - Surveying Seminar**

*Credits - 3 Lab - 6*

Focus on applied surveying techniques in a project oriented environment.

*Term(s) Offered: Spring*

*Credit hours provide student access to State licensing process.*

*Prerequisite: SUR 166*

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**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.

*Term(s) Offered: Fall, Winter*

*Prerequisite: WR 060 or Placement, WR 115 strongly recommended.*

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\* **TA141 - Fundamentals of Acting Techniques**

*Credits - 4 Lecture - 4*

This course provides a positive environment for development of self-confidence, creative thinking, artistic expression, enhanced communications skills, and an understanding of the collaborative process of stage acting. Through participation in acting exercises, improvisational games, prepared scenes and monologues, play analyses, and other theatrical activities, students explore a wide variety of contemporary actor training techniques A portion of this course includes a focus on auditioning skills.

*This course is not just for students seeking a career in the theatre; it is designed for any student seeking to improve their life skills for greater personal and professional success in the career of their choice. No previous acting experience or training is required*

*Term(s) Offered: Fall*

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\* **TA142 - Fundamentals of Acting Techniques**

*Credits - 4 Lecture - 4*

This course provides a positive environment for development of self-confidence, creative thinking, artistic expression, enhanced communications skills, and an understanding of the collaborative process of stage acting. Through participation in acting exercises, improvisational games, prepared scenes and monologues, play analyses, and other theatrical activities, students explore a wide variety of contemporary actor training techniques A portion of this course includes an in-depth introduction to the silent art of mime.

*This course is not just for students seeking a career in the theatre; it is designed for any student seeking to improve their life skills for greater personal and professional success in the career of their choice. No previous acting experience or training is required*

*Term(s) Offered: Winter*

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\* **TA143 - Fundamentals of Acting Techniques**

*Credits - 4 Lecture - 4*

This course provides a positive environment for development of self-confidence, creative thinking, artistic expression, enhanced communications skills, and an understanding of the collaborative process of stage acting. Through participation in acting exercises, improvisational games, prepared scenes and monologues, play analyses, and other theatrical activities, students explore a wide variety of contemporary actor training techniques A portion of this course includes the opportunity for public performance.

*This course is not just for students seeking a career in the theatre; it is designed for any student seeking to improve their life skills for greater personal and professional success in the career of their choice. No previous acting experience or training is required*

*Term(s) Offered: Spring*

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^ **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.

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**^ 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.

Activities may include construction and decoration; costume design and construction; lighting design - installation and light board operation; sound design and operation; stage management; backstage crew work during performances; hair and makeup design and application and others. No previous technical theatre experience or training is required and enrollment is open to new participants every term.

Term(s) Offered: Fall, Winter, Spring

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**^ TA180 - Theatre Rehearsal and Performance**

Credits - 3 Lab - 3

This course provides credit for rehearsal and performance in a play or musical. No previous acting experience or training is required, and enrollment is open to new participants every term; registration contingent upon being cast in a current production.

Term(s) Offered: Fall, Winter, Spring

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**TA241 - Intermediate Acting Techniques**

Credits - 4 Lecture - 4

This course provides a positive environment for second level development of self-confidence, creative thinking, artistic expression, enhanced communications skills, and an understanding of the collaborative process of stage acting. Through participation in acting exercises, improvisational games, prepared scenes and monologues, play analyses, and other theatrical activities, students explore a wide variety of contemporary actor training techniques A portion of this course includes a focus on advanced level auditioning skills.

Prerequisite: WR 060 or Placement, WR 115 strongly recommended.

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**\* TA242 - Intermediate Acting Techniques**

Credits - 4 Lecture - 4

This course provides a positive environment for second level development of self-confidence, creative thinking, artistic expression, enhanced communications skills, and an understanding of the collaborative process of stage acting. Through participation in acting exercises, improvisational games, prepared scenes and monologues, play analyses, and other theatrical activities, students explore a wide variety of contemporary actor training techniques A portion of this course includes advanced work in the silent art of mime.

*This course is not just for students seeking a career in the theatre; it is designed for any student seeking to improve their life skills for greater personal and professional success in the career of their choice. Enrollment is open to new participants every term.*

Prerequisite: WR 060 or Placement, WR 115 strongly recommended. May be taken without previous acting experience or coursework.

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**\* TA243 - Intermediate Acting Techniques**

Credits - 4 Lecture - 4

This course provides a positive environment for second level development of self-confidence, creative thinking, artistic expression, enhanced communications skills, and an understanding of the collaborative process of stage acting. Through participation in acting exercises, improvisational games, prepared scenes and monologues, play analyses, and other theatrical activities, students explore a wide variety of contemporary actor training techniques A portion of this course includes the opportunity for public performance and, potentially, the opportunity to direct a short play.

*This course is not just for students seeking a career in the theatre; it is designed for any student seeking to improve their life skills for greater personal and professional success in the career of their choice. Enrollment is open to new participants every term.*

Prerequisite: WR 060 or Placement, WR 115 strongly recommended. May be taken without previous acting experience or coursework.

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**TTL****Diesel****> TTL101 - Introduction to Transportation & Logistics**

Credits - 4 Lecture - 4

Introduction to logistics and commercial vehicle operation, covering control systems, coupling procedures, cargo handling and pre-trip inspections. Covers regulations and requirements for CDL, speed management, road conditions, and accident scene management.

**> TTL121 - Practical Application in Transport & Logistics**

Credits - 6 Lecture - 6 Lab - 6

This training course is the core preparation for a truck driver in preparation for taking the Commercial Driver's License (CDL) exam. There is 120 hours of lecture/lab, with a minimum of 44 hours of driving time over the period of 3 weeks.

**> TTL141 - Transportation Customer Service Skills**

Credits - 3 Lecture - 3

This course focuses on building skills in dealing with customers and others in the course of delivery. This helps to create a more professional approach to dealing with the public.

**> TTL280 - CWE: Transportation**

Credits - 6

Work-based learning experience in the Transportation & Logistics field. Supervision and evaluation of the student's job performance will be provided by qualified staff of the College and employer.

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**UAS****Agriculture****> UAS110 - Introduction to Remote Sensing**

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: MTH 070 or higher



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> **UAS111 - Introduction to Unmanned Aerial Vehicle**

*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.

*Labs may take place at designated UAV flying or testing areas.*

*Labs may take place at designated UAV flying or testing areas.*

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**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.

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**VT Agriculture**

> **VT101 - Introduction to Veterinary Technology**

*Credits - 2 Lecture - 2*

This course covers the basic laws of veterinary medicine with the emphasis on practical aspects of the veterinary clinic. Topics include: Veterinary medicine and the veterinary health care team careers in veterinary medicine, types of veterinary practices, professionalism in veterinary workplace, the Human-Animal bond, office practices, workplace safety, universal precautions, basic medical terminology, basic nutrition, basic behavior, veterinary ethics and laws, and breeds on all species.

*Term(s) Offered: Fall*

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> **VT102 - Nursing and Restraint**

*Credits - 2 Lecture - 2*

An overview of this course is designed to introduce you to the basic fundamental understanding of animal identification methods, effective restraint techniques for required species, obtain objective patient data, the ability to obtain a thorough patient history, and basic animal behavior.

*Term(s) Offered: Winter*

*Prerequisite: VT101: Winter*

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> **VT103 - Animal Health Record Systems**

*Credits - 3 Lecture - 3*

This course covers the business and professional aspects of a veterinary practice needed to provide the most professional care not only for the clients but for the animal companion. Topics include: client communications, scheduling, record keeping, confidentiality, financial concerns, stress management, proper logs on compliance with the guidelines.

*Term(s) Offered: Spring*

*Prerequisite: VT 101*

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> **VT105 - Anatomy and Physiology I**

*Credits - 4 Lecture - 3 Lab - 1*

This course is designed to introduce you to the basic fundamental understanding of animal structure and function appropriate to various animal species. Emphasis is on the skeletal anatomy, nervous system, dentition and locomotion.

*Term(s) Offered: Fall*

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> **VT106 - Anatomy and Physiology II**

*Credits - 4 Lecture - 3 Lab - 1*

This course is designed to introduce you to the basic fundamental understanding of the systems of the body. This will have considerable value since understanding of the functions of an animal is important. Topics include: digestive, respiratory, vascular, urinary, endocrine, reproductive, integument and metabolic systems.

*Term(s) Offered: Winter*

*Prerequisite: VT 105*

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> **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

*Term(s) Offered: Fall*

*Fulfills the HD 109 Requirement*

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> **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.

*Term(s) Offered: Winter*

*Prerequisite: VT 109*

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> **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.

*Term(s) Offered: Spring*

*Prerequisite: VT 110*

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> **VT120 - Clinical Lab Procedures I**

*Credits - 4 Lecture - 3 Lab - 1*

This course covers the valuable skills necessary to perform specific laboratory test. Topics include: laboratory instrument and equipment safety and maintenance, handling blood, urine and feces samples, performing a complete blood count, bone marrow examination, blood coagulation tests, urinalyses, normal and abnormal morphology, and parasitology.

*Term(s) Offered: Spring*

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> **VT121 - Clinical Lab Procedures II**

*Credits - 4 Lecture - 3 Lab - 1*

This course covers the valuable skills necessary to perform specific laboratory test. Topics include: venipuncture on all required species, catheter care and placement, collection of samples from required species, proper administration of medications, fluid therapy, and bandage, splint and cast application.

*Term(s) Offered: Fall*

*Prerequisite: VT 120*

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> **VT201 - Anesthesiology**

*Credits - 4 Lecture - 3 Lab - 1*

This course covers the valuable skills necessary to safely and effectively manage and maintain patients in all phases of anesthesia. Topics will include: calculate doses of anesthetic related drugs, administration of anesthetic related drugs, place endotracheal tubes, patient monitoring, evaluate pain management, resuscitation procedures, maintain controlled substance logs, assess patient risk status, and maintain proper record keeping.

*Term(s) Offered: Spring*

*Prerequisites: VT 121*

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> **VT202 - Veterinary Surgical Assisting**

*Credits - 2 Lecture - 2*

This course covers the fundamental information for the basic knowledge of surgical nursing. Topics include: various surgical procedures and the role the veterinary technician plays in that procedure, aseptic techniques, patient positioning, instrument identification and the proper handling/care of each one, instrument sterilization, identify suture materials, types and sizes, perform basic suturing techniques, and patient post-operative care.

*Term(s) Offered: Spring*

*Prerequisites: VT 121*

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> **VT204 - Applied Radiology**

*Credits - 3 Lecture - 3*

Overview of the veterinary technician's job in correlation with diagnostic imaging and ultrasound. This course covers the basic functions of a radiograph and an ultrasound machine with the emphasis on practical aspects of the veterinary clinic. Topic will include: radiographs machines, radiographic quality, radiation safety, positioning techniques and the function of an ultrasound machine.

*Term(s) Offered: Spring*

*Prerequisites: VT 105 and VT 106*

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> **VT205 - Pharmacology**

*Credits - 3 Lecture - 3*

This course covers the information needed for the veterinary technicians to understand the uses of pharmacologic agents and how to calculate the correct doses of those pharmacologic agents. Topics include: routes and techniques of drug administration, practical calculations, drugs used for the nervous, respiratory, cardiovascular, gastrointestinal, endocrine, ophthalmic, otic, and skin systems, and each drug classifications.

*Term(s) Offered: Spring*

*Prerequisites: VT 201*

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> **VT210 - Small Animal Disease**

*Credits - 3 Lecture - 3*

This course covers the fundamental information for the basic knowledge of small animal diseases and the zoonotic potential. Topics include: transmission, symptoms, diagnosis, and treatment for small animal diseases. Knowledge potential for zoonosis, and take the precautionary measures needed to prevent an outbreak.

*Term(s) Offered: Spring*

*Prerequisite: VT 106*

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> **VT211 - Large Animal Disease**

*Credits - 3 Lecture - 3*

This course covers the fundamental information for the basic knowledge of large animal diseases and the zoonotic potential. Topics will include; route of transmission, symptoms, diagnosis, and treatment for large animal disease of all species. The student will have the knowledge and understanding of all the large animal diseases that have a potential for zoonosis, and take the precautionary measures needed to prevent an outbreak.

*Term(s) Offered: Spring*

*Prerequisite: VT 210*

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**VT280 - Cooperative Work Experience**

*Credits - 1-4*

Offered to Vet Tech 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: Summer*

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WLD	Welding
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> **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*

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> **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*

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> **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*



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> **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

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> **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

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**WR** **English**

**WR60 - 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.

Term(s) Offered: Fall, Winter, Spring

Students with a writing Compass score of 18-32 are highly recommended to take RD 101 concurrent to WR060

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**WR65 - 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

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^ **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.

Term(s) Offered: Fall, Winter, Spring

Prerequisite: WR 060 or WR 065 or Placement

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\* **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.

Term(s) Offered: Fall, Winter, Spring

Prerequisite: WR 115 or Placement

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\* **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.

Term(s) Offered: Fall, Winter, Spring

Prerequisite: WR 121

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^ **WR198 - Special Studies**

Credits - 1-3

Designed to provide interested and capable students with the opportunity to study special topics in writing.

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\* **WR227 - Technical Report Writing**

Credits - 4 Lecture - 4

Researching and reporting technical information including business proposals, business plans, feasibility studies and process instructions.

Term(s) Offered: Fall, Winter, Spring

Prerequisite: WR 121

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\* **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.

Term(s) Offered: Fall

Prerequisite: WR 115 or Placement

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\* **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.

Term(s) Offered: Winter

Prerequisite: WR 115 or Placement

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\* **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.

Term(s) Offered: Spring

Prerequisite: WR 115 or Placement

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^ **WR298 - Special Studies**

Credits - 1-3

Designed to provide interested and capable students with the opportunity to study special topics in writing.

# Eastern Oregon and BMCC

Hermiston



Workforce Training Center - Morrow County



Pendleton



Baker County



Milton Freewater



Precision Irrigated Agriculture Facility-  
OSU - Hermiston Agricultural Research & Extension Center



# The People of Blue Mountain Community College

## BMCC Board of Education

### **Chris Brown**

Zone 1, Term Expires 2019

### **Bob Savage**

Zone 2, Term Expires 2017

### **Heidi Van Kirk**

Zone 3, Term Expires 2017

### **Kim Puzey**

Zone 4, Term Expires 2017

### **Don Rice**

Zone 5, Term Expires 2019

### **Dr. Anthony (Tony) Turner**

Zone 6, Term Expires 2017

### **Jane Hill**

Zone 7, Term Expires 2019

## Oregon Board of Education

### **Charles R. Martinez, Jr, Chair**

4th Congressional District

Term expires 6/30/21

### **Kimberly Howard**

3rd Congressional District

Term expires 6/30/20

### **Anthony Veliz**

5th Congressional District

Term expires 6/30/21

### **Jerome Colonna**

2nd Congressional District

Term expires 6/30/18

### **Modesta Minthorn**

At Large

Term expires 6/30/20

### **George Russell**

At Large

Term expires 6/30/20

## BMCC Foundation Board of Directors

### **Carole Innes, Chair**

Pendleton

Term Expires 2019

### **BMCC Student**

Ex-Officio - Associated Student

Government

### **Bob Byrd**

Irrigon

Term Expires 2018

### **Kari Dallas-Spratling**

Pendleton

Term Expires 2019

### **Gibb Evans**

Irrigon

Term Expires 2020

### **Tracy Gammell**

Hermiston

Term Expires 2019

### **Margaret Gianotti**

Pendleton, Executive Director

### **Phil Hamm**

Hermiston, Term Expires 2018

### **Mike Hawman**

Hermiston

Term Expires 2020

### **Viki Lange**

Pendleton

Term Expires 2020

### **Carolyn Leggett**

Haines

Term Expires 2020

### **Ellsworth Mayer**

Pendleton, Term Expires 2018

### **Debbie Merrill**

Classified Staff

Term Expires 2017

### **Dotty Miles**

North Powder, Term Expires 2018

### **Kim Puzey**

BMCC Board of Education Liaison

### **Lonnie Read**

Pendleton, Term Expires 2019

### **Gary Schmidtgall**

Athena, Term Expires 2020

### **Alison Timmons,**

Ex-Officio - Faculty



# Higher Education Coordinating Commission

## Commissioners

**Neil Bryant**, Chair  
**Sandy Rowe**  
**Ramon Ramirez**  
**Lary Roper**  
**Duncan Wyse**

**David Rives**, Vice Chair  
**Vanessa Becker**  
**David Rives**  
**Carmen Rubio**

## Non-Voting Members

**Lee Ayers-Preboski**, University Faculty  
**Enrique Farrera**, College/University Staff  
**Frank Goulard**, Community College Faculty  
**Mariana Sofia Paredones Rodriguez**, Student  
**Claire McMorries**, 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

#### **Brad Holden (1989)**

Associate Vice President, Information Technology  
A.A.O.T., Blue Mountain Community College

#### **Celeste Insko (2012)**

Associate Vice President, Finance and Business  
Operations  
A.A.O.T., Blue Mountain Community College  
B.S., Eastern Oregon University

#### **John Fields (2018)**

Vice President, Instruction  
B.S., University of Florida  
M.A., University of Florida  
J.D., Rutgers School of Law

#### **Tammie Parker (1989)**

Vice President, Administrative Services  
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

## Directors, Coordinators, and Managers

### **Shayne Arndt (2016)**

Director, Student Health & Wellness Resource Center  
A.A., University of the Fraser Valley  
B.A., Global University  
M.B.A., University of Phoenix

### **Kristine Barnum (2016)**

Interim Director of Student Success Center  
B.S., Washington State University  
M.S., Washington State University

### **Barb Baty (2007)**

ERP/Continuous Improvement 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

### **Shannon Chrisman (2013)**

Interim Manager, JOBS Program  
B.S., Southern Oregon University

### **Dawn DiFuria (2014)**

Director, Student Outreach and Leadership  
A.A., Boise State  
B.A., Boise State  
B.S., Boise State  
M.A., Arizona State University

### **Naamah Franke (2004)**

Coordinator BMCC Hermiston/Boardman and ECC  
Articulation  
B.A., Eastern Washington University

### **Carol Frink (2016)**

Director, Small Business Development Center  
Diploma

### **Margaret Gianotti (2006)**

Executive Director, BMCC Foundation  
Diploma

### **Jeremy Gillette (2015)**

Coordinator, Fire Science  
A.A.S., Chemeketa Community College  
B.S., Eastern Oregon University

### **Yadira Gonzalez (2014)**

Director Student Financial Assistance  
A.A.O.T., Blue Mountain Community College  
B.A., Eastern Oregon University

### **Jeffrey "JJ" Hill**

Recruitment Program Coordinator  
B.S., Eastern Oregon University

### **Jennifer Hills (1994)**

Director, Apprenticeship Program  
B.S., University of Idaho  
M.Ed., Eastern Washington University

### **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

### **Dawn Kennison-Kerrigan (2015)**

Director, Early Childhood Education  
B.S., University of Oregon  
M.A., University of Phoenix

### **Jacelyn Keyes (2012)**

Director, BMCC Hermiston  
A.A.O.T., Central Oregon Community College  
B.A., Eastern Oregon University  
M.E.D., Oregon State University  
M.A., Gonzaga University

### **Daniel Koopman (2010)**

Director, BMCC Baker County  
B.A., Walla Walla College  
M.Ed., University of Idaho School of Administration

**Susan Kralman (2015)**

Director, BMCC Milton Freewater  
B.A., Portland State University  
M.S., Walla Walla University

**Anne Livingston (2008)**

Director, Marketing  
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

**Carl Melle (2016)**

Dean, Career Technical and Community Education  
B.A., Westminster College  
M.S. Ed., Duquesne University

**Anne Morter (1993)**

Coordinator, Morrow County  
A.A., Lane Community College  
B.A., Eastern Oregon University

**Wade Muller (2005)**

Director, Instruction Operations  
B.S., Montana State University

**Roman Olivera (2012)**

Director, TRiO/Student Success Services  
A.A.O.T., Blue Mountain Community College  
B.S., Eastern Oregon University  
M.S.M., Colorado Technical University

**Jacqueline Ray (2015)**

Director, Library & Media Services  
B.A., University of Washington  
M.L.I.S., University of Washington  
M.A., Southern New Hampshire University

**Tina Richardson (2015)**

Assistant Registrar, Admissions & Enrollment Services  
A.A.O.T., Blue Mountain Community College  
B.S., Undergraduate - Eastern Oregon University

**Karl Schrader (2004)**

Manager, BMCC Bookstore  
B.A., University of Washington

**Joe Secl (2016)**

Helpdesk Supervisor  
B.S., Eastern Oregon University  
Richo University - Certificate of Technical Training

**Austin Shick (2016)**

Student Life Coordinator  
A.S., Linn Benton Community College  
M.S., Walla Walla University

**Dwayne Williams (2016)**

Director, Facilities and Grounds  
Diploma

**Karen Willis (2014)**

eLearning Instructional Support Specialist/Coordinator,  
Early College Credit  
A.A.O.T., Blue Mountain Community College  
B.A., Western Oregon University  
M.Ed., Oregon State University

**Tim Wilson (2017)**

Director, Institutional Effectiveness  
B.S., Oregon Institute of Technology, Klamath Falls



## **BMCC Faculty**(As of June 2018)

### **Lower Division Collegiate and Career & Technical Programs**

#### **Full-Time Faculty**

##### **Velda Arnaud (2014)**

Instructor of Business & Leadership  
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

##### **Toni Bleick (2017)**

Instructor of Nursing  
B.S.N., Oregon Health & Science University  
M.S.N., Chamberlain Community College

##### **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

##### **Tamara L. Chorey (2001)**

Instructor of College Prep  
A.A., Oakland Community College  
B.S., Oregon State University

##### **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

##### **Matthew DeGarmo (2017)**

Instructor/Program Coordinator Criminal Justice  
A.S., Missouri Southern State University  
B.S., Missouri Southern State University  
M.A., University of Missouri - St. Louis  
PhD., Washington State University

##### **Dulcie Hayes (2003)**

Instructor of College Prep  
A.A., BMCC  
B.A., Eastern Oregon University

##### **Ann Marie Hardin (2009)**

Instructor of Civil Engineering Technology  
B.S., University of Idaho  
M.S., University of Idaho

##### **Peter Hernberg (2012)**

Instructor of Math/Computer Science  
B.A., State University New York, Potsdam  
M.A., State University New York, Potsdam

##### **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 Humphreys (2013)**

Instructor of Nursing/Head Coach Volleyball  
A.A.O.T., Blue Mountain Community College  
B.S. University of Portland  
M.S., Walden University

##### **Carol Johnson (2012)**

Instructor of College Prep  
B.A., University of Oregon  
M.E., Eastern Oregon University

##### **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 Communication  
B.A., Oregon State University  
M.A., Oregon State University  
J.D., Willamette University of Law

**Chandra Kunapareddy (2016)**

Instructor of Chemistry  
B.S., Acharya Nagarjuna University  
M.S., Osmania University  
Ph.D., Texas Tech University

**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

**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

**Sascha McKeon (2012)**

Instructor of Biology  
B.S., Chapman University  
Ph.D., State University of New York

**Jerry McMichael (2015)**

Instructor of Industrial Systems Technology  
B.A., University of Oregon  
M.E., University of Idaho

**Michelle Miller (1995)**

Instructor of Biology  
B.S., University of Idaho  
M.S., University of Oklahoma

**Deyanira Morales (2016)**

Instructor of Spanish  
Undergraduate Degree, Universidad Autonoma de Baja California, Mexico  
B.A., San Diego State University  
M.A., George Mason University

**Ron Neeley (2004)**

Instructor of Business & Leadership  
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  
PhD., 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

**Jennifer Peterson (2017)**

Instructor of Nursing  
A.A.S., Blue Mountain Community College

**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 & Leadership  
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

**Greg Schulberg (2015)**

Instructor of Math/Computer Science  
B.S., Cornell University  
M.E., Cornell University

**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

**Kevin Tompos (2012)**

Instructor of College Prep  
B.A., Northwest Nazarene University

**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 & Leadership  
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

# 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.

**Career Pathways:** Oregon's Career Pathways Statewide Initiative focuses on developing a plan of study for jobs that require more than a high school diploma or the equivalent but less than a four-year degree. Career pathways are avenues of study that lead to jobs or advancement in a particular industry. A certificate can be earned for each pathway that you complete. Career Pathway Certificate (12-44 credits) bundle the coursework associated with competencies for entry-level jobs and job advancement in a specific occupation or industry, and are stackable credentials as part of an Associate of Applied Science degree.

Career Pathways Roadmaps visually chart the skills, certificates, and degrees that lead to entry-level job or career advancement occupation and wage information. Detailed information on the Roadmaps are available at [www.bluecc.edu/academics/career-pathways](http://www.bluecc.edu/academics/career-pathways).

**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 post-secondary 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 below).

**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 Phone Directory

(Area Code: 541)

## BMCC Services

Admissions	278-5759
Advising	278-5853
Ambassadors	278-5936
Art Gallery, Betty Feves	278-5952
Athletics	278-5896
Baseball Coach	278-5908
Basketball (Men's) Coach	278-5893
Basketball (Women's) Coach	278-5894
Rodeo Coach	278-5956
Soccer (Men's) Coach	278-5967
Soccer (Women's) Coach	278-5892
Softball Coach	278-5895
Volleyball Coach	278-5910
Bookstore	278-5733
Box Office (Theater)	278-5953
Business Office	278-5744
Computer Services / Help Desk	278-5827
CTUIR / Tribal Liaison	278-5935
Disability Services	278-5965
Distance and Extended Learning	278-5763
Financial Assistance to Students	278-5759
Food Services	278-5946
Foundation	278-5775
Grants	278-5746
Health and Wellness Resource Center	278-5965
Human Resources	278-5837
Instruction, Office of	278-5930
Library	278-5915
Marketing	278-5936
McCrae Activity Center	278-5896
Print Center	278-5966
Public Relations	278-5839
OSU Extension Office	278-5403
President's Office	278-5951
Recruitment (Student)	278-5936
Registrar	278-5757
Room Scheduling	278-5511
Service Center	278-5759
Small Business Development Center, Pendleton	276-6233
Student Accounts	278-5759
Student Employment	278-5837
Student Government Office/Student Activities	278-5948
Student Life	278-5967
Student Success Center	278-5739
TDD Hearing Impaired Pendleton	278-2174
Pendleton	278-2174
Testing	278-5931 or 278-5929
Theater Box Office	278-5953


TRiO Student Support Services	278-5853
Tutoring	278-5741
Veterans' Assistance	278-5165
Weather Closure Information	276-1260
Web Coordination	278-5840

## Academic Departments

Agriculture	278-5868
Apprenticeship	278-5854
Business Administration	278-5868
College Preparatory Programs.	278-5803/5795
Computer Science	278-5877
Criminal Justice	278-5944
Dental Assisting	278-5877
Diesel Technology	278-5868
Early Childhood Education	278-5957 or 276-1260 ext 3412
EMT	278-5786
Fine Arts	278-5944
Fire Science	278-5799
Industrial Systems Technology	276-1260 ext 3411
Mathematics	278-5877
Nursing	278-5877
Physical Education	278-5944
Science	278-5944
Social Science	278-5944
Veterinary Studies	278-5868
Writing/Literature	278-5944

## BMCC Location-Specific Services

BMCC Baker County	523-9127 or 276-1260 ext. 3201
BMCC Grant County (COD)	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 Union County (COD)	663-3319
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



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





JUNE 2018						
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JULY 2018						
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AUGUST 2018						
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SEPTEMBER 2018						
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OCTOBER 2018						
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DECEMBER 2018						
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	2018 Summer	2018 Fall	2019 Winter	2019 Spring
Schedule and Registration Opens	April 23	April 23	Oct. 15	Jan. 28
Registration Opens (Group 1)	April 23	April 23	Oct. 15	Jan. 28
Registration Opens (Group 2)	May 7	May 7	Oct. 29	Feb. 11
Online Registration Closes	June 28	Sept. 28	Jan. 12	April 5
Admission Deadline	June 8	Sept. 7	Dec. 21	Mar. 15
First Refund Date	June 21	Sept. 21	Jan. 4	Mar. 28
"Welcome to The Pack"		Sept. 19		
<b>Term Begins</b>	<b>June 25</b>	<b>Sept. 24</b>	<b>Jan. 7</b>	<b>April 1</b>
Late Course & Sched. Chg Period	6/29-8/2/18	9/29-11/16/18	1/2-3/1/19	4/6-5/24/19
Deadline to Drop for full refund	June 28	Sept. 28	Jan. 11	April 5
Deadline to Pay for Classes	June 28	Sept. 28	Jan. 11	April 5
Second tuition installment deadline	July 20	Oct. 19	Feb. 1	April 26
Last tuition installment deadline	Aug. 10	Nov. 9	Feb. 22	May 17
Last Day to Withdraw	Aug. 5	Nov. 18	Mar. 3	May 26
Book buyback	Sept. 4 - 7	Dec. 3 - 7	Mar. 18 - 22	June 10 - 14
Final Exams		Dec. 3 - 6	Mar. 18 - 21	June 10 - 13
<b>Term Ends</b>	<b>Aug. 30</b>	<b>Dec. 7</b>	<b>Mar. 22</b>	<b>June 14</b>
Commencement (Note: Thursday, 6/13/19)				June 13
<b>College Closed</b>				
Independence Day	July 4			
Labor Day		Sept 3		
Pendleton Round-Up		Sept 14		
Veterans Day		Nov. 12		
Thanksgiving		Nov. 22 - 23		
Winter Break		Dec. 22 - Jan. 1		
Martin Luther King Jr. Day			Jan. 21	
BMCC Staff In-Service (All Day)		Sept. 5		
Half Day In-Service (College Closed 1-5)			Jan. 25	April 19
Spring Break			Mar. 29	
Memorial Day				May 27

DECEMBER 2018						
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JANUARY 2019						
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FEBRUARY 2019						
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MARCH 2019						
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APRIL 2019						
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MAY 2019						
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JUNE 2019						
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\* Advising is required for all degree seeking students

\*\* Deadline for students to apply for graduation at the end of spring or summer term, visit <http://www.bluecc.edu/enrollment-services/graduation>

Term Begins  Term Ends  College Closed

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

