2014-2015
Academic Catalog
Blue Mountain Community College
Website: www.bluecc.edu

CENTERS IN DISTRICT

BMCC BAKER COUNTY
3275 Baker Street
Baker City, OR 97814
Phone: 541-523-9127
Fax: 541-523-9128
Email: bmcckbaker@bluecc.edu

BMCC HERMISTON
975 S.E. Columbia Drive
Hermiston, OR 97838
Phone: 541-567-1800
Fax: 541-289-2876
Email: bmcchermiston@bluecc.edu

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

BMCC NORTH MORROW COUNTY
P.O. Box 939 / 300 N.E. Front Street
Boardman, OR 97818
Phone: 541-481-2099
Fax: 541-481-3990
Email: bmcchnorthmorrow@bluecc.edu

BMCC SOUTH MORROW COUNTY
P.O. Box 21
Ilone, OR 97843
Phone: 541-422-7040
Email: bmccssouthmorrow@bluecc.edu

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

CONTRACTED OUT OF DISTRICT CENTER (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

IMPORTANT CONTACTS

Section 504 Coordinator - P.O. Box 100 - Pendleton, OR 97801 - 541-278-5931
Title II - Director of College Preparatory Programs - P.O. Box 100 - Pendleton, OR 97801 - 541-278-5795

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

For the most recent updates to this catalog, please view online at www.bluecc.edu.
If you would like a printed copy of this catalog, please call 541-278-5759 or email getinfo@bluecc.edu

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

BMCC is an equal opportunity educator and employer.
**INTRODUCTION**

On behalf of the faculty and staff, it is my pleasure to welcome you to the BMCC family. Whether you are joining us for college preparation, college transfer, technical training, for assistance with workforce development or self-improvement and personal growth, we are all committed to your success. You are joining us at an exciting time at BMCC as we launch new programs that provide exciting new career opportunities that will meet the workforce demands of area employers. In the Fall Quarter, the college will debut its Precision Agriculture and Mechatronics (A.K.A. Advanced Industrial Maintenance) programs, the first of many new offerings in development. 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 is 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. Here is a contact phone number to get started. I encourage you to enjoy your time at BMCC. We offer a variety of team sports, student government-sponsored events, clubs and cultural activities to enrich your student experience and bring you into closer contact with your fellow students and community. In the coming school year, I look forward to meeting you and helping to make your experience at BMCC educationally and personally rewarding.

Camille Preus
President
Blue Mountain Community College
(541)278-5951
cpreus@bluecc.edu

**Vision Statement**

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

**Strategic Plans and Goals**

The Blue Mountain Community College Board of Education reviews the 2004-2014 strategic plan on an annual basis and will accomplish the goals listed below.

BMCC will focus on student success in a premier learning environment and:

- Enhance student support
- Develop a more relevant and comprehensive curriculum
- Facilitate access to college programs and activities
- Develop employees to their highest potential
- Strengthen the institution through assessment and planning
- Increase resources for financial growth and stability
- Grow community partnerships
- Integrate and expand marketing and recruiting

**mission Statement**

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

The college provides dynamic and innovative programs and delivery methods in response to the changing needs of our customers; the students, businesses, industries and communities of eastern Oregon.
Non-Degree Seeking Students

Students interested registering for a class or two and not intent upon earning a certificate or degree from BMCC can utilize the BMCC Registration form. Print this form: Registration Form. Complete and return form to your nearest BMCC location. Non-degree seeking students are not eligible for federal financial aid.

New Certificate and Degree Seeking Students

“New” students include the following:

Those who have never taken credit classes at BMCC
High school students who have, until now, only taken Dual Credit/Eastern Promise or that have taken credit courses through the Expanded Options program
Students participating, until now, in the college prep program (GED, ESL and ABE courses)
Transfer Students
Returning BMCC students who have not attended in two or more years

1. Apply

New students must submit an Application for Admission form and submit a $25 non-refundable application fee at the time of application. Applications will not be processed without the fee. Application deadlines for 2014-15 are:

- Summer term 2014, 5 pm, June 6, 2014
- Fall term 2014, 5 pm, September 11, 2014
- Winter 2015, 5 pm, December 19, 2014
- Spring 2015, 5 pm, March 13, 2015

Applications are available online at www.bluecc.edu, go to STUDENTS along the top of the page then scroll down to “Forms for Students”, then click on Admission Application Form. Submit completed forms to any BMCC location or by mail to BMCC, PO Box 100, Pendleton, OR 97801.

2. Placement Assessment

Placement information is required for all students taking credit classes. See BMCC’s Placement Assessment & Testing webpage for more information.

Students with documented disabilities needing accommodation for testing should contact the Testing and Advising Office prior to scheduling the placement tests.

3. Attend New Student Orientation (NSO)

Once the admissions application has been processed the BMCC admissions department will register them in a New Student Orientation session. The student will receive a phone call and or email notifying them of the NSO session date, time, and location.

Once a student has completed a New Student Orientation session they are ready to complete the advising and registration process.
Distance Education

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

- **E-Course**: Course offerings are provided over the internet, asynchronously. Tests are conducted online, at a BMCC location, or an approved proctored site.

- **E-Live**: Courses using a web-conferencing tool, delivered synchronously (real time). This delivery method offers students the opportunity to interact with faculty and other students even though separated by space. Students may take classes from any computer that has internet access. E-Live classes can be done in real time, with the instructor teaching at a designated site, while the student participates from a computer located anywhere there is internet service. Classes are recorded and can be viewed at a later time.

- **Interactive Video Conferencing (ITV)**: Classes originate from another site but are in real-time and place. Classes are offered through interactive television or Web-based software. Students at “receive” sites are located anywhere there is internet service. Classes are offered on campus.

- **E-Live**: whose job or education schedule conflicts with the times when classes are offered.

The time-bound student, whose job or education schedule conflicts with the times when classes are offered.

- **The distance-bound student**, who lives far from where classes are offered.

The distance-bound student, who lives far from where classes are offered.

- **The home-bound student**, who cannot leave home for personal reasons.

Those who have work schedules which prevent them from finding blocks of time to participate in classes.

- **Those who seek to advance themselves** in their current career or to prepare for a new career.

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Who Should Take Distance Education Classes?

Self-motivated learners

- Time- or place-bound learners

Technically astute learners

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

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. BMCC’s federal school code is 003186. Check page 28 of this catalog or our Website for more financial assistance information.

Paying for Distance Education Classes:
Blue Mountain Community College’s distance education classes are assessed at the current tuition and fees listed in the Schedule of Classes published each term and online at www.bluecc.edu. There is an additional distance education class fee for each class.

Purchasing Distance Education Textbooks:
Students can order books online with a credit card at www.bookstore.bluecc.edu, or students can call the bookstore at 541-278-5733 or send a fax to 541-278-5842.

Library Services:
Many library services and electronic databases are available online to all students, whether on or off campus. Go to www.bluecc.edu/library for information on library services.

Technical Help and Support:
The Office of Distance Education is located on the Pendleton campus in Pioneer Hall, Room 154. The email address is Distance_Ed@bluecc.edu.

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

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

- **Bachelor’s degrees**
- **Associate of General Studies (A.G.S.) Degree**
- **Associate of Arts Oregon Transfer (A.A.O.T.) Degree**
- **Associate of Science (A.S.) Degree**
- **Associate of General Studies (A.G.S.) Degree**
- **Inter-College Partnerships**
- **Career and Technical Programs A.A.S./Certificates and Career Pathways Certificates of Completion (CPCC)**

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

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

- Accounting Technology
- Administrative Office Professional: General, Legal, Medical
- Agriculture Business, Production, Crops, Livestock
- Business Administration and Management
- Civil Engineering Technology
- Criminal Justice
- Construction Trades, General Apprenticeship
- Dental Assisting Technician
- Diesel Technology
- Drafting Technology
- Early Childhood Education
- Electrician Apprenticeship Technologies
- Emergency Medical Technologies
- English Language Development
- Fire Science
- Green Technician
- Hospitality, Tourism, Gaming, and Management
- Industrial Mechanics and Maintenance Technology
- Apprenticeship
- Nursing
- Office Assistant/Support: General, Medical, Legal
- Paraeducator
- Precision Irrigation
- Retail Management
- Veterinary Assistant
- Welding

College Preparatory Programs

- Adult Basic Education (ABE)
- English as a Second Language (ESL)
- General Educational Development (GED)
- JOBS Program

Business and Industry Training

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

Inter-College Partnerships

CUESTE: Teacher Education Program with Eastern Oregon University
Eastern Oregon Collaborative Colleges Council with Treasure Valley Community College and Eastern Oregon University
Medical Laboratory Technician (MLT) Program with Wenatchee Valley College
Diagnostic Imaging Technology (DIT) with Linn-Benton Community College
Oregon State University Dual Admission
Pharmacy Technician Program with Central Oregon Community College
Occupational Therapy Program with Linn-Benton Community College

Accreditation Statements

Blue Mountain Community College is a public, two-year, coeducational college accredited by the Northwest Commission on Colleges and Universities, 8060 165th Avenue N.E., Suite 100, Redmond, WA 98052, phone: 425-558-4224. 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. The nursing program is accredited by the Oregon State Board of Nursing. The dental assisting technician program is accredited by the American Dental Association Commission on Dental Accreditation. The emergency medical technician classes are accredited by the Oregon Department of Education.
Welcome to BMCC

Blue Mountain Community College (BMCC) is a comprehensive community college committed to providing an open, flexible learning environment and support for student program. Area include:
- career and technical certificates and degrees
- college preparatory and adult basic skills training.
- workforce development programs
- continuing education
- and community education.
BMCC offers students high-quality instruction, affordable tuition, small class sizes, and student support services such as tutoring, computer labs, academic advising, and disability accommodations.

Though its taxing district comprises Baker, Morrow, and Umatilla counties, BMCC serves more than 90% of the eastern Oregon—incorporating the Eastern Oregon University in La Grande and the Oregon School for the Deaf in Roseburg. BMCC serves the residents of Umatilla and Morrow counties.

Our History

The community college movement in Oregon began in 1963 after winning an overwhelming five-to-one vote of confidence by the residents of Umatilla and Morrow counties.

Our Locations

Typical of community college student populations, the average age of all BMCC students is 35, whereas degree-seeking students average 31. Students receive financial assistance in the form of federal and state assistance, scholarships, grants, tuition waivers, other assistance, and work-study jobs. Dual credit courses, expanded options, and Eastern Oregon college classes are offered to area high school students; 1,340 dual-credit, 171 expanded options, and 778 Eastern Oregon students earned college credits for advanced classes taken in their high schools, at BMCC locations, or via distance learning.

The growth and sophistication of technology has expanded the number of courses offered via distance learning to more than 380. 5,457 students took at least one distance learning course in 2013-14.

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The growth and sophistication of technology has expanded the number of courses offered via distance learning to more than 380. 5,457 students took at least one distance learning course in 2013-14.
Welcome to BMCC

BMCC Baker County
3275 Baker Street
Baker City, OR 97814
Phone: 541-523-9177
Fax: 541-523-9128
Email: bmccbaker@bluecc.edu

With two sites in Baker City, on Baker Street and in the National Guard Armory, BMCC Baker County has a variety of offerings:
- College credit classes/A.A.O.T. degree
- Job skills workshops
- College preparatory classes including ABE, GED preparation and testing, and ESL
- Customized training for business and industry
- Emergency medical training, certified nursing assistant (CNA), pharmacy technician, phlebotomy, first aid, and certain occupational certifications
- Personal enrichment courses

BMCC Baker County offers the entire A.A.O.T. degree with traditional class offerings. Students can also combine distance education classes with traditional day/evening classes for more flexibility. Additionally, the Small Business Development Center has a representative at BMCC Baker County.

As at other centers, students attending courses through the Baker County office are also welcome to get involved in student clubs such as Phi Theta Kappa National Honor Society and the Veterans Club. These clubs offer students the opportunity to participate in leadership and community service.

For additional information or to schedule a tour, please contact the BMCC Baker County office.

BMCC Hermiston
975 S.E. Columbia Drive
Hermiston, OR 97838
Phone: 541-567-1800
Fax: 541-567-1020
Email: bmcchermiston@bluecc.edu

BMCC Hermiston serves western Umatilla County and North Morrow County. Offerings include:
- College credit classes/A.A.O.T. degree
- Job skills workshops
- College preparatory classes including ABE, GED preparation and testing, and ESL in English and Spanish
- Customized training for business and industry
- Emergency medical training, first aid, and occupational certifications
- Personal enrichment courses
- Citizenship classes
- Welding classes
- Business Technology (Business Lab)

With the fall 2011 opening of the Eastern Oregon Higher Education Center, BMCC Hermiston offers students increased access to postsecondary education and related student services, in partnership with Eastern Oregon University (EOU). BMCC offerings include courses leading to the A.A.O.T. degree, as well as other degrees and certificates, and expanded course offerings throughout the day and evening. EOU offers on-site courses in business, education, and liberal studies, as well as the continued availability of online programs.

Students at BMCC Hermiston can participate in student organizations and clubs. Phi Theta Kappa National Honor Society, Associated Student Government, and BMCC student ambassadors all have representatives from their groups attending class at BMCC Hermiston. Student life activities are no longer limited to the Pendleton campus!

The Oregon JOBS program (a welfare-reform contract with the Oregon Community Human Services Department) and the Small Business Development Center have services available at BMCC Hermiston. For additional information or to schedule a tour, please contact the BMCC Hermiston office. An EOU representative is also on-site full time.

BMCC South Morrow County
P.O. Box 21
Ione, OR 97843
Phone: 541-704-1500
Fax: 541-760-0740
Email: bmccsouthmorrow@bluecc.edu

BMCC South-Morrow County provides support services for students in the Heppner, Lexington, and Ione areas and offers the following services:
- BMCC distance education classes
- Job skills workshops
- Personal enrichment classes

For additional information or assistance, please contact the BMCC South Morrow County office.

Welcome to BMCC

BMCC North Morrow County
300 N.E. Front Street
Boardman, OR 97818
Phone: 541-481-2099
Fax: 541-481-3990
Email: bmccnorthmorrow@bluecc.edu

BMCC North Morrow County in Boardman serves the westernmost region of the college district. The center offers a variety of:
- Job skills workshops
- College preparatory classes, including ABE, GED preparation, and ESL
- Customized training for business and industry

Students have the opportunity to take classes at the local site, or they may choose to take advantage of the distance education classes, which allow students to complete their classes using the Internet, videotapes, guided instruction, or ITV. Using a combination of on-site and distance education, students may complete their A.A.O.T. degree at BMCC North Morrow County. Classes are offered at BMCC North Morrow County during both day and evening hours.

BMCC Milton-Freewater
835-B S. Canyon Blvd.
John Day, OR 97945
Phone: 541-575-1550
Fax: 541-575-2920
Email: getinfo@bluecc.edu

Established in 1987 and located in John Day, BMCC Grant County provides learning opportunities to the residents of Grant County, including:
- College credit classes
- Community enrichment classes
- Job training courses/workshops
- Certified nursing assistance certificate program
- College preparatory classes including ABE, GED preparation, and ESL

BMCC Grant County focuses on building relationships with community organizations, local businesses, and area schools to serve the citizens of Grant County. This site provides support services for students to access BMCC distance education courses.

For additional information or to schedule a tour, please contact the BMCC Grant County office.

This growing center, located five miles south of the Oregon-Washington state line on State Highway 11, offers classes on-site in a variety of delivery formats including traditional, condensed, and weekend classes, as well as a wide offering of courses delivered via ITV. By combining on-site and distance courses, students may complete a variety of degrees and certificates. In addition, Milton-Freewater offers:
- College credit classes/A.A.O.T. degree
- Business technology labs
- Job skills workshops
- College preparatory classes including ABE, GED preparation and testing, and ESL
- Customized training for business and industry
- Personal enrichment courses
- Welding classes
- First aid/CPR courses
- Nursing Assistant course

Students attending courses through the Milton-Freewater center are also getting involved in student clubs like Phi Theta Kappa National Honor Society and the Veterans Club. The staff at BMCC/Milton Freewater also hosts numerous ASG student appreciation events such as BBQs, hot dog feeds, Nacho Night, the Tiki Hut, and Love Our Students Night.
Student Information

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

The Student Rights, Responsibilities, and Code of Conduct document outlines the expectations we have of you as you participate on campus and in college activities. If you’d like to review or receive a complete copy of the Student Rights, Responsibilities, and Code of Conduct document, contact the Registrar, the Associate Vice-President of Enrollment Management, or the Associated Student Government. You may also pick up a copy at the reserve desk in the college library. This statement is also online at www.bluecc.edu.

Student Right-to-Know Information
In compliance with the Student Right-to-Know and Campus Security Act of 1990 (Public Law 101-542), Blue Mountain Community College discloses completion/graduation rates and transfer rates to all current and prospective students. Rates are based on full-term enrollment of full-time (12 term credits), first-time, and degree seeking full-time undergraduate students. Rates are counted as graduates or as transfer-outs if they graduated or transferred within 150 percent of the normal time for completion or graduation. Rates do not include part-time credit students, students who have attended college elsewhere before attending BMCC, students who began their studies in a term other than fall, or students not seeking degrees. For further information, contact the Office of Enrollment Management at 541-278-5774.

Statement of Non-Discrimination and Grievance
It is the policy of the Blue Mountain Community College Board of Education and School District that there will be no discrimination or harassment on the grounds of race, color, sex, marital status, sexual orientation, religion, national origin, age, or disability in any educational programs, activities or employment. If you have questions about equal opportunity and nondiscrimination, contact the Vice President of Operations, BMCC, 2411 N.W. Carden, Morrow Hall, Room M-150, telephone 541-278-5796 or TDD 541-278-2174. Contact should be made 72 hours in advance of the event.

Drug and Alcohol Statement
Blue Mountain Community College is legally required and morally committed to the prevention of illicit drug use and abuse of alcohol by both students and employees.

The college reinforces this message through various publications that explain our policy and procedures on this issue, including the Students’ Rights, Responsibilities, and Code of Conduct document, the Student Handbook, and all employee handbooks. These items are available to students through the Office of Enrollment Management and to employees via the StaffWeb or the Office of Human Resources.

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 your directory information and student academic records. If you choose to do so, you have the right to restrict access to specific information.

FERPA allows colleges to disclose your directory information without your consent. If you do not wish this information released, you must update your response to “May BMCC release your directory information” 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 your file will result in:

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

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

The following information is considered “directory information” and may be released without written permission from a student:

- Names
- Address
- Telephone number
- Field of study
- Class level
- Dates of attendance
- Degrees, honors, and awards
- Participation in any athletic activity

Most recent 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 parents/guardians until the parent(s)/guardian(s) no longer are responsible, 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 no longer than 45 days from the time of the student’s official request.

FERPA allows the Registrar’s Office to release directory information to the college’s official record retention schedule. Further inquiry should be directed to the Financial Services/Student Records 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 educational records (and those records containing 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 the educational performance of state-supported educational programs. The evaluation may relate to any program that is “principally engaged in the provision of education,” such as early childhood education and contact the Vice President of Operations if you have any questions. The authorities may make this request in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without your prior written consent PII without records, and they may track your participation in education and other programs by linking such PII to other personal information about you that they have collected in other data sets, such as economic, educational, health, or religious programs. Federal and State 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 prior written consent PII without records, and they may track your participation in education and other programs by linking such PII to other personal information about you that they have collected in other data sets, such as economic, educational, health, or religious programs.

For more information or to exercise your rights contact the Associate Vice President of Enrollment Management at 541-278-5774.

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

Transcripts
Official transcripts may be ordered by completing a Transcript Request form found on BMCC’s website at bluecc.edu.

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

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.
General Information

Oregon Residency Requirements
Your residency status determines your tuition rate for your classes. The college has three tuition schedules: in-state, out-of-state, and international. For purposes of determining tuition rates and receiving state reimbursement, BMCC is required by law to establish a residency policy.

You may petition for residency if at least one of the in-state criteria is met. If you believe that you meet two of the criteria listed on this page. Petitions must be made in writing and must be submitted, along with at least two of the documents listed below to the Service Center located on the Pendleton campus for approval.

In-State Criteria (student must meet at least one):
• Student must 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.
• 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 your parents (if you are a dependent student) filed an income tax statement with the Oregon Department of Revenue for the most recent reporting year.

Documents (student must provide at least one):
• 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.
• 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.

Out-of-State Criteria
With the exceptions listed above, you must pay out-of-state tuition fees for the first 90 days of enrollment. If you have a permanent address as being outside of Oregon or if you listed your parents' address as outside Oregon and you are claimed as a dependent by your parents on their income tax report; or if your state of legal residence is other than Oregon, you must apply for residency status.

In-County Criteria
• You are a student at Blue Mountain Community College.
• You are a student attending an accredited U.S. institution located in Oregon.
• You are a student attending an Oregon college or university.
• You are a student attending a non-accredited U.S. institution located in Oregon.
• You are a student attending a non-accredited U.S. institution located outside of Oregon.
• You are a student attending a non-accredited Oregon institution.
• You are a student attending an accredited U.S. institution located outside of Oregon.

In-State Criteria:
• You are a student at Blue Mountain Community College.
• You are a student attending an accredited U.S. institution located in Oregon.
• You are a student attending an Oregon college or university.
• You are a student attending a non-accredited U.S. institution located in Oregon.
• You are a student attending a non-accredited Oregon institution.
• You are a student attending an accredited U.S. institution located outside of Oregon.

In-County Criteria:
• You are a student at Blue Mountain Community College.
• You are a student attending an accredited U.S. institution located in Oregon.
• You are a student attending an Oregon college or university.
• You are a student attending a non-accredited U.S. institution located in Oregon.
• You are a student attending a non-accredited Oregon institution.
• You are a student attending an accredited U.S. institution located outside of Oregon.
Application deadlines for the 2014-15 academic year are:

1. Submit the application materials to BMCC. Application forms are available online at the College website, www.bluecc.edu, or at any BMCC location.

2. Submit a $25 non-refundable fee at the time of application. Applications will not be processed without this fee.

Limited Entry Programs

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

International Admissions

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

1. Complete BMCC’s International Application for Admission packet. Packet can be found on our website.
2. Submit a $25 non-refundable application fee
3. Submit an official TOEFL score: Scores must be sent directly to BMCC from ETS. BMCC’s Institution Code is: 4025.

Scores are valid for two years from date of test. Students whose native language is English will not be required to submit TOEFL scores; however, they must have the ability to benefit from instruction based on their scores from the COMPASS PCC placement assessments. Minimum acceptable scores are: International TOEFL score of at least 97 (Internet Based Test-IBT) or 550 (Paper Based Test-PBT).

a. 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 academic year. Dual credit and expanded option credits earned by high school students are not considered when defining a new student.

New Student Orientation

New Student Orientation is mandatory for all new, degree-seeking students attending BMCC. A new student is defined as any student who has not previously attended BMCC or any previous BMCC student who has had a break in attendance of greater than two years. Dual credit and expanded option credits earned by high school students are not considered when defining a new student.

New Student Orientation delivers general knowledge that will provide a degree-seeking student with the basics needed to be prepared for the advising appointment, register for classes and attend class when the term begins.

Placement Assessment

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

Students are exempt from one or more of these assessments if they:

• Have completed reading, writing, and math courses with a “C” or better at another regionally accredited college and have submitted a copy of their transcript prior to advising and registration.
• Have taken the placement test with the last two years and have a copy of their testing scores submitted to BMCC from their prior college prior to advising and registration.
• Have taken a math and/or writing course from another college or university, you will need to provide the Testing Center with a copy of your unofficial grade transcript to determine proper placement in math and or writing courses at BMCC. If you have taken a math and/or writing assessment from another college within the last two years, you may submit evidence of it to the Testing Center on the Pendleton campus in lieu of having to take one or more of the assessments at BMCC.

Placement assessment scores are valid for two years. If you took a math and/or placement assessment at BMCC or another college more than 2 years ago and have not taken a math and/or writing course since that time, you will be required to take the placement assessment in that subject area.

All BMCC locations administer placement assessments. Dates and times for testing are located on the College Website, or you can call 541-278-5931. Students wishing to re-take the assessment in a subject area will be charged $55 for each retest.

BMCC does not use placement assessment scores to determine admittance to the college.

If you disagree with your placement recommendation for writing, you may be referred to the academic department for further placement advising and possible further testing. Students who disagree with your math placement may be allowed to take a challenge test.

To request a placement assessment with accommodations due to a documented disability please contact the Student Health and Wellness Center Coordinator services at 541-278-5965.

ADVISIGN

Transfer Students:

1. In addition to the steps outlined above, you will need to be sure and have an official transcript sent to us from each regionally accredited college and/or university you have attended. Credits earned and completed with a grade of “D” or better will be evaluated. The Office of the Registrar will notify you in writing (by USPS and/or email) which credits have been accepted toward your stated degree intent at BMCC.

Only those courses that meet requirements for your degree will be included in the cumulative grade point average (GPA) computation for graduation, including core courses and all approved electives. All other coursework will not be included or accepted for transfer. Courses accepted towards degree requirements will not be listed on your BMCC transcript; however, a note will appear at the top of your transcript regarding a cumulative number of transfer credits accepted for that degree.

IMMUNIZATIONS

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

Students not seeking a certificate or degree

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

New Student Orientation

New Student Orientation is mandatory for all new, degree-seeking students attending BMCC. A new student is defined as any student who has not previously attended BMCC or any previous BMCC student who has had a break in attendance of greater than two years. Dual credit and expanded option credits earned by high school students are not considered when defining a new student.

New Student Orientation delivers general knowledge that will provide a degree-seeking student with the basics needed to be prepared for the advising appointment, register for classes and attend class when the term begins.

Placement Assessment

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

Students are exempt from one or more of these assessments if they:

• Have completed reading, writing, and math courses with a “C” or better at another regionally accredited college and have submitted a copy of their transcript prior to advising and registration.
• Have taken the placement test with the last two years and have a copy of their testing scores submitted to BMCC from their prior college prior to advising and registration.
• Have taken a math and/or writing course from another college or university, you will need to provide the Testing Center with a copy of your unofficial grade transcript to determine proper placement in math and or writing courses at BMCC. If you have taken a math and/or writing assessment from another college within the last two years, you may submit evidence of it to the Testing Center on the Pendleton campus in lieu of having to take one or more of the assessments at BMCC.

Placement assessment scores are valid for two years. If you took a math and/or writing placement assessment at BMCC or another college more than 2 years ago and have not taken a math and/or writing course since that time, you will be required to take the placement assessment in that subject area.

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Only those courses that meet requirements for your degree will be included in the cumulative grade point average (GPA) computation for graduation, including core courses and all approved electives. All other coursework will not be included or accepted for transfer. Courses accepted towards degree requirements will not be listed on your BMCC transcript; however, a note will appear at the top of your transcript regarding a cumulative number of transfer credits accepted for that degree.

IMMUNIZATIONS

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

Adult Basic Education (ABE) and General Educational Development (GED) Admissions

These programs are open to non-high school graduates who are at least sixteen years of age and not enrolled in high school. Students who are sixteen and seventeen years of age must provide the college with a release from the high school district in which they reside according to O.R.S. 339.030. For more information, contact the Department of College Preparatory Programs at 541-278-5803. More information can be found on page 35 of this catalog.

Registration Information

After submitting an application for admission, taking the placement assessments, and meeting with an academic advisor (if degree-seeking), students may register for courses based on BMCC's priority registration schedule. The registration schedule is based on the number of credits earned at BMCC. Transfer credits may meet some program requirements but are not counted toward 'earned credits.' Students may view the priority registration schedule at https://www.bluecc.edu/resources_calendars.

Degree or Certificate-Seeking Students

Degree or certificate-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 registrations are complete only when courses are web or data-entered into BMCC’s administrative information system. A student may not register if a debt is owed to the College. Students must be registered in order to attend class. Students may not take more than 21 credits per term without permission from the Registrar.

BMCC does not allow late registration. Students will be allowed to register for courses through midnight of the second day of each term. Deadline dates to register for the 2014-15 academic year are:

- Summer 2014: June 24, 2014
- Fall 2014: September 30, 2014
- Winter 2015: January 6, 2015
- Spring 2015: March 31, 2015

The only exception to this policy is for late start courses or courses that start after the first week of the term. For more information on registration dates and timelines, see the calendar found in this catalog or visit our Website.

For special registration assistance due to a disability, please contact the Director of Student Success Center at 541-278-5958.

STUDENTS UNDER THE AGE OF 18

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 O.R.S 339.030; and
- An assessment by a BMCC advisor regarding the student’s ability to benefit from the instruction desired, and
- A parental signature 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

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

Special admission/Concurrent 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 Special Admission Information for High School Students form. This form is sent to each high school student upon admission to BMCC. It is important to note that students 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 records or act in a supervisory role. The student is responsible for all tuition, fee's books and related expenses.

Dual Credit

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. The fee is $10 per college credit. 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. It is important to note that parents cannot access student records (grades, class schedule, attendance, etc.) without written permission from the student. Although members of the College staff can provide academic advising, they cannot interpret high school requirements or act in a supervisory role. The student is responsible for all tuition, fee's books and related expenses.

Expanded Options

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

NON-DEGREE SEEKING STUDENTS

Students over the age of 17 wishing to enroll in credit courses and that are not seeking a degree from BMCC may register online according to BMCC’s priority registration schedule. Students are considered to be registered when they have completed BMCC’s online registration process. Students may not attend a course that they are not officially registered in.

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 their BMCC email account frequently as they will be held responsible for all notices sent to their BMCC email account.

First Term Experience Course (HD109)

All new degree-seeking students are required to take HD109 Academic Planning or an approved alternative course during their first term of enrollment. Approved alternatives include: AGR101, BA109, CJ109, CET111, or ED100, ECE109, LC109 and VT109.

Note: Students may not take HD109 and LC109 for credit.

Students may qualify for a waiver if they meet one of the following requirements:

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

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

Course Numbers

Generally, courses with letter prefixes apply toward degrees and certificates, and courses with 100 and 200 numbers are college transfer courses. Courses 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.

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.

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 a successful completion. Individual courses may have their own attendance policies. The college has an administrative drop process for the first five days of each class term. The administrative drop process is not guaranteed. Students that do not intend to continue in classes, must not assume that they will be automatically dropped for non-attendance. To drop or withdraw from a course or courses, students must do so online by logging on to the Student Web. Students will be responsible for payment for all courses that they are enrolled in after the end of the 100% refund period.

See definition of drop and withdraw under "Dropping/ Withdrawal from Class" below.

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.

Auditing Classes

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

Dropping/Withdrawal from Classes

Definitions:

Drop: When a student removes a course from their schedule before the end of the 100% refund period for that course. Couses 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 will appear upon the student’s grade transcript with a status of W. Course(s) that are dropped will not show up on the grade transcript. Note: Courses that are less than a full term in length have different withdrawal deadlines.
Academic Information

To drop or withdraw from a course, students must do so online through the Student Wolfweb. The last day to withdraw from a full-term course without a grade for the 2014-15 academic year is:

- Summer 2014: August 10, 2014
- Fall 2014: November 23, 2014
- Winter 2015: March 1, 2015
- Spring 2015: May 24, 2015

Students enrolled in courses after the dates listed above are responsible for the final grades assigned and associated tuition and fees for those courses 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 deadlines.

Students receiving financial aid should be aware that withdrawing from all course 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 (this does not include being called to active duty for basic training):

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

Please contact the Service Center in Pendleton for further information at 541-278-7579, or send an email to: getinfo@bluecc.edu.

Academic Information

Grading System

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

The grading system consists of the following:

<table>
<thead>
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</tr>
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<tbody>
<tr>
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<tr>
<td>FA</td>
<td>Failure</td>
</tr>
<tr>
<td>FA/0</td>
<td>Failure – Attendance</td>
</tr>
<tr>
<td>P</td>
<td>Pass</td>
</tr>
<tr>
<td>NP</td>
<td>No Pass</td>
</tr>
<tr>
<td>INC</td>
<td>Incomplete</td>
</tr>
</tbody>
</table>

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 your GPA; however, other grade marks and enrollment status will affect financial aid and athletic eligibility.

Grade Point Average (GPA)

Your grade point average (GPA) is calculated as follows: take the number of credit hours in each course, multiply each number by the grade you earned in that course, then divide by the total credit hours 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.

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 (this does not include being called to active duty for basic training):

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

Please contact the Service Center in Pendleton for further information at 541-278-7579, or send an email to: getinfo@bluecc.edu. Students receiving financial aid or veteran's benefits should refer to the Financial Assistance section of the catalog for further information regarding withdrawals.

Academic Information

Grading System

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

The grading system consists of the following:

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Grade Point Average (GPA)

Your grade point average (GPA) is calculated as follows: take the number of credit hours in each course, multiply each number by the grade you earned in that course, then divide by the total credit hours in which 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 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 state 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 state 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 state 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 not adequately met the state outcomes and criteria of the course.

FA/0: Failure-Attendance: An indication that the student did not participate in the course (either by attendance or by online participation) in a significant amount of the course and, as a result, has not adequately met the state 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)

Your instructor(s) may assign an incomplete grade when the quality of your completed work is satisfactory but the course has not been completed for reasons acceptable to the instructor. At least sixty percent (60%) of your 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, you and your 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 your signature. The Registrar’s Office will maintain and monitor INC contracts for the college. If your instructor does not return your completed INC contact to the Registrar’s Office providing your final grade earned by the contract deadline date, the alternative grade indicated on the contract will automatically be entered into your permanent record. It is your responsibility to complete the work agreed upon and the instructor’s responsibility to submit the final grade earned in a timely manner to the Registrar’s Office. Grade changes after the end of the contract will not be processed without prior approval from the Vice President of Instruction.

P/NP (Pass/No Pass)

If you wish to use the P/NP option you must:

- Elect to do so by the end of the fourth week of the term.
- Once you declare the P/NP grading option, no changes in grading can be made.
- Submit an application for the P/NP grading option to the Registrar’s Office.

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.

R (Repeat)

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

Enrollment Status

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

AU (Audit)

This is NOT a grade. It is an enrollment status and must be
declared at the time of registration for the course. See the Audit Policy section below for more information.

CIP (Course in Progress)
CIP is an enrollment status used when a course’s scheduled time is not used in computing GPA. A W is not punitive. It simply indicates that you withdrew from the course and therefore received no grade.

Audit Policy
If you do not wish to earn college credit, you may audit a course and pay a reduced tuition rate as long as the course is not full. Students who audit work 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 to audit at the time of registration. Should you wish to take the course for a grade, you must drop the course within the defined drop period and then add the class back as a graded course. You may not change to audit status after the end of the drop period.

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

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

Academic Information
Academic Information

Academic Achievement Recognition
Blue Mountain Community College recognizes exceptional academic achievement of students at the end of each term and at graduation. Honor Roll, Dean’s List, and President’s List

Honor Roll
You may attain honor status in each term by qualifying for the Honor Roll, the Dean’s List, or the President’s List. In all cases, you must have completed 12 or more BMCC credits during the term with grades of A, B, or C. Only courses taken at BMCC will count towards academic achievement. 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 F, NF, and INC do not count toward recognition of academic achievement.

Institutional Academic Progress (IAP)
Institutional Academic Progress (IAP) is the institution’s policy regarding student’s academic progress. IAP is not the same as Satisfactory Academic Progress (SAP), which is the status that students using financial assistance must maintain in order to receive funding from financial aid. A student is considered in good academic standing when they are making satisfactory academic progress, such as maintaining a 2.0 GPA each term and passing the required number of credits based on his/her enrollment level, which is 66.67% of the credits they are enrolled in for that term. IAP requires a student to maintain satisfactory academic progress every term of attendance. If a student does not maintain academic standing he/she will be placed on Academic Alert Status, Academic Warning Status, or Academic Suspension Status. More information about IAP can be obtained by viewing the IAP policy at http://www.bluecc.edu/cat_iap or by contacting the Registrar at 541-278-5577.

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 (see page 32), 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, you must contact the Academic Office at least one course for credit and satisfactorily pass a comprehensive examination or series of examinations. You may not obtain credit by examination (CBE) in a course at a lower level than one in which you have already demonstrated competency. Some courses are not eligible for this program. If you wish to obtain credit in this manner, you must pass a fee in addition to any other tuition and fees that you may have paid in that term. Contact the Office of Instruction, at 541-278-5969, for more information. Students are limited to 15 CBE credits. CBE credits are reflected on BMCC’s transcripts with the exam identifier of (CBE) next to the course title. Example: ARTD204 (CBE)

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

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

To receive AP credit you 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 in BMCC in at least one credit course.
• Pay the AP course transcription fee of $10 per course.
• Complete and return an advanced placement credit form to BMCC.

Please contact the Registrar’s Office at 541-278-5757 or email getinfo@bluecc.edu for additional information.
## College-Level Examination Program (CLEP): You may earn College-Level Examination Program (CLEP) credit if you have taken the CLEP exam and receive a score of 50 or higher.

### Principles of Microeconomics
- **Course:** ECO 201
- **Score:** 50
- **Credit:** 4

### Principles of Macroeconomics
- **Course:** ECO 202
- **Score:** 50
- **Credit:** 4

### Introductory to Sociology
- **Course:** SOC 204
- **Score:** 50
- **Credit:** 4

Military Credit (MIL): Military credit will be evaluated according to American Council of Education guidelines. In most cases, credit will be given if the course is equivalent to a course offered at BMCC. Military credits are reflected on BMCC's transcripts with a grade of "P" and with the identifier of (MIL) next to the course title. Example: PE185 (MIL).

### Transfer Credits

#### Transferring Credits to BMCC
- To have credits earned from other colleges evaluated towards your certificate/degree, you must request that official transcripts be sent from other colleges to BMCC's Registrar's Office. Official transcripts must include both a signature from the issuing institution and its authorized seal and be delivered to BMCC in a sealed envelope.

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

Your accepted credits will become a part of your permanent academic record at BMCC and will be noted on your official grade transcript at the time a certificate or degree is earned. Grades earned from BMCC and other colleges that are applied towards a specific certificate or degree will be used to compute your grade point average for that specific program only. In all other cases, only grades earned at BMCC are used to compute your cumulative GPA.

If you have taken the College Level Examination Program (CLEP) or the Advanced Placement (AP) test, request that your scores be forwarded to the Registrar's Office. Exams must have been taken within 3 years of the date you are requesting credit. Credits received for AP, CLEP, or military experience at other colleges and universities will not be accepted. You must have your exam scores and or official military transcripts sent directly to BMCC.

### Composing and Literature

#### Composition and Literature
- **Course:** ENG 204, 205, 206
- **Score:** 50
- **Credit:** 4

#### English Language (with essay)
- **Course:** ENG 204, 205, 206
- **Score:** 50
- **Credit:** 4

### History and Social Sciences

#### American Government
- **Course:** PSY 201
- **Score:** 50
- **Credit:** 4

#### History of the U.S. I
- **Course:** HST 201
- **Score:** 50
- **Credit:** 4

#### American History II
- **Course:** HST 203
- **Score:** 50
- **Credit:** 4

#### General Psychology
- **Course:** PSY 201, 202
- **Score:** 50
- **Credit:** 4

#### Human Growth and Development
- **Course:** PSY 237
- **Score:** 50
- **Credit:** 4

### Appeal of Graduation Requirements

If you are pursuing an Associate of Applied Science degree and wish to request a course substitution to meet program requirements, you must discuss this request with your advisor. If the advisor considers the request appropriate, he/she 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 your permanent record.

### Graduation

You are responsible for fulfilling the requirements for graduation and should work with your advisor to ensure that you have or will complete the degree and/or certificate requirements.

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

Upon the college's receipt and processing of your application form, the Registrar will notify you and your advisor by UPS and/or email that your official degree audit has been completed. Should there be any discrepancy, you and your advisor will be notified by UPS and/or email that your official degree audit has been completed. Your degree audit becomes your official degree check-off for degree completion purposes.

If you do not complete and return the Application for Certificate/Degree completion and the Registrar finds that you have completed all coursework necessary to complete your indicated program of study, the college will grant 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 transcripts. Certificates and diplomas will be mailed to the address listed on your application within two months after final grades have been posted and reviewed.

If you do not complete your degree requirements in the term and year identified on your application, the Registrar will identify and notify you and your advisor of your final graduation requirements. Your application will be considered active for a period of one (1) years from your intended date of graduation.

If you have not graduated after one year, your application will be considered inactive and you will be required to reapply for graduation and pay any fees in effect at the time of reapplication.

If you graduate with more than one degree, you must complete a separate application form for each degree you plan to complete.

### Computer Literacy Requirement

All students completing a one-year certificate or two-year degree program are required to meet our computer literacy requirement prior to graduating. There are two options to meet this requirement. They are:

- Take and pass the IC3 Exam: score an average of 75% or higher on IC3 exams OR
- Take and pass one of the following courses with a grade of "C" or better: AGS111, CS120, BA131, or ED235.

Students completing the IC3 Exam with a score of 65% or higher are eligible to request the Computer By Exam (CBE) option. Students must complete and return the CBE form along with payment to the Pemberton Service Center.

- Students with an average score of 65-90 percent will receive a grade of B and those with an average score of 91-100 percent will receive a grade of A. CBE credits are reflected on BMCC's transcripts with the exam identifier of (CBE) next to the course title. Example: CS120 (CBE).

### Additional Guidelines:

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.

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**Situation**

<table>
<thead>
<tr>
<th>Catalog of year started</th>
<th>Catalog of year re-started</th>
<th>Catalog of year Graduating</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

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**Notes:**

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

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

Only those courses used to meet your certificate or degree requirements will be counted in the cumulative GPA calculation which may include courses accepted for transfer from other regionally accredited colleges. The calculation is performed on all courses completed through your final term of program completion.

Suspended Programs of Study
If BMCC suspends your program of study and if you are eligible for "teach-out" assistance as determined by the college, BMCC will work with you to help you 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 you have not satisfied your degree requirements for that certificate, degree but still wish to obtain a certificate/degree, you must either apply your earned credits to a different BMCC program or transfer them to another institution. Contact the Registrar to determine eligibility.

Normal registration procedures are required.

Generally Applicable Fees:
- ABE, GED, and/or ESL Program Fee (Title II): $34 for the first class per term, which includes the $9 Technology Fee; $9 for each additional class per term
- ABE, GED, and/or ESL Course Fee (Non-Title II): $79 per course, which includes the $9 Technology Fee
- ABE, GED, and/or ESL Orientation Fee: $10 per occurrence
- Admission Fee: One-time $25 fee for degree seeking students. Fee includes the cost of the placement test and student ID card.
- Advanced Placement Fee: A transcription fee of $10 per course
- Audit Course Fee: Fifty percent of regular tuition and one hundred percent of associated fees
- College-Level Examination Program (CLEP): Fee: a transcription fee of $10 per course
- Credit-by-Exam Fee: Fifty percent of regular tuition
- Credit for Prior Certification Fee: A transcription fee of $10 per course
- Credit Recovery Fee: $79 for each half credit course, which includes the $9 Technology Fee, plus a one-time $20 setup fee
- Deferred Payment Plan Fee: $20 (required $100 down payment) Must complete and sign payment plan
- Deferred Payment Plan Late Fee/Interest Penalty: $15 for each late payment
- Dental Student Fee: $500 each term
- Distance Education Course Fee: $75 per hour for each distance education course that does not contain a My Lab component
- Dual Credit Fee: A transcription fee of $10 per credit
- Early Childhood Education (ECE) Credit for Prior Learning: A transcription fee of $10 per course
- ITY Course Fee: $25 per course for courses at the receiving locations
- Late Payment Fee: 3% of the unpaid balance with a minimum charge of $10 and a maximum charge of $75 per term. Fees are assessed monthly until balance is paid in full
- My Lab Course Fee: $100 for the first My Lab Course in a course sequence
- Nursing Student Application Fee: $50 application fee (Non-refundable)
- Nursing Student Fee: $660 each term
- Official Transcript Fee: $5 per transcript
- Official Transcript Rush Fee: $30 per destination (same-day processing or "rush" requests)
- Official Transcript Fee (Outside the US): $5 per transcript
- Placement Test Fee: $25 for non BMCC degree seeking students. BMCC degree seeking students are charged the Admission fee which includes the cost of the placement test. If a retest is required, an additional $5 will be charged
- Placement Diploma/Certificate: $5 per term
- Retained Check Fee: $35 for each occurrence
- Student ID Replacement Fee: $5 per occurrence
- Student Locker Rental Fee: $10 per term (Non-refundable)
- Technology Fee: $9 per credit class; $9 per course for non-credit classes
- Testing Fees (Agency): $25 per exam (Non-refundable)
- Testing Fees (Colleges Outside of Oregon): $25 per exam (Non-refundable)
- Testing Fees (GED): Fee is set and charged by Pearson VUE
- Testing Fees (GED No-Show): Fee is set and charged by Pearson VUE
- Testing Fees (GED Re-Test): Fee is set and charged by Pearson VUE
- Testing Fees (GED Single Test): Fee is set and charged by Pearson VUE
- Testing Fees - Other: Varies (charges are based on the nature of the examination). Contact the BMCC Testing Center at (541) 278-5931 for specific amounts
- Universal Fee: $18 each term for students taking 1 or more credit hours

Other Applicable Fees:
- Associated Student Government (ASG) Student Activity Fee: $1.50 for each credit hour (This fee is approved by ASG & College Board)
- Course Fees: Certain courses may require a fee(s) in addition to tuition. Course-specific fees are listed in the quarterly Schedule of Classes on the BMCC website.
- Course-Specific Fees:
  - Agriculture Course Fee: $15 for each course
  - Applied Music Fee: $80 for each course
  - Art Class Fee: Certain courses are assigned a fee of up to $30
  - Diesel Tech Laboratory Fee: $60 each course
  - EMT Fee—Basic A & B: $160 each term
  - EMT Fee—Intermediate Part-A & B: $130 each term
  - Firefighter—Part-A & B: $160 each term
  - Music Class Fee: $15 piano and/or voice
  - Nursing Clinical Fee: $300 for each course with a clinical component
Academic Information

- Physical Education Fee: $10 for each course
- Science Laboratory Fee: $10 for each hour of laboratory per term
- Welding Fee: $150 lab fee

Note: The College periodically introduces new courses, programs, and/or fees on a periodic 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, but are not limited to, 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.

Academic Information

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Paying Tuition

Tuition and fees are payable in full by cash, check, or credit card (Visa or MasterCard) by the fifteenth day of each term, or the equivalent percentage of days of terms or classes of varying length. Students may also use financial aid funds or third-party agency funds to pay their tuition and fees if they are eligible for these funds. Payments can be made at any location, by mail or through the Student WolfWeb.

Deferred (Tuition) Instalment Plan: BMCC’s tuition instalment 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 instalment 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 instalment plan to the student. The instalment plan will consist of a down payment of $100 plus a $20 processing fee. The balance of tuition and fees will be paid in two instalments due at the fourth and seventh week of the term (or equivalent of terms of varying length). Late fee penalties of $15 will be charged for each late payment.

Late Fee/Interest Penalties: Students who have not paid or made payment arrangements by the end of the fifth day of each term, or the equivalent percentage of days 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 ten days after 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 10th day period is over, BMCC will charge you a $35 stop-payment fee.

Financial Hold(s): If your student account is not paid in-full by the beginning of the pre-registration online period 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 Library or the BMCC Center or if you have no a bad address listed on your Student WolfWeb account. Please contact the Service Center on how to resolve the financial hold on your account.

Tuition Refund Policy

Students who withdraw from the College or from college courses and who have completed the regulations governing withdrawals are entitled to certain tuition refunds. The time of withdrawal on the time of withdrawal. Tuition refunds are calculated as follows:

- First five (5) days of the term for an 11-week course or the equivalent day of the term for courses of varying length. = 100%
- After the first five (5) days of the term for an 11-week course or the equivalent day of the term for courses of varying length. = 0%

Financial Assistance

Federal Step AID

Blue Mountain Community College's Office of Student Financial Assistance is located in Morrow Hall on the Pendleton campus and can be accessed through the Service Center. Please check the BMCC-Website for hours of operation. You may contact the Service Center by phone at 541-278-5759 or the Office of Student Financial Assistance by email at finaid@bluecc.edu. The Office of Student Financial Assistance staff and the Service Center Staff are available to students for assistance in applying for and receiving the following sources of financial aid:

- Federal and state aid
- Certification of veterans' education benefits
- Federal work-study
- BMCC tuition scholarships (athletic, music, drama, and skills challenge)
- Miscellaneous private scholarships

Federal and State Aid

BMCC participates in the following types of federal and state aid:
- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Work Study
- Federal Direct Subsidized and Unsubsidized Stafford Loans
- Federal Direct PLUS (Parent Loans for Undergraduate Students)
- Oregon Opportunity Grant (OOG)

Applying for Federal and State Aid: Students must submit a Free Application for Federal Student Aid (FAFSA) each year in order to receive aid. Students may apply online at www.fafsa.gov, or they may complete and submit a paper application. Be sure to include BMCC’s Federal School Code (003186) so that BMCC receives your FAFSA online application. Students can also apply for up to eight weeks. Note: January 1 is the first day of the financial aid application period for the next academic year. Refer to the “Dates & Deadlines” link on the BMCC Financial Assistance Webpage for more details.

Disbursement of Aid: Aid is credited to student accounts one week prior to the start of a term so that students can access their funds for the purchase of books in the BMCC bookstore. If students have a credit balance on their student account after all charges have been covered, including any books they have purchased, the credit balance will be disbursed. Checks are mailed by the 2nd Friday of the term. For actual disbursement dates, refer to the “Dates & Deadlines” link on the BMCC Office of Student Financial Assistance Webpage for more details.

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

Mid-Year Transfer Students: If you transfer to BMCC during the academic year and received financial aid at the previous college, you should be aware that the BMCC financial assistance office will adjust your aid accordingly. To avoid over payment of Federal aid, and in cases of ineligibility, the Federal Grant and Federal Work Study will be removed. Students who enter with Federal Grant and Federal Work Study aid will be reduced by the amount of aid received at the previous college.

Taking Courses at BMCC and Another Institution (Co-Enrollment): If you are planning to take courses from BMCC and another college during the same term, you must complete a consortium agreement form and provide proof of registration for each class taken at another college. Once processed, the consortium agreement is valid for one academic year; however, you must submit proof of registration each term of that year for each college from which you plan to take courses. For additional information regarding co-enrollment are at www.bluecc.edu/students_fa_dual.

Second Degree: If you have received an associate's, bachelor's, or master's degree and wish to receive financial aid from BMCC, you must complete a Length of Time (LOT)/Second Degree application and submit the correct documentation to the Office of Student Financial Assistance. You will be notified in writing of the decision made. This process does not guarantee an award. Depending upon the kind of degree that you already hold, your aid, if awarded, may be limited to loans.

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

Students are evaluated on all the following standards:
- Cumulative Grade Point Average (GPA)
- Cumulative Grade Point Average (CGPA) of SAP
- Maximum time frame (150% Rule)

Students must meet all three progress requirements (GPA, CGPA, and/or time frame) to remain in good standing. Students not meeting the requirements will be placed on Financial Aid Warning or Suspended status during their next term of enrollment and will be, in writing from the Office of Student Financial Assistance, a notice of such standing. For additional information regarding this policy and for more detailed information about satisfactory academic progress (SAP) visit the BMCC Website or contact the Office of Student Financial Assistance.

Total Withdrawal and Return of Federal Aid: If you withdraw from or quit attending all classes in a term before completing more than 60.01 percent of the term for which you received aid, BMCC will recalculate your aid award based upon the percentage of the term completed. For example, if you withdraw after completing only 30 percent of the term, you will have earned only 30 percent of your federal aid received (other than Federal Pell Grant, Federal Work Study, and Federal Perkins Loans). Types of federal rules, must return (repay) to the federal government the remaining 70 percent of the federal funds received. You will be required to repay BMCC any amount they have returned on your behalf. This policy applies to all students receiving federal Title IV aid who withdraw, drop out, or are suspended from BMCC. Types of federal Title IV funds that students can receive while attending BMCC included in this policy are: Federal Pell Grant, FSEO, and Federal Direct Stafford Loans.

For additional information regarding this policy and for more detailed information about financial aid, please visit BMCC’s Website, click on “Student,” “Financial Aid,” then “Policies.”

Other Financial Assistance

Foundation Scholarships

The Blue Mountain Community College Foundation offers scholarships to both full- and part-time students. Scholarship information and scholarship applications are posted on the college Website. Most full-time scholarships are awarded during spring term for the next academic year. Scholarships for part-time students may be available each term. An applicant must be enrolled before a scholarship can be awarded. Stipulations concerning academic 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 webpage web page.
Academic Information

Military Educational Benefits

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

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

VA Educational Benefits:

General Information about applying: In order to receive VA educational benefits, veterans must:
- Take the BMCC placement test to determine proper course placement before enrollment
- Be assigned an academic advisor
- Be pursuing a BMCC degree or certificate

To begin receiving educational benefits, veterans must:
- Apply for VA Education Benefits online
- Complete 2014-2015 Enrollment Certification
- Return forms to:
  - Mail: BMCC Veterans Certifying Official, PO. Box 100, Pendleton, OR 97801
  - Email: finaid@bluecc.edu
  - Fax: 541-278-5889

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

Return forms to:
- Mail: BMCC Veterans Certifying Official, PO. Box 100, Pendleton, OR 97801
- Email: finaid@bluecc.edu
- Fax: 541-278-5889

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

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

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

Chapter 30 - Discharged from Active Duty
Chapter 31 - Vocational Rehabilitation and Employment
Chapter 32 - Veterans Education Assistance Program
Chapter 1606 - Selected Reserve
Chapter 1607 - Reserve Educational Assistance Program (REAP)
Chapter 35 - Survivors’ and Dependents’ Education Assistance

Getting Started:
- Advance Pay Request: Veterans who need financial assistance to begin classes may request advance pay for the first term. Requests must be made four to six weeks before the beginning of the term. With advance pay, veterans are paid for the first two months of the term; however, the VA payments are based on the number of days that the veteran was enrolled for a given month. For example, if fall term begins the last week of September, the advance paycheck would be for part of September and all of October. The advance check is sent directly to the BMCC Business Office.
- Certification Periods: The veterans certifying official will certify based on BMCC’s official academic calendar. Some courses vary in length. The veterans certifying official will certify enrollment according to each course’s beginning and ending dates, which may affect the rate of pay.

Satisfactory Academic Progress (SAP): The veterans certifying official at BMCC is responsible for ensuring that all students who receive VA benefits are demonstrating satisfactory progress toward the completion of their educational programs. The office will review a student’s SAP before making awards each academic year and again at the end of each term. The standards of SAP can be the VA Statement of Rights and Responsibilities.

Oregon Veterans - Tuition Assistance

The Oregon Department of Veterans’ Affairs provides educational benefits for pursuit of approved training courses. Benefits will be paid for as many months as the veteran spent in active service, up to a maximum of 36 months. Veterans who qualify for the program are entitled to receive up to $150 per month.

ODVA’s educational aid will not be paid if the veteran is currently receiving federal educational benefits under any federal act.

Payment Amounts:
- Full-time students are entitled to receive up to $150 per month.
- Part-time students are entitled to receive up to $100 per month. School criteria determine full-time and part-time status.

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

Getting Started:
- Eligibility forms, application forms, and counseling about Oregon educational aid for veterans are available by calling 1-800-692-9666, or go to www.oregon.gov/ODVA/BENEFITS/OregonEducationBenefit.shtml

BMCC Military Tuition Waivers:

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

Definitions:
- Veteran: any Oregon resident who is a member of the United States armed services and is currently on active duty or is an Oregon resident who has been honorably discharged. Veterans will register in the same manner as all other students.
- Disabled Veteran: 100% disabled as a result of a military-connected disability as certified by the United States Department of Veterans Affairs or any branch of the Armed Forces of the United States, or fallen while in military service.
- Dependent: spouse or any unmarried child under the age of 24 of a deployed veteran, a 100% disabled veteran (as described above), or a veteran who died as a result of a military-connected disability or service.

Guidelines:
- This tuition waiver is for 50% of the tuition costs for credit courses during the student’s first year of his/her degree program at BMCC, unless these costs are covered by the Montgomery GI Bill or tuition assistance.
- The student must be taking a minimum of three credits; the tuition waiver will apply to a maximum of twelve credits per term. All credits taken over twelve in a term will be full cost to the student. The student must apply for the tuition waiver each term.
- The student’s year will begin with the first term in which the student commences degree course work and will end after four consecutive terms. If a student chooses to attend for fewer than the four given terms, his/her eligibility is still exhausted after the fourth consecutive term.

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

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

To Apply:
- Veterans: To receive a tuition waiver, each term a veteran must present a current identification card or discharge papers (DD214) to the Registrar’s Office along with the completed waiver form.
- Dependents: To receive a tuition waiver, each term the prospective student must present proof of the residency and death or 100% disability of the Oregon service member, proof of his/her campaign service (DD Form #214), and proof of his/her dependent status to the Registrar’s Office along with the completed waiver form, which can be found on BMCC’s Website at www.bluecc.edu/admissions_forms.

Important Links:
- GI Bill Information - www.gibill.va.gov
- GI Bill WAVE - Web Automated Verification of Enrollment - www.gibill.va.gov/wave/
- Oregon Department of Veterans’ Affairs ODVA - www.oregon.gov/ODVA/
- ODVA Educational Aid for Veterans - www.oregon.gov/ODVA/BENEFITS/Education.shtml
- DD 214 Requests Online - www.archives.gov/veterans/evetrecs/

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bluecc.edu/apps/scholarships/scholarships, or contact 541-278-5775.
Academic Advising

The Academic Advising Philosophy at BMCC, states, "Academic advising is a collaborative process through which advisors assist students with timely, meaningful educational planning that is compatible with the students' life goals. The advisor serves as an advocate and resource in an interactive partnership with the student. Advising encourages students to think critically, seek out and develop action plans." To help ensure student success, BMCC requires all degree-seeking students, whether full- or part-time, to work with an advisor to plan and develop their academic career paths. Advisors work with students to help ensure they are taking classes that apply to their degree plan and that are appropriate for the students' level of readiness and preparedness for a variety of courses. Advisors also help students navigate the complex world of degree audits, graduation, academic support systems, and transfer information.

An advisor will be assigned to students seeking a degree; however, academic advising is available for all students at BMCC, whether degree-seeking or not, to help them effectively plan to meet their educational goals. There is an advisor for every academic program at BMCC. Students planning to transfer to a four-year college or university must find catalog, applications, scholarship information, and other helpful information from all Oregon University Systems schools and other colleges in the Pacific Northwest by contacting the advising department at the Pendleton campus or by visiting the BMCC Library.

To see an advisor, you can call or stop by the advising center in Pendleton (Morrow Hall, room 118), call 541-278-5931 in Pendleton, or contact the center nearest you to have an advisor assigned. You can set up appointments directly through your assigned advisor, or the centers can set them up for you.

Bookstore

The BMCC Pendleton Bookstore is located adjacent to the library in Pioneer Hall on the BMCC Pendleton campus and provides services to students at all BMCC locations. Bookstore products and services include new and used textbooks, in-store and online textbook rentals, study aids, calculators, school and art supplies, sundries, and pamphlets. The bookstore also offers a wide selection of clothing, gifts, snacks, and beverages. Academic pricing on computer software is also available to those who qualify.

Textbooks are also available at the centers in Baker City, Milton-Freewater, and Hermiston for classes held at those locations. If you are taking classes at any of these locations and have questions about textbook purchases, please contact the local center directly. Please contact the bookstore for book refund and textbook buyback policy.

Textbooks and merchandise can be ordered online at www.bookstore.blucc.edu. For more questions, please contact the bookstore at 541-278-5733 or e-mail bookstore@blucc.edu.

Copy Center

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

Student Union Cafeteria

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

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

Library

The BMCC Library plays a vital role in the teaching and learning process. Through its various services, the library connects people, technology, and resources to support students in academic programs and in the pursuit of lifelong learning goals.

Located in Pioneer Hall on the Pendleton campus, the library provides a physical space for BMCC students, staff, and faculty and the general public to use a carefully selected collection of books, textbooks, videos, journals, periodicals, and newspapers. Individual carrels accommodate quiet study while mezzanine rooms provide for small group work and media listening/viewing sessions. Computer workstations and networked study carrels for laptops are available along with a copier, scanner, and printer.

The library’s Web-based homepage, www.blucc.edu/library, expands its collection and the availability of academic products and library services to students. Here, research is guided by links to subscription-based indexes and full-text databases, recommended Websites, research forms, study aids, and tutorials. The online public catalog provides rapid identification of media and print holdings at BMCC, other schools, and public and academic libraries in eastern Oregon. BMCC library cards, available to all students, allow access to additional services, including remote access to Web-based journal and newspaper databases, and direct online requests for materials not in the BMCC library. The librarian and staff are available for reference assistance and course-related research instruction either in person or through “Ask a Librarian” feature on the Website.

Regardless of when and where you participate in courses, the library is available to teach you how to retrieve and evaluate information in a society that places increasing importance upon these skills. For more information, call 541-278-5915.

Services for Students with Disabilities

BMCC is committed to providing equal access to all qualified students with disabilities. Providing academic adjustments and auxiliary aids and services to students with disabilities in order to remove barriers to physical spaces and 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 director for advising, testing and disability services, located at the Pendleton campus but available to all students at any BMCC location. Once the student is qualified for services, the director 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.

Each campus is equipped with a computer featuring some of the most popular assistive technology available.

Other available support services include: academic and career advising, special parking, and resource and referral information. Some accommodations take time to prepare and require advanced notice. For further information, contact the director of advising, testing and disability services at 541-278-5958.

Tutoring Program

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 Learning Center strives to provide a wide variety of resources meeting the needs of all our students, whether they are on-site at one of our many locations or at a distance via online learning. We have drop-in tutoring available at most of our locations providing tutors who are also trained to use Blackboard Instant Messaging (BBIM). BBIM is an online program that can be accessed from the comfort of a student’s home and is equipped with chat, audio, video, and whiteboard to work with a BMCC tutor during office hours.

BMCC has also purchased Smarthinking, an online program that provides students 24/7 access to live tutors. Smarthinking provides assistance in writing, math, science, and computer software is also available to those who qualify. For more information or questions, please visit www.blucc.edu. Tutoring is provided at no cost to all BMCC students and is largely funded by our Accession Program (ASP) as a service to students. Students interested in receiving tutoring can access the tutor schedule online at www.blucc.edu/tutor, and click the ‘schedule’ link. The Pendleton campus also posts tutor schedules on a whiteboard in the Student Learning 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 in TRIO. The TRIO program at BMCC offers a student computer lab, professional and peer tutoring, advising and four-year transfer assistance, workshops on study strategies and time management, and a Calculating Center. BMCC students who qualify for services, the director and the student will work together to determine which services will most benefit the student in the particular situation. All accommodations are arranged on an individual basis.

Each campus is equipped with a computer featuring some of the most popular assistive technology available.

Other available support services include: academic and career advising, special parking, and resource and referral information. Some accommodations take time to prepare and require advanced notice. For further information, contact the director of advising, testing and disability services at 541-278-5958.

Services and Programs

Testing Services

Testing services are available at all BMCC locations. Services will vary by site. Contact the BMCC center nearest you for schedules, appointments, and details.

The testing centers provide placement testing services to help a diverse student population successfully achieve a variety of educational goals. The testing centers also provide test proctoring services to help test-taking students, special accommodations testing, and GED testing. In addition, the Testing Center on the Pendleton campus provides testing services for a variety of tests for professional licenses and certifications. Information on other testing services is available upon request.

Placement assessments are required for all new certificate- and degree-seeking students. Placement testing will take about 2 hours but may take up to 4 hours. Placement testing is given at all BMCC locations. You must take assessments for math, writing, and reading. The cost for the assessments is $25. Transfer students that have taken a math or writing course may submit their unofficial transcripts to the Advising and Testing office in order to waive one or more of these assessments.

Academic Advising

BMCC provides a variety of student programs designed to provide comprehensive academic support at all BMCC locations. Services and programs include: advising, testing and student disability services at 541-278-5958. Some accommodations take time to prepare and require advanced notice. For further information, contact the director of advising, testing and disability services at 541-278-5958.
Students. Some of these clubs include: Veterans, Native American, and Men’s Basketball. The BMCC rodeo team competes in the NIRA Northwest Region with universities and colleges from Oregon, Washington, and Idaho. NWAACC and NIRA colleges provide a variety of academic and vocational offerings as well as many enrichment activities for their students.

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

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

Housing
BMCC does not provide on-campus housing, nor do we recommend, endorse, or make claims of any nature concerning private housing available in our district. We do, however, provide a listing on our Website of property management companies that have rentals available to students. In addition, local newspapers in the region list available housing.

Music
The BMCC Music Department offers opportunities for students to participate in a variety of performing groups such as choir, vocal jazz ensemble, jazz band, and two local symphonies. Students may take guitar, piano, and voice lessons to develop musicianship and songwriting skills. For more information about this program, please call the music department at 541-278-5174.

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

In exchange for weekly service, student ambassadors receive tuition waivers and leadership training. Each spring, the college selects ambassadors for the following academic year. For more information contact the Student Recruitment and Marketing Office at 541-278-5937.

Student Government
BMCC has an active student government. The Associated Student Government (ASG) is responsible for planning various cultural, governmental, and entertainment events as well as contributing to college governance committees. ASG sponsors a variety of events each quarter (Fall-Spring). The events include a Welcome Back BMCC Student Appreciation Lunch, Fall Art Show, Winter, an American Red Cross blood drive, an Arts and Culture Festival BBQ and Spring Fling. ASG provides scholarships through the BMCC Foundation.

The executive committee of the ASG consists of the president, vice president, secretary, treasurer, club coordinator, outreach coordinator, and publicity coordinator. The remaining members of the ASG are student senators. If you would like to apply to ASG, applications are located on the BMCC website. There are typically 12 positions available at the beginning of each academic year. If you are interested in ASG or would like additional information, please contact any ASG member at 541-278-5948 or the ASG advisor and 541-278-5936, or stop by the ASG office in Pioneer Hall on the Pendleton campus. All BMCC students are encouraged to become involved.

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

For more information contact the BMCC Fine Arts Department at 541-278-5944 or email theatre@blu.edu.

Art Gallery
The Betty Feves Memorial Art Gallery is located on the Pendleton campus. During the fall, winter and spring quarters a variety of artists are featured in the gallery. In May the gallery hosts a student art show. The art show is judged and displayed for students, staff, and the community to enjoy. The gallery’s vision is to provide an important educational tool, to foster an appreciation for the arts and of art and providing personal and professional development by supporting artistic expression. For more information contact the Gallery Director at 541-278-5154.

College Preparatory Programs
The College Preparatory Programs Department includes the following program areas: adult basic education (ABE), general educational development (GED) preparation, English as a second language (ESL), JOBS program, and college preparation courses. For more information about any of these programs call 541-278-5903 or visit us on the Web at www.blu.edu.

Adult Basic Education (ABE)
Adult Basic Education (ABE) provides instruction in the basic skills necessary to succeed in Academic Preparation for college, entering the workforce, continuing education, and adult learning. The ABE program prepares students for the transition into the labor market, higher academics, or vocational training. ABE classes are available to students who have GED certificates or high school diplomas, but have been away from academics for an extended time. ABE programs operate at the following BMCC locations: Pendleton, Hermiston, Baker City, Milton-Freewater, Boardman.

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

Students earn the GED certificate when they receive passing scores on the four parts of this standardized exam. A new computer-based test went into effect in 2014. The hands-on release is required for students sixteen and seventeen years old. Information on testing and school release may be obtained from the career center in Pendleton at 541-278-5931. Information on the new GED text can be accessed at www.ged.com. Students earning a GED may participate in the BMCC commencement exercises held in June.

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

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

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

- HD 100 - College Survival and Success
- HD 109 - Academic Planning
- HD 101 - College Textbook Reading

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

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

JOBS Program
JOBS for Oregon’s Future (JOBS): Job Opportunities and Basic
Courses are approved for BOLI-registered apprentices or journeymen (BOLI). It combines on-the-job training and trade-related training. The Continuing Education program is part of the college's Community Education and provides non-credit, short-term courses, workshops, lectures, and personal interest/hobby offerings as well as with other BMCC educational services in order to help students meet their goals.

To find out more about the CWE program, check with the course instructor, your advisor, or contact the Office of Instruction.

Our premier service is free, confidential, one-on-one, business counseling by experienced business counselors for business owners and managers. Additional training programs and a variety of services are available, many based on SBDC clients. Visit our statewide SBDC Website www.bizcetera.org for an overview of programs or to register as a new client.

To take advantage of SBDC programs and services, you may not have to leave your home or office. Many are available online as workshops, webinars, or complete courses. You can meet with a business counselor using interactive video conferences throughout eastern Oregon. Visit www.ed2go.com/bmcc to view online courses. Call 1-888-441-7232 for more information about additional distance learning opportunities.

The programs and services of the BMCC Small Business Development Centers are available year-round to new or experienced business owners and managers. Clients range from students planning their first business to owners and managers of companies with hundreds of employees. Information on programs and registration as an SBDC client is available toll-free at 1-888-441-7232 or by email at sbdc@bluecc.edu.

BMCC's apprenticeship program offers a variety of applied science degrees and certificates of completion for journeymen in the construction trades. It is designed for applicants entering the trade with limited maintenance electrical, plumbing, and programmable logic controller technician as part of Oregon's community college statewide apprenticeship degree program. The program provides statewide transfer opportunities, certificates of completion, and an optional transfer path into either a bachelor of applied technology or a bachelor of science degree in operations management at 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 for program and entrance requirements. For more information on BMCC's apprenticeship degrees and certificates, see pages 72-75 of this catalog, or contact the apprenticeship coordinator at 541-278-5854.

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

To find out more about the CWE program, check with the course instructor, your advisor, or contact the Office of Instruction.

Small Business Development Centers: BMCC serves business communities in our region through our Small Business Development Centers (SBDC). We are part of a network that includes 19 centers in Oregon and over 2,000 in the U.S. BMCC is funded by the Oregon Small Business Administration (SBA), and by the Oregon Business Development Department.

Our premier service is free, confidential, one-on-one, business counseling by experienced business counselors for business owners and managers. Additional training programs and a variety of services are available, many based on SBDC clients. Visit our statewide SBDC Website www.bizcetera.org for an overview of programs or to register as a new client.

To take advantage of SBDC programs and services, you may not have to leave your home or office. Many are available online as workshops, webinars, or complete courses. You can meet with a business counselor using interactive video conferences throughout eastern Oregon. Visit www.ed2go.com/bmcc to view online courses. Call 1-888-441-7232 for more information about additional distance learning opportunities.

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High School Partnerships

Dual-Credit Program: In cooperation with many high schools and the local education service district (ESD), BMCC offers a state-approved dual-credit program. Students at a public high school that has 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 dual 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. Dual-credit courses and credits appear on a BMCC transcript as though they were taken at BMCC. Dual-credit courses normally transfer to four-year institutions in the same way as any other BMCC course work. Not all courses are available at every high school. High school students may check with their high school counselors and teachers for course availability, costs, and other requirements, or they may check with the ESD for further information. Students should also check with the college to which they wish to transfer if they want to ensure that dual-credit course work will transfer.

Expanded Options: BMCC offers a dual-enrollment program in conformance with Oregon’s Expanded Options legislation (also known as dual enrollment). BMCC 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. Students must pass progress. College-level credits earned are transferred through BMCC and are, in most cases, transferable to other colleges.

Though similar, dual-credit and expanded options programs have distinct differences: Students participating in the dual-credit 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 have BMCC college credit at the same time; the high school pays all of the cost of the college course.

If you are interested in one or both of these opportunities, contact your high school or ESD; or contact the Registrar’s Office at BMCC.

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 offer courses at BMCC credit level to students enrolled in a four-year degree. For more information on the co-enrollment process, please go to the Service Center or call 541-278-5759.

Eastern Promise

Creating Early College experiences for students in Eastern Oregon When students have the opportunity to participate in college-level courses and to earn college credit while in high school, it means real financial savings for families today.

Eastern Promise is a collaboration between Blue Mountain Community College, Eastern Oregon University, Treasure Valley Community College, the InterMountain Education Service District and school districts in Eastern Oregon.

Increasing the number of students who are prepared to attend college directly from high school is the goal of Eastern Promise. Whether you’re a high school student pursuing college credits or an associate’s degree, a teacher or professor looking to connect with other Eastern Promise educators and students, a parent interested in learning how your child can get involved, or a community member curious to find out more, the resources you need are all here.

Oregon State University Dual Admission: Through an agreement with Oregon State University (OSU), BMCC students may be dual admitted to OSU and be eligible to enroll concurrently at both institutions. There is a joint application process for eligible students; the admission deadline is one month 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.

CUESTE: Teacher Education Program: CUESTE (pronounced “quest”) stands for Curriculum of Undergraduate Elementary School Teacher Education and is a collaborative program between BMCC and Eastern Oregon University (EOU).

Students seeking elementary teacher licensure need to complete a minimum of 27 credits (includes 12 credits in EDUC and 9 credits in MATH or SCIE) prior to admission to EOU. Successful completion of this program requires a bachelor’s degree (science or art) in multidisciplinary studies, a minor in elementary education, and certification in primary (grades 1 through grade 4) and elementary (3-8) grades. Through the CUESTE program, BMCC offers the first
two years, and an A.A.O.T. degree, and EOU provides the last two years of the elementary education degree at BMCC’s Pendleton campus.

Two full-time EOU education professors are in residence at BMCC’s Pendleton campus to advise students, teach classes, and coordinate EOU and BMCC processes. (Please note: Much of the major course work for secondary teaching certification may be acquired through distance education courses available from EOU and BMCC. However, the secondary education component needs to be completed on EOU’s campus in LaGrande.)

Diagnostic Imaging (Radiologic Technology) Program: 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 Radiologic 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 541-278-5762 or Career Tech Advisor, Helen 541-278-5954 for more information about this program.

Occupational Therapy Assistant 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.

Contact the program site coordinator, Diana Hammon, at 541-278-5762 or Career Tech Advisor, Helen 541-278-5954 for more information about this program.

Pharmacy Technician Program: BMCC has partnered with Central Oregon Community College to offer this three-term program developed to prepare individuals for employment in the pharmacy industry. Pharmacy technicians are skilled workers who are educated and trained to work in a pharmacy and assist in all areas of the pharmacy not requiring the professional judgment of the registered pharmacist. Some current practice areas for the pharmacy technician include retail, hospital, manufacturing, disease state management, and mail order and insurance claim specialists. The pharmacy technician processes prescriptions and medication orders and plays an integral role in maintaining the pharmacy department.

Courses are completed in an online and hybrid format. They focus on the abilities needed to assist the pharmacist and provide the skills necessary to process prescriptions accurately, participate in administration and management of a pharmacy, and maintain inventory. Topics of study include medical terminology, anatomy and functions of the human body, therapeutic classification and drug names, pharmacy procedures, pharmaceutical calculations, pharmacy law and interpersonal communications. Students will have a working knowledge of sterile technique, standards of practice, quality assurance and patient confidentiality. In addition, students will develop and practice communication skills needed to function in a professional setting. In order to gain workplace experience, students will also participate in a hospital and retail pharmacy practicum.

The program will prepare students to take the national certification examination to become a certified pharmacy technician as required by the Oregon Board of Pharmacy and to be employed in a pharmacy setting.

Contact our program site coordinator, Diana Hammon, at 541-278-5762 or Career Tech Advisor, Helen 541-278-5954 for more information about this program.

Medical Lab Technician 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.

Contact our program site coordinator, Diana Hammon, at 541-278-5762 or Career Tech Advisor, Helen 541-278-5954 for more information about this program.

<table>
<thead>
<tr>
<th>Services and Programs</th>
<th>Career Pathways</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pathways</td>
<td>What are your interests?</td>
</tr>
<tr>
<td>BMCC has partnered</td>
<td>• Are you a creative thinker? Are you imaginative, innovative, and original?</td>
</tr>
<tr>
<td>with Linn-Benton</td>
<td>• Do you like to communicate ideas?</td>
</tr>
<tr>
<td>Community College to</td>
<td>• Do you like making crafts, drawing, playing a musical instrument, taking photos, or writing stories?</td>
</tr>
<tr>
<td>offer a distance</td>
<td>• Do you enjoy being a leader, organizing people, planning activities, and talking?</td>
</tr>
<tr>
<td>education program for</td>
<td>• Do you like to work with numbers or ideas?</td>
</tr>
<tr>
<td>diagnostic imaging.</td>
<td>• Do you enjoy carrying through with an idea and seeing the end product?</td>
</tr>
<tr>
<td>Using a combination of</td>
<td>• Do you like things neat and orderly?</td>
</tr>
<tr>
<td>clinical instruction,</td>
<td>• Would you enjoy balancing a checkbook, following the stock market, holding an office in a club, or surfing the Internet?</td>
</tr>
<tr>
<td>online courses within</td>
<td>• Do you enjoy preparing food?</td>
</tr>
<tr>
<td>the college learning</td>
<td>• Are you practical, curious about the physical world, and interested in plants and animals?</td>
</tr>
<tr>
<td>management system, and</td>
<td>• Do you enjoy hunting or fishing?</td>
</tr>
<tr>
<td>the synchronous virtual</td>
<td>• Do you like to garden or mow the lawn?</td>
</tr>
<tr>
<td>classroom environment,</td>
<td>• Are you interested in protecting the environment?</td>
</tr>
<tr>
<td>distance education</td>
<td>• Do you like to care for people or animals who are sick or help them stay well?</td>
</tr>
<tr>
<td>students can receive</td>
<td>• Are you interested in diseases and in how the body works?</td>
</tr>
<tr>
<td>dynamic instruction to</td>
<td>• Do you enjoy reading about science and medicine?</td>
</tr>
<tr>
<td>help them achieve their</td>
<td>• Would it be fun to learn first aid or volunteer at a hospital or veterinary clinic?</td>
</tr>
<tr>
<td>learning goals.</td>
<td>• Are you friendly, open, understanding, and cooperative?</td>
</tr>
<tr>
<td>The Diagnostic Imaging</td>
<td>• Do you like to work with people?</td>
</tr>
<tr>
<td>Program prepares students</td>
<td>• Some current practice areas for the pharmacy technician include retail, hospital, manufacturing, disease state management, and mail order and insurance claim specialists.</td>
</tr>
<tr>
<td>through a progressive,</td>
<td>• Are you a practical, curious about the physical world, and interested in plants and animals?</td>
</tr>
<tr>
<td>outcome-based educational</td>
<td>• Do you enjoy preparing food?</td>
</tr>
<tr>
<td>format. Modules of study</td>
<td>• Are you practical, curious about the physical world, and interested in plants and animals?</td>
</tr>
<tr>
<td>include radiation</td>
<td>• Are you interested in diseases and in how the body works?</td>
</tr>
<tr>
<td>protection, radiographic</td>
<td>• Do you enjoy reading about science and medicine?</td>
</tr>
<tr>
<td>procedures, image</td>
<td>• Would it be fun to learn first aid or volunteer at a hospital or veterinary clinic?</td>
</tr>
<tr>
<td>production and</td>
<td>• Are you friendly, open, understanding, and cooperative?</td>
</tr>
<tr>
<td>evaluation, equipment</td>
<td>• Do you like to work with people?</td>
</tr>
<tr>
<td>maintenance operation,</td>
<td>• Some current practice areas for the pharmacy technician include retail, hospital, manufacturing, disease state management, and mail order and insurance claim specialists.</td>
</tr>
<tr>
<td>patient care and</td>
<td>• Are you a creative thinker? Are you imaginative, innovative, and original?</td>
</tr>
<tr>
<td>management, and</td>
<td>• Do you like to communicate ideas?</td>
</tr>
<tr>
<td>clinical radiography.</td>
<td>• Do you like making crafts, drawing, playing a musical instrument, taking photos, or writing stories?</td>
</tr>
<tr>
<td>The purpose of this</td>
<td>• Do you enjoy being a leader, organizing people, planning activities, and talking?</td>
</tr>
<tr>
<td>program is to prepare</td>
<td>• Do you like to work with numbers or ideas?</td>
</tr>
<tr>
<td>students to practice as</td>
<td>• Do you enjoy carrying through with an idea and seeing the end product?</td>
</tr>
<tr>
<td>proficient, multi-skilled</td>
<td>• Do you like things neat and orderly?</td>
</tr>
<tr>
<td>professionals in culturally diverse health care settings; to</td>
<td>• Would you enjoy balancing a checkbook, following the stock market, holding an office in a club, or surfing the Internet?</td>
</tr>
<tr>
<td>demonstrate outcomes</td>
<td>• Do you enjoy preparing food?</td>
</tr>
<tr>
<td>required by the American</td>
<td>• Are you practical, curious about the physical world, and interested in plants and animals?</td>
</tr>
<tr>
<td>Registry of Radiologic</td>
<td>• Do you enjoy hunting or fishing?</td>
</tr>
<tr>
<td>Technologists (ARRT) and</td>
<td>• Do you like to garden or mow the lawn?</td>
</tr>
<tr>
<td>The American Society of</td>
<td>• Are you interested in protecting the environment?</td>
</tr>
<tr>
<td>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.</td>
<td>• Do you enjoy to care for people or animals who are sick or help them stay well?</td>
</tr>
<tr>
<td>The Diagnostic Imaging</td>
<td>• Are you interested in diseases and in how the body works?</td>
</tr>
<tr>
<td>Program is highly prescriptive and entails several key elements: please contact our program site coordinator, Crystal Patton-Doherty, at 541-278-5762 for more information about this program. Director of Advising, Wade Muller, at 541-278-5954 for more information about this program.</td>
<td>• Do you enjoy reading about science and medicine?</td>
</tr>
<tr>
<td>Occupational Therapy Assistant 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.</td>
<td>• Would it be fun to learn first aid or volunteer at a hospital or veterinary clinic?</td>
</tr>
<tr>
<td>Medical Lab Technician 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.</td>
<td>• Are you mechanically inclined and practical?</td>
</tr>
<tr>
<td>Contact our program site coordinator, Diana Hammon, at 541-278-5762 or Career Tech Advisor, Helen 541-278-5954 for more information about this program.</td>
<td>• Do you like reading diagrams and blueprints, and drawing building structures?</td>
</tr>
<tr>
<td></td>
<td>• Are you curious about how things work?</td>
</tr>
<tr>
<td></td>
<td>• Would you enjoy painting a house, repairing cars, wiring electrical circuits, or woodworking?</td>
</tr>
</tbody>
</table>
Degrees and Certificates

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 or if you take more than five years to complete a course of study. Depending upon the academic program, you may be asked to complete updated requirements in order to earn a certificate or degree.

Statement of Student Outcomes
Through the course offerings necessary to attain a degree, BMCC students will have achieved the following core competency skills:

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

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

Transfer Options

ASSOCIATE OF ARTS OREGON TRANSFER (A.A.O.T.) degree, a non-designated block transfer degree designed for the student who intends to transfer to a four-year college or university within the Oregon University System (OUS). Students need to work closely with an academic advisor to plan a course of study at BMCC.

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.

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.

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

Degrees and Certificates

CAREER PATHWAYS CERTIFICATE OF COMPLETION (C.P.C.C.), 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 (S.C.P.C.), 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.

CERTIFICATE OF COMPLETION LESS THAN ONE YEAR (C.L.), awarded to students who complete the requirements of a specific curriculum of less than one year.
**Degree Checklists**

**2014-2015 Associate of Arts Oregon Transfer (A.A.O.T.)**

This is a tool used for planning purposes only. Students should review their degree audit online, by accessing their Student WolfWeb account. Be sure to communicate with your academic advisor and consult the Academic Catalog for official information concerning degree requirements, general rules and regulations.

### General Degree Requirements

1. **Total Credits Required:** 90
2. **Grade Requirement:** All courses must be completed with a grade of "C" or better
3. **Minimum number of BMCC credits:** 24
4. **Minimum number of BMCC credits applied toward degree:** 18
5. **Maximum number of credits earned as "credit for prior learning:"** 22
6. **Maximum number of (P) graded program or elective credits:** 24
7. **Maximum number of **career-technical credits:**** 12
8. **Cultural Literacy Requirement:** 1 course. See Transfer Course List on Page 78
9. **Computer Literacy requirement:**
   - AIC Exam: score an average of 75% or higher on IC3 exams
   - Course: AGR111, CS120, BA131, ED235, or ENGR120. Must pass course with a "C" or better.

### Foundational Requirements

- **Communication:** 1 course
- **Health/Wellness:** 3 credits
- **Mathematics:** 1 course
- **Writing:** see sequence listed in next column

<table>
<thead>
<tr>
<th>Discipline Studies</th>
<th>Courses that satisfy requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arts and Letters:</td>
<td>3 courses: WR121 or WR122 or WR227</td>
</tr>
<tr>
<td>Social Science:</td>
<td>4 credit courses: WR121, WR122, and WR123 or WR227</td>
</tr>
<tr>
<td>Science w/Lab:</td>
<td>3 credit courses: WR121, WR122, and WR123 or WR227</td>
</tr>
<tr>
<td>Science/Math/Computer:</td>
<td>1 course</td>
</tr>
</tbody>
</table>

### Electives: Courses may consist of the following:

- **General Elective Courses:** Any 100 or higher level college course not designated as career-technical
- **Career Technical Courses:** Maximum of 12 credits. See Transfer Course List – CTE Electives starting on Pages 78

### Notes:

- **Credit for Prior Learning include:**
  - AP: Advanced Placement
  - CLE: College Level Examination Program (CLEP)
  - CPL: Credit for Prior Experiential Learning
  - CH: Challenge (Credit by Exam)
  - MIL: Military credit

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**Degree Checklists**

**2014-2015 Associate of Science (A.S.)**

This is a tool used for planning purposes only. Students should review their degree audit online, by accessing their Student WolfWeb account. Be sure to communicate with your academic advisor and consult the Academic Catalog for official information concerning degree requirements, general rules and regulations.

### General Degree Requirements

1. **Total Credits Required:** 90
2. **Minimum cumulative grade point average:** 2.0
3. **Computer Literacy requirement:**
   - Course: AGR111, CS120, BA131, ED235, or ENGR120. Must pass course with a "C" or better
   - OR
   - AIC Exam: score an average of 75% or higher on IC3 exams
4. **Minimum number of BMCC credits:** 24
5. **Minimum number of BMCC credits applied toward degree:** 18
6. **Maximum number of credits earned as "credit for prior learning:"** 22
7. **Maximum number of (P) graded program or elective credits:** 24
8. **Maximum of physical education activity (PE185) credits:** 12
9. **Minimum number of **career-technical credits:**** 12

### Foundational Requirements:

- **Communication:** 1 course
- **Health/Wellness:** 3 credits
- **Mathematics:** 1 course
- **Writing:** 2 courses

### Discipline Studies

<table>
<thead>
<tr>
<th>Requirements</th>
<th>Courses that satisfy requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arts and Letters:</td>
<td>12 credits</td>
</tr>
<tr>
<td>Social Science:</td>
<td>12 credits</td>
</tr>
<tr>
<td>Science w/Lab:</td>
<td>1 course</td>
</tr>
<tr>
<td>Science/Math/Computer:</td>
<td>1 course</td>
</tr>
</tbody>
</table>

### Electives: Courses may consist of the following:

- **General Elective Courses:** Any 100 or higher level college course not designated as career-technical
- **Career Technical Courses:** Maximum of 12 credits. See Transfer Course List – CTE Electives starting on Pages 78

### Notes:

- **Credit for Prior Learning includes:**
  - AP: Advanced Placement
  - CLE: College Level Examination Program (CLEP)
  - CPL: Credit for Prior Experiential Learning
  - CH: Challenge (Credit by Exam)
  - MIL: Military credit
### Degree Checklists

**2014-2015 Oregon Transfer Module (O.T.M.)**

This checklist is a tool that should be used for planning purposes only. Students should review their degree audit online, by accessing their Student WolfWeb account. Be sure to communicate with your academic advisor and consult the Academic Catalog for official information concerning degree requirements, general rules and regulations.

<table>
<thead>
<tr>
<th>General Module Requirements:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Total Credits Required: 45</td>
</tr>
<tr>
<td>2. Grade Requirement: All courses must be completed with a grade of &quot;C&quot; or better</td>
</tr>
<tr>
<td>3. Minimum number of BMCC credits: 12</td>
</tr>
<tr>
<td>4. Minimum number of BMCC credits applied toward degree: 9</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Foundational Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Requirements</strong></td>
</tr>
<tr>
<td>Communication</td>
</tr>
<tr>
<td>Mathematics</td>
</tr>
<tr>
<td>Writing</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Discipline Studies</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Requirements</strong></td>
</tr>
<tr>
<td>Arts and Letters: 3 courses</td>
</tr>
<tr>
<td>Social Science: 3 courses</td>
</tr>
<tr>
<td>Science w/Lab: 1 course</td>
</tr>
<tr>
<td>Science/Math/Computer Science 2 courses</td>
</tr>
</tbody>
</table>

**Note:** This is a module only and is not a degree or certificate but can be selected as a goal, and completion of module is noted on the transcript of students who select this goal.

### Degree Checklists

**2014-2015 Associate of General Studies (A.G.S.)**

This is a tool used for planning purposes only. Students should review their degree audit online, by accessing their Student WolfWeb account. Be sure to communicate with your academic advisor and consult the Academic Catalog for official information concerning degree requirements, general rules and regulations.

<table>
<thead>
<tr>
<th>General Degree Requirements:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Total Credits Required: 90</td>
</tr>
<tr>
<td>2. Computer Literacy requirement:</td>
</tr>
<tr>
<td>a. IC3 Exam: score an average of 75% or higher on IC3 exams</td>
</tr>
<tr>
<td>OR</td>
</tr>
<tr>
<td>b. Course: AGR111, CS120, BA131, ED235, or ENGR120. Must pass course with a &quot;C&quot; or better</td>
</tr>
<tr>
<td>3. Minimum number of BMCC credits: 24</td>
</tr>
<tr>
<td>4. Minimum number of BMCC credits applied toward degree: 18</td>
</tr>
<tr>
<td>5. Maximum number of credits earned as *credit for prior learning: 22</td>
</tr>
<tr>
<td>6. Maximum number of (P) graded program or elective credits: 24</td>
</tr>
<tr>
<td>7. Grade Requirement: All courses must be completed with a grade of &quot;C&quot; or better</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Foundational Requirements:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Requirements</strong></td>
</tr>
<tr>
<td>Arts and Letters: 2 courses</td>
</tr>
</tbody>
</table>

| **Communication:** | COM100 or COM111 |
| **Mathematics:** | MTH104 or MTH107 or higher (does not include MTH084), or BA104, or ED157 |
| **Science with Lab/Computer Science:** 1 course | SEE THE TRANSFER COURSE LIST ON PAGE 78 |
| **Social Science:** 2 courses | SEE THE TRANSFER COURSE LIST ON PAGE 78 |
| **Writing:** 1 course | WR121 or higher |
| **Electives:** | Any 100 or higher level college course. |

* Note: Credit for Prior Learning include:
  - AP: Advanced Placement
  - CL: College Level Examination Program (CLEP)
  - CPL: Credit for Prior Expenential Learning
  - CH: Challenge (Credit by Exam)
  - MIL: Military credit
**Degree Checklists**

2014-2015 Associate of Applied Science (A.A.S.)

This is a tool used for planning purposes only. Students should review the specific course requirements for the A.A.S. degree they are seeking by checking the online degree audit system. This system can be accessed through the Student WolfWeb. Be sure to communicate with your academic advisor and consult the Academic Catalog for official information concerning degree requirements, general rules and regulations.

<table>
<thead>
<tr>
<th>General A.A.S. Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Minimum Credits Required: 90</td>
</tr>
<tr>
<td>2. Minimum cumulative grade point average: 2.0</td>
</tr>
<tr>
<td>a. Note: Some A.A.S. degree programs require a grade of &quot;C&quot; or better in some or all coursework</td>
</tr>
<tr>
<td>3. Computer Literacy requirement:</td>
</tr>
<tr>
<td>a. Note: Some A.A.S. degree programs require a grade of &quot;C&quot; or better in some or all coursework</td>
</tr>
<tr>
<td>b. Note: Some A.A.S. degree programs require a grade of &quot;C&quot; or better in some or all coursework</td>
</tr>
<tr>
<td>4. Minimum number of BMCC credits: 24</td>
</tr>
<tr>
<td>5. Minimum number of BMCC credits applied toward degree: 18</td>
</tr>
<tr>
<td>6. Maximum number of (P) graded program or elective credits: 24</td>
</tr>
<tr>
<td>7. Maximum number of credits earned as &quot;credit for prior learning&quot;: 22</td>
</tr>
<tr>
<td>a. Note: May vary based on total credits required for specific A.A.S. degree program</td>
</tr>
<tr>
<td>8. Maximum number of (P) graded program or elective credits: 12</td>
</tr>
</tbody>
</table>

**Degree and Certificate Detail Listing**

**ACCOUNTING**

**Accounting Technology (A.A.S.)**

*Business and Management*

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

- Use 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
- Use reconciliation processes when working with data to identify and correct errors
- Prepare professional financial statements and other reporting documents
- 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

**Degree and Certificate Detail Listing**

**Degree and Certificate Detail Listing**

**ACCOUNTING**

**Accounting: Bookkeeping Support Specialist (C.P.C.C.)**

*Business and Management*

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

- Use current computer technologies, especially spreadsheet and accounting software, to perform the duties within an accounting department
- Balance and reconcile financial information to ensure accuracy of information
- Use reconciliation processes when working with data to identify and correct errors
- Prepare professional financial statements and other reporting documents
- 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.

**Degree and Certificate Detail Listing**

**ACCOUNTING**

**Accounting: Bookkeeping Support Specialist (C.P.C.C.)**

*Business and Management*

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

- Use current computer technologies, especially spreadsheet and accounting software, to perform the duties within an accounting department
- Balance and reconcile financial information to ensure accuracy of information
- Use reconciliation processes when working with data to identify and correct errors
- Prepare professional financial statements and other reporting documents
- 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.
ACCOUNTING cont. - ADMINISTRATIVE OFFICE PROFESSIONAL

Accounting Technician (C.C.)

Administrative Office Professional (A.A.S.)

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.
- Effectively seek and respond to accounting-related opportunities for increased responsibilities and professional advancement.
- Understand various business functions as they contribute to the success of an organization.

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

TERM 1

BA101 Introduction to Business
BA131 Introduction to Business Computing
BA111 Basic Accounting
BA04 Business Mathematics
or MTH095 Intermediate Algebra (or higher)

TERM 1 Total: 16

TOTAL CREDITS: 53

ADMINISTRATIVE OFFICE PROFESSIONAL cont.

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

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

Business and Management

Intended Program Outcomes:

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

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

TERM 1

CJ Electives
WR121 English Composition
BT212 Document Processing I
BT131 Legal Office Procedures
BT161 Professional Office Procedures

TERM 1 Total: 13

TERM 2

BT212 Document Processing II
BT140 Business Document Editing
BT201 Legal Terminology I
CJ Electives
BA04 Business Mathematics
or MTH095 Intermediate Algebra (or higher)

TERM 2 Total: 16

TERM 3

BT211 Introduction to Business
BT161 Professional Office Procedures
WR121 English Composition

TERM 3 Total: 14

TERM 4

BA101 Introduction to Business
BT140 Business Document Editing
BA131 Introduction to Business Computing
BT251 Medical Terminology II

TERM 4 Total: 17

TERM 5

BT201 Word Processing/MS Word
BA277 Business Ethics
BA111 Basic Accounting

TERM 5 Total: 14

TERM 6

BA284 Pre-employment Seminar
BA110 Business Computer Applications/MS Excel
BA281 Medical Terminology
BT261 Medical Terminology

TERM 6 Total: 17

TOTAL CREDITS: 92

ADMINISTRATIVE OFFICE PROFESSIONAL cont.

Business and Management

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.
- Understanding of the legal system.

TERM 1

WR121 English Composition
BT211 Medical Terminology
BT121 Document Processing I
BT161 Professional Office Procedures

TERM 1 Total: 13

TERM 2

BT212 Document Processing II
BA280 Medical Terminology
BT40 Business Document Editing
BA131 Introduction to Business Computing
BA04 Business Mathematics
or MTH095 Intermediate Algebra (or higher)

TERM 2 Total: 17

TERM 3

BT201 Medical Terminology
BT224 Medical Terminations
BA281 Medical Terminology
BA277 Business Ethics

TERM 3 Total: 14

TERM 4

BT251 Medical Terminology
BT224 Medical Terminations
BA281 Medical Terminology
BA277 Business Ethics

TERM 4 Total: 14

TERM 5

HTM131 Customer Service Management I
BA281 Medical Terminology
BT252 Medical Terminations
BA281 Medical Terminology

TERM 5 Total: 17

TERM 6

BA277 Business Ethics
BA04 Business Mathematics
BA281 Medical Terminology
HTM131 Customer Service Management I

TERM 6 Total: 16

TOTAL CREDITS: 91

Health Services
Administrative Office Professional: Office Support Specialist (C.C.C.)

Business and Management

Intended Program Outcomes:
This program leads to a career pathways certificate of completion in administrative assistant/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 of 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

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

Business and Management

Intended Program Outcomes:
This one-year certificate program is designed to provide specialized training and skills for work as an office assistant. Emphasis is placed on the study of general office skills, including practical experience on current equipment and software. The course work lays the foundation for a two-year A.A.S. degree program for those students who want to continue their education. Students will be effective in the workplace in the following areas:
- Use current and emerging word processing technologies to produce documents
- Meet or exceed the current speed and accuracy requirements for typing and 10-key operation in the industry
- Model effective customer service interactions
- Perform the general office procedures of filing, equipment operation, mail distribution, phone calls, and tasks requiring basic math calculations

**Office Assistant: Medical Option (C.C.)**

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 record 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
Agriculture Business (A.A.S.)

Intended Program Outcomes:
This two-year program leading to an A.A.S. degree in agriculture business will prepare the student for a career in the broad field of agribusiness 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 production (techniques, issues, technology, trends)
- Agriculture-related business practices
- Agricultural operations (safety, mechanical technology)

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

TERM 1
AGM131 Agriculture Safety 3
AGM240 Agriculture Organizations 3
AGR101 Agriculture Orientation 1
AGR11 Agriculture Computers 3
AGM210 Agriculture Accounting 4
HORT100 Plant Science 3

TERM 2
AGM140 Agriculture Administration 3
AGM221 Metal and Welding 3
AGR296 Pesticides 3
AGR211 Agriculture Business Management 3
AGM121 Animal Science 3
WR227 Technical Report Writing 4

TERM 3
AGR221 Agriculture Marketing 3
AGM221 Metal and Welding 3
AGR211 Agriculture Business Management 3
ANS121 Animal Science 3
WR227 Technical Report Writing 4

TERM 4
AGM140 Agriculture Administration 3
AGM221 Metal and Welding 3
AGR296 Pesticides 3
AGR211 Agriculture Business Management 3
AGM121 Animal Science 3
WR227 Technical Report Writing 4

TERM 5
AGM140 Agriculture Administration 3
AGM221 Metal and Welding 3
AGR296 Pesticides 3
AGR211 Agriculture Business Management 3
AGM121 Animal Science 3
WR227 Technical Report Writing 4

TERM 6
AGM140 Agriculture Administration 3
AGM221 Metal and Welding 3
AGR296 Pesticides 3
AGR211 Agriculture Business Management 3
AGM121 Animal Science 3
WR227 Technical Report Writing 4

TOTAL CREDITS: 93

Agriculture Production (A.A.S.)

Intended Program Outcomes:
This two-year program leading to an A.A.S. degree in agriculture production will prepare the student concerned with the raising of an agriculture crop commodity by providing the necessary knowledge in the following areas:
- Industry-related employment skills
- Animal science (techniques, issues, technology, trends)
- Crop science (techniques, issues, technology, trends)
- Agriculture-related business practices
- Agricultural operations (safety, mechanical technology)

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

TERM 1
AGM131 Agriculture Safety 3
AGM240 Agriculture Organizations 3
AGR101 Agriculture Orientation 1
AGR11 Agriculture Computers 3
AGM210 Agriculture Accounting 4
HORT100 Plant Science 3

TERM 2
AGM140 Agriculture Administration 3
AGM221 Metal and Welding 3
AGR296 Pesticides 3
AGR211 Agriculture Business Management 3
AGM121 Animal Science 3
WR227 Technical Report Writing 4

TERM 3
AGM140 Agriculture Administration 3
AGM221 Metal and Welding 3
AGR296 Pesticides 3
AGR211 Agriculture Business Management 3
AGM121 Animal Science 3
WR227 Technical Report Writing 4

TERM 4
AGM140 Agriculture Administration 3
AGM221 Metal and Welding 3
AGR296 Pesticides 3
AGR211 Agriculture Business Management 3
AGM121 Animal Science 3
WR227 Technical Report Writing 4

TERM 5
AGM140 Agriculture Administration 3
AGM221 Metal and Welding 3
AGR296 Pesticides 3
AGR211 Agriculture Business Management 3
AGM121 Animal Science 3
WR227 Technical Report Writing 4

TERM 6
AGM140 Agriculture Administration 3
AGM221 Metal and Welding 3
AGR296 Pesticides 3
AGR211 Agriculture Business Management 3
AGM121 Animal Science 3
WR227 Technical Report Writing 4

TOTAL CREDITS: 93

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

Intended Program Outcomes:
This two-year program leading to an A.A.S. in agriculture production: crops, will prepare the student concerned with the raising of an agriculture crop commodity by providing the necessary knowledge in the following areas:
- Industry-related employment skills
- Animal science (techniques, issues, technology, trends)
- Crop science (techniques, issues, technology, trends)
- Agriculture-related business practices
- Agricultural operations (safety, mechanical technology)

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

TERM 1
AGM131 Agriculture Safety 3
AGM240 Agriculture Organizations 3
AGR101 Agriculture Orientation 1
AGR11 Agriculture Computers 3
AGM210 Agriculture Accounting 4
HORT100 Plant Science 3

TERM 2
AGM140 Agriculture Administration 3
AGM221 Metal and Welding 3
AGR296 Pesticides 3
AGR211 Agriculture Business Management 3
AGM121 Animal Science 3
WR227 Technical Report Writing 4

TERM 3
AGM140 Agriculture Administration 3
AGM221 Metal and Welding 3
AGR296 Pesticides 3
AGR211 Agriculture Business Management 3
AGM121 Animal Science 3
WR227 Technical Report Writing 4

TERM 4
AGM140 Agriculture Administration 3
AGM221 Metal and Welding 3
AGR296 Pesticides 3
AGR211 Agriculture Business Management 3
AGM121 Animal Science 3
WR227 Technical Report Writing 4

TERM 5
AGM140 Agriculture Administration 3
AGM221 Metal and Welding 3
AGR296 Pesticides 3
AGR211 Agriculture Business Management 3
AGM121 Animal Science 3
WR227 Technical Report Writing 4

TERM 6
AGM140 Agriculture Administration 3
AGM221 Metal and Welding 3
AGR296 Pesticides 3
AGR211 Agriculture Business Management 3
AGM121 Animal Science 3
WR227 Technical Report Writing 4

TOTAL CREDITS: 96

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

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

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

TERM 1
AGM131 Agriculture Safety 3
AGM240 Agriculture Organizations 3
AGR101 Agriculture Orientation 1
AGR11 Agriculture Computers 3
AGM210 Agriculture Accounting 4
HORT100 Plant Science 3

TERM 2
AGM140 Agriculture Administration 3
AGM221 Metal and Welding 3
AGR296 Pesticides 3
AGR211 Agriculture Business Management 3
AGM121 Animal Science 3
WR227 Technical Report Writing 4

TERM 3
AGM140 Agriculture Administration 3
AGM221 Metal and Welding 3
AGR296 Pesticides 3
AGR211 Agriculture Business Management 3
AGM121 Animal Science 3
WR227 Technical Report Writing 4

TERM 4
AGM140 Agriculture Administration 3
AGM221 Metal and Welding 3
AGR296 Pesticides 3
AGR211 Agriculture Business Management 3
AGM121 Animal Science 3
WR227 Technical Report Writing 4

TERM 5
AGM140 Agriculture Administration 3
AGM221 Metal and Welding 3
AGR296 Pesticides 3
AGR211 Agriculture Business Management 3
AGM121 Animal Science 3
WR227 Technical Report Writing 4

TERM 6
AGM140 Agriculture Administration 3
AGM221 Metal and Welding 3
AGR296 Pesticides 3
AGR211 Agriculture Business Management 3
AGM121 Animal Science 3
WR227 Technical Report Writing 4

TOTAL CREDITS: 96

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

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)
• Agriculture-related business practices
• Agricultural operations (safety, mechanical technology)

TERM 1
AGS111 Agriculture Safety 3
AGS140 Tractors 2
AGR101 Agriculture Orientation 1
AGR111 Agriculture Computers 3
ANS261 Introduction to Equine Science 3
ANS216 Pregnancy Testing/Bovine 1
HGB741 Plant Science 3
TERM 1 Total: 16

TERM 2
AGS140 Agriculture Engines 3
AGS221 Metals and Welding 3
ANS212 Animal Science 3
ANS220 Beef Production 4
CSS106 Soils and Fertilizers 3
TERM 2 Total: 16

TERM 3
AGS421 Agriculture Machinery 3
ANS122 Animal Science 3
ANS217 Artificial Insemination 5
ANS211 Animal Nutrition 4
ANS220 Beef Production 4
TOTAL CREDITS: 41

Business Administration: A.A.S.

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

Intended Program Outcomes:
This program leads to a career pathways certificate of completion in administrative assistant/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:

• 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 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 workplace
• Meet or exceed the current speed and accuracy requirements for document processing
• Use appropriate technology (word processing, spreadsheet, database and presentation software) in the office/business environment

TERM 1
BA103 Introduction to Business 4
BA110 Business Computing 4
BA140 Basic Accounting 4
BA104 Business Mathematics 4
or MTH005 Intermediate Algebra (or higher) 1
TOTAL CREDITS: 16

TERM 2
BA110 Business Computing 4
BA111 Basic Accounting 4
or MTH005 Intermediate Algebra (or higher) 1
TOTAL CREDITS: 16

TERM 3
COM111 Fundamentals of Speech 4
WR111 English Composition 4
TOTAL CREDITS: 8

TOTAL CREDITS: 30
### BUSINESS ADMINISTRATION cont.

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

**Human Resources**

- **Intended Program Outcomes:**
  - Establish and promote a collaborative work environment where all voices are heard and valued as they contribute to shared goals.
  - 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 need to take an Oregon University System institution on a course-by-course basis to be effective in the workplace in the following areas:

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

**BUSINESS ADMINISTRATION cont.**

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

**Human Resources**

- **Intended Program Outcomes:**
  - 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 need to take an Oregon University System institution on a course-by-course basis to be effective in the workplace in the following areas:

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

**BUSINESS ADMINISTRATION cont.**

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

**Human Resources**

- **Intended Program Outcomes:**
  - 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 need to take an Oregon University System institution on a course-by-course basis to be effective in the workplace in the following areas:

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

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

**BUSINESS ADMINISTRATION cont.**

#### BUSINESS ADMINISTRATION cont.

#### BUSINESS ADMINISTRATION cont.
CONSTRUCTION TRADES, GENERAL APPRENTICESHIP

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

Industrial and Engineering Systems

- INTENDED PROGRAM OUTCOMES:
  - Complete a minimum of 6000-8000 hours State of Oregon-approved on-the-job training (OJT).
  - Complete related training with a grade C or better.
  - Complete required related training with a grade C or better.

- REQUIRED COURSES:
  - INTENDED PROGRAM OUTCOMES:
  - Complete a minimum of 6000-8000 hours State of Oregon-approved on-the-job training (OJT).
  - Complete required related training with a grade C or better.

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

Industrial and Engineering Systems

- INTENDED PROGRAM OUTCOMES:
  - Complete a minimum of 6000-8000 hours State of Oregon-approved on-the-job training (OJT).
  - Complete required related training with a grade C or better.

CRIMINAL JUSTICE

Criminal Justice (A.A.S.)

Human Resources

- INTENDED PROGRAM 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.
  - Understand the legal responsibilities of law enforcement professionals as they relate to cultural diversity and establishing positive community relations.
  - Complete competence in core skill areas and in written and oral communication, problem-solving, and critical thinking.

CRIMINAL JUSTICE: Corrections (C.P.C.C.)

Human Resources

- INTENDED PROGRAM 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.
  - Understand the legal responsibilities of law enforcement professionals as they relate to cultural diversity and establishing positive community relations.
  - Complete 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.
Criminal Justice: Court Technician (C.P.C.C.)

**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 skills and areas 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.

C100 Introduction to Criminal Justice
C120 American Court Systems and Practices
C120/Theories of Crime and Delinquency
C222 Procedure Law
C227 Ethics in Criminal Justice
BT230 Legal Terminology I
BT232 Legal Terminology II
COM111 Fundamentals of Speech (or higher)
WR121 English Composition (or higher)
CIS110 Concepts of Computing

**TOTAL CREDITS: 33**

Dental Assisting Technician (C.C.)

**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 Ponderland 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 year’s admission.) Students must meet the criteria below before being accepted to the program.

**Dental Assisting Technician Curriculum Before Fall Term Entry**

The following courses must be completed with a “C” grade or higher by the end of the winter term:

- WR120 Elements of the Essay (or higher)
- COM110 Human Communications (or higher)
- MTH025 Pre-Algebra (or higher)
- Human Relations Elective

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.

**TOTAL CREDITS: 68**
Diesel Technology (A.A.S.)

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.

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<th>TERM 1</th>
<th>TOTAL CREDITS: 16</th>
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<tbody>
<tr>
<td>WLD111 Basic Gas &amp; Arc Welding</td>
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<td>DSL152 Manual Drive Trains I</td>
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<td>DSL161 Diesel Engine Theory</td>
<td>3</td>
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<tr>
<td>DSL119 Electrical Systems I</td>
<td>4</td>
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<tr>
<td>DSL181 Shop Practices</td>
<td>3</td>
</tr>
<tr>
<td>DSL191 Electrical Systems II</td>
<td>4</td>
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<tr>
<td>DSL211 Basic Gas &amp; Arc Welding</td>
<td>3</td>
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<tr>
<td>ET120 Computer Keyboarding (or higher)</td>
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<tr>
<td>DSL152 Manual Drive Trains I</td>
<td>3</td>
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<tr>
<td>DSL161 Diesel Engine Theory</td>
<td>4</td>
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<td>DSL192 Electrical Systems II</td>
<td>4</td>
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<td>MTH042 Technical Mathematics (or higher)</td>
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<tbody>
<tr>
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<td>DSL162 Diesel Engine Repair I</td>
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<tr>
<td>DSL193 Electrical Systems III</td>
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<tr>
<td>BA131 Introduction to Business Computing or C5120 Concepts of Computing</td>
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<tr>
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<td>DSL184 Applied Fluid Mechanics</td>
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<td>DSL251 Heavy Duty Brakes II</td>
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<td>DSL262 Diesel Engine Repair II</td>
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<td>WR065 Introduction to Technical Writing (or higher)</td>
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<tr>
<td>COR100 Human Communications (or higher)</td>
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<tr>
<td>DSL171 Heavy Equipment</td>
<td>3</td>
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<tr>
<td>DSL196 Electronic Diagnostics &amp; Emission Controls</td>
<td>3</td>
</tr>
<tr>
<td>DSL263 Advanced Engine Technology</td>
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<tr>
<td>DSL280 CWE DIESEL</td>
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<tr>
<td>DSL176 Mobile Air-Conditioning &amp; Heating</td>
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<td>DSL200 Pre-Employment Seminar</td>
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<td>DSL273 Heavy Duty Equipment II</td>
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<tr>
<td>DSL280 CWE DIESEL</td>
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<tr>
<td>Human Relations Elective</td>
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Diesel Technology: Technician Assistant (C.P.C.C.)

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.

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<td>DSL152 Manual Drive Trains I</td>
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<tr>
<td>DSL161 Diesel Engine Theory</td>
<td>4</td>
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<tr>
<td>DSL191 Electrical Systems I</td>
<td>4</td>
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<tr>
<td>DSL181 Shop Practices</td>
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<td>DSL191 Electrical Systems II</td>
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<tr>
<td>DSL211 Basic Gas &amp; Arc Welding</td>
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<tr>
<td>ET120 Computer Keyboarding (or higher)</td>
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Drafting Technology (C.C.)

Intended Program Outcomes:
- This one-year program will prepare the student to be effective as a Drafting/CAD technician in the workplace in the following areas:
  - Applied Structural Detailing
  - Applied Construction Monitoring
  - Applied Technology (Production software, CAD, GIS)
  - Communication Skills (Writing, presentation techniques)
  - Property Surveying
  - Professional (Contract Documents, Estimating)
- Students with appropriate aptitudes in math, visualization, and attention to detail can complete the Drafting Technology curriculum in two years at BMCC.

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<tr>
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<tr>
<td>DFR112 Computer Aided Drafting</td>
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<tr>
<td>ET111 Introduction to Engineering Technology</td>
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<tr>
<td>AGM211 Agriculture Construction &amp; Surveying</td>
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<td>or SUR161 Plane Surveying</td>
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<td>ENG410 Introduction to Engineering Computation</td>
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<td>DFR113 Advanced Computer Aided Drafting</td>
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<tr>
<td>WR055 Introduction to Technical Writing</td>
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<td>or WR027 Technical Report Writing</td>
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<td>DFR263 3-D Computer Aided Drafting</td>
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<tr>
<td>ET114 Introduction to Geographic Information Systems</td>
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<td>or DFR280 CWE DFR</td>
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<td>Pending State Approval</td>
<td>41</td>
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</table>
Early Childhood Education (A.A.S.)

Intended Program Outcomes:
- Demonstrate knowledge of child development in a socio-cultural context.
- Apply developmentally appropriate practices (DAP) to meet the needs of diverse populations.
- Apply best practices in group management to optimize the potential for learning and social-emotional development.
- Practice ethical and legal standards, as well as professional attitudes and behavior.
- Apply best practices, observation, and assessment to enhance learning and development.

ECE100 Developmentally Appropriate Practice 3
ECE111 Guidance and Classroom Management 3
ECE112 Creativity for Young Children 3 or ECE101 Family and Community Relations (3)
ECE226 Child Development 3 or ECE249 Inclusion of Children with Special Needs 3
ECE280 CWE ECE 3

TOTAL CREDITS: 15

Early Childhood Infant Toddler Certificate (C.L.)

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 roles, child development and developmentally appropriate practices to offer an effective infant toddler teaching and learning environment. (NAEYC Standard 4)

ECE280 CWE ECE 2
ECE17A Infant/Toddler Caregiving: Social-Emotional 1
ECE17B Infant/Toddler Caregiving: Group Care 1
ECE17C Infant/Toddler Caregiving: Cognitive Development 1
ECE17D Infant/Toddler Caregiving: Culture & Family 1
ECE100 Developmentally Appropriate Practice 3
ECE109 Foundations and Careers in Early Childhood 3
ECE225 Prenatals, Infant and Toddler Development 3
ECE228 Responsive Infant Toddler Programs 3

TOTAL CREDITS: 18

Early Childhood Education (C.C.)

Intended Program Outcomes:
- Demonstrate knowledge of child development in a socio-cultural context.
- Apply developmentally appropriate practices (DAP) to meet the needs of diverse populations.
- Apply best practices in group management to optimize the potential for learning and social-emotional development.
- Practice ethical and legal standards, as well as professional attitudes and behavior.
- Apply best practices, observation, and assessment to enhance learning and development.

ECE100 Developmentally Appropriate Practice 3
ECE111 Introduction to ECE Environments 3
ECE249 Inclusion of Children with Special Needs 3
ECE144 Literature and Literacy 3
Social Science Courses 4
WR090 Elements of the Essay (or higher) 4
ECE280 CWE ECE 2
ECE101 Family and Community Relations 3 or ECE112 Creativity for Young Children 3
ECE280 Observation/Assessment and Recording 3
ECE248 Curriculum/Planning 3
ECE226 Child Development 3
ED157 Introduction to Mathematical Explorations or MTH170 Elementary Algebra (or higher) 3 or ECE153 Creativity for Young Children 3 or ECE153 Music & Movement for Young Children 3 or CTE Electives 3 or AAGT Electives 4 or ECE280 CWE ECE 3

TOTAL CREDITS: 46

Electrician Apprentice Technologies (A.A.S.)

Intended Program Outcomes (4000 hours):
- Complete 4000 hours State of Oregon-approved on-the-job training (OJT). All training includes 24 LME cr. + 24 electives (no more than 12 CT elec.)
- Complete all required related-training with a grade of C or better.

Journey Credit for Prior Certification 20
Human Relations Courses 6
MTH170 Elementary Algebra (or higher) 5
WR111 Introduction to College Writing 4 or WRT100 Elementary of the Essay (or higher) 4
COM100 Human Communications (or higher) 4
BA111 Introduction to Business Computing 4 or CS120-Concepts of Computing 4
LME Path includes 24 LME cr. + 24 electives (no more than 12 CT elec.) 48 or Inside Electrician List 48
or LMPE List 48

TOTAL CREDITS: 91

Early Childhood Education Assistant (C.P.C.C.)

Intended Program Outcomes:
- Demonstrate knowledge of child development in a socio-cultural context.
- Apply developmentally appropriate practices (DAP) to meet the needs of diverse populations.
- Apply best practices in group management to optimize the potential for learning and social-emotional development.
- Practice ethical and legal standards, as well as professional attitudes and behavior.
- Apply best practices, observation, and assessment to enhance learning and development.

ECE100 Developmentally Appropriate Practice 3
ECE111 Guidance and Classroom Management 3
ECE112 Creativity for Young Children 3 or ECE101 Family and Community Relations (3)
ECE226 Child Development 3 or ECE249 Inclusion of Children with Special Needs 3
ECE280 CWE ECE 3

TOTAL CREDITS: 15

EARLY CHILDHOOD EDUCATION - ELECTRICIAN APPRENTICESHIP

Intended Program Outcomes:
- Complete 4000 hours State of Oregon-approved on-the-job-training (OJT).
- Apply theory to electrical wiring.
- Repair & install electrical wires according to license regulations to meet NEC and O&C for inside electrician, limited energy technician-license A, limited 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.

Journey Credit for Prior Certification 20
Human Relations Courses 6
MTH170 Elementary Algebra (or higher) 5
WR111 Introduction to College Writing 4 or WRT100 Elementary of the Essay (or higher) 4
COM100 Human Communications (or higher) 4
BA111 Introduction to Business Computing 4 or CS120-Concepts of Computing 4
LME Path includes 24 LME cr. + 24 electives (no more than 12 CT elec.) 48 or Inside Electrician List 48
or LMPE List 48

TOTAL CREDITS: 91
Electrician Apprenticeship

**Program Name:** Electrician Apprenticeship Technologies***Limited Electrician Technologies (S.C.P.C.)

**Intended Program Outcomes:**
- Complete 4000 hours State of Oregon-approved on-the-job-training (JOT)
- Repair or install electrical wire devices according to limited licensure regulations to meet NEC and OShA code for limited electrician-technician license B, limited maintenance electrician, limited renewable energy technician, and limited residential electrician.

**Program Details:**

**Credits:**
- TOTAL CREDITS: 24

**ESSENTIALS FOR SUCCESS:**
- Knowledge of basic circuits and electrical safety
- Ability to read blueprints
- Basic tool usage

**Career Pathways:**
- Journeyman Electrician
- Sign Maker/Erector, and Stationary Engineer

**Electrical ApprenTiceship Technologies—Trade Worker Apprenticeship Technologies (S.C.P.C.)**

**Program Name:** Electrician Apprenticeship

**Intended Program Outcomes:**
- Complete a minimum of 6000 to 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
- Seventy-five per cent of applicants have documented trade-specific skills listed on the Construction Trades, General Apprenticeships Outcomes Assessment Tool
- Complete required related training with a grade C or better

**Program Details:**
- 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.

**Credits:**
- TOTAL CREDITS: 59

**ESSENTIALS FOR SUCCESS:**
- Basic tools and safety
- Basic math

**Emergency Medical Technician (EMT) (C.C.)**

**Program Name:** Emergency Medical Technician (EMT) (C.C.)

**Intended Program Outcomes:**
- Prepare students for careers in emergency medical services.
- Prepare students for careers in emergency medical services.
- Complete 4000 hours State of Oregon-approved on-the-job-training (JOT)
- Complete 6000 hours State of Oregon-approved on-the-job-training (JOT)
- Complete a minimum of 6000 to 8000 hours State of Oregon-approved on-the-job-training (JOT)

**Program Details:**
- Semester 1: Introduction to Emergency Medical Technician
- Semester 2: Basic Life Support Provider
- Semester 3: Intermediate Life Support Provider
- Semester 4: Advanced Life Support Provider

**Credits:**
- TOTAL CREDITS: 39

**ESSENTIALS FOR SUCCESS:**
- Basic Life Support Provider
- Intermediate Life Support Provider
- Advanced Life Support Provider

**EMERGENCY MED TECH - ENGINEERING TECHNOLOGIES**

**Program Name:** Emergency Technologies (A.A.S.)

**Intended Program Outcomes:**
- Prepare students for careers in emergency medical services.
- Prepare students for careers in emergency medical services.
- Complete 4000 hours State of Oregon-approved on-the-job-training (JOT)
- Complete 6000 hours State of Oregon-approved on-the-job-training (JOT)
- Complete a minimum of 6000 to 8000 hours State of Oregon-approved on-the-job-training (JOT)

**Program Details:**
- Semester 1: Introduction to Emergency Medical Technician
- Semester 2: Basic Life Support Provider
- Semester 3: Intermediate Life Support Provider
- Semester 4: Advanced Life Support Provider

**Credits:**
- TOTAL CREDITS: 92

**ESSENTIALS FOR SUCCESS:**
- Basic Life Support Provider
- Intermediate Life Support Provider
- Advanced Life Support Provider

**Career Pathways:**
- Paramedic
- Emergency Medical Technician
- Emergency Medical Technician (EMT)

**Health Sciences**

**Program Name:** Health Sciences

**Intended Program Outcomes:**
- Prepare students for careers in emergency medical services.
- Prepare students for careers in emergency medical services.
- Complete 4000 hours State of Oregon-approved on-the-job-training (JOT)
- Complete 6000 hours State of Oregon-approved on-the-job-training (JOT)
- Complete a minimum of 6000 to 8000 hours State of Oregon-approved on-the-job-training (JOT)

**Program Details:**
- Semester 1: Introduction to Emergency Medical Technician
- Semester 2: Basic Life Support Provider
- Semester 3: Intermediate Life Support Provider
- Semester 4: Advanced Life Support Provider

**Credits:**
- TOTAL CREDITS: 39

**ESSENTIALS FOR SUCCESS:**
- Basic Life Support Provider
- Intermediate Life Support Provider
- Advanced Life Support Provider

**Career Pathways:**
- Paramedic
- Emergency Medical Technician
- Emergency Medical Technician (EMT)
**Fire Science Technology (A.A.S.)**

**Intended Program Outcomes:**

- Two-year program leading to an A.A.S degree in Fire Science technology
- Program is 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.

**Green Technician (C.C.)**

**Intended Program Outcomes:**

- The primary intended outcome of the green technician certificate program is placement in a variety of entry-level positions across a number of industry sectors, includingidak
- This two-year program leading to an A.A.S degree in Fire Science technology
- Individuals who complete the green technician certificate will:
  - Be multi-skilled system thinkers and problem solvers
  - Be prepared for a broad array of green occupations across a variety of diverse industries
  - Have a fundamental understanding of sustainability, green technologies, process improvements, elimination of waste, and an overview of various careers in green technology.
  - Be able to demonstrate the applied reading and workplace math skills needed on-the-job
  - Possess workplace skills that employers need: critical thinking, problem solving, team work, etc.
  - Possess a unique set of entry-level electrical, mechanical, and heating/cooling systems skills
  - Have the skills and ability to adjust to rapidly changing technology

**Industrial and Engineering Systems**

**Term 1**
- GT101 Introduction to Industrial Sustainability
- GT102 Green Industrial Safety
- GT103 Mechanical Systems
- GT104 Electrical Systems Troubleshooting I
- GT105 Introduction to Green Technologies
- GT107 Electrical Systems Troubleshooting II
- GT108 Building Systems
- GT109 HVACR Systems Operations
- GT110 Workplace Communications
- GT111 Preventive Maintenance/Energy Conservation
- GT112 Control Systems
- GT113 Fluid Systems
- GT114 Local Applications/Alternative Energy
- GT115 Human Relations/Customer Service
- WR115 Introduction to College Writing (or higher)
- GT105 Workplace Math Applied Math
- MTH052 Intro to Algebra for the Trades (or higher)

**Total Credits: 46**

**Term 2**
- GT122 Fundamentals of Fire Prevention
- ENMT115 Crisis Intervention
- FS130 Wildland Firefighter
- FS121 Fire Behavior & combustion
- COM111 Fundamentals of Speech

**Total Credits: 15**

**Term 3**
- FS110 Fire Fighter Skills Academy Part A
- ENMT111 Fire Science
- FS112A Firefighting II skills Academy Part B
- FS113 Technical Writing
- FS116 Building Construction for Fire Prevention
- FS119 Hazardous materials Awareness/Operation
- FS127 Fire Protection Systems

**Total Credits: 14**

**Term 4**
- FS124 Firefighting II skills Academy
- FS169 Apparatus Operator/Driver
- FS280 CWE Fire Science
- FS212 Fire Investigation
- MTH080 Elementary Algebra

**Total Credits: 15**

**Term 5**
- FS280 CWE Fire Science
- FS274 Intro to Fire Emergency Administration
- FS128 Firefighting II Skills Academy
- FS240 Emergency Services Instructor I
- FS214 Principles of Fire & Emergency Services

**Total Credits: 14**

**Total Credits: 91**

**Hospitality Management (A.A.S.)**

**Intended Program Outcomes:**

- This one-year program introduces students to the field of the hospitality industry, including hotel, travel, and management. Online classroom instruction and cooperative work experience offer students a look into the day-to-day experiences at hospitality and tourism sites.

**Business and Management**

- COM111 Fundamentals of Speech
- BA223 Principles of Marketing
- WR121 English Composition
- BA224 Human Relations Management
- BA211 Principles of Accounting
- HTM226 Event Management
- BA225 Introduction to Gaming Management
- WR227 Technical Report Writing
- BA270 Business Ethics
- BA223 Principles of Marketing
- BA284 Pre-Employment Seminar
- COM113 Interpersonal Communication

**Total Credits: 45**

**HOSPITALITY MANAGEMENT**

**Intended Program Outcomes:**

- This one-year program introduces students to the field of the hospitality industry, including hotel, travel, and management. Online classroom instruction and cooperative work experience offer students a look into the day-to-day experiences at hospitality and tourism sites.

**Business and Management**

- TERM 1
  - CMD111 Fundamentals of Speech
  - BA223 Principles of Marketing
  - WR121 English Composition
  - BA224 Human Relations Management
  - BA211 Principles of Accounting
  - HTM226 Event Management
  - BA225 Introduction to Gaming Management
  - WR227 Technical Report Writing
  - BA270 Business Ethics
  - BA223 Principles of Marketing
  - BA284 Pre-Employment Seminar
  - COM113 Interpersonal Communication
  - 5

**Total Credits: 45**

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

**Intended Program Outcomes:**

- This one-year program introduces students to the field of the hospitality industry, including hotel, travel, and management. Online classroom instruction and cooperative work experience offer students a look into the day-to-day experiences at hospitality and tourism sites.

**Business and Management**

- TERM 1
  - CMD111 Fundamentals of Speech
  - BA223 Principles of Marketing
  - WR121 English Composition
  - BA224 Human Relations Management
  - BA211 Principles of Accounting
  - HTM226 Event Management
  - BA225 Introduction to Gaming Management
  - WR227 Technical Report Writing
  - BA270 Business Ethics
  - BA223 Principles of Marketing
  - BA284 Pre-Employment Seminar
  - COM113 Interpersonal Communication
  - 5

**Total Credits: 45**

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Industrial Mechanics & Maintenance Technology Apprenticeship (A.A.S.)

Industrial and Engineering Systems

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

Intended Program Outcomes:
- Complete a minimum of 4000 hours State of Oregon approved on-the-job training (OJT)
- Repair, install and maintain a variety of industrial equipment using trade specific tools and techniques in compliance with state regulations

4000-Hour BOLI-ATD Trades: Air Frame and Power Plant Technicians, Boiler Operator and Programmable Logic Controller


MTH070 Elementary Algebra (or higher) 5
Journey Credit for Prior Certification 20
Human Relations 6
COM100 Human Communications (or higher) 4
WR080 Elements of the Essay (or higher) 4
CS120 Concepts of Computing 4
or BA131 Introduction to Business Computing 4
Industrial Maintenance Mechanic or PLC Path includes 24 PLC cr. + 24 electives (no more than 12 CT elec.) (48)

TOTAL CREDITS: 91

Industrial Mechanics & Maintenance Technology Apprenticeship

***Industrial Mechanics & Maintenance Technology Apprenticeship (C.P.C.C.)

Industrial and Engineering Systems

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

Intended Program Outcomes:
- Complete a minimum of 4000 hours State of Oregon approved on-the-job training (OJT)
- Repair, install and maintain a variety of industrial equipment using trade specific tools and techniques in compliance with state regulations
- Seventy-five percent of applicants have documented trade-specific tools and techniques in compliance with state regulations

4000 Hour BOLI-ATD Trades: Limited Energy Technician-license B, Limited Maintenance Electrician, Limited Renewable Energy Technician, and Limited Residential Electrician

APR116A PLC Apprenticeship Hardware/Number Systems 4
APR114B PLC Apprenticeship Programming/Fundamentals 4
APR114C PLC Apprenticeship Timers, Counters, Controls 4
APR214D PLC Apprenticeship Operation 4
APR214E PLC Apprenticeship Troubleshooting 4
APR214F PLC Apprenticeship Practical Applications 4

TOTAL CREDITS: 24

Industrial Mechanics & Maintenance Technology Apprenticeship-Trade Worker Apprenticeship Tech (S.C.P.C.)

Industrial and Engineering Systems

Intended Program Outcomes:
- Complete a minimum of 8000 hours State of Oregon approved on the Job Training (OJT)
- Repair, install, and maintain a variety of industrial equipment using trade specific tools and techniques in compliance with state regulations

4000-Hour BOLI-ATD Trades: Air Frame and Power Plant Technician, Boiler Operator and Programmable Logic Controller

Industrial Maintenance Mechanic 48
Human Relations 3
WR080 Elements of the Essay (or higher) 4
or COM100 Human Communications (or higher) 4
MTH052 Pre-Algebra (or higher) 4
or BA131 Introduction to Business Computing 4
or CS120 Concepts of Computing 4

TOTAL CREDITS: 59
NURSING

Nursing (A.A.S.)

Health Services

Limited Entry Program Outcomes:

This two-year AAS degree in nursing will prepare the student for eligibility for the national exam for licensure as a registered nurse and to be effective in the workplace in the following areas:

1. Basic 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 and frame them as a guideline.
2. Develop insight through reflection, self-analysis, and self-care.
3. Engage in community development and self-awareness of learning and effects on client care, seeking new, relevant knowledge and skills.
4. Demonstrate knowledge and skills to meet client needs, improve the health care system, and facilitate community problem solving.
5. Collaborate as part of a health care team, receiving and giving constructive feedback.
6. Practice within, utilize, and contribute to the broader health care system.
7. 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.
8. Communicate effectively and therapeutically, with attention to elements of cultural influences, and using appropriate modalities and technologies.
9. Engage in sound clinical judgments through reasoning, interpreting, responding, using best available evidence, frameworks and systems to organize data and knowledge, accurately perform skills while maintaining patient and personal safety.
10. 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 promotion 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. Their 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 that requires college-level proficiency examination. College-level foreign language proficiency is required for most chemistry courses. CH110 preferred.

Applicants to the Nursing Program must have a grade of “C” or better in all prerequisite courses applicable to the program. Students who plan to continue through to OHSU must be aware that to earn a Bachelor of Science 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 competency examination (the high school-level language includes American Sign Language) credits toward degree requirements.

Students planning to transfer to OHSU must have 132 credits of prerequisite and program required courses by the completion of the AAS degree in order to meet the pre-requisites for the Bachelor of Science degree in Nursing major from OHSU. Students planning to earn a Bachelor’s degree are encouraged to complete MTH243 Probability and Statistics soon after the prerequisite math course.

1Students must be completed by end of fall term, 2014.

Courses required for the A.A.S. Nursing courses (in bold prior to admission to program):

B231 Anatomy & Physiology I 4
B232 Anatomy & Physiology II 4
B233 Anatomy & Physiology III 4
B234 Microbiology 4
CH104 or CH110 Chemistry (or higher) 4
MTH243 Intermediate Algebra 4
FY252 Nutrition 4
PSY201, PSY202, or PYS205 General Psychology or SOC205, or SOC201 General Sociology 3-4
PYS237 Human Development 3
CH104 or CH110 Chemistry (or higher) 4
COM115 Interpersonal Communication 3-4
WR121 & WR122 & WR227 English Composition or WR121 & WR122 & WR227 English composition or NRS227 "English Composition" 8-9
CB71 Technical Report Writing 4
Computer Literacy 1

3Prerequisite/Preparatory Credits to be Eligible to Apply 30

All Prerequisite/Preparatory Credits to be Completed Before Admission to Nursing Courses, Minimum of:

First-Year Nursing Course Requirements

Fall Term
NRS110 Foundations of Nursing—Health Promotion
B149 Human Genetics
Any lower division transfer elective
Total credits-1st Fall Term: 15

Winter Term
NRS111 Foundations of Nursing in Chronic Illness I
NRS200 Clinical Pharmacology I
NRS232 Pathophysiology I
Any college-level (100 or 200 numbered) transferrable humanities, social science or science electives
Total credits-1st Winter Term: 15-16

Spring Term
NRS122 Foundations of Nursing in Acute Care I
NRS231 Clinical Pharmacology II
NRS232 Pathophysiology II
Any college-level (100 or 200 numbered) transferrable humanities, social science or science electives
Total credits-1st Spring Term: 12

Second-Year Nursing Course Requirements

Fall Term
NRS222 Nursing in Chronic Illness II/End of Life
Any college-level (100 or 200 numbered) transferrable humanities, social science or science electives
Total credits-2nd Fall Term: 15

Winter Term
NRS222 Nursing in Acute Care II/End of Life
Any college-level (100 or 200 numbered) transferrable humanities, social science or science electives
Total credits-2nd Winter Term: 15

Spring Term
NRS222 Integrative Practice
Any college-level (100 or 200 numbered) transferrable humanities, social science or science electives
Total credits-2nd Spring Term: 12

Total Nursing Credits:

BM21 Anatomy & Physiology I 4
BM22 Anatomy & Physiology II 4
BM23 Anatomy & Physiology III 4
BM24 Microbiology 4
CH104 or CH110 Chemistry (or higher) 4
MTH243 Intermediate Algebra 4
FY252 Nutrition 4
PYS201, PYS202, or PYS205 General Psychology or SOC205, or SOC201 General Sociology 3-4
PYS237 Human Development 3
CH104 or CH110 Chemistry (or higher) 4
COM115 Interpersonal Communication 3-4
MTH243 Intermediate Algebra (or higher) 4
PYS201, PYS202, or PYS205 General Psychology or SOC205, SOC202 General Psychology or General Sociology 3-4
PYS237 Human Development 3
WR121, WR122, WR227 English Composition 8-9
Total Prerequisite Credits 48-55

BM149 Human Genetics
NRS110 Fundamentals of Health-Nursing Promotion
NRS111 Foundations of Nursing in Chronic Illness I
NRS122 Foundations of Nursing in Acute Care I
NRS221 Foundations of Nursing in Chronic Illness II/End of Life
NRS222 Foundations of Nursing in Acute Care II/End of Life
NRS224 Scope of Practitioner/Integrated Practicum
NRS230 Clinical Pharmacology I
NRS231 Clinical Pharmacology II
NRS232 Pathophysiology I
NRS233 Pathophysiology II
Total Nursing Credits: 63

*English Composition series must include research component: WR121, WR122, WR123 or WR227 (if all 3 credits) or WR121, WR122, or WR227 as 4 credits.

**B149, Human Genetics, can be taken prior to admission to the nursing program but is not required for admission.

This advising guide is for advising purposes only. Please see current college catalog for additional information on specific college policies and graduation requirements.

It is the policy of the Blue Mountain Community College Board of Education and School District that there will be no discrimination or harassment on the grounds of race, color, sex, marital status, religion, sexual orientation, national origin, age or disability in any educational programs, activities or employment.
## PARAEDUCATOR

### PARAEDUCATOR - PROFESSIONAL TRUCK DRIVER

#### Precision Irrigation (C.C.)

Intended Program Outcomes: Students who complete this one-year certificate program will be prepared to enter the K-12 school system successfully as paraeducators and will demonstrate the following outcomes:

- Demonstrate appropriate strategies and techniques to provide instructional support to students of diverse populations, including but not limited to students with special needs, students from poverty, and ELL students
- Demonstrate attitudes and behaviors that are appropriate to meeting the needs of diverse populations
- Apply best practices in classroom management to optimize the potential for student learning
- Practice ethical and legal standards of conduct
- Apply technology effectively to support teaching and learning
- Demonstrate competence in core skill area and in written and oral communication, problem-solving, critical thinking, reading, and mathematics

#### Professional Truck Driver Certificate (C.L.)

Intended Program Outcomes: This two-year program leading to an A.A.S. in Precision Irrigation Technology, will prepare the student concerned with the efficient and effective application of precision irrigation techniques to promote optimum use of irrigation resources by providing the necessary knowledge in the following areas:

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

**TERM 1**

**ET261 Fluid Mechanics** 3
**MTH121 Elementary Functions** 3
**PHY201 General Physics** 3
**WR222 Technical Report Writing** 3

**TERM 1 Total: 10**

**TERM 2**

**AGS280 C.W.E. Agr** 3
**ET114 Introduction to Geographic Information Systems** 3

**TERM 2 Total: 4**

**TOTAL CREDITS: 46**

### PARAEDUCATOR - A.A.S.

#### PARAEDUCATOR - ELEMENTARY EDUCATOR (C.P.C.C.)

Intended Program Outcomes:

- Demonstrate appropriate strategies and techniques to provide instructional support to students of diverse populations, including but not limited to students with special needs, students from poverty, and ELL students
- Demonstrate attitudes and behaviors that are appropriate to meeting the needs of diverse populations
- Apply best practices in classroom management to optimize the potential for student learning
- Practice ethical and legal standards of conduct
- Apply technology effectively to support teaching and learning
- Demonstrate competence in core skill area and in written and oral communication, problem-solving, critical thinking, reading, and mathematics

#### PARAEDUCATOR - AUTISM CERTIFICATE (C.L.)

Intended Program Outcomes: Students who complete the (less than one year) paraeducator: autism certificate will be prepared to enter the K-12 school system successfully as a paraeducator with increased skills in recognition and appropriate strategies for dealing with autistic students, and will demonstrate the following outcomes:

- Demonstrate appropriate strategies and techniques to provide instructional support to students of diverse populations, including but not limited to students with special needs, students from poverty, and ELL students
- Demonstrate attitudes and behaviors that are appropriate to meeting the needs of diverse populations
- Apply best practices in classroom management to optimize the potential for student learning
- Practice ethical and legal standards of conduct
- Apply technology effectively to support teaching and learning

#### PARAEDUCATOR

Human Resources

Intended Program Outcomes: Students who complete the paraeducator paraeducator: autism certificate program will be prepared to enter the K-12 school system successfully as a paraeducator with increased skills in recognition and appropriate strategies for dealing with autistic students, and will demonstrate the following outcomes:

- Demonstrate appropriate strategies and techniques to provide instructional support to students of diverse populations, including but not limited to students with special needs, students from poverty, and ELL students
- Demonstrate attitudes and behaviors that are appropriate to meeting the needs of diverse populations
- Apply best practices in classroom management to optimize the potential for student learning
- Practice ethical and legal standards of conduct
- Apply technology effectively to support teaching and learning
- Demonstrate competence in core skill area and in written and oral communication, problem-solving, critical thinking, reading, and mathematics

**TOTAL CREDITS: 25**

### PARAEDUCATOR - PROFESSIONAL TRUCK DRIVER

Human Resources

Intended Program Outcomes:

- Demonstrate appropriate strategies and techniques to provide instructional support to students of diverse populations, including but not limited to students with special needs, students from poverty, and ELL students
- Demonstrate attitudes and behaviors that are appropriate to meeting the needs of diverse populations
- Apply best practices in classroom management to optimize the potential for student learning
- Practice ethical and legal standards of conduct
- Apply technology effectively to support teaching and learning
- Demonstrate competence in core skill area and in written and oral communication, problem-solving, critical thinking, reading, and mathematics

**TOTAL CREDITS: 90**

### PARAEDUCATOR - AUTISM CERTIFICATE (C.L.)

Human Resources

Intended Program Outcomes: Students who complete the (less than one year) paraeducator: autism certificate will be prepared to enter the K-12 school system successfully as a paraeducator with increased skills in recognition and appropriate strategies for dealing with autistic students, and will demonstrate the following outcomes:

- Demonstrate appropriate strategies and techniques to provide instructional support to students of diverse populations, including but not limited to students with special needs, students from poverty, and ELL students
- Demonstrate attitudes and behaviors that are appropriate to meeting the needs of diverse populations
- Apply best practices in classroom management to optimize the potential for student learning
- Practice ethical and legal standards of conduct
- Apply technology effectively to support teaching and learning
- Demonstrate competence in core skill area and in written and oral communication, problem-solving, critical thinking, reading, and mathematics

**TOTAL CREDITS: 17**

### PARAEDUCATOR (A.A.S.)

Human Resources

Intended Program Outcomes: Students who complete this one-year certificate program will be prepared to enter the K-12 school system successfully as paraeducators and will demonstrate the following outcomes:

- Demonstrate appropriate strategies and techniques to provide instructional support to students of diverse populations, including but not limited to students with special needs, students from poverty, and ELL students
- Demonstrate attitudes and behaviors that are appropriate to meeting the needs of diverse populations
- Apply best practices in classroom management to optimize the potential for student learning
- Practice ethical and legal standards of conduct
- Apply technology effectively to support teaching and learning

**TOTAL CREDITS: 45**

### PARAEDUCATOR - PROFESSIONAL TRUCK DRIVER (C.C.)

Human Resources

Intended Program Outcomes: This two-year program leading to an A.A.S. in Precision Irrigation Technology, will prepare the student concerned with the efficient and effective application of precision irrigation techniques to promote optimum use of irrigation resources by providing the necessary knowledge in the following areas:

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

**TERM 1**

**ET261 Fluid Mechanics** 3
**MTH121 Elementary Functions** 3
**PHY201 General Physics** 3
**WR222 Technical Report Writing** 3

**TERM 1 Total: 10**

**TERM 2**

**AGS280 C.W.E. Agr** 3
**ET114 Introduction to Geographic Information Systems** 3

**TERM 2 Total: 4**

**TOTAL CREDITS: 46**

### PARAEDUCATOR - INDUSTRIAL AND ENGINEERING SYSTEMS

Human Resources

Intended Program Outcomes: This two-year program leading to an A.A.S. in Precision Irrigation Technology, will prepare the student concerned with the efficient and effective application of precision irrigation techniques to promote optimum use of irrigation resources by providing the necessary knowledge in the following areas:

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

**TERM 1**

**ET261 Fluid Mechanics** 3
**MTH121 Elementary Functions** 3
**PHY201 General Physics** 3
**WR222 Technical Report Writing** 3

**TERM 1 Total: 10**

**TERM 2**

**AGS280 C.W.E. Agr** 3
**ET114 Introduction to Geographic Information Systems** 3

**TERM 2 Total: 4**

**TOTAL CREDITS: 46**

### PARAEDUCATOR - INDUSTRIAL AND ENGINEERING SYSTEMS

Human Resources

Intended Program Outcomes: This two-year program leading to an A.A.S. in Precision Irrigation Technology, will prepare the student concerned with the efficient and effective application of precision irrigation techniques to promote optimum use of irrigation resources by providing the necessary knowledge in the following areas:

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

**TERM 1**

**ET261 Fluid Mechanics** 3
**MTH121 Elementary Functions** 3
**PHY201 General Physics** 3
**WR222 Technical Report Writing** 3

**TERM 1 Total: 10**

**TERM 2**

**AGS280 C.W.E. Agr** 3
**ET114 Introduction to Geographic Information Systems** 3

**TERM 2 Total: 4**

**TOTAL CREDITS: 46**
**Retail Management (C.L.)**

**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 WACF 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

**Intended Program Outcomes:**
This certificate program focuses on developing core skills needed for entry-level sales or management positions in the retail industry. This one-year certificate program is designed to assist the student in realizing the following outcomes:

- Define the different types of retail outlets and related principles for successful businesses
- Illustrate unique, competitive marketing strategies for retailers including advertising, public relations, and sales promotion packages
- Demonstrate the ability to use the computer and information services for business-related activities
- Understand the principles and methods for human resource/human relations management
- Demonstrate the ability to solve mathematical problems commonly encountered in hospitality-related business settings
- Utilize the technical skills for keeping business records and preparing financial statements
- Write effective routine, routing, and persuasive styles of written communication
- Employ successful verbal communication in a variety of settings

**Term 1**
- BA131 Introduction to Business Computing (4)
- BA223 Principles of Accounting (4)
- BA224 Human Resource Management (3)
  **Total: 11**

**Term 2**
- BA249 Retail Selling (3)
- BA223 Principles of Marketing (4)
- BA285 Human Relations in Business (3)
  **Total: 10**

**Term 3**
- BA213 Principles of Management (4)
- BA214 Business Communications (4)
- BA206 Principles of Management (4)
  **Total: 12**

**Total Credits: 33**

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**Veterinary Assistant - Welding**

**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 vitalis, care and restraint. Students will be introduced to One Health Occupation Services and will be instructed on disease recognition, control and eradication. This program will have a focus and priority on food Animals, but will maintain a level of instruction in small animal care. If a student wishes to continue their pursuit of a 2 year degree upon completion of the certificate they may do that as well.

**Term 1**
- VT109 Introduction to Veterinary Science (2)
- AGR111 Agriculture Computers (3)
- MTH070 Elementary Algebra (or higher) (5)
- BI101 General Biology (4)
  **Total: 14**

**Term 2**
- VT10 Fundamentals of Veterinary Assistant I (3)
- ANS211 Animal Nutrition (4)
- ANS212 Animal Science (3)
- CH110 Foundations of Chemistry (5)
  **Total: 18**

**Term 3**
- VT11 Fundamentals of Veterinary Assistant II (3)
- ANS240 Animal Health (3)
- ANS212 Animal Science (3)
- AGR260 CWE AG (3)
  **Total: 13**

**Total Credits: 45**

(Pending State Approval)
## Transfer Course List

### Discipline Studies

<table>
<thead>
<tr>
<th>Arts and Letters (Humanities)</th>
<th>Credits</th>
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<tr>
<td>Art</td>
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<tr>
<td>Art101 - Introduction to Visual Arts</td>
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<tr>
<td>Art102 - Introduction to Visual Arts</td>
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<tr>
<td>Art103 - Introduction to Visual Arts</td>
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<tr>
<td>Art115 - Basic Design</td>
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<td>Art116 - Basic Design</td>
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<td>Art117 - Basic Design</td>
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<td>Art118 - Basic Design</td>
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<tr>
<td>Art119 - Beginning Drawing</td>
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<tr>
<td>Art133 - Beginning Drawing</td>
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<tr>
<td>AR104 - Beginning Ceramic Pottery</td>
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<td>Art155 - Beginning Ceramic Pottery</td>
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<tr>
<td>Art156 - Beginning Ceramic Pottery</td>
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<td>Art141 - Beginning Watercolor</td>
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<td>Art145 - Watercolor</td>
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<td>Art186 - Watercolor</td>
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<td>Art205 - History of Western Art</td>
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<td>Art211 - Intermediate Drawing</td>
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<td>Art223 - Intermediate Drawing</td>
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<td>Art233 - Intermediate Drawing</td>
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<td>Art234 - Intermediate Ceramic Pottery</td>
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<td>Art293 - Intermediate Sculpture</td>
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<tr>
<td>COM111 - Fundamentals of Speech</td>
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<td>COM112 - Fundamentals of Speech</td>
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<td>-COM115 - Intercultural Communication</td>
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<thead>
<tr>
<th>English Credits</th>
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<td>ENG104 - Introduction to Literature</td>
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### Social Science Credits

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<td>ENG206 - Survey of English Literature</td>
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<td>ENG253 - Survey of American Literature</td>
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<td>ENG254 - Survey of American Literature</td>
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<tr>
<td>ENG255 - Survey of American Literature</td>
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<tr>
<td>ENG260 - Introduction to Women Writers</td>
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<td>ENG263 - Detective Fiction</td>
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<tr>
<td>ENG264 - Detective Fiction</td>
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<tr>
<td>ENG269 - Nature Literature</td>
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<td>English</td>
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<td>MTH101 - Introduction to Philosophy</td>
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<td>WR211 - English Composition</td>
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<td>WR212 - English Composition</td>
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<tr>
<td>WR227 - Technical Report Writing</td>
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<td>WR241 - Introduction to Imaginative Writing</td>
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<td>WR243 - Introduction to Imaginative Writing</td>
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### Science Credits

| English | Credits |
| GP111 - Physical Science/Energy | Credits |
| GP111 - Physical Science/Energy | Credits |
| MTH213 - Foundations of Elementary Mathematics | Credits |
| MTH231 - Discrete Mathematics | Credits |
| MTH241 - Calculus for Management/Social Science | Credits |
| MTH243 - Introduction to Probability and Statistics | Credits |
| MTH251 - Calculus | Credits |
| MTH252 - Calculus | Credits |
| MTH253 - Calculus | Credits |
| MTH254 - Vector Calculus | Credits |
| MTH256 - Differential Equations | Credits |
| MTH258 - Linear Algebra | Credits |

### Health/PE

| Health/PE | Credits |
| Health/PE | Credits |
| Health/PE | Credits |
| Health/PE | Credits |

### Social Science Credits

| English | Credits |
| English | Credits |

### Business Technologies

| Business Technologies | Credits |
| Business Technologies | Credits |
| Business Technologies | Credits |

### Foreign Languages Credits

| Spanish | Credits |
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| Spanish | Credits |

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<tr>
<th>Foreign Languages</th>
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<td>SPAN102 - First Year Spanish</td>
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<tr>
<td>SPAN103 - First Year Spanish</td>
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<tr>
<td>SPAN211 - Spanish Conversation and Composition</td>
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<tr>
<td>SPAN212 - Spanish Conversation and Composition</td>
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<tr>
<td>UMA101 - First Year Umatilla</td>
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### Health/Physical Education Credits

| Health/Physical Education | Credits |
| Health/Physical Education | Credits |

| Health/Physical Education | Credits |
| Health/Physical Education | Credits |

### Communications Credits

| English | Credits |
| English | Credits |

| Communication | Credits |
| Communication | Credits |
| Communication | Credits |

### Computer Science Credits

| English | Credits |
| English | Credits |

| Computer Science | Credits |
| Computer Science | Credits |

| Computer Science | Credits |
| Computer Science | Credits |

## Credits

- **3** Credits
- **4** Credits
- **5** Credits
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- **99** Credits
- **100** Credits

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### Transfer Course List

**CTE Electives**

PLEASE NOTE: All APR courses are CTE Electives. They are not listed here for the sake of brevity.

### Agriculture

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<td>Instructional Strategies in Language Arts</td>
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<td>Learning and Development</td>
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<td>Instructional Strategies for English Language Learners</td>
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<td>BA106</td>
<td>Supervision of Table Games</td>
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<td>BA107</td>
<td>Survey of Gaming Regulations</td>
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<td>Slots Management I</td>
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<td>Accounting Applications/QuickBooks</td>
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<td>Business Ethics</td>
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<td>Menu Design</td>
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<td>General Mechanics and Heating</td>
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<td>Shop Practices</td>
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Symbols:
- @ - Computer Literacy
- # - Cultural Awareness
- * - Lab Science

---

### Transfer Course List

#### ECE150 - Observation/Assessment
- 3 credits
- Credits: 3

#### ECE161 - Guidance and Classroom Management
- 3 credits
- Credits: 3

#### ECE152 - Creativity for Young Children
- 3 credits
- Credits: 3

#### ECE163 - Music and Movement
- 3 credits
- Credits: 3

#### ECE164 - Literature and Literacy
- 3 credits
- Credits: 3

#### ECE175A - Infant/Toddler Caregiving: Social Emotional Growth
- 1 credit
- Credits: 1

#### ECE175B - Infant/Toddler Caregiving: Group Care
- 1 credit
- Credits: 1

#### ECE175C - Infant/Toddler Caregiving: Learning and Development
- 1 credit
- Credits: 1

#### ECE175D - Infant/Toddler Caregiving: Cultures, Family and Provider
- 1-3 credits
- Credits: 1-3

#### ECE200 - Science and Nature with Young Children
- 3 credits
- Credits: 3

#### ECE222 - Preschool, Infant and Toddler Development
- 3 credits
- Credits: 3

#### ECE226 - Child Development
- 3 credits
- Credits: 3

#### ECE227 - Enhancing Social Emotional Development
- 3 credits
- Credits: 3

#### ECE228 - Responsive Infant Toddler Programs
- 3 credits
- Credits: 3

#### ECE240 - Curriculum/Planning
- 3 credits
- Credits: 3

#### ECE246 - Challenging Behavior in Young Children
- 3 credits
- Credits: 3

#### ECE248 - Overview of Special Services
- 3 credits
- Credits: 3

#### ECE249 - Inclusion of Children with Special Needs
- 3 credits
- Credits: 3

#### ECE260 - Cooperative Work Experience
- 1-8 credits
- Credits: 1-8

#### ECE296 - Child Care Administration
- 3 credits
- Credits: 3

#### ECE300 - Issues and Trends
- 3 credits
- Credits: 3

#### EMT/Fire Science
- Credits: 3

#### EMT113 - Crisis Intervention
- 3 credits
- Credits: 3

#### EMT151 - Emergency Medical Technician Part A
- 5 credits
- Credits: 5

#### EMT152 - Emergency Medical Technician Part B
- 5 credits
- Credits: 5

#### EMT175 - Emergency Response Patient Transportation
- 2 credits
- Credits: 2

#### EMT177 - Emergency Response Communication/Documentation
- 3 credits
- Credits: 3

#### ES169 - Emergency Service Rescue
- 3 credits
- Credits: 3

#### ED175 - Introduction to Emergency Services
- 4 credits
- Credits: 4

#### FS110A - Fire Fighter Skills Academy part A
- 3 credits
- Credits: 3

#### FS110B - Fire Fighter Skills Academy part B
- 3 credits
- Credits: 3

#### FS112A - Firefighting II Skills Academy part A
- 2 credits
- Credits: 2

#### FS112B - Firefighting II Skills Academy part B
- 2 credits
- Credits: 2

#### FS121 - Fire Behavior & Combustion
- 3 credits
- Credits: 3

#### FS122 - Fundamentals of Fire Prevention
- 3 credits
- Credits: 3

#### FS123 - Hazardous Materials Awareness/Operation
- 2 credits
- Credits: 2

#### FS130 - Wildland Firefighter
- 2 credits
- Credits: 2

#### FS137 - Fire Protection Systems
- 3 credits
- Credits: 3

#### FS166 - Building Construction for Fire Prevention
- 3 credits
- Credits: 3

#### FS169 - Apparatus Operator / Driver
- 2 credits
- Credits: 2

#### FS200 - Cooperative Work Experience
- 1-8 credits
- Credits: 1-8

#### Engineering Tech/Drafting
- Credits: 3

#### DRF112 - Computer Aided Drafting
- 3 credits
- Credits: 3

#### DRF113 - Advanced Computer Aided Drafting
- 3 credits
- Credits: 3

#### DRF145 - Engineering Graphics
- 3 credits
- Credits: 3

#### DRF205 - Structural Drafting
- 3 credits
- Credits: 3

#### DRF283 - 3-D Computer Aided Drafting
- 3 credits
- Credits: 3

#### DRF280 - Cooperative Work Experience
- 1-8 credits
- Credits: 1-8

#### ET111 - Introduction to Engineering Technology
- 3 credits
- Credits: 3

#### ET114 - Introduction to Geographic Information Systems
- 3 credits
- Credits: 3

#### ET162 - Engineering Materials
- 3 credits
- Credits: 3

#### ET222 - Concrete Practices
- 4 credits
- Credits: 4

#### ET223A - Concrete Field Testing Technician
- 1 credit
- Credits: 1

#### ET2228 - Concrete Control Technician
- 1 credit
- Credits: 1

#### ET222C - Concrete Strength Testing Technician
- 1 credit
- Credits: 1

#### ET223 - Soil Mechanics
- 3 credits
- Credits: 3

#### ET231 - Statics
- 4 credits
- Credits: 4

#### ET235 - Strength of Materials
- 4 credits
- Credits: 4

#### ET251 - Estimating Construction Costs
- 4 credits
- Credits: 4

#### ET261 - Fluid Mechanics
- 4 credits
- Credits: 4

#### ET265 - Hydraulics II
- 4 credits
- Credits: 4

#### GT101 - Introduction to Industrial Sustainability
- 4 credits
- Credits: 4

#### GT102 - Green Industrial Safety
- 4 credits
- Credits: 4

#### GT103 - Mechanical Systems
- 4 credits
- Credits: 4

#### GT104 - Electrical Systems
- 4 credits
- Credits: 4

#### GT105 - Workplace Safety/Applied Math
- 4 credits
- Credits: 4

#### GT106 - Introduction to Green Technologies
- 4 credits
- Credits: 4

#### GT107 - Electrical Systems
- 4 credits
- Credits: 4

#### GT108 - Building Systems
- 4 credits
- Credits: 4

#### GT109 - HVAC Systems Operations
- 4 credits
- Credits: 4

#### GT110 - Workplace Communications
- 4 credits
- Credits: 4

#### GT111 - Preventive Maintenance/Energy Conservation
- 4 credits
- Credits: 4

#### GT112 - Control systems
- 4 credits
- Credits: 4

#### GT113 - Fluid Power
- 4 credits
- Credits: 4

#### GT114 - Local Applications/Alternative Energy
- 3 credits
- Credits: 3

#### GT115 - Human Relations/Customer Service
- 3 credits
- Credits: 3

#### SUR161 - Plane Surveying
- 5 credits
- Credits: 5

#### SUR162 - Surveying and Mapping
- 5 credits
- Credits: 5

#### SUR168 - Highway Fundamentals
- 3 credits
- Credits: 3

#### SUR167 - Surveying Seminar
- 3 credits
- Credits: 3

#### Health/Physical Education
- Credits: 3

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### Writing/Math Progression

#### WR060 - Composition I
- 4 credits
- Credits: 4

#### WR065 - Composition II
- 3 credits
- Credits: 3

#### WR115 - Composition III
- 4 credits
- Credits: 4

#### WR121 - Composition IV
- 3 credits
- Credits: 3

#### WR122 - Composition V
- 4 credits
- Credits: 4

#### WR227 - Composition VI
- 4 credits
- Credits: 4

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#### MTH025 - Calculus I
- 4 credits
- Credits: 4

#### MTH070 - Calculus II
- 5 credits
- Credits: 5

#### MTH095 - Calculus III
- 5 credits
- Credits: 5

#### MTH105 - Calculus IV
- 4 credits
- Credits: 4

#### MTH111 - Calculus V
- 5 credits
- Credits: 5

#### MTH211 - Calculus VI
- 4 credits
- Credits: 4

#### MTH241 - Calculus VII
- 4 credits
- Credits: 4

#### MTH243 - Calculus VIII
- 4 credits
- Credits: 4

#### MTH253 - Calculus IX
- 4 credits
- Credits: 4

#### MTH254 - Calculus X
- 4 credits
- Credits: 4

#### MTH256 - Calculus XI
- 4 credits
- Credits: 4

#### MTH261 - Calculus XII
- 4 credits
- Credits: 4

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Symbols:
- @ - Computer Literacy
- # - Cultural Awareness
- * - Lab Science
Courses offered at BMCC are listed in this section of the catalog. Not every course is offered every term. Use the schedule of classes to determine quarterly course offerings. Students who plan to transfer should consult with their program advisor to ensure course transferability.

### HOW TO READ A COURSE DESCRIPTION

Courses are grouped by area of study and listed alphabetically by letter prefix and course number. Courses numbered 100 and above are designed for transfer to other colleges for degree credit.

**AGRICULTURE SAFETY**

The title of the course is listed in all capital letters. A basic course in agricultural safety. The course description briefly summarizes the course content.

Credits - 3 Lecture - 2 Lab - 1

The number of credits earned by taking the course is noted. Each lecture credit corresponds to one hour of instruction per week. Each lab credit equals 3 hours per week. Each other credit generally refers to 2 hours of class time per credit.

Prerequisite or Pre-requisite

Prerequisites are listed below course descriptions. A prerequisite is a course that must be completed before enrolling in the selected course. It is important to note prerequisites before registering.

Corequisite

Corequisites are courses that should be completed either before or while attending the selected course.

### Explanation of Course Designations:

Symbols designate how courses fulfill various degrees as defined below.

- **(*)** A transferable course that meets distribution (group) requirements in the associate degree programs.

- **(+)** A transferable course that is not designated elective in the associate degree programs.

- **(#)** 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 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.

- **(+)** States what required 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 and 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.
A course emphasizing horse hoof trimming, hoof care and lameness."
Course Descriptions

APR Apprenticeship

>APR112A - Inside Electrical Apprenticeship Fundamentals
Credits - 4 Lecture - 4
This course covers the technical knowledge of the skills required of an Inside Wire Electrician. Content will include study and application, scope requirements, design, development, documentation, troubleshooting, programming, analog interface, and Input/Output concepts needed for controlling PLCs in the workplace.

>APR112F - Inside Electrical Apprenticeship Installation
Credits - 4 Lecture - 4
This course covers the requirements for wiring and installation of electrical devices, auxiliary gutters, raceways, fuses and over-current devices, hazardous locations, busways, residential calculation and applicable National Electrical Code for Inside Wire Electrician apprentices.

>APR114A - PLC Apprenticeship Hardware/Number Systems
Credits - 4 Lecture - 4
This course covers required 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, basic electrical DC theory, use of test equipment and applicable National Electrical Code.

>APR115C - PLC Apprenticeship Blueprint Reading
Credits - 4 Lecture - 4
This course covers required training for LME Apprentice. The apprentice will receive the technical knowledge of the skills required of an Inside Wire Electrician. Content will include mathematical formulas of equations, basic AC theory, use of test equipment and applicable National Electrical Code.

>APR117A - IMM Apprenticeship Reading Blueprints and Schematics
Credits - 3 Lecture - 3
This course covers all varieties of blueprints, schematics, and symbols used in commercial and industrial applications. Examines symbols on schematic diagrams, electrical symbols, diagrams, hydraulic, pneumatic, and piping. Discusses mechanical drawings and machine drawings. Introduces sketching used in industrial plants including welding and piping symbols.

>APR117B - IMM Apprenticeship Industrial Safety and Health
Credits - 3 Lecture - 3
This course covers government involvement in ensuring a safe workplace. Discusses safety regulations, OSHA and NFPA requirements. Examines the use of personal protective equipment and safety training. Includes fire hazards, first-aid procedures, and emergency planning.

>APR117C - IMM Apprenticeship Metal in the Plant
Credits - 1 Lecture - 1
This course introduces metals, metalurgy, and metalworking used in industry. Discusses the properties of metals, including their mechanical properties. Examines industrial manufacturing processes. Covers iron and steel, aluminum, magnesium, titanium, lead, nickel, tin, and zinc.

>APR117D - IMM Apprenticeship Nonmetals in the Plant
Credits - 1 Lecture - 1
This course introduces major nonmetallic materials and how they are most frequently used. Describes their performance characteristics and classifications of each material. Covers synthetic materials. Examines various paints and coatings, their proper use, preparation, and application of water-based and solvent-based chemical. 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, and their use. Examines hand tools by specialty, such as hand tools, electrician’s tools, sheet metalworking tools, machinist’s metal-working tools, and pulling and pulling tools.

>APR117F - IMM Apprenticeship Portable 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, linemen’s pliers and circlersaws, nutters, and planes, electric sanders, grinders, and shears. Covers tools sharpening techniques for selected tools.

>APR117G - IMM Apprenticeship Industrial Troubleshooting Skills
Credits - 1 Lecture - 1
This course covers government involvement in ensuring a safe workplace. Discusses safety regulations, OSHA and NFPA requirements. Examines the use of personal protective equipment and safety training. Includes fire hazards, first-aid procedures, and emergency planning.

>APR117H - 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 pipping and wiring through equipment anchoring, aligning and running tools.

>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 applications, as well as machine maintenance, common as well as machine adjustment tools. Covers technical tools, power tools and fasteners, ending with a discussion of ways to reduce friction and wear.

>APR117L - IMM Apprenticeship Lubricants and Requirements
Credits - 1 Lecture - 1
This course covers a complete lubrication training program, including functions and characteristics of lubricants, factors in selection of lubricants, and effects of additives, oils, greases, and other compounds used for lubrication are described, as well as their application. Lubricants and materials used in modern industries and storage and handling procedures are included.

>APR117M - IMM Apprenticeship Primary Transmission Equipment
Credits - 1 Lecture - 1
This course covers belt drives, chain drive, gears and gear trains, worm drives, shaft alignment, shaft coupling devices, and clutches and brakes.

>APR117N - IMM Apprenticeship Basic Foundations
Credits - 1 Lecture - 1
This course covers how work, force, and energy are applied in industrial maintenance. Explains the operating principles of reciprocating engines, displacement, rotary, and dynamic air compressors. Covers primary and secondary air conditioning including: valves, devices, switches, transducers, cases, motors, and air motors.
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.

This course will enable the Plumbing apprentice to gain proficiency in isometric drawings to depict seeing 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 plumbing system related to drilling, pumping, plumbing system installation and maintenance, developing shop drawings and fitting materials.

This course covers the review of the Uniform Plumbing Code designed to assist the apprentice with various aspects of taking and passing the Oregon State Limited Plant Electrical License exam.

This course covers the technical knowledge of the skills required of an Inside Wire Electrician. Content will cover applied electrical theory, technical knowledge of electrical and commercial wiring practices, busways, motor fundamental application National Electrical Code.

This course will cover the skills required of an Inside Wire Electrician. Content will cover applied electrical theory, technical knowledge of electrical and commercial wiring practices, busways, motor fundamental application National Electrical Code.

This course covers related training for LMPE Apprentice to understand the technical knowledge of the skills required including motors, generators, controls, and applicable National Electrical Code.

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.

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.

This course covers related training for Programmable Logic Controller (PLC) application to study system theory and trade practices content focused on automatic control systems, accuracy, errors, pressure measurement and measurement principles.

This course will cover the review of the National Electrical Code designed to assist the apprentice with various aspects of taking and passing the Oregon State Limited Electrical License exam.

This course covers the technical knowledge of the skills required of a LMPE Apprentice. Content will cover applied electrical theory, technical knowledge of electrical and commercial wiring practices, busways, motor fundamental application National Electrical Code.

This course covers the technical knowledge of the skills required of an Inside Wire Electrician. Content will cover applied electrical theory, technical knowledge of electrical and commercial wiring practices, busways, motor fundamental application National Electrical Code.

This course covers the review of the National Electrical Code book. Theory and application of motor controls, solid state fundamentals, special termination, layout, hazardous locations and transformer locations.

This course covers the technical knowledge of the skills required of an Inside Wire Electrician. Content will cover applied electrical theory, technical knowledge of electrical and commercial wiring practices, busways, motor fundamental application National Electrical Code.

This course covers the technical knowledge of the skills required of an Inside Wire Electrician. Content will cover applied electrical theory, technical knowledge of electrical and commercial wiring practices, busways, motor fundamental application National Electrical Code.

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This course covers the technical knowledge of the skills required of an Inside Wire Electrician. Content will cover applied electrical theory, technical knowledge of electrical and commercial wiring practices, busways, motor fundamental application National Electrical Code.

This course covers related training for Programmable Logic Controller (PLC) application to study system theory and trade practices content focused on automatic control systems, accuracy, errors, pressure measurement and measurement principles.

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 Electrical License exam.

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 Electrical License exam.

This course covers related training for Programmatic Meat Cutting and Troubleshooting the System.

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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 Electrical License exam.

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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 Electrical License exam.

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 Electrical License exam.
**Course Descriptions**

**ART**

**ART103 - 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 aesthetics of many different cultures in the light of aesthetic, historic, and critical factors.
Prerequisite: WR115 or Placement
Term(s) Offered: Fall

**ART131 - Beginning Drawing**
Credits: 4 Lecture - 3 Other - 1
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 proportions are presented.
Prerequisite: WR115 or Placement
Term(s) Offered: Winter

**ART132 - Beginning Drawing**
Credits: 4 Lecture - 3 Other - 1
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 proportions are presented.
Term(s) Offered: Winter

**ART198 - Special Studies**
Credits: 1-3
Individualized study in areas not considered in other courses to meet special interest or program requirements. Complete a term project approved by the instructor. Course is repeatable up to 3 credits total. Recommended preparation: Prior study and instructor approval.

**ART204 - History of Western Art**
Credits: 4 Lecture - 4
This course is a historical survey of the visual arts in the western world from 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: WR115 or Placement

**ART205 - History of Western Art**
Credits: 4 Lecture - 4
This course is a historical survey of the visual arts in the western world (medieval and Renaissance Europe) from the 16th Century through the 20th Century. It will include the following styles and developments: Mannerism, 18th Century Painting and Printmaking in Northern Europe, Baroque, Rococo, Neoclassicism, Romanticism, Realism, Impressionism, Post-Impressionism, Fauvism, Expressionism, Cubism, Futurism, Dada, Abstract Expressionism and other 20th century developments.
Prerequisite: WR115 or Placement

**ART231 - Intermediate Drawing**
Credits: 4 Lecture - 3 Other - 1
A study 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 proportions are presented.
Term(s) Offered: Winter

**ART232 - Intermediate Drawing**
Credits: 4 Lecture - 3 Other - 1
A study 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 proportions are presented.
Term(s) Offered: Winter

**ART256 - Intermediate Ceramic Pottery**
Credits: 4 Lecture - 3 Other - 1
Prerequisite: ART154

**ART255 - Intermediate Ceramic Pottery**
Credits: 4 Lecture - 3 Other - 1
Prerequisite: ART154

**ART256 - Intermediate Ceramic Pottery**
Credits: 4 Lecture - 3 Other - 1
Prerequisite: ART154

**ART255 - Intermediate Ceramic Pottery**
Credits: 4 Lecture - 3 Other - 1
Prerequisite: ART154

**ART262 - Digital Photo Imaging**
Credits: 4 Lecture - 3 Other - 1
Studio course introducing the concepts, laws, practice, practical aesthetics, and ethics of photographic imaging and image making with digital technologies, includes experimentation with the camera and the digital darkroom. Includes capturing, color correcting and balancing, retouching, layering, masking, composition and output for printing or digital media presentation.

**ART283 - Beginning Photography**
Credits: 4 Lecture - 3 Other - 1
A non-sequential course continuing to introduce and reinforce the concepts, techniques, practices, and aesthetics of photography. Includes experimentation with the camera and the digital darkroom. Includes critical, color correcting and balancing, retouching, layering, masking, composition, and output for printing or digital media presentation.

**ART323 - Intermediate Drawing**
Credits: 4 Lecture - 3 Other - 1
A study 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 proportions are presented.

**ART115 - Basic Design**
Credits: 4 Lecture - 3 Other - 1
An introduction to the materials, methods and techniques of pottery design and construction.

**ART116 - Basic Design**
Credits: 4 Lecture - 3 Other - 1
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.

**ART205 - History of Western Art**
Credits: 4 Lecture - 4
This course is a historical survey of the visual arts in the western world (medieval and Renaissance Europe) from the 16th Century through the 20th Century. It will include the following styles and developments: Mannerism, 18th Century Painting and Printmaking in Northern Europe, Baroque, Rococo, Neoclassicism, Romanticism, Realism, Impressionism, Post-Impressionism, Fauvism, Expressionism, Cubism, Futurism, Dada, Abstract Expressionism and other 20th century developments.

**ART198 - Special Studies**
Credits: 1-3
Individualized study in areas not considered in other courses to meet special interest or program requirements. Complete a term project approved by the instructor. Course is repeatable up to 3 credits total. Recommended preparation: Prior study and instructor approval.

**ART204 - History of Western Art**
Credits: 4 Lecture - 4
This course is a historical survey of the visual arts in the western world from 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.

**ART205 - History of Western Art**
Credits: 4 Lecture - 4
This course is a historical survey of the visual arts in the western world (medieval and Renaissance Europe) from the 16th Century through the 20th Century. It will include the following styles and developments: Mannerism, 18th Century Painting and Printmaking in Northern Europe, Baroque, Rococo, Neoclassicism, Romanticism, Realism, Impressionism, Post-Impressionism, Fauvism, Expressionism, Cubism, Futurism, Dada, Abstract Expressionism and other 20th century developments.

**ART231 - Intermediate Drawing**
Credits: 4 Lecture - 3 Other - 1
A study 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 proportions are presented.

**ART232 - Intermediate Drawing**
Credits: 4 Lecture - 3 Other - 1
A study 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 proportions are presented.

**ART321 - Intermediate Drawing**
Credits: 4 Lecture - 3 Other - 1
A study 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 proportions are presented.

**ART256 - Intermediate Ceramic Pottery**
Credits: 4 Lecture - 3 Other - 1
Prerequisite: ART154

**ART255 - Intermediate Ceramic Pottery**
Credits: 4 Lecture - 3 Other - 1
Prerequisite: ART154

**ART256 - Intermediate Ceramic Pottery**
Credits: 4 Lecture - 3 Other - 1
Prerequisite: ART154

**ART262 - Digital Photo Imaging**
Credits: 4 Lecture - 3 Other - 1
Studio course introducing the concepts, laws, practice, practical aesthetics, and ethics of photographic imaging and image making with digital technologies, includes experimentation with the camera and the digital darkroom. Includes capturing, color correcting and balancing, retouching, layering, masking, composition and output for printing or digital media presentation.

**ART283 - Beginning Photography**
Credits: 4 Lecture - 3 Other - 1
A non-sequential course continuing to introduce and reinforce the concepts, techniques, practices, and aesthetics of photography. Includes experimentation with the camera and the digital darkroom. Includes critical, color correcting and balancing, retouching, layering, masking, composition, and output for printing or digital media presentation.

**ART323 - Intermediate Drawing**
Credits: 4 Lecture - 3 Other - 1
A study 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 proportions are presented.

**ART198 - Special Studies**
Credits: 1-3
Individualized study in areas not considered in other courses to meet special interest or program requirements. Complete a term project approved by the instructor. Course is repeatable up to 3 credits total. Recommended preparation: Prior study and instructor approval.

**ART204 - History of Western Art**
Credits: 4 Lecture - 4
This course is a historical survey of the visual arts in the western world from 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.

**ART205 - History of Western Art**
Credits: 4 Lecture - 4
This course is a historical survey of the visual arts in the western world (medieval and Renaissance Europe) from the 16th Century through the 20th Century. It will include the following styles and developments: Mannerism, 18th Century Painting and Printmaking in Northern Europe, Baroque, Rococo, Neoclassicism, Romanticism, Realism, Impressionism, Post-Impressionism, Fauvism, Expressionism, Cubism, Futurism, Dada, Abstract Expressionism and other 20th century developments.

**ART231 - Intermediate Drawing**
Credits: 4 Lecture - 3 Other - 1
A study 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 proportions are presented.

**ART232 - Intermediate Drawing**
Credits: 4 Lecture - 3 Other - 1
A study 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 proportions are presented.
ART292 - Intermediate Sculpture  
Credits: 4 - Lecture: 3 - Other: 1  
A non-sequential course featuring hands-on studio introduction to sculpture 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  

ART293 - Intermediate Sculpture  
Credits: 4 - Lecture: 3 - Other: 1  
A non-sequential course featuring hands-on studio introduction to sculpture 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  

ART294 - 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  

ART295 - 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  

BA101 - Introduction to Business  
Credits: 4 - Lecture: 3 - Other: 1  
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  

BA104 - Business Mathematics  
Credits: 4 - Lecture: 4  
A study of banking applications, fractions, percentages, payrolls, commissions, trade and cash discounts, markup, simple interest, notes and interest variables, and charges for credit.  
Prerequisite: MTH025  

BA105 - Business Mathematics  
Credits: 4 - Lecture: 4  
A study of investments, depreciation, financial statement analysis, stocks and bonds, compound interest, present and future value.  
Prerequisite: BA104  

BA106 - Supervision of Table Games  
Credits: 4 - Lecture: 4  
This course covers basic casino managerial techniques with an emphasis on protection of casino games, staffing, labor management relations, floor pit and shift supervision, along with credit and market control, cash and chip control and internal control forms.  
Term(s) Offered: Winter  

BA107 - Survey of Gaming Regulations  
Credits: 4 - Lecture: 4  
A survey of the laws and regulations related to the gaming industry. Specific emphasis on the industry and development of Nevada gaming laws, regulations and compliance requirements of gaming licensees. Gaming laws can vary within types of organizations. This course provides a basic foundation to gaming laws overall. Each state/entity will have similar requirements.  
Term(s) Offered: Winter  

BA108 - Slots Management I  
Credits: 4 - Lecture: 4  
This course covers basic slots management techniques with an emphasis in supervision of slot shift managers, mechanics, floor persons, change persons, booth cashiers, carousel attendants, coin room managers, count room, jackpot, files and credit.  
Term(s) Offered: Spring  

BA109 - Academic Planning: Business Technologies  
Credits: 1 - Lecture: 1  
Course is repeatable up to 2 times (2-6 credits total).  

BA111 - Basic Accounting  
Credits: 4 - Lecture: 4  
Provides a basic understanding of debits and credits and financial statements for service enterprises and merchandising businesses.  
Term(s) Offered: Fall, Winter  

BA113 - Credit Procedures  
Credits: 3 - Lecture: 3  
Principles of consumer and commercial credit management. Covers types of credit instruments, sources of information, collection, and control.  

BA116 - Bookkeeping Practice  
Credits: 2 - 4  
A hands-on practice set designed to give the student experience with current accounting software.  

BA131 - Introduction to Business Computing  
Credits: 4 - Lecture: 3  
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, spreadsheets, and databases will be developed through hands-on use on the computer lab.  
Recommendation: BT120  

BA177 - Payroll Accounting  
Credits: 4 - Lecture: 3  
Introductions 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.  
Term(s) Offered: Winter  

BA190 - Money Management  
Credits: 4 - Lecture: 4  
The class will cover the basics of managing money such as budgeting, controlling expenses, understanding interest rates, compounding of interest, and rates of return. We will also cover a different topic each week including bank accounts, credit cards, loans, mutual funds, stock market, retirement accounts, and real estate.  

BA198 - Special Studies  
Credits: 1-3  
Determined by title/number, and may be approved by the instructor.  

BA206 - Principles of Management  
Credits: 4 - Lecture: 4  
Principles of management and their applications in organization, administration, and production in the business environment.  

BA209A - Accounting Applications/Payroll  
Credits: 3 - Lecture: 2  
Comprehensive of the practical aspects of accounts varying from simple to complex on the computer using Peachtree software.  

BA209P - Accounting Applications/Payroll  
Credits: 4 - Lecture: 2  
Comprehensive of the practical aspects of accounts varying from simple to complex on the computer using Peachtree and/or Quickbooks software. Recommended preparation: Accounting class with a C or better.
**Course Descriptions**

### BA Business Technologies

#### 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 classes with a "C" or better.

Term(s) Offered: Winter, Spring

#### BA210 - Microcomputer Applications - Advanced Excel
- Credits: 3 - Lecture: 2 - Lab: 1
- Advanced application and utilization of MS Excel program software to solve business problems by modeling advanced spreadsheets commonly used in the business world.
- Prerequisite: BA110X

Term(s) Offered: Spring

#### BA211 - Principles of Accounting
- Credits: 4 - Lecture: 3 - Other: 1
- Introduction to accounting including techniques of account construction, preparation of financial statements, application of accounting principles to practical business problems, and proprietorship studies.
- Prerequisite: BA210

Term(s) Offered: Fall, Winter

#### BA212 - Principles of Accountant
- 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 on corporations and managerial accounting.

Prerequisite: BA211

Term(s) Offered: Fall, Winter

#### 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 purposes. Some time is also devoted to oral communications relevant to the business community. The purpose of this course is to help students develop skills to write clean, concise business correspondence and to enter the job market with the appropriate skills knowledge. The course will emphasize skills applicable to both the job search and on-the-job skills.

Prerequisite: WR121

Term(s) Offered: Winter, Spring

#### BA220 - Tax Accounting
- Credits: 4 - Lecture: 3 - Other: 1
- The design and development of cost systems, cost analyses, and management cost information.

Prerequisite: BA213

Term(s) Offered: Winter

#### BA221 - Accounting Problems/Tax
- 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 Oregon Licensed Tax Preparer's test.

Term(s) Offered: Fall, Spring

#### BA223 - Principles of Marketing
- Credits: 4 - Lecture: 4
- General introduction to the nature and role of marketing with emphasis on products, pricing, distribution, and promotion.

Prerequisite: WR506 or WR506d

Term(s) Offered: Winter, Spring

#### BA224 - Human Resources Management
- Credits: 3 - Lecture: 3
- Introduction to the field of human resources management covering staffing, wage and salary administration, fringe benefits, training and orientation, testing and evaluation, labor relations and unions, and personal research.

Term(s) Offered: Fall, Winter, Spring

#### BA225 - Introduction to Gaming Management
- Credits: 4 - Lecture: 4
- This course will cover an overview of the casino. Topics will include the economics of the casino in addition to its interface with the hotel, organizations, and terminology. This course is not recommended for people who have worked in the gaming industry.

Term(s) Offered: Fall, Spring

#### 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 society and the law; the evolution of business organizations, and terminology.

Prerequisite: WR506 or WR506d

Term(s) Offered: Fall, Winter, Spring

#### BA228 - Personal Selling
- Credits: 3 - Lecture: 3
- General sales techniques involving successful personal selling of goods, services, or ideas where the presentation of the sale, psychology, prospecting for customers, and sales counseling are emphasized.

Prerequisite: WR506 or WR506d

Term(s) Offered: Fall, Winter, Spring

#### BA230 - Cooperative Work Experience
- Credits: 1-8
- Provides an experience in the business world environment. A maximum of 12 credits can be earned in any one school year.

Term(s) Offered: Fall, Winter, Spring

#### BA235 - Business Management
- Credits: 4 - Lecture: 4
- Introduction to office management covering problems in staffing, training, work standards, layout of offices, supervision, pay and benefits, and working conditions, and staff motivation.

Prerequisite: WR506 or WR506d

Term(s) Offered: Winter, Spring

#### BA250 - Office Management
- Credits: 3 - Lecture: 3
- The study of office management, training, work standards, layout of offices, supervision, pay and benefits, and working conditions, and staff motivation.

Prerequisite: WR506 or WR506d

Term(s) Offered: Winter, Spring

#### BA251 - Office Management
- Credits: 3 - Lecture: 3
- The study of office management, training, work standards, layout of offices, supervision, pay and benefits, and working conditions, and staff motivation.

Prerequisite: WR506 or WR506d

Term(s) Offered: Winter, Spring

#### BA255 - Human Relations in Business
- Credits: 3 - Lecture: 3
- Designed to develop effective human relations in the workplace including: achieving a deeper sense of awareness of self and others, interpersonal communication skills, motivation, valuing diversity, and organizational decision making.

Term(s) Offered: Fall, Winter, Spring

#### BA255 - Professional Bookkeeping Review
- Credits: 3 - Lecture: 3
- This course is designed to prepare the student for the American Institute of Professional Bookkeepers’ certification. The course consists of five areas of focus: correcting of errors, adjusting entries, preparation of financial statements, 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

#### BA259 - Special Studies
- Credits: 1-3
- Provides interested and capable students the opportunity to study special topics in the field of business.

#### BI Science

#### BI080 - Anatomy and Physiology
- Credits: 3 - Lecture: 3
- Anatomy and Physiology is the study of the structure of the body and how these structures normally function. Emphasis is on a systematic approach to the study of human anatomy and physiology.

#### BI101 - General Biology
- Credits: 4 - Lecture: 3 - Lab: 1
- A general biology sequence which fulfills the laboratory science requirement for non-science majors. Topics include biological chemistry, genetic and evolution. Prerequisite: MTH025 or Placement and RD090 or Placement

Term(s) Offered: Fall, Winter

#### BI102 - General Biology
- Credits: 4 - Lecture: 3 - Lab: 1
- A part of the general biology sequence. Topics covered include: cell physiology, classification of viruses, bacteria, protozoa, fungi and plants, and plant anatomy and physiology.

Prerequisite: MTH025 or Placement and RD090 or Placement

#### BI103 - General Biology
- Credits: 4 - Lecture: 3 - Lab: 1
- A part of the general biology sequence. Topics covered include animal taxonomy, physiology, behavior, and ecology.

Prerequisite: MTH025 or Placement and RD090 or Placement

#### BI124 - Global Ecology and Conservation Biology
- Credits: 4 - Lecture: 3 - Lab: 1
- A semester long course including a multidisciplinary investigation of the ways humans interact with habitats worldwide. Course fulfills the laboratory science requirement for non-science majors. Prerequisite: MTH025 or Placement and RD090 or Placement

#### BI149 - Human Genetics
- Credits: 3 - Lecture: 2
- An introductory lecture course in genetics with practical laboratory work. Topics include cellular basis of genetics, Mendel inheritance, sex linkage, and medical basis of inheritance.

Prerequisite: MTH025 or Placement and RD090 or Placement

#### BI160 - Local Ecosystems
- Credits: 4 - Lecture: 2
- 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 ecological formation of various life zones.
Course Descriptions

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BT110 - Office Procedures
Credit(s): 3 Lecture - 3
An overview of business etiquette, interoffice relations, business customs, routines, tasks, and procedures and careers in the electronic office.
Term(s): Offered: Fall, Spring

BT120 - Computer Keyboarding
Credit(s): 2 Other - 2
Touch typing on the computer keyboard on alphabetical 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

BT121 - Document Processing I
Credit(s): 3 Lecture - 2 Other - 1
This course promotes the further development of basic keyboarding skills and emphasizes the production of a wide range of typical business correspondence, reports, and procedures from unarranged and rough-draft sources. The junior and senior preparers and typists who use these documents are based on current software practices. Basic desktop publishing is introduced. Skill-building is stressed to increase speed to a minimum of 40 words per minute.
Term(s): Offered: Fall, Winter, Spring

BT122 - Document Processing II
Credit(s): 3 Lecture - 3
This course continues building skills in transcription in specialties areas including Civil Engineering, Construction and Landscaping while improving accuracy and dictation errors, reviewing letters from dictated changes, correspondence, preparing court reports, etc. Language arts skills will be incorporated to the technical topics. Students are exposed to a variety of computer-manipulated word processing software and equipment.
Term(s): Offered: Fall, Winter, Spring

BT201M - Word Processing/MS Word
Credit(s): 3 Lecture - 2 Other - 1
Basic application and utilization of MS Word software to solve business computing problems. Focus includes creating and formatting documents, editing, merging documents, using columns, and adding graphics.
Term(s): Offered: Fall, Winter, Spring

BT202M - Word Processing/MS Word
Credit(s): 3 Lecture - 3
Advanced application and utilization of MS Word software to solve business computing problems. Focus includes creating and formatting documents, editing, merging documents, using columns, and adding graphics.
Term(s): Offered: Fall, Winter, Spring

BT210 - Business Documents
Credit(s): 3 Lecture - 3
A class designed for students majoring in the secretarial field who are interested in the Oregon and Washington geographic provinces. The organizations, communities, geography, and the interactions of these to form the different provinces will be studied. Extended field trips will be taken.
Instructor approval required. Offered: Fall

BT121 - General Biology
Credit(s): 4 Lecture - 4
An introductory level course in plant systemsatics 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. This is a field course.
Term(s): Offered: Fall, Winter

BT123 - Human Anatomy and Physiology
Credit(s): 4 Lecture - 4
A study of the structures of the systems of the human organism. Systems emphasized include the skeletal, muscular, cardiovascular, urinary, and digestive systems.
Prerequisite: CH104 or higher
Recommended Prerequisite: CH110
Term(s): Offered: Fall, Winter

BT211 - Legal Office Procedures
Credit(s): 3 Lecture - 3
This course is a practical, comprehensive course that prepares legal assistant students for the law office environment.
Term(s): Offered: Fall, Winter, Spring

BT212 - Legal Terminology I
Credit(s): 3 Lecture - 2 Other - 1
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 that students are asked to construct or analyze new terms. Emphasis is placed on spelling, definition, usage, and pronunciation.
Term(s): Offered: Fall, Winter, Spring

BT213 - Legal Terminology II
Credit(s): 3 Lecture - 3
Introduction to transcription of medical office dictation and other legal documents. Focus is on spelling, definition, usage, and pronunciation.
Term(s): Offered: Fall, Winter, Spring

BT240 - Advanced Word Processing Applications
Credit(s): 3 Lecture - 2 Other - 1
Advanced training in the use of word processing software. Various business documents are produced emphasizing simple and complex merging, building macros, advanced graphics, and integrating Excel charts, Access tables and PowerPoint slide shows.
Term(s): Offered: Winter

BT251 - Medical Terminology
Credit(s): 3 Lecture - 3
This course is an overview of essential medical terminology. Prefixes, suffixes, word roots, combining forms, special endings, plural forms, abbreviations and symbols are included in the content.
Term(s): Offered: Fall, Winter, Spring

BT252 - Medical Terminology
Credit(s): 3 Lecture - 3
This course presents a continued study of medical terminology based on medical word building. Word parts, combining forms, prefixes, suffixes, root words, combining forms, special endings, plural forms, and abbreviations are included in the content. Additionally, anatomy and physiology pathology, pharmacology, and medical terminology are incorporated into the course. Students are afforded the opportunity to use proper spelling, definition, usage, and pronunciation.
Term(s): Offered: Fall, Winter, Spring

BT253 - Medical Terminology I
Credit(s): 3 Lecture - 3
Introduction to transcription of medical and hospital dictation and the transcription of recorded legal dictation using word processing software to produce legal dictation documents and correspondence.
Prerequisite: WR170
Term(s): Offered: Fall, Winter, Spring
Course Descriptions

**CJ210 - 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 court systems in the United States. Topics include jurisdiction, venue, roles of court participants, due process and post arrest procedures, and the role of the court in determining the grand jury process, types and rules of evidence, sentencing, and appellate review. Prerequisite: WR500 or placement. Term(s) Offered: Winter.

**CJ210 - 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 interventions provided to the at-risk juvenile. This course also looks at institutionalization, rehabilitation, the treatment of juveniles, and the future of juvenile justice in America. Prerequisite: WR115 or placement. Recommended: CJ100. Term(s) Offered: Winter.

**CJ204 - Behavioral Cognitive Processes**
Credits - 3 Lecture - 3 - Other - 1
This course is designed to provide an understanding of cognitive processes to changing offender behavior, its role and importance in reducing risk in the community and the administration of parole and parole services at the federal, state, and local levels. Prerequisite: WR500 or placement. Credit - 3 Lecture - 3 - Subject - 1

**CJ200 - Theories of Crime and Criminal Justice**
Credits - 3 Lecture - 3
This course examines the role of theory in the understanding of crime and criminal justice, and the role of the courts in promoting change in society. Topics include the following: an analysis of victimization patterns and characteristics; the role of the victim in the adjudication process; the complexities of victim participation; the role of victimization in society; the role of trauma and stress in the approach to victimization; the role of the victim in the criminal justice system; and the role of victimization in society. Prerequisite: WR115 or placement. Term(s) Offered: Winter.

**CJ202 - Criminal Law**
Credits - 3 Lecture - 3
This course will examine 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 the victim in the adjudication process; the complexities of victim participation; the role of victimization in society; the role of trauma and stress in the approach to victimization; the role of the victim in the criminal justice system; and the role of victimization in society. Prerequisite: WR115 or placement. Recommended: CJ100.

**CJ201 - Police and Community**
Credits - 3 Lecture - 3
This course examines proactive community-oriented policing and problem solving in the context of changes in law enforcement agencies and communities. This course provides a comprehensive view of how police agencies are changing their management style, organizational structures, and operational strategies in an era of changing community needs, citizen expectations, legal restraints, advancing technology, advocacy groups, and special populations. Prerequisite: WR115 or placement and CJ110. Recommended: CJ100 and CJ110. Term(s) Offered: Fall.

**CJ212 - Criminal Investigation**
Credits - 3 Lecture - 3
This course covers the fundamentals of criminal investigation including the gathering of information and the use of evidence, the search and recording of crime scenes, and the interviewing and collection and preserving physical evidence. There is a strong emphasis on investigative police procedures, and practices that are necessary and essential in preparing such information and evidence for court.

**CJ220 - Criminal Law**
Credits - 3 Lecture - 3
This course will examine the role of theory in the understanding of crime and criminal justice, and the role of the courts in promoting change in society. Topics include the following: an analysis of victimization patterns and characteristics; the role of the victim in the adjudication process; the complexities of victim participation; the role of victimization in society; the role of trauma and stress in the approach to victimization; the role of the victim in the criminal justice system; and the role of victimization in society. Prerequisite: WR115 or placement. Recommended: CJ100 and CJ110. Term(s) Offered: Winter.

**CJ200 - Theories of Crime and Criminal Justice**
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 the critical analysis of public policies concerning crime prevention and control in a democratic society. Prerequisite: WR115 or placement and CJ110. Recommended: CJ100 and CJ110. Term(s) Offered: Fall.

**CJ210 - 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 interventions provided to the at-risk juvenile. This course also looks at institutionalization, rehabilitation, the treatment of juveniles, and the future of juvenile justice in America. Prerequisite: WR115 or placement. Recommended: CJ100. Term(s) Offered: Winter.

**CJ204 - Behavioral Cognitive Processes**
Credits - 3 Lecture - 3 - Other - 1
This course is designed to provide an understanding of cognitive processes to changing offender behavior, its role and importance in reducing risk in the community and the administration of parole and parole services at the federal, state, and local levels. Prerequisite: WR500 or placement. Credit - 3 Lecture - 3 - Subject - 1

**CJ200 - Theories of Crime and Criminal Justice**
Credits - 3 Lecture - 3
This course examines the role of theory in the understanding of crime and criminal justice, and the role of the courts in promoting change in society. Topics include the following: an analysis of victimization patterns and characteristics; the role of the victim in the adjudication process; the complexities of victim participation; the role of victimization in society; the role of trauma and stress in the approach to victimization; the role of the victim in the criminal justice system; and the role of victimization in society. Prerequisite: WR115 or placement. Recommended: CJ100.

**CJ202 - Criminal Law**
Credits - 3 Lecture - 3
This course will examine the role of theory in the understanding of crime and criminal justice, and the role of the courts in promoting change in society. Topics include the following: an analysis of victimization patterns and characteristics; the role of the victim in the adjudication process; the complexities of victim participation; the role of victimization in society; the role of trauma and stress in the approach to victimization; the role of the victim in the criminal justice system; and the role of victimization in society. Prerequisite: WR115 or placement. Recommended: CJ100 and CJ110. Term(s) Offered: Winter.

**CJ212 - Criminal Investigation**
Credits - 3 Lecture - 3
This course covers the fundamentals of criminal investigation including the gathering of information and the use of evidence, the search and recording of crime scenes, and the interviewing and collection and preserving physical evidence. There is a strong emphasis on investigative police procedures, and practices that are necessary and essential in preparing such information and evidence for court.

**CJ220 - Criminal Law**
Credits - 3 Lecture - 3
This course will examine the role of theory in the understanding of crime and criminal justice, and the role of the courts in promoting change in society. Topics include the following: an analysis of victimization patterns and characteristics; the role of the victim in the adjudication process; the complexities of victim participation; the role of victimization in society; the role of trauma and stress in the approach to victimization; the role of the victim in the criminal justice system; and the role of victimization in society. Prerequisite: WR115 or placement. Recommended: CJ100 and CJ110. Term(s) Offered: Winter.

**CJ200 - Theories of Crime and Criminal Justice**
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 the critical analysis of public policies concerning crime prevention and control in a democratic society. Prerequisite: WR115 or placement and CJ110. Recommended: CJ100 and CJ110. Term(s) Offered: Fall.

**CJ210 - 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 interventions provided to the at-risk juvenile. This course also looks at institutionalization, rehabilitation, the treatment of juveniles, and the future of juvenile justice in America. Prerequisite: WR115 or placement. Recommended: CJ100. Term(s) Offered: Winter.

**CJ204 - Behavioral Cognitive Processes**
Credits - 3 Lecture - 3 - Other - 1
This course is designed to provide an understanding of cognitive processes to changing offender behavior, its role and importance in reducing risk in the community and the administration of parole and parole services at the federal, state, and local levels. Prerequisite: WR500 or placement. Credit - 3 Lecture - 3 - Subject - 1

**CJ200 - Theories of Crime and Criminal Justice**
Credits - 3 Lecture - 3
This course examines the role of theory in the understanding of crime and criminal justice, and the role of the courts in promoting change in society. Topics include the following: an analysis of victimization patterns and characteristics; the role of the victim in the adjudication process; the complexities of victim participation; the role of victimization in society; the role of trauma and stress in the approach to victimization; the role of the victim in the criminal justice system; and the role of victimization in society. Prerequisite: WR115 or placement. Recommended: CJ100.

**CJ202 - Criminal Law**
Credits - 3 Lecture - 3
This course will examine the role of theory in the understanding of crime and criminal justice, and the role of the courts in promoting change in society. Topics include the following: an analysis of victimization patterns and characteristics; the role of the victim in the adjudication process; the complexities of victim participation; the role of victimization in society; the role of trauma and stress in the approach to victimization; the role of the victim in the criminal justice system; and the role of victimization in society. Prerequisite: WR115 or placement. Recommended: CJ100 and CJ110. Term(s) Offered: Winter.

**CJ212 - Criminal Investigation**
Credits - 3 Lecture - 3
This course covers the fundamentals of criminal investigation including the gathering of information and the use of evidence, the search and recording of crime scenes, and the interviewing and collection and preserving physical evidence. There is a strong emphasis on investigative police procedures, and practices that are necessary and essential in preparing such information and evidence for court.

**CJ220 - Criminal Law**
Credits - 3 Lecture - 3
This course will examine the role of theory in the understanding of crime and criminal justice, and the role of the courts in promoting change in society. Topics include the following: an analysis of victimization patterns and characteristics; the role of the victim in the adjudication process; the complexities of victim participation; the role of victimization in society; the role of trauma and stress in the approach to victimization; the role of the victim in the criminal justice system; and the role of victimization in society. Prerequisite: WR115 or placement. Recommended: CJ100 and CJ110. Term(s) Offered: Winter.

**CJ200 - Theories of Crime and Criminal Justice**
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 the critical analysis of public policies concerning crime prevention and control in a democratic society. Prerequisite: WR115 or placement and CJ110. Recommended: CJ100 and CJ110. Term(s) Offered: Fall.
**CS200 - Computer Orientation**

Credits: 3 Lecture: 3

This course introduces students to computer language and basic computer skills. Course may include (but is not limited to) word processing, spreadsheets, and the Internet. Also discussed is basic file management under Windows.

Term(s) Offered: Fall, Winter, Spring

**CS133B - Programming with Visual Basic**

Credits: 4 Lecture: 4

An introduction to programming with the high level computer 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.

Term(s) Offered: Fall, Winter, Spring

**CS122 - Gentle Introduction to Programming**

Credits: 3 Lecture: 3 Other: 2

An introduction to computer programming with the high level, object-oriented language JavaScript. Students will learn basic programming concepts and methods. Students will write, run and debug JavaScript code and HTML and CSS web pages. It is recommended that this course be taken by those students with little or no programming experience.

**CS133A - Web Development**

Credits: 4 Lecture: 4

An introduction to problem solving and algorithm design with the use of high level programming language C. The student will study basic programming styles, techniques and the syntax of the C programming language. Students will write, run and debug programs on microcomputers.

Term(s) Offered: MTH005 or equivalent

**CS141 - Computer Applications**

Credits: 3 Lecture: 3

This course introduces students to the use of microcomputers in their personal and professional lives. Course may include (but is not limited to) word processing, spreadsheets, databases, and the Internet. Also discussed is basic file management under Windows.

Term(s) Offered: Fall, Winter, Spring

**CS115 - Intercultural Communication**

Credits: 4 Lecture: 3

Interdisciplinary course that focuses on the problems created by illegal use of narcotics and dangerous substances, including a historical examination of drug abuse, the nature and extent of drug abuse, etiology of addiction, symptoms and consequences of drug abuse, the intentions and limitations of drug control and regulation efforts, and the impact of drugs on the American criminal justice system.

Prerequisite: WR115 or placement

Recommended: CJ100

Term(s) Offered: Spring

**CJ243 - Narcotics and Dangerous Drugs**

Credits: 3 Lecture: 3

This course focuses on the problems created by illegal use of narcotics and dangerous substances, including a historical examination of drug abuse, the nature and extent of drug abuse, etiology of addiction, symptoms and consequences of drug abuse, the intentions and limitations of drug control and regulation efforts, and the impact of drugs on the American criminal justice system.

Prerequisite: WR115 or placement

Recommended: CJ100

Term(s) Offered: Spring

**CJ250 - Criminal Justice Administration**

Credits: 3 Lecture: 3

This course introduces the student to leadership styles, management principles, supervisory techniques, and policy and procedure formulation in the management of criminal justice agencies with an emphasis on ethical leadership. Students are provided an opportunity to address real criminal justice management issues and problems, and discover ways to resolve them while applying theory to practical situations.

Prerequisite: WR115 or placement and CJ100

Recommended: CJ100

Term(s) Offered: Spring

**CJ240 - Crime, Justice and Diversity**

Credits: 3 Lecture: 3

This course explores the issues surrounding the operation of a justice system in culturally diverse, democratic society. This course examines the impact of cultural diversity on the American criminal justice system, including a discussion of race and ethnicity, the historical treatment of minorities, cross-cultural communication between criminal justice personnel and diverse populations, and victimization patterns and trends in the context of race, ethnicity, gender, age, sexual orientation; and, strategies for success in making criminal justice agencies more effective in serving diverse communities, including recruitment and hiring of minority populations.

Prerequisite: WR115 or placement

Recommended: CJ100, CJ222

Term(s) Offered: Fall

**CJ227 - Ethics in Criminal Justice**

Credits: 3 Lecture: 3

This course examines ethical dilemmas and professional responsibilities faced by criminal justice personnel. Students review various ethical perspectives and discuss the impact that ethical principles and the application of ethical principles affect addresses ethical and professional conduct in the field of criminal justice.

Prerequisite: WR115 or placement

Recommended: CJ100, CJ111

Term(s) Offered: Spring

**CJ232 - Correctional Casework Counseling**

Credits: 3 Lecture: 3

Basic concepts of interviewing and counseling techniques used by correctional officers in one-to-one contacts with clients. Rudimentary skills practiced in mock casework and demonstration prepare the student for practice in the field and an advancement of further training.

Recommended: CJ100, CJ232

Term(s) Offered: Fall
**Course Descriptions**

**CS260 - Data Structures**
Credits - 4 Lecture - 3 Other - 1
This course is designed to provide interested and capable students special topics in computer science.

**CS275 - Database Development**
Credits - 4 Lecture - 4
Introduces the designs, uses, and terminology of a database management system. Students will explore database development, focusing on relational databases. Topics will include relational schema, entity-relationship diagrams, indices, normal forms, SQL multiuser database issues, web-based systems, and evaluation of business data needs.

Prerequisite: BA 114A

Recommended Preparation: CS265 or CS 133 or CS 183

**CS279 - Network Management II**
Credits - 4 Lecture - 3 Other - 1
The class introduces the student to Local Area Network Management. Some topics taught in this course include setting up user directories, directory structures, security issues, printing and print queues, login scripts, and file management tools available for network administrators. Students will manage a small LAN system with supervisory rights during the tenure of the course.

**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.

**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 related to the tools and need learning experience of the students.

**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, CSS, XML, CGI programming, and other DHTML tools. Students will develop both the mechanics and practical application of these tools.

Prerequisite: CS195

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**CPS28 - Special Studies**
Credits - 1-3
This course is designed to provide interested and capable students special topics in computer science.

**CPS100 - 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

**CPS201 - Principles of Crop Science**
Credits - 3 Lecture - 3
Covers the major farm practices used in Eastern Oregon. Major crops used to facilitate production include wheat, barley, peas, potatoes, and corn. Other crops will be reviewed to determine their adaptability to local climate, soils, and markets.

Course: AGRO280

Term(s) Offered: Spring

**CPS210 - 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.

Course: AGRO280

Term(s) Offered: Fall

**CPS240 - Pest Management**
Credits - 4 Lecture - 4
Students will study the common pesticides used on today’s farms and ranches. Herticide, insecticides, fungicides, and growth regulators will be reviewed. Methods of application and regulation are taught stressing safety in handling and disposal.

Course: AGRO280

Term(s) Offered: Winter

**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: Winter

**DA142 - Dental Radiology**
Credits - 3 Lecture - 2 Lab - 1
Continued study and clinical practice with the principles of dental radiographic techniques including exposure, processing, filming, panoramic 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

**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: Winter

**DA151 - Chairside Procedures I**
Credits - 4 Lecture - 3 Lab - 1
Introduction to and practice of basic chairside assisting procedures including procedures, OSHA compliance procedures, patient preparation, oral evaluation, equipment and instrument identification, instrument transfer, and restorative operative dental procedures.

Admission to the dental program and/or instructor approval

Term(s) Offered: Winter

**DA152 - Chairside Procedures**
Credits - 3 Lecture - 2 Lab - 1
A presentation of the theory and practice of new procedures and review of oral evaluation, instrument transfer, and infection control procedures. Includes discussion, demonstration, and practical application of the following: afebrile impressions, dental dam placement and removal, bite registration, suture removal, introduction to tooth specimen preparation and wedge placement, and coronal polish.

Term(s) Offered: Winter

**DA153 - Chairside Procedures**
Credits - 2 Lecture - 1 Lab - 1
Covers theory and practice of professional 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.

Prerequisites: DA142, 152, 162

Term(s) Offered: Winter

**DA154 - Dental Specialties**
Credits - 2 Lecture - 2
Covers various specialties of dentistry and new, emerging technologies, their principles, procedures, instrument identification, tray setups, and restorative care procedures.

Term(s) Offered: Winter

**DA162 - Clinical Practice**
Credits - 4 Other - 1
Course designed to provide supervised clinical experience in basic chairside assisting procedures, including material manipulation, oral evaluation, instrument transfer, charting, and patient management in a local dental office.

Term(s) Offered: Winter

**DA163 - Clinical Practice**
Credits - 8 Other - 8
Provides dental assisting students with continued supervised work experience in a dentist’s office. Students assist with operative procedures, exposure and processing dental radiographs, dental laboratory procedures, and performing business office procedures.

Term(s) Offered: Winter

**DA165 - Chairside Procedures I**
Credits - 4 Lecture - 3 Lab - 1
Introduction to and practice of basic chairside assisting procedures including procedures, OSHA compliance procedures, patient preparation, oral evaluation, equipment and instrument identification, instrument transfer, and restorative operative dental procedures.

Admission to the dental program and/or instructor approval

Term(s) Offered: Winter

**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. Admission to the dental program and/or instructor approval.

Term(s) Offered: Spring

**DA170 - Basic Dental Science**
Credits - 3 Lecture - 3
The study of systems of the human body, their physiologies, as well as anatomy and embryology as they relate to the oral cavity. Admission to the dental program and/or instructor approval.

Term(s) Offered: Fall

**DA172 - Dental Anatomy**
Credits - 4 Lecture - 4
An introduction to the oral cavity. Students will identify the anatomical structures, differences, and similarities of individual teeth of both primary and permanent dentition. Utilizing various numbering systems, students will gain skill and knowledge of basic charting symbols and procedures. Black’s Cavity classification and elements of cavity design are introduced. Admission to the dental program and/or instructor approval.

Term(s) Offered: Fall

**DA174 - Dental Pathology**
Credits - 1 Lecture - 1
The study of oral pathology to include normal, diseased, or injured tissues; dental caries; oral inflammation; abscesses; and developmental abnormalities.

Prerequisite: DA170 and DA172

Term(s) Offered: Winter

**DA176 - Dental Pharmacology**
Credits - 1 Lecture - 1
A presentation of the theory and practice of new procedures and review of oral evaluation, instrument transfer, and infection control procedures. Includes discussion, demonstration, and practical application of the following: afebrile impressions, dental dam placement and removal, bite registration, suture removal, introduction to tooth specimen preparation and wedge placement, and coronal polish.

Term(s) Offered: Winter

**DA180 - Dental Materials**
Credits - 3 Lecture - 3
Introduction, demonstration, manipulation, and safety procedures.

Term(s) Offered: Spring

**DA182 - Dental Materials and Instrument Identification**
Credits - 3 Lecture - 3
How to prepare and evaluate dental health services. Includes dental recommendations, effective communication, and safety procedures.

Term(s) Offered: Spring

**DA190 - Dental Health Education**
Credits - 2 Lecture - 2
The attitudes, philosophies, and behaviors of the dentist 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 concepts are taught along with techniques for preparing and evaluating dental health exams.

Admission to the dental program and/or instructor approval.

Term(s) Offered: Fall

**DA192 - Dental Law and Ethics**
Credits - 1 Lecture - 1
History, ethics, and legal aspects of dentistry are covered as they are prescribed the American Dental Association and Oregon Dental Practice Act. Designed to acquaint students with the members of the dental team, their roles, educational background, and legal responsibilities and restrictions.

Prerequisite: DA170

Term(s) Offered: Winter

**DA194 - Dental Business Office**
Credits - 2 Lecture - 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, and record keeping procedures.

Prerequisite: DA192

Term(s) Offered: Spring
Course Descriptions

**Course Descriptions**

**Prerequisites:**
- CET113
- CET112 or CET145
- DSL152
- DSL184
- DSL191
- DSL193
- DSL262
- DSL263
- DSL275
- DSL161
- DSL162
- DSL175
- DSL176
- DSL181
- DSL184
- DSL196

**Credits:**
- 3
- 2
- 1
- 4
- 3
- 2
- 1
- 3
- 2
- 1

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

**Symbols:**
- @ - Computer Literacy
- * - Core
- + - Lab Science
- © - Digital Studies
- - Elective
- - Lab Science
- - Cultural Awareness
- - C/T Elective

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**Course Descriptions**

**Course Descriptions**

**Prerequisites:**
- CET113
- CET112 or CET145
- DSL152
- DSL184
- DSL191
- DSL193
- DSL262
- DSL263
- DSL275
- DSL161
- DSL162
- DSL175
- DSL176
- DSL181
- DSL184
- DSL196

**Credits:**
- 3
- 2
- 1
- 4
- 3
- 2
- 1

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

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**Course Descriptions**

**Course Descriptions**

**Prerequisites:**
- CET113
- CET112 or CET145
- DSL152
- DSL184
- DSL191
- DSL193
- DSL262
- DSL263
- DSL275
- DSL161
- DSL162
- DSL175
- DSL176
- DSL181
- DSL184
- DSL196

**Credits:**
- 3
- 2
- 1
- 4
- 3
- 2
- 1

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

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**Course Descriptions**

**Course Descriptions**

**Prerequisites:**
- CET113
- CET112 or CET145
- DSL152
- DSL184
- DSL191
- DSL193
- DSL262
- DSL263
- DSL275
- DSL161
- DSL162
- DSL175
- DSL176
- DSL181
- DSL184
- DSL196

**Credits:**
- 3
- 2
- 1
- 4
- 3
- 2
- 1

**Term(s) Offered:**
- Fall
- Winter, Spring
Course Descriptions

**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, considerations, application processes, testing, screening, training, and the various requirements of employment in the field of early childhood. Students will solidly advance their academic plan and prepare a personal career plan based on their goals.

Fullfill the HD109 Requirement

**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 have an opportunity to visit early learning settings and gain adapted. Students will apply prior knowledge of developmentally appropriate practice to the evaluation and design of early learning environments.

Term(s) Offered: Fall, Spring

**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 a qualified early childhood professional. Students will also have the opportunity to complete Career Readiness Assessment (CRE), required for graduation from Oregon’s high schools.

Term(s) Offered: Fall, Spring

**ECE113 - Introduction to Early Childhood Education/Child Advocacy**  Credits - 3 - Lecture - 3

This course covers the ethical and legal responsibilities of early childhood practitioners.

**ECE115 - Individualizing Curriculum**  Credits - 3 - Lecture - 3

This course covers the skills necessary to identify children’s characteristics in order to develop strategies for individualized programmatic planning, including the ability to acquire information using a variety of resources.

**ECE150 - Observation/Assessment and Recording**  Credits - 3 - Lecture - 3

Students will develop skills necessary to observe, assess and record children’s behavior. Students will gain experience with a variety of observation and recording tools.

**ECE175A - Infant/Toddler Childcare**  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: Winter

**ECE151 - Guidance and Classroom Management**  Credits - 3 - Lecture - 3

This introductory course to guidance for young children, ages birth through eight, presents a positive child guidance approach based on principles of developmentally appropriate practice in early care and education, as outlined by the National Association for the Education of Young Children. Students will be provided with research-based, philosophically sound, knowledge, research, practices, and strategies in a group that contribute positively to the emotional and social development of the young child.

Term(s) Offered: Fall, Spring

**ECE152 - Creativity for Young Children**  Credits - 3 - Lecture - 3

This course focuses on understanding and implementing developmentally appropriate practices for the young child. Students will gain hands-on experience in multiple creative activities that are age appropriate, individually appropriate and culturally appropriate.

Term(s) Offered: Spring

**ECE153 - Music and Movement**  Credits - 3 - Lecture - 3

This course 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

**ECE154 - Literacy and Language**  Credits - 3 - Lecture - 3

This course surveys and presents methods for using and evaluating children’s literature. Students will also gain knowledge of relationships between language development and emergent literacy.

Term(s) Offered: Winter

**ECE175B - Infant/Toddler Caregiving**  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 school, social care will be the focused and strategies for working with difficult situations. Likewise, students will examine common challenges in conducting a child care business to include defining business relationships and arrangements. Families issues around separation, accepting diversity, culture and routine care and child development will be analyzed and practical solutions explored.

Term(s) Offered: Spring

**ECE175 - Infant/Toddler Caregiving: Group Care**  Credits - 1 - Lecture - 1

This course helps students understand how to develop structure 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 classroom environment, space and rates as important aspects of group care.

Term(s) Offered: Spring

**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 freedom to make learning choices and to experience the world on their own terms. Facilitate nature of interests and urges to learn new things. This course is designed to help students develop an understanding about infant behavior and development. This course also provides specific examples of infant behaviors, developmental stages and support for learning.

Term(s) Offered: Spring

**ECE175D - Infant/Toddler Caregiving: Culture, Family and Provider**  Credits - 1 - Lecture - 1

This course challenges students to articulate their philosophy of infant/toddler care and the caregiver-parent relationship so that they can develop stronger partnerships and facilitate communication with parents. Considerations for how participants can encourage families to participate in school, social care will be the focused and strategies for working with difficult situations. Likewise, students will examine common challenges in conducting a child care business to include defining business relationships and arrangements. Families issues around separation, accepting diversity, culture and routine care and child development will be analyzed and practical solutions explored.

Term(s) Offered: Winter

**ECE198 - Special Studies**  Credits - 1 - Lecture - 1

Designed to provide interested and capable students with the opportunity to study special topics in the Early Childhood Education.

**ECE20 - 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 into the curriculum, both indoors and outdoors.

**ECE220 - Science and Nature with Infant/Toddler**  Credits - 3 - Lecture - 3

This course focuses on designing curriculum for young children using the principles of developmentally appropriate practice and constructive learning theory. Students will apply the components of constructivism to the design of early childhood curriculum. Application of theory to practice is emphasized. Term(s) Offered: Winter

**ECE245 - Challenging Behavior in Young Children**  Credits - 3 - Lecture - 3

This course presents a challenging behavior in young children. Students will explore the causes of and the risk factors associated with challenging behavior. Students will develop knowledge and skills which will allow them to understand, prevent, and respond effectively to challenging behavior.

WR115 & ECE151 Recommended

WR115 & ECE151 Recommended

**ECE228 - Responsive Infant Toddler Programs**  Credits - 3 - Lecture - 3

This course takes the infant toddler professional into the world of responsive program planning that happens day to day the relationship way. Focus is on the application of major developmental theories, stages of development including brain and language development, and appropriate behavioral expectations.

Prerequisite: ECE225

WR115 115 recommended

**ECE240 - Curriculum/Planning**  Credits - 3 - Lecture - 3

This course focuses on designing curriculum for the young child using the principles of developmentally appropriate practice and constructive learning theory. Students will apply the components of constructivism to the design of early childhood curriculum. Application of theory to practice is emphasized. Term(s) Offered: Winter

**ECE248 - Overview of Special Services**  Credits - 3 - Lecture - 3

This course presents an overview of special services and programs. Current resources and best practices for special needs in the early childhood setting. The emphasis of this course is on strategies and adaptations for including children with special needs in the early childhood settings. Current resources and best practices for educating children with diverse abilities, limited English proficiency, different socioeconomic and/or cultural backgrounds and other special needs will be explored.

WR115 Recommended

**ECE295 - Child Care Administration**  Credits - 3 - Lecture - 3

An exploration of administrative roles and responsibilities in child care centers. Topics include philosophy, finances, personnel, legal regulations, and program planning.

Term(s) Offered: Fall, Winter, Spring

**ECE296 - Issues and Trends**  Credits - 3 - Lecture - 3

This course explores the status of early childhood education. The purpose is to assist students in preparing for careers as early childhood professionals. Topics may include: inclusion, professional ethics, curriculum and instruction, research, heritage parents and working parents.

**ED**

**ED100 - Introduction to Education**  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 strategies for working with families to integrate special children into preschool programs.

Term(s) Offered: Spring

**ED102 - Inclusion of Children with Special Needs**  Credits - 3 - Lecture - 3

This course introduces students to the history, philosophy, and social development of early childhood education. Students will become familiar with the educational requirements, considerations, application processes, testing, screening, training, and the various requirements of employment in the field of early childhood. Students will solidly advance their academic plan and prepare a personal career plan based on their goals.

Fullfill the HD109 Requirement

Term(s) Offered: Fall, Winter, Spring

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**ED131 - Instructional Strategies in Language Arts**
Credits - 3 Lecture - 3
This course introduces a variety of teaching techniques and provides practice for students in instructional design. Students plan lessons and teach lessons to small groups of peers or instructional K-12 students and participate in self-evaluation and peer evaluation of others’ teaching.
Required in Paraprofessional Certificate and AAS degree.
Term(s) Offered: Fall, Winter

**ED157 - Introduction to Mathematical Explorations**
Credits - 3 Lecture - 3
This course introduces current theory and methodology for creating an active learning environment that fosters curiosity, knowledge and understanding of important mathematical relationships, number sense, and basic problem solving in an early childhood elementary setting.
Prerequisite: MTH205
Term(s) Offered: Winter

**ED169 - Overview of Students with Special Needs**
Credits - 3 Lecture - 3
An introduction to the disabling conditions of students with special needs and their implications in school settings. Defines and identifies intervention strategies for disabilities covered under federal law.
Required in Paraprofessional Certificate and AAS degree.
Term(s) Offered: Spring

**ED200 - Foundations of Education**
Credits - 3 Lecture - 3
This course provides an overview of the American Education System, including historical, legal, and philosophical foundations. Students will explore the governance of local schools and districts and will consider the roles and ethical obligations of professional educators.
Prerequisite: WR116 or Placement
Required in Elementary & Secondary AAOT transfer degree. Paraprofessional AAS and Certificate degrees.
Term(s) Offered: Winter, Spring

**ED229 - Learning and Development**
Credits - 3 Lecture - 3
This course addresses current theory regarding human development, intelligence, motivation, and the learning process. Students learn to apply strategies and techniques derived from these theories.
Required in Paraprofessional Certificate and AAS degree.
Term(s) Offered: Winter, Spring

**ED235 - Educational Technology**
Credits - 3 Lecture - 3
This course trains students in the preparation and use of media and technology in school settings. Students will develop an understanding of the role of media in learning and methods for incorporating media in instruction.
Term(s) Offered: Winter

**ED250 - Second Language Acquisition**
Credits - 2 Lecture - 2
This course will examine all the factors that impact second language acquisition, as well as the issues, theories and practices that are associated with second language learning.
Recommended preparation: WR1050

**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: WR1050

**ED252 - Technology and Second Language Learners**
Credits - 3 Lecture - 3
This course will explore the variety of technology tools and resource used in ESL classrooms to support English language development.
Recommended preparation: WR1050

**ED254 - Instructional Strategies for English Language Learners**
Credits - 3 Lecture - 3
This course provides pedagogical and cultural approaches which lead to successful acquisition of English language skills and content knowledge.
Required in Paraprofessional Certificate and AAS degree.
Term(s) Offered: Winter, Spring

**ED255 - Bilingual Education/ELD**
Credits - 3 Lecture - 3
The purpose of this course is to explore strategies and techniques for effective English language development for second language learners.
Recommended preparation: WR1050

**ED256 - Multicultural Education**
Credits - 3 Lecture - 3
This course covers the philosophy, activities, and techniques appropriate to a culturally sensitive classroom. Students will develop an understanding of the impact of culture on individual perception and learning and group dynamics.
Required in Paraprofessional Certificate and AAS degree.

**ED260 - Overview of Autism Spectrum Disorders**
Credits - 3 Lecture - 3
This course provides an overview of Autism Spectrum Disorders from birth to adulthood. Characteristics, behaviors, theories, and general information will be given with emphasis on research-based evidence.
Prerequisite: ED260
Term(s) Offered: Fall, Spring

**ED261 - Instructional Strategies for Autism Spectrum Disorders**
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.
Effective in Paraprofessional Certificate and AAS degree.

**ED262 - Behavior Management 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 Disorders. Effective strategies and techniques will be discussed and practiced.
Prerequisite: ED250

**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.
Effective in Paraprofessional Certificate and AAS degree.

**ED268 - Educating Mildly and Severely Handicapped**
Credits - 3 Lecture - 3
This course covers the theory and techniques of working with handicapped students. Services and funding provided for mildly and severely handicapped students are studied.
Effective in Paraprofessional Certificate and AAS degree.

**ED286 - Sign Language**
Credits - 1-3
This course is designed to accommodate a variety of content and subject areas related to communication for people who are Deaf or Hard of Hearing. Coursework will be specific to teaching and learning related activities and strategies. Topics may include, but are not limited to, teaching techniques, interpreters, visual technology, human relationships, communication, and non-instructional support skills. Students interested in this course will be able to select a workshop/conference experience which is relevant to their specific job responsibilities or is of specific interest to them.
Effective in Paraprofessional Certificate and AAS degree.

**ED289 - Special Studies**
Credits - 1-3
This course is designed to accommodate a variety of content and subject areas related to education for the K-12 schools. Coursework will be specific to teaching and learning related activities and strategies. Students interested in this course will be able to select a workshop/conference experience which is relevant to their specific job responsibilities or is of specific interest to them.
Effective in Paraprofessional Certificate and AAS degree.

**EMT**
**EMT/FdSc Health Science**

**EMT115 - Crisis Intervention**
Credits - 3 Lecture - 3
Provides a theoretical background for understanding crisis intervention and offers an arena for students to participate in a variety of crisis management styles. Assists the emergency service worker or healthcare provider to evaluate their emotional reactions and methods of coping in order to stay healthy on the job.
Term(s) Offered: Spring
Course Descriptions

**EMT151 - Emergency Medical Technician Part A**
Credits - 5 Lecture - 5
This course is designed to instruct a student at 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 tasks and functions for which the job description for an EMT-Basic is responsible.
Prerequisite: RD 0110 or Placement and MTH 095 or Placement Term(s) Offered: Fall

**EMT152 - Emergency Medical Technician Part B**
Credits - 5 Lecture - 5
This course is designed to instruct a student at the level of Emergency Medical Technician Basic. EMT 152 covers the second half of the National Standard Curriculum. The EMT Basic is a vital link in the chain of health care. At the end of this course students will be trained to: 1. Recognize the nature and seriousness of the patient’s condition, the extent of injuries to assess requirements for emergency medical care, 2. Administer appropriate emergency medical care based on assessment findings of patient's condition, 3. Lift, move, position and handle the patient to minimize comfort and prevent further injury. 4. Perform safely and effectively the expectations of the job description for an EMT-Basic.
Recommended preparation: WR 121

**EMT176 - Emergency Response**
Term(s) Offered: Winter
This course covers ambulance operations, laws, security, and emergency response training, the expectations of the job description for an EMT-Basic. This course is designed to instruct a student to be trained to: 1. Recognize the nature and seriousness of the job description for an EMT-Basic.
Prerequisite: RD 0110 or Placement and MTH 095 or Placement Term(s) Offered: Fall

**EMT177 - Emergency Response**
Credit - 4 Lecture - 4
A course emphasizing the study and analysis of drama from classical times to the modern period with concentration on the principal types of drama such as comedy and tragedy.
Prerequisite: WR 115 or Placement Recommended preparation: WR 121 Term(s) Offered: Fall

**EN105 - Introduction to Literature**
Credit - 4 Lecture - 4
A course focusing on great works of the modern world in a variety of forms including: verse, drama, fiction, and non-fiction. Reading and discussion may focus on the literary traditions of Latin America, the Middle-East and Africa. As well as Europe, and include: ancient world in a variety of forms including: poetry, short stories, fiction, and non-fiction. Reading and discussion may focus on the literary traditions of Europe, Africa, and the Middle East. As well as Europe, and include: ancient world in a variety of forms including: poetry, short stories, fiction, and non-fiction.
Prerequisite: WR 115 or Placement Recommended preparation: WR 121 Term(s) Offered: Fall

**EN106 - Introduction to Literature**
Credit - 4 Lecture - 4
This course explores film as an art form, focusing visual literary through close attention to the cinematic. It will concentrate on the importance of acting, drama, ideology, and film adaptation to film. This course covers the second term focusing on American poetry. Students read and discuss major authors, including Shakespeare, Milton, Swift and Pope.
Prerequisite: WR 115 or Placement Recommended preparation: WR 121 Term(s) Offered: Winter

**EN107 - World Literature**
Credit - 4 Lecture - 4
This course covers the second term focusing on American poetry. Students read and discuss major authors, including Shakespeare, Milton, Swift and Pope.
Prerequisite: WR 115 or Placement Recommended preparation: WR 121 Term(s) Offered: Winter

**EN108 - World Literature**
Credit - 4 Lecture - 4
This course is designed to instruct a student at the level of Advanced English Major. It is a course emphasizing the study and analysis of drama from classical times to the modern period with concentration on the principal types of drama such as comedy and tragedy.
Prerequisite: WR 115 or Placement Recommended preparation: WR 121 Term(s) Offered: Winter

**EN201 - Shakespeare**
Credit - 4 Lecture - 4
A survey of the Elizabethan era and of Shakespeare's major works. Students read early comedies, histories, and tragedies giving special attention to the overall design of each work as well as its individual beauties.
Prerequisite: WR 115 or Placement Recommended preparation: WR 121 Term(s) Offered: Spring

**EN202 - Shakespeare**
Credit - 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 views on religion and society. This course covers the second term focusing on American poetry. Students read and discuss major authors, including Shakespeare, Milton, Swift and Pope.
Prerequisite: WR 115 or Placement Recommended preparation: WR 121 Term(s) Offered: Winter

**EN203 - Shakespeare**
Credit - 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 philosophical implications of these major plays.
Prerequisite: WR 115 or Placement Recommended preparation: WR 121 Term(s) Offered: Winter

**EN204 - Survey of American Literature**
Credit - 4 Lecture - 4
This course is designed to instruct a student to be trained to: 1. Recognize the nature and seriousness of the job description for an EMT-Basic. EMT 152 covers the second 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 tasks and functions for which the job description for an EMT-Basic is responsible.
Recommended preparation: WR 115 or Placement Term(s) Offered: Fall

**EN205 - Survey of English Literature**
Credit - 4 Lecture - 4
This course focuses on great works of the modern world in a variety of forms including: verse, drama, fiction, and non-fiction. Reading and discussion may focus on the literary traditions of Latin America, the Middle-East and Africa. As well as Europe, and include: ancient world in a variety of forms including: poetry, short stories, fiction, and non-fiction. Reading and discussion may focus on the literary traditions of Europe, Africa, and the Middle East. As well as Europe, and include: ancient world in a variety of forms including: poetry, short stories, fiction, and non-fiction.
Prerequisite: WR 115 or Placement Recommended preparation: WR 121 Term(s) Offered: Winter

**EN206 - Survey of English Literature**
Credit - 4 Lecture - 4
This course covers the second term focusing on American poetry. Students read and discuss major authors, including Shakespeare, Milton, Swift and Pope.
Prerequisite: WR 115 or Placement Recommended preparation: WR 121 Term(s) Offered: Winter

**ENG240 - Native American Literature**
Credit - 3 Lecture - 3
A course emphasizing the study and analysis of the Native American Literature. Students concentrate on the connection between Native American culture and the natural environment, mythology, story, lyric and ritual poetry and oratory.
Recommended preparation: WR 115 or Placement Business

**ENG253 - Survey of American Literature**
Credit - 4 Lecture - 4
This course is designed to instruct a student to be trained to: 1. Recognize the nature and seriousness of the job description for an EMT-Basic. EMT 152 covers the second 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 tasks and functions for which the job description for an EMT-Basic is responsible.
Recommended preparation: WR 115 or Placement Term(s) Offered: Winter

**ENG254 - Survey of American Literature**
Credit - 4 Lecture - 4
This course is designed to instruct a student to be trained to: 1. Recognize the nature and seriousness of the job description for an EMT-Basic. EMT 152 covers the second 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 tasks and functions for which the job description for an EMT-Basic is responsible.
Recommended preparation: WR 115 or Placement Term(s) Offered: Winter

**ENG255 - Survey of American Literature**
Credit - 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 Amethyst/Central Detective and Hard Boiled Detective.
Prerequisite: WR 115 or Placement Recommended preparation: WR 121

**ENG264 - Detective Fiction**
Credit - 4 Lecture - 4
This course covers the second term focusing on American poetry. Students read and discuss major authors, including Shakespeare, Milton, Swift and Pope.
Prerequisite: WR 115 or Placement Recommended preparation: WR 121 Term(s) Offered: Spring

**ENG280 - Cooperative Work Experience**
Credit - 4 Lecture - 4
This course is designed to instruct a student at the level of Advanced English Major. It is a course emphasizing the study and analysis of drama from classical times to the modern period with concentration on the principal types of drama such as comedy and tragedy.
Prerequisite: WR 115 or Placement Recommended preparation: WR 121 Term(s) Offered: Fall
Course Descriptions

**ET116 - Engineering Materials**
Credit(s): 3 - Lecture: 3
Basic properties and behavior of engineering applications of materials.
Prerequisite: MTH070 or higher
Co-requisite: PHYH01 or higher

**ET222 - Concrete Practice**
Credit(s): 3 - Lecture: 3
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.

**ET222 - Concrete Field Testing Technician**
Credit(s): 1 - Lecture: 1
A study of the Basics of Concrete relating to the testing of fresh concrete.

**ET222 - Concrete Control Technician**
Credit(s): 1 - Lecture: 1
A study of the Fundamental of Mix Design, review of the Basics of Concrete and in-depth investigation of the properties of concrete materials.

**ET222C - Concrete Strength Testing Technician**
Credit(s): 1 - Lecture: 1
Students are instructed in the Absolute Volume Method of Mix Design and the techniques required to meet job site specifications for concrete.

**ET231 - Soil Mechanics**
Credit(s): 3 - Lecture: 2 - Lab: 1
Introduction to soils as engineering materials. Includes classification, evaluation of various physical properties using index tests, and the engineering significance of those properties. Introduction to foundations and excavations.
Prerequisite: MTH070 or higher

**ET231 - Statics**
Credit(s): 3 - Lecture: 3
This course develops the fundamental principles of mechanics of rigid bodies and the application of these principles to engineering problems. The course includes thermodynamics, structural members and their connections, torsion on power-transmitting shafts, as well as centroids, moments of inertia, and stress and strain.
Prerequisite: MTH084 or MTH112 or higher and PHYH01 and GETH02

**ET235 - Strength of Materials**
Credit(s): 3 - Lecture: 3
This course develops design techniques for simple beams and columns utilizing an analysis of stress-strain relationship as related to engineering materials, with an emphasis on timber and steel. Internal stresses and deformations of structural members and machines when subjected to external forces are considered. Analysis of structural members and their connections, torsion on power transmitting shafts, centroids and moments of inertia of stress are also considered.
Prerequisite: CET231

**ET251 - Estimating Construction Costs**
Credit(s): 3 - Lecture: 3
Study of processes related to scheduling, estimating and codes in construction. Includes CPA, Quantity Take-Off, Labor-Time and bidding procedures.
Prerequisite: CET25

**ET256 - Fluid Mechanics**
Credit(s): 3 - Lecture: 3
This course introduces the fundamental properties of fluids, fluid statics, fluids in motion, dimensional analysis, flow in conduits, and flow measuring devices. The emphasis will be on incompressible fluids and the practical applications of fluid mechanics principles.
Prerequisite: MTH111 or higher Calculus

**FS100A - Fire Fighter Skills Academy**
Credit(s): 3 - Lecture: 2  Lab: 1  Other: -
This course provides the components of classroom study, drill hands-on skills practice, and training evolutions that will prepare the firefighter to perform most frequent functions under the supervision of an experienced firefighter.
Prepares for completion of the ACI-Field Testing Technician I and ODOT Quality Control Technician Certification Requirements.

**FS101B - Fire Fighter Skills Academy**
Credit(s): 3 - Lecture: 2  Lab: 1  Other: -
This is a NIMS compliant course (S-130/190, I-200, I-300, I-700).

**FS102 - Firefighter II Skills Academy**
Credit(s): 3 - Lecture: 2  Lab: 1  Other: -
This course provides the components of classroom study, drill hands-on skills practice, and training evolutions that will prepare the firefighter to perform most frequent functions under the supervision of an experienced firefighter.

**FN225 - Nutrition**
Credit(s): 4 - Lecture: 4
Nutrition 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 of nutrients. Skills will be developed in evaluation of nutrition information, assessment of dietary intake, nutrition of infants, children and adolescents.
Prerequisite: MTH070 or higher

**FS112A - Firefighting II Skills Academy**
Credit(s): 2 - Lecture: 1  Lab: 1  Other: -
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.
Prepares for: FS122, FS110B
Recommended Preparation: WR115, applied skills. Qualify within a limited entry program.

**FS112B - Firefighter II Skills Academy**
Credit(s): 2 - Lecture: 1  Lab: 1  Other: -
This is a NIMS compliant course (S-130/190, I-200, I-300, I-700, I-1000).

**FS112 - Hazardous Materials-Awareness/Operation**
Credit(s): 3 - Lecture: 3  Lab: 1  Other: -
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.
Prepares for: FS122, FS110B
Recommended Preparation: WR115, applied skills. Qualify with a limited entry program.
This course is accredited through FSAC, and meets requirements for NFPA standard 472

**FS123 - Wildland Firefighter**
Credit(s): 2 - Lecture: 1  Lab: 1 - Other: -
This course, developed by the National Wildfire Coordinating Group (NWCG), provides the foundational skills for entry-level wildland firefighters to prepare for field operations, affecting the start and spread of wildfire and reducing mortality and property damage. This course includes: basic wildland fire behavior, behavior of fire in fuel and weather patterns, suppression techniques, and fireline safety. Preparation for entry-level initiatives.
Prepares for: FS110B, FS123
Recommended Preparation: WR115, applied skills. Qualify within a limited entry program.

**FS126 - Building Construction for Fire Prevention**
Credit(s): 3 - Lecture: 3  Lab: 1  Other: -
This course provides the components of classroom study, drill hands-on skills practice, and training evolutions that will prepare the firefighter to perform most frequent functions under the supervision of an experienced firefighter.
Prepares for: ES110
Recommended Preparation: WR115, applied skills. Qualify within a limited entry program.

**FN200 - Children, Families and Nutrition**
Credit(s): 3 - Lecture: 3
This is a course for parents, families, child and health care providers, and early childhood educators. Basic nutrition for the pregnant and breastfeeding woman, the breastfed and bottle-fed infant, and the child will be covered.
Gaining an understanding of how eating habits develop and the role of the child and the parent will be emphasized as well as positive techniques for feeding infants, toddlers and preschooler and dealing with various feeding situations. Nutrition needs of the child and special health care needs will be included. Resources for planning and preparing nutritious meals will be shared and a toolbox of community nutrition services, menus, recipes and nutrition education activities and materials will be developed by each participant.

**FN230 - Computer Literacy**
Credit(s): 4 - Lecture: 4  Other: -  Lab Science: -
This course covers word processing, spreadsheets, databases, and the Internet.

**FS110A - Fire Fighter Skills Academy**
Credit(s): 3 - Lecture: 2  Lab: 1  Other: -
This course provides the components of classroom study, drill hands-on skills practice, and training evolutions that will prepare the firefighter to perform most frequent functions under the supervision of an experienced firefighter.
Prepares for: ES110
Recommended Preparation: WR115, applied skills. Qualify within a limited entry program.

**FS110B - Fire Fighter Skills Academy**
Credit(s): 3 - Lecture: 2  Lab: 1  Other: -
This course provides the components of classroom study, drill hands-on skills practice, and training evolutions that will prepare the firefighter to perform most frequent functions under the supervision of an experienced firefighter.
Prepares for: ES110
Recommended Preparation: WR115, applied skills. Qualify within a limited entry program.

**FS111B - Fire Fighting Skills Academy**
Credit(s): 3 - Lecture: 2  Lab: 1  Other: -
This course provides the components of classroom study, drill hands-on skills practice, and training evolutions that will prepare the firefighter to perform most frequent functions under the supervision of an experienced firefighter.
Prepares for: ES110
Recommended Preparation: WR115, applied skills. Qualify within a limited entry program.

**FS112 - Hazardous Materials-Awareness/Operation**
Credit(s): 3 - Lecture: 3  Lab: 1  Other: -
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.
Prepares for: FS122, FS110B
Recommended Preparation: WR115, applied skills. Qualify with a limited entry program.
This course is accredited through FSAC, and meets requirements for NFPA standard 472.

**FS137 - Fire Protection Systems**
Credit(s): 3 - Lecture: 3  Lab: 1  Other: -
This course provides instruction in the features of design and operation of fire alarm systems and fire sprinkler systems, special hazard fire suppression systems, water supply for fire protection and portable extinguishing systems.
Prepares for: FS110B
Recommended Preparation: WR115, applied skills.

**FS140 - Hazardous Materials Awareness**
Credit(s): 3 - Lecture: 3  Lab: 1  Other: -
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.
Prepares for: FS122, FS110B
Recommended Preparation: WR115, applied skills. Qualify within a limited entry program.
Recommended Preparation: WR115, applied skills. Qualify within a limited entry program.

FS240 - Emergency Service Instructor  
Credits - 3 Lecture - 2 Lab - 1 Other  
This course prepares emergency services personnel to deliver a training class from a prepared lesson plan. Topics include adult learning theory and how it applies to emergency service training and the use of instructional methods to engage the student in the learning process.
Prerequisite: FS112B, COM111  
Recommended Preparation: WR115, applied skills. Qualify within a limited entry program.

FS274 - Intro to Fire & Emergency Administration  
Credits - 3 Lecture - 3 Lab - Other  
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 the role and responsibilities of personnel and communication, in the how in building construction effects fire behavior factors, and how to conduct fire preincident planning.
Prerequisite: FS110B  
Recommended Preparation: WR115, 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 student an opportunity to gain real life education and mentoring from experienced firefighters, in both daily operation and emergencies.
Prerequisite: FS110B, FS169  
Recommended Preparation: WR115, applied skills. Qualify within a limited entry program.

G101 - Introduction to Geology  
Minerals and Rocks  
Credits - 4 Lecture - 3 Lab - 1 Other  
A study of the structure and composition of the Earth, minerals, sediments and soils, igneous metamorphic, and sedimentary rocks. Students will also be introduced to geologic mapping and groundwater.
Prerequisite: MTH025 or Placement and RD090 or Placement  
Course fulfills laboratory science requirement. Need not be taken in sequence. This becomes an elective if G202 is taken  
Term(s) Offered: Winter  

G105 - Introduction to Geology: Pacific Northwest Geology  
Credits - 4 Lecture - 3 Lab - 1 Other  
A study of the regional geology of the Pacific Northwest. This course traces the geologic evolution of the Northwest and includes discussion on the history of volcanic activity, fossils, sedimentary environments, and topographic change with time.
Prerequisite: MTH025, RD090 or Placement  
Term(s) Offered: Winter  

G146 - Rocks and Minerals  
Credits - 3 Lecture - 3  
An introduction to origin and identification of common rocks and minerals. Topics include rock and mineral formation and identification, ore deposits, weathering, plate tectonics, glaciations. Field trips where appropriate.

G189 - Special Studies  
Credits - 1-3  
This course is designed to provide interested and capable students special topics in geology.

G201 - Physical Geology  
Credits - 4 Lecture - 3 Lab - 1 Other  
An in-depth study of the geologic processes occurring on Earth. There are no prerequisites, although a background in science is helpful. Safes laboratory science requirements for both science and non-science majors. Generally one weekend field trip.
Prerequisite: MTH070 or Placement and WR115 or Placement  
Need not be taken in sequence. G101, if it has been taken, becomes an elective of G202 if taken  
Term(s) Offered: Fall  

G202 - Physical Geology  
Credits - 4 Lecture - 3 Lab - 1 Other  
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. Safes laboratory science requirements for both science and non-science majors. Generally one weekend field trip.
Prerequisite: MTH070 or Placement and WR115 or Placement  
Need not be taken in sequence G101, if it has been taken, becomes an elective of G202 if taken  
Term(s) Offered: Winter  

G203 - Historical Geology  
Credits - 4 Lecture - 3 Lab - 1 Other  
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. Safes laboratory science requirement for both science and non-science majors. Generally one weekend field trip.
Prerequisite: MTH070 or Placement  
Need not be taken in sequence.

GEOG101 - Physical Geography  
Credits - 5 Lecture - 3 Lab - 1 Other  
An introduction to physical geography of the earth with specific emphasis on landforms, climate, vegetation, and mineral resources. Includes the interaction between humans and these elements.
Prerequisite: WRT050 or Placement  
Term(s) Offered: Fall, Winter  

GOE191 - Human Geography  
Credits - 4 Lecture - 4  
This course is designed to provide interested and capable students special topics in geography.

GOE204 - Geography of Oregon  
Credits - 4 Lecture - 3 Lab - 1 Other  
A study of the diverse landscapes of Oregon. This course considers natural environment, population growth, and settlements. Special emphasis is placed on the historical geography of selected areas of the state.
Prerequisite: WR115 or Placement  
Recommended preparation: COM111  
Term(s) Offered: Spring  

GS108 - Physical Science/Physics  
Credits - 4 Lecture - 3 Lab - 1 Other  
This one-semester introduction to physical science/physics is designed to form the foundation for all of the physical sciences. Topics include measurement, motion, mechanics, and pressure.
Prerequisite: MTH070 or Placement  
Term(s) Offered: Fall  

GS109 - Physical Science/Chemical Concepts  
Credits - 4 Lecture - 3 Lab - 1 Other  
This one-semester introduction to chemistry and its application to everyday phenomena. Topics include structure of the atom, chemical reactions, solutions, acids and bases, and chemical reactions.
Prerequisite: MTH070 or Placement  
Term(s) Offered: Winter
# GT102 - Green Industrial Safety
Credits - 2 Lecture - 2
Students learn the essential skills needed to develop and maintain safe work habits in various industrial workplaces following OSHA guidelines, including general accident prevention. Students demonstrate safe use of tools/equipment commonly found in a variety of manufacturing and construction industries. Emphasis will be placed on learning the fundamentals of occupational safety to lead to sustainable practices and results.

# GT103 - Mechanical Systems Troubleshooting
Credits - 3 Lecture - 2 Lab - 1
This course focuses on learning the fundamentals of mechanical power. Students learn common mechanical components from nuts and bolts to gears, box shafts, and bearings. Students learn how to perform basic mechanical tasks, and learn to fine tune drive systems involving gears and combination circuits. This course demonstrates the importance of lubrication in maintaining gear systems and moving parts, and emphasizes operations to reduce friction and wear motion, which are major contributors to energy inefficiency.

# GT104 - Electrical Systems Troubleshooting I
Credits - 3 Lecture - 2 Lab - 1
This course covers basic on information on DC and AC electrical theory, definitions, circuit components, major symbols, and common terminology. It also includes measurement, troubleshooting common electrical problems in industry, such as live voltages, high voltage, open circuits, high resistance shorts to ground and current/voltage imbalance. Emphasis is on prevention of electrical problems and energy wasting problems.

# GT105 - Building Codes
Credits - 2 Lecture - 1 Other - 1
Students learn basic principles of building science to assess building energy efficiency and monitor health and safety conditions, with an emphasis on a systems analysis approach to inspection. Interconnected systems analysis includes the building's envelope, foundation, walls, roof, doors and windows. Students learn how to use diagnostic equipment to analyze the efficiency of the building system and maximize energy performance, comfort, efficiency, safety and durability. Students will learn about using the HVAC ducting and digital control systems (DDC) system as an aid to troubleshooting and promoting energy efficient building systems. Students will be required to assess the impact of HVAC systems on a building.

# GT106 - HVACR Systems Operations
Credits - 3 Lecture - 2 Lab - 1
Students will learn the concepts of the basic operations of various heating and cooling systems for commercial and residential applications. This course focuses on maintenance and service procedures for Initial training of HVACR systems for energy efficiency. Practical application of skills includes: taking pressures, identifying refrigerant recovery, recovery and recycling refrigerant, evacuating and charging refrigeration systems. Also included are applicable safety precautions and EPA governmental environmental regulations. Energy efficiency will be emphasized.

# GT109 - HVACR Systems Operations
Credits - 3 Lecture - 2 Lab - 1
Students will practice small group collaboration and communication by participating in group discussions, readings, and written exercises. Attention to organization and conduct of problem-solving groups and learning is emphasized. Students will be required to assess the impact of HVAC systems on a building.

# GT110 - Workshop Communications
Credits - 3 Lecture - 3
Students will be introduced to and implement the principles of electrical design, manufacturing, and communication to effectively communicate with and to apply problem-solving techniques and develop attitudes and skills applicable to leadership and successful participation in the workplace.

# GT111 - Preventive Maintenance/Power Conservation
Credits - 2 Lecture - 2
This course covers the theory and application of magnetism, electromagnetic, the generation of electromagnetic force, AC and DC motor principles, transformer theory, types and components. Students are introduced to electrical control circuits and the operation of a transformer. Students build operating the control circuit and system troubleshooting methods and procedures to solve process problems. Analyzing motor control schematics and using advanced digital multi meters are stressed. Emphasis is on prevention and control of energy wasting problems.

# HD080 - Life Transitions
Credits - 2 Other - 2
This course is a five-week series of seminars designed to introduce students to knowledge, coping skills, confidence-building, communication skills, parenting skills, and how to have healthy relationships. Included in this course will be the exploration of specific career and orientation to job-search techniques, learning about college support services, managing resources, networking, exploring non-traditional training options, setting goals, and developing action plans.

# HD100 - College Survival and Success
Credits - 3 Other - 1
This course teaches students techniques and strategies that will support their success both individually and as students. The focus is on academic strategies which include note-taking, testing, self-study, study strategies, reading strategies, and time management. Techniques are designed for elected student government officers and representatives. Not open to general student enrollment. Course serves as a bridge between community college/civic/legislative service and academic experience. Focus is on communication skills, small group dynamics, presentation skills, and leadership styles. Repeatable for maximum of 3 credits.

# HD101 - Career Planning
Credits - 2 Lecture - 2
Students gather information about themselves and occupations. They choose two careers and support their choice based on the information they gathered. Students select at least two career interest inventories, computerized exploration programs, time management software, and personality assessments. They will use the Career Information System to find skills and potential career opportunities. They will research the applications of alternative energy in their local/regional communities and the potential for elected student government officers and representatives. Not open to general student enrollment. Course serves as a bridge between community college/civic/legislative service and academic experience. Focus is on communication skills, small group dynamics, presentation skills, and leadership styles. Repeatable for maximum of 3 credits.

# HD104 - Albemarle Seaport Leadership
Credits - 3 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 college/civic/legislative service and academic experience. Focus is on presentation skills, and leadership styles. Repeatable for maximum of 3 credits.

# HD204 - Self-Motivation and Personal Potential
Credits - 3 Lecture - 3
Students will learn to explore and use methods for eliminating recurring behavior, feelings or thoughts which negatively affect the quality of their lives. Subject matter covered will be the psychology of wellness, principles of behavior modification and a holistic approach to an individual's ability to develop a successful self-management plan for living. Focus will be on levels of life planning, positive health management, assertive communication, social fulfillment and emotional well-being. This course goes beyond acquisition of knowledge or personal awareness. It also includes experiential and collaborative learning in addition to more traditional approaches.

# HD206 - Coping Skills for Stress
Credits - 3 Lecture - 3
The theories and practices of stress management are the focus. Techniques for coping, such as relaxation, time management, setting goals, nutrition, rational-thinking, assertion and time management will be emphasized. Students will be required to assess the impact of various situations on their well-being and to design coping strategies that are preventative and which promote their mental and physical well-being. The focus of this class is relaxation and assertive techniques. Emphasis will be equally divided among situational and participatory requirements.

# HD254 - Ambassadorship
Credits - 4 Lecture - 1
The Student Ambassadors' primary function is to provide 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 sessions, conducting on-campus office assistance, and other assigned duties. The focus of this course is on presentation skills, leadership, etiquette, marketing, and college knowledge. 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 college/civic/legislative service and academic experience. Focus is on communication skills, small group dynamics, presentation skills, and leadership styles. Repeatable for maximum of 3 credits.

# HD100 - Health Services
Credits - 3 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 sessions, conducting on-campus office assistance, and other assigned duties. The focus of this course is on presentation skills, leadership, etiquette, marketing, and college knowledge. 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 college/civic/legislative service and academic experience. Focus is on communication skills, small group dynamics, presentation skills, and leadership styles. Repeatable for maximum of 3 credits.

# HD101 - Career Planning
Credits - 2 Lecture - 2
Students gather information about themselves and occupations. They choose two careers and support their choice based on the information they gathered. Students select at least two career interest inventories, computerized exploration programs, time management software, and personality assessments. They will use the Career Information System to find skills and potential career opportunities. They will research the applications of alternative energy in their local/regional communities and the potential for elected student government officers and representatives. Not open to general student enrollment. Course serves as a bridge between community college/civic/legislative service and academic experience. Focus is on communication skills, small group dynamics, presentation skills, and leadership styles. Repeatable for maximum of 3 credits.

# HD104 - Albemarle Seaport Leadership
Credits - 3 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 college/civic/legislative service and academic experience. Focus is on presentation skills, and leadership styles. Repeatable for maximum of 3 credits.

# HD204 - Self-Motivation and Personal Potential
Credits - 3 Lecture - 3
Students will learn to explore and use methods for eliminating recurring behavior, feelings or thoughts which negatively affect the quality of their lives. Subject matter covered will be the psychology of wellness, principles of behavior modification and a holistic approach to an individual's ability to develop a successful self-management plan for living. Focus will be on levels of life planning, positive health management, assertive communication, social fulfillment and emotional well-being. This course goes beyond acquisition of knowledge or personal awareness. It also includes experiential and collaborative learning in addition to more traditional approaches.

# HD206 - Coping Skills for Stress
Credits - 3 Lecture - 3
The theories and practices of stress management are the focus. Techniques for coping, such as relaxation, time management, setting goals, nutrition, rational-thinking, assertion and time management will be emphasized. Students will be required to assess the impact of various situations on their well-being and to design coping strategies that are preventative and which promote their mental and physical well-being. The focus of this class is relaxation and assertive techniques. Emphasis will be equally divided among situational and participatory requirements.

# HD254 - Ambassadorship
Credits - 4 Lecture - 1
The Student Ambassadors' primary function is to provide 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 sessions, conducting on-campus office assistance, and other assigned duties. The focus of this course is on presentation skills, leadership, etiquette, marketing, and college knowledge. 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 college/civic/legislative service and academic experience. Focus is on communication skills, small group dynamics, presentation skills, and leadership styles. Repeatable for maximum of 3 credits.
**HE115 - Body Composition Assessment**
Credits - 1 Lecture - 1
The class teaches students about the different methods of assessing percent body fat, their advantages and disadvantages, and gives reliable ways they can learn to assess body-to-fat ratio using the skin fold method.
Term(s) Offered: Fall, Winter, Spring

**HE250 - Personal Health**
Credits - 3 Lecture - 3
A visionary look at the state of health and health care today. This distance education course offers teachers and learners an up-to-the-minute look at health and health care issues from weight management to cardiovascular disease and from the latest HIV/AIDS treatment to changes in health care delivery systems. Personal Health combines interviews with leading health professionals, health promotion content, footage integration, and case studies to bring each lesson to life.
Term(s) Offered: Fall, Winter, Spring

**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 assist the victim of a sudden injury or illness until 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 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 and cholesterol while high in complex carbohydrates and fiber. Emphasis will be on herbs and spices, diet and diet-related diseases, and the effects of alcohol on health. Incorporates the study of the effects of dietary factors on the body and the development of dietary guidelines to help prevent chronic disease.
Term(s) Offered: Fall, Winter, Spring

**HST104 - World Civilizations I**
Credits - 3 Lecture - 3
The first in a series of three World Civilizations courses, the course begins with a study of Near Eastern, Greco-Roman, Indian, and Chinese civilisations, and their basic institutions and divergent tendencies.
Recommended preparation: WR060

**HST105 - World Civilizations II**
Credits - 3 Lecture - 3
The second in a series of three World Civilizations courses, this course focuses on the impact on other world civilizations of the West, and its cultural and social impact on the world between 700 and 1700 A.D.
Recommended preparation: WR060

**HST207 - History of the United States**
Credits - 4 Lecture - 4
History of the major concepts in United States history with a major focus on the period from 1815 to 1917. Emphasizes the role of economic, political, and social factors in shaping the course of events. This course begins with the Progressive Era and covers development through the Twentieth Century to the present.
Prerequisite: WR115 or Placement
Term(s) Offered: Winter, Spring

**HST203 - History of the United States**
Credits - 4 Lecture - 4
This course covers the Civil War and Reconstruction and the period from c. 1815 to 1917. Emphasizes the role of economic, political, and social factors in shaping the course of events. This course begins with expansion and slavery and 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: WR115 or Placement
Term(s) Offered: Winter, Spring

**HPE235 - 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 body.
Term(s) Offered: Fall, Winter, Spring

**HTM224 - Catering Operations**
Credits - 3 Lecture - 3
This course prepares travel and tourism students for a successful career in selling travel. It creates an understanding of the broader sales environment. Applies concepts and techniques to sample sales dialogues, examples, and case studies. Assesses the impact of the Internet and e-commerce trends on the travel industry, how consumers currently use the Internet to make travel purchases, and the functionality of travel-e-commerce sites.
Focuses on how e-commerce travel sites integrate with global distribution systems and the changing value chain in the travel marketplace.
Prerequisite: WR060 and either BA104 or MTH025
Term(s) Offered: Fall, Winter

**HTM104 - Travel and Tourism 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 the effects of e-commerce on the hospitality and tourism industry. Reviews food service segments. Discusses current industry operational topics. Prerequisite: WR060 and either BA104 or MTH025
Term(s) Offered: Winter

**HTM110 - Hospitality Cost Control**
Credits - 3 Lecture - 3
This course covers the principles and practices of sanitation and safety for managers. Students will study the principles of the Management Accounting (PMAP) system. Covers portable water systems, waste treatment, lodging facilities, recreational facilities, swimming pool and spa regulations, and hazmat materials.
Prerequisite: WR060 and either BA104 or MTH025
Term(s) Offered: Spring

**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 travel industry to accomplish effective and efficient customer service operation. This course covers the structure and organization within the individual firm's front office/operational unit. This course will also explore career opportunities.
Prerequisite: WR060
Term(s) Offered: Fall

**HTM132 - Selling in the Hospitality Industry**
Credits - 3 Lecture - 3
This course is 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.
Prerequisite: WR060

**HTM112 - Bed and Breakfast Management**
Credits - 3 Lecture - 3
This course is designed to provide interested and capable students special topics in health.
Credits - 1-3

**HE298 - Special Studies**
Credits - 1-3
This course is designed to provide interested and capable students special topics in health.

**HOR100 - Plant Science**
Credits - 3 Lecture - 3
Basic principles of plant science and the environmental factors associated with plant growth and development constitute the core of this course. Agricultural application of plants will be emphasized.
Corequisite: AGS020
Term(s) Offered: Fall

**HOR111 - Alternative Crop Production**
Credits - 3 Lecture - 3
Explores specialty crop production such as seed, berry, fruit, and melon production. Mulch use and drip irrigation will be emphasized. Greenhouse work may also be included.
Corequisite: AGS020
Term(s) Offered: Spring

**HST118 - African History**
Credits - 3 Lecture - 3
Examines Africa in a global historical context, focusing on the rise to world dominance between 700 and 1700 C.E. Emphasizes the role of technology, commerce, and demography as driving forces, and the impact on people and societies in Africa and beyond.
Term(s) Offered: Fall, Winter, Spring

**HTM100 - Hospitality and Tourism Industry**
Credits - 3 Lecture - 3
Introduces the hospitality industry as a single, integrated industry composed of food and beverage, travel and tourism, lodging, meeting and planning events, recreation and leisure, and the ecotourism movement.
Prerequisite: WR060

**HTM103 - Marketing in the Hospitality Industry**
Credits - 3 Lecture - 3
This course studies how marketing activities direct the flow of goods and services from producer to consumer in the hospitality and tourism industry.
Prerequisite: WR060
Course Descriptions

MTH084 - Technical Mathematics for Trades
Credits - 2 Lecture - 2
This course is designed to provide interested and capable students special topics in mathematics. It is designed for students who are pursuing careers in technical programs. Emphasis will be placed on mathematical skills and computer software as a tool to further algebraic knowledge. A graphing calculator will be used as an aid to test-taking and on interpretation of results of statistical tests. A graphing calculator will be used as an aid to data description and statistical inference. Prerequisite: MTH111 or Placement

MTH111 - College Algebra
Credits - 4 Lecture - 4
Students will study and demonstrate knowledge of topics chosen from logic, set theory, functions, algorithms, number theory, matrices, proof techniques, recursion, counting techniques, relations, and graphing theory. Prerequisite: MTH111 or Placement

MTH242 - Introduction to Probability and Statistics
Credits - 4 Lecture - 4
Students will demonstrate knowledge of graphical and numerical descriptive statistics, probability theory, probability distributions, statistical inference, and regression. The emphasis will be on statistical inference making and on interpretation of results of statistical tests. A graphing calculator will be used as an aid to data description and statistical inference. Prerequisite: MTH212 or Placement

MTH251 - Calculus
Credits - 4 Lecture - 4
This course covers the methods of solving integrals and evaluating limits, continuity, the derivative, and applications, including trigonometry. Prerequisite: MTH111 or Placement

MTH252 - Calculus
Credits - 4 Lecture - 4
This course covers the methods of solving integrals and evaluating limits, continuity, the derivative, and applications, including trigonometry. Prerequisite: MTH111 or Placement

MTH253 - Calculus
Credits - 4 Lecture - 4
Students 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: MTH212

MTH254 - Vector Calculus
Credits - 4 Lecture - 4
Students will study and demonstrate knowledge of topics chosen from logic, set theory, functions, algorithms, number theory, matrices, proof techniques, recursion, counting techniques, relations, and graphing theory. Prerequisite: MTH111 or Placement

MTH255 - Differential Equations
Credits - 4 Lecture - 4
This course covers the methods of solving ordinary differential equations and includes three types of solution: elementary methods, convergent power series, and numerical methods, with applications to physical and engineering science. Prerequisite: MTH252

MTH256 - Integral Algebra
Credits - 4 Lecture - 4
Students will study and demonstrate knowledge of matrix solutions to systems of linear equations, determinants, and vector spaces. Gram-Schmidt orthogonalizations, linear transformations, Eigen values and Eigen vectors. Prerequisite: MTH252

MTH260 - Cooperative Work Experience
Credits - 1-8
Provides supervised work experience in mathematics which supplements the "school experience" that is not possible in a normal academic environment. Instructor approval required. Course is repeatable up to 3 times (3 credits total).

MTH266 - Field Experience
Credits - 1-8
Provides supervised work experience in mathematics which supplements the "school experience" that is not possible in a normal academic environment. Instructor approval required. Course is repeatable up to 3 times (3 credits total).

MTH275 - Statistics
Credits - 4 Lecture - 4
This course covers the methods of solving integrals and evaluating limits, continuity, the derivative, and applications, including trigonometry. Prerequisite: MTH111 or Placement

MTH276 - Calculus
Credits - 4 Lecture - 4
This course covers the methods of solving integrals and evaluating limits, continuity, the derivative, and applications, including trigonometry. Prerequisite: MTH111 or Placement

MTH283 - Calculus
Credits - 4 Lecture - 4
Students 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: MTH212

MTH291 - General Ensemble
Credits - 1 Lecture - 1
This course provides an opportunity to participate in the Oregon Choral Symposium offering performances of a wide variety of choral literature. Instructor approval required. Course is repeatable up to 3 times (3 credits total)

MUP115 - Jazz Ensemble
Credits - 1 Lab - 1
Provides an opportunity for students to rehearse and perform in current jazz and jazz standard literature. Course is repeatable up to 3 times (3 credits total).

MUP116 - Band
Credits - 1 Lab - 1
Provides an opportunity for students to rehearse and perform in a select small ensemble. Course is repeatable up to 3 times (3 credits total).

MUP212 - Concert Choir
Credits - 1 Lab - 1
Provides the skilled vocalist an opportunity to participate in a select group. Instructor approval required. Course is repeatable up to 3 times (3 credits total).

MUP125 - Vocal Jazz Ensemble
Credits - 1 Lab - 1
An opportunity for advanced vocalists to perform literature of the popular and/or jazz styles. Instructor approval required. Course is repeatable up to 3 times (3 credits total).

MUP141 - Symphony Orchestra
Credits - 1 Lab - 1
This course provides an opportunity to participate in the Oregon Choral Symposium offering performances of a wide variety of choral literature. Instructor approval required. Course is repeatable up to 3 times (3 credits total)
MUP217 - Applied Piano
Credits - 1 Lecture - 1
Course is repeatable up to 3 times (3 credits total).
Prerequisite: 3 terms of MUP122.
Term(s) Offered: Fall, Winter, Spring

MUP222 - Concert Choir
Credits - 1 Lab - 1
To provide the skilled vocalist an opportunity to participate in a select group.
Prerequisite: 3 terms of MUP222.
Course is repeatable up to 3 times (3 credits total).
Term(s) Offered: Fall, Winter, Spring

MUP225 - Vocal Jazz Ensemble
Credits - 1 Lab - 1
An opportunity for advanced vocalists to perform literature of the popular and jazz styles.
Prerequisite: MUP125 and instructor approval.
Course is repeatable up to 3 times (3 credits total).
Term(s) Offered: Fall, Winter

MUP241 - Symphony Orchestra
Credits - 1 Lab - 1
This course provides an opportunity to participate in the Oregon East Symphony, offering performance on a wide variety of orchestral instruments.
Prerequisite: Three quarters of MUP141.
Course is repeatable up to 3 times (3 credits total).
Term(s) Offered: Fall, Spring

MUP268 - Applied Woodwinds
Credits - 1 Lecture - 1
Individual private instruction is given in technical and stylistic aspects of woodwind performance. Students enroll for a one-half hour lesson each week in their major instrument each term.
Prerequisite: MUP168.
Course is repeatable up to 3 times.

MUP269 - Applied Brass
Credits - 1 Lecture - 1
Individual private instruction is given in technical and stylistic aspects of brass performance. Students enroll for a one-half hour lesson each week in their major instrument each term.
Prerequisite: MUP198.
Course is repeatable up to 3 times.

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 utilizing musical ideas.
Term(s) Offered: Fall, Spring

MUS105 - Music Appreciation
Credits - 4 Lecture - 4
This course includes a survey of western music, both vocal and instrumental, from the Renaissance through the Twentieth Century, as well as covering the basic fundamentals in order to aid and with comprehension of the material.
Prerequisite: MUS111.
Corequisite: MUS115
Term(s) Offered: Fall, Winter, Spring

MUS110 - History of Music
Credits - 4 Lecture - 4
This course covers the development of music in history and culture, focusing on basic concepts that developed through the musical periods, including music of different cultures and eras.
Prerequisite: WR 115
Term(s) Offered: Fall

MUS116 - Ear Training and Sight Singing
Credits - 1 Lecture - 1
A course for training in the use of recording and sound reinforcement equipment. This course covers terminology, technology, and recording as well as sound reinforcement procedures and practices.
Prerequisite: MUS107
Term(s) Offered: Fall, Winter, Spring

MUS118 - Introduction to Music and Its Literature
Credits - 3 Lecture - 3
This course introduces the fundamentals of singing, dictation, and reading music without accompaniment. It stresses basic music theory, rhythm, and intervals.
Corequisite: MUS111

MUS120 - Introduction to Music and Its Literature
Credits - 3 Lecture - 3
This course offers practice in singing, dictation, and reading music without accompaniment. It stresses basic music theory, rhythm, and intervals.
Corequisite: MUS114

MUS121 - Music and Its Literature
Credits - 4 Lecture - 4
This course covers the development of music in history and culture, focusing on basic concepts that developed through the musical periods, including music of different cultures and eras.
Prerequisite: MUS107

MUS131 - Class Piano
Credits - 2 Lecture - 2
Course is repeatable up to 3 times.

MUS132 - Piano Technique
Credits - 2 Lecture - 2
Corequisite: MUS131

MUS133 - Class Piano
Credits - 2 Lecture - 2
This course introduces piano technique to fill the needs of beginners. This course assumes no piano experience.
Term(s) Offered: Fall, Winter, Spring

MUS135 - Piano Technique
Credits - 2 Lecture - 2
This course introduces piano technique to fill the needs of beginners. This course assumes no piano experience.
Term(s) Offered: Fall, Winter, Spring

MUS140 - Advanced Piano
Credits - 2 Lecture - 2
This course offers practice in singing, dictation, and reading music without accompaniment. It stresses basic music theory, rhythm, and intervals.
Corequisite: MUS111

MUS150 - Advanced Piano
Credits - 2 Lecture - 2
This course offers practice in singing, dictation, and reading music without accompaniment. It stresses basic music theory, rhythm, and intervals.
Corequisite: MUS111

MUS151 - Advanced Piano
Credits - 2 Lecture - 2
This course offers practice in singing, dictation, and reading music without accompaniment. It stresses basic music theory, rhythm, and intervals.
Corequisite: MUS111

MUS152 - Advanced Piano
Credits - 2 Lecture - 2
This course offers practice in singing, dictation, and reading music without accompaniment. It stresses basic music theory, rhythm, and intervals.
Corequisite: MUS111

MUS153 - Advanced Piano
Credits - 2 Lecture - 2
This course offers practice in singing, dictation, and reading music without accompaniment. It stresses basic music theory, rhythm, and intervals.
Corequisite: MUS111

MUS160 - Advanced Piano
Credits - 2 Lecture - 2
This course offers practice in singing, dictation, and reading music without accompaniment. It stresses basic music theory, rhythm, and intervals.
Corequisite: MUS111

MUS165 - Advanced Piano
Credits - 2 Lecture - 2
This course offers practice in singing, dictation, and reading music without accompaniment. It stresses basic music theory, rhythm, and intervals.
Corequisite: MUS111

MUS170 - Advanced Piano
Credits - 2 Lecture - 2
This course offers practice in singing, dictation, and reading music without accompaniment. It stresses basic music theory, rhythm, and intervals.
Corequisite: MUS111

MUS175 - Advanced Piano
Credits - 2 Lecture - 2
This course offers practice in singing, dictation, and reading music without accompaniment. It stresses basic music theory, rhythm, and intervals.
Corequisite: MUS111

MUS180 - Advanced Piano
Credits - 2 Lecture - 2
This course offers practice in singing, dictation, and reading music without accompaniment. It stresses basic music theory, rhythm, and intervals.
Corequisite: MUS111

MUS190 - Special Studies
Credits - 2 Lecture - 2
The skilful vocal student is given an opportunity to participate in a select group.
Prerequisite: MUS198.
Course is repeatable up to 3 times (2 credits total).
Term(s) Offered: Fall, Winter, Spring

MUS195 - Special Studies
Credits - 2 Lecture - 2
The skilful vocal student is given an opportunity to participate in a select group.
Prerequisite: MUS198.
Course is repeatable up to 3 times (2 credits total).
Term(s) Offered: Fall, Winter, Spring

MUS198 - Special Studies
Credits - 3 Lecture - 3
Study of various topics in music.
Course is repeatable up to 3 times.

MUS201 - Introduction to Music and Its Literature
Credits - 3 Lecture - 3
Enjoyment and understanding of music through listening and study of its elements, form, and historical styles. Music and composers from its origins through 1750.

MUS202 - Introduction to Music and Its Literature
Credits - 3 Lecture - 3
Enjoyment and understanding of music through listening and study of its elements, form, and historical styles. Music and composers from 1750 to 1800.

MUS203 - Introduction to Music and Its Literature
Credits - 3 Lecture - 3
Enjoyment and understanding of music through listening and study of its elements, form, and historical styles. Music and composers from 1800 to the present.

MUS205 - Introduction to Jazz History
Credits - 4 Lecture - 4
This course covers the development of music in history and culture, focusing on basic concepts that developed through the musical periods, including music of different cultures and eras.
Prerequisite: WR 115 or Placement
Term(s) Offered: Fall, Winter, Spring

MUS210 - Introduction to Music and Its Literature
Credits - 3 Lecture - 3
Course is repeatable up to 3 times.

MUS215 - Introduction to Music and Its Literature
Credits - 3 Lecture - 3
Course is repeatable up to 3 times.

MUS220 - Introduction to Music and Its Literature
Credits - 3 Lecture - 3
Course is repeatable up to 3 times.

MUS225 - General Ensemble
Credits - 1 Lab - 1
Provides an opportunity for students to rehearse and perform in a small ensemble.
Prerequisite: 3 terms of MUS115.
Course is repeatable up to 3 times (3 credits total).

MUS230 - Advanced Ensemble
Credits - 1 Lecture - 1
This course offers practice in singing, dictation, and reading music without accompaniment. It stresses basic music theory, rhythm, and intervals.
Corequisite: MUS111

MUS235 - Advanced Ensemble
Credits - 1 Lecture - 1
This course offers practice in singing, dictation, and reading music without accompaniment. It stresses basic music theory, rhythm, and intervals.
Corequisite: MUS111

MUS240 - Advanced Ensemble
Credits - 1 Lecture - 1
This course offers practice in singing, dictation, and reading music without accompaniment. It stresses basic music theory, rhythm, and intervals.
Corequisite: MUS111

MUS245 - Advanced Ensemble
Credits - 1 Lecture - 1
This course offers practice in singing, dictation, and reading music without accompaniment. It stresses basic music theory, rhythm, and intervals.
Corequisite: MUS111

MUS250 - Advanced Ensemble
Credits - 1 Lecture - 1
This course offers practice in singing, dictation, and reading music without accompaniment. It stresses basic music theory, rhythm, and intervals.
Corequisite: MUS111

MUS255 - Advanced Ensemble
Credits - 1 Lecture - 1
This course offers practice in singing, dictation, and reading music without accompaniment. It stresses basic music theory, rhythm, and intervals.
Corequisite: MUS111

MUS260 - Advanced Ensemble
Credits - 1 Lecture - 1
This course offers practice in singing, dictation, and reading music without accompaniment. It stresses basic music theory, rhythm, and intervals.
Corequisite: MUS111

MUS265 - Advanced Ensemble
Credits - 1 Lecture - 1
This course offers practice in singing, dictation, and reading music without accompaniment. It stresses basic music theory, rhythm, and intervals.
Corequisite: MUS111

MUS270 - Advanced Strings
Credits - 1 Lecture - 1
Course is repeatable up to 3 times (3 credits total).
Instructor Approval
Term(s) Offered: Fall, Winter, Spring
>MUS206 - Introduction to History of Rock Music
Credits - 4 Lecture - 4
A general survey of the history of rock and roll music. Beginning with the roots in African-American folk tunes, this course will follow socio-political events that shaped this development of the popular genre. Also to be discussed will be various musical styles that shape content and intention of rock.
Prerequisite: WR115 or Placement
Term(s) Offered: Fall, Winter, Spring

>MUS207 - History of Folk Music
Credits - 4 Lecture - 4
A survey of American folk music and its subsequent styles from the first collected folk songs of Cecil Sharp (around 1900) to the present. Begins with the Anglo-American 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 traditions from Britain.
Prerequisite: WR115 or Placement
Term(s) Offered: Fall, Winter, Spring

>MUS211 - Music Theory
Credits - 3 Lecture - 3
Continues studies from the MUS 111, 112 and 113 sequence, with emphasis upon review and analysis and composition of 16th century stylistic tendencies.
Prerequisite: MUS111, 112, 113

>MUS212 - Music Theory
Credits - 3 Lecture - 3
Continues studies on the elements of music with emphasis upon analysis of music of the Classical period. This course will include harmonic analysis, formal analysis and basic modulations, and formal analysis will be stressed.
Prerequisite: MUS211

>MUS213 - Music Theory
Credits - 3 Lecture - 3
Continues studies on the elements of music with emphasis upon analysis of music from the Romantic period. Analysis of extended chord structures, advanced modulations, and altered chords will be stressed.
Prerequisite: MUS212

>MUS296 - Special Studies
Credits - 1-3
Selected topics in music including pedagogy, conducting and performance practice.
Prerequisite: MUS296

>PE185 - Physical Education Activity
Credits - 1-3
Repeatable for a maximum of 12 credits
Term(s) Offered: Fall, Winter, Spring

>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 American Red Cross Lifeguard Training certificate are eligible to enroll in this review course. Offered in 291 only.
Recommended preparation: The student must possess a current American Red Cross Lifeguard Training Certificate.
Term(s) Offered: Winter

>PE291 - Lifeguard Training
Credits - 2 Other - 2
This course is designed to provide Lifeguard candidates and Lifeguards with the skills and knowledge to prevent and respond to aquatic emergencies. The program includes hands-on skills in these areas. 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

>PE292 - Water Safety Instructor/WSI
Credits - 2 Lecture - 1 Other
The purpose of this course is to update student's American Red Cross Water Safety Instructor (WSI) course certificate. Recommended preparation: The student must be at least 17 years old at the start of the course and must pass the pre-course written and skills test.
Term(s) Offered: Fall, Winter, Spring

>PE198 - Special Studies
Credits - 1-3
Selected studies in health and physical education.
Prerequisite: MUS212
**PHC211 - Pharmacology**

Science

**Credit - 4 Lecture - 0 Lab - 0**

This course is designed to provide interested and capable students with a strong foundation in pharmacology and therapeutics. Topics include the mechanisms of drug action, classifications, adverse reactions, and drug interactions. This course is designed to provide interested and capable students with a strong foundation in pharmacology and therapeutics. Topics include the mechanisms of drug action, classifications, adverse reactions, and drug interactions.

Recommended preparation: WR121

Term(s) Offered: Winter, Spring

**PHY101 - Essentials of Physics**

Science

**Credit - 4 Lecture - 0 Lab - 0**

This course is designed to provide interested and capable students with a strong foundation in physics. Topics include mechanics, heat, light, electricity, magnetism, and modern physics. This course is designed to provide interested and capable students with a strong foundation in physics. Topics include mechanics, heat, light, electricity, magnetism, and modern physics.

Recommended preparation: WR121 or MTH112 or MTH201

Term(s) Offered: Winter, Spring

**PSY198 - Special Studies**

Social Science

**Credit - 1**

This course provides an opportunity for the student to pursue study in special topics in psychology with academic discipline-based readings. This course provides an opportunity for the student to pursue study in special topics in psychology with academic discipline-based readings.

Recommended preparation: WR115 or Placement

Term(s) Offered: Winter, Spring

**PSY201 - General Psychology**

Social Science

**Credit - 4 Lecture - 4 Lab - 0**

This course is designed to provide interested and capable students with a strong foundation in psychology. Topics include the biological bases of behavior, personality, memory, intelligence, language, and consciousness. This course is designed to provide interested and capable students with a strong foundation in psychology. Topics include the biological bases of behavior, personality, memory, intelligence, language, and consciousness.

Recommended preparation: WR115 or Placement

Term(s) Offered: Fall, Winter, Spring

**PSY202 - American Government and Politics**

Social Science

**Credit - 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.

Recommended preparation: WR115 or Placement

Term(s) Offered: Winter, Spring

**PSY203 - American Government and State and Local**

Social Science

**Credit - 4 Lecture - 4 Lab - 0**

This course is designed to provide interested and capable students with a strong foundation in the political institutions of the United States and the American political system. This course is designed to provide interested and capable students with a strong foundation in the political institutions of the United States and the American political system.

Recommended preparation: WR115 or Placement

Term(s) Offered: Winter, Spring

**PSY204 - American Government and Politics**

Social Science

**Credit - 4 Lecture - 0 Lab - 0**

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.

Recommended preparation: WR115 or Placement

Term(s) Offered: Winter, Spring

**PSY237 - Human Development**

Social Science

**Credit - 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.

Recommended preparation: WR115 or Placement

Term(s) Offered: Winter, Spring

**RD090 - Effective Reading Strategies**

Social Science

**Credit - 3 Lecture - 3**

This course provides directed practice in the development of college reading skills, emphasizing vocabulary skills, comprehension skills, reading, and reading for study. Vocabulary skills include dictionary use, word identification, comprehension of idioms, metaphors, and multiple meanings of words. Comprehension skills include reading for meaning, determining ideas and supporting details which signal key concepts and ideas.

Recommended preparation: WR115 or Placement

Term(s) Offered: Fall, Winter, Spring

**RD101 - College Textbook Reading**

Social Science

**Credit - 3 Lecture - 3 Lab - 0**

This course is designed to provide interested and capable students with a strong foundation in textbook reading strategies, including 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.

Recommended preparation: WR115 or Placement

Term(s) Offered: Fall, Winter, Spring

**RD120 - Critical Reading and Thinking**

Social Science

**Credit - 3 Lecture - 3 Lab - 0**

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.

Recommended preparation: WR115 or Placement

Term(s) Offered: Fall, Winter, Spring

**RD220 - Advanced Critical Reading & Thinking**

Social Science

**Credit - 4 Lecture - 4**

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.

Recommended preparation: WR115 or Placement

Term(s) Offered: Fall, Winter, Spring

**RD225 - General Sociology**

Social Science

**Credit - 4 Lab - 4**

This course is designed to provide interested and capable students with a strong foundation in sociology. Topics include the human condition, social issues, and social change. The course will explore topics related to community, sociology, and the sociological perspective.

Recommended preparation: WR115 or Placement

Term(s) Offered: Fall, Winter, Spring

**SOC204 - General Sociology**

Social Science

**Credit - 4 Lecture - 4**

This course is designed to provide interested and capable students with a strong foundation in sociology. Topics include the human condition, social issues, and social change. The course will explore topics related to community, sociology, and the sociological perspective.

Recommended preparation: WR115 or Placement

Term(s) Offered: Fall, Winter, Spring

**SOC213 - Minorities**

Social Science

**Credit - 4 Lecture - 4**

A survey of minority groups, with special emphasis on social issues and problems associated with social issues and problems associated with social issues and problems.

Recommended preparation: WR115 or Placement

Term(s) Offered: Fall, Winter, Spring

**SOC215 - Minorities**

Social Science

**Credit - 4 Lecture - 4**

A survey of minority groups, with special emphasis on social issues and problems associated with social issues and problems associated with social issues and problems.

Recommended preparation: WR115 or Placement

Term(s) Offered: Fall, Winter, Spring

**RD College Prep**

Social Science

**Credit - 4 Lecture - 4 Lab - 0**

This course is designed to provide interested and capable students with a strong foundation in sociology. Topics include the human condition, social issues, and social change. The course will explore topics related to community, sociology, and the sociological perspective.

Recommended preparation: WR115 or Placement

Term(s) Offered: Fall, Winter, Spring

**RD090 - Effective Reading Strategies**

Social Science

**Credit - 3 Lecture - 3**

This course provides directed practice in the development of college reading skills, emphasizing vocabulary skills, comprehension skills, reading, and reading for study. Vocabulary skills include dictionary use, word identification, comprehension of idioms, metaphors, and multiple meanings of words. Comprehension skills include reading for meaning, determining ideas and supporting details which signal key concepts and ideas.

Recommended preparation: WR115 or Placement

Term(s) Offered: Fall, Winter, Spring

**RD101 - College Textbook Reading**

Social Science

**Credit - 3 Lecture - 3 Lab - 0**

This course is designed to provide interested and capable students with a strong foundation in textbook reading strategies, including 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.

Recommended preparation: WR115 or Placement

Term(s) Offered: Fall, Winter, Spring

**RD120 - Critical Reading and Thinking**

Social Science

**Credit - 3 Lecture - 3 Lab - 0**

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.

Recommended preparation: WR115 or Placement

Term(s) Offered: Fall, Winter, Spring

**RD220 - Advanced Critical Reading & Thinking**

Social Science

**Credit - 4 Lecture - 4 Lab - 0**

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.

Recommended preparation: WR115 or Placement

Term(s) Offered: Fall, Winter, Spring

**RD225 - General Sociology**

Social Science

**Credit - 4 Lab - 4**

This course is designed to provide interested and capable students with a strong foundation in sociology. Topics include the human condition, social issues, and social change. The course will explore topics related to community, sociology, and the sociological perspective.

Recommended preparation: WR115 or Placement

Term(s) Offered: Fall, Winter, Spring

**RD College Prep**

Social Science

**Credit - 4 Lecture - 4**

This course is designed to provide interested and capable students with a strong foundation in sociology. Topics include the human condition, social issues, and social change. The course will explore topics related to community, sociology, and the sociological perspective.

Recommended preparation: WR115 or Placement

Term(s) Offered: Fall, Winter, Spring
## Course Descriptions

### SOC Social Science

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Credits</th>
<th>Lecture</th>
<th>Lab</th>
<th>Prerequisite</th>
<th>Term(s) Offered</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>SOC217 - Family and Society</em></td>
<td>Credits - 4 Lecture - 4</td>
<td>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.</td>
<td>Pre-requisite: WR115 or Placement</td>
<td>Recommended preparation: SOC204</td>
<td>Term(s) Offered: Fall; Winter</td>
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<tr>
<td><strong>SPAN</strong> Foreign Languages</td>
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<tr>
<td>^SPAN101 - First Year Spanish</td>
<td>Credits - 4 Lecture - 4</td>
<td>Introduction to Spanish, stressing speaking and reading. Exercises in elementary composition and grammar.</td>
<td>Prerequisite: SPAN101</td>
<td>Term(s) Offered: Fall; Winter</td>
<td></td>
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</tr>
<tr>
<td>^SPAN102 - First Year Spanish</td>
<td>Credits - 4 Lecture - 4</td>
<td>Continued introduction to Spanish, stressing speaking and reading. Exercises in elementary composition and grammar.</td>
<td>Prerequisite: SPAN101</td>
<td>Term(s) Offered: Winter; Spring</td>
<td></td>
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</tr>
<tr>
<td>^SPAN103 - First Year Spanish</td>
<td>Credits - 4 Lecture - 4</td>
<td>Continued introduction to Spanish, stressing speaking and reading. Exercises in elementary composition and grammar.</td>
<td>Prerequisite: SPAN101</td>
<td>Term(s) Offered: Winter; Spring</td>
<td></td>
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</tr>
<tr>
<td>^SPAN201 - Second-Year Spanish</td>
<td>Credits - 4 Lecture - 4</td>
<td>Intensive oral and written exercises designed to help the student acquire an accurate and fluent use of Spanish. Emphasis on advanced verb modes and application of language.</td>
<td>Prerequisite: SPAN202</td>
<td>Term(s) Offered: Fall</td>
<td></td>
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</tr>
<tr>
<td>^SPAN202 - Second-Year Spanish</td>
<td>Credits - 4 Lecture - 4</td>
<td>Intensive oral and written exercises designed to help the student acquire an accurate and fluent use of Spanish. Emphasis on advanced verb modes and application of language.</td>
<td>Prerequisite: SPAN201</td>
<td>Term(s) Offered: Winter</td>
<td></td>
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</tr>
<tr>
<td>^SPAN203 - Second-Year Spanish</td>
<td>Credits - 4 Lecture - 4</td>
<td>Intensive oral and written exercises designed to help the student acquire an accurate and fluent use of Spanish. Emphasis on advanced verb modes and application of language.</td>
<td>Prerequisite: SPAN202</td>
<td>Term(s) Offered: Spring</td>
<td></td>
<td></td>
</tr>
<tr>
<td>^SPAN211 - Spanish Conversation and Composition</td>
<td>Credits - 3 Lecture - 3</td>
<td>Intensive conversation and essay writing of a general character designed to improve oral and written ability in Spanish.</td>
<td>Prerequisite: SPAN212</td>
<td>Term(s) Offered: Spring</td>
<td></td>
<td></td>
</tr>
<tr>
<td>^SPAN212 - Spanish Conversation and Composition</td>
<td>Credits - 3 Lecture - 3</td>
<td>Intensive conversation and essay writing of a general character designed to improve oral and written ability in Spanish.</td>
<td>Prerequisite: SPAN211 or instructor approval</td>
<td>Term(s) Offered: Spring</td>
<td></td>
<td></td>
</tr>
<tr>
<td>^SPAN213 - Spanish Conversation and Composition</td>
<td>Credits - 3 Lecture - 3</td>
<td>Intensive conversation and essay writing of a general character designed to improve oral and written ability in Spanish.</td>
<td>Prerequisite: SPAN212 or instructor approval</td>
<td>Term(s) Offered: Spring</td>
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</tr>
</tbody>
</table>

### Engineering Tech/Drafting

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Credits</th>
<th>Lecture</th>
<th>Lab</th>
<th>Prerequisite</th>
<th>Term(s) Offered</th>
</tr>
</thead>
<tbody>
<tr>
<td>^SUR167 - Surveying Seminar</td>
<td>Credits - 3 Lab - 8</td>
<td>Focus on applied surveying techniques in a project oriented environment.</td>
<td>Prerequisite: SUR166</td>
<td>Credit hours provide student access to State licensing process.</td>
<td>Term(s) Offered: Spring</td>
<td></td>
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</tbody>
</table>

### Engineering Tech/Drafting

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
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<th>Term(s) Offered</th>
</tr>
</thead>
<tbody>
<tr>
<td>^TA101 - Introduction to the Theatre</td>
<td>Credits - 4 Lecture - 4</td>
<td>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.</td>
<td>Prerequisite: WR115 or Placement</td>
<td>Term(s) Offered: Fall, Winter, Spring</td>
<td></td>
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</tr>
<tr>
<td>^TA102 - Fundamentals of Acting Techniques</td>
<td>Credits - 4 Lecture - 4</td>
<td>This course provides a basic introduction to contemporary acting theories and techniques. Through participation in acting exercises, improvisations, and prepared monologues and scenes, the student will learn fundamental acting terminology and be introduced to a variety of contemporary acting training philosophies.</td>
<td>Prerequisite: WR115 or Placement</td>
<td>Term(s) Offered: Fall</td>
<td></td>
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</tr>
<tr>
<td>^TA103 - Fundamentals of Acting Techniques</td>
<td>Credits - 4 Lecture - 4</td>
<td>This course provides a basic introduction to contemporary acting theories and techniques. Through participation in acting exercises, improvisations, and prepared monologues and scenes, the student will learn fundamental acting terminology and be introduced to a variety of contemporary acting training philosophies.</td>
<td>Prerequisite: WR115 or Placement</td>
<td>Term(s) Offered: Fall</td>
<td></td>
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<tr>
<td>^TA147 - Voice and Diction for the Theatre</td>
<td>Credits - 3 Lecture - 3</td>
<td>This studio course introduces all aspects of vocal production for the stage, including breathing, support, articulation and projection.</td>
<td>Recommended preparation: LA035</td>
<td>Term(s) Offered: Spring</td>
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<tr>
<td>^TA165 - Technical Theatre Workshop Credits - 3 Lab - 3</td>
<td>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.</td>
<td>May be repeated for a maximum of 9 credits.</td>
<td>Term(s) Offered: Fall, Winter, Spring</td>
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<tr>
<td>^TA401 - Intermediate Acting Techniques</td>
<td>Credits - 4 Lecture - 4</td>
<td>This course provides a second level of study of contemporary acting theories and techniques. Through participation in acting exercises, improvisations, and prepared monologues and scenes, the student will learn advanced acting terminology and further explore a variety of contemporary acting training philosophies.</td>
<td>Prerequisite: WR115 or Placement</td>
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<tr>
<td>^TA421 - Intermediate Acting Techniques</td>
<td>Credits - 4 Lecture - 4</td>
<td>This course provides an exploration of advanced contemporary acting theories and techniques via classroom activities and presented presentations.</td>
<td>May be taken without previous acting experience or coursework.</td>
<td>Term(s) Offered: Winter</td>
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<tr>
<td>^TA243 - Intermediate Acting Techniques</td>
<td>Credits - 4 Lecture - 4</td>
<td>This course provides an exploration of advanced contemporary acting theories and techniques via classroom activities and presented presentations. Activities will include opportunities for public performance.</td>
<td>Prerequisite: WR115 or Placement</td>
<td>Term(s) Offered: Spring</td>
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### Service Skills

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<tr>
<th>Course Code</th>
<th>Title</th>
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<th>Lab</th>
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<th>Term(s) Offered</th>
</tr>
</thead>
<tbody>
<tr>
<td>^TA104 - Transportation Customer Service Skills</td>
<td>Credits - 3 Lecture - 3</td>
<td>This course focuses on building skills in dealing with customers and others in the course of delivery in order to create a more professional approach to dealing with the public.</td>
<td>Recommended preparation:  LA035</td>
<td>Term(s) Offered: Fall</td>
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<tr>
<td>^TTL280 - Cooperative Work Experience Credits - 5</td>
<td>This course ensures the completion of additional truck driving experience necessary for excellent and reliable driving skills. It also covers the work processes and procedures at the location.</td>
<td>Prerequisite: VT109</td>
<td>Term(s) Offered: Winter</td>
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### Foreign Languages

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<tr>
<th>Course Code</th>
<th>Title</th>
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<th>Lab</th>
<th>Prerequisite</th>
<th>Term(s) Offered</th>
</tr>
</thead>
<tbody>
<tr>
<td>^UMA101 - First Year Umatilla</td>
<td>Credits - 4 Lecture - 4</td>
<td>This course introduces 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 to reach novice level speaking proficiency with an emphasis in writing. Oral exercises will be coupled with grammar exercises to ensure students obtain a firm understanding of grammatical constructions of the Umatilla language.</td>
<td>Recommended preparation: LA035</td>
<td>Term(s) Offered: Spring</td>
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<tr>
<td>UMA Foreign Languages</td>
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</tbody>
</table>
**WR060 - Elements of the Essay**  
Credits: 4 Lecture - 4  
Introduces students to the academic essay. The course moves from developing clear, coherent paragraphs to composing and revising the academic essay. Students are encouraged to develop confidence in their writing, strengthen composing and editing skills, collaborate in the writing process, and practice critical thinking. A heavy focus on grammar, spelling and punctuation.  
Special note: students with a writing Compass score of 18-32 are highly recommended to take RD101 concurrent to WR060  
Term(s) Offered: Fall, Winter, Spring  

**WR065 - Introduction to Technical Writing**  
Credits: 3 Lecture - 3  
Introduces students to the basic elements of expository technical writing. Students will move from short, paragraph length technical works to multi-paragraph documents. Additional attention is directed toward integrating graphics into the writing, presenting the material clearly and creating job search documents.  
Prerequisite: LA035 or Placement  
Term(s) Offered: Fall, Winter, Spring  

**WR115 - Introduction to College Writing**  
Credits: 4 Lecture - 4  
This course introduces college-level critical inquiry in academic reading and writing. Students will work on developing their ability to read critically and write college-level essays in a variety of different writing contexts and situations. Emphasis is on learning to use the conventions of written language appropriately and skillfully for different purposes and to experience and use writing as a recursive, social and collaborative process.  
Prerequisite: WR060 or WR065 or Placement  
Term(s) Offered: Fall, Winter, Spring  

**WR121 - English Composition**  
Credits: 4 Lecture - 4  
The second of a two-course sequence, this course focuses on the development of student skills in evaluating and composing essays of various lengths, with emphasis on style of expression, logical thought and evidence, and argumentative approaches and strategies. The course also includes a research paper and supporting annotated bibliography.  
Prerequisite: WR121  
Term(s) Offered: Fall, Winter, Spring  

**WR116 - Technical Report Writing**  
Credits: 4 Lecture - 4  
A course in technical report writing designed for those who wish to express themselves in fiction, non-fiction, drama, poetry, or other imaginative forms.  
Prerequisite: WR115 or Placement  
Term(s) Offered: Fall  

**WR241 - Introduction to Imaginative Writing**  
Credits: 4 Lecture - 4  
A course in creative writing designed for those who wish to express themselves in fiction, non-fiction, drama, poetry, or other imaginative forms.  
Prerequisite: WR115 or Placement  
Term(s) Offered: Winter, Spring  

**WR242 - Introduction to Imaginative Writing**  
Credits: 4 Lecture - 4  
A course in creative writing designed for those who wish to express themselves in fiction, non-fiction, drama, poetry, or other imaginative forms.  
Prerequisite: WR115 or Placement  
Term(s) Offered: Winter, Spring  

**WR243 - Introduction to Imaginative Writing**  
Credits: 4 Lecture - 4  
A course in creative writing designed for those who wish to express themselves in fiction, non-fiction, drama, poetry, or other imaginative forms. This course will focus on creative non-fiction.  
Prerequisite: WR115 or Placement  
Term(s) Offered: Spring  

**WR298 - Special Studies**  
Credits: 1-3  
Designed to provide interested and capable students with the opportunity to study special topics in writing.  

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**Symbols:**  
- * - Discipline Studies  
- @ - Computer Literacy  
- ^ - Lab Science  
- ~ - Cultural Awareness  
- > - C/T Elective
BMCC Boards and Personnel

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- **Lea Mathieu**
  Zone 1, Term Expires 2015
- **Werner Buehler**
  Zone 2, Term Expires 2015
- **Ed Tabor**
  Zone 3, Term Expires 2017
- **Kim Puzey**
  Zone 4, Term Expires 2017
- **Doug Voyles**
  Zone 5, Term Expires 2015
- **Dr. Anthony (Tony) Turner**
  Zone 6, Term Expires 2017
- **Bryan Branstetter**
  Zone 7, Term Expires 2015

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  Salem—5th Congressional District
- **Artemio Paz, Jr.**
  Springfield—4th Congressional District
- **Serilda Summers-McGee**
  At Large - Vice Chair
- **Samuel Henry**
  Portland—Chair - 3rd Congressional District
- **Angela Bowen**
  At Large
- **Miranda Summer**
  Portland—1st Congressional District

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  Hermiston, Term Expires 2016
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  Pendleton, Term Expires 2016
- **Gary Schmidtgall**
  Athena, Term Expires 2014
- **Russell Dorran**
  Hermiston, Term Expires 2015
- **Bob Byrd**
  Irrigon, Term Expires 2015
- **Deb Sue Hamby**
  Pendleton, Term Expires 2014
- **Nancy Snider**
  Heppner, Term Expires 2016
- **Kari Dallas-Spratling**
  Pendleton, Term Expires 2016
- **Ron Daniels**
  Keizer, Term Expires 2014
- **Ellsworth Mayer**
  Pendleton, Term Expires 2015
- **Dotty Miles**
  North Powder, Term Expires 2015
- **Lonnie Read**
  Pendleton, Term Expires 2016
- **Margaret Gianotti**
  Pendleton, Executive Director

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  Portland, Commissioner of Education
  A.A., Clackamas Community College
  B.S., Willamette University
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  Portland, Commissioner of Education
  A.A., Multnomah Community College
  B.A., Portland State University
  M.A., University of Oregon

- **Neil Bryant**
  Portland, Commissioner of Education
  A.A., Portland Community College
  B.S., Eastern Oregon University
  M.A., Eastern Oregon University

- **Lee Ayers-Prebooski**
  (University Faculty, non-voting member)

- **Rob Fullmer**
  (College/University staff, non-voting member)

- **Frank Goulard**
  (Community College Faculty, non-voting member)

**Administration**

- **Cam Preus (2013)**
  President
  Cumberland Junior College
  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

- **Daniel Kooiman (2010)**
  Associate Vice President, Instruction
  B.A., Walla Walla College
  M.Ed., University of Idaho
  School of Administration

- **Deborah Lee (2007)**
  Associate Vice President
  BMCC-Central Oregon
  A.A., Oregon State University
  B.S., Oregon State University
  M.A., Eastern Oregon University

- **Tammie Parker (1989)**
  Associate Vice President
  BMCC-Blue Mountain Community College
  A.A., Blue Mountain Community College
  B.S., Oregon State University
  M.A., Eastern Oregon University

- **Brad Holden (1989)**
  Associate Vice President, Information Technology
  A.A.O.T., Blue Mountain Community College

- **Tim Nesbitt**, Chair
  Portland, Commissioner of Education
  A.A., Clackamas Community College
  B.A., Portland State University
  M.A., University of Oregon

- **Anayeli Jimenez**
  (Student, Non-voting member)

- **Larry Roper**
  Portland, Commissioner of Education
  A.A., Clackamas Community College
  B.A., University of Oregon
  M.A., San Francisco State

- **Ramon Ramirez**
  Portland, Commissioner of Education
  A.A., Clackamas Community College
  B.A., University of Oregon
  M.A., San Francisco State

- **Carmen Rubio**
  Portland, Commissioner of Education
  A.A., Clackamas Community College
  B.A., University of Oregon
  M.A., San Francisco State

- **Duncan Wyse**
  Portland, Commissioner of Education
  A.A., Clackamas Community College
  B.A., University of Oregon
  M.A., San Francisco State

- **Peggy Hudson (2006)**
  Associate Vice President, BMCC-Baker County
  A.A., Central Oregon CC
  B.B.A., University of Oregon
  M.A., San Francisco State

- **Daniel Lange (1983)**
  Vice President, Instruction
  B.M., University of Montana
  M.M., University of N. Colorado
Instructor of Nursing
Andria Bye (2009)
M.A., Golden Gate Baptist Theological
B.S., Western Oregon University
Tiffany Dawson (2013)
Instructor of Nursing
A.A.S., Blue Mt. Community College
Lincoln A. DeBunce (1999)
Instructor of Geography and Anthropology
B.S., Southern Oregon University
M.A., Louisiana State University
Ph.D., University of Oregon
M.S., Oregon State University
Dulcie Ellis (2003)
Instructor of College Prep
A.A., BMCC
B.A., California State University
Ann Marie Hardin (2009)
Instructor of Civil Engineering Technology
B.S., University of Idaho
M.S., University of Idaho
Rheadean Hays (2009)
Instructor of Early Childhood Education
A.S., Olympic Community College
B.S., Central Washington University
Robert L. Hillenbrand (1998)
Instructor of Mathematics
A.A., Seattle Central Community College
B.S., Washington State University
M.S., Western Washington University
Mary "Katy" Holdiman (2008)
Instructor of College Prep
B.A., Eastern Washington University
Arlene G. Isaacson (1997)
Instructor of Education
B.A., Mt. Angel College
M.S., Indiana University
Ph.D., University of Oregon
Greg Jones (2005)
Instructor of College Prep
B.A., Oregon State University
M.A., Oregon State University
Llewellyn (Wells) Jones (1995)
Instructor of Physical Education
B.S., Lewis Clark State College
M.S., University of Oregon
Cheri Kendrick (2002)
Instructor of Speech and Business Technology
B.A., Oregon State University
M.A., Oregon State University
J.D., Willamette University of Law
Carol Lovell (2003)
Instructor of Nursing
B.S., Oregon Health Sciences University
MSN, University of Wyoming
Christina E. Martinez (1994)
Instructor of Sociology
B.A., California State University-Fullerton
M.A., California State University-Fullerton
Doreen Matteson (2001)
Instructor of College Prep
B.S., Virginia Polytechnic University
Shaindel Beers (2006)
Instructor of English
B.A., Huntington College
M.A., University of Chicago
B.A., Hope College
Michelle Miller (1995)
Instructor of Biology
B.S., University of Idaho
M.S., University of Oklahoma
Instructor of Business Technology
B.S., Eastern Oregon University
B.S., Central Washington University
M.B.A., Portland State University
Nick Nelson (2007)
Instructor of Animal Science
A.A., Lassen College
B.S., California State University
M.A., Oregon State University
Kristen Oja (2011)
Instructor of Biology
B.S., Linfield College
M.S., Oregon State University
Ph.D., Oregon State University
Gary D. Parker (1996)
Instructor of Mathematics
A.S., Community College of Rhode Island
B.A., Rhode Island College
M.S., Western Washington University
Crystal D. Patton-Doherty (1989)
Instructor of Dental Assisting Certificate, Blue Mountain Community College
B.S., Eastern Oregon University
Catherine Pinkerton (1991)
Instructor of College Prep
B.A., Whitman College
Melinda S. Platt (2002)
Instructor of Business Technology
B.S., Eastern Oregon University
M.T.E., Eastern Oregon University
Guy Post (1999)
Instructor of College Prep
B.A., California State 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 Theatre Arts
B.A., Lewis and Clark
M.F.A., University of California
Sascha McKeen (2012)
Instructor of Biology
B.S., Chapman University
Ph.D., State University of New York
Michelle Miller (1995)
Instructor of Biology
B.S., University of Idaho
M.S., University of Idaho
Instructor of Business Technology
B.S., Eastern Oregon University
B.S., Central Washington University
M.B.A., Portland State University
Nick Nelson (2007)
Instructor of Animal Science
A.A., Lassen College
B.S., California State University
M.A., Oregon State University
Kristen Oja (2011)
Instructor of Biology
B.S., Linfield College
M.S., Oregon State University
Ph.D., Oregon State University
Gary D. Parker (1996)
Instructor of Mathematics
A.S., Community College of Rhode Island
B.A., Rhode Island College
M.S., Western Washington University
Crystal D. Patton-Doherty (1989)
Instructor of Dental Assisting Certificate, Blue Mountain Community College
B.S., Eastern Oregon University
Catherine Pinkerton (1991)
Instructor of College Prep
B.A., Whitman College
Melinda S. Platt (2002)
Instructor of Business Technology
B.S., Eastern Oregon University
M.T.E., Eastern Oregon University
Guy Post (1999)
Instructor of College Prep
B.A., California State 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 Theatre Arts
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Michelle Miller (1995)
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M.A., Oregon State University
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Ph.D., Oregon State University
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B.S., University of Idaho
M.S., University of Oklahoma
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B.S., Eastern Oregon University
B.S., Central Washington University
M.B.A., Portland State University
Nick Nelson (2007)
Instructor of Animal Science
A.A., Lassen College
B.S., California State University
M.A., Oregon State University
Kristen Oja (2011)
Instructor of Biology
B.S., Linfield College
M.S., Oregon State University
Ph.D., Oregon State University
Gary D. Parker (1996)
Instructor of Mathematics
A.S., Community College of Rhode Island
B.A., Rhode Island College
M.S., Western Washington University
Crystal D. Patton-Doherty (1989)
Instructor of Dental Assisting Certificate, Blue Mountain Community College
B.S., Eastern Oregon University
Catherine Pinkerton (1991)
Instructor of College Prep
B.A., Whitman College
Melinda S. Platt (2002)
Instructor of Business Technology
B.S., Eastern Oregon University
M.T.E., Eastern Oregon University
Guy Post (1999)
Instructor of College Prep
B.A., California State 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 Theatre Arts
B.A., Lewis and Clark
M.F.A., University of California
Sascha McKeen (2012)
Instructor of Biology
B.S., Chapman University
Ph.D., State University of New York
Michelle Miller (1995)
Instructor of Biology
B.S., University of Idaho
M.S., University of Oklahoma
Instructor of Business Technology
B.S., Eastern Oregon University
B.S., Central Washington University
M.B.A., Portland State University
Nick Nelson (2007)
Instructor of Animal Science
A.A., Lassen College
B.S., California State University
M.A., Oregon State University
Kristen Oja (2011)
Instructor of Biology
B.S., Linfield College
M.S., Oregon State University
Ph.D., Oregon State University
Gary D. Parker (1996)
Instructor of Athletics
A.A.O.T., Blue Mountain Community College
B.A., Pacific University
M.A.T., Pacific University
Leah Balusig (2008)
Instructor of Criminal Justice
B.S., Eastern Oregon University
J.D., Gonzaga University School of Law
Dave Baty (2008)
Head Volleyball Coach
Instructor of Physical Education
Gregory A. Berlie (1996)
Instructor of English
B.A., California State University
M.A., California State University
Roy Blaine (2010)
Instructor of Criminal Justice
B.A., California State University
M.A., State University of New York
Susan Booker (2011)
Instructor of Mathematics
M.H.S.A., University of Kansas
B.A., Brigham Young University
Gayle Blomme (2009)
Instructor of English
B.A., Oakland University
M.A., University of Michigan
Ph.D., University of Michigan
Susan Bower (2008)
Instructor of Business Technology
B.A., Otterbein College
M.B.A., John Carroll University
Amy Brounh-Baker (2013)
Instructor of Nursing Assistant
A.A., Portland Community College
B.S., Oregon Health Sciences University
Ron Brand (2011)
Instructor of Communications
B.A., University of Illinois
M.A., Northeastern Illinois University
Broadword, Kevin (2013)
Instructor of E.M.T.
A.A.S., Chemeketa Community College
B.S., Eastern Oregon University
M.A., University of Scranton

Instructor of Psychology
A.A., Central Oregon Community College
B.S., Western Oregon University
Psy. D., Pacific University
Ann Cornish (2013)
Instructor of Writing
B.A., De Montfort University
M.A., De Montfort University
John Courtney (2006)
Instructor of Criminal Justice
B.A., Cal State University Long Beach
M.Pa., City University
Sarah Crane-Simpson (2011)
Instructor of Education
B.S., University of Idaho
M.Ed., University of Idaho

Thomas Creasig (2012)
Instructor of Communications
B.A., Wilkes University
S.D. Law, Lewis & Clark Law School
Maureen Crossley (2010)
Instructor of Business Technology
A.A., Highline Community College
Heather Estrada (2006)
Instructor of Mathematics
B.A., Concordia University
Alan Feves (2010)
Instructor of Music
B.A., Whitman College
Instructor of History
B.A., Eastern Oregon University
J.D., University of Oregon
Jimmie Ford (2011)
Instructor of Welding
Welding Certificate Columbia Basin
College
Mark Ford (2008)
Instructor of Apprenticeship
Certicate, Oregon State Apprenticeship and Training Council

Shawn Eng (2011)
Instructor of Physical Ed
Diploma, Hopper High School
Amy English (2013)
Instructor of Business Technology
B.A., Southern Adventist University
M.Ed., Grand Canyon University
Randal Hennen (2008)
Instructor of Biology
B.S., Black Hills State University
M.S., Texas Tech University
Julie Hendren (2008)
Instructor of Care
B.A., Seattle University
Ryan Hildebrandt (2012)
Instructor of History
B.S., Oregon State University
M.B.A., Eastern Oregon University
Sumner Hill, Jr. (2005)
Instructor of Mathematics
M.S., Grossmont College
M.A., Seattle University
Karen Eddy (1993)
Instructor of Physical Education
B.S., Eastern Oregon University
Instructor of English
B.A., Augustana College
M.S., Eastern Oregon University

Adam Ellis (2012)
Head Basketball Coach
Instructor of Physical Education
A.A., Spokane Community College
B.S., Eastern Washington University
M.A., Concordia University

Shawn Eng (2011)
Instructor of Physical Ed
Diploma, Hopper High School
Amy English (2013)
Instructor of Business Technology
B.A., Southern Adventist University
M.Ed., Grand Canyon University
Randal Hennen (2008)
Instructor of Biology
B.S., Black Hills State University
M.S., Texas Tech University
Julie Hendren (2008)
Instructor of College Prep
B.A., Seattle University
Ryan Hildebrandt (2012)
Instructor of History
B.S., Oregon State University
M.B.A., Eastern Oregon University
Sumner Hill, Jr. (2005)
Instructor of Apprenticeship
Certicate, Oregon State Apprenticeship and Training Council

Shawn Ford
Instructor of Emergency Medical
Technician
B.S., Eastern Kentucky University

A.S., B.S., Oregon Institute of Technology
M.M.R., University of Georgia
Marvin L House (2005)
Instructor of Mathematics
B.S., Oregon State University/Math
B.S., Oregon State University, Science
M.A., Oregon State University
Sigmund Haverson (2009)
Instructor of Physical Science
B.S., California Institute of Technology
M.S., University of Washington
Robert Irvine (2007)
Instructor of History
B.A., Whitman College
M.M., Willamette University
Ph.D., Kansas State University
Mardel James-Bose (2000)
Instructor of English
B.A., Portland State University
M.A., Portland State University
Kenneth James (2013)
Instructor of Nutrition
B.S., Walla Walla College
M.A., US Army-Baylor University
Ph.D., Washington State University
Claude Bil Johnson (1999)
Instructor of Apprenticeship
A.A.S., Shawnee State College
B.S., Kennedy-Western University
Jean Johnson (2008)
Instructor of Early Childhood Ed
B.S., Western Oregon University
James R Johnston (2006)
Instructor of Mathematics and Computer Science
B.S., Northern Arizona University
M.B.A., Northern Arizona University
Mark Justice (2011)
Instructor of Business Technology
B.A., George Fox University
M.B.A., Regis University
Ernest Kincaid (2011)
Instructor of Business Technology
B.A., Southwestern Adventist University
M.B.A., Eastern Oregon University
Michael Knutson (2013)
Instructor of Physical Education
B.S., Central Missouri State University
M.S., Ohio University
David H. Krumbein (1896)
Instructor of Civil Engineering Technology
B.S., Oregon State University
Cynthia Kuchenbecker (2012)
Instructor of Business Technology
B.S., Eastern Oregon University
M.T.E., Eastern Oregon University
Carol Landess (2000)
Instructor of Business Technology
A.A., Western Business College
M.P.A., Portland State University
Ingrid Larsen (1996)
Instructor of Mathematics
B.S., Brigham Young University
Instructor of English
B.A., Concordia
M.A., Eastern Oregon University
Kerri Latshaw (2005)
Instructor of English
A.A., Linn Benton Community College
B.S., Southern Oregon University
M.A., Western Oregon University
Else Leahy (2009)
Instructor of Nutrition
B.S., University of Oregon
M.S., Portland State University
Ron LeBlanc (2011)
Instructor of Business Technology
B.S., University of Arizona
M.S., University of Arizona
Laura Lee (2008)
Instructor of Spanish
A.A., Central Oregon Community College
B.A., Portland State University
M.Ed., City University
Amale Lindquist (2000)
Instructor of College Prep
B.S., Western Oregon University
Rhonda Lineberger (2010)
Instructor of College Prep
B.A., University of Idaho
M.Ed., Northwest Nazarene College
Helen Loenig (2007)
Instructor of Chemistry
B.S., University of Maryland
Ph.D., University of Washington
Carole Macie-Edwards Jones (2001)
Instructor of Early Childhood Ed
B.S., Pacific Oaks College
M.A., SPED University of Oregon
Instructor of Business Technology
B.A., Whitman College
M.A., Evergreen State College
Carol Martin (2008)
Instructor of Spanish
B.A., Youngstown University
M.A., Western Michigan University
Christine Martin (2008)
Instructor of Physical Education
A.A., Walla Walla Community College
Ricardo Martinez-Dominguez (1999)
Instructor of College Prep
Conalep College-Morelia, Mexico Centro
Mexicano Internacional
Ryan Marvin (2007)
Instructor of Sociology
B.S., Eastern Oregon University
M.S., Stockholm University
Instructor of Biology
B.S., Colorado State University
M.S., Colorado State University
Lori McNeil (2012)
Instructor of Hospitality
B.S., Eastern Oregon University
M.B., Corban University
Kimberly Mosier (2008)
Instructor of Criminal Justice
B.A., University of Oregon
J.D., Lewis & Clark College-Northwestern School of Law
Carol J. Nevin (1991)
Instructor of College Prep
B.A., University of Montana
Rockal Newtson (2012)
Instructor of Business Technology
B.S., Eastern Oregon University
M.A., Eastern Oregon University
Theresa Pihl (1995)
Instructor of History
B.A., University of Portland
M.A., Washington State University
Instructor of Business Technology
B.A., Austin College
M.B.A., University of Saint Francis
Amanda Pugh (2002)
Instructor of Mathematics
B.S., University of Oregon
M.L.S., University of Oregon
Douglas B. Radke (1993)
Instructor of Speech
B.A., Seattle Pacific University
M.Div., Bethel Theological Seminary
Pamela Reece (2008)
Instructor of English
B.A., Austin Peay State University
M.F.A., Spalding University
Virginia Rembold (2011)
Instructor of Physical Education
B.A., Lewis & Clark College
M.A., Lewis & Clark College
Alana Robocker (2006)
Instructor of Dental Assisting
Oregon Institute of Technology
A.S., Eastern Oregon University
Jay Rogers (2005)
Instructor of Mathematics
B.S., Oregon State University
M.S., Eastern Oregon University
Carol Sami (2011)
Instructor of Communications
A.A., Columbia Basin College
B.A., Gonzaga University
M.A., Washington State University
Rima Sanders (2006)
Instructor of Criminal Justice
B.S., Eastern Oregon University
M.S., Michigan State University
Katie Saul (2012)
Instructor of Business Technology
B.S., Eastern Oregon University
MBA, Eastern Oregon University
Lynn Seaman (2008)
Instructor of Business Technology
B.S., Oregon State University
M.Bus.Ed, Oregon State University
Elizabeth Shane (2007)
Instructor of Mathematics
B.S., Western Oregon University
M.S., Walden University
Michael Shaw (2001)
Instructor of Social Science
B.A., Eastern Washington University
M.A., Gonzaga University
Fred Sheely (1992)
Instructor of Computer Science
B.A., University of Idaho
M.A., University of Oregon
Michelle Snyder (2009)
Instructor of Biology
B.S., Montana State University
M.S., Montana State University
Pamela Spendlove (2013)
Instructor of Mathematics
A.S., Snow College
B.A., Brigham Young University
M.A., University of Phoenix
Jonathan Spiller (1995)
Instructor of Physical Science
B.S., Oregon State University
Mark Stansbury (2005)
Instructor of Business Technology
B.S., Eastern Oregon University
Lorna Tonack (2002)
Instructor of Spanish
B.A., Whitman College
M.A., Creighton University
Josephine Topholm (2009)
Instructor of Art
B.S., Eastern Oregon University
Linda M. Stark (1994)
Instructor of College Prep
A.A., Glendale College
B.A., University of California-Berkeley
Roxanne Stephens (2008)
Instructor of Nursing
A.D.N., Blue Mountain Community College
B.S.N., Oregon Health Sciences University
Susan Stephens (2010)
Instructor of Nursing
A.A.S., Blue Mountain Community College
Diana Stroe (2004)
Instructor of College Prep
B.S., Eastern Oregon University
Delores Swearengen (2010)
Instructor of Business Technology
AA., Blue Mt Community College
Alden Taylor (2007)
Instructor of Music
B.M., Willamette University
M.M., University of Oregon
Robin Terjesen (2010)
Instructor of Science
B.S., Eastern Oregon University
M.S., Portland State University
Kristen Thompson-Graber (2009)
Instructor of Psychology
B.S., Eastern Oregon University
M.A., Walla Walla College
Jamie Thurmond (2011)
Instructor of Education
A.A., Clackamas Community College
B.S., Western Oregon State College
Jim Timmons (2010)
Instructor of Business Technology
B.A., University of Washington
MBA, Washington State University
Stanley Ben Titus (2010)
Instructor of Business Technology
B.S., Eastern Oregon University
Lorna Tonack (2002)
Instructor of Spanish
B.A., Whitman College
M.A., Creighton University
Josephine Topholm (2009)
Instructor of Art
B.S., Eastern Oregon University
Linda M. Stark (1994)
Instructor of College Prep
A.A., Glendale College
B.A., University of California-Berkeley
Roxanne Stephens (2008)
Instructor of Nursing
A.D.N., Blue Mountain Community College
B.S.N., Oregon Health Sciences University
Susan Stephens (2010)
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A.A.S., Blue Mountain Community College
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B.S., Eastern Oregon University
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B.S., Eastern Oregon University
M.S., Portland State University
Kristen Thompson-Graber (2009)
Instructor of Psychology
B.S., Eastern Oregon University
M.A., Walla Walla College
Jamie Thurmond (2011)
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A.A., Clackamas Community College
B.S., Western Oregon State College
Jim Timmons (2010)
Instructor of Business Technology
B.A., University of Washington
MBA, Washington State University
Stanley Ben Titus (2010)
Instructor of Business Technology
B.S., Eastern Oregon University
Lorna Tonack (2002)
Instructor of Spanish
B.A., Whitman College
M.A., Creighton University
Directors, Coordinators, and Managers

Theresa Bosworth (1989)
Registrar/Director of Admissions
A.A., Blue Mountain Community College
B.S., Eastern Oregon University

Katrina Bretsch (2010)
Director College Prep
A.A., Blue Mountain Community College
B.S., Eastern Oregon University
M.S., Eastern Oregon University

Stephen Brost (2012)
Coordinator, EMS
A.A.S., Portland Community College
Paramedic Certification, College of Emergency Services

Brett Bryan (1993)
Athletic Director
B.S. Eastern Oregon University

Naama Frank (2004)
Coordinator BMCC Hermiston/Boardman
B.A., Eastern Washington University

Margaret Gianotti (2006)
Executive Director, BMCC Foundation
Diploma

Yadira Gonzalez (2014)
Director Student Financial Assistance
A.A.O.T., Blue Mountain Community College
B.A., Eastern Oregon University
Diana Hammon (1989)
Director, Instructional Operations
A.A., Blue Mountain Community College
B.S., Eastern Oregon University
Jennifer Hills (1994)
Director, Apprenticeship Program
B.S., University of Idaho

Bruce Kauss (2004)
Coordinator, E-Learning
A.A.S., Blue Mountain Community College
Anne Livingston (2008)
Director, Student Recruitment & Marketing
B.S., Washington State University
M.S., Eastern Oregon University
Ashley Masterson-Armichard (2010)
Coordinator, Grant County
B.S., Eastern Oregon University
M.S., Boise State University

Stephanie Morter (1993)
Coordinator, South Morrow County
A.A., Lane Community College
B.A., Eastern Oregon University

Wade Muller (2005)
Director, Advising, Testing and Student Disability Services
B.S., Montana State University

Steven Pratt (1985)
Supervisor, Buildings and Grounds
A.S., Blue Mountain Community College

Donna Richardson (2005)
Director, TRIO Student Support Services Program
B.S., University of Wyoming
M.A., University of Wyoming

Manager, BMCC Bookstore
B.A., University of Washington

Robert Tally (1996)
Info Systems Administrator & Analyst
C.R.T., NRI Schools

Shannon Van Kirk (2006)
Director, Library and Media Services
B.A., Immaculate Heart College
MLIS University of California

James K. Whitaker (1996)
Director of Institutional Research
B.S., Oregon State University
M.E., North Carolina State University
Ph.D., North Carolina State University

BMCC Center: BMCC's main campus is located in Pendleton.

BMCC Campus: BMCC's main campus is located in Pendleton.
Electives

Reflected on the transcript.

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.

Drop

Variety of technologies and telecommunications networks. Delivery systems include interactive television (ITV), video recorded:

The delivery of instruction to students located throughout the district, state, nation, and the world using a

Designated Degree

Students receive course credit for their work experience, whether or not they are paid a wage.

Participating businesses develop written training and evaluation plans to guide student development within specific programs.

CWE

An organized program of study.

Credit

A measure of course work and time spent in an academic endeavor. One credit generally equates to fifty minutes (a

Clock hour)

When 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.

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 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 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 4.0 for each credit of A, 3.0 for each credit of B, 2.0 for each credit of C, 1.0 for each credit of D, and 0 points for each credit of F or FA. All assigned courses, regardless of curriculum, are included in this; 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 average; 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.

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 who 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

BMCC Services

Admissions 278-5759
Advising 278-5931
Ambassadors 278-5936
Art Gallery, Betty Feves 278-5952/5154
Athletics 278-5893/5896
Bookstore 278-5733
Box Office (Theater) 278-5953
Business Office 278-5744
Computer Services / Help Desk 278-5827
Cooperative Work Experience 278-5967/5763
Copy Center 278-5966
CTUIR / Tribal Liaison 278-5935
Disability Services 278-5958
Distance and Extended Learning 278-5763/5793
Enrollment Management 278-5760
EOU Distance Education 278-5776/5778
Financial Assistance to Students 278-5759
Food Services 278-5946
Foundation 278-5775/5930
Grants 278-5838/5930
Human Resources 278-5878/5850
Inclement Weather Information 278-1260
Instruction, Office of 278-5930
Library 278-5915
Maintenance 278-5903/5904
Marketing 278-5936/5962
Public Relations 278-5951
McCrae Activity Center 278-5900/5896
OSU Extension Office 278-5403
Operations 278-5780
President's Office 278-5951
Recruitment (Student) 278-5936
Registrar 278-5957
Room Scheduling 278-5969
Service Center 278-5759
Small Business Development Center, Pendleton 278-5833
Student Employment 278-5165
Student Government Office/Student Activities 278-5948
Student Learning Center 278-5965
TDD Hearing Impaired Hermiston 564-9248
Pendleton 278-2174
Testing 278-5931
Theater Box Office 278-5953
TRIO Student Support Services 278-5853/5852
Tutoring 278-5965
Veterans’ Assistance 278-5165
Weather Closure Information 278-1260
Web Coordination 278-5936

Academic Departments

Agriculture 278-5868
Apprenticeship 278-5854
Business Technologies 278-5868
Civil Engineering Technology 278-5868
College Preparatory Programs 278-5803/5795
Computer Science 278-5877
Dental Assisting 278-5877
Diesel Technology 278-5868
Early Childhood Education 278-5957
Education 278-5927
English 278-5944
Fine Arts 278-5944
Mathematics 278-5877
Nursing 278-5877
Physical Education 278-5896
Science 278-5788
Social Science 278-5944

BMCC Location-Specific Services

BMCC Baker County 523-9127 or 276-1260 ext. 3201
BMCC Grant County 575-1550
BMCC Hermiston 567-1800 or 276-1260 ext. 3303
BMCC Milton-Freewater 938-7176 or 276-1260 ext. 3171
BMCC Morrow County - Boardman 481-2099
BMCC Morrow County - Ione 422-7040
College Preparatory Programs
Baker City 523-9127
Boardman 481-2099
Hermiston 567-6615
Milton-Freewater 938-4082
Pendleton 278-5803
JOBS Programs
Hermiston 567-1800 ext. 3322
Milton-Freewater 938-4082 ext. 3175
Pendleton 276-9050 ext. 229
SBDC, Hermiston 564-9021, ext. 3341
Community Corrections Education
Eastern Oregon Correctional Institution (EOCI Ed.) 278-7102
Powder River Correctional Facility (PRCF Ed.) 278-7102
Two Rivers Correctional Institution TRCI Ed.) 922-6135

BMCC Baker City
3275 Baker Street

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Blue Mountain Community College 2014-2015 Academic Calendar

**JUNE 2014**

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**Summer Term 2014 (June 23 – Aug 29)**

*Closed Fridays from June 16 – August 29*

- May 19: Registration opens
- June 6: Admission deadline
- June 16: Book vouchers begin
- June 23: Summer term begins
- June 26: Last day for full refund
- June 26: Last day for payment plan, or payment in full
- August 10: Last day to withdraw w/o a grade
- August 28: Summer term ends

**Fall Term 2014 (Sep 29 – Dec 12)**

- June 2: Registration opens
- September 1: Labor Day, campus closed
- September 11: Admission deadline
- September 12: Round-Up, campus closed
- September 22-23: Pre-Service, campus closed
- September 24: Book vouchers begin
- September 29: Fall term begins
- October 3: Last day for full refund
- October 3: Last day for payment plan, or payment in full
- November 11: Veteran’s Day, campus closed
- November 23: Last day to withdraw w/o a grade
- November 27-28: Thanksgiving weekend, campus closed
- December 8-11: Finals week
- December 12: Fall term ends
- December 24-Jan 1: Holiday break, campus closed

**Winter Term 2015 (Jan 5 – Mar 20)**

- November 17: Registration opens
- December 19: Admission deadline
- January 2: Book vouchers begin
- January 5: Winter term begins
- January 9: Last day for full refund
- January 9: Last day for payment plan, or payment in full
- January 19: Martin Luther King Day, campus closed
- March 1: Last day to withdraw w/o a grade
- March 16-19: Finals week
- March 20: Winter term ends
- March 23-27: Spring break
- March 27: Spring term ends

**Spring Term 2015 (Mar 30 – Jun 12)**

- February 23: Registration opens
- March 13: Admission deadline
- March 23: Book vouchers begin
- March 30: Spring term begins
- April 3: Last day for full refund
- April 3: Last day for payment plan, or payment in full
- May 25: Memorial Day, campus closed
- May 24: Last day to withdraw w/o a grade
- June 8-11: Finals week
- June 12: Spring term ends
- June 12: Commencement

**Summer Term 2015 (Jun 22 – Aug 27)**

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Financial Aid application and disbursement dates are available on our website at www.bluecc.edu
Blue Mountain Community College

www.bluecc.edu

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Blue Mountain Community College

2014-2015 Academic Catalog