

Contents

Academic Calendar	4
Academic Information	19
Accreditation	2
Admissions	5
Board of Trustees	2
Course Descriptions	74
Degrees and Certificates	23
Educational Programs	31
Faculty and Administrators	116
History	2
Index	121
Mission	2
Programs of Study	37
Registration	9
Student Services	11
Student Programs	18
Tuition and Fees	10

Big Bend Community College faculty members are pleased to have delivered excellence in teaching and learning since 1962 to residents of a 4,600-square-mile service district in the central Columbia Basin and to others from around the state, nation, and world. Our college faculty and staff members are excited to have the opportunity to serve you and help you achieve your educational goals.

Big Bend Community College offers a wide variety of services and programs, including Viking athletics, Community Concerts, Allied Arts, student clubs, and student-sponsored activities to supplement its educational programs in basic skills, developmental education, customized training, professional-technical education, and transfer programs. Whatever your educational goal, BBCC has a success strategy for achieving it!

The 2012-13 Course Catalog is designed to answer your questions about resources available at the college to help you succeed. Please take time to review the contents of this document, explore the various support services that may interest you, and use this information to chart your personal journey to success.

Thank you for considering or choosing Big Bend Community College. We wish you every success as you make your educational dreams come true!

**Welcome to
Big Bend!**



Terrence Leas

Terrence Leas
BBCC President

About BBCC

Accreditation

Big Bend Community College is accredited by the Northwest Commission on Colleges and Universities. Its transfer credits are normally accepted by other accredited colleges.

Board of Trustees

Mr. Mike Wren, Chair (appointed 9/2008), Ephrata

Mr. Mike Blakely, Vice Chair (appointed 1/2005), Quincy

Ms. Anna Franz (appointed 3/2012), Lind

Mr. Jon Lane (appointed 12/2010), Moses Lake

Mr. Stephen McFadden (appointed 12/2011), Ritzville

The above listed citizens are Trustees of BBCC and are responsible to citizens of the Big Bend Community College service district for the operation of the college. The board meets regularly every six weeks. Each is appointed by the governor of the state of Washington and confirmed by the Washington State Senate to staggered five year terms.

History

Big Bend Community College was authorized by the Washington State Board of Education in 1961. Beginning fall quarter 1962 BBCC held its first regular classes at night in Moses Lake High School. The college opened classes in a new facility located a short distance south-east of the city of Moses Lake fall quarter 1963. In 1966, BBCC acquired a 159-acre tract of land on the former Larson Air Force Base, which became the permanent college campus for all programs in 1975.

The Washington State Legislature's Community College Act of 1967 designated Big Bend Community College as District 18 of the state community college system. The district includes Adams and Grant Counties, and the Odessa Consolidated School District in Lincoln County.

Mission

The mission of Big Bend Community College is to serve the educational needs of a diverse population throughout its service district. As a comprehensive two-year community college, the institution works with its partners to provide a variety of educational opportunities, including:

- courses and training for university and college transfer
- occupational and technical programs
- basic skills and developmental education
- community and continuing education
- pre-employment and customized training for local business and industry
- support services for students to help promote student access, success and retention

The Trustees of Big Bend Community College have incorporated this mission statement into their primary direction to BBCC, the Board Ends Statements. This document describes their vision and goals for BBCC and provides direction for planning and evaluation of college efforts.

Vision

The residents of the Big Bend Community College service district will recognize the college as a regional resource to provide learning opportunities that are accessible, professional, innovative, and service-oriented. They will view the college as supporting regional economic development through partnerships with local business and industry that address current and emerging workforce challenges.

Board Ends Statements

ACCESS: BBCC provides quality resources and affordable access to the diverse population of its entire district.

PARTNERSHIPS: BBCC works with organizations and agencies to enhance access and service for our district population.

STUDENT ACHIEVEMENT: BBCC students and clients develop and achieve their goals supported by the staff and resources of the college and its partners.

CLIMATE: BBCC provides and maintains a climate of purpose, respect, and safety for our students, staff, and partners.

MULTICULTURALISM: BBCC will encourage the development of culturally rich programs for the college

and community, and offer lifelong learning opportunities for the residents of Community College District # 18.

The college community takes the Board Ends Statements and uses its elements to formulate the strategic plan for BBCC known as the “**Academic Master Plan**” which is available at www.bigbend.edu. This document identifies specific objectives, outcomes, and assessment tools and staff responsibility for each Ends Statement. Below each Ends Statement is a narrative with detail attached to several specific outcomes (expectations), including the assessment tools to be used.

A particularly rich Ends Statement in the Academic Master Plan is Student Achievement. Herein is contained the outcomes for the **General Education and Related Instruction** components of all degrees or certificates offered by BBCC. All students completing a transfer degree at BBCC are expected to show the competencies as stated in the Degrees and Certificates section of this catalog.

Calendar 2012-2013

	Fall 2012	Winter 2013	Spring 2013	Summer 2013
Early Registration Begins	May 21	Nov. 26	Feb. 25	May 20
Tuition Due	Aug. 30	Dec. 13	March 14	June 20
1st Year Flight res. hall check-in	Sept. 16			
1st Year Flight students report	Sept. 17			
General Faculty Report	Sept. 17			
Residence halls check-in orientation	Sept. 23	Jan. 1	March 31	June 30
Instruction begins	Sept. 24	Jan. 2	April 1	July 1
Last day to add a class with instructor permission	Sept. 28	Jan. 4	April 5	July 3
Last day to drop a class	Nov. 27	Feb. 28	May 28	August 1
Instruction ends	Dec. 11	March 14	June 11	August 9
Final exams	Dec. 12-14	March 18-20	June 12-14	
Residence Halls close	Dec. 14	March 20	June 14	August 9
Quarter break	Dec. 17-Jan. 1	March 21-29	June 17-28	
Commencement			June 14	
Holidays	Veteran's Day Nov. 12 Thanksgiving Nov. 19-23 (Campus Closed Nov. 22 & 23)	Martin Luther King Day Jan. 21	Memorial Day May 27	Independence Day, July 4

**Tentative calendar, subject to change without notice.*

Admissions

Admissions

BBCC accepts all applicants who are 18 years of age or older. Those under 18 years of age who have graduated from an accredited high school, have an equivalent certificate, e.g., the General Education Development Test, or qualify as a Running Start student will be admitted. Applicants who are younger than 18 and who do not meet these requirements must provide BBCC with a written release from their school principal authorizing BBCC to admit them. All applicants must be 16 years of age or older unless they have graduated from high school or are part of a state approved program such as Running Start. Some programs have specific admission procedures and limited space; therefore, admission to BBCC does not guarantee availability of all programs.

Students enrolling in a degree program must apply for admission. BBCC will assign an advisor, and evaluate transfer course work for officially admitted students. Registration priority is given to students who have been officially admitted to BBCC.

To apply for admission at BBCC a student must:

1. Apply online at www.bigbend.edu or obtain and complete an application for admission form. Forms are available at the Admissions/Registration Office, 1st floor, Bldg. 1400.
2. Send for official transcripts from former colleges attended. Transcripts received directly from students must be in envelopes that were sealed by the originating school. Veterans must make application to receive credit for previous military experience.
3. Submit the completed application and a non-refundable fee of \$30.00 to the Business Office, 1st floor, Bldg. 1400.

A student who does not register for classes within one year after being admitted must repeat the admissions procedures.

Admission Checklist

1. Students entering BBCC for the first time must apply for admission and pay an application fee. Applications may be completed online at www.bigbend.edu or the form may be obtained at the Admissions/Registration Office, Building 1400, at any Washington State high school or community college, on the BBCC website at www.bigbend.edu or by calling 509.793.2061.
2. Transfer students must send for official college transcripts. Transcripts should be mailed to: Admissions/Registration, Big Bend Community College, 7662 Chanute Street, Moses Lake, WA 98837-3299.

Most schools require the student's signature and many require a fee for official transcripts. Prospective students should check with their former school for transcript ordering procedures.

3. Financial aid forms are available on the BBCC website at www.bigbend.edu, at the Financial Aid Office, Building 1400, or by calling 509.793.2033. Please consult Financial Aid Office personnel for application deadlines and availability of funds. Scholarship information is also available online or from the Financial Aid Office staff.
4. Math and English placement tests should be taken by new students seeking a BBCC degree or those planning to enroll in a math or English course. Students usually complete both tests in three to four hours. The fee is \$5.00 per test. For additional information see the Placement Tests section of this catalog.
5. New student registration sessions and orientations are held before fall, winter and spring quarters. See the Registration and New Student Orientation sections of this catalog or the current quarterly class schedule for more information. Dates, times and procedures for orientation session registration are mailed to all admitted students.
6. Admission letters contain the name of the BBCC staff member assigned as a new student's advisor. If a new student does not attend a new student registration session they must meet with their advisor prior to registration to develop their course schedule. Students should bring to their advising session their math and English placement test results and a copy of their BBCC worksheet showing which college credits previously earned have been accepted in transfer. Preliminary planning on the student's part is a good idea.
7. Registration in classes is not official until tuition and fees are paid. Students should check the quarterly class schedule for payment due dates. Unpaid registrations will be cancelled.
8. Students may purchase books and supplies from the BBCC Bookstore in Building 1400 or online at www.bbccbookstore.com. Registration receipts will help bookstore personnel identify books needed for each course. The original bookstore receipt must accompany any books being returned.

Entering Transfer Students

Students transferring to BBCC will be given appropriate credit for college level work completed. Students must submit to the Admissions/Registration Office official transcripts from each institution attended. Credit will be awarded on the basis of official transcripts only. The cumulative grade point average of all credits accepted must be 2.00 or higher. Although there is no limit on the number of credits a student may transfer to BBCC before graduating, the student must meet all BBCC degree requirements; including residency requirements (see Degree and Certificate Requirements section).

BBCC subscribes to the statewide Policy on Inter-College Transfer and Articulation among Washington Public Colleges and Universities endorsed by the public colleges and universities of Washington State and the State Board for Community and Technical Colleges and adopted by the Higher Education Coordinating Board. For more detailed information contact the Admissions/Registration Office or the Counseling Center.

In programs where appropriate, credits may also be given for military service schools attended. These are normally awarded as recommended by the ACE Guide to the Evaluation of Educational Experience in the Armed Services. Current and former Army, National Guard and Reserve members may obtain information on ordering a military transcript at the following website: <http://aarts.army.mil/>. Current and former Navy and Marine members may obtain ordering information at <https://smart.navy.mil/>.

CTC Reciprocity Agreement

Washington community and technical colleges (CTCs) offer reciprocity to students transferring within the CTC system who are pursuing the Associate in Arts & Science - Direct Transfer Agreement (DTA) degree or the Associate in Science - Transfer (AS-T) degree. Students who completed an individual course that met distribution degree requirements or fulfilled entire areas of their degree requirements at a prior college will be considered to have met those same requirements at BBCC if they plan to complete the same degree when they transfer. These degree requirements include communication skills, quantitative skills, or one or more distribution area requirements. Students must initiate the review process and must be prepared to provide necessary documentation. For complete information, students should contact staff in the Admissions/Registration Office. The policies and procedures can be found on the BBCC website at www.bigbend.edu.

Transfer Rights and Responsibilities

The following are rights and responsibilities for all students transferring from or into public colleges and universities in the state of Washington as published by the Washington Higher Education Coordinating Board (www.hecb.wa.gov).

Student Rights and Responsibilities

1. Students have the right to clear, accurate, and current information about their transfer admission requirements, transfer admission deadlines, degree requirements, and transfer policies that include course equivalencies.
2. Transfer and freshman-entry students have the right to expect comparable standards for regular admission to programs and comparable program requirements.
3. Students have the right to seek clarification regarding their transfer evaluation and may request the reconsideration of any aspect of that evaluation. In response, the college will follow established practices and processes for reviewing its transfer credit decisions.
4. Students who encounter other transfer difficulties have the right to seek resolution. Each institution will have a defined process for resolution that is published and readily available to students.
5. Students have the responsibility to complete all materials required for admission and to submit the application on or before the published deadlines.
6. Students have the responsibility to plan their courses of study by referring to the specific published degree requirements of the college or academic program in which they intend to earn a bachelor's degree.
7. When a student changes a major or degree program, the student assumes full responsibility for meeting the new requirements.

College and University Rights and Responsibilities

1. Colleges and universities have the right and authority to determine program requirements and course offerings in accordance with their institutional missions.
2. Colleges and universities have the responsibility to communicate and publish their requirements and course offerings to students and the public, including information about student transfer rights and responsibilities.
3. Colleges and universities have the responsibility to communicate their admission and transfer related decisions to students in writing (electronic or paper).

Resident Classification for Tuition

To be considered a resident for purpose of tuition, a person must be either (1) a financially independent student who has had a domicile in the state of Washington for a period of one year immediately prior to the commencement of the quarter for which the student has registered and has established a bona fide domicile for purposes other than educational; or (2) a dependent student whose parent(s) or legal guardian(s) has maintained a domicile in the state of Washington for at least one year prior to commencement of the quarter for which the student has registered.

United States citizens who do not live in Washington State qualify for a waiver of part of the nonresident tuition.

Students who are not permanent residents or citizens of the United States but who have met the following conditions may qualify for resident status: resided in Washington State for the three years immediately prior to receiving a high school diploma, and completed the full senior year at a Washington high school, or completed the equivalent of a high school diploma and resided in Washington State for the three years immediately before receiving the equivalent of the diploma, and continuously resided in the state since earning the high school diploma or its equivalent. Such students must complete a declaration form available in the Admissions/Registration Office.

A nonresident student enrolled for more than six credit hours per quarter shall be considered as attending primarily for educational purposes. Such period of enrollment shall not be counted toward establishment of domicile in this state, unless the student proves domicile was established for purposes other than educational.

Once a student has been classified as resident or nonresident and registered, the classification will remain unchanged until satisfactory evidence showing cause for change is presented in writing. The conditions listed below, which typically must be accomplished one year prior to classification as a resident, may be required evidence of having become a Washington resident.

1. Permanent full-time or part-time employment in the state of Washington.
2. Purchase of property in the state of Washington.
3. Registration of all vehicles in the state of Washington.
4. Registration to vote in the state of Washington.
5. Valid Washington State driver's license.
6. Rent receipts from an apartment or home in the state of Washington.
7. Establishment of bank accounts in the state of Washington.

Forms to petition for a change in residency status are available in the Admissions/Registration Office and must be submitted before the fifth day of the quarter if the change is to take effect for the current quarter.

New Student Orientation

After attending a New Student Registration session, new students should plan to attend one of BBCC's New Student Orientation sessions. The orientation includes general college information and a variety of workshops which may include but are not limited to opportunities for students to learn about college success strategies, how to transfer to a university, financial aid, setting up a BBCC student network account, information for undecided students, allied health careers, technical training offered at Big Bend and a tour of the campus. Orientations are free of charge and are held prior to fall, winter and spring quarters. New Student Orientation information is provided to all new applicants.

Placement Tests

New students seeking a BBCC degree or planning to enroll in math or English courses must take placement tests prior to meeting with an advisor and registering for classes unless they have previously fulfilled BBCC math and English requirements at another college or university. The fee is \$5.00 per test. Testing dates, times and locations are printed in the quarterly class schedules available online and also to new applicants with the new student registration information. Students are allowed to retake the English and math placement tests once. After that they must wait one calendar year or provide documentation of their subsequent completion of an English and/or math course. The most recent placement score will be used. Placement test scores are void after two years. Students living out of the area may take math and English placement tests at a local community college. Scores should be sent directly to the BBCC Admissions/Registration Office. For further information, prospective students may call the BBCC Counseling Center at 793.2035.

Mathematics Assessment

The Mathematics Assessment Tool (MAT) is designed by the mathematics department to help students select the mathematics course option that provides the highest likelihood of success. The MAT integrates directly with the mathematics course structure at Big Bend Community College. Performance on the MAT provides instructors with information to evaluate the mathematical skill level of incoming BBCC students.

The Mathematics Assessment Tool meets three specific goals:

1. To help new students. Incoming freshmen and transfer students place into those mathematics and science courses in which they have the highest probability of success.

2. To assist transfer students in evaluating mathematics skills. Students that meet the prerequisites for Big Bend with courses from other colleges may have areas of weakness due to differing course structure between colleges. With knowledge of these areas a student can make an informed decision regarding which math class to take. The MAT also helps the student determine topics that need review before entering the desired course.
3. To provide the mathematics department with assessment data. The Mathematics Assessment Tool is foundational to the mathematics department assessment program. Students taking the examination establish a baseline of incoming student abilities. This baseline information helps the mathematics faculty assess the math courses and supplies information on how students flow through the mathematics program.

All students intending to take a math class at Big Bend must complete the MAT.

International Students

BBCC encourages and welcomes applications for admission from students of other countries who wish to pursue a quality educational experience in the United States. BBCC provides a variety of educational opportunities in the liberal arts and technical program areas and is committed to increasing understanding and exchange of social awareness, cultural enrichment and sharing of ideas.

Upon successful completion of the admission requirements below, students who are approved for admission will be issued an I-20. Students must then apply for and be granted an F-1 visa.

Prospective students may request an application for international student admission from the Admissions/Registration Office, Big Bend Community College, 7662 Chanute Street, Moses Lake WA 98837 or at the BBCC website www.bigbend.edu.

International Student Admission Requirements

(The following admission requirements must be completed 60 days prior to the first day of class.)

1. BBCC application for admission must be submitted.
2. Official copy of high school and/or college transcripts must be submitted with official English translation.
3. Proof of adequate financial support for all expenses for one academic year (September to June) must be documented on the Declaration and Certification of Finances form or official bank letterhead.
4. English proficiency must be documented. One of the following is acceptable.

- A. A minimum TOEFL (Test of English as a Foreign Language) Score of 450 on the paper exam or 48 on the internet based exam with a minimum score of 12 on each section: reading, writing, speaking and listening. An official score report must be submitted to the Admissions/Registration Office. Copies are not acceptable.
- B. For students already in the United States, a satisfactory score on the BBCC English Placement Test. This test must be taken on campus. See the Placement Tests section of this catalog for more information.
- C. Completion of level 108 at an ELS Language Center.
- D. Minimum STEP/Eiken score of 2A.
- E. Minimum IELTS score of 4.

After the above requirements have been met, the Admissions/Registration Office will request a non-refundable advance payment of tuition and fees in the amount of \$80.00 U.S. This deposit must be received before the I-20 will be issued.

Once the I-20 is issued the prospective student must apply for their student visa at the United States Embassy or Consulate closest to their home. Their passport, bank statement or sponsorship papers and proof of payment of the SEVIS fee (I-901) of \$200.00 will be required. Students may go to the following website for more information regarding the SEVIS fee: www.ice.gov/sevis.

International students transferring from U.S. institutions must be in compliance with F-1 visa requirements as defined by the U.S. Department of Homeland Security. BBCC requires completion of an Intent to Transfer form which will be sent to students upon request.

All international students are required to take the math and English placement test prior to registration. International students must enroll in an English class each term until they have reached the English level required for their major program. International students must live in a college residence hall during the first quarter of attendance.

International students are encouraged to have medical/health insurance or purchase one of the insurance plans available to them in the United States. Students who drive cars should have minimum liability auto insurance as required by state law to cover injuries to persons or damage to property.

Student Responsibilities:

Students attending BBCC on an F-1 visa must:

- Keep passport, I-20 and I-94 valid.
- Complete at least 12 college credits each quarter.
- Maintain satisfactory standards of progress.
- Obtain an official signature on the I-20 ID each time they leave the country.

Registration

Advising

Counselors, full-time instructors and other trained staff serve as advisors to help students set educational and career goals. Advisors provide students with individualized attention needed to discuss educational support services, goals, programs and course selections.

Students are encouraged to participate in advising services at BBCC to assist in the completion of their programs of study. Meeting with an advisor prior to registering for classes each quarter can be helpful in the educational planning of a student's degree or program. Students who intend to transfer need to take the time to learn about their prospective transfer school's requirements early in their educational planning process.

Advising prior to registration each quarter is mandatory for some students including new students, students with fewer than 30 earned credits, and students on academic probation.

Although advisors are available to assist with education, it is the student's responsibility to be informed about their degree or program requirements and college policies.

Dropping a class

A student may drop classes up to ten days before the beginning of final exams without written permission of the instructor. The final date to drop is printed in the class schedule. Students may drop classes online using the BBCC Student Kiosk at www.bigbend.edu or by completing paperwork in the Admissions/Registration Office. Students who are receiving financial aid and wish to withdraw completely must inform personnel in the Financial Aid Office. Courses that are dropped during the first ten days of the quarter are not included on the student's academic transcript (Summer Quarter: first six days). Courses dropped after the 10th day will be recorded with a "W" on the transcript.

Registration

All students must complete the registration process before attending classes at BBCC. Registration workshops are scheduled before the beginning of each quarter for new students. At the new student registration workshop students will meet with an advisor for help with class selection. Staff members are also available to assist with the online registration process. A class schedule is published on the BBCC web site approximately six weeks before the beginning of each quarter. Detailed information about registration dates and times and class information is in the class schedule. Students are encouraged to use the BBCC Student Kiosk at www.bigbend.edu to register.

Registration Access Time

Registration appointments are for registration only, not advising. Students are responsible for arranging appointments with their advisors prior to their registration access time. Continuously enrolled students are issued registration access times based on the total number of credits earned. Current students may find their access time at the BBCC Student Kiosk at www.bigbend.edu. Former BBCC students and new students with 30 or more transfer credits register after currently enrolled students. Information concerning times is included in the class schedule. New students with fewer than 30 transfer credits register after all current and former students during new student registration sessions or open registration.

Refund Policy

Students who stop attending class without completing the process to drop classes may not be eligible for refunds and will receive failing grades. Students requested to withdraw for disciplinary reasons or delinquent attendance may not be eligible for refunds. Students who withdraw from a class or from BBCC using proper procedures may be entitled to a refund on the following basis:

Prior to first instructional day.....	100% refund
During first week of quarter.....	80% refund
During second week of quarter.....	50% refund
During the third week of quarter.....	40% refund
After third week of quarter.....	No refund

* Summer Quarter-see summer quarter class schedule for refund dates

Tuition & Fees

Resident Student Tuition

1-10 credits, per credit*	\$111.84
11-18 credits, additional per credit	\$52.99
Over 18 credits, additional per credit	\$96.26
Over 18 credits, Prof/Tech per credit	\$10.00

Non-Resident Waiver (U.S. Citizen)

Student Tuition

1-10 credits, per credit*	\$124.84
11-18 credits, additional per credit	\$53.68
Over 18 credits, additional per credit	\$96.26

Non-Resident International (Not U.S. Citizen)

Student Tuition

1-10 credits, per credit*	\$283.84
11-18 credits, additional per credit	\$58.00
Over 18 credits, additional per credit	\$268.26

*Includes a \$5.00 per credit student levied technology fee (maximum of \$50.00/quarter).

Some courses have special lab fees in addition to normal credit hour charges. A listing of additional fees will be printed in the quarterly class schedule.

Application Fee	\$30.00
Myers-Briggs Assessment	\$5.00
Strong Vocational Interest Inventory Test	\$5.00
General Education Development Test (GED)	\$75.00
Flight Insurance (estimate)	\$95.00
Placement Tests (each)	\$5.00

Audit Student

Audit fees are the same as listed above depending on classification of student status.

Flight Fees

Aviation Flight Performance Deposit..... \$200.00

Students applying for the commercial pilot program must submit a deposit before being accepted into the flight program. This deposit is applicable to the first quarter flight fees. Should an accepted student decide not to enroll, a refund will be made as follows:

- 80% refund if notice is received prior to June 1.
- 60% refund if notice is received prior to July 1.
- 40% refund if notice is received prior to August 1.
- 20% refund if notice is received prior to September 1.
- No refund is allowed on September 1 or thereafter.

Aviation Flight Fee

Before students are allowed to fly they must have paid the required flight fees. Flight fees are based on projected flying for the quarter and must be paid in advance. Flight fees vary depending on the type of flying. For the current fee schedule, contact the Aviation Department or the BBCC Business Office.

Nursing Fees

Nursing Program Deposit \$200.00

Students who are accepted into the Nursing program will be required to submit a deposit. The deposit will be applied to required background checks and testing fees. Should an accepted student decide not to enroll, a refund will be made as follows:

- 80% refund if notice is received prior to June 1.
- 60% refund if notice is received prior to July 1.
- 40% refund if notice is received prior to August 1.
- 20% refund if notice is received prior to September 1.
- No refund is allowed on September 1 or thereafter.

Residence Hall Fees

The following are estimated rates and may change subject to Board approval. Subsequent years may vary according to the cost of living increase.

Room and Damage Deposit

(Filed with application) *	\$200.00
Single Room (per quarter)	\$960.00

*The \$200.00 room and damage deposit fee must be received by the BBCC Business Office before a room assignment can be confirmed.

Student Services

The Student Center/Administration Building (Building 1400) houses the Associated Student Body Office, Student Activities, Student Success Center, Counseling Center, Financial Aid, Veteran's Affairs, Upward Bound, Student Support Services, Admissions/Registration Office, and Vice President of Instruction/Student Services. Also located in this building are the administrative offices, BBCC Bookstore, and Student Job Placement Office. In addition, the game room provides the opportunity for students to socialize and exchange ideas. Student information such as student bulletins, event notices, announcements, etc. are posted in this building.

Bookstore

The BBCC Bookstore is located in Building 1400 and is owned and operated by the college. The bookstore carries all the textbooks and course materials necessary for courses offered through BBCC. The bookstore also carries school supplies, college-logo imprinted clothing and other emblematic items, educationally priced computer software, reference books, snacks and gifts.

The BBCC Bookstore is open 7:30 a.m. to 5:00 p.m. Monday through Thursday, and 7:30 a.m. to 2:30 p.m. on Fridays. In addition, the bookstore will be open until 7:00 p.m. the first 3 days of each quarter. Textbooks, college logo clothing and gift items may also be ordered online at www.bbccbookstore.com or through the bookstore link on the BBCC homepage.

Refund Policy

Course materials and textbooks purchased for the current quarter are returnable during the first two weeks of the quarter providing the materials are in the same condition as sold, including all original packaging, tags, accessories, labels and paperwork. If the item was shrink wrapped a fee will apply. The original receipt/packing slip and valid student identification are required for all refunds and exchanges. Course materials may not be returned after a class has ended. Full refunds will be processed for students providing proof that a class was dropped through the second week of the quarter. Students without proof of a dropped class may receive a 80% refund during the first week of the quarter and 50% refund the second week. Rental course materials follow the same refund guidelines. Students who miss the refund dates may sell textbooks back to the BBCC Bookstore during scheduled book buy back days.

Book Buy Back Policy

The bookstore offers a book buyback service during the three days of final exams each quarter. The price paid for books varies and is dependent upon the book being used for classes the following quarter.

Career Planning Services

A wide range of occupational information and career planning publications are available in the college library. Students have access to a variety of books, brochures, videos, and computer programs describing many aspects of the work world and how to obtain a job. College catalogs and directories, representing most colleges and universities in the state of Washington, as well as many in other states, are also available for student use.

Career Advising and Assessment

A vocational career advisor is available for individual assistance. Occupational interest assessment testing, job search tips, and professional/technical program information are among the services offered.

Available for student use is WOIS (the Washington Occupational Information System), a computerized career program that explores possible career options. Students may take an online career assessment and research specific occupational fields. Students may also take the Strong Vocational Interest Inventory and the Myers-Briggs Type Indicator personality profiler in the Counseling Center.

For more information about career planning services, please contact the Counseling Center at 509.793.2035, or the BBCC Library at 509.793.2350.

BBCC Learning Center Childcare

The BBCC Learning Center Childcare building is located on campus at 7726 Bolling Street. Opened in 2004, the BBCC Learning Center Childcare accommodates children from the age of one year through school age. The center is licensed by the Department of Social and Health Services. Trained staff provides a safe, caring and healthy environment for the children. The center is open from 7:30 a.m. until 6:00 p.m. to accommodate students enrolled for day classes. Drop in care is provided on a space-available basis. The center is available to the children of BBCC students, staff, and the community. For information regarding fees and availability of space in the Learning Center please call 509.793.2173.

Early Childhood Education and Assistance Program (ECEAP)

The ECEAP program provides twelve hours per week of high quality preschool education for three and four year olds at no cost for eligible children and their families. ECEAP operates from 8:30-11:30 am, Monday through Thursday during the school year. Conveniently located next to the childcare for wrap around childcare, ECEAP provides preschool education, family support,

and health and nutrition information to the children and their families. Priority enrollment is given to families with 4-year old children, families with special needs and/or low income. This service is provided in collaboration with Family Services of Grant County and funded by the Washington State Department of Early Learning. For information regarding ECEAP please call 509.793.2171.

Counseling

The Counseling Center offers personal, confidential, professional assistance to students. It is open to BBCC students in all programs; a student may meet with the counselor of his or her choice.

Counselors use a "whole person" approach in their work. Students often find that certain personal issues need to be addressed in order to take advantage of all the college has to offer. Counselors help students explore options and teach them to make better educational decisions. BBCC counselors assist students with referrals to off campus professionals if necessary.

International, or foreign, students have particular needs; the Counseling Center offers specialized advising for international students.

Appointments are preferred, although counselors are generally available to walk-in visitors. To see a counselor, please call 509.793.2035 or visit the Counseling Center in the Student Center Building 1400.

Disability Services

BBCC complies with section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. BBCC is free from discrimination in the recruitment, administration, and treatment of students. Reasonable accommodation and modification in academic programs is provided to ensure maximum participation by all students with disabilities.

Disability Services personnel will help each student obtain physical access to the buildings and classes at BBCC. Students, faculty, and visitors who have Washington State Handicapped Parking Permits may use designated parking spaces in BBCC parking lots. Students and faculty who have temporary mobility impairments may request a campus handicapped-parking permit through the Disability Services Office.

Students of disability, working together with BBCC faculty and staff, can minimize the functional limitations their disabling condition may have on their access and completion of educational programs and degrees. The student and college staff members work together to facilitate reasonable accommodations and modifications to obtain equal access.

Procedures

1. A student that is interested in receiving disability services at BBCC must meet with the Coordinator of Disability Services to obtain eligibility information. The student will be provided with an intake packet to complete and return.
2. The student must provide a written statement from a qualified professional documenting the disabling condition and any recommendations to meet the accommodation needs.
3. Once the intake packet and documentation has been received and reviewed, the student will meet with the Coordinator of Disability Services to discuss eligibility and to determine the types of reasonable accommodations that will meet the needs of the student.
4. The Coordinator of Disability Services will prepare a Letter of Accommodation that outlines the accommodations that will be provided by BBCC.
5. The student is responsible for providing instructors with the Letter of Accommodation and discussing how to meet the accommodation needs in the classroom.

The Disability Services Office is located in the Counseling Center, Building 1400, the Student Center and Administration Building (handicapped access available). The telephone number for the Coordinator of Disability Services is 509.793.2027.

For the hearing impaired a telecommunications device for the deaf (TDD) is available in the Admissions/Registration Office, Building 1400 for incoming and outgoing calls. The TDD telephone number is 509.762.6335. Upon request TDDs may also be made available in the Student Activities Office, Business Office, and BBCC Library for outgoing calls only.

Students with disabilities who have grievances with BBCC staff or faculty regarding disability-related issues, should consider contacting the Coordinator of Disability Services at the office identified above or the Associate Vice President of Student Services at 509.793.2063 to obtain grievance procedures.

Drug & Alcohol Abuse Prevention

BBCC recognizes its responsibility as an educational institution to promote a healthy and productive learning environment. In compliance with the Drug Free Schools and Communities Act Amendment of 1989, BBCC has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs or alcohol by students and employees.

BBCC prohibits the unlawful manufacture, distribution, possession or use of illegal drugs and alcohol in the workplace, on college property, or during college-sponsored activities.

Serious health risks associated with the use of drugs or the abuse of alcohol include, but are not limited to: addiction to or dependency upon the substance, memory loss, liver failure, kidney failure, cancer of the kidney or liver, personal injuries while under the influence, infectious diseases (including AIDS), a lowered immune system, heart problems, hallucinations, delusions, depression, inability to sleep or to remain awake, loss of judgment and death. The use of drugs and alcohol before or during pregnancy can lead to birth defects or death to the unborn child.

BBCC will impose disciplinary sanctions on students and employees, who unlawfully manufacture, distribute, possess or use illegal drugs or alcohol in the workplace, in the classroom or at student sponsored events. Violations of these standards of conduct can result in referral for criminal prosecution, satisfactory completion of an appropriate drug or alcohol rehabilitation program, and action leading up to and including termination from employment and suspension or expulsion from BBCC.

It is unlawful for any person to sell, give or otherwise supply liquor to any person under the age of 21 years or permit any person under that age to consume liquor on his/her premises. Furnishing liquor to minors at BBCC will result in suspension or expulsion; it is also a gross misdemeanor in the state of Washington.

Students with alcohol or drug related problems are encouraged to contact the BBCC counseling staff for information and referral. Students may also take advantage of services provided by the Grant County Prevention and Recovery Center (765.5402). The center provides such services as alcohol and drug assessments, individual counseling, family counseling, group therapy, an intensive outpatient program, and an alcohol and other drug information school. Private practitioners and agencies are listed in the local telephone directory.

Financial Aid



Financial aid can lower the cost of a Big Bend Community College education. The college offers a comprehensive program which includes funding from federal, state, college and private sources. The Big Bend Foundation provides scholarships for students who may not qualify for traditional federal or state financial aid.

How to Apply

To be considered for all types of financial aid the student should complete:

Free Application for Federal Student Aid, FAFSA - The FAFSA requests information about the student's and, in some cases their parents', income and asset information

in order to determine eligibility for financial aid. Complete the FAFSA online at www.fafsa.gov.

Financial Aid Data Sheet - The data sheet collects information specific to attendance at Big Bend Community College. The data sheet is available on the Big Bend Community College website at www.bigbend.edu. Click on Financial Aid, and then Forms.

The financial aid year starts July 1st and ends June 30th. Students need to reapply for financial aid after January 1st each year. Check the Financial Aid page on the Big Bend Community College website to determine the priority funding dates for each quarter.

Eligibility Requirements

To be eligible for federal and state financial aid the student must meet the conditions listed below. There often are other sources of aid for students who do not meet these requirements.

- Have a valid Social Security number
- Be a U.S. citizen or eligible non-citizen
- Have high school diploma or GED
- If male, be registered with Selective Service
- Does not have a conviction for an offense involving possession or sale of a controlled substance while receiving federal student aid
- Does not owe a loan or grant overpayment
- Does not have a Ford Direct Loan or Stafford Loan in default
- Has not borrowed in excess of loan limits
- Is maintaining satisfactory academic progress
- Is not currently enrolled in high school

Financial Aid Programs

Pell Grant – Pell is the largest federal grant program for needy students. It is an entitlement program which means, if the student is eligible, the funds will be available during the school year.

Federal Supplemental Educational Opportunity Grant – This is a federal grant program for the neediest students who are eligible for Pell.

Washington State Need Grant – This is a state grant program for undergraduate students. A Washington state resident without an associate degree may be eligible for this grant.

Washington Tuition Waiver – This program waives a portion of the tuition for eligible Washington residents. The tuition waiver is awarded based on the student's need.

Washington Tuition Grant - The tuition grant is awarded based on the student's need.

Federal Work Study – This federally funded program provides employment opportunities both on and off campus for students with financial need. Reading or math tutors for local school districts are examples of federal work study off campus jobs.

State Work Study – This state funded program provides employment opportunities both on and off campus for students with financial need. When possible, students are placed in positions relating to their major field of study or career goals.

Ford Direct Loans (Subsidized and Unsubsidized) – These educational loans which must be repaid after the student graduates, provide another source of funding for the eligible student. The student must be enrolled for at least 6 credits. Loan applications and information are available in the Financial Aid office and on the Financial Aid page on the Big Bend website.

Federal Perkins Loans – A 5% interest loan that students do not begin repaying until nine months after they graduate or cease to enroll at least half time. Students entering certain professions such as nursing may be able to cancel up to 100% of the loan once they are working in their field.

PLUS Loans – Parents of dependent students can borrow these non-need based loans. Additional information is available in the Financial Aid office or on the Big Bend Community College website at www.bigbend.edu.

Scholarships

All BBCC scholarship information, including application forms, may be obtained from the Financial Aid Office and online at www.bigbend.edu. BBCC scholarships are awarded each spring.

BBCC Foundation Scholarship

The BBCC Foundation plans to provide a minimum of one scholarship for a graduating senior from each high school in the BBCC service district. This scholarship is awarded based upon a student's academic achievement, activities, contribution to his/her community, and recommendations. Foundation scholarship applications are available from high school counselors in the BBCC service district.

BBCC Individual Donor "Named" Scholarships

The BBCC Scholarship Committee selects qualified students for scholarships funded by the BBCC Foundation. The scholarships are awarded spring quarter for the next academic year. Students interested in scholarships for athletics should contact the appropriate coach.

BBCC Professional/Technical Scholarships

The BBCC Foundation provides scholarships for graduating seniors and returning students from the BBCC service district who plan to enroll in a professional/technical program at BBCC.

Scholarships Awarded by Outside Organizations

A number of scholarships are awarded directly by organizations to BBCC students. These scholarships may be for students returning to BBCC the next year or for BBCC graduates pursuing a degree at a four-year institution. Information about these scholarships is posted on the scholarship bulletin board in the Financial Aid Office and online at www.bigbend.edu.

Student Employment

The job placement coordinator helps students find employment by assessing their skills and helping them to market those skills; providing job search assistance such as training in interviewing techniques, resume writing, etc.; and locating local and regional employment opportunities. The Student Job Placement Office is located in the Student Center, Building 1400. For more information call 509.793.2069.

On-Campus Employment

Students interested in on-campus employment should contact financial aid personnel in the Financial Aid/Counseling Center, Building 1400.

BBCC Grant & Funding Resources

Opportunity Grant Program

The Opportunity Grant Program may assist eligible students with funding for tuition, books, mentoring and other areas of need. Eligible students are pursuing one of the following career pathways: Accounting, Allied Healthcare, Aviation Maintenance Technology, Business Information Management, Business Medical, CDL-IBEST, Early Childhood Education, Industrial Electrical Technology, Maintenance Mechanics Technology, and Welding. To qualify, students must have less than a two year degree, be low-income and pursuing coursework that will satisfy requirements to achieve a certificate and/or two-year professional technical degree developing workplace skills and increased wage earnings. For an application call 509.793.2303 or visit the Opportunity Grant office in Building 1400.

Workforce Training Program

The worker retraining program may assist eligible students with funding for enrollment in a professional/technical training program. Eligible students must have received or exhausted Washington State unemployment benefits within the last 24 months, or be certified as a dislocated worker. Applications are available at the Financial Aid Office in the Student Center, Building 1400.

Health/Accident Insurance

A student injury and sickness insurance plan is available to all students enrolled in six or more credits. Brochures are available at the Admissions/Registration Office and the Business Office.

Housing

Student housing facilities are available on the BBCC campus. BBCC is one of the few community colleges in the state of Washington that has the ability to provide a traditional on-campus college living experience.

Housing facilities are well maintained, affordable, and offer students spacious rooms. Each room is furnished with twin beds, two desks, two chairs and three large locker type storage closets for clothes and personal items. Rooms are allocated on a single occupancy basis, however, if the residence halls are oversubscribed students are asked to double up on a date of application basis. Telephone jacks are installed in each room and can be activated by contacting Qwest. Each room has high speed internet and cable television installed at no extra cost. Each floor has a TV lounge, VCR, microwave oven and pay telephones. Three kitchens equipped with appliances are available for students use. The laundry room is located on the first floor of the residence halls and is equipped with clothes washers and dryers; this service is also free for residents use.

Other conveniences include weekday public bus services, recreational facilities and free parking. The residence halls are located close to the main campus classrooms, dining hall, library and gymnasium. Intramural sports and associated student body activities are available to students. A full-time residence hall director and live-in residence assistants provide supervision. For additional information or to request a residence hall application call 509.793.2291.

Disabled Student Access

Philips Hall is accessible to physically challenged students.

Food Services

The Sodexo Corporation currently provides a quality retail food service program for students. The dining room is located in the Grant County Advanced Technology Education Center in the center of campus. Students choose from many options including a deli selection, international selection, grill items and salads.

Sexual Harassment/ Discrimination

It is the policy of BBCC that sexual harassment of staff, faculty, students and visitors at any of the college's locations or during college activities shall not be tolerated. This policy is in keeping with the spirit and intent of various local, state, and federal guidelines, which addresses the issue of fair employment practices, ethical standards, and enforcement procedures. It is also the policy of the college that false accusations of sexual harassment shall not be tolerated. False accusations of sexual harassment are grievous and can have serious and far-reaching effects upon the careers and lives of individuals.

Sexual harassment shall be defined as unwelcome sexual advances, requests for sexual favors and other verbal conduct of a sexual nature in any of the following contexts:

- When submission to such conduct is made either explicitly or implicitly, a term or condition of an individual's employment or academic standing.
- When submission to or rejection to such conduct by an individual is used as the basis for employment or academic decisions affecting the individual.
- When such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile or offensive working or academic environment.

No individual shall be subjected to any form of retaliation or discipline for reporting sexual harassment. Any attempt to penalize or retaliate against a person for filing a complaint of sexual harassment or participating in the investigation thereof will be treated as a separate and distinct violation of this policy. Appropriate disciplinary action for violations of this policy may include a range of actions up to and including termination, dismissal, suspension, or expulsion.

Discrimination

BBCC does not discriminate on the basis of race or ethnicity; creed; color; national origin; gender; marital or family status; sexual orientation; age; religious preference; the presence of any sensory, mental, or physical disability or the use of a trained dog or service animal by a disabled person; status as a disabled person; life threatening illness; or veteran status in educational programs and activities which it operates.

BBCC is prohibited from discriminating in such a manner by college policy and by state and federal law. All college personnel and persons, vendors and organizations with which the college does business are required

to comply with applicable federal and state statutes and regulations designed to promote affirmative action and equal opportunity.

For correct procedures in reporting incidents of discrimination or sexual harassment consult the Student Handbook. Student Handbooks are available at the Student Activities Office. Incidents of sexual harassment or discrimination may be reported to the Vice President of Instruction/Student Services, the Vice President of Human Resources and Labor, or any other college administrator.

Student's Rights & Responsibilities/ Student Handbook

Student's rights and responsibilities are defined in the BBCC Student Handbook. The handbook provides students with an in-depth explanation of rights and responsibilities as they pertain to the community and the college. Information contained in the booklet includes the Student Code of Conduct, jurisdiction of college personnel, procedures for initiating disciplinary actions, academic appeal procedures, academic grievance procedures, and all other student due process procedures. The handbook also provides information about the college community including how to access student support services, campus resources, student activities, etc. The handbook is available in the Student Activities Office, Bldg. 1400, and on the BBCC website.

Student Success Center

The Student Success Center (SSC) is committed to serving students by providing resources that will help them achieve their educational goals at Big Bend Community College. It is our mission to provide quality support services in person and online to assure that students have the tools necessary to be successful at Big Bend Community College.

Students benefit from peer mentoring, study sessions, laptop and book checkouts, university transfer advising, study rooms and a computer lab. Services are free to all students attending Big Bend Community College.

The BBCC Student Success Center (SSC) is located in Building 1400. The SSC is open 8:00am to 5:00pm Monday through Thursday, and 8:00am to 2:30pm on Fridays. For additional information please call 509.793.2369

Student Support Services

The BBCC Student Support Services program is a federally funded Title IV program. Total program funding of \$267,986 provides extensive academic services to 186 eligible students during each grant cycle.

The Student Support Services program is designed to help students succeed in college. Students in the program benefit from academic tutoring, progress monitoring, study skills workshops and classes, additional academic advising and transfer/career advising.

To be a part of the Student Support Services program, students must meet one of the following three eligibility criteria: 1) low income; 2) neither parent of the student has a bachelor's degree; or 3) disabled. The federal government funds Student Support Services in an effort to increase college success in these at-risk groups.

For additional information students should call 509.793.2040.

Testing Services

BBCC provides a testing service to assist students in making both academic and career choices. In addition, BBCC serves the broader community as a testing center for the General Educational Development Test (GED), SAT, and ACT examinations.

The GED test battery is used to determine if an individual's educational development is equivalent to that of a high school graduate. Examinees having scores meeting state standards are eligible to receive a Washington State High School Equivalency Certificate. State residents 19 years of age or older are eligible to take the GED examination and receive the Washington State issued equivalency certificate. Applicants 16-18 may be tested with appropriate authorization. The current fee for GED testing is \$75.00. Questions regarding eligibility and test scheduling should be directed to the Admissions/Registration Office in Building 1400, phone 509.793.2064.

Veterans Services

BBCC academic programs of study are approved by the Washington State Higher Education Coordinating Board's State Approving Agency (HECB/SAA) for enrollment of persons eligible to receive educational benefits under Title 38 and Title 10 USC. Selected programs of study at BBCC are approved by the Workforce Training and Education Coordinating Board's State Approving Agency (WTECB/SAA) for enrollment of those eligible to receive benefits under Title 38 and Title 10, USC.

The Department of Veterans Affairs (VA) will pay educational benefits to eligible students enrolled in approved degree programs at BBCC. Students eligible for VA educational benefits must make initial application for benefits

and receive program approval. Depending upon eligibility, the Department of Veterans Affairs will determine the number of months, and monthly amount of benefits for each applicant. The monthly amount is based upon the enrolled credits that count toward the approved program. Enrollment status is:

Full Time = 12 credits or more

3/4 Time = 9 through 11 credits

1/2 Time = 6 through 8 credits

Less than 1/2 Time = 5 or fewer credits

If a student withdraws from a class during a quarter and this reduces the certified enrollment status, the Department of Veterans Affairs may bill the student for repayment of the difference from the beginning of the quarter, unless there are mitigating circumstances as approved by the VA. This same situation may occur if a student does not complete all enrolled variable credits resulting in a reduced enrollment status. Students approved for VA benefits must contact the VA Coordinator, after registering for classes each quarter, to assure proper certification.

VA recipients are responsible for providing the necessary information to the Veterans Coordinator, to be informed and in compliance with the Minimum Standards of Progress requirements, and to initiate any changes in program.

The VA pays benefits directly to the student. Students usually receive their check early in the month for the preceding month. However, students should allow for the initial start up time and have their own funds to register and pay for books and supplies.

For additional information and assistance, contact the Veterans Coordinator, located in the Financial Aid Office in the Student Center, Building 1400 or call 509.793.2034.

Minimum Standards of Progress for Veterans and Other Eligible Persons

Veterans and other eligible persons must maintain a 2.00 cumulative grade point average to graduate in their approved degree program. VA recipients who fail to maintain minimum standards of progress during any quarter enrolled will be subject to VA probation/cancellation. Full-time students who complete 6-11 credits or fail to maintain a 2.00 cumulative grade point average will be placed on probation. Full-time students who complete less than 6 credits or have less than a 1.00 cumulative grade point average during any quarter will have their benefits canceled. Depending upon enrollment status, the following requirements apply:

If your enrollment status is:	You must complete:	You will be on VA Probation if you complete	Your benefits will be canceled if your cumulative GPA is less than 1.0 or you complete less than
Full Time	12 credits/quarter	6-11 credits/quarter	6 credits/quarter
3/4 Time	9 credits/quarter	6-8 credits/quarter	6 credits/quarter
1/2 Time	6 credits/quarter	3-5 credits/quarter	3 credits/quarter

Minimum standards of progress for less than 1/2 time enrollment requires completion of all credits enrolled and at least a 2.00 cumulative grade point average. Failure to do so will result in probation the next quarter enrolled. VA benefits will be canceled any quarter that no credits are completed.

Students who are on probation must complete the required credits for their enrollment status and maintain at least a 2.00 cumulative grade point average or their VA benefits will be canceled and the VA informed accordingly.

Only numerical grades of 0.7 to 4.0 and the letter grade "P" will count toward completed credits. Grades of 0.0, "I," "N," and "W" do not count toward completed credits and do not meet minimum standards of progress requirements.

The Department of Veterans Affairs will not pay a person to repeat a course except when "F" or 0.0 grades are received for courses required for graduation.

Students cannot be certified to the VA as re-enrolled in a course in which an incomplete grade was received unless an incomplete has been converted to a final grade that is unacceptable for graduation.

If there is a change in the number of credits completed or grade point, the probation/cancellation status of the student may be changed. If so, previous action for the quarter may be voided.

A student whose benefits have been canceled for not making minimum standards of progress may be reinstated by the Veterans certifying official if:

- Student attends a quarter and brings cumulative grade point average up to at least 2.00 and/or completes the number of required credits for the student's enrollment status.
- Student encountered mitigating circumstances which affected academic performance, and the circumstances appear to be corrected. The student is granted another quarter of benefits with probationary status. A written petition is required for this reinstatement.

Student Programs

BBCC strives to provide a well-balanced program of extra-curricular activities for all students. This is in keeping with the belief that participation in college activities contributes to the development of a well-rounded personality and to the growth of leadership ability. These activities help to promote school spirit, to furnish outlets for special interests and talents of students, and to enhance their cultural development. Students interested in extra-curricular activities or serving as Associated Student Body (ASB) officers should contact personnel in the Student Activities Office, Building 1400 or call 509.793.2066.

Intercollegiate Athletics

The athletic program gives full-time students an opportunity to participate in competitive intercollegiate sports. As a member of the Northwest Athletic Association of Community Colleges (NWAACC), the college sponsors teams in women's volleyball, men's and women's basketball, men's baseball, and women's softball (fast pitch).

Students interested in being involved in intercollegiate athletics may contact one of the coaches or the athletic director at 509.793.2227. Scholarships are available.

Intramural Activities

Intramural activities are programmed in response to student interests and may include basketball, volleyball, racquetball, pool, table tennis, recreational gym, and softball. Opportunities for sports instruction are offered through the physical education department and may include activities such as racquetball, bowling, tennis and golf.

Music

All students are eligible to participate in the various music performance groups such as swing choir, jazz band, and orchestra. For more information about music performance groups call 509.793.2140.

Student Government

All students enrolled at BBCC and who hold a valid ASB card are automatically members of the ASB. The ASB is officially recognized as the students' voice in the governance of the college. Student government is an integral part of the college structure. ASB officers serve on college committees, hear student complaints, entertain requests for funding student clubs, and plan and schedule activities. In addition, officers communicate student needs directly to college administrators and provide student representation at BBCC Board of Trustees meetings.

Elections are held annually in the spring quarter and every eligible student is encouraged to run for an office or to apply for an appointed position. The Programming Board is appointed by the ASB Executive Council. Executive officers and Programming Board members receive a stipend for their services. ASB Executive Officers and appointees are as follows:

- President
- Vice President
- Secretary
- Treasurer
- Public Relations Officer
- Program Director
- Programming Board Members (up to seven)

Student Organization & Areas of Involvement

Clubs and organizations are developed in response to specific student interests, skills, educational programs, cultural heritage, or social causes. All students are encouraged to participate in existing organizations or to start new organizations. Current active clubs include: Aviation Club; Phi Theta Kappa; LDSSA; Nursing Club; M.E.C.h.A. Club; Welding Club; Soccer Club, Students Supporting Students Club, Native American Club and Big Bend Christian Community. For information regarding existing clubs or organizing new ones, please contact the Student Activities Office in the Student Center Building 1400 or call 509.793.2066.

Academic Information

Academic Amnesty

Under the provisions of the BBCC Academic Amnesty procedure, a student may apply for Academic Amnesty if they: are currently enrolled at BBCC, did not enroll in college for at least two consecutive years following the period in which they had academic problems (grade point average below 2.00), have completed 24 or more credits with a grade point average of 2.50 or higher since returning to college, and have not withdrawn from more than five credits in any quarter since returning to college. If amnesty is approved, all grades will still appear on the transcript but will not be calculated in the BBCC cumulative grade point average. Further information may be obtained from the Counseling Center.

Auditing a Course

A student may enroll in a course on an audit basis. An auditing student is not expected to take exams, but the instructor may require reasonable attendance and class participation. No college credit is received for audited courses; regular tuition charges apply. Changes from audit to credit are permitted after the 10th instructional day of the quarter with instructor approval. Changes from credit to audit are permitted up to the final date to drop a class. Changes may not be made after the last day to withdraw.

Course Numbering System

The following course numbers are used at BBCC:

010-049: Courses in this series do not apply toward graduation from BBCC.

050-099: Courses in this series may be applied toward graduation from BBCC under the Associate in Applied Science or Associate in General Studies degree. (DVS prefixed courses DO NOT apply toward graduation.)

100-299: Courses in this series may be applied toward graduation in any degree program at BBCC.

Effective Summer Quarter 2008, BBCC has implemented common course numbering. Common course numbering is designed to make course transfer between and among the 34 community and technical colleges as easy as possible for students, advisors and receiving institutions. The statewide project's scope was limited to academic transfer courses as defined by the Intercollegiate Relations Council (ICRC) agreement. Courses with an "&" as part of the prefix are designated as common across the Washington community and technical college system. See the Common Course List pages of this catalog for specific courses.

Course Repeat Policy

Under the provisions of this policy, students may elect to repeat a course in which a grade of 1.9 or lower was received and then have the highest grade received count toward their cumulative (graduation) grade point average (GPA). A course may be repeated only once. Due to changes in course numbering in 2008, students must notify the Admissions/Registration Office after they have repeated a class.

Students should be aware that the original enrollment and grade received will remain on the transcript; only the cumulative GPA subsequent to the repeat is affected by the second grade received. Students who are receiving financial aid or VA benefits should consult with the Financial Aid Office prior to enrolling in any course for a second time; aid eligibility may be lost or reduced as a result.

Credit by Examination

In addition to standardized tests for specific course credits, students may obtain college credit for courses listed in the current catalog by passing an examination in that course, and/or demonstrating to the department concerned that both content and method have been mastered adequately. This process does not include visiting or auditing a class followed with a request for a special examination as a means of acquiring credit. This privilege is intended to evaluate informal and/or comparable educational experiences that may be the equivalent of organized class work.

The procedure is as follows:

1. The student obtains written approval from his/her advisor, the course instructor, and an Admissions/Registration staff member. Forms are available in the Admissions/Registration Office.
2. After approval, the student pays the required fee at the Business Office, and upon showing the receipt to the instructor, is allowed to proceed with the examination.
3. The actual time of giving an approved examination for credit is a matter of mutual convenience between the instructor and student.

A maximum of 22 credits awarded by examination of any type will be allowed toward an associate degree. Each division has different policies for which, if any, classes can be given credit by examination. Check with the division chair for details.

Credits & Credit Load

The academic year is divided into three quarters of approximately 11 weeks each. To be considered full time a student must be enrolled in at least 12 credits per quarter. The course load per quarter is approximately 15 quarter hours of credit. A lecture class that meets five hours per week for one quarter will yield five quarter hours of credit. Laboratory courses require two hours of class time per week for one hour of credit. Credit is given only for classes in which the student is officially registered and passes.

End of Term Grades

Grades are available online one week after final exams have completed. To obtain grades online students go to the BBCC Student Kiosk at www.bigbend.edu and choose Grades/Unofficial Transcript. A valid student identification number and PIN are required to view grades. Students requesting a copy of their grades in person must provide picture identification.

General Examination Credit

Nationally standardized tests fall into two general categories: general subject matter exams, e.g. social science and natural science; and specific subject matter examinations, e.g. history of western civilization and college calculus. Current students having satisfactory scores on standardized tests may be awarded credit toward BBCC degrees. Such credit may, if appropriate, be issued to satisfy specific distribution requirements or general electives.

Official score reports must be submitted to the Admissions/Registration Office for evaluation. No fee is charged for evaluation and awarding of credit for admitted BBCC students. For credits awarded for CLEP and College Board Advanced Placement Exams students should check the admissions section of the BBCC website at www.bigend.edu.

Grading Symbols

BBCC instructors report grades using a numerical grading system from 4.0 to 0.7 in .1 increments and also the grade 0.0. The number 0.0 is assigned for failing work for which no credit hours are earned. Letter grade equivalents are approximated by the following distribution:

4.0 - 3.8A Excellent
3.7 - 3.5A-
3.4 - 3.2B+
3.1 - 2.9B Very Good
2.8 - 2.5B-
2.4 - 2.2C+
2.1 - 1.9C Average
1.8 - 1.5C-
1.4 - 1.2D+
1.1 - 0.9D Below Average
0.8 - 0.7D-
0.0F Failing
(0.7 lowest passing grade)	

Grade Point/Grade Point Average Calculations:

Earned grade points equal the product of the number of credits for a course and the grade given. For example:

$$5 \text{ (credits)} \times 2.7 \text{ (grade in course)} = 13.5 \text{ grade points}$$

The grade point average (GPA) for a number of courses equals the total of grade points earned in those courses divided by the sum of the credit hours for those courses. For example, a student is enrolled in courses X, Y, and Z that are 5, 4, and 3 credit hours respectively during one quarter. The student receives a 3.1 grade in course X, a 1.5 grade in course Y, and a 2.3 in course Z.

The Total Grade Points Equals:

$$\text{Course X } 5 \times 3.1 = 15.5$$

$$\text{Course Y } 4 \times 1.5 = 6.0$$

$$\text{Course Z } 3 \times 2.3 = 6.9$$

$$28.4 \text{ Total Grade Points for Quarter}$$

$$\text{Total credits attempted} = 5+4+3 = 12 \text{ for quarter}$$

$$\text{Grade Point Average for quarter} = 28.4/12 = 2.37$$

The cumulative GPA over multiple quarters is calculated in the same way using all courses in which a numerical grade has been given.

"I" Grade

The "I" grade is used to indicate a grade has been deferred. The instructor can choose to award an "I"

grade to students making satisfactory progress who, for reasons beyond their control, are unable to complete their work on time. The instructor must submit on the "Incomplete Requirements" form, a written explanation of work to be completed with any grade turned in as an "I".

REMOVAL OF INCOMPLETE: Once a student has completed the necessary requirements for a decimal grade, the instructor will notify the Admissions/Registration Office, via a change of grade form, of the grade obtained by the student. The incomplete is then removed from the student's record and the new grade is substituted. An incomplete "I" grade will revert to a failing "0.0" grade if the change of grade form is not in the Admissions/Registration Office by the following dates:

	Requirements must be completed by:
"I" grade received:	
Summer Quarter	November 1
Fall Quarter	February 20
Winter Quarter	May 20
Spring Quarter	November 1

"W" Grade

A student may withdraw from classes up to two weeks prior to the last day of instruction for each quarter. Students who stop attending classes but do not officially withdraw from classes may receive a failing (0.0) grade. Students withdrawing from classes within the time permitted will receive a "W" grade.

"N" Grade

The "N" grade is given in courses in which a student has enrolled as an "auditor." (See "Auditing a Course").

Pass-Fail Grading Option

A maximum of 15 credits completed with a pass "P" grade may be applied toward a BBCC degree. The "P" grade is not included in the grade point average calculation. A failing (0.0) grade earned in a class graded using the pass/fail option is included in the GPA calculation. A "P" grade in a math or science class indicates a grade of 2.0 or above was earned.

Students enrolling in a course on a pass/fail basis should indicate this at the time of registration. Students are advised to speak with the instructor before enrolling in a class on a pass/fail basis. After the 10th day of the quarter, the instructor and the student's advisor must approve changing an enrolled course to pass/fail grading. Students may not change a course to pass/fail option after the last day to withdraw.

Students intending to transfer to universities should not use the pass/fail option for courses in their intended major. Courses being used for the Associate in Sci-

ence degree or as basic or breadth requirements in the Associate in Arts and Science (DTA) degree may not be taken pass/fail.

Time Limitation to Change a Grade

A student who believes that an error has been made in the grade received for a course should contact the instructor as soon as possible to discuss the issue. Instructors may authorize a grade change within one quarter from the date the grade was issued. Summer quarter is excluded (i.e. spring quarter and summer quarter grade changes must be made by the end of fall quarter).

Honors at Graduation

A student graduates with "Honors" if they've earned a cumulative BBCC GPA of 3.33-3.74.

A student graduates with "Highest Honors" if they've earned a cumulative BBCC GPA of 3.75-4.00.

Quarterly Academic Honors

Students completing 12 or more credit hours in graded courses. (Excludes pass credits)

Vice President's List: GPA of 3.33-3.74

President's List: GPA of 3.75-4.00

Standards of Progress

Low Grades Policy:

Each student must earn a cumulative grade point average of 2.00 or above to remain in good standing. A student earning a cumulative GPA below 2.00 will be placed on warning, probation, or suspension. The category depends upon the criteria listed below. A student will be considered in good academic standing when her/his cumulative grade point average is raised to 2.00 or above.

Academic Warning

A student with less than 11 cumulative graded credits and a cumulative grade point average below 2.00 will be placed on academic warning status. A student in this category is required to meet with her/his assigned advisor prior to registering for future quarters.

Academic Probation

A student with 11 or more cumulative graded credits and a cumulative grade point average below 2.00 will be placed on academic probation status. A student in this category is required to meet with her/his assigned advisor prior to registering for future quarters.

Academic Suspension

A probationary student will be placed on academic suspension when the student's number of cumulative graded credits at BBCC is greater than 23 credits and cumulative grade point average is below 2.00 and quarterly grade point average is below 2.00. A student in this category will be suspended from enrollment in classes for one quarter. A student who has preregistered for the following quarter will be withdrawn from classes and a refund will be processed for any tuition and fees paid for that quarter. A student returning after suspension is required to meet with her/his assigned advisor prior to registering for future quarters and must earn a 2.00 quarterly grade point average at the end of every quarter until her/his cumulative grade point average is above 2.00.

Appeals

A suspended student may appeal academic suspension and request immediate reinstatement. The student must provide proof of extenuating circumstances and/or a plan for making measurable and substantial progress towards repairing her/his cumulative GPA. A letter of appeal must be submitted to the Vice President of Instruction/Student Services. The Vice President will call a meeting of the Academic Council to hear the appeal. The Academic Council may grant the appeal, may allow the student to continue under certain conditions, or may deny the appeal. The decision of the Academic Council is final.

Academic Dismissal

A student who fails to meet minimum standards and is subject to suspension a second time will be placed on academic dismissal. Academic dismissal results in suspension from enrollment in classes for one calendar year. A student who has preregistered for the following quarter will be withdrawn from classes and a refund will be processed for any tuition and fees paid for that quarter. A student returning after dismissal is required to meet with her/his assigned advisor prior to registering for future quarters and must earn a 2.00 quarterly GPA at the end of every quarter until her/his cumulative GPA is above 2.00. There is no appeal.

Student Records Confidentiality

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. They are:

1. The right to inspect and review the student's educational records within 45 days of the day BBCC receives a request for access.
2. The right to request an amendment of the student's educational records that the student believes is inaccurate or misleading.
3. The right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is: a person employed by BBCC in an administrative, supervisory, academic, or support staff position; a person or company with whom BBCC has contracted (such as an attorney, auditor, National Student Clearinghouse); a person serving on the Board of Trustees; or a student serving on an official committee or assisting another school official in performing his or her tasks. Unless restricted by the student, BBCC may disclose the following information without the student's written consent: student's name, address, telephone listing, electronic mail address, date of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, enrollment status, dates of attendance, honor roll, degrees and awards received, and the most recent previous educational agency or institution attended by the student.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Big Bend Community College to comply with the requirements of FERPA.

Transcripts

An official transcript is a copy of a student's permanent academic record that is signed by the Associate Vice President of Student Services and has the college seal imprinted on it. A transcript will be released only upon authorization of the student. Transcripts may be withheld if any financial obligations to BBCC have not been met. Information on ordering official transcripts is available on the BBCC web site at www.bigbend.edu or by calling 509.793.2061. Students may print an unofficial copy of their BBCC transcript from the BBCC Student Kiosk at www.bigbend.edu.

Degrees & Certificates

BBCC offers the following degrees and certificates of achievement:

The Associate in Arts and Science (AA&S) Direct Transfer Agreement (DTA) degree is awarded to students completing the requirements of the college transfer program. This degree is designed to transfer to most bachelors of arts degrees at Washington's four-year institutions.

The Associate in Science Transfer (AS-T) degree is awarded to students who intend to transfer and major in mathematics, engineering, or a natural science.

The Associate in Business DTA/MRP (Major Related Program) degree is designed for students who intend to transfer to a baccalaureate institution to complete a Bachelors degree in business.

The Associate in Elementary Education DTA/MRP degree is designed for students who intend to transfer to a baccalaureate institution to complete a Bachelors degree in elementary education.

The Associate in Pre-Nursing DTA/MRP degree is designed for students who intend to transfer directly from BBCC to a baccalaureate institution to complete a Bachelors degree (BSN) in nursing.

The Associate in Applied Science (AAS) degree is awarded to students completing an approved course of study in a professional technical program.

The Associate in General Studies (AGS) degree is awarded to students completing a less structured program of study. Although credit for appropriate coursework included in an AGS may be transferred to a four-year institution, the AGS degree does not, by itself, provide the potential transfer advantages of the Associate in Arts & Science-DTA. The AGS is not a direct transfer degree program.

The Certificates of Achievement and Accomplishment may be awarded to students completing the requirements of an approved professional/technical certificate program.

General Requirements

- All BBCC Degrees

Students entering BBCC while this catalog is in use have three years from the quarter of entry in which to complete degrees based on the general and specific degree requirements included in this catalog. After that date students must meet any changes in graduation requirements.

A minimum 2.00 cumulative grade point average is required for all BBCC degrees. Students must complete and submit an application for graduation to the Admissions/Registration Office before a degree will be awarded.

Resident Credit Requirement

A minimum of 30 quarter hours must be earned through enrollment in BBCC courses. Exceptions to this policy may be granted with approval of the student's advisor and the Associate Vice President of Student Services.

General Education

What is General Education?

General education is the part of a college curriculum shared by all students seeking a degree. It provides broad exposure to multiple disciplines and forms the basis for developing important intellectual and civic capacities.

Why General Education?

For a job:

- Business leaders and other employers tell BBCC that employees need to be able to think critically, to speak and write clearly, and to be able to reason quantitatively.
- More and more Americans change jobs several times during their lifetime. General education skills carry over from one job to another and enable students to be more flexible as they navigate the changing world of work.

For life:

- General education provides the skills students need to think through the pressing problems of today so they can be actors in their personal, national and international life, rather than victims.
- General education prepares students to enjoy the complex, multifaceted and changing world they live in-whether that's through a musical concert or a magnificent rock formation.

General education courses are offered in communication, mathematics and natural science, humanities and fine arts, and social science. These core curricula focus on the interrelationships between major fields of study.

Outcomes and criteria to measure the effectiveness of BBCC's general education curricula have been cooperatively developed and implemented by faculty and administrators and have been communicated to the board of trustees. The general education outcomes specify that:

1. Students will be able to write clearly and effectively.
Criteria:

- 1.a. Clarity
- 1.b. Logical flow from point to point
- 1.c. Sound support of assertions
- 1.d. Creative or divergent thinking
- 1.e. Adhere to conventions of standard written English
- 1.f. Sources adhere to citation/reference formats

2. Students will be able to reason mathematically.
Criteria:

- 2.a. Interpret information in graph form
- 2.b. Understand and use statistical information
- 2.c. Understand geometrical concepts
- 2.d. Work with numerical and algebraic relationships

3. Students will be able to solve problems combining and applying knowledge from multiple sources.

Criteria:

- 3.a. Define the problem
- 3.b. Break it into steps
- 3.c. Draw logical conclusions
- 3.d. Generate multiple and diverse perspectives in trying to solve the problem
- 3.e. Recognize extraneous information
- 3.f. Follow directions and fulfill the expectations of the assignment

4. Students will be able to gather and interpret information.

Criteria:

- 4.a. Distinguish between well-supported and unsupported claims
- 4.b. Make comparisons and draw contrasts
- 4.c. Recognize the points of an issue or claim
- 4.d. Access multiple sources of information

Related Instruction

The Associate in Applied Science degree requires the completion of a core of related instruction in a) oral and written communication, b) computational skills, c) human relations, and d) first aid. Course content is specialized for some professional/technical programs in order to provide application-based models of learning. Certificate programs of 45 credit hours or more require the completion of the related instruction core courses.

Associate in Arts & Science DTA Degree

To earn the Associate in Arts and Science DTA degree, a student must:

- Satisfy the "General Requirements - All BBCC Degrees."
- Complete at least 90 transferable credit hours in courses numbered 100 or above.
- Earn a grade of at least a 1.0 in each college level course used in the degree.
- Satisfy the following basic, breadth, physical education, and total credit minimums.

Note: No course may be used more than once for meeting degree requirements.

Since programs differ at each college, students should consider program outlines published by the college or university where the student plans to continue his/her course of study. The following recommended courses will prepare students for most senior institutions. Students should prepare their quarterly schedules with the assistance of an advisor knowledgeable in their transfer area.

Foreign Language Advisory

Although the Associate in Arts and Science DTA degree does not have a specific requirement for foreign language, all potential transfer students need to be aware that many universities have either an admission or graduation requirement of two years of a single foreign language in high school or two or three quarters of a single foreign language in college.

If a student is certain of the university where she/he will transfer, she/he should carefully review the foreign language requirements of that college. In general, students not having two years of high school foreign language are well advised to include a year of college foreign language (through the 123 level) in their degree program at BBCC.

Math/Science Advisory

Students planning to transfer to Washington State University should carefully plan course work to complete math/science breadth requirements with assistance of a college counselor or transfer advisor.

Student Planning Worksheet

Student planning worksheets for the Associate in Arts and Science DTA degree are available in the college counseling center. The worksheet is helpful in preparation for advising and registration each quarter. Students should maintain an accurate record of courses completed and bring their worksheets with them for advising appointments.

Basic and Breadth Requirements

I. Basic Requirements

A. English (ENGL) 101 and 102 10 Credits or

ENGL 101 and 201 and must also take a literature class as one of the humanities breadth courses (this option recommended for students planning to transfer to Eastern Washington University).

B. Quantitative Skills 5 Credits

1. Symbolic or Quantitative Reasoning (SQR) (5 Credits)
One course from:
Computer Science (CS): 141, 142
Mathematics (MATH) - Any 5 credit MATH course above 101
Philosophy (PHIL): 120
and
2. Intermediate Algebra Proficiency Requirement
Intermediate algebra proficiency for the quantitative skills requirement may be demonstrated by passing the Math 093, Math 098 or Math 099 competency exam with a score of 70% or better on each module of the exam, or an equivalent course at another college, or high school mathematics through second-year algebra (minimum C grades in second year) or placing in MATH 120 or above on the BBCC placement exam. Note: Enrollment in any BBCC math course requires placement at the appropriate entrance level.

II. Breadth Requirements (50 Credits)

A. Humanities Minimum 15 Credits

Must include courses from at least two disciplines listed below with a maximum of 10 credits from any one discipline. No more than 5 credits in foreign language at the 100 level are allowed. A maximum of five humanities performance/skill credits may be applied toward the 15 credit humanities breadth requirement.

Humanities Lecture Courses

HU

Art (ART): 100, 216, 217, 218
Communications (CMST): 102, 220, 229
English (ENGL): 211, 212, 216, 220, 221, 234, 239, 240, 243, 244, 245, 246, 248, 253, 274
Foreign Languages (Counts as a single discipline)
American Sign Language (ASL): 121, 122 or 123
French (FRCH): (121, 122 or 123), 221, 222, 223
German (GERM): 121, 122 or 123
Spanish (SPAN): (121, 122 or 123), 211, 212, 213, 221, 222, 223
Humanities (HUM): 214
Music (MUSC): 100, 105, 141, 142, 143, 160, 170
Philosophy (PHIL): 101, 120, 210, 230, 240, 250
Religious Studies (REL): 201, 211

Humanities Performance/Skill Courses

HP

Art (ART): 101, 102, 103, 104, 105, 106, 121, 122, 123, 198, 221, 222, 223, 230, 231, 232, 233, 298
Journalism (JOU): 140
Music (MUSC): 110, 111, 112, 113, 114, 115, 116, 117, 124, 130, 134, 148, 151, 152, 153, 215, 216, 217, 224, 248, 251, 252, 253

B. Social Science Minimum 15 Credits

Must include courses from at least three disciplines listed below:

Social Science Courses

SS

Anthropology (ANTH): 100, 204
Criminal Justice (CJ): 101
Economics (ECON): 200, 201, 202, 204
History (HIST): 116, 117, 118, 121, 136, 137, 245, 250, 270
Political Science (POLS): 202, 203
Psychology (PSYC): 100, 180, 200, 204, 225
Sociology (SOC): 101, 201, 204, 220

C. Math/Science Minimum 15 Credits

Must include courses from at least two disciplines, distributed as follows:

Part 1. Minimum 10 credits from the following lists.

Must include at least one lab science course.

Lab science courses:

LS

Astronomy (ASTR): 101
Biology (BIOL): (100 or 211), 221, 222, 223, 241, 242, 260
Botany (BOT): 130, 140
Chemistry (CHEM): 110, 121, 131, 161, 162, 163
Geography (GGR): 101
Geology (GEOL): 101
Physics (PHYS): 100 and 101, 221, 222, 223

Non-Lab science courses:

Astronomy (ASTR): 100
 Aviation (AVF): 113, 213
 Biology (BIOL): 170
 Chemistry (CHEM): 105
 Computer Science (CS): 141, 142
 Environmental Science (ENVS): 100
 Geology (GEOL): 100
 Nutrition (NUTR): 101
 Science (SCI): 101

NS

Part 2. Additional minimum five credits from either the lab course or non-lab course lists in Part 1 above or from the following list: **MS**
 Mathematics (MATH): 107, 120, 141, 142, 143, 146, 147, 148, 151, 152, 163, 220, 230, 271

III. Specified Electives

Sufficient additional credits in courses from either breadth or specified electives lists so that the sum of credits in I, II, and III is at least 75.

Specified Elective Courses**SE**

Accounting (ACCT): 201, 202, 203
 Astronomy (ASTR): 105
 Business (BUS): 101, 201
 Communications (CMST): 234
 Computer Science (CS): 101
 Criminal Justice (CJ): 110, 210, 220
 Early Childhood Education (ECE): 100
 Education (EDUC): 115, 201, 204
 English (ENGL): 201 (If not used as part of the English composition requirement)
 Physical Education (PEH) maximum 5 credits: All lecture (Non-AC PEH) courses numbered 100 and above.

IV. Physical Education/Health & Wellness**Minimum 3 Credits****AC**

Complete one of the following:
 A. Three (3) PEH Activity [AC] Credits
 or
 B. PEH 100 (Lifetime Wellness)
 or
 C. PEH 178 (Principles of Fitness)

V. General Electives

Up to 12 transferable credits in courses numbered 100 or above to bring total credit hours in I, II, III, IV and V to 90.

Associate in Business DTA/MRP

This pathway is applicable to students planning to prepare for various business majors at universities in Washington. Students choosing this degree are advised to contact their potential transfer institution early regarding specific course choices in each area of the degree where options are listed, the requirement for overall minimum grade point average, and if a higher grade point average is required in a selected subset of courses or a specific minimum grade in one or more courses is required.

I. Basic Requirements 15 credits

- A. Communication Skills 10 credits
 1. ENGL& 101
 2. ENGL& 102*
 *EWU requires ENGL 201
 B. Quantitative Skills 5 credits
 1. MATH 147
 C. Intermediate Algebra Proficiency is required

II. Breadth Requirements 50 credits

- A. Humanities* 15 credits
 Must include courses from at least two disciplines with a maximum of 10 credits from any one discipline. No more than 5 credits in foreign language at the 100 level are allowed. A maximum of five humanities performance/skill credits may be applied toward the 15 credit humanities breadth requirement.
 *WSU & Gonzaga require CMST& 220
 *UW requires 2 years of a foreign language in HS or 2 quarters college level—however, only 5 credits of a foreign language may be used for HU
 B. Social Science 15 credits (from at least 2 disciplines)
 1. ECON& 201
 2. ECON& 202
 3. Student choice* 5 credits
 *WSU requires Political Science
 C. Math/Science 15 credits
 1. Natural sciences 10 credits
 (5 credits must be a lab course)
 2. MATH& 146
 D. Additional Credit in Breadth 5 credits
 1. MATH& 148

III. Specified Electives 10 credits

1. BUS& 201*
 *UW requires an intro to law class that students will be required to take at the UW campus once they are provisionally accepted
 2. ACCT& 201

IV. Physical Education/Health & Wellness 3 credits

1. Student choice

- V. General Electives** **12 credits**
1. ACCT& 202
 2. ACCT& 203
 3. Student choice minimum of 2 credits

Associate in Elementary Education DTA/MRP

This pathway is applicable to students planning to prepare for an upper division elementary education major. Students choosing this degree are advised to contact their potential transfer institution early regarding specific course choices in each area of the degree where options are listed.

- I. Basic Requirements** **15 credits**
- A. Communication Skills 10 credits
 1. ENGL& 101
 2. ENGL& 102*
*EWU requires ENGL 201
 - B. Quantitative Skills 5 credits
 1. MATH& 107
 - C. Intermediate Algebra Proficiency is required
- II. Breadth Requirements** **50 credits**
- A. Humanities 15 credits
 1. CMST& 220
 2. HUM 214 (meets Gender/Culture coursework req)
 3. Art, music, or literature 5 credits
 - B. Social Science 15 credits (from at least 3 disciplines)
 1. HIST& 116, 117 or 118
 2. Economics, Pol Sci, or Psych*— 10 credits
*WSU, CWU, & St. Martin's require PSYC& 200
 - C. Math/Science 15 credits
 1. BIOL& 100 or 211
 2. GEOL& 100 or 101
 3. Chemistry or Physics 5 credits
*Two of the above with lab
 - D. Additional Credit in Breadth 5 credits
 1. MATH& 146
- III. Specified Electives** **10 credits**
1. HIST& 136 or 137
 2. Economics, Pol Sci, or Psych 5 credits
- IV. Physical Education/Health & Wellness** **3 credits**
1. Student choice

- V. General Electives** **12 credits**
1. EDUC& 201 3 credits
 2. EDUC 190 1 credit
 3. BIM 108 3 credits
 4. Student choice 6 credits
- * Students are encouraged to consider additional content courses designed to meet endorsement competencies and/or academic majors. Additional credits of EDUC 190 may count toward general electives.
- Students must take the WEST-B test in order to apply to teacher preparation programs

Associate in Pre-Nursing DTA/MRP Degree

This pathway is applicable to students planning to prepare for an upper division bachelors degree (BSN) in nursing. (Entry-to-practice/basic BSN pathway). Students should enter the college or university at junior standing, however, admission to the nursing program is not guaranteed. Students choosing this degree are advised to contact their potential transfer institution early regarding specific course choices in each area of the degree where options are listed and minimum GPA requirements.

- I. Basic Requirements** **15 credits**
- A. Communication Skills 10 credits
 1. ENGL& 101
 2. ENGL& 102 or ENGL 201
 - B. Quantitative Skills 5 credits
 1. MATH& 146
 - C. Intermediate Algebra Proficiency is required
- II. Breadth Requirements** **50 credits**
- A. Humanities 15 credits
 1. CMST& 220

Must include courses from at least two disciplines with a maximum of 10 credits from any one discipline. No more than 5 credits in foreign language at the 100 level are allowed. A maximum of five humanities performance/skill credits may be applied toward the 15 credit humanities breadth requirement.
 2. Student choice 10 credits
 - B. Social Science 15 credits
 1. PSYC& 100
 2. PSYC& 200
 3. A sociology class 5 credits
 - C. Math/Science 15 credits
 1. BIOL& 211
 2. BIOL& 241
 3. BIOL& 242

D. Additional Credit in Breadth	5 credits
1. CHEM& 121	
III. Specified Electives	10 credits
1. CHEM& 131	
2. BIOL& 260	
IV. Physical Education/Health & Wellness	3 credits
1. Student choice	
V. General Electives	12 credits
1. NUTR& 101	
2. Student choice*	7 credits
Credits must be fully transferable as defined by the receiving institution	

Associate in Science- Transfer Degree

To earn the Associate in Science -Transfer (AS-T) degree, the student must:

- Satisfy the "General Requirements - All BBCC Degrees"
- Complete at least 90 transferable credits numbered 100 or above.
- Satisfy all requirements detailed below for one of the pre-majors in this degree— AS-T 1: biology or chemistry or AS-T 2: computer science, engineering or physics

Careful planning is important in all of the degrees offered by BBCC. In the case of the AS-T degree, it is essential to have information about general requirements and also major requirements for the specific Bachelor of Science degree at the intended baccalaureate institution from the beginning and throughout the degree planning process.

The purpose of the degree is to allow the student who plans to complete a Bachelor of Science degree in biology, chemistry, computer science, engineering or physics the opportunity to make substantial progress toward fulfilling major requirements while completing at least half of the liberal arts, or general requirements, in studies such as English, the humanities and the social sciences. Ideally, the student holding the AS-T degree would have approximately three years of full-time study remaining at the baccalaureate institution—this reflects the nature of many bachelor of science degrees, which require extensive study and frequently take five full-time years or more to complete. If any pre-college study is required (generally, courses numbered below 100), additional time will be required.

The degree is accepted by many baccalaureate institutions in the state of Washington. The degree does not guarantee that any major requirements will be fulfilled. While BBCC faculty advisors consult with students to help them plan effectively, the ultimate responsibility to plan rests with the student. The college recommends that the student identify one or two potential transfer schools and then contact qualified program advisors at those institutions as early as possible to obtain specific, course-by-course advice. Throughout one's enrollment at BBCC, the program advisors at the transfer institution should be consulted.

Unlike the DTA degree, the AS-T degree does not automatically fulfill the lower division (first and second year) general requirements at a university. Typically the AS-T degree holder's BBCC transcript will be evaluated on a course-by-course basis according to both its general requirements and major requirements. In the admissions process, the AS-T degree typically offers the same advantages as the DTA—it is generally easier to be admitted as a transfer student with a transferable degree.

BBCC graduates with the AS-T degree often will not be required to meet a foreign language requirement for a BS degree. The student is reminded to research this directly with the intended transfer institution, because some BS degrees may have a foreign language requirement.

English Composition—5 credits

AS-T 1 & 2 Requirements:

ENGL& 101, ENGL& 102, or ENGL 201

Mathematics—10 credits

MATH& 151 and 152

Humanities and Social Science—15 credits

Minimum of 5 credits in humanities, 5 credits in social science, 15 credits total. See the lists in the Associate in Arts & Science – DTA degree for specific courses.

Pre-Major Program.

One of the following five pre-majors must be completed.

AS-T 1: Biology pre-major—45 to 50 credits

BIOL& 221, 222, 223; CHEM& 161, 162, 163; MATH 120; MATH& 141, 142 and 146 (or 163)

Remaining 10-15 credits can be in any science or math course normally taken for science majors (not for general education), preferable in a 2-3 quarter sequence as approved by an advisor.

AS-T 1: Chemistry pre-major—45 to 50 credits:

CHEM& 161, 162, 163; MATH& 146 or 163; PHYS& 221, 222, 223; 10-15 cr. in PHYS, GEOL, BIOL or MATH, consisting of courses normally taken for science majors, preferably in a two or three course sequence, as approved by advisor.

**AS-T 2: Computer Science or
Physics pre-major—25 credits:**

PHYS& 221, 222, 223; MATH& 146 or 163; one 5-credit science course as approved by advisor based on the requirements of the specific discipline at the baccalaureate institution the student plans to attend.

AS-T 2: Engineering pre-major—25 credits:

PHYS& 221, 222, 223; CHEM& 161; MATH& 146 or 163.

**AS-T 2: Specified Electives and General
Electives**

See the lists in the AA&S-DTA degree for specific courses.

Credits approved by the advisor based on the requirements of the specific discipline at the transfer institution the student plans to attend, with no more than 5 credits of general electives. A minimum of 90 transferable credits must be earned for an AS-T degree.

Physical Education/Health & Wellness

Three credits in physical education activity courses or PEH 100 or PEH 178.

Associate in Applied Science Degree

The Associate in Applied Science (AAS) degree is designed for students who plan to complete a professional/technical program offered by BBCC.

Early and regular contact with faculty advisors is essential in planning a professional/technical program. The Professional/Technical Program Plan, which is prepared in cooperation with a student advisor, is the primary means for documentation and approval of a program of study.

All professional/technical program students are required to take placement tests in mathematics and English to establish initial placement in these areas.

The total credit requirement of an approved professional/technical curriculum completion requires a minimum of 90 quarter credits.

Mathematics Requirement: 3-5 credits*

3-5 credits in mathematic courses* as stated in the approved Professional/Technical Program Plan.

BUS 102 Business Mathematics
MAP 100 Applied Mathematics (AMT)
MAP 101 Applied Mathematics (AUT/WLD)
MAP 103 Applied Mathematics (MMT/IET)
MAP 104 Applied Mathematics (AVF)
MAP 108 Applied Mathematics (MA)
MATH& 107 Math in Society
MATH 120 College Algebra
MATH 143 Applied Trigonometry or higher level course

* Except AMT program which requires two MAP 100 credits

**Written Communications Requirement:
3-5 credits**

3-5 credits in written communications courses as stated in the approved Professional/Technical Program Plan.

BUS 121 Business English
ENGL& 101 English Composition I
ENGL 109 Applied Technical Writing

Oral Communications Requirement: 3-5 credits

3-5 credits in oral communications courses as stated in the approved Professional/Technical Program Plan.

AVF 225 Effective Communication in Flight Instruction
CMST 100 Human Communications
CMST& 220 Public Speaking
CMST 229 Advanced Public Speaking

Human Relations Requirement: 3-5 credits

3-5 credits in human relations courses as stated in the approved Professional/Technical Program Plan.

BUS 120 Human Relations on the Job
EDUC& 115 Child Development
PSYC& 100 General Psychology
SOC& 101 Intro to Sociology

Industrial First Aid Requirement:

Two credits in Industrial First Aid or equivalent or higher certification as stated in the approved Professional/Technical Program Plan.

Current First Aid/CPR, First Responder, or EMT Card
FAD 123 First Responder
FAD 125 Basic Emergency Medical Technician (EMT) Training
FAD 150 Industrial First Aid

Associate in General Studies Degree

The Associate in General Studies (AGS) degree is designed to provide recognition for the student who is not planning to complete a transfer degree program or a specific professional/technical program. This degree requires students to complete certain general requirements while exploring elective areas. See description of AGS degree in the Degree and Certificates Awarded section of this catalog.

Credit Requirement: 90 credits

(at least 65 in courses numbered 100 or above including:

- 10 credit minimum in communications (English, communications, business communications, business writing, foreign language and journalism may be used to satisfy this requirement.)
- 10 credit minimum in humanities
- 10 credit minimum in mathematics or science
- 10 credit minimum in social science
- 47 credits in elective courses
- 3 physical education activity credits or PEH 100 or PEH 178

Certificate of Achievement

The Certificate of Achievement is designed to provide recognition for the student who does not plan to complete a degree program. Application for the Certificate of Achievement must be approved by the program advisor and the appropriate instructional dean.

This certificate includes related instruction and a minimum of 45 credits in an approved program, including:

- 3-5 credits in oral communications
- 3-5 credits in written communications
- 3-5 credits in human relations
- 3-5 credits in computational skills, and
- 25-31 credits in the program major
- 45 minimum total credits

Students working toward a Certificate of Achievement need to develop a program outline with the faculty advisor in their professional/technical area of interest that includes all related instruction components.

Certificate of Achievements are offered through the following programs:

Accounting Technician
Aviation Maintenance Technology
Business Information Management
Business Medical Services
Chemical Laboratory Technology
Computer Science
Industrial Systems Technology
Medical Assistant
Practical Nursing
Welding Technology

Certificate of Accomplishment

The Certificate of Accomplishment is designed to provide recognition for the student who does not plan to complete a degree program but is interested in training and instruction in specialized areas.

This certificate does not necessarily include related instruction and varies in length from 5 credits to less than 45 credits.

Certificates of Accomplishment are offered through the following programs:

Accounting Technician
Automotive Technology
Aviation Maintenance Technology
Business Information Management
Business Medical Services
Commercial Driver's License
Computer Science
Early Childhood Education
Industrial Systems Technology
Nursing Assistant
Welding

Refer to the Program of Study section for additional information.

Educational Programs

Adult Basic Skills

Sandy Cheek

509.793.2305

email: sandyc@bigbend.edu

High School Completion

A BBCC adult high school diploma may be earned through enrollment in college courses. Individuals 19 years of age or older may enroll in courses specifically necessary to complete diploma requirements. Prospective high school completion students should contact their former high school to obtain a transcript of prior credit earned and then call the BBCC Counseling Center at 509.793.2305 to make an appointment for credit evaluation and to plan enrollment.

GED Preparation

Individuals who wish to study before taking the GED test may enroll in a program to help them prepare for the test. Classes are open-entry and self-paced. Times and locations of classes may be found in the quarterly class schedule or by calling the ABE/GED Coordinator at 509.793.2300.

Adult Basic Education

Adult Basic Education is a program for adults who did not finish high school and who wish to improve their skills in basic reading, writing, or arithmetic. Classes are open-entry and self-paced. Times and locations of classes may be found in the current quarterly class schedule or by calling the Basics Skills Program Assistant at 509.793.2301

English as a Second Language

English as a Second Language classes provide instruction in beginning and intermediate English language skills for adults whose first language is not English. Classes emphasize listening, speaking, reading and writing skills. Daytime and evening classes are offered. Times and locations of classes may be found in the current quarterly class schedule or by calling the Basic Skills Director at 509.793.2305.

Citizenship

Citizenship classes provide instruction in United States history, government and culture. Classes are designed to assist those preparing to take the U.S. citizenship examination. Times and locations of classes may be found in the current quarterly class schedule or by calling the Basic Skills Director at 509.793.2305.

Baccalaureate Opportunities on Campus

Students in the BBCC service district have the opportunity to complete several different baccalaureate degree programs through Central Washington University (CWU) and Heritage University (HU).

CWU delivers courses at BBCC via two-way interactive television with sites in Ellensburg, Wenatchee and Yakima. Students attending in Moses Lake can earn the following degrees, M.Ed. Master Teacher and B.S. Flight Technology. Students can also take courses leading to degrees in B.S. Accounting, B.S. Business Administration and Teaching Certificate. For admission, registration or program information, contact the CWU Moses Lake office at 509.793.2384.

HU offers bachelor's degree options in education and social work and a master's degree option in education. BBCC and HU have a dual admissions program to provide a seamless transfer process for education students. The HU courses are taught in the evenings and on weekends.

The Center For Business & Industry Services

Clyde Rasmussen

509.793.2053

clyder@bigbend.edu

BBCC supports education as a life-long process. Through the Center for Business and Industry Services, BBCC offers numerous courses and workshops relating to special interest and needs in the Columbia Basin. Generally, topics include the following information categories: community and cultural understandings, arts and crafts, dance, humanities, contemporary issues, personal living skills, financial planning, personal growth, exercise and health, hobbies, recreation, home and family, home maintenance, and do-it-yourself subjects. Community education classes and workshops are not offered for college credit. These courses must be self supporting. Therefore, enrollment minimums and fees may vary based upon the actual cost of operating each class and upon the actual number of students who enroll.

Mission

To be a leader in providing the resources for continuous learning and workforce development by being responsive to the changing needs of our service district.

Continuing Education

These classes are generally designed for those who need skill enhancement but not college credit. Each quarterly class schedule announces the times and locations of classes in each community.

General Categories for classes are:

Business Skills, Marketing and Planning
Personal Enrichment
Computer Software Training
Professional Development, Public Speaking
Nonprofit Fundraising
Clases de Negocios en Español
Health and Wellness
Outdoor Skills and Travel
Crafts and Hobbies
House and Home Improvement
Free Community Service Events

Community Education

Clyde Rasmussen 509.793.2053

clyder@bigbend.edu

BBCC supports education as a life-long process. Through the Center for Business and Industry Services, BBCC offers numerous courses and workshops relating to special interest and needs in the Columbia Basin. Generally, topics include the following information categories: community and cultural understandings, arts and crafts, dance, humanities, contemporary issues, personal living skills, financial planning, personal growth, exercise and health, hobbies, recreation, home and family, home maintenance, and do-it-yourself subjects. Community education classes and workshops are not offered for college credit. These courses must be self supporting. Therefore, enrollment minimums and fees may vary based upon the actual cost of operating each class and upon the actual number of students who enroll.

College-University Transfer Programs

In Washington, state supported community colleges and baccalaureate institutions have developed a Direct Transfer Agreement (DTA) to streamline the transfer process. By virtue of agreements between BBCC and most baccalaureate institutions in the state of Washington, the DTA degree will generally allow the student to transfer with junior standing and fulfill all or most general education requirements.

It is strongly recommended that each transferring student should consult with a faculty advisor concerning transferability of specific BBCC classes and degrees to specific institutions. With the assistance of a BBCC faculty advisor, a student can plan transferable studies at BBCC which apply toward a bachelor's degree

at a baccalaureate institution. For more information regarding faculty advisors in your area of interest call 509.793.2035.

Certain pre-major studies may also be completed. A student interested in a field of study not listed should consult a faculty advisor.

Accounting	Anthropology
Art	Aviation (Commercial Pilot)
Biological Science	Chemistry
Business Administration	Computer Science
Criminal Justice	Education
Economics	English
Engineering	History
Foreign Language	Music
Mathematics	Philosophy
Nursing	Political Science
Physics	Social Science
Psychology	
Sociology	

Students should also seek further information directly from the four year institution's admissions office and from advisors of their chosen major.

English Lab

Kate Shuttleworth 509.793.2361

The English Lab (Room 1832) provides academic support for students needing help with writing assignments. Lab tutors work with students on papers in any subject area, not just English. Students taking developmental classes are also encouraged to utilize the lab. Besides tutoring, lab classes are offered for improving language skills, which include spelling, writing, and reading.

Integrated Basic Education and Skills Training (I-BEST) for: Commercial Driver's License Early Childhood Education Medical Assistant Welding

Sandy Cheek 509.793.2305

sandyc@bigbend.edu

The I-BEST programs/classes are designed to assist adults with gaining professional and technical skills in the above areas while also working on their basic skills (English as a Second Language or Adult Basic Skills). Programs and courses are approved through the State Board for Community and Technical Colleges for I-BEST designation for high wage, high demand employment sectors. Goals are to complete initial certificates of Accomplishment and Achievement or vocational cer-

tification, and where possible, continue towards the achievement of the Associates degree. Most classes are held evenings and weekends and bilingual assistance is available where necessary.

Japanese Agricultural Training Program

Initiated in 1966, the Japanese Agricultural Training Program is jointly sponsored by the Japan Agricultural Exchange Council and the BBCC Foundation. The JATP represents a continuing effort, not only to improve agriculture in Japan, but also to promote greater understanding between Japan and the United States. Over 4,800 trainees have attended BBCC as part of the Japanese Agricultural Training Program.

Trainees come to the United States for an 18 month training experience, spending approximately 5 total months in school and 13 months of work training on the farm. BBCC provides Phase I Institutional Training for all trainees. Upon arrival in the U.S., trainees spend approximately 8 weeks at BBCC where they are instructed in English as a Second Language (ESL) and an introduction to American culture and American agriculture.

Following instruction at BBCC, the trainees are placed on farms for approximately 13 months. Trainees are assigned to farms throughout the United States, where they work toward developing expertise in their chosen agricultural career specialty. Phase II Institutional Training takes place following the farm work/training experience. Trainees spend approximately 8 weeks at a U.S. college or university, receiving specialized agricultural instruction.

Financial support for this program is provided by the Japanese government and the Japanese Agricultural Trainees.

Library

Building 1800 (509) 793-2350

<http://www.bigbend.edu/library>

email: librarymail@bigbend.edu

The new BBCC Library opened its doors Jan. 3, 2005. The facility includes two large multimedia equipped classrooms, expanded study and lounge seating space, ten study and media viewing rooms, the capacity to offer over 150 hardwired computer terminals in addition to a wireless network, and nearly twice the shelving space for the library's collections. The English Skills Lab shares this location.

The library's primary purpose is to support the educational mission of the college by providing access to information resources as well as instruction and assis-

tance in the research process. The library also serves as a cultural and educational resource for the surrounding community. We welcome your use of the library and encourage you to become familiar with the library's services and policies.

The library is open to the general public as well as BBCC college staff, students and faculty. Non-BBCC students under the age of 18 must be accompanied by a legal guardian when using the BBCC Library.

FALL, WINTER & SPRING QUARTER HOURS

Monday - Thursday	7:30 a.m. - 9:00 p.m.
Friday	8:00 a.m. - 4:00 p.m.
Saturday	Noon - 6:00 p.m.

SUMMER QUARTER & BREAK HOURS

Monday - Friday	8:00 a.m. - 4:00 p.m.
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The library is closed during college observed holidays.

Please check the library's web page or call to confirm specific dates and hours.

COLLECTIONS

- more than 35,000 volumes in the general collection covering a wide range of subjects
- a variety of current magazines and journals, plus access to thousands full-text titles through subscriptions to online resources
- local & national newspapers, plus 29 WA state, national, & alternative press papers via ProQuest
- the library subscribes to a variety of web based resources, including: ProQuest (journal & newspaper articles), Encyclopedia Britannica, Literature Resource Center, and others.

Off- campus access is available for BBCC students, staff, and faculty through the library's page on the BBCC portal.

- documentaries, movies, records, and music CDs
- a large and growing collection of children's books
- textbooks, etc. for students going into education
- microfilm of old issues of journals and newspapers [including the Columbia Basin Daily Herald]
- Pacific Northwest History (PNW) collection
- The VOCational collection has information on fields of employment, resumes, etc., as well as information on scholarships and 4 year colleges.

SERVICES

Catalog - Voyager, the library's online catalog, includes the library's book, video, CD, LP and eBook holdings. Searches cover all collections except web based resources. Access to Voyager is available via the library's web page. No password or login is required.

Reserves - Instructors often place books, videos, etc. on reserve for library use only. These items are available at the Circulation Desk. Time limits may apply.

Interlibrary Loans - The library will gladly attempt to borrow materials from other libraries for your use. Requests are placed through FirstSearch. Materials usually arrive fairly quickly but it can take 7-14 days or more so plan accordingly. Contact the library for details or if you have questions about this service.

Media Viewing is available in the study rooms. The library's computers have the ability to play CDs and DVDs. Headphones are available at the Service Desk.

A **Typewriter** with a correction ribbon is available.

A **Flatbed Scanner** is available at a station near the Reference Desk for your use.

Proctoring – The library offers test proctoring at no charge. The library requires 24 hour notice prior to providing this service. Please call as soon as possible to make arrangements and set up a time to take your test.

Study Rooms – Ten (10) study rooms of various sizes seating from four to eight are available on a first come first serve basis. All include whiteboards. One room includes an electric piano.

Instructional Rooms – Room 1802, the Bibliographic Instruction Lab, is a dedicated computer lab offering seating and networked terminals for up to 36 users.

Room 1801, the Multipurpose Classroom, accommodates various seating arrangements; up to 48 with chairs only, 32 with tables. All tables in this room include power plugs and network connections.

Each room includes a fully wired instructor's station and ceiling mounted LCD projectors for multimedia presentations.

Printing – BBCC students receive a complementary deposit for printing each quarter and access the account with their network login and password. Other users need to create guest accounts. Funds can be added using student or guest ID numbers at the library's Printer Cash Machine. See the BBCC Printing Policy posted next to the cash machine or the library's web page for details.

Single-sided print.....10¢ per page
Double-sided (Duplex) print.....10¢ per page

Photocopy Machine

Photocopies.....10¢ per copy
Transparencies.....25¢ per sheet, plus 10¢ per copy

CIRCULATION OF MATERIALS

Borrowing Privileges

BBCC students use their ID cards to borrow materials.

The library also lends to anyone residing within the college's service district. Nonstudent users must provide

picture ID and proof of local address. Non-student users under the age of 18 must be accompanied by a parent or legal guardian.

Loan Periods

Books, magazines, & CDs21 days
Videos7 days
Reference & Reserve..... library use only

Renewal and Returns

Materials may be renewed over the phone, in person, or through logging into Voyager. The library reserves the right to recall materials at any time.

All types of materials may be returned in any of the library's three book drops.

- Circulation Desk – available only during open hours this drop is built into the desk
- Drive-up – a freestanding unit is available 20 hours a day behind the building on Bolling Street
- "Quad" drop – a 24 hour accessible drop is located near the doors on the south side of the building

Overdues, Fines, and Fees

The library does not charge overdue fines.

Lost or returned items deemed beyond repair will be billed at a cost determined by the library plus processing fees. Fees for damaged but usable or repairable materials are also charged.

Overdue items or unpaid library fees or fines will result in a hold on registration, grades, and transcripts as well as the suspension of borrowing privileges.

Accounts with materials overdue for two months or more are sent to an agency for collection.

COMPUTERS & ELECTRONIC RESOURCES

All terminals have access to the Internet, licensed databases, the Microsoft Office Suite, and are available for public and student use. Student research has priority on all computers at all times.

The library requires all users to comply with its computer use policy and the college's policy, both of which are available on the campus web site. Failure to adhere to these policies may result in loss of privileges.

The 1800 Building offers **Wireless Network Access**.

BBCC students can access the system using their network login and password. Other users may come to the Service Desk to receive temporary access.

ASSISTIVE TECHNOLOGIES

It is the library's goal to serve all users to the best of our ability and in compliance with ADA regulations.

If you need an accommodation or assistance of any kind please notify a library staff member. We will gladly assist you in identifying and utilizing the proper equipment or resource to meet your needs.

Math/Science Resource Center

Donna Brown

509.793.2159

The Math/Science Resource Center (MSRC) offers tutoring in all levels of math, science and business courses as well as lab sections of the pre-algebra class. Students enrolling in any MATH prefix course may use the Math Lab. BBCC students not enrolled in a math class and wishing assistance in science or business classes must register for MATH 058. Reference materials, video tapes and players, computers with tutorial, mathematical and word processing software are available for student use. Non-BBCC students wishing to use MSRC facilities must register for MATH 010.

Online Classes/Distance Education/eLearning

Big Bend recognizes the need to provide education opportunities designed for students whose educational opportunities might be limited by time or distance constraints.

In online classes coursework is performed through the college's web based education systems. Students need to have access to a reliable Internet connection. In many cases dial-up access will not be adequate. Basic computer and internet skills will also prove helpful.

Some courses require tests be taken on campus or with an approved proctor so students should read the course description in the class schedule carefully.

Additional fees are charged to support the cost of online instruction. The current class schedule has fee details.

Online learning isn't for everyone... students considering taking online courses for the first time are strongly encouraged to visit www.bigbend.edu and click on Student Life to find the Online Learning Tutorial.

Professional/Technical Programs

Clyde Rasmussen

509.793.2053

clyder@bigbend.edu

BBCC offers both certificate and associate degree professional/technical programs oriented toward preparing students for careers in many fields. In addition to providing initial job training, the College also offers refresher and improvement courses.

Each student must develop a Professional/Technical Program Plan with his/her advisor.

Professional/Technical Programs offered by the college include:

- Accounting Technician
- Agriculture
- Automotive Technology
- Aviation (Commercial Pilot)
- Aviation Maintenance Technology
- Business Information Management
- Business Medical Services
- Commercial Driver's License
- Computer Science
- Early Childhood Education
- Industrial Systems Technology
 - Industrial Electrical Technology
 - Maintenance Mechanics Technology
- Medical Assistant
- Nursing
 - Nursing Assistant Certified
 - Practical Nursing (Certificate)
 - Nursing (ADN)
- Welding Technology

Running Start

Created by the state Legislature, Running Start allows qualified high school juniors and seniors to enroll tuition-free in college courses as part of their high school programs of study. Books, supplies, lab fees, and transportation are the responsibility of the student.

Subject to total credit load limitations, high school students attending BBCC under the Running Start program may simultaneously earn high school and college credits. Students interested in applying for entry to BBCC through the Running Start Program must first contact their local high school to determine eligibility. Application of college courses toward meeting specific high school graduation requirements is determined by local school districts. Prior to college registration, school district advising and approval/certification of student programs is required.

Under the provisions of Running Start, college enrollment must be limited to college level courses. All BBCC Running Start students are required to meet minimum proficiency standards on the college placement tests

in mathematics and English prior to acceptance/registration. Minimum proficiency standards for academic transfer courses are: (a) placement into English 101 and Math 099 (Intermediate Algebra); or (b) placement into English 101 and Math 095 (Elementary Algebra) and a current high school grade point average of 2.50; or (c) entrance into English 101 and Math 099 (Intermediate Algebra) through completion of prerequisite courses with at least a 2.0 grade(s) and high school cumulative grade point of 2.50.

Minimum proficiency standards for professional/technical programs and/or classes are a high school cumulative grade point average of 2.5 and placement into ENGL 099 or above and Math 090 or above. For additional program information, students may refer to the BBCC Running Start Student brochure, contact their high school counselor or the BBCC Counseling Center at 509.793.2035.

Tech Prep

Clyde Rasmussen

509.793.2053

clyder@bigbend.edu

Tech Prep is a dual credit program that enables students to remain in high school and begin college professional/technical programs. Students earn college credit for selected high school occupational courses at no tuition costs. High school students must:

1. Enroll in a high school Tech Prep course.
2. Register for college credit online at www.bigbend.edu/techprep.
3. Complete the high school Tech Prep course with a grade of B or better and meet all course competencies.

Earned credit will be transcribed on the college permanent record upon receipt of all required conditions.

Participating high schools include Almira-Coulee-Hartline, Columbia Basin Secondary School, Ephrata, Lake Chelan, Lake Roosevelt, Moses Lake, Odessa, Othello, Quincy, Ritzville, Royal, Soap Lake, Warden, Wahluke, Wilson Creek and the Columbia Basin Job Corps. For information regarding Tech Prep, students should contact their high school counselor or CTE director or the college Tech Prep Director.

TRiO Upward Bound

TRiO Upward Bound, formally known as College Bound, is a federally funded program through the U.S. Department of Education designed to encourage high school students to complete their high school education and pursue higher education. Approximately 90 students are selected to participate in this year-round program from the following target high schools: Moses Lake, Othello, Royal City, Warden, and Lake Roosevelt in Coulee Dam.

TRiO Upward Bound has been in operation at Big Bend Community College since 1967 and is the oldest program of its kind in Washington State. Its purpose is to provide equal access to post-secondary education for high school students by providing them with adequate preparation to enter college. The program achieves this by providing its participants with academic and personal advising, career planning, SAT/ACT preparation, monthly Saturday enrichment activities, college admission assistance including financial aid and scholarships.

The program offers a six-week residential summer school where 55 selected students live in the BBCC residence halls and receive intensive academic instruction to build skills and increase knowledge with particular emphasis in math, English, and science. Cultural and recreational activities and field trips enhance the value of this worthwhile experience. TRiO Upward Bound offers a Bridge Program to assist recent high school graduates in the transition from secondary school to college. Selected participants attend summer quarter at BBCC with tuition, books and room and board paid by TRiO Upward Bound. They also participate in a "work study" like program and earn money for college while working at an on-campus job matched with their career choice.

Students are eligible to apply if they are enrolled in one of the target high schools and have completed the 8th grade but not yet started their senior year. Also they need to be a first generation college bound student whose parents have not completed a Bachelor's degree and/or their family's taxable income meets federal income guidelines. Students must be a U.S. Citizen or legal resident and be motivated and have the academic potential to succeed in college.

BBCC receives an annual grant from the U.S. Department of Education for \$447,395 to operate the program; this grant covers 100% of the total program costs.

There is no charge for any services offered.

Programs of Study

Students entering BBCC may prepare for direct entry into a career or complete the first two years of a four-year college program before transferring.

These suggested programs of study are available at BBCC. The suggested outlines are to be used as guides only. Each student is strongly encouraged to consult a department faculty advisor for assistance to develop an individual program of study.

Students planning to transfer to four-year colleges or universities should consult the current catalog of the institution to which they intend to transfer and develop a program in consultation with a faculty advisor and/or college counselor. Many current four-year college and university catalogs are available in the counseling center.

Accounting

Leslie Michie 509.793.2180

email: lesliem@bigbend.edu

Preston Wilks 509.793.2194

email: prestonw@bigbend.edu

Transfer Options

Accounting is often referred to as the language of business. This reference is because the primary function of accounting is to provide key financial information to business stakeholders to be used in assessing the economic performance and condition of a business. Professional careers in accounting can be found in the following specialized fields: managerial accounting, public accounting, forensic accounting, cost accounting, not-for-profit accounting, tax accounting, and international accounting. Additionally, an accounting degree serves as an excellent springboard for careers in business, business management, business consulting, business information systems and for advanced degrees in business administration and law. Those choosing to enter the field of accounting should have strong problem solving abilities, excellent oral and written communication skills, and quantitative skills.

Students intending to transfer to a baccalaureate institution and major in Business Administration have two degree options: 1) the Business DTA or 2) the Associate in Arts and Science DTA. Completing all of the prescribed courses listed for the Business DTA should enable students to be major ready when they transfer to a public baccalaureate institution in the state of Washington. See the Degrees and Certificates section for more information concerning the Associate in Business-DTA and the specific required classes for this degree.

Business students choosing to transfer with an Associate in Arts and Science-DTA degree should consult program outlines published by the college or university to which they intend to transfer. However, the following recommended courses prepare students for most baccalaureate institutions. Students should prepare their quarterly schedules with the assistance of an advisor knowledgeable in this transfer area.

Associate In Arts And Science-DTA Degree

Recommended Pre-Major Courses		Credits
ACCT	105 Introduction to Accounting*	5
ACCT&	201 Prin of Accounting I	5
ACCT&	202 Prin of Accounting II	5
ACCT&	203 Prin of Accounting III	5
BIM	108 Introduction to Microsoft Applications	3
BIM	124 Introduction to Spreadsheets with Microsoft Excel	3
BUS	161 Business Calculators*	2
BUS&	201 Business Law	5
ECON&	201 Micro Economics	5
ECON&	202 Macro Economics	5
MATH&	146 Introduction to Statistics	5
MATH	147 Finite Mathematics	5
MATH&	148 Business Calculus	5

*Tech Prep credit available

Recommended General Education Courses Credits

CMST&	220 Public Speaking	5
ENGL&	101 English Composition I	5
ENGL&	102 Composition II	5
POLS&	202 American Government	5
PSYC&	100 General Psychology	5

Accounting Technician Professional Technical Program

Associate in Applied Science (90 credits)

The Accounting Technician program is designed to develop proficiencies and skills necessary to obtain entry-level employment in bookkeeping and accounting career paths. Jobs are available in corporate offices, industrial plants, mortgage and commercial banks, investment firms, insurance offices, real estate offices, retailing operations, and in general, any small business.

**Related instruction required for an Associate in
Applied Science degree and
Certificate of Achievement**

BUS	102	Business Mathematics
BUS	120	Human Relations on the Job
BUS	121	Business English
CMST&	220	Public Speaking
FAD	150	Industrial First Aid

See advisor for substitute courses.

The following schedule of courses includes related instruction requirements and is the recommended program for completing this degree:

First Year

Fall Quarter

ACCT	105	Introduction to Accounting* [^]	5
➤ At least 2 crs in 1 of the following BIM courses required			
BIM	101	Basic Keyboarding [^]	2
BIM	102	Document Formatting*	2
BIM	104	Adv Keyboarding.....	1-6
BUS	102	Business Mathematics***	5

Winter Quarter

➤ 1 of the following BIM courses required			
BIM	100	Word Processing for Personal Use*.....	3
BIM	108	Introduction to Microsoft Applications	3
BIM	173	Word Processing I*	3-5
BUS&	101	Intro to Business	5
BUS	121	Business English**	5
BUS	161	Business Calculators*	2

Spring Quarter

BUS	122	Business Communications.....	5
CMST&	220	Public Speaking**	5
ECON	200	Introduction to Economics.....	5

[^]Students who have had accounting and/or typing in high school and can demonstrate proficiency may replace these courses with other business electives with advisor approval

*TechPrep credit available

**Related instruction requirement for AAS degree and Certificate of Achievement

Second Year

Fall Quarter

ACCT&	201	Prin of Accounting I	5
ACCT	261	Introduction to Peachtree.....	1
BIM	124	Introduction to Spreadsheets with Microsoft Excel	3
BUS&	201	Business Law.....	5
FAD	150	Industrial First Aid**	2

Winter Quarter

ACCT&	202	Prin of Accounting II	5
BIM	183	Intro to MS Office: Access*	1
BIM	210	Outlook/Internet	3
BUS	120	Human Relations on the Job**	4

Spring Quarter

ACCT&	203	Prin of Accounting III	5
ACCT	233	Intro to Payroll Taxes.....	2
ACCT	260	Computer Accounting.....	3
ACCT	262	Intro to QuickBooks®	1
BUS	170	Consumer Finance.....	5

*Tech Prep credit available

**Related instruction requirement for AAS degree and Certificate of Achievement

One-Year Certificate of Achievement (52 credits)

Upon completion of the following courses, the student will earn a Certificate of Achievement:

ACCT	105	Introduction to Accounting*	5
ACCT&	201	Prin of Accounting I	5
ACCT&	202	Prin of Accounting II	5
ACCT&	203	Prin of Accounting III	5
ACCT	260	Computer Accounting.....	3
BIM	108	Introduction to Microsoft Applications	3
BIM	124	Introduction to Spreadsheets with Microsoft Excel	3
BUS	102	Business Mathematics***	5
BUS	120	Human Relations on the Job**	4
BUS	121	Business English**	5
BUS	161	Business Calculators*	2
CMST&	220	Public Speaking**	5
FAD	150	Industrial First Aid**	2

*Tech Prep credit available

**Related instruction requirement for AAS degree and Certificate of Achievement

Certificate of Accomplishment

Upon completion of each of the following options, the student will receive a Certificate of Accomplishment from BBCC. Additionally, a student may select to complete any option, in any order. Upon completion of all four options, a student may select to complete the remaining 32 program credits in order to receive an AAS degree in accounting.

**Option 1: Basic Office Computing
(14 - 19 credits)**

BIM	108	Introduction to Microsoft Applications	3
BIM	124	Introduction to Spreadsheets with Microsoft Excel	3
BIM	101	Basic Keyboarding	2
BIM	104	Adv Keyboarding.....	2
and/or			
BIM	102	Document Formatting*	4
BIM	100	Word Processing for Personal Use*	3
or			
BIM	173	Word Processing I*	5
BUS	161	Business Calculators*	2

**Option 2: Accounting Principles Proficiency
(20 credits)**

ACCT	105	Introduction to Accounting*	5
ACCT&	201	Prin of Accounting I	5
ACCT&	202	Prin of Accounting II	5
ACCT&	203	Prin of Accounting III	5

**Option 3: Computerized Accounting
Applications (5 credits)**

ACCT	260	Computer Accounting.....	3
ACCT	261	Introduction to Peachtree Accounting ...	1
ACCT	262	Introduction to QuickBooks	1

**Option 4: Business Communications
(19 credits)**

BUS	120	Human Relations on the Job**	4
BUS	121	Business English**	5
BUS	122	Business Communications.....	5
CMST&	220	Public Speaking **	5

*Tech Prep credits available

**Meets the related instruction requirement for AAS degree

**Remaining Program Courses to receive
Associate in Applied Science Degree**

BIM	183	Intro to MS Office: Access*	1
BIM	210	Outlook/Internet	3
BUS&	101	Intro to Business	5
BUS	102	Business Mathematics***	5
BUS	170	Consumer Finance.....	5
BUS&	201	Business Law.....	5
BUS	233	Introduction to Payroll Taxes.....	2
ECON	200	Introduction to Economics.....	5
FAD	150	Industrial First Aid**	2
Total remaining program credits			32

*Tech Prep credit available

**Meets the related instruction requirement for AAS degree

Agriculture

email: Agriculture@bigbend.edu

The Agriculture program is offered in cooperation with Wenatchee Valley College and Washington State University. Students will have the opportunity to interact with students and faculty at multiple locations. Agriculture classes will be offered jointly on the BBCC and WVC campuses.

**Associate in Applied Science Professional/
Technical Program Transfer Option**

Students earning this degree will have accomplished a transferable degree to WSU College of Agriculture. Students enter WSU with junior standing in specific agriculture degree programs.

This program is designed to give students a strong foundation in the agricultural fields and completes WSU's general education requirements. Students completing this degree will be prepared to begin upper division work in agriculture at WSU.

The agriculture transfer option is designed for students who plan to pursue further education in an agricultural field of their choice as the curriculum includes lab science and upper division mathematics courses.

Prior to beginning this program students should consult the current class schedules as some of the required courses are only offered once per year. Agriculture classes do not have specific prerequisites, but the course descriptions do note preferred prerequisites. Please note this information as it will help students be successful in their academic endeavors. Planning course work will allow students to complete the following required classes in six quarters.

Required Courses (92 credits)

ANTH&	100	Survey of Anthropology	5
AGR	241	Farm and Ranch Management	5
AGR	251	Ecologically Based Pest Management... ..	5
AGR	261	Plant Science	5
AGR	263	Soils	5
AGR	271	Agriculture Sales and Marketing	5
AGR	272	Sustainable Agriculture and Food Systems	5
BIOL&	100	Survey of Biology	5
CHEM&	161	General Chem w/Lab I	5
CHEM&	162	General Chem w/Lab II	5
CMST&	220	Public Speaking	5
ECON&	201	Micro Economics.....	5
ENGL&	101	English Composition I	5
FAD	150	Industrial First Aid	2
HIST&	116,117, 118	(2 of 3 required)	10
MATH&	146	Introduction to Statistics	5
PSYC&	100	General Psychology	5
Social Science (SS) Elective			5

Associate in Applied Science Professional/ Technical Program Non-Transfer Option

Related instruction required for an Associate in Applied Science Degree:

BUS	120	Human Relations on the Job
CMST	100	Human Communications
ENGL	109	Applied Technical Writing
FAD	150	Industrial First Aid
MAP	103	Applied Mathematics

First Year

Fall Quarter

BIOL&	100	Survey of Biology	5
BUS&	101	Intro to Business	5
or			
ACCT	105	Intro to Accounting*	5
MAP	103	Applied Mathematics**	5

Winter Quarter

AGR	251	Ecologically Based Pest Management...	5
WLD	111	Welding Process I*	6

Spring Quarter

AGR	271	Agriculture Sales & Marketing.....	5
AGR	295/297	Work Based Learning	5
ENGL	109	Applied Technical Writing**	3
WLD	112	Thermal Cuttine & Welding*	3

Second Year

Fall Quarter

AGR	241	Farm & Ranch Management.....	5
AGR	261	Plant Science	5
BIM	208	Intro to MS Computer Apps.....	3
or			
BIM	124	Introduction to Spreadsheets with Microsoft Excel.....	3
or			
BIM	181-185*	Microsoft Office	5
BUS	120	Human Relations on the Job**.....	4

Winter Quarter

AGR	263	Soils	5
IST	105	Basic Electricity-DC Circuit Analysis	5
IST	180	Machining 1	5
or			
IST	280	Mechanical Power Transmission	5
or			
IST	282	Fluid Power Transmission	5

Spring Quarter

AGR	272	Sustainable Agric & Food Systems	5
or			
AGR	100	Intro to Agriculture*	5
CMST	100	Human Communications**	4
FAD	150	Industrial First Aid**	2
IST	106	Basic Electricity-AC Circuit Analysis.....	5

TOTAL CREDITS **90**

*Tech Prep credit available

**Related instruction required for an AAS degree

Anthropology

email: chrisr@bigbend.edu

Associate in Arts and Science Transfer Option

Anthropology is the study of humankind. This broad field includes the study of human biological origins, evolution, diversity, and nature, as well as the study of the origin, evolution, diversity, and nature of human cultural and social life. Anthropology represents an attempt to grasp and celebrate the whole context of human experience, including all people, from all cultures, across all time. Among the career possibilities in anthropology are: archaeology, education, social work, Foreign Service, and governmental agency work.

Since programs differ at each college, students should consult program outlines published by the college or university to which they intend to transfer. The following recommended courses prepare students for most baccalaureate institutions. Students should prepare their quarterly schedules with the assistance of an advisor knowledgeable in this transfer area.

Recommended Pre-Major Courses Credits

ANTH&	100	Survey of Anthropology	5
PSYC&	100	General Psychology	5
SOC&	101	Intro to Sociology	5
BIOL&	100	Survey of Biology	5
GEOL&	101	Intro Physical Geology	5
HIST&	116	Western Civilization I.....	5
REL	201	World Religions	5
SOC&	201	Social Problems	5
SOC	220	Marriage and the Family	5

Art

Rie Palkovic

509.793.2276

Email: art@bigbend.edu

Associate in Arts and Science Transfer Option

Art is a human expression. In the art department, the studio method of learning emphasizes the development of individual creativity and technical competence. The department's objective is the achievement of a sense of involvement, integrity, and creativity by the student.

The department provides basic disciplines in the arts for art majors, other students, and citizens of the community. In developing each individual's talent and interests, equal emphasis is on mastery and the appreciation of all art forms. The curriculum probes aspects of visual communication, which focus the eye, mind, and hand in the technical and creative awareness the student needs to adequately prepare for his/her major area of study and for transfer to a four-year college or university.

A variety of art courses are offered for the student and the community. The art student may select from such fields as art education, two and three-dimensional design, drawing, painting or ceramic art.

Since programs differ at each college, students should consult program outlines published by the college or university to which they intend to transfer. The following recommended courses prepare students for most baccalaureate institutions. Students should prepare their quarterly schedules with the assistance of an advisor knowledgeable in this transfer area.

Recommended Pre-Major Courses			Credits
ART	101	Design I.....	5
ART	102	Design II.....	5
ART	103	Design III.....	5
ART	104	Drawing I.....	5
ART	105	Drawing II.....	5
ART	106	Drawing III.....	5

Recommended Art Electives			12 credits of the following courses
ART	121	Ceramics I.....	2-5
ART	122	Ceramics II.....	2-5
ART	123	Ceramics III.....	2-5
ART	221	Watercolor I.....	1-5
ART	222	Watercolor II.....	1-5
ART	223	Watercolor III.....	1-5
ART	231	Oil Painting I.....	5
ART	232	Oil Painting II.....	5
ART	233	Oil Painting III.....	5

Automotive Technology

Mike O'Konek

509.793.2256

Richard Wynder

509.793.2255

e-mail: aut@bigbend.edu

Associate in Applied Science

Professional Technical Program (137 credits)

The Automotive Technology Program at BBCC is recognized by the National Automotive Technicians Education Foundation (NATEF) an affiliate of the National Institute for Automotive Service Excellence (ASE) as meeting the training program standards. This ASE certification is a nationally recognized standard for automotive service technician training programs. This certification signifies that the program meets uniform standards for instruction, facilities, equipment, staff credentials, and curriculum.

The Automotive Technology program is two years (six quarters) in length and is designed to develop entry level employment skills for those seeking career opportunities in the automotive repair field. As long as there are vehicles on the road, there will always be a need for highly skilled automotive technicians to maintain, service and repair them. According to Washington State labor market information, over 2,500 annual job openings are projected in automotive related industries. A student in the BBCC automotive program receives training in all eight ASE Certification areas. Modern repair and diagnostic test equipment is used in training the student to accurately repair the complex vehicles of today. The curriculum also includes shop safety and environmental training, Industrial First Aid Certification, EPA Freon Certification, basic welding skills, hydraulics, as well as degree required general education classes.

Graduates of the Automotive Technology program obtain employment as automotive repair technicians and in related occupations such as automotive parts merchandising, alignment, tire service, and fleet maintenance. The agricultural equipment service and repair industry also provides employment opportunities for our graduates. A high-tech career in automotive technology gives a person job mobility with the security of knowing that his/her skills will always be in demand.

The following program outline is a suggested two-year (six-quarter) sequence of courses for this area of study. Any applicant who is 18 years of age or older or is a graduate of an accredited high school or has an equivalent certificate (GED) or is a qualified Running Start student is eligible for entry into the Automotive Technology program. Applications for admittance are accepted throughout the year. Students normally begin the program in the fall quarter, but may start in the winter or spring quarters. Advanced standing may be requested for prior education or experience.

**Related instruction required for an
Associate in Applied Science degree**

BUS	120	Human Relations on the Job
CMST	100	Human Communications
ENGL	109	Applied Technical Writing
FAD	150	Industrial First Aid
MAP	101	Applied Mathematics (AUT/WLD)

First Year

Fall Quarter

AUT	111	Automotive Engine Service	9
AUT	115	Automotive Shop Safety & Environmental Issues	1
AUT	131	Manual Drive Train and Axles	8
AUT	190	Projects Lab *	2
MAP	101	Applied Mathematics (AUT/WLD)**	5

Winter Quarter

AUT	121	Automotive Electrical & Electronic Systems	15
AUT	132	Hydraulic Systems	3
AUT	190	Projects Lab*	2
WLD	101	Oxy-Acetylene Welding for Auto Technicians	2
WLD	102	ARC/GMAW Welding for Auto Technicians	2

Spring Quarter

AUT	105	Automotive Personal Computer Applications	2
AUT	124	Brake System Service	9
AUT	125	Suspension, Steering & Alignment	9
AUT	190	Projects Lab*	2

**Related instruction required for an AAS degree

*May be repeated for up to six credits for each course

Second Year

Fall Quarter

AUT	220	Engine Performance	18
AUT	290	Advanced Projects Lab*	2
ENGL	109	Applied Technical Writing**	3

Winter Quarter

AUT	212	Automatic Transmission Repair	9
AUT	213	Automotive Servicing I	6
AUT	290	Advanced Projects Lab*	2
CMST	100	Human Communications**	4

Spring Quarter

AUT	211	Automobile Convenience Systems	2
AUT	223	Automotive Servicing II	6
AUT	231	Automotive Heating and Air Conditioning	6
AUT	290	Advanced Projects Lab*	2
BUS	120	Human Relations on the Job**	4
FAD	150	Industrial First Aid**	2

**Related instruction required for an AAS degree

*May be repeated for up to six credits for each course

Certificate of Accomplishment

Students not desiring a degree but who are interested in training and instruction in specialized areas will be awarded Certificates of Accomplishment. Certificates of Accomplishment correspond with the eight ASE/NATEF certification areas and are available as follows:

NOTE: Students desiring Certificates of Accomplishment in more than one area need to take AUT 115, Automotive Shop Safety and Environmental Issues, only one time.

**Automatic Transmission & Transaxle
Repair (10 credits)**

AUT	115	Automotive Shop Safety and Environmental	1
AUT	212	Automatic Transmission Repair	9

**Automotive Heating and Air
Conditioning (6 credits)**

AUT	231	Automotive Heating and Air Conditioning	6
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Brake Repair (10 credits)

AUT	115	Automotive Shop Safety and Environmental Issues	1
AUT	124	Brake System Service	9

**Electrical/Electronic Systems
(16 credits)**

AUT	115	Automotive Shop Safety and Environmental Issues	1
AUT	121	Automotive Electrical and Electronic Systems	15

Engine Performance (19 credits)

AUT	115	Automotive Shop Safety and Environmental Issues	1
AUT	220	Engine Performance	18

Engine Repair (10 credits)

AUT	111	Automotive Engine Service	9
AUT	115	Automotive Shop Safety and Environmental Issues.....	1

Manual Drive Train and Axle (9 credits)

AUT	115	Automotive Shop Safety and Environmental Issues.....	1
AUT	131	Manual Drive Train and Axles	8

Suspension and Steering (10 credits)

AUT	115	Automotive Shop Safety and Environmental Issues.....	1
AUT	125	Suspension, Steering and Alignment	9

Aviation (Commercial Pilot)

509.793.2241

email: aviation@bigbend.edu

John Swedburg 509.793.2250

Chief Flight Instructor

Greg Crane 509.793.2245

Joe MacDougall 509.793.2249

John Gillespie 509.793.2246

Bryan McKune 509.793.2419

John-Marc Swedburg II 509.793.2247

The Commercial Pilot Training program combines course work in flight training along with other ground school courses to prepare students for obtaining a commercial pilot certificate with instrument rating. To meet these requirements, most students require more than six quarters to complete the training. Because of this need, classes are scheduled each summer quarter. Additional ratings for flight instructor, instrument flight instructor, multi-engine, and seaplane may be earned through special arrangements (usually the eighth quarter).

Special departmental rules and procedures stated in the BBCC Professional Pilot Course Handbook apply to this program.

Students desiring admission into the Commercial Pilot Training Program must meet appropriate admission requirements stated in section 1.1 of the BBCC Professional Pilot Course Handbook. Contact the Aviation Department 509.793.2241 or Admissions 509.793.2061 or aviation@bigbend.edu for specific admission requirements.

If some of the basic education requirements have pre-approved substitutions, and all course requirements are met, it is possible for the commercial pilot student to receive both the AA&S and the AAS degrees during the two year program.

Associate in Arts and Science Transfer Option

Because most airlines and major corporations give hiring preference to pilots with a 4 year degree, most aviation students choose to obtain a two-year (DTA) transfer degree in order to complete their Bachelors' degree. This gives BBCC flight students more options and the flexibility to choose from a broader list of academic subjects in which to major. Flight students choosing this degree option will have to take more credit hours to graduate than other non-flight students. The typical instruction required for a flight student to receive an Associate in Arts and Science (DTA) degree is listed below.

I. Basic Requirements	Credits
English 101.....	5
English 102.....	5
Symbolic or Quantitative Reasoning.....	5

II. Breadth Requirements	50
A. Humanities.....(minimum 15 credits)	
B. Social Science.....(minimum 15 credits)	
C. Math/Science(minimum 15 credits)	
AVF 113 Meteorology	5

III. Specified Electives	10
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IV. Physical Education	3
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V. General Electives	46-49
Credits	

AVF	111	Preflight Ground School	1
AVF	112	Private Pilot Ground School.....	5
AVF	114	Theory of Flight	5
AVF	117	Aviation Emergency Preparedness.....	1
		or	
		Flight Physiology*	3
AVF	141	Private Pilot Flight (Stage 1)	4
AVF	142	Private Pilot Flight (Stage 2)	4
AVF	143	Private Pilot Flight (Stage 3)	4
AVF	221	Commercial Pilot Ground School.....	5
AVF	223	Instrument Ground School	5
AVF	251	Commercial Pilot Flight (Stage 4)	4
AVF	252	Commercial Pilot Flight (Stage 5)	4
AVF	253	Commercial Pilot Flight (Stage 7)	4
AVF	254	Night Flying	1
AVF	261	Instrument Flight (Stage 6)	4

* Offered through CWU at BBCC

Associate in Applied Science

Professional/Technical Program (90 credits)

BBCC offers a two-year Professional/Technical program in aviation for students who wish to prepare for a career as a commercial pilot and not transfer to a four-year college. Students are required to take all the courses listed below plus any electives necessary to meet quarterly and program credit totals. See the Associate in Applied Science section under Degrees and

Certificates for substitutions if you desire both the AA&S and the AAS degrees.

Related instruction required for an Associate in Applied Science degree**

			Credits
BUS	120	Human Relations on the Job.....	4
CMST	100	Human Communications.....	4
		or	
AVF	225	Effective Comm. in Flight Instruction.....	5
ENGL	109	Applied Technical Writing	3
FAD	150	Industrial First Aid	2
MAP	104	Applied Mathematics (AVF).....	3

			Credits
AVF	111	Preflight Ground School.....	1
AVF	112	Private Pilot Ground School.....	5
AVF	113	Meteorology	5
AVF	114	Theory of Flight	5
AVF	117	Aviation Emergency Preparedness.....	1
		or	
		Flight Physiology*	3
AVF	141	Private Pilot Flight (Stage 1)	4
AVF	142	Private Pilot Flight (Stage 2)	4
AVF	143	Private Pilot Flight (Stage 3)	4
AVF	221	Commercial Pilot Ground School.....	5
AVF	223	Instrument Ground School	5
AVF	251	Commercial Pilot Flight (Stage 4)	4
AVF	252	Commercial Pilot Flight (Stage 5)	4
AVF	253	Commercial Pilot Flight (Stage 7)	4
AVF	254	Night Flying	1
AVF	261	Instrument Flight (Stage 6)	4
Electives**		20-23

* Offered through CWU at BBCC

**To meet AA&S degree requirements, see advisor for substitute courses.

NOTE: AVF 141, 142, 143, 251, 252, 253, 254, 261 must be taken to complete the flight laboratory portion of the program.

Certificates of Achievement – Commercial Pilot (67 credits)

The Certificate of Achievement is designed to provide recognition for the student who does not plan to complete an Associate in Applied Science degree program. This certificate includes related instruction (listed below) and a minimum of 51 credits in the program.

			Credits
BUS	120	Human Relations on the Job.....	4
CMST	100	Human Communications.....	4
		or	
AVF	225	Effective Comm. In Flight Instruction	5
ENGL	109	Applied Technical Writing	3
FAD	150	Industrial First Aid	2
MAP	104	Applied Mathematics (AVF).....	3
Plus 51 AVF Credits listed previously, AVF 111- AVF 261			

Certificates of Accomplishment

Students who are interested in training in specialized areas of flight will be awarded Certificates of Accomplishment as follows:

Aircraft Solo (5 credits)

			Credits
AVF	111	Pre-flight Ground School.....	1
AVF	141	Private Pilot Flight (Stage 1)	4

Private Pilot License (17 credits)

			Credits
AVF	112	Private Pilot Ground School.....	5
AVF	113	Meteorology	5
AVF	142	Private Pilot Flight (Stage 2)	4
AVF	143	Private Pilot Flight (Stage 3)	4

Commercial Pilot (21 credits)

			Credits
AVF	114	Theory of Flight	5
AVF	221	Commercial Pilot Ground School.....	5
AVF	251	Commercial Pilot Flight (Stage 4)	4
AVF	252	Commercial Pilot Flight (Stage 5)	4
AVF	253	Commercial Pilot Flight (Stage 7)	4
AVF	254	Night Flying	1

Instrument Pilot (8 credits)

			Credits
AVF	223	Instrument Ground School.....	5
AVF	261	Instrument Flight Instruction (Stage 6)...	4

Flight Instructor (CFI) (8 credits)

			Credits
AVF	225	Effective Communication in Flight Instruction.....	5
AVF	270	Flight Instructor	4

Flight Instructor Instrument (CFII) (2 credits)

			Credits
AVF	271	Flight Instructor Instrument Airplane	2

Sea Plane (2 credits)

			Credits
AVF	272	Sea Plane Flight.....	2

Multi-Engine (2 credits)

			Credits
AVF	275	Multi-Engine Flight	2

Simulator Training (1 credit)

			Credits
AVF	276	Simulator Training /Instrument Training	1

Multi-Engine Instructor (MEI) (2 credits)

		Credits
AVF	291 Multi-Engine Instructor	2

A.T.P.: Multi-Engine (1 credit)

		Credits
AVF	292 A.T.P.: Multi-Engine	1

Aviation Maintenance Technology

Erik Borg 509.793.2253

Dan Moore 509.793.2254

email: amt@bigbend.edu

Associate in Applied Science

Professional Technical Program (134 credits)

The Aviation Maintenance Technology program at BBCC is designed to prepare students for FAA airframe and powerplant maintenance certification and for employment in aviation maintenance careers. Courses offer quality training to serious and motivated students through a structured competency-based curriculum provided by industry experienced instructors. Instruction includes the basics of maintenance, servicing, inspection, repair, troubleshooting, and overhaul of aircraft airframes, powerplants, and their related systems and components associated with general and commercial aviation in the proper environment in which students may become professional aviation maintenance technicians.

International students must take degree requirement academic courses during their first quarter of enrollment at BBCC. The international student advisor will place new students in the appropriate classes.

Hours of instruction required by FAA regulation, FAR part 147, Par. 147.21 (b), will be at least:

1. Airframe - 1150 hours (400 general plus 750 airframe)
2. Powerplant - 1150 hours (400 general plus 750 powerplant)
3. Combined Airframe and Powerplant - 1900 hours (400 hours general plus 750 hours airframe and 750 hours powerplant)

Students are required to furnish their own hand tools and purchase their own texts; estimated cost of tools and books is between \$1,500 to \$2,500.

Note: All aviation courses are subject to change as required by the Federal Aviation Administration. BBCC courses and programs are suggested curricula to meet the current FAA rules and regulations.

Related instruction required for an Associate in Science Degree and Certificate of Achievement

		Credits
BUS	120 Human Relations on the Job**#.....	4
CMST	100 Human Communications**#.....	4
ENGL	109 Applied Technical Writing**#.....	3
FAD	150 Industrial First Aid**#.....	2
MAP	100 Applied Mathematics (AMT)**#.....	2

** Related instruction requirement for AAS degree and Certificate of Achievement

These related instruction courses required for the AAS degree are in addition to the FAA approved curricula.

		Credits
AMT	148 AMT General Electricity+	2-7
AMT	149 AMT Airframe Electricity+.....	3
AMT	150 AMT General+.....	4-16
AMT	151 Airframe Mechanics I +	4-22
AMT	152 Airframe Mechanics II +	4-21
AMT	153 Airframe Mechanics III+~	4-24
AMT	249 AMT Powerplant Electricity+	2
AMT	251 Powerplant Mechanics I+.....	4-16
AMT	252 Powerplant Mechanics II +	4-14
AMT	253 Powerplant Mechanics III+.....	4-16
AMT	254 Powerplant Mechanics IV+~	4-16
WLD	103 Beginning AMT Welding+.....	2

** Related instruction requirement for AAS degree and Certificate of Achievement

+ Approved by FAA

~ Required only if students need more time to achieve FAA required proficiency levels.

Certificates of Achievement

The Certificate of Achievement is designed to provide recognition for the student who does not plan to complete an AAS degree program. These certificates include related instruction (listed below) and a minimum of 45 credits in the program.

Airframe Maintenance Technician (63 credits)

AMT	149 AMT Airframe Electricity+.....	3
AMT	151 Airframe Mechanics I +	22
AMT	152 Airframe Mechanics II +	21
BUS	120 Human Relations on the Job**.....	4
CMST	100 Human Communications**.....	4
ENGL	109 Applied Technical Writing**.....	3
FAD	150 Industrial First Aid**.....	2
MAP	100 Applied Mathematics (AMT)**+.....	2
WLD	103 Beginning AMT Welding+.....	2

** Related instruction requirement for AAS degree and Certificate of Achievement

+ Approved by FAA

Powerplant Maintenance Technician (63 credits)

			Credits
AMT	249	AMT Powerplant Electricity+	2
AMT	251	Powerplant Mechanics I+	16
AMT	252	Powerplant Mechanics II +	14
AMT	253	Powerplant Mechanics III+	16
BUS	120	Human Relations on the Job**	4
CMST	100	Human Communications**	4
ENGL	109	Applied Technical Writing**	3
FAD	150	Industrial First Aid**	2
MAP	100	Applied Mathematics (AMT)**+	2

** Related instruction requirement for AAS degree and Certificate of Achievement

+ Approved by FAA

Certificate of Accomplishment

The Certificate of Accomplishment is designed to provide recognition of completion of certain approved courses or small modules of courses offered through a particular technical program. This certification is designed for the occasional and or part time student that does not plan to complete an AAS degree or a Certificate of Achievement. BBCC upon request by application, may issue Certificates of Accomplishment upon successful completion of the following approved modules with an earned minimum grade of 2.0 for each course.

Aviation Maintenance – General (25 credits)

			Credits
AMT	148	AMT General Electricity+	2-7
AMT	150	AMT General+	16
MAP	100	Applied Mathematics**+	2

** Related instruction requirement for Associate in Applied Science degree and Certificate of Achievement

Airframe Mechanic I (24 credits)

			Credits
AMT	149	AMT Airframe Electricity+	3
AMT	151	AMT 151 Airframe Mechanic I+	22

Airframe Mechanic II (24 credits)

			Credits
AMT	152	Airframe Mechanic II+	21
WLD	103	Beginning AMT Welding+	2

Powerplant Mechanic I (16 credits)

			Credits
AMT	251	AMT Powerplant Mechanic I+	16

Powerplant Mechanic II (16 credits)

			Credits
AMT	249	AMT Powerplant Electricity+	2
AMT	252	AMT Powerplant Mechanic II+	14

Powerplant Mechanic III (16 credits)

			Credits
AMT	253	AMT Powerplant Mechanic III+	16

Students may be eligible to take the FAA written, oral, and practical examinations after successful completion of the general curriculum and the airframe or powerplant curriculum.

+ Approved by FAA

~ Required only if students need more time to achieve FAA required proficiency levels.

Biological Sciences and Related Pre-Professional Studies

Kathleen Duvall 509.793.2149

kathleen@bigbend.com

Barbara Jacobs 509.793.2148

barbaraj@bigbend.com

Associate in Science Degree

The purpose of the degree is to allow the student who plans to complete a Bachelor of Science degree in biology (as well as other sciences), the opportunity to make substantial progress toward fulfilling major requirements while completing at least half of the liberal arts, or general requirements, in studies such as English, the humanities and the social sciences. Ideally, the student holding the AS degree would have approximately three years of full-time study remaining at the baccalaureate institution—this reflects the nature of many bachelor of science degrees, which require extensive study and frequently take five full-time years or more to complete. If any pre-college study is required (generally, courses numbered below 100), additional time will be required.

The degree is accepted by many baccalaureate institutions in the state of Washington. The degree does not guarantee that any major requirements will be fulfilled. While BBCC faculty advisors consult with students to help them plan effectively, the ultimate responsibility to plan rests with the student. The college recommends that the student identify one or two potential baccalaureate institutions and then contact qualified program advisors at those institutions as early as possible to obtain specific, course-by-course advice. Throughout one's enrollment at BBCC, the program advisors at the baccalaureate institution should be consulted. A BBCC advisor or the office of admissions at the baccalaureate institution can help the student contact these advisors.

Associate in Arts and Science Transfer Option

A degree in biological sciences opens the door to a wide variety of choices—from the health sciences to environmental technology, from biomedical research to wildlife biology. The range of possibilities is limited only by a student's own interests, aptitudes, and imagination! The biology program provides courses to meet a variety of student needs.

Since programs differ at each college, students should consult program outlines published by the college or university to which they intend to transfer. The following recommended courses will prepare students for most baccalaureate institutions. Students should prepare their quarterly schedules with the assistance of an advisor knowledgeable in this transfer area. See below for recommended pre-major classes. Many courses have math, chemistry or biology prerequisites.

These courses are recommended for all areas of life science majors, including but not limited to: pre-dental, pre-medicine, pre-pharmacy, pre-veterinary, environmental science, forensic science and nutrition.

Credits

BIOL&	221	Majors Ecology/Evolution.....	5
BIOL&	222	Majors Cell/Molecular+	5
BIOL&	223	Majors Organismal Phys.....	5
CHEM&	161	General Chem w/Lab I.....	5
CHEM&	162	General Chem w/Lab II.....	5
CHEM&	163	General Chem w/Lab III.....	5
MATH	120	College Algebra.....	5
MATH&	141	Precalculus I	5
MATH&	142	Precalculus II	5
MATH&	151	Calculus I	5
MATH&	152	Calculus II	5

Recommended Electives Depending on Specialty Area

Credits

BIOL&	241	Human A & P 1*~	5
BIOL&	242	Human A & P 2°~	5
BIOL&	260	Microbiology*~	5
BOT	130	Botany.....	5
BOT	140	Field Botany	5
MATH&	146	Introduction to Statistics	5
MATH&	163	Calculus 3	5
PHYS&	221	Engineering Physics I w/Lab.....	5
PHYS&	222	Engineering Physics II w/Lab.....	5
PHYS&	223	Engineering Physics III w/Lab.....	5

Recommended Courses for Pre-Nursing and Allied Health Majors

Credits

BIOL&	211	Majors Cellular>	5
BIOL&	222	Majors Cell/Molecular+	5
BIOL&	241	Human A & P 1*	5
BIOL&	242	Human A & P 2°	5
BIOL&	260	Microbiology*	5
CHEM&	121	Intro to Chemistry^	5
CHEM&	131	Intro to Organic/Biochem**	5
MATH&	146	Introduction to Statistics**	5

+ Successful completion of BIOL& 221 with a 2.0 or better and successful completion of either CHEM& 121 or CHEM& 161 with a 2.0 or better, or instructor's permission are required as prerequisites for BIOL& 222. Please note that students taking only BIOL& 222 as an alternative to BIOL& 211 must have instructor permission and may satisfy the CHEM& 121 prerequisite with recent high school chemistry with a B or better.

>BIOL& 211 has a chemistry prerequisite that may be satisfied in one of two ways: A minimum grade of 2.0 in CHEM& 121 or a minimum grade of B in recent high school chemistry (taken within the last two years.) Prior high school biology is highly recommended.

*Students may qualify for BIOL& 241 or 260 in any one of the following ways:

- a grade of 2.0 or better in BIOL& 211 or BIOL& 222 and in CHEM& 121 or above, or a transcript from another college for those classes
- a year of high school Anatomy & Physiology and Chemistry within the last 2 years with a grade of B or better
- a score of 3 or better in Advanced Placement Biology and a year of high school Chemistry within the last 2 years with a B or better.

~Depending upon which Pre-Med major a student chooses, they may be required to take Vertebrate A&P rather than Human A&P, separate Anatomy and Physiology courses rather than combined, or possibly 3 quarters rather than 2. Check with the college to which you intend to transfer.

°BIOL& 242 prerequisite is a minimum grade of 2.0 in BIOL& 241 or equivalent.

^ CHEM& 121 has a prerequisite of Math 095.

** Required for students intending to complete a BSN degree.

For the Associate in Arts & Science DTA, see the catalog section "Degrees & Certificates"

Business Administration

Leslie Michie 509.793.2180

email: lesliem@bigbend.edu

Preston Wilks 509.793.2194

email: prestonw@bigbend.edu

Transfer Options

Students following this program of study may elect to enter one of several possible business career paths: management, marketing, advertising, retailing, finance, industrial relations, personnel management, or real estate. A business degree is an excellent springboard for earning advanced degrees in business administration and law. Those planning to enter the field of business administration should have above average reading, comprehension, and computational skills.

Students intending to transfer to a baccalaureate institution and major in Business Administration have two degree options: 1) the Business DTA or 2) the Arts and Science DTA. Completing all of the prescribed courses listed for the Business DTA will enable students to be major ready when they transfer to any public baccalaureate institution in the state of Washington. See the Degrees and Certificates section for more information concerning the Associate in Business DTA and the specific required classes for this degree.

Business students choosing to transfer with an Associate in Arts and Science degree DTA should consult program outlines published by the college or university to which they intend to transfer. However, the following recommended courses will prepare students for most baccalaureate institutions. Students should prepare their quarterly schedules with the assistance of an advisor knowledgeable in this transfer area.

Associate In Arts And Science – DTA Degree

Recommended Pre Major Courses			Credits
ACCT&	201	Prin of Accounting I	5
ACCT&	202	Prin of Accounting II	5
ACCT&	203	Prin of Accounting III	5
BIM	108	Introduction to Microsoft Applications.....	3
BIM	124	Introduction to Spreadsheets with Microsoft Excel.....	3
BUS&	101	Intro to Business	5
BUS&	201	Business Law	5
ECON&	201	Micro Economics.....	5
ECON&	202	Macro Economics	5
MATH&	146	Introduction to Statistics	5
MATH	147	Finite Mathematics.....	5
MATH&	148	Business Calculus.....	5

Recommended General Education Courses

CMST&	220	Public Speaking	5
ENGL&	101	English Composition I	5
ENGL&	102	Composition II	5
POLS&	202	American Politics	5
PSYC&	100	General Psychology.....	5

Business Information Management

Daneen Berry-Guerin 509.793.2182

Email: off@bigbend.edu

The Business Information Management program and options outlined are suggested courses of study for students interested in pursuing careers in a business office environment. Students completing a two-year program will receive an AAS degree. Students completing a certificate option will receive a certificate.

Students who complete a program may find employment as a customer service representative, a bank teller, a receptionist, a medical records clerk, a secretary, an executive secretary, a bookkeeper, an office assistant, an office clerk, and/or an administrative assistant in a wide variety of industries.

Most courses are offered as competency-based, variable credit classes. Please refer to the description portion of the catalog to determine if the course is offered competency-based, variable credit, or structured. Competency-based courses are designed to allow each student to work individually at his or her own pace to accomplish the required course objectives.

The following outline indicates student options available to complete certificates or a two-year degree in the following three areas:

- Administrative Support Services
- Office Technology Support Services
- Business Medical Support Services

Related instruction required for Associate in Applied Science degree and Certificate of Achievement

BUS	102	Business Mathematics
BUS	120	Human Relations on the Job
BUS	121	Business English
CMST	100	Human Communications
FAD	150	Industrial First Aid

ASSOCIATE IN APPLIED SCIENCE DEGREE

Administrative Professional Services Option

This option emphasizes the need for quality customer service, human relations, communication, and technology skills in the office where employment opportunities increase significantly for those who have these essential skills and can assume responsibility and perform a variety of office functions.

BIM	102	Document Formatting ^	4
BIM	104	Advanced Keyboarding	3
BIM	109	Internet Communications	1
BIM	112	Proof & Edit	3
BIM	130	Filing	2
BIM	180	Introduction to Microsoft Office	5
BIM	210	Internet	2
BIM	261	The Automated Office	5
BIM	262	Professional Preparation	3
BIM	280	Advanced Microsoft Office	5
BUS&	101	Introduction to Business	5
BUS	102	Business Mathematics**^	5
BUS	114	Business Ethics	5
BUS	120	Human Relations on the Job**	4
BUS	121	Business English+**	5
BUS	122	Business Communications	5
BUS	215	Customer Service	3
CSS	102	Focus on Success	3
CMST	100	Human Communications**	4
FAD	150	Industrial First Aid**	2
Administrative Professional Service			
Electives			20+
Total Credits			94+

Office Technology Support Services Option

This option emphasizes the technological changes occurring in the office where employment opportunities increase significantly for those who are computer educated and competent in operating a variety of software applications.

BIM	102	Document Formatting^	4
BIM	104	Advanced Keyboarding	3
BIM	109	Internet Communications	1
BIM	112	Proof & Edit	3
BIM	130	Filing	2
BIM	180	Introduction to Microsoft Office^	5
BIM	210	Internet	2
BIM	261	The Automated Office	5
BIM	262	Professional Preparation	3
BIM	280	Advanced Microsoft Office	5
BUS&	101	Intro to Business	5
BUS	102	Business Mathematics**^	5
BUS	114	Business Ethics	5
BUS	120	Human Relations on the Job**	4
BUS	121	Business English+**	5
BUS	122	Business Communications	5

BUS	215	Customer Service	3
CSS	102	Focus on Success	3
CMST	100	Human Communications**	4
FAD	150	Industrial First Aid**	2
Office Technology Support Services			
Electives			20+
Total Credits			94+

Certificate of Achievement

Administrative Assistant

BIM	102	Document Formatting^	4
BIM	104	Advanced Keyboarding	3
BIM	109	Internet Communications	1
BIM	112	Proof & Edit	3
BIM	130	Filing	2
BIM	180	Introduction to Microsoft Office^	5
BIM	210	Internet	2
BIM	280	Advanced Microsoft Office	5
BUS&	101	Intro to Business	5
BUS	102	Business Mathematics**^	5
BUS	114	Business Ethics	5
BUS	120	Human Relations on the Job**	4
BUS	121	Business English+**	5
BUS	122	Business Communications	5
BUS	215	Customer Service	3
CSS	102	Focus on Success	3
CMST	100	Human Communications**	4
FAD	150	Industrial First Aid**	2
Total Credits			66

Customer Service Associate

BIM	102	Document Formatting^	4
BIM	104	Advanced Keyboarding	3
BIM	109	Internet Communications	1
BIM	130	Filing	2
BIM	180	Introduction to Microsoft Office^	5
BIM	210	Internet	2
BUS&	101	Intro to Business	5
BUS	102	Business Mathematics**^	5
BUS	120	Human Relations on the Job**	4
BUS	121	Business English+**	5
BUS	122	Business Communications	5
BUS	215	Customer Service	3
CSS	102	Focus on Success	3
CMST	100	Human Communications**	4
FAD	150	Industrial First Aid**	2
Total Credits			53

Certificate of Accomplishment**Office Assistant**

BIM	102	Document Formatting^	4
BIM	104	Advanced Keyboarding	3
BIM	109	Internet Communications	1
BIM	130	Filing	2
BIM	180	Introduction to Microsoft Office^	5
BIM	210	Internet	2
BUS	120	Human Relations on the Job**	4
BUS	121	Business English+**	5
BUS	215	Customer Service	3
CSS	102	Focus on Success	3
Total Credits			32

Office Clerk

BIM	102	Document Formatting^	4
BIM	109	Internet Communications	1
BIM	130	Filing	2
BIM	210	Internet	2
BUS	120	Human Relations on the Job**	4
BUS	215	Customer Service	3
Total Credits			16

Administrative Professional Electives

ACCT	105	Introduction to Accounting^	5
ACCT&	201	Principles of Accounting	5
BIM	101	Basic Keyboarding	2
BIM	173	Word Processing I^	5
BIM	190	Spreadsheets I	5
BIM	195	Database Management	5
BIM	220	Desktop Publishing	5
BUS	130	Introduction to Hospitality	3
BUS	161	Business Calculators^	2
BUS	200	Supervision	5
BUS&	201	Business Law	5
CJ&	101	Intro Criminal Justice	5
CJ&	110	Criminal Law	5
SPAN&	121-123	Spanish I, II, III	5-15

Office Technology Support Services Electives

ACCT	105	Introduction to Accounting^	5
ACCT&	201	Principles of Accounting	5
ACCT	261	Introduction to Peachtree Accounting	1
ACCT	262	Introduction to QuickBooks	1
BIM	173	Word Processing I^	5
BIM	190	Spreadsheets I	5
BIM	195	Database Management	5
BIM	194	Presentations	5
BIM	220	Desktop Publishing	5
BIM	273	Word Processing II	5
BIM	290	Spreadsheets II	5
BUS	161	Business Calculators^	2

Associate in Applied Science Degree**Business Medical Support Services Option**

This option includes courses of study for students interested in pursuing a career in medical support services or in a medical office setting. Some of the courses have been articulated with various medical programs at Wenatchee Valley College.

BIM	102	Document Formatting^	4
BIM	104	Advanced Keyboarding	3
BIM	109	Internet Communications	1
BIM	111	Intro to Computers in the Medical Office	3
BIM	114	Medical Office Accounts Receivable I	2
BIM	115	Medical Office Accounts Receivable II	2
BIM	116	Intro to the Medical Office	2
BIM	130	Filing	2
BIM	180	Introduction to Microsoft Office^	5
BIM	210	Internet	2
BIM	261	The Automated Office	5
BIM	262	Professional Preparation	3
BIM	280	Advanced Microsoft Office	5
BUS	102	Business Math**^	5
BUS	120	Human Relations on the Job**	4
BUS	121	Business English**	5
BUS	122	Business Communications	5
BUS	161	Business Calculators	2
BUS	215	Customer Service	3
CMST	100	Human Communications**	4
CSS	102	Focus on Success	3
FAD	150	Industrial First Aid**	2
HED	121	The Human Body & Disease I	5
HED	122	The Human Body & Disease II	5
HED	123	The Human Body & Disease III	5
HED	150	Medical Terminology I	3
HED	151	Medical Terminology II	3
HED	239	Medical Ethics	2
Total Credits			95

Medical Office and**Billing Support Services Option**

This option is designed for students who are interested in specializing in the medical office administration and billing. This degree consists of a combination of medical knowledge, accounting and business skills, and computer applications

ACCT	105	Introduction to Accounting^	5
BIM	102	Document Formatting^	4
BIM	104	Advanced Keyboarding	3
BIM	109	Internet Communications	1
BIM	111	Intro to Computers in the Medical Office	3
BIM	112	Proof & Edit	3
BIM	114	Medical Office Accounts Receivable I	2
BIM	115	Medical Office Accounts Receivable II	2
BIM	116	Intro to the Medical Office	2
BIM	130	Filing	2
BIM	180	Introduction to Microsoft Office^	5

BIM	210	Internet.....	2
BIM	261	The Automated Office	5
BIM	262	Professional Preparation.....	3
BIM	280	Advanced Microsoft Office	5
BUS	102	Business Math***^	5
BUS	120	Human Relations on the Job**	4
BUS	121	Business English**	5
BUS	122	Business Communications.....	5
BUS	161	Business Calculators^.....	2
BUS	215	Customer Service	3
CMST	100	Human Communications**	4
CSS	102	Focus on Success.....	3
FAD	150	Industrial First Aid**	2
HED	150	Medical Terminology I	3
HED	151	Medical Terminology II	3
HED	239	Medical Ethics	2
Administrative Professional or Office Technology Electives			10+
Total Credits			98+

Certificate of Achievement

Medical Office Technician

BIM	102	Document Formatting^.....	4
BIM	104	Advanced Keyboarding.....	3
BIM	109	Internet Communications	1
BIM	111	Intro to Computers in Medical Office.....	2
BIM	116	Intro to the Medical Office	3
BIM	130	Filing	2
BIM	180	Intro to Microsoft Office^	5
BIM	210	Internet.....	2
BUS	102	Business Math***^	5
BUS	120	Human Relations on the Job**	4
BUS	161	Business Calculators^.....	2
BUS	121	Business English+**	5
BUS	215	Customer Service	3
CMST	100	Human Communications**	4
CSS	102	Focus on Success.....	3
FAD	150	Industrial First Aid**	2
HED	150	Medical Terminology I	3
HED	151	Medical Terminology II	3
HED	239	Medical Ethics	2
Total Credits			58

Certificate of Accomplishment

Medical Office Receptionist

BIM	102	Document Formatting^.....	4
BIM	111	Intro to Computers in Med Office	3
BIM	130	Filing	2
BIM	180	Intro to Microsoft Office (Word,Excel)^ ..	2
BUS	120	Human Relations on the Job**	4
BUS	121	Business English+**	5
BUS	215	Customer Service	3
HED	150	Medical Terminology I	3
HED	151	Medical Terminology II	3
HED	239	Medical Ethics	2
Total Credits			31

**Related instruction required for AAS degree and Certificate of Achievement

+Depending on a student's English placement, the following courses may be required prior to enrolling in BUS 121: ENGL 098 (5 credits) and/or ENGL 099 (5 credits)

^Tech Prep credit available

Chemistry

John Peterson **509.793.2151**

email: chm@bigbend.edu

Associate in Science Degree

The purpose of the degree is to allow the student who plans to complete a bachelor of science degree in chemistry, computer science, engineering or physics the opportunity to make substantial progress toward fulfilling major requirements while completing at least half of the liberal arts, or general requirements, in studies such as English, the humanities and the social sciences. Ideally, the student holding the AS degree would have approximately three years of full-time study remaining at the baccalaureate institution—this reflects the nature of many bachelor of science degrees, which require extensive study and frequently take five full-time years or more to complete. If any pre-college study is required (generally, courses numbered below 100), additional time will be required.

The degree is accepted by many baccalaureate institutions in the state of Washington. The degree does not guarantee that any major requirements will be fulfilled. While BBCC faculty advisors consult with students to help them plan effectively, the ultimate responsibility to plan rests with the student. The college recommends that the student identify one or two potential baccalaureate institutions and then contact qualified program advisors at those institutions as early as possible to obtain specific, course-by-course advice. Throughout one's enrollment at BBCC, the program advisors at the baccalaureate institutions should be consulted. A BBCC advisor or the office of admissions at the transfer institution can help the student to contact these advisors.

Associate in Arts and Science Transfer Option

Chemistry is a fundamental physical science that deals with the nature of materials in humans, animals, plants and the world around us. It also addresses changes that occur in nature. Everything we are or do depends upon chemistry, from our breakfasts to our evening vitamins. A major in chemistry prepares students for a variety of career fields as diverse as medicine, pharmacology, environmental science, engineering, and industry, education, ecology, or public service. The chemistry program provides courses to meet a variety of student needs. For science and engineering majors, up to one year of college transfer course work is available.

Since programs differ at each college, students should consult program outlines published by the college or university to which they intend to transfer. The following recommended courses prepare students for most baccalaureate institutions. Students should prepare their quarterly schedules with the assistance of an advisor knowledgeable in this transfer area.

Recommended Pre-Major Courses			Credits
CHEM&	161	General Chem w/Lab I	5
CHEM&	162	General Chem w/Lab II	5
CHEM&	163	General Chem w/Lab III	5
MATH&	151	Calculus I	5
MATH&	152	Calculus II	5
MATH&	163	Calculus 3	5
MATH	220	Linear Algebra	5
MATH	230	Differential Equations	5
MATH	271	Multivariable Calculus	5
PHYS&	221	Engineering Physics I w/Lab	5
PHYS&	222	Engineering Physics II w/Lab	5
PHYS&	223	Engineering Physics III w/Lab	5

Commercial Driver's License

Randy Miller 509.793.2295

email: randym@bigbend.edu

Guillermo Garza

email: guillermog@bigbend.edu

CDL	100	Commercial Driver's License.....	17 credits
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Certificate of Accomplishment

The Certificate of Accomplishment is designed to provide recognition of completion of an approved course offered through a particular program. This certification is designed for the occasional and or part-time student that does not plan to complete an Associate in Applied Science degree or a Certificate of Achievement.

This six week course provides 80 hours of classroom study and 160 hours of driving instruction experience. Classes cover a variety of professional topics and prepare students for entry-level job opportunities. Classes

include Class A license with no air brake restrictions and the endorsements for doubles and triples, tankers and hazardous material, defensive driving techniques, brake adjustment, equipment inspection, hazardous material transportation, DOT log books, trip planning, and other job related topics.

The CDL program prepares students for the CDL driving examination and entry-level employment. Regular attendance and punctuality are critical for successful completion.

To be eligible for admissions to the BBCC Commercial Driver's License program applicants must complete the following (and is recommended that items be completed in this order):

1. Completed State of Washington Community and Technical College Application for Admission (Application for Admission BBCC).
2. Completed CDL Program Application.
3. Completed BBCC Class Registration Form.
4. Copy of a valid Washington State Driver's License and 5 years abstract of driving record.
5. Copy of the completed Department of Transportation (DOT) physical form and card..
6. Pay all tuition and fees at the time of registration, but no later than the first day of class.
7. A pre-enrollment controlled substances test is mandatory. The test will be taken at the start of the program no later than the 5th day of class. If the controlled substances test results are positive, the applicant will be expelled.

Contact the Financial Aid Office to see if you are eligible for financial aid loans only. Also, dislocated or unemployed workers may be eligible for other funds.

Computer Science

Mary Shannon

509.793.2056

email: marys@bigbend.edu

The Computer Science program offers industry recognized training that prepares students for high-demand careers in information technology and computers. Current Department of Labor statistics indicate that eight of the nine fastest growing occupations are in the area of Information Technology. Rewarding career fields include network administrator, IT specialist, software engineering, software testing, information systems security, IT manager, systems administrator, and programmer. Big Bend Community College computer science students can complete associate degrees, short-term certificates, or take courses for transfer to universities.

Program prerequisites: Basic computer literacy, keyboarding, and familiarity with word processing and spreadsheet software; pre-college math and English courses may be required depending on student placement level.

Degree Options:

- Systems Administration, Associate in Applied Science – AAS and AAS-T
- Associate in Science, Transfer – AS-T (Computer Engineering and Computer Science majors)

Certificate Options:

- Cisco Networking Academy – Certificate of Achievement
- Cisco Networking Academy –Certificate of Accomplishment
- Systems Administration – Certificate of Achievement

Associate in Arts and Science Transfer Option

A major in computer science prepares students for a variety of career fields in the information technology sector, many requiring a four-year degree. Since programs differ at each college, students should consult program outlines published by the college or university to which they intend to transfer.

**Associate in Science Degree –
Track 2 Transfer Option**

The purpose of the degree is to allow the student who plans to complete a bachelor of science degree in chemistry, computer science, engineering or physics the opportunity to make substantial progress toward fulfilling major requirements while completing at least half of the liberal arts, or general requirements, in studies such as English, the humanities and the social sciences. The degree is accepted by many baccalaureate institutions in the state of Washington. The degree does not guarantee that any major requirements will be fulfilled. The college recommends that the student identify one or two potential baccalaureate institutions and then contact qualified program advisors at those institutions as early as possible to obtain specific, course-by-course advice. See p. 28 of the college catalog for more specific information. Students should prepare their quarterly schedules with the assistance of an advisor knowledgeable in this transfer area.

The following recommended courses prepare students for most baccalaureate institutions.

Recommended Pre-Major Courses			Credits
CHEM&	161	General Chemistry w/Lab I	5
CHEM&	162	General Chemistry w/Lab II	5
CS&	141	Computer Science: Java	5
CS	142	Advanced Java	5
CS		Computer Science Electives.....	5
MATH&	146	Statistics.....	5
MATH&	151	Calculus I	5
MATH&	152	Calculus II	5
MATH&	163	Calculus III	5

PHYS&	221	Engineering Physics I/with Lab	5
PHYS&	222	Engineering Physics II/ with Lab	5
PHYS&	223	Engineering Physics III/with Lab	5

Systems Administration Program Option

The Systems Administration program prepares students for careers in network systems and administration. Network administrators install and maintain computer workstations and server software, set up user accounts, maintain system resources and operations, perform troubleshooting, and manage system security.

Students are trained in technical support of PC systems and in administration of Windows Server 2008 and UNIX server-based systems. Courses include instruction in programming languages, security, communication, math, and project management.

Students develop skills to

- Install, upgrade, and repair stand-alone computers
- Install, wire, configure, administer, maintain, and troubleshoot Local Area Networks (LANs)
- Setup and configure network protocols
- Install, configure, maintain and troubleshoot Cisco routers and switches

Upon completion of the degree, students will be able to prepare for and take industry certification exams in CompTIA A+, Network+, Server+, Security+, Microsoft Technology Associate (MTA), and Cisco Certified Network Associate (CCNA). Note: Successfully passing certification exams requires extra study, work, and initiative on the student's part.

**Systems Administration: Associate In Applied
Science Degree – AAS and AAS-T**

Suggested Course Sequence**1st YEAR****Fall Qtr**

CS	101	Intro to Computer Science	3
CS	104	Intro to Computer Hardware	3
CS	105	Intro to Operating Systems	3
CS	110	Networking Fundamentals	3
ENGL	109	Technical Writing	

or

ENGL&	101	English Composition I (AAS-T)	3-5
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Winter Qtr

CS	106	Intro to Virtualization	5
CS	156	Cisco Networking 1: Part I	5
CMST	100	Human Communications	
or			
CMST&	220	Public Speaking (AAS-T)	4-5

Spring Qtr

CS	111	Intro to Programming	5
CS	157	Cisco Networking 1: Part II	5
MAP	105	Applied Math CSC (pending)	
or			
MATH	120	College Algebra (AAS-T).....	5

2nd YEAR

Fall Qtr

CS	205	Windows Server Administration	5
CS&	141	Computer Science I: Java	5
CS	158	Cisco Networking 2: Part I	5

Winter Qtr

CS	115	Introduction to Database Design and Management	5
CS	159	Cisco Networking 2: Part II	5
BUS	120	Human Relations on the Job	
or			
PSYC&	100	General Psychology (AAS-T)	
or			
SOC&	101	Intro to Sociology (AAS-T)	4-5

Spring Qtr

CS	206	Unix/Linux Server Administration	5
CS	207	Intro to Security Administration	5
CS	289	Project Management for Computer Science	5
FAD	150	Industrial First Aid	2

Plus Required Internship:

CS	195/197	Internship I	2-5
CS	295/297	Internship II	2-5
Total Credits			94-104

Systems Administration: Certificate Of Achievement

The Systems Administration Certificate of Achievement is a short-term (one year) training option for students enrolled in the Systems Administration program. Students gain the necessary skills to prepare for and take computer certifications in CompTIA A+, Network+, and Server+. Students completing the certificate may enter the work force as entry level computer technicians. Students complete related instruction courses and, if desired, can continue training and apply all earned certificate of achievement credits to the Associate of Applied Science degree.

Suggested Course Sequence

Fall Qtr

CS	104	Intro to Computer Hardware	3
CS	105	Intro to Operating Systems	3
CS	110	Networking Fundamentals	3
BUS	120	Human Relations on the Job	
or			
PSYC&	100	General Psychology	4-5
ENGL	109	Technical Writing	
or			
ENGL&	101	English Composition I	3-5

Winter Qtr

CS	106	Intro to Virtualization	5
CS	156	Cisco Networking 1: Part I	5
CMST	100	Human Communications	
or			
CMST&	220	Public Speaking	4-5
FAD	150	Industrial First Aid	2

Spring Qtr

CS	157	Cisco Networking 1: Part II	5
CS	205	Windows Server Administration	5
MAP	105	Applied Math CSC (pending)	
or			
MATH	120	College Algebra	5
Total Credits			47-51

Recommended:

CS	195/197	Internship	2-5
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Cisco Networking Academy: Certificate Of Achievement

The Cisco Networking Academy prepares students to take the Cisco exams to become a Cisco Certified Network Associate (CCNA). Certification validates the ability to install, configure, operate, and troubleshoot medium-size routed and switched networks, including implementation and verification of connections to remote sites in a WAN. Students complete related instruction courses and, if desired, can continue training and apply all earned certificate of achievement credits to the Associate of Applied Science degree.

Suggested Course Sequence

Fall Qtr

Credits

CS	101	Intro to Computer Science	3
CS	104	Intro to Computer Hardware	3
CS	105	Intro to Operating Systems	3
CS	156	Cisco Networking 1: Part I	5

Winter Qtr

CS	157	Cisco Networking 1: Part II	5
CMST	100	Human Communications	
or			
CMST&	220	Public Speaking	4-5
ENGL	109	Technical Writing	
or			
ENGL&	101	English Composition I	3-5

Spring Qtr

CS	158	Cisco Networking 2: Part I	5
FAD	150	Industrial First Aid	2
MAP	105	Applied Math CSC (pending)	
or			
MATH	120	College Algebra.....	5

Fall Qtr2

BUS	120	Human Relations on the Job	
or			
PSYC&	100	General Psychology	
or			
SOC&	101	Intro to Sociology	4-5
CS	159	Cisco Networking 2: Part II	5
Total Credits			47-51

Recommended:

CS	195/197	Internship I.....	2-5
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CISCO NETWORKING ACADEMY: CERTIFICATE OF ACCOMPLISHMENT

The Cisco Networking Academy prepares students to take the Cisco exams to become a Cisco Certified Network Associate (CCNA). If desired, students can continue training and apply all earned credits to the certificate of achievement or Associate of Applied Science degree options.

Suggested Course Sequence

Fall Qtr Credits

CS	156	Cisco Networking 1: Part I	5
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Winter Qtr

CS	157	Cisco Networking 1: Part II	5
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Spring Qtr

CS 1	58	Cisco Networking 2: Part I	5
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Fall Qtr2

CS	159	Cisco Networking 2: Part II	5
Total Credits			20

Recommended:

CS 195/197	Internship	2-5
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Criminal Justice

Ryann Leonard

509.793.2183

email: crj@bigbend.edu

Associate in Arts and Science Transfer Option

Criminal Justice is the scientific study of crime. This program is designed to broaden students' awareness of the extent and character of crime and the method our society uses to deal with criminals, including the social importance and legal responsibilities of law enforcement officers. This course of study is intended for individuals working in the field of law enforcement as well as for the student who will eventually transfer to a four-year college or university.

Since programs differ at each college, students who intend to transfer should consult program outlines in the catalog of the college or university, which they plan to attend. The following recommended courses prepare students for most baccalaureate institutions. Students should prepare their quarterly schedules with the assistance of an advisor knowledgeable in the transfer area.

Recommended Pre-Major Courses Credits

CJ&	101	Intro to Criminal Justice	5
CJ&	110	Criminal Law	5
CJ	210	Introduction to American Policing.....	5
CJ	220	Introduction to Corrections	5
ENGL&	101	English Composition I	5
ENGL&	102	Composition II	5
HIST&	136	US History 1	5
HIST&	137	US History 2	5
POLS&	202	American Government	5
PSYC&	100	General Psychology	5
PSYC&	200	Lifespan Psychology	5
SOC&	101	Intro to Sociology	5
SOC&	201	Social Problems	5
SOC	220	Marriage and the Family	5

Early Childhood Education

Jenny Nighswonger

509.793.2216

email: jennyn@bigbend.edu

The Early Childhood Education Program (ECE) is a career-ladder program. Students can begin with coursework (12 credits) to meet the Child Development Associate credential. These same 12 credits apply toward the 43 credit, Certificate of Accomplishment in Early Childhood Education. The credits earned in the Certificate of Accomplishment apply toward the 90 credit Associate of Applied Science degree in ECE.

Many of the ECE courses are offered once a year, however, classes are arranged for late afternoon, evening and online delivery to allow individuals to work and attend classes. Many of the ECE courses are offered as

I-BEST (Integrated Basic Education and Skills Training) models to support students with basic skills, such as reading, writing and mathematics.

Program prerequisite:

- High school diploma or GED.
- Students must pass a background check, provide results of a negative Tuberculin skin test, obtain liability insurance and meet other agency requirements for EDUC 190.

Recommendations:

- Complete BBCC admissions process.
- Complete English and math placement assessments.
- Meet with the ECE program advisor to develop a professional development plan.
- Complete Math, English, CSS 104, CMST& 220, ECE 100, EDUC& 115 within first year.

Child Development Associate (CDA)

This external credential is granted by and must be applied for through the CDA Council. In order to obtain the national credential, candidates are required to complete 120 hours (12 credits) of early childhood education training in specific areas. The ECE program was developed around the thirteen functional areas of the CDA, and coursework taken in the program satisfies the training requirements for the CDA. Recommended courses that address the functional areas of the CDA include: ECE 105-Health, Safety and Nutrition, ECE 108 – Infant and Toddler Caregiving, ECE 135-Skills for Preschool Teachers, EDUC 102-Guiding Behavior of Young Children, EDUC 150-Child, Family and Community Relationships. Students wishing to pursue their Associate in Applied Science (AAS) degree will be awarded nine credits towards any of the courses listed above with a current CDA credential. For more information refer to the CDA Council's website: www.cdacouncil.org

Certificate of Accomplishment Early Childhood Education

The Certificate of Accomplishment is the second rung on the Early Childhood Education career ladder. It is designed to provide recognition for the student who does not plan to complete a degree program but is interested in training and instruction in specialized areas. Students who complete a Certificate of Accomplishment may work as a child care provider in a center or a home.

ECE	100	Introduction to Issues and Trends in ECE.....	3
ECE	105	Health, Safety and Nutrition	3
ECE	108	Infant and Toddler Caregiving	3

ECE	135	Skills for Preschool Teachers	3
ECE	160	Administration of Early Learning Programs	3
ECE	250	Language and Literacy Development	3
EDUC	102	Guiding Behavior of Young Children	3
EDUC	106	Issues in Child Abuse	1
EDUC&	115	Child Development.....	5
EDUC	150	Child, Family and Community Relationships	3
EDUC	190	Classroom Experience^*	3
ENGL&	101	English Composition I**	5
FAD	150	Industrial First Aid** (or current card).....	2
CSS	104	Introduction to Computer Literacy	3
Total Credits			43

Associate in Applied Science Professional Technical Program

The Associate in Applied Science degree in Early Childhood Education is designed to prepare individuals to work with children as in-home or center-based child care providers or administrators, lead or assistant preschool teachers, or Paraeducators in public schools. Coursework focuses on the educational and developmental needs of children from birth through age eight. The Early Childhood Education program combines theory and practical experience to provide students with a meaningful education.

Associate in Applied Science Degree

MAP	106	Applied Mathematics (ECE)**	4
or			
MATH&	107	Math in Society**	5
ENGL&	101	English Composition I**	5
CMST&	220	Public Speaking**	5
PSYC&	100	Introduction to Psychology**	5
SOC&	101	Introduction to Sociology**	5
FAD	150	Industrial First Aid** (or current card).....	2
HUM	214	Diversity Issues	5
CSS	104	Introduction to Computer Literacy	3
ECE	100	Introduction to Issues and Trends in ECE	3
ECE	105	Health, Safety and Nutrition	3
ECE	108	Infant and Toddler Caregiving	3
ECE	135	Skills for Preschool Teachers	3
ECE	160	Administration for Early Learning Programs	3
ECE	214	Math and Science for Young Children....	3
ECE	230	Curriculum, Observation and Assessment	5
ECE	250	Language and Literacy Development	3
EDUC	102	Guiding Behavior of Young Children	3
EDUC	106	Issues in Child Abuse.....	1
EDUC&	115	Child Development.....	5
EDUC	150	Child, Family and Community Relationships	3

EDUC	190	Classroom Experience ^{^*}	9
EDUC&	201	Introduction to Education	3
EDUC&	204	Exceptional Child	5
Electives to total 90 credits (above 100 level)			

Program electives may include:

ECE	175	Introduction to Child Care*	2
EDUC	198	Special Topics*	1-5

*Tech Prep credit available

**Related instruction required for an Associate in Applied Science Degree

[^] Requires background check, negative results of Tuberculin skin test, liability insurance and approval of program advisor or instructor.

Economics

email: Economics@bigbend.edu

Associate in Arts and Science Transfer Option

Students majoring in economics may elect to specialize in the following professional career areas: business, labor economics, money and banking, public finance, international trade, law, and economics education. Those planning to enter the field of economics should have above average reading, comprehension, and computational skills. Since programs differ at each college, students who intend to transfer should consult program outlines published by the college or university to which they intend to transfer. The following recommended courses prepare students for most baccalaureate institutions. Students should prepare their quarterly schedules with the assistance of an advisor knowledgeable in this transfer area.

Recommended Pre-Major Courses			Credits
ACCT&	201	Prin of Accounting I	5
ACCT&	202	Prin of Accounting II	5
ACCT&	203	Prin of Accounting III	5
BIM	108	Introduction to Applications/MS	3
BIM	124	Introduction to Spreadsheets w/MS Excel*	3
BUS&	101	Intro to Business	5
BUS&	201	Business Law	5
ECON&	201	Micro Economics	5
ECON&	202	Macro Economics	5
MATH&	146	Introduction to Statistics	5
MATH	147	Finite Mathematics	5
MATH&	148	Business Calculus	5

Recommended General Education Courses			Credits
CMST&	220	Public Speaking	5
ENGL&	101	English Composition I	5
ENGL&	102	Composition II	5
POLS&	202	American Government	5
SOC&	101	Intro to Sociology	5

English

John Carpenter	509.793.2178
Steve Close	509.793.2387
Matthew Sullivan	509.793.2367

email: eng@bigbend.edu

Associate in Arts and Science Transfer Option

An English major might find employment as a teacher, a writer, or an editor of magazines, books, or advertising, or might plan to enter a profession requiring a graduate degree for which a background in English is desirable, such as law or librarianship. English courses are designed to provide students who plan to major in English, as well as other college students, with opportunities to improve their written and visual communications.

Since programs differ at each college, students who intend to transfer should consult program outlines published by the college or university. The following recommended courses prepare students for most baccalaureate institutions. Students should prepare their quarterly schedules with the assistance of an advisor knowledgeable in this transfer area.

Recommended Pre-Major Courses			Credits
ENGL&	244	American Literature I	5
ENGL&	245	American Literature II	5
ENGL	274	Introduction to Greek Mythology	5
HIST&	117	Western Civilization II	5
PHIL&	101	Intro to Philosophy	5
PSYC&	100	General Psychology	5

Recommended General Education Courses			Credits
ART&	100	Art Appreciation	5
ENGL&	114	Intro to Drama	5
ENGL	211	Creative Writing: Fiction	5
ENGL	212	Creative Writing: Poetry	5
ENGL&	220	Intro to Shakespeare	5
ENGL	243	The American Novel	5
HIST&	116	Western Civilization I	5
HIST&	136	US History 1	5
HIST&	137	US History 2	5
REL	201	World Religions	5

Foreign Language

Angela Leavitt	509.793.2187
email: Foreign Language@bigbend.edu	

Associate in Arts and Science Transfer Option

Understanding other languages and cultures is vital in communicating with the increasingly global environment. Language and cultural skills open doors for careers in a wide variety of fields, particularly education, social services, translating and interpreting, international business and travel.

The foreign language curriculum is designed to prepare the student to transfer to a baccalaureate institution offering more advanced language study.

Since programs differ at each college, students who intend to transfer should consult program outlines published by the college or university. The following recommended courses will prepare students for most baccalaureate institutions. Students should prepare their quarterly schedules with the assistance of an advisor knowledgeable in this transfer area.

Recommended Pre-Major Courses	Credits
Foreign Language Sequence	30
Two years of a language sequence	

Recommended General Education Courses	Credits
ART& 100 Art Appreciation.....	5
HIST& 117 Western Civilization II.....	5
PHIL& 101 Intro to Philosophy	5
POLS& 203 International Relations	5
PSYC& 100 General Psychology.....	5
REL 201 World Religions	5
Foreign language courses outside major language	

Placement Policy

Students who place into 122 and receive a 2.6 grade or better qualify for 5 departmental advanced placement credits for 121. Students who place into 123 and receive a 2.6 grade or better qualify for 5 departmental advanced placement credits for 121 and 5 departmental advanced placement credits for 122. A maximum of 10 advanced placement credits will be allowed. See department for details.

History

Chris Riley 509.793.2184
email: chrisr@bigbend.edu

Associate in Arts and Science Transfer Option

History undertakes the study of past human affairs in order to understand who we are and where we might be going. It takes into account societies in diverse areas of the world from the earliest civilizations to the present day. History is an important part of a general liberal arts education. Students who plan to major in history may prepare for a number of careers, including public school teaching, government service, law, library and museum work, or professional historian.

Since programs differ at each college, students who intend to transfer should consult program outlines published by the college or university. The following recommended courses prepare students for most baccalaureate institutions. Students should prepare their quarterly schedules with the assistance of an advisor knowledgeable in this transfer area.

Recommended Pre-Major Courses	Credits
HIST& 116 Western Civilization I.....	5
HIST& 117 Western Civilization II.....	5
HIST& 118 Western Civilization III.....	5
HIST& 136 US History 1.....	5
HIST& 137 US History 2.....	5
POLS& 202 American Government & Politics	5
ENGL& 101 English Composition I	5
ENGL& 102 English Composition II	5
PHIL& 101 Intro to Philosophy	5
POLS& 203 International Relations	5
REL 201 World Religions	5
Two Years of a Foreign Language	

Industrial Systems Technology ~ Mechanical Maintenance Option

Bill Autry 509.793.2264
email: billa@bigbend.edu

Associate in Applied Science ~ 101+ credits Professional Technical Program

To prepare students for entry-level employment as maintenance mechanics in several industries, the Industrial Systems Technology (IST) program provides a foundation in safety, fabrication, welding, refrigeration, machining, power transmission, industrial electricity, fluid power, programmable logic controllers, and instrumentation. Maintenance mechanics install new industrial machinery and systems, maintain and repair equipment, and perform tests on machinery and equipment to ensure safe operation. After completing the program, a student may take additional training to specialize in an area of industrial maintenance technology.

Students apply technical knowledge and skills to install, repair, and maintain industrial machinery and equipment such as motors, pumps, pneumatic tools, conveyor systems, production machinery, pipeline distribution systems, and automated equipment. Training is offered in: diagnostic techniques, trouble shooting, use of test instruments, principles of preventive and predictive maintenance, mechanics, pneumatics, hydraulics, refrigeration, electricity, and electronics as they relate to maintenance mechanics. Related instruction includes mathematics, first-aid, written and oral communication, and human relations.

Interested students must work out courses and schedules with the IST program advisor.

**Related instruction required for an
Associate of Applied Science degree and
Certificate of Achievement**

BUS	120	Human Relations on the Job
CMST	100	Human Communications
ENGL	109	Applied Technical Writing
FAD	150	Industrial First Aid
MAP	103	Applied Mathematics (IST)

See advisor for substitute courses.

**First Year
Fall Quarter**

IST	100	Introduction to Industrial Safety and Health.....	3
IST	102	Technical Drawing Interpretation*	3
MAP	103	Applied Mathematics (IST)**	5
WLD	111	Welding Process I*	6

Winter Quarter

CMST	100	Human Communications**	4
IST	105	Basic Electricity -DC Circuit Anal	5
IST	180	Machining I.....	5
WLD	122	Gas Metal Arc Welding I.....	3

Spring Quarter

ENGL	109	Applied Technical Writing**	3
FAD	150	Industrial First Aid**	2
IST	106	Basic Electricity – AC Circuit Anal	5
IST	182	Machining II.....	5
WLD	132	Gas Tungsten Arc Welding I (TIG).....	3

*Tech Prep credit available

**Related instruction required for an AAS degree and Certificate of Achievement

**Second Year
Fall Quarter**

BUS	120	Human Relations on the Job**	4
IST	107	Industrial Electricity I	5
IST	130	Introduction to Refrigeration and Air Conditioning.....	5
IST	280	Mechanical Power Transmission	5

Winter Quarter

IST	120	Introduction to Preventive/Predictive Maintenance	3
IST	136	Intro to Industrial Boilers	5
IST	170	Introduction to Instrumentation	5
		Advisor approved Elective*	2 to 5

Spring Quarter

IST	150	Introduction to Programmable Logic Controllers I.....	5
IST	282	Fluid Power Transmission.....	5
IST	284	Pump Hydraulics/Mechanics.....	5
		Optional Elective*	2 to 5

*Student can take Work Based Learning or elective classes

**Related instruction required for an AAS degree and Certificate of Achievement

Certificate of Achievement

The Certificate of Achievement is designed for students who wish to take specialized courses in a particular field and desire certification acknowledging completion of specific program modules. These modules contain the mathematic, written, oral, and human relations related instruction requirements and accepted course requirements for certification. The following is a suggested sequence of courses. Interested students must work out courses and schedules with the IST program advisor.

Boiler/Refrigeration (51 credits)

First Year

Fall Quarter

BUS	120	Human Relations on the Job**	4
MAP	103	Applied Mathematics (IST)**	5

Winter Quarter

CMST	100	Human Communications**	4
IST	105	Basic Electricity - DC Circuit Analysis	5

Spring Quarter

IST	106	Basic Electricity – AC Circuit Analysis....	5
ENGL	109	Applied Technical Writing**	3
FAD	150	Industrial First Aid**	2

**Related instruction required for an AAS degree and Certificate of Achievement

Second Year

Fall Quarter

IST	107	Industrial Electricity I	5
IST	130	Introduction to Refrigeration and Air Conditioning.....	5

Winter Quarter

IST	170	Introduction to Instrumentation	5
IST	120	Introduction to Preventive/Predictive Maintenance	3
IST	136	Intro to Industrial Boilers	5

Industrial Fabrication (50 credits)**First Year****Fall Quarter**

MAP	103	Applied Mathematics (IST)**	5
IST	102	Technical Drawing Interpretation*	3
WLD	111	Welding Process I*	6

Winter Quarter

IST	180	Machining I	5
WLD	122	Gas Metal Arc Welding I	3

Spring Quarter

ENGL	109	Applied Technical Writing**	3
FAD	150	Industrial First Aid**	2
IST	182	Machining II	5
WLD	132	Gas Tungsten Arc Welding I (TIG)	3

*Tech Prep credit available

**Related instruction required for an AAS degree and Certificate of Achievement

Second Year**Fall Quarter**

BUS	120	Human Relations on the Job**	4
WLD	112	Thermal Cutting and Welding*	3

Winter Quarter

CMST	100	Human Communications**	4
IST	184	Machining (Skill Enhancement)	4

*Tech Prep credit available

**Related instruction required for an AAS degree and Certificate of Achievement

Industrial Mechanics (51 credits)**First Year****Fall Quarter**

MAP	103	Applied Mathematics (IST)**	5
IST	280	Mechanical Power Transmission	5

Winter Quarter

CMST	100	Human Communications**	4
IST	180	Machining I	5
IST	120	Introduction to Preventive/Predictive Maintenance	3

Spring Quarter

ENGL	109	Applied Technical Writing**	3
FAD	150	Industrial First Aid**	2
IST	284	Pump Hydraulics/Mechanics	5

**Related instruction required for an AAS degree and Certificate of Achievement

Second Year**Fall Quarter**

BUS	120	Human Relations on the Job**	4
IST	130	Introduction to Refrigeration and Air Conditioning	5

Winter Quarter

IST	136	Intro to Industrial Boilers	5
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Spring Quarter

IST	282	Fluid Power Transmission	5
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**Related instruction required for an AAS degree and Certificate of Achievement

Certificate of Accomplishment

The Certificate of Accomplishment is designed to provide recognition of completion of certain approved courses or modules of courses offered through a particular technical program. This certification is designed for the occasional and or part time student who does not plan to complete an AAS degree or a Certificate of Achievement.

BBCC upon request by application, may issue a Certificate of Accomplishment upon successful completion of the following approved modules with an earned minimum grade of 2.0 for each course. Individual or substituted courses may be certificated upon approval by the IST program advisor.

Boiler/Refrigeration

IST	130	Introduction to Refrigeration and Air Conditioning	5
IST	120	Introduction to Preventative/Predictive Maintenance	3
IST	136	Intro to Industrial Boilers	5

Machining

IST	180	Machining I	5
IST	182	Machining II	5
IST	184	Machining-Skill Enhancement	4

Mechanical

IST	120	Introduction to Preventative/Predictive Maintenance	3
IST	280	Mechanical Power Transmission	5
IST	282	Fluid Power Transmission	5
IST	284	Pump Hydraulics/Mechanics	5

Industrial Systems Technology ~ Industrial Electrical Option

Jerry Wright

509.793.2265

email: indtech@bigbend.edu

Associate in Applied Science ~ 103 credits Professional Technical Program

The Industrial Systems Technology program provides a comprehensive two-year curriculum designed to prepare students for career opportunities as industrial electrical technicians. Students receive instruction in safety, electrical and electronic theory, process control, instrumentation, and Programmable Logic Controllers.

Today's industrial electrician is a multi-faceted technician. Electrical and control system technologies are increasingly sophisticated and complex. The Industrial Electrical Technology option reflects the changing trends in the industrial climate while maintaining a broad-based curriculum blending theory and practical applications.

Related instruction includes mathematics, technical drawing interpretation, computer applications, communications, preventive maintenance, safety, and first aid. This program is intended for individuals who are seeking entry level employment opportunities and those updating their skills.

Interested students must work out courses and schedules with the IST program advisor.

Related instruction required for Associate in Applied Science degree and Certificate of Achievement

BUS	120	Human Relations on the Job
CMST	100	Human Communications
ENGL	109	Applied Technical Writing
FAD	150	Industrial First Aid
MAP	103	Applied Mathematics (IST)

First Year Fall Quarter

IST	100	Introduction to Industrial Safety and Health	3
IST	102	Technical Drawing Interpretation*	3
IST	105	Basic Electricity – DC Circuit Analysis	5
MAP	103	Applied Mathematics (IST)**	5

Winter Quarter

BUS	120	Human Relations on the Job**	4
CMST	100	Human Communications**	4
FAD	150	Industrial First Aid**	2
IST	106	Basic Electricity - AC Circuit Analysis	5
IST	120	Introduction to Preventive/Predictive Maintenance.	3

Spring Quarter

ENGL	109	Applied Technical Writing**	3
IST	107	Industrial Electricity I	5
IST	110	Introduction to National Electrical Code	2
IST	113	Industrial Electrical Installation Techniques	5
IST	221	Electronics I (Principles)	5

*Tech Prep credit available

**Related instruction required for AAS degree and Certificate of Achievement

Second Year Fall Quarter

IST	111	National Electrical Code II	2
IST	150	Introduction to Programmable Logic Controllers	5
IST	207	Industrial Electricity II	5
IST	222	Electronics II (Applications)	5

Winter Quarter

IST	112	National Electrical Code III	2
IST	170	Instrumentation II	5
IST	223	Electronics III (Industrial)	5
IST	250	Programmable Logic Controllers II	5

Spring Quarter

IST	208	Industrial Electricity III (VFD's & Soft Starts)	5
IST	270	Instrumentation II & Control Actuators	5
		Advisor approved Elective*	2 to 5

**Related instruction required for AAS degree and Certificate of Achievement

Certificate of Achievement

The Certificate of Achievement is designed for students who wish to take specialized courses in a particular field and desire certification acknowledging completion of specific program modules. These modules contain the mathematic, written and oral communications, and human relations related instruction requirements and accepted course requirements for certification. The following is a suggested sequence of courses. Interested students must work out courses and schedules with the IST program advisor.

**Electronics Technology
(48 credit minimum)**

First Year

Fall Quarter

IST	105	Basic Electricity - DC Circuit Analysis	5
MAP	103	Applied Mathematics (IST)**	5

Winter Quarter

CMST	100	Human Communications**	4
FAD	150	Industrial First Aid**	2
IST	106	Basic Electricity - AC Circuit Analysis	5

Spring Quarter

ENGL	109	Applied Technical Writing**	3
IST	221	Electronics I (Principles)	5

**Related instruction required for AAS degree and Certificate of Achievement

Second Year

Fall Quarter

BUS	120	Human Relations on the Job**	4
IST	222	Electronics II (Applications)	5

Winter Quarter

IST	223	Electronics III (Industrial)	5
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Spring Quarter

Advisor approved Elective 2 to 5

**Related instruction required for AAS degree and Certificate of Achievement

**Industrial Electrical
(50 credits minimum)**

First Year

Fall Quarter

IST	105	Basic Electricity - DC Circuit Analysis	5
MAP	103	Applied Mathematics (IST)**	5

Winter Quarter

CMST	100	Human Communications**	4
FAD	150	Industrial First Aid**	2
IST	106	Basic Electricity - AC Circuit Analysis	5

Spring Quarter

IST	107	Industrial Electricity I	5
IST	221	Electronics I (Principles)	5

**Related instruction required for AAS degree and Certificate of Achievement

Second Year

Fall Quarter

IST	207	Industrial Electricity II	5
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Winter Quarter

BUS	120	Human Relations on the Job**	4
		Advisor approved Elective*	2 to 5

Spring Quarter

ENGL	109	Applied Technical Writing**	3
IST	208	Industrial Electricity III	5

**Related instruction required for AAS degree and Certificate of Achievement

**Programmable Logic Controllers
(48 credits minimum)**

First Year

Fall Quarter

BUS	120	Human Relations on the Job**	4
IST	105	Basic Electricity - DC Circuit Anal	5
MAP	103	Applied Mathematics (IST)**	5

Winter Quarter

FAD	150	Industrial First Aid**	2
IST	106	Basic Electricity - AC Circuit Analysis	5

Spring Quarter

ENGL	109	Applied Technical Writing**	3
IST	107	Industrial Electricity I	5

**Related instruction required for AAS degree and Certificate of Achievement

Second Year

Fall Quarter

IST	150	Introduction to Programmable Logic Controllers	5
IST	207	Industrial Electricity II	5

Winter Quarter

CMST	100	Human Communications**	4
IST	250	Programmable Logic Controllers II	5

Electrical Mechanized Irrigation Technology Certificate of Achievement

The following is a sequence of irrigation technology courses needed for the certificate of achievement. Interested students must work out courses and schedules with the IST program advisor. This is a 48 credit program designed to prepare students for an entry level service position and focuses on the electrical aspect of training.

BUS	120	Human Relations on the Job**	4
BUS	215	Customer Service	3
CMST	100	Human Communications**	4
ENGL	109	Applied Technical Writing**	3
FAD	150	Industrial First Aid**	2
IST	105	Basic Electricity – DC Circuits	5
IST	106	Basic Electricity – AC Circuits	5
IST	107	Industrial Electricity I	5
IST	110	Introduction to National Elec. Code	2
IST	140	Mechanized Irrigation Applications I	10
MAP	103	Applied Mathematics**	5
			48

Fall Quarter

BUS	120	Human Relations on the Job**	4
BUS	215	Customer Service	3
IST	105	Basic Electricity – DC Circuits	5
MAP	103	Applied Mathematics**	5
			17

Winter Quarter

CMST	100	Human Communications**	4
ENGL	109	Applied Technical Writing**	3
FAD	150	Industrial First Aid**	2
IST	106	Basic Electricity – AC Circuits	5
			14

Spring Quarter

IST	107	Industrial Electricity I	5
IST	110	Introduction to National Elec. Code	2
IST	140	Mechanized Irrigation Applications I	10
			17

**Related instruction required for AAS degree and Certificate of Achievement

Certificates of Accomplishment

The Certificate of Accomplishment is designed to provide recognition of completion of certain approved courses or small modules of courses offered through a particular technical program. This certification is designed for the occasional or part-time student that does not plan to complete an AAS degree or a Certificate of Achievement.

BBCC upon request by application, may issue Certificates of Accomplishment upon successful completion of the following approved modules with an earned minimum grade of 2.0 for each course. Individual or substituted courses may be certificated upon approval by the IET program advisor.

Basic Electricity (15 credits)

IST	105	Basic Electricity – DC Circuit Analysis	5
IST	106	Basic Electricity – AC Circuit Analysis	5
IST	221	Electronics I (Principles)	5

Electronics (15 credits)

IST	221	Electronics I (Principles)	5
IST	222	Electronics II (Applications)	5
IST	223	Electronics III (Industrial)	5

Industrial Electricity (20 credits)

IST	107	Industrial Electricity I	5
IST	113	Electrical Installation Techniques	5
IST	207	Industrial Electricity II	5
IST	208	Industrial Electricity III	5

Instrumentation (15 credits)

IST	150	Introduction to Programmable Logic Controllers	5
IST	170	Introduction to Instrumentation	5
IST	270	Instrumentation II and Control Actuators	5

National Electric Code (6 credits)

IST	110	Introduction to National Electric Code	2
IST	111	National Electrical Code II	2
IST	112	National Electrical Code III	2

Programmable Logic Controllers (15 credits)

IST	150	Introduction to Programmable Logic Controllers	5
IST	207	Industrial Electricity II	5
IST	250	Programmable Logic Controllers II	5

Mathematics

Salah Abed	509.793.2145
Sonia Farag	509.793.2152
Stephen Lane	509.793.2150
Tyler Wallace	509.793.2154
Barbara Whitney	509.793.2146

email: Math@bigbend.edu

Associate in Arts and Science

Transfer Option

The mathematics department at BBCC prepares students for successful transfer to a four-year college or university. At the university level, a math major student may prepare for a career in industry, government, or education.

All students, regardless of background, must take BBCC's math placement exam (mathematics assessment tool) before being allowed to enroll in any math or science course with a math prerequisite.

Since programs differ at each college, students should consult program outlines published by the college or university to which they intend to transfer. The following recommended courses prepare students for most baccalaureate institutions. Students should prepare their quarterly schedules with the assistance of an advisor knowledgeable in this transfer area.

Recommended Pre-Major Courses			Credits
CHEM&	161	General Chem w/Lab I	5
CHEM&	162	General Chem w/Lab II	5
MATH&	151	Calculus I	5
MATH&	152	Calculus II	5
MATH&	163	Calculus 3	5
MATH	220	Linear Algebra	5
MATH	230	Differential Equations	5
MATH	271	Multivariable Calculus	5
PHYS&	221	Engineering Physics I w/Lab	5
PHYS&	222	Engineering Physics II w/Lab	5
PHYS&	223	Engineering Physics III w/Lab	5

Medical Assistant

email: medassist@bigbend.edu

The Medical Assistant Program at BBCC prepares students to successfully work side by side with a doctor and other health care professionals in a clinic or hospital setting. Students will maintain the highest quality of patient care, learn to set up patients for examination, draw blood for basic lab studies, administer some medications, do ECG's, assist with minor surgical procedures, and perform front office skills related to medical records and billing. The curriculum is designed to meet the requirements for categories A, C & E Health Care Assistant as described in WAC 246-826-170. Medical Assistants will be prepared for diverse front and back office medical

positions by learned theory, lab and clinical skills combined with extern experience in a physician's office. The program provides a two year Associate in Applied Science Degree and a Certificate of Achievement in Medical Assisting. The Associate in Applied Science Degree is a career ladder program in allied healthcare and nursing. Note: Before starting this program a student must have a current Healthcare Provider CPR card.

*Related instruction required for an Associate in Applied Science Degree

PSYC&	100	General Psychology	5
CMST&	220	Public Speaking	5
ENGL&	101	English Composition I	5
FAD	150	Industrial First Aid	2
MAP	108	Applied Mathematics (MA)	3

*Related instruction required for Certificate of Achievement

+ Career ladder course, required for AAS degree

BUS	120	Human Relations on the Job	4
or			
PSYC&	100	General Psychology+	5
CMST	100	Human Communications	4
or			
CMST&	220	Public Speaking+	5
ENGL&	101	English Composition I+	5
or			
ENGL	109	Applied Technical Writing	3
FAD	150	Industrial First Aid*	2
MAP	108	Applied Mathematics (MA)*	3

Associate in Applied Science Degree

CMST&	220	Public Speaking+	5
EDUC&	115	Child Development*	5
ENGL&	101	English Composition*+	5
FAD	150	First Aid-(Healthcare Provider CPR)*	2
HED	121	The Human Body and Disease I	5
HED	122	The Human Body and Disease II	5
HED	123	The Human Body and Disease III	5
HED	150	Medical Terminology I	3
HED	151	Medical Terminology II	3
HED	239	Medical Ethics	2
MA	111	Clinical Procedures I	2
MA	112	Clinical Procedures II	4
MA	113	Clinical Procedures III	5
MA	150	Pharmacology for Medical Assistants	3
MA	195	Externship/Practicum	6
MA	197	Externship/Practicum Seminar	1
MAP	108	Applied Mathematics (MA)*	3
NUR	103	HIV/AIDS	1
NUTR&	101	Nutrition	5
PSYC&	100	General Psychology+	5
PSYC&	200	Lifespan Psychology	5
SOC&	101	Intro to Sociology	5
Electives above 100 level			5

Total 90 credits

Certificate of Achievement

BUS	120	Human Relations on the Job.....	4
or			
PSYC&	100	General Psychology+	5
CMST	100	Human Communication	4
or			
CMST&	220	Public Speaking+	5
ENGL	109	Applied Technical Writing	3
or			
ENGL&	101	English Composition I*+	5
FAD	150	First Aid(Healthcare Provider CPR)*	2
HED	121	The Human Body and Disease I	5
HED	122	The Human Body and Disease II	5
HED	123	The Human Body and Disease III	5
HED	150	Medical Terminology I	3
HED	151	Medical Terminology II	3
HED	239	Medical Ethics	2
MA	111	Clinical Procedures I	2
MA	112	Clinical Procedures II	4
MA	113	Clinical Procedures III	5
MA	150	Pharmacology for Medical Assistants	3
MA	195	Externship/Practicum	6
MA	197	Externship/Practicum Seminar.....	1
MAP	108	Applied Mathematics (MA)*	3
NUR	103	HIV/Aids Education	1
Total			61-65 credits

Recommended Program Electives may include:

BIM	111	Introduction to Computers in the Medical Office.....	1-3
BIM	116	Intro to the Medical Office	2

Music

Pat Patterson

509.793.2140

email: Music@bigbend.edu

Associate in Arts and Science Transfer Option

The music department offers a two-year college experience for music majors as well as a variety of courses for the non-major music student.

Since programs differ at each college, students should consult program outlines published by the college or university to which they intend to transfer. The following recommended courses prepare students for most baccalaureate institutions. Students should prepare their quarterly schedules with the assistance of an advisor knowledgeable in this transfer area.

Recommended Pre-Major Courses			Credits
MUSC	100	Intro to Music	5
MUSC&	105	Music Appreciation	5
MUSC	115	Group Piano I.....	2
MUSC	116	Group Piano II.....	2
MUSC	117	Group Piano III.....	2
MUSC&	141	Music Theory I.....	5

MUSC&	142	Music Theory II	5
MUSC&	143	Music Theory III.....	5
MUSC	160	Great Works of Western Music	5
MUSC	170	History of Jazz	5

Recommended Music Electives (10-20 Credits)

			Credits
MUSC	111	Swing Choir I*	1-2
MUSC	112	Swing Choir II*	1-2
MUSC	113	Swing Choir III*	1-2
MUSC	115	Group Piano I.....	2
MUSC	116	Group Piano II.....	2
MUSC	117	Group Piano III.....	2
MUSC	124	Orchestra I*	2
MUSC	130	Performance Experience	2
MUSC	134	Beginning Group Guitar	2
MUSC	148	Private Instruction Piano I^	1-2
MUSC	151	Jazz Ensemble I*	1-2
MUSC	152	Jazz Ensemble II*	1-2
MUSC	153	Jazz Ensemble III*	1-2
MUSC	215	Group Piano IV	2
MUSC	216	Group Piano V	2
MUSC	217	Group Piano VI	2
MUSC	224	Orchestra II	2
MUSC	248	Private Instruction Piano II^	1-2
MUSC	251	Jazz Ensemble IV*	1-2
MUSC	252	Jazz Ensemble V*	1-2
MUSC	253	Jazz Ensemble VI*	1-2

*Chorus, Orchestra, Jazz Ensemble, Swing Choir and Private Instruction Piano, as well as several Music electives, may be repeated up to 12 credits.

^Students with former piano training may audition for MUSC 148/248.

Nursing

email: NursingProgram@bigbend.edu

Katherine Christian Director of Health

Education Programs 509.793.2130

Marsha Asay 509.793.2134

Jennifer Brooks 509.793.2138

Kathy Erwin 509.793.2132

Mercedes Gonzalez-Aller 509.793.2136

General Program Information

The Nursing program provides an environment in which students are encouraged to develop a systematic approach to problem solving and acquire the knowledge and skill to meet the health needs of the individual, the family and the community during health and/or illness. The programs offer a multi-dimensional series of experiences. The student moves from the simple to the complex while continuing to view the client/patient from the life cycle approach of conception to death. As the student progresses to the next level of learning, the

same content area is studied in greater depth, complexity, and application.

Physical and Psychosocial Requirements for the Nursing Program:

Students planning on entering the Nursing Program need to be aware of the fact that the physical requirements listed below are expected by employers. Therefore, students will be expected to meet the same criteria during clinical/lab instruction in the Nursing program.

- Demonstrate good body mechanics, lift/carry a minimum of 25 lbs. independently and 50 lbs. with assistance.
- Have normal/corrected vision and hearing within normal range.
- Demonstrate ability to tolerate intermittent sitting, standing, stooping and walking. Full range of motion is required.
- Demonstrate good manual and finger dexterity.
- Demonstrate ability to differentiate odors and colors in the clinical setting.
- Demonstrate communication skills: Must be able to read and write in English. Must be able to communicate verbally in English both in person and on the phone.
- Demonstrate ability to stand on carpeting, linoleum, or be seated at a standard desk at the nurse's station using an office chair for a varying amount of time (i.e. 2-4 hours).
- Demonstrate ability to direct and work in high-paced facilities that include dealing with stress.
- Demonstrate emotional stability and maturity in various circumstances through interpersonal relationships with staff, patients, and visitors.
- Demonstrate ability to deliver care across the age spectrum with cultural and ethnic sensitivity.
- Demonstrate a consistent ability to deliver safe and competent nursing care.

Application Procedure

Students are admitted each year in the fall quarter only. Prerequisite courses are done independently prior to applying to the nursing program. Students may apply to the program by obtaining a nursing application packet in the Admissions/Registration Office or from the program's website; applications are accepted from March 15-April 15. The application packet explains in detail how to prepare a complete application file. Incomplete application files will not be considered for admission.

Selection and Acceptance Process

Selection of new students to the nursing program is done on a points-based system (see application packet for more information). Prerequisite courses must be

completed or in progress prior to applying for a position in the BBCC Nursing program. In addition, points will be awarded for any completed corequisite courses. Prerequisite and corequisite courses must be completed with a minimum of 2.0 in each course. The top 30 applicants will be admitted to the program. There will be an alternate pool of applicants that will be utilized if necessary should any of the first 30 accepted students decide not to attend. Admissions from the alternate pool will continue until the class has 30 confirmed new students. The alternate pool will remain in existence until the first day of fall quarter. Applicants must re-apply to be considered for admission in subsequent years.

Nursing Program Requirements

Before beginning the Nursing program, the applicant must be able to:

- a. Provide evidence of a satisfactory physical examination within the preceding six months, validating all physical requirements (see above)
- b. Provide evidence of a current Healthcare Provider CPR card **
- c. Have a satisfactory criminal background check
- d. Provide evidence of up-to-date immunizations and have initiated the Hepatitis B series
- e. Provide a current Nursing Assistant – Certified license from Washington State
- f. Provide evidence of negative drug testing

BBCC's Nursing Program requires CPR cards to be updated annually

LPN to ADN Admission

Licensed practical nurses may seek advanced placement in the program. In order to be eligible for advanced placement, the LPN must have met the minimum requirements for the program and have completed all of the other required Level I co-requisite courses prior to admission (See application packet). If space becomes available, the LPN must successfully complete the summer quarter (NUR 140 and NUR 141 in order to enter the fall quarter of the Level II ADN year.

Transfer Students

Transfer students may be accepted from other nursing programs on a space-available basis following an evaluation of qualifications. Transfer students must meet all BBCC and nursing program requirements (See application packet for application process).

BBCC allows transfer credits from accredited post-secondary institutions. The grade acceptable for credit must be a minimum of 2.0 in each class. Students must submit official transcripts from each institution attended to the Admissions/Registration Office, and copies of transcripts to the Director of Health Education Programs.

Nursing course credit will be considered on an individual basis.

Attendance at BBCC is required for a minimum of two quarters prior to the completion of the nursing program. Twenty-four quarter credits, including the final twelve necessary to complete the degree, must be earned through enrollment in BBCC courses.

Associate in Applied Science Nursing Program (ADN)

Successful completion of the ADN program prepares the student to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN). Successful completion of the exam and subsequent licensure allows the student to enter the workforce as a Registered Nurse.

The ADN program is approved by the Washington State Nursing Care Quality Assurance Commission, the Washington State Board for Community and Technical Colleges, and the National League for Nursing Accrediting Commission, 3342 Peachtree Rd NE, Suite 500, Atlanta, GA 30326; tel 404.975.5000

Prerequisites*

BIOL&	241	Human A & P 1	5
BIOL&	242	Human A & P 2	5
ENGL&	101	English Composition I	5
Total Credits			15

*Applicants are required to have a current NAC certification from Washington State

Level I ADN Program

Fall

BIOL&	260	Microbiology*	5
NUR	101	Survival Skills for the Nursing Student	1
NUR	110	Fundamentals of Nursing	5
NUR	111	Fundamentals of Nursing Practicum	3
NUR	114	Pharmacology	2
NUR	135	Nursing Skills Laboratory	1

Winter

NUR	120	Beginning Nursing Concepts I	6
NUR	121	Beginning Nursing Practicum I	4
NUR	136	Nursing Skills Laboratory	1
NUTR&	101	Nutrition*	5

Spring

NUR	130	Beginning Nursing Concepts II	6
NUR	131	Beginning Nursing Practicum II	4
NUR	137	Nursing Skills Laboratory	1
PSYC&	100	General Psychology*	5
Total Nursing Credits			34
Total Corequisite Credits			15

Enrollment in Level II ADN courses is contingent on successful completion of all Level I ADN Program required courses, or approved equivalent. Transfer students and LPN's wishing to advance to RN should meet with the director to determine eligibility.

Level II ADN Program

Fall

NUR	210	Advanced Nursing Concepts I	5
NUR	211	Advanced Nursing Practicum I	5
NUR	235	Nursing Skills Laboratory	1
PSYC&	200	Lifespan Psychology*	5

Winter

CMST&	220	Public Speaking *	5
NUR	220	Advanced Nursing Concepts II	5
NUR	221	Advanced Nursing Practicum II	5
NUR	236	Nursing Skills Laboratory	1

Spring

MATH	100	Math Course greater than 100†*	5
NUR	230	Advanced Nursing Concepts III	5
NUR	231	Advanced Nursing Practicum III	6
Total Nursing Credits			33
Total Corequisite Credits			15

* Corequisite courses – may be completed at any point prior to entering the nursing program, or during the quarter in which they are listed

† MATH& 146 (Introduction to Statistics) is recommended if planning to enter BSN program after Level II completion

Certificate of Achievement Practical Nursing Program

Successful completion of the three quarter Level I Associate Degree Nursing (ADN) Program with the PN summer quarter option prepares the student to take the National Council Licensure Examination for Practical Nursing (NCLEX-PN). Successful completion of the exam and subsequent licensure allows the student to enter the workforce as a Licensed Practical Nurse. The Practical Nursing Program is approved by the Washington State Nursing Care Quality Assurance Commission and the Washington State Board of Community and Technical Colleges.

Fall

NUR	101	Survival Skills for the Nursing Student.....	1
NUR	110	Fundamentals of Nursing	5
NUR	111	Fundamentals of Nursing Practicum	3
NUR	114	Pharmacology	2
NUR	135	Nursing Skills Laboratory	1
BIOL&	260	Microbiology*	5

Winter

NUR	120	Beginning Nursing Concepts I	6
NUR	121	Beginning Nursing Practicum I.....	4
NUR	136	Nursing Skills Laboratory	1
NUTR&	101	Nutrition*	5

Spring

NUR	130	Beginning Nursing Concepts II	6
NUR	131	Beginning Nursing Practicum II.....	4
NUR	137	Nursing Skills Laboratory	1
PSYC&	100	General Psychology*	5

Summer

NUR	140	PN Completion/Transition	4
NUR	141	PN Completion/Transition Practicum	8
CMST&	220	Public Speaking *	5

Total Nursing Credits..... 46

Total Corequisite Credits..... 20

* Corequisite courses – may be completed at any point prior to entering the nursing program, or during the quarter in which they are listed

BBCC Certificate of Accomplishment

Nursing Assistant Program (One Quarter)

Successful completion of the one-quarter program prepares students to take the Washington State Certification Examination. Successful completion of the examination is required to be a Nursing Assistant – Certified (NAC). This program is approved by Washington State Department of Social and Health Services Aging and Disability Services Administration and the Washington State Nursing Care Quality Assurance Commission. Certified Nursing Assistants work in community, long-term, and acute care settings. NAC certification is a requirement for application into the Nursing Program.

Credits

NUR	100	Nursing Assistant	9
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Philosophy

Dennis Knepp

509.793.2190

email: Philosophy@bigbend.edu

Associate in Arts and Science Transfer Option

A philosophy major may seek employment as a post-secondary teacher, a minister, or might plan to obtain a graduate degree in a profession such as law, for which a background in philosophy is often recommended. Philosophy, literally the “love of knowledge,” is the parent of all other academic disciplines. One of philosophy’s aims is to provide a way to see all knowledge as a whole in order to arrive at insights none of the other disciplines can achieve. Another of philosophy’s functions is to seek answers to problems in its own specialties such as ethics and logic. Philosophy’s concern is to deal with perplexing questions, which no other discipline can cope with, that people have been asking for thousands of years.

Since programs differ at each college, students who intend to transfer should consult program outlines published by the college or university. The following recommended courses prepare students for most baccalaureate institutions. Students should prepare their quarterly schedules with the assistance of an advisor knowledgeable in this transfer area.

Recommended Pre-Major Courses		Credits
ANTH&	100 Survey of Anthropology	5
HIST&	116 Western Civilization I.....	5
PHIL&	101 Intro to Philosophy	5
PHIL&	120 Symbolic Logic.....	5
PHIL	210 Ethics	5
PHIL	230 East Indian Philosophy	5
PHIL	240 Philosophy of Religion	5
PSYC&	100 General Psychology.....	5
REL	201 World Religions.....	5

Physical Education

email: PE@bigbend.edu

The physical education department outlines suggestions for students pursuing careers in the field of physical education, coaching and related activities. The P.E. major consists of a field of study in physical performance and human health.

Recommended Pre-major Courses:

Ten to 15 PEH non-activity credits and four to six credits PEH activity credits chosen with assistance of advisor.

		Credits
BIOL&	100 Survey of Biology	5
or		
BIOL&	211 Majors Cellular	5
BIOL&	241 Human A & P 1.....	5
BIOL&	242 Human A & P 2.....	5

NUTR&	101	Nutrition.....	5
PEH	100	Lifetime Wellness.....	3
PEH	102	Theory of Basketball.....	3
PEH	104	Theory of Women's Basketball.....	3
PEH	105	Theory of Baseball.....	3
PEH	107	Theory of Volleyball.....	3
PEH	114	Basketball.....	1
PEH	116	Golf.....	1
PEH	117	Bowling.....	1
PEH	119	Softball.....	1
PEH	121	Tennis.....	1
PEH	122	Volleyball.....	1
PEH	124	Science of Coaching and Playing Sports.....	3
PEH	127	Coaching Youth Sports.....	3
PEH	139	Techniques for Coaching Specific Sports.....	3
PEH	144	The Mental Game-Principles for Sports and Life.....	3
PEH	153	Lifeguard Training.....	2
PEH	154	Water Safety Instruction.....	3
PEH	158	Racquetball.....	1
PEH	175	Values and Problems of Today's Athlete.....	3
PEH	178	Principles of Fitness.....	3
PEH	222	Advanced Volleyball Techniques.....	1

Physics

Jim Hamm

509.793.2147

email: phy@bigbend.edu

Associate in Science Degree

The purpose of the degree is to allow the student who plans to complete a bachelor of science degree in chemistry, computer science, engineering or physics the opportunity to make substantial progress toward fulfilling major requirements while completing at least half of the liberal arts, or general requirements, in studies such as English, the humanities and the social sciences. Ideally, the student holding the AS degree would have approximately three years of full-time study remaining at the baccalaureate institution—this reflects the nature of many bachelor of science degrees, which require extensive study and frequently take five full-time years or more to complete. If any pre-college study is required (generally, courses numbered below 100), additional time will be required.

The degree is accepted by many baccalaureate institutions in the state of Washington. The degree does not guarantee that any major requirements will be fulfilled. While BBCC faculty advisors consult with students to help them plan effectively, the ultimate responsibility to plan rests with the student. The college recommends that the student identify one or two potential transfer institution and then contact qualified program advisors at those institutions as early as possible to obtain specific, course-by-course advice. Throughout one's enrollment

at BBCC, the program advisors at the BIs should be consulted. A BBCC advisor or the office of admissions at the transfer institution can help the student to contact these advisors.

Associate in Arts and Science Transfer Option

Physics is the study of nature at its most fundamental level. It is the science upon whose principles all other sciences and technologies are based.

Courses offered are designed to introduce the student to each of the major physical theories — Newtonian mechanics, thermodynamics, waves, sound, optics, electricity, and magnetism. There may also be an exposure to special relativity and quantum theory. The student tests the theories in the laboratory, learning some of the standard experimental techniques needed to work with modern apparatus such as computers and various electronic devices.

The curriculum is designed to prepare students transferring to a four-year college or university with majors in the following: chemistry, mathematics, physics, engineering, computer science, and related physics fields.

Since programs differ at each college, students who intend to transfer should consult program outlines published by the college or university. The following recommended courses prepare students for most baccalaureate institutions. Students should prepare their quarterly schedules with the assistance of an advisor knowledgeable in this transfer area.

Recommended Pre-Major Courses			Credits
CHEM&	161	General Chem w/Lab I.....	5
CHEM&	162	General Chem w/Lab II.....	5
CHEM&	163	General Chem w/Lab III.....	5
MATH&	151	Calculus I.....	5
MATH&	152	Calculus II.....	5
MATH&	163	Calculus 3.....	5
MATH	220	Linear Algebra.....	5
MATH	230	Differential Equations.....	5
MATH	271	Multivariable Calculus.....	5
PHYS&	221	Engineering Physics I w/Lab.....	5
PHYS&	222	Engineering Physics II w/Lab.....	5
PHYS&	223	Engineering Physics III w/Lab.....	5

Political Science

Chris Riley

509.793.2184

email: chrisr@bigbend.edu

Associate in Arts and Science Transfer Option

Political science undertakes the study of government and politics as it affects human affairs. It takes into account political conditions in America as well as in diverse areas of the world. As a discipline of study, political science is an important part of a general liberal

arts education. Students who plan to major in political science may prepare for a number of careers, including public school teaching, government service, law, international business, or professional political scientist.

Since programs differ at each college, students who intend to transfer should consult program outlines published by the college or university. The following recommended courses prepare students for most baccalaureate institutions. Students should prepare their quarterly schedules with the assistance of an advisor knowledgeable in this transfer area.

Recommended Pre-Major Courses		Credits
CJ&	110 Criminal Law	5
ENGL&	101 English Composition I	5
HIST&	136 US History 1	5
HIST&	137 US History 2	5
MATH&	146 Introduction to Statistics	5
PHIL&	101 Intro to Philosophy	5
PHIL&	210 Ethics	5
POLS&	202 American Government	5
POLS&	203 International Relations	5

Psychology

Ryann Leonard 509.793.2183

email: psy@bigbend.edu

Associate in Arts and Science Transfer Option

Psychology is a branch of science which seeks to describe and understand normal and abnormal human behavior. Students interested in psychology as a professional career usually spend several years beyond their bachelor's degree in graduate training to prepare themselves for such roles as psychotherapists, teachers of psychology, researchers, or industrial psychologists.

Since programs differ at each college, students should consult program outlines published by the college or university to which they intend to transfer. The following recommended courses prepare students for most baccalaureate institutions. Students should prepare their quarterly schedules with the assistance of an advisor knowledgeable in this transfer area.

Recommended Pre-Major Courses		Credits
CMST&	220 Public Speaking	5
ENGL&	101 English Composition I	5
ENGL&	102 Composition II	5
MATH	120 College Algebra	5
PHIL&	120 Symbolic Logic	5
PSYC&	100 General Psychology	5
PSYC &	180 Human Sexuality	5
PSYC &	200 Lifespan Psychology	5
PSYC	204 Industrial/Organizational Psychology	5
PSYC	225 Psychology and the Legal System	5

SOC&	101 Intro to Sociology	5
SOC&	201 Social Problems	5
SOC	220 Marriage and the Family	5

Religious Studies

Dennis Knepp 509.793.2190

email: Religion@bigbend.edu

Associate in Arts and Science Transfer Option

A person majoring in religious studies might be preparing to be a member of the clergy, a church lay leader, or a teacher of religious studies. The purpose of religious studies is to seek to understand religion as an intellectual, historical, and cultural phenomenon. Big Bend's religious studies courses are designed to acquaint students with what members of various religions believe and why they believe what they do. Particular emphasis is placed on the basis for the major similarities and differences among religions and between denominations within religions.

Since programs differ at each college, students who intend to transfer should consult program outlines published by the college or university. The following recommended courses prepare students for most baccalaureate institutions. Students should prepare their quarterly schedules with the assistance of an advisor knowledgeable in this transfer area.

Recommended Pre-Major Courses		Credits
ANTH&	100 Survey of Anthropology	5
ENGL	274 Intro to Greek Mythology	5
HIST&	116 Western Civilization I	5
HIST&	117 Western Civilization II	5
PHIL&	101 Intro to Philosophy	5
PHIL	240 Philosophy of Religion	5
PSYC&	100 General Psychology	5
REL	201 World Religions	5
REL	211 Religion in America	5
SOC&	101 Intro to Sociology	5

Sociology

David Holliway 509.793.2179

email: davidho@bigbend.edu

Associate in Arts and Science Transfer Option

Sociology is the scientific study of human groups and their social systems. Sociology includes the study of the North American system of marriage and family and the major social problems facing our society and the world. Sociology is a valuable major not only for students planning careers in social research, criminal justice, demography, social work, and education, but also for those pursuing a course of study in public administration, law, market research, gerontology, and drug and alcohol

rehabilitation programs. Although a two-year degree in this field can aid employment in the human service field, students should be prepared to go for their bachelor's degree in sociology or social work at a four-year institution.

Since programs differ at each college, students who intend to transfer should consider program outlines in the catalog of the college or university which they plan to attend. The following recommended courses will prepare students for most four-year colleges. Students should prepare their quarterly schedules with the assistance of an advisor knowledgeable in this transfer area.

Recommended Pre-Major Courses			Credits
PSYC&	100	General Psychology	5
SOC&	101	Intro to Sociology	5
SOC&	201	Social Problems	5
SOC	220	Marriage and the Family	5

Recommended General Education Courses			Credits
CJ&	101	Intro Criminal Justice	5
ECON	200	Introduction to Economics.....	5
HIST&	118	Western Civilization III.....	5
HIST&	136	US History 1	5
HIST&	137	US History 2	5
HUM	214	Diversity Issues: Race, Class and Gender	5
MATH&	146	Introduction to Statistics	5
POLS&	202	American Government	5
POLS&	203	International Relations	5
REL	201	World Religions	5
REL	211	Religion in America	5

Social Welfare

Associate in Arts and Science Transfer Option

Social welfare is a course of study about our society's response to human need. This program is designed to enhance student awareness and understanding of the fields of social welfare and social work and their response to this human need. Social welfare is a valuable major for those seeking careers in such fields as services to families, health care, mental health, corrections, gerontology, law, drug and alcohol rehabilitation, vocational rehabilitation, the clergy, and industry. Although a two-year degree with emphasis in this area may aid employment in the social welfare system, students should be prepared to continue their education through a bachelor's degree in social work at a four-year institution.

Since programs differ at each college, students who intend to transfer should consult program outlines in the catalog of the college or university, which they plan to attend. The following recommended courses prepare

students for most baccalaureate institutions. Students should prepare their quarterly schedules with the assistance of an advisor knowledgeable in the transfer area.

Recommended Pre-Major Courses

CJ&	101	Intro Criminal Justice	5
PSYC&	100	General Psychology	5
SOC&	101	Intro to Sociology	5
SOC&	201	Social Problems	5
SOC	220	Marriage and the Family	5

Related General Education Courses

HIST&	136	US History 1	5
HIST&	137	US History 2	5
POLS&	202	American Government	5
PSYC&	200	Lifespan Psychology	5

Welding

Gordon Kaupp 509.793.2268

Shawn McDaniel 509.793.2262

email: wld@bigbend.edu

Associate in Applied Science Professional Technical Program (90 credits minimum)

The Welding Technology program is designed for persons to acquire the technical knowledge and skills required to obtain a career in welding, fabrication, and related occupations. Graduates may qualify for positions in industries such as machinery fabrication, structural fabrication, pipe fabrication, plant maintenance, and trade occupations which require welding skills. Students who complete the first year of the program will gain sufficient training to obtain entry-level employment. The second year of the program will focus on advanced skills in welding applications in specialty areas.

Persons who complete the two-year program of study may earn the Associate in Applied Science degree in Welding Technology with an emphasis in structural welding, industrial production welding or pipe welding. The one-year welding certificate of achievement is available for students who do not wish to complete a two-year degree. Local employers indicate that there are jobs available for students who complete either the certificate or the AAS degree. Interested students must work out their individual programs with a department advisor.

This program has been designed to allow students to enroll at the beginning of each quarter. Students entering the program will progress sequentially through the lab classes; lecture classes are offered during scheduled quarters only.

****Related instruction required for an
Associate in Applied Science degree and
Certificate of Achievement**

BUS	120	Human Relations on the Job
CMST	100	Human Communications
ENGL	109	Applied Technical Writing
FAD	150	Industrial First Aid
MAP	101	Applied Mathematics (AUT/WLD)

First Year

Fall Quarter

MAP	101	Applied Mathematics (AUT/WLD) **	5
WLD	110	Welding Theory I	5
WLD	111	Welding Process I*	6
WLD	112	Thermal Cutting and Welding*	3
WLD	151	Technical Drawings Interpretation	3

Winter Quarter

FAD	150	Industrial First Aid**	2
WLD	120	Welding Theory II	5
WLD	121	Welding Process II	6
WLD	122	Gas Metal Arc Welding I	3
WLD	152	Welding Layout I	3

Spring Quarter

WLD	130	Welding Theory III	5
WLD	131	Welding Process III	6
WLD	132	Gas Tungsten Arc Welding I (TIG)	3
WLD	153	Welding Layout II	3

Second Year

Fall Quarter

Structural Welding Option

ENGL	109	Applied Technical Writing**	3
WLD	205	Weld Test Methods	4
WLD	212	Gas Metal Arc Welding II	3
WLD	241	Structural Weld Process I	6

Production Welding Option

ENGL	109	Applied Technical Writing**	3
WLD	205	Weld Test Methods	4
WLD	212	Gas Metal Arc Welding II	3
WLD	261	Production Weld Process I	6

Pipe Welding Option

ENGL	109	Applied Technical Writing**	3
WLD	205	Weld Test Methods	4
WLD	212	Gas Metal Arc Welding II	3
WLD	281	Pipe Welding I	6

Winter Quarter

Structural Welding Option

CMST	100	Human Communications**	4
WLD	206	Welding Codes and Standards	4
WLD	242	Structural Welding I	3
WLD	243	Structural Weld Process II	6

Production Welding Option

CMST	100	Human Communications**	4
WLD	206	Welding Codes and Standards	4
WLD	262	Production Welding I	3
WLD	263	Production Weld Process II	6

Pipe Welding Option

CMST	100	Human Communications**	4
WLD	206	Welding Codes and Standards	4
WLD	282	Gas Tungsten Arc Welding II (TIG)	3
WLD	283	Pipe Welding II	6

Spring Quarter

Structural Welding Option

BUS	120	Human Relations on the Job**	4
WLD	207	Welding Metallurgy	4
WLD	244	Submerged Arc Welding	3
WLD	245	Structural Weld Process III	6

Production Welding Option

BUS	120	Human Relations on the Job**	4
WLD	207	Welding Metallurgy	4
WLD	264	Advanced Weld Process	3
WLD	265	Production Weld Process III	6

Pipe Welding Option

BUS	120	Human Relations on the Job**	4
WLD	207	Welding Metallurgy	4
WLD	284	Gas Tungsten Arc Welding III (TIG)	3
WLD	285	Pipe Welding III	6

Program Elective

Students must meet with their faculty advisor before enrolling in Work-Based Learning

WLD	190	Skills Improvement	1-6
WLD	290	Skills Improvement	1-6
WLD	295	Work-Based Learning	1-4
WLD	297	Work-Based Learning Seminar	1

*Tech Prep credit available

Note: Skill level improvement classes are not required, but may be needed to achieve desired skill levels. See the program advisor.

Certificate of Achievement

The Certificate of Achievement is designed to provide recognition for the student who does not plan to complete an Associate in Applied Science degree program. This certificate includes related instruction (listed below) and a minimum of 45 credits in the program.

Welding Technology (55 credits)

BUS	120	Human Relations on the Job**	4
CMST	100	Human Communications**	4
ENGL	109	Applied Technical Writing**	3
FAD	150	Industrial First Aid **	2
MAP	101	Technical Math (AUT/WLD)**	5
WLD	110	Welding Theory I	5
WLD	111	Welding Process I*	6
WLD	112	Thermal Cutting and Welding*	3
WLD	120	Welding Theory II	5
WLD	121	Welding Process II	6
WLD	122	Gas Metal Arc Welding I	3
WLD	132	Gas Tungsten Arc Welding I (TIG)	3
WLD	151	Technical Drawings Interpretation	3
WLD	152	Welding Layout I	3

*Tech Prep credit available

**Related instruction course

Certificate of Accomplishment (37 credits)

The Certificate of Accomplishment is designed to provide recognition of completion of certain approved courses or modules of courses offered through a particular technical program. This certification is designed for the occasional and or part-time student who does not plan to complete an AAS degree or a Certificate of Achievement.

BBCC upon request by application, may issue a Certificate of Accomplishment upon successful completion of the following approved modules with an earned minimum grade of 2.0 for each course. Individual or substitute courses may be certified upon approval by the WLD program advisor.

WLD	110	Welding Theory I	5
WLD	111	Welding Process I*	6
WLD	112	Thermal Cutting and Welding*	3
WLD	120	Welding Theory II	5
WLD	121	Welding Process II	6
WLD	122	Gas Metal Arc Welding I	3
WLD	132	Gas Tungsten Arc Welding I (TIG)	3
WLD	151	Technical Drawings Interpretation	3
WLD	152	Welding Layout I	3

*Tech Prep credit available

Course Descriptions

This section includes descriptions of frequently offered BBCC courses. The office of Instructional Services maintains a complete Master Course Outline file for all officially documented BBCC courses.

Quarter Designations

Fall (F) Winter (W) Spring (S) Summer (Su)

Courses are offered as indicated by quarter designations. Scheduled offerings by quarters are subject to change.

Associate in Arts and Science Degree Codes

Humanities Lecture	HU
Humanities Performance/Skill.....	HP
Social Science	SS
Math/Science Laboratory	LS
Math/Science Non-Laboratory	MS
Natural Science.....	NS
Specified Elective.....	SE
Physical Education Activity	AC
Symbolic or Quantitative Reasoning.....	SQR

Common Course Numbering

In an effort to ease student transfer between Washington community and technical colleges the colleges, as directed by the presidents, developed a common course numbering system. Courses that are common across the community and technical college system have the same course prefix, number and title. The prefix on common courses includes the "&" at the end, e.g. ENGL&.

Please note that because a class does not have the "&" it does not mean that the class does not transfer. Students needing a sequence of science classes for their major, e.g. BIOL& 241 and 242, are advised to complete the entire sequence at Big Bend. Individual classes within a sequence will not always transfer as easily as they do when all are taken at one college.

Accounting

ACCT 105 Introduction to Accounting 5 (55/0)

This course provides the student with an introductory level understanding of the fundamentals of bookkeeping and accounting. The student is provided the procedures for completing the accounting cycle for both a service entity and a merchandising entity within a single proprietorship. Tech Prep credit available. (F, W, S)

ACCT& 201 Prin of Accounting I 5 (55/0)

An introduction to the steps in the accounting cycle; accounting for merchandise; the adjusting process-deferrals and accruals; financial statements; cash transactions; receivables, inventories and internal controls. This course is the first in a three-course series designed for all accounting and business majors. Prerequisite: ACCT 105 highly recommended (F, W) SE

ACCT& 202 Prin of Accounting II 5 (55/0)

An introduction to the accounting for fixed assets and depreciation, intangible assets, current liabilities, corporations, partnerships, long-term liabilities, statement of cash flows, and financial statement analysis. This course is the second in a three-course series designed for all accounting and business majors. Prerequisite: ACCT& 201 (W, S) SE

ACCT& 203 Prin of Accounting III 5 (55/0)

An introduction to managerial accounting concepts and principles, job order and process cost systems, cost-volume-profit analysis, budgeting, variances and standard costs, performance analysis for decentralized operations; differential analysis; product pricing; and capital investment analysis. This course is the third in a three-course series designed for all accounting and business majors. Prerequisite: ACCT& 202 (S, Su) SE

ACCT 233 Intro to Payroll Taxes 2 (22/0)

This course offers an introduction to the proper calculation, payment, and reporting of payroll taxes incurred by businesses. The preparation of required tax returns and the various reporting periods to government agencies will also be discussed. This course is designed for the student with little or no prior experience in payroll taxes. Prerequisite: ACCT& 201 or prior business or accounting experience recommended (S)

ACCT 260 Computer Accounting 3 (11/44)

A presentation of Windows based accounting techniques used in a service business and a merchandising business. Also presented is the proper use of a voucher system, departmental accounting, partnership accounting, corporate accounting, financial statement analysis, fixed assets, inventory, payroll, and accounting system setup. Prerequisite: ACCT& 202 (S)

ACCT 261 Introduction to Peachtree Accounting®
1 (5.5/11)

This course offers an introduction to Peachtree Accounting®, one of the accounting software packages for small businesses. Basic functions and capabilities of the software will be reviewed in a hands-on environment. This course is designed for the student with little or no prior experience with Peachtree Accounting®. Prerequisite: ACCT& 201 or prior business or accounting experience recommended

ACCT 262 Introduction to QuickBooks®
1 (5.5/11)

This course offers an introduction to QuickBooks®, the nation's leading accounting software package for small businesses. Basic functions and capabilities of the software will be reviewed in a hands-on environment. This course is designed for the student with little or no prior experience with QuickBooks®. Prerequisite: ACCT& 201 or prior business or accounting experience recommended

Adult Basic Education: Developmental Studies

Adult Basic Skills

Adult Basic Education (ABE) and English as a Second Language (ESL) courses are for learners who are sixteen years and older. Learners are encouraged to create learning plans and establish goals related to their roles as workers, citizens, and family members. Learners may enroll in courses anytime during the quarter. Dates and times for classes are available in the quarterly class schedule. For more information, call the Basic Skills Director at 793.2305.

DVS 006 Preparing for the World of Work

This basic skill level course will prepare individuals to re-enter, transition, or enhance employment. Instruction consists of self-paced basic keyboarding, workplace writing, career exploration, and personnel management activities. This class may be repeated for up to 27 credits.

DVS 011 Adult Basic Skills, Level 1

This basic skills level course is for students who intake tests at grade levels 0 to 1.9. Participants engage in cooperative learning activities and individualized study in reading, writing and arithmetic. Individuals may enroll in the course at any time during the quarter. This course may be repeated for up to 27 credits.

DVS 012 Adult Basic Skills, Level 2

This basic skills level course is for students who intake tests at grade levels 2.0 to 3.9. Participants engage in cooperative learning activities and individualized study in reading, writing and arithmetic. Individuals may enroll in the course at any time during the quarter. This course may be repeated for up to 27 credits.

DVS 013 Adult Basic Skills, Level 3

This basic skills level course is for students who intake tests at grade levels 4.0 to 5.9. Participants engage in cooperative learning activities and individualized study in reading, writing and arithmetic. Individuals may enroll in the course at any time during the quarter. This course may be repeated for up to 27 credits.

DVS 014 Adult Basic Skills, Level 4

This basic skills level course is for students who intake tests at grade levels 6.0 to 8.9. Participants engage in cooperative learning activities and individualized study in reading, writing and arithmetic. Individuals may enroll in the course at any time during the quarter. This course may be repeated for up to 27 credits.

DVS 020 Basic GED Preparation, ABE Level 5

This basic skills level course is for students who are preparing for the GED examination. Participants study only those subjects in which they need assistance. Individuals may enroll in the course at any time during the quarter. This course may be repeated for up to 27 credits.

DVS 021 Advanced GED Preparation, ABE Level 6

ABE Level 6 focuses on preparing adult and family literacy learners, who have the goal of earning the General Educational Development (GED) equivalency certificate, to pass the five GED subject-area tests. Adults study with individualized study plans and participate in cooperative learning and discussion groups in reading, writing, and mathematics. Adults may enroll in the course at any time during the quarter.

DVS 026 Preparation for Training

This 12 module course covers stress management and time management, job search strategies, leadership and teamwork, communication and interpersonal skills, money management, effective workplace habits and human relations on the job, building a resume and cover letter that gets noticed, workplace professionalism, business and lifetime etiquette, networking and interviewing, balancing work and family, self-awareness and personal accountability, and service learning and goal setting. It offers practical application of information that strengthens the skills of participants and enhances their employability and effectiveness in the workplace.

DVS 030 English as a Second Language, Level 1

This basic skills level course is for students whose first language is not English. Pre-literate participants study survival speaking, listening, letter and word recognition in preliterate English. Individuals may enroll in the course at any time during the quarter. This course may be repeated for up to 32 credits.

DVS 031 English as a Second Language, Level 2

This basic skills level course is for students whose first language is not English. Beginning level participants study survival speaking, listening, reading, and writing in English to be able to perform basic communicative tasks at work, at home and in their community. Individuals may enroll in the course at any time during the quarter. This course may be repeated for up to 32 credits.

DVS 032 English as a Second Language, Level 3

This basic skills level course is for students whose first language is not English. High-beginning level participants study speaking, listening, reading, and writing to be able to perform routine communicative topics at work, at home and in their community. Individuals may enroll in the course at any time during the quarter. This course may be repeated for up to 32 credits.

DVS 034 English as a Second Language, Level 4

This basic skills level course is for students whose first language is not English. Intermediate level participants study speaking, listening, reading, writing, and arithmetic in English so they may perform a variety of familiar and unfamiliar communicative topics at work at home, and in their community. Individuals may enroll in the course at any time during the quarter. This course may be repeated for up to 32 credits.

DVS 035 English as a Second Language, Level 5

This basic skills level course focuses on refining communication skills in listening, reading, writing, and speaking to prepare participants for active community and family life as well as increased responsibilities on the job. Learners will increase proficiency in using computers to access relevant information to fulfill roles as workers, citizens, and family members.

DVS 036 English as a Second Language/Citizenship

This basic skills level course is for students whose first language is not English, and who are preparing for the United States naturalization examination. Participants study speaking, listening, reading, and writing in English using U.S. history, government and citizenship themes. Individuals may enroll in the course at any time during the quarter. This course may be repeated for up to 32 credits.

DVS 037 English as a Second Language, Level 6

This basic skills level course focuses on communications skills necessary to function effectively as family members, workers and citizens. Learners will use analytical thinking skills to assess and evaluate intent, purpose, and bias of oral, written and electronic information. Learners will utilize computers to be able to access information and complete assignments.

DVS 041 American History I

A survey of American history to 1877 (Specifically for high school credit). Prerequisite: Permission of high school or BBCC advisor recommendation

DVS 045 American History II

A survey of American history from 1848 to 1984 (Specifically for high school credit). Prerequisite: Permission of high school or BBCC advisor recommendation

DVS 046 Contemporary World Problems/American Government

This class provides a survey of the origins, structures and powers of federal, state and local government with an emphasis on the way people participate in the decisions of government. (Specifically for high school credit.) Prerequisite: High school permission and high school reading level

DVS 048 Pacific Northwest History

This class is designed to provide a comprehensive treatment of the history, economy, geography and people of the Pacific Northwest. (Specifically for high school credit.)

DVS 049 World History and Cultures

This class provides a comprehensive overview and treatment of world history and cultures. It illustrates and elucidates the variety of factors that influence people and events around the world and throughout history. (Specifically for high school credit.)

DVS 060 Applied Science Curriculum

This course presents a review of earth, life, and physical sciences and the resources available to understand their role in human life. Students participate in the analysis, discussion and application including how to apply scientific facts to daily living.

Agriculture

AGR 100 Introduction to Agriculture 5 (55/0)

This course is an introductory survey of today's agriculture with special emphasis placed on agriculture in the Columbia Basin. Topics will include agronomy & soils, agri-business, animal science, environmental science, and technology management. Principles related to agricultural safety and leadership will be emphasized in conjunction with all topics. Tech Prep credit available. Offered variable quarters.

AGR 241 Farm and Ranch Management 5 (40/20)

Introduction to record keeping, economic concept application and analysis in the production agriculture business. Topics include goal setting, record process, budgeting cash flow, depreciation, profit/loss, ratios, enterprise and investment analysis, partial budgeting and computer/spreadsheet use. Prerequisite: ECON& 202 (F)

AGR 251 Ecologically Based Pest Management 5 (50/0)

Classification, morphology, anatomy, growth and development, ecology and management of arthropod and pathogenic pests and noninfectious diseases of crop plants. Class emphasizes ecologically based pest management approaches. (W)

AGR 261 Plant Science 5 (40/20)

Develop an understanding of basic plant morphology and physiology emphasizing horticultural science and fruit tree crops. Topics include form and function of plants, plant metabolism, plant growth and development, reproduction, techniques of fruit tree improvement and plant/environment interaction. (F)

AGR 263 Soils 5 (40/20)

Introduction to basic concepts of soil science, plant nutrition, and water management. Topics include: soil formation and development, soil structure and composition, physical properties of soils, soils minerals, soil chemistry, soil fertility, soil microorganisms, soil ecology, fertilizers, plant, soil and water relationships and irrigation management. (S)

AGR 271 Agriculture Sales and Marketing 5 (55/0)

Study of receiving, packing line/processing operation, grades, standards and quality control. Includes how these functions influence post-harvest production and marketing/sales decisions. Study and evaluation of market development potential for direct marketing and standard marketing channels. Study of the sales function and potential for value added agriculture products. (S)

AGR 272 Sustainable Agriculture and Food Systems 5 (50/0)

Examination of social, economical and ecological consequences of the modern, industrial agriculture paradigm. Topics include history of agriculture, world views, the sustainability concept, alternative agriculture systems, world food systems, agroecology, ecological economics, biotechnology, local food systems and the geography of hunger. (W)

AGR 295 Work-Based Learning 1-6 (33-198/0)

This course provides students with a valuable and practical work experience in Agriculture. Learned agriculture topics from Agriculture curriculum will be applied to and enhance the work experience. This is a paid or volunteer experience that is a supervised position both by the employer and the Agriculture instructor. May be repeated up to twelve (12) credits. Prerequisite: AGR advisor permission Corequisite: AGR 297 (F,W,S,Su)

AGR 297 Work-Based Learning Seminar 1 (11/0)

This is a seminar course that covers topics related to Agriculture and its application to professional employment. Group discussion will be emphasized including current issues and trends. May be repeated up to six (6) credits. Prerequisite: AGR advisor permission (F,W,S,Su)

Aircraft Rescue & Fire Fighting

FIR 101 Aircraft Rescue and Fire Fighting 40 Hour Basic 2.5 (24/16)

This 40 hour course covers fundamental training required by the FAA as described in FAR 139.319. The course includes fire fighting equipment, aircraft types, engines, systems, live fires, fire fighting operations, fire fighter safety, extinguishing agents, and disaster planning. Practical fire fighting involving flammable fuel, laddering/extraction and self contained Breathing apparatus using an actual aircraft. Students are provided with the opportunity to utilize state of the art technology, equipment and techniques. Instruction begins in the classroom and evolves in the practical training exercises on various aircraft related topics. This course will prepare a student to receive a certificate of completion from Big Bend Community College and the Federal Administration. Prerequisite: Employment as an airport fire fighter, or with a mutual aide fire company

FIR 102 Aircraft Rescue and Fire Fighting – Truck Operations 1.5 (6/20)

This course is providing training and experience for students to properly operate a crash truck during an aircraft fire.

FIR 103 Aircraft Rescue and Fire Fighting Recurrent – Live Fire Training .5 (2/6)

This course offers fire fighters the opportunity to meet live fire requirements as specified in FAR 139.319, the FAA requirement that all rescue and fire fighting personnel participate in at least one live fire drill every 12 months. Prerequisite: Completion of Big Bend Community College's Basic 5-day ARFF School OR meet all three equivalent training/experience criteria listed below.

- at least 4 years experience as a fire fighter
- at least 40 hours of initial and recurrent instruction per Part 139.319 Aircraft Rescue and Fire Fighting: Operational Requirements (j) Personnel.
- participated in a least one live fire drill.

FIR 104 ARFF Officer Development 1 (8/8)

This airport rescue fire fighting officer development course covers strategic and tactical considerations in a hands-on, live-fire ground environment, as well as leadership training.

Anthropology

ANTH& 100 Survey of Anthropology 5 (55/0)

An introduction to anthropology using the origin and development of humankind and progresses through the physical and cultural growth of our species. Included in the course is a survey of the many interesting subfields in anthropology: Darwin's theory of evolution, fossil humans, genetics, language, non-human primates, human variation, different cultures, the origin of agriculture, and the character of early civilization. SS

Art

ART 090 Pottery 0 (11/22)

Experiments and design in clay applied to pottery and sculpture. Work in various hand construction methods and in pottery wheel, glazing and kiln firing. (F,W,S)

ART 091 Painting/Drawing Workshop 0 (22/44)

A workshop class designed to allow experimentation with 2D media such as pencil, charcoal, pastels, watercolor, acrylic paint.

ART& 100 Art Appreciation 5 (55/0)

A survey of the visual arts designed to develop appreciation and understanding for daily living and for discussing architecture, painting, sculpture, and other arts. Lectures, slides, movies, and experiments with art media. Open to all students. (F,W,S,SU) HU

ART 101 Design I 5 (44/22)

An introduction to the study of the elements and principles of art explored through various media in two dimensional problems. (F) HP

ART 102 Design II 5 (44/22)

An introduction to the study of color theory explored through projects. (W) HP

ART 103 Design III 5 (44/22)

An introduction to the study of three dimensional design explored through various media in sculpture. (S) HP

ART 104 Drawing I 5 (44/22)

An introduction to drawing based on observation emphasizing composition and form. (F) HP

ART 105 Drawing II 5 (44/22)

A continuation in the exploration of drawing with emphasis on technique and interpretation of ideas using various media. (W) HP

ART 106 Drawing III 5 (44/22)

An introduction to drawing from the figure using a live model. (S) HP

ART 121, 122, 123 Ceramics I, II, III 2-5 (11-44/22)

Experiments and design in clay applied to pottery and sculpture. Work in various hand construction methods and on pottery wheel, glazing, and kiln firing. Each course may be repeated up to three quarters. Course may be audited with instructor permission. (F,W,S) HP

ART 198-298 Special Projects 1-5 (Arr/Arr)

Special projects in art - individual projects by special arrangement with instructor. Prerequisite: instructor permission HP

ART 216 Western Art: Ancient to Medieval 5 (55/0)

A survey of the history of western art and architecture from ancient times to the medieval age. HU

ART 217 Western Art: Renaissance to Mid Nineteenth Century 5 (55/0)

A survey of the history of western art and architecture from Renaissance times to the mid nineteenth century. HU

ART 218 Western Art: Impressionism to Art After 1945 5 (55/0)

A survey of the history of western art and architecture from late nineteenth century to contemporary times. HU

ART 221, 222, 223 Watercolor I, II, III 1-5 (11-44/22)

The study of watercolor painting; from still-life and nature. HP

ART 230 Painting/Drawing Workshop 2-5 (22-44/22)

A workshop class designed to allow experimentation with 2D media such as pencil, charcoal, pastels, watercolor, acrylic paint. Prerequisite: Studio class such as drawing or painting recommended HP

ART 231, 232, 233 Oil Painting I, II, III 5 (44/22)

Introduction to the materials and techniques of oil painting. Painting from still-life and nature as well as creative composition. (F,S) HP

Astronomy

ASTR& 100 Survey of Astronomy 5 (55/0)

A survey course intended for the non-science major. Topics studied will include most of the following: historical astronomy, electromagnetic radiation, telescopes, the Earth-Moon system, the solar system, the sun, stars, stellar evolution, galaxies, quasars, and cosmology. This is a non-lab science course. Credit not granted for both ASTR& 100 and ASTR& 101. Prerequisite: Math 095 or higher placement (F,S) NS

ASTR& 101 Intro to Astronomy 5 (44/22)

A survey course intended for the non-science major. Topics studied will include most of the following: historical astronomy, electromagnetic radiation, telescopes, the Earth-Moon system, the solar system, the sun, stars, stellar evolution, galaxies, quasars and cosmology. The laboratory portion of the course may include optics, visual astronomical observing techniques, use of the telescope, spectroscopy, and distance measurement. Credit not granted for both ASTR& 100 and ASTR& 101. Prerequisite: Math 095 or higher placement (F,S) LS

ASTR 105 Observational Astronomy 3 (28/12)

A descriptive overview of astronomy with particular emphasis on observation. Lectures will cover the solar system, the Earth-Moon system, stellar systems, celestial motion, the history of visual astronomy, optical aids, and observing techniques. This course is not intended to be part of a physical science pre-major. (Su) SE

Automotive Technology

AUT 069 Chassis Component Repair 2 (11/22)

Prerequisite/Corequisite: AUT 115 or instructor permission
A laboratory class providing the opportunity to diagnose and repair various automotive chassis components. A hands-on approach is used to provide training in the repair of various automotive components.

AUT 081 Mechanical Diagnosis and Repair 2 (11/22)

A laboratory class providing the opportunity to diagnose and repair various mechanical systems of the modern automobile. Prerequisite/Corequisite: AUT 115 or instructor permission

AUT 105 Automotive Personal Computer Applications 2 (11/22)

An introductory course covering the use of personal computers using automotive applications. Hardware components, Windows Operating System, keyboarding and word processing will be covered emphasizing hands-on experience. Prerequisite/Corequisite: Concurrent enrollment in automotive program classes (S)

AUT 111 Automotive Engine Service 9 (66/66)

This course covers the theory of engine operation and the procedures necessary to perform automobile engine troubleshooting, repair and rebuilding. Topics covered include shop skills, engine operation, engine blocks, engine crankshafts, engine bearings, engine pistons, rings and valve system service. This course is designed to prepare the student for the ASE/NATEF Engine Repair Certification test. Prerequisite/Corequisite: AUT 115 (F)

AUT 115 Automotive Shop Safety and Environmental Issues 1 (11/1)

This course covers automotive shop safety rules, procedures, and shop equipment operation and is required before a student is allowed to work in the automotive laboratory. The proper handling, storage, and disposal of automotive related hazardous waste is also covered. Offered as regularly scheduled course during the fall quarter and offered by arrangement for students who enroll in the automotive program any other quarter. (F, by arrangement in W, S)

AUT 121 Automotive Electrical and Electronic Systems 15 (110/110)

This comprehensive course covers both theory and operation of the electrical systems in today's high-tech vehicles. Topics covered include D.C. electrical theory, D.C. circuitry, Ohms Law, solid state components, batteries, starting circuits, charging circuits, lighting circuits, vehicle wiring and ignition systems. Emphasis will be placed on using modern electrical test equipment and procedures to diagnose and repair complex electrical systems. This course is designed to prepare the student for the ASE/NATEF Electrical Systems Certification test. Prerequisite/Corequisite: AUT 115 (W)

AUT 124 Brake System Service 9 (66/66)

This course covers the theory, operation, diagnosis and repair of both conventional and anti-lock brake systems. Topics covered are hydraulic operating systems, drum brake systems, disc brake systems, emergency/parking brake systems and brake machining operations. This course is designed to prepare the student for the ASE/NATEF Brakes Certification test. Prerequisite/Corequisite: AUT 115 (S)

AUT 125 Suspension, Steering and Alignment 9 (66/66)

This course covers the theory, operation and repair of various automotive suspension and steering systems used in today's vehicles. Topics covered include steering types, suspension types, shock/strut service, tires/wheels and suspension and steering component replacement. Students will use modern computerized alignment equipment to perform two wheel, four wheel and thrust type vehicle alignments. This course is designed to prepare the student for the ASE/NATEF Suspension and Steering Certification test. Prerequisite/Corequisite: AUT 115 (S)

AUT 131 Manual Drive Train and Axles 8 (55/66)

This course covers the theory, operation, diagnosis and repair of automotive clutch systems, manual transmissions, manual transaxles, front and rear drive axle operation, various drive shaft configurations and the procedures necessary to perform power train troubleshooting and repair. This course is designed to prepare the student for the ASE/NATEF Manual Drive Train & Axles Certification test. Prerequisite/Corequisite: AUT 115 (F)

AUT 132 Hydraulic Systems 3 (22/22)

This course provides a student with the skills and knowledge necessary to maintain and service various hydraulic power transmission systems. Topics covered include hydraulic fundamentals, system operation, pump, valve and actuator service, as well as, seals, lines and hydraulic system components. Prerequisite: AUT 115 (W)

AUT 190, 290 Projects Laboratory 2 (0/44)

This course is for full-time automotive students who need extra project laboratory time to update or enhance their skills to meet program or certification requirements. Students will be directed to complete ASE/NATEF tasks not completed in the day classes. (May be repeated for credit up to six credits for each course; graded on pass/fail basis). Prerequisite: Concurrent enrollment in first or second year automotive program classes (F, W, S)

AUT 211 Automobile Convenience Systems 2 (11/22)

This course covers the operation and repair of automotive convenience systems. Classroom and laboratory lessons include power windows, power seats, air bag system testing and servicing, as well as minor door, hood, window, and trunk adjustments. The procedure to perform a proper Pre-delivery Inspection (PDI) will be covered and Washington State auto repair laws and how they effect the repair technician will be discussed. Prerequisite: AUT 121 (S)

AUT 212 Automatic Transmission Repair 9 (66/66)

This course covers the theory, operation, service, and repair of various automatic transmission and transaxle assemblies. Classroom and laboratory instruction provide in-depth training using modern test equipment in the diagnosis and repair of these complex systems. This course will prepare students for the ASE/NATEF Automatic Transmission Repair Specialists test. Prerequisite: AUT 115, 121, 131, 132 or instructor permission (W)

AUT 213 Automotive Servicing I 6 (0/132)

Students, at the direction of the instructor, work on customer vehicles applying skills learned in previous automotive classes. Students will be required to complete ASE/NATEF tasks not completed in other courses. Customer relations, repair order preparation, scheduling, estimating, utilization of shop space and equipment, and hazardous waste management are covered to provide students with an understanding of repair shop operations. Prerequisite: Instructor permission or completion of first year automotive classes (W)

AUT 220 Engine Performance 18 (132/132)

This comprehensive course covers the theory and operation of various ignition systems, fuel delivery systems, emission controls, computerized engine controls, and the use of diagnostic test equipment. Classroom and laboratory lessons provide in-depth training using modern test equipment to diagnose and repair these complex systems. This course is designed to prepare students for the ASE/NATEF Engine Performance test. Prerequisite: AUT 115, 121, or instructor permission (F)

AUT 223 Automotive Servicing II 6 (0/132)

Students, at the direction of the instructor, work on customer vehicles applying skills learned in previous automotive classes. Students will be required to complete ASE/NATEF tasks not completed in other courses. Customer relations, repair order preparation, scheduling, estimating, utilization of shop space and equipment, and hazardous waste management are covered to provide students with an understanding of repair shop operations. Prerequisite: Instructor permission or completion of first year automotive classes

AUT 231 Automotive Heating and Air Conditioning 6 (33/66)

This course covers the diagnosing, servicing and repair of modern vehicle heating and air conditioning systems. Classroom and laboratory lessons provide training and experience using modern refrigeration servicing and recycling equipment necessary to meet environmental regulations. CFC-12 and HFC-134A systems and equipment are utilized and retrofitting following Environmental Protection Agency guidelines is discussed. This course is designed to prepare the student for the ASE/NATEF Heating and Air Conditioning test. Prerequisite: AUT 115, 121, or instructor permission (S)

AUT 295 Workbased Learning 1-6 (33-198/0)

A supervised work experience in the automotive technology field to enhance the application of classroom instruction and skills and/or area of specialization approved by the program instructor. May be repeated up to twelve (12) credits. Prerequisite: Instructor permission Corequisite: AUT 297

AUT 297 Workbased Learning Seminar 1 (11/0)

Feedback and discussion to integrate and relate Work Based Learning and classroom based instruction. Work ethic, leadership, safety and occupational health, environmental issues, and other student generated topics are examined. May be repeated up to six (6) credits. Prerequisite: Instructor permission Corequisite: AUT 295

Aviation (Commercial Pilot/Flight)

AVF 111 Pre-Flight Ground School 1 (11/0)

This course introduces the student to the aircraft, its flight manual, the basic federal aviation regulations, elementary principles of flight, aircraft operation, and BBCC flight rules. This course starts the week prior to the normal class starting date. All students accepted and alternates must attend this course. Pre-program counseling is done at this time, and flight training is started. Prerequisite: Accepted flight student status (F)

AVF 112 Private Pilot Ground School 5 (55/0)

This course prepares the student to take the FAA private pilot knowledge examination. Includes elementary navigation, weather, federal aviation regulations, NTSB reporting procedures, radio procedures, AIM, instructor circulars, operating limitations, aircraft performance, principles of aerodynamics, powerplants and systems, stall and spin awareness, ADM and judgment, preflight action and planning. Prerequisite: AVF 111 or Chief Pilot permission

AVF 113 Meteorology 5 (55/0)

This course is designed for pilots but is helpful for the non-aviation major to understand the basics of meteorology. A study in the nature of the atmosphere, winds, temperature, moisture, air masses and frontal systems, weather forecasting utilizing charts and reports available from FAA FSS's; incorporates techniques for flying in various weather conditions. Prerequisite: AVF 112 or Chief Pilot permission (W) NS

AVF 114 Theory of Flight 5 (55/0)

This course covers basic aerodynamic theory of flight, aircraft instruments, performance, stability, control, airframe stress, structural limits, constant speed propellers, and turbo charging. Prerequisite: AVF 112

AVF 117 Aviation Emergency Preparedness & Response 1 (11/0)

Aviation Emergency Preparedness and Response is intended for private and commercial pilots; introduces emergency preparedness, survival, and rescue procedures common to general aviation. (S)

AVF 131 Private Pilot Helicopter Stage I 4 (44/0)

The student will be instructed in the basic flying procedures and skills necessary for the first solo flight in a helicopter. Prerequisite: Possess a valid student Pilot Certificate and hold a current medical certificate originally issued as a Class I or II.

AVF 132 Private Pilot Helicopter Stage 2 4 (44/0)

The student will continue development of flying skills to include solo flight, confined area operations, slope operations, night flying, and cross country navigation in a helicopter. Prerequisite: AVF 131

AVF 133 Private Pilot Helicopter Stage 3 4 (44/0)

The student shall gain proficiency and skill in maneuvers and navigation to the level of the Private Pilot Helicopter Practical Test standards, and will complete certification requirements of the Private Pilot Certificate – Helicopter. Prerequisite: AVF 132

AVF 141 Private Pilot Flight (Stage 1) 4 (44/0)

Scheduled flight time, ground critique, discussions, and observation time; both dual and solo flights. Instrument flight training is integrated with all phases of flying. Includes simulator time. (F, W)

AVF 142 Private Pilot Flight (Stage 2) 4 (44/0)

Scheduled flight time, ground critique, discussions and observation time; both dual and solo flights. Instrument flight training is integrated with all phases of flying. Includes simulator time. Prerequisite: AVF 141 (F, W, S,)

AVF 143 Private Pilot Flight (Stage 3) 4 (44/0)

Scheduled flight time, ground critique, discussions and observation time; both dual and solo flights. Instrument flight training is integrated with all phases of flying. Includes simulator time. Prerequisite: AVF 142 (W, S)

AVF 190, 290 Flight (Alternate) 0-4 (5-44/0)

Provides additional aircraft flight time to allow the student additional time to increase his/her skill or complete a course of study. Includes flight time and follow-up critique. Prerequisite: AVF 141 (F, W, S, Su)

AVF 213 Advanced Meteorology 5 (55/0)

This course is designed for aviation majors but it is helpful for the non-aviation major to understand meteorology at a more advanced level. This course will cover the nature and utility of atmosphere, winds, temperature, moisture, air masses and frontal systems, weather forecasting utilizing charts and reports available from FAA and NWS. This course will incorporate techniques for flying in various weather conditions. Prerequisite: AVF 113 or Chief Pilot permission NS

AVF 221 Commercial Pilot Ground School 5 (55/0)

Preparation for the FAA commercial pilot knowledge test. Includes study of applicable FAR's, accident reporting requirements of the NTSB; basic aerodynamics and the principles of flight; meteorology and the use of weather reports and forecasts; safe and efficient operation of aircraft; weight and balance computations; use of performance charts, performance limitations; use of navigation facilities, ADM, judgment and CRM; principles and functions of aircraft systems; maneuvers, procedures and emergency operations; night and high-altitude operations; the National Airspace System. Prerequisite: AVF 113, 114 (W)

AVF 223 Instrument Ground School 5 (55/0)

Preparation for FAA instrument knowledge examination, includes: FAR's that apply to IFR; appropriate sections of AIM; air traffic control system and procedures; IFR navigation systems and instruments; use of en route and instrument approach charts, aircraft operations under IFR; procurement and use of aviation weather reports and forecasts, recognition of critical weather situations and wind shear avoidance, ADM and judgment, and CRM. Prerequisite: AVF 113, 114 (F)

AVF 225 Effective Communication in Flight Instruction 5 (55/0)

This course covers the required areas of instructor knowledge; and is designed to aid the student in passing the appropriate FAA knowledge tests. Includes the learning process and emphasizes elements of effective communication. Methods of teaching and communicating are studied and practiced, as well as how to evaluate and critique through written and oral processes. Includes practice in classroom, one-on-one, and team teaching. Prerequisite: AVF 221, 223, 252, or Chief pilot permission (S)

AVF 227 Aircraft Systems for Pilots 5 (55/0)

Introduces the systems of complex aircraft: fuel, hydraulic, brake, control, ignition, and electrical systems; covers nomenclature, preventive maintenance, engines, propellers, and related publications. (S)

AVF 231 Commercial Pilot- Helicopter Stage 4 4 (44/0)

The student shall gain proficiency and skill in commercial pilot scenarios and build additional cross country flight experience in a helicopter. Prerequisite:(Concurrent enrollment in instrument and commercial course required.) Students enrolling in this flight course must possess a valid private pilot certificate rotorcraft – helicopter and hold a current medical certificate originally issued as a class I or II.

AVF 232 Commercial Pilot Helicopter Stage 5 4 (44/0)

The student will continue to develop the aeronautical skill and experience necessary to meet the requirements for the Commercial Pilot Certificate with a Rotorcraft category rating. Prerequisite: AVF 231

AVF 251 Commercial Pilot Flight (Stage 4) 4 (44/0)

Scheduled flight time, ground critique, discussion and observation time; dual, solo, cross-country, instrument, and optional aircraft types. Includes simulator time. Prerequisite: AVF 143 (F, W, S)

AVF 252 Commercial Pilot Flight (Stage 5) 4 (44/0)

Scheduled flight time, ground critique, discussion and observation time; dual, solo, cross-country, instrument, and complex aircraft time. Includes simulator time. Prerequisite: AVF 251 (F, W, S)

AVF 253 Commercial Pilot Flight (Stage 7) 4 (44/0)

Scheduled flight time, ground critique, discussion and observation time; dual, solo, and cross-country time. Includes 28 hours simulator time upon program completion. Prerequisite: AVF 261 (F, W, S)

AVF 254 Night Flying 1 (14/0)

Provides an introduction to night flying and advanced instruction in night navigation, procedures, orientation, landings, takeoffs and techniques necessary for safe operation of airplanes at night. Prerequisite: AVF 142 (F, W, S)

AVF 261 Instrument Flight (Stage 6) 4 (44/0)

Provides training in instrument flight procedures in preparation for the airplane instrument rating; includes simulator training. Prerequisite: AVF 252 (F, W, S)

AVF 270 Flight Instructor 4 (44/0)

Preparation for the Certified Flight Instructor rating; includes flight time and critique. Prerequisite: Commercial license and instrument rating and Chief Pilot permission (F, W, S)

AVF 271 Flight Instructor Instrument-Airplane 2 (22/0)

Provides the Flight Instructor applicant with the knowledge, skill and experience necessary to become an Instrument Instructor; includes flight time and critique. Prerequisite: Commercial/instrument license, CFI single engine license, 10 hours as CFI with FII written passed and Chief Pilot permission

AVF 272 Seaplane Flight 2 (22/0)

A dual flight lab course designed to develop flight skills in water operations and procedures, along with flight maneuvers in preparation for the FAA Seaplane Rating; includes flight time and critique. Prerequisite: Commercial Pilot Certificate or Chief Pilot permission (F, S)

AVF 275 Multi-Engine Flight 2 (22/0)

Preparation for the FAA Multi-Engine rating. Prerequisite: Commercial Pilot Certificate and Chief Pilot permission (F, W, S)

AVF 276 Simulator Training/Instrument Training 0.5-1 (5.5-11/0)

Designed to fit the individual and particular needs of each pilot in instrument training, refresher or FAA currency requirements. Prerequisite: Instructor permission (F, W, S)

AVF 291 Multi-Engine Instructor 2 (22/0)
Preparation for the FAA Multi-Engine Flight Instructor rating.
Prerequisite: Commercial Airplane with instrument rating, multi-engine land ratings, flight instructor single engine

AVF 292 A.T.P.: Multi-Engine 1 (11/0)
Prepares the student for FAA A.T.P. flight check.
Prerequisite: Commercial/Instrument, multi-engine, 1500 hours, A.T.P. written test passed

AVF 295 Work-Based Learning 1-6 (0/0/33-198)
A supervised work experience in the aviation industry to enhance the application of classroom instruction and/or flight skills. This is a paid or volunteer experience that is supervised by both the employer and the Aviation program. May be repeated up to 15 credits. Prerequisite/Corequisite: AVF 297, instructor permission, and any requirements of the contractual agreement between BBCC and the employer

AVF 297 Work-Based Learning Seminar 1 (11/0)
This course gives the student the opportunity and responsibility to report on their work experience and to analyze that experience for successes and for areas of improvement. May be repeated up to six (6) credits. Corequisite: AVF 295

Aviation Maintenance Technology

AMT 148 AMT General Electricity 2-7 (22-77/0)
This course covers the theory of basic electricity and applied Physics. This course is FAA approved under 14 CFR Part 147. Prerequisite: Instructor permission

AMT 149 AMT Airframe Electricity 3 (33/0)
This course covers aircraft electrical systems, electrical generators motors and regulators, aircraft communication and navigation systems. This course is FAA approved under 14 CFR Part 147. Prerequisite: Instructor permission

AMT 150 AMT General 4-16 (22-90/44-182)
This course will cover aviation applied physics, application of aircraft drawing, function of weight and balance control, operation and cleaning of aircraft, identification and application of aircraft materials. The use of maintenance forms and publications in the aviation industry. This course is approved under FAA Part 147. Prerequisite: Instructor permission (F, W)

AMT 151 Airframe Mechanic I 4-22 (77-352/33-132)
This course will cover aircraft airframe structures, including wood, fabric and sheet metal, airframe inspection, application of finishes and assembly of fixed wing and rotary wing components and structures, balancing and rigging of airframe structures and components. This course is FAA approved under 14 CFR Part 147. Prerequisite: Instructor permission (F, W, S, Su)

AMT 152 Airframe Mechanic II 4-21 (22-119/44-264)

This course will cover aircraft airframe systems and components. To provide the skills in checking, overhaul, repairs, installation, removal, servicing, inspection, and troubleshooting of landing gear systems, hydraulic and pneumatic power systems, cabin atmosphere control systems, aircraft instruments, communication and navigation system lab, aircraft fuel systems, aircraft electrical systems, position and warning systems, ice and rain control systems, and fire protection systems. This course is approved under FAA Part 147. Prerequisite: Instructor permission (F, W, S, Su)

AMT 153 Airframe Mechanic III 4-24 (22-132/44-264)

As required by the Federal Aviation Administration, the airframe program is a minimum of 750 hr. of instruction with approximately 25% of the instruction in a classroom environment and 75% of the instruction in a lab environment. AMT 153 is designed to allow students more time to achieve FAA required proficiency levels and to allow students to further their proficiency levels in aviation airframe related studies. This course will cover any area of the FAA required airframe curriculum that the student is deficient in, or if all required competencies have been met, the student may further their proficiency levels in any airframe related area of study. This course is FAA approved under 14 CFR Part 147. Prerequisite: AMT 150, 151, 152, MAP 100 and instructor permission. (F, W, S, Su)

AMT 249 AMT Powerplant Electricity 2 (22/0)
This course covers the theory of engine electrical systems, electrical generators, alternators, motors and regulators. This course is FAA approved under 14 CFR Part 147. Prerequisite: Instructor permission

AMT 251 Powerplant Mechanics I 4-16 (22-88/44-176)

AMT 252 Powerplant Mechanics II 4-14 (22-66/44-176))

AMT 253 Powerplant Mechanics III 4-16 (22-88/44-176)

As required by the Federal Aviation Administration, the powerplant program is a minimum of 750 hr. of instruction with approximately 25% of the instruction in a classroom environment and 75% of the instruction in a lab environment. There is approximately 30 hours of extra time at the end of the powerplant program, which is to be used for make-up time or for further competency enhancement. This course is FAA approved under 14 CFR Part 147.

This course will cover two areas:

- (1) Powerplant theory and maintenance, including the inspection, repair, overhaul, service, troubleshooting, removal, and installation of aircraft reciprocating and turbine engines.

- (2) Powerplant systems and components, including the inspection, repair, overhaul, service, troubleshooting, removal, and installation of aircraft reciprocating and turbine engine instrument, fire protection, electrical, lubrication, ignition, starting, fuel metering, induction, airflow, cooling, exhaust, propellers, unducted fans, and auxiliary power unit systems. Prerequisite: Instructor permission (F, W, S, Su)

AMT 254 Powerplant Mechanic IV 4-16 (22-88/44-176)

As required by the Federal Aviation Administration, the Powerplant program is a minimum of 750 hr. of instruction with approximately 25% of the instruction in a classroom environment and 75% of the instruction in a lab environment. AMT 254 is designed to allow students more time to achieve FAA required proficiency levels and to allow students to further their proficiency levels in aviation Powerplant related studies. This course will cover any area of the FAA required Powerplant curriculum that the student is deficient in, or if all required competencies have been met, the student may further their proficiency levels in any Powerplant related area of study. This course is FAA approved under 14 CFR Part 147. Prerequisite: AMT 251, 252, 253 and instructor permission (F, W, S, Su)

Biology

BIOL& 100 Survey of Biology 5 (44/22)

A study of basic biological principles common to all organisms. This course is intended for non-majors who desire a lab science requirement. Topics of study include: basic chemistry of cells, cell structure and function, membrane transport, cell metabolism and division, genetics and gene function, evolution, and ecology. Related investigations take place in a two-hour lab period each week. There will be no required dissections in the laboratory. (F, W, S, Su) LS

BIOL& 170 Human Biology 5 (55/00)

This course offers a broad overview of the human body for the non-science major. Topics of study include: unifying biological principles such as basic cell chemistry, cell biology, and metabolism, as well as the biology of selected human systems. Issues related to human biology will also be examined. This course does not include a lab. NS

BIOL& 211 Majors Cellular 5 (44/22)

An introduction to basic cell chemistry, structure, communication, transport, energetics, metabolism, division, genetics, molecular genetics, and evolution. This course is intended for students pursuing careers in the allied health fields and satisfies the biology prerequisite for A&P 1 (BIOL& 241) and Microbiology (BIOL& 260). Math/Science distribution requirement may not include more than 5 credits from BIOL& 211 and BIOL& 222, although graduation credit can be awarded for both. Related investigations take place in a two-hour lab period each week. Prerequisite: A minimum grade of 2.0 in CHEM& 121 (or recent high school chemistry with a B or better, or instructor permission) required. High school biology highly recommended. **Note:** A minimum grade of 2.0 in this class is required for entry into BIOL& 241 and BIOL& 260. (F, W, S) LS

BIOL& 221 Majors Ecology/Evolution 5 (38.5/33)

The first quarter in a three-quarter general biology series, this series is designed for life-science majors, pre-professional students, and for students intending to take advanced courses in the biological sciences. Topics of study include: evolution, adaptation, population genetics, speciation, phylogenies, molecular evolution, biodiversity of life forms, ecology, biogeography, and conservation biology. Related investigations take place in a three-hour lab period each week. NOTE: This majors biology sequence may be taken in the following order: BIOL& 222, 223, 221, with instructor's permission. Prerequisite: A 2.0 or higher grade in CHEM& 121 or 161 or concurrent enrollment in CHEM& 121 or 161. Recent high school biology or BIOL& 100 strongly recommended. (F) LS

BIOL& 222 Majors Cell/Molecular 5 (38.5/33)

The second quarter in a three-quarter general biology series, this series is designed for life-science majors, pre-professional students, and for students intending to take advanced courses in the biological sciences. Topics of study include: structure and function of biological molecules, structure and function of prokaryotic and eukaryotic cells, membrane transport, cell communication, cell metabolism and energetics, cell division, and classical genetics, human genetics, molecular genetics, gene expression, and biotechnology. Math/Science distribution requirement may not include more than 5 credits from BIOL& 211 and BIOL& 222, although graduation credit can be awarded for both. Related investigations take place in a three-hour lab period each week. NOTE: This majors' biology sequence may be taken in the following order: BIOL& 222, 223, and 221, with instructor's permission. Prerequisite: Successful completion of BIOL& 221 with a 2.0 or better and successful completion of either CHEM& 121 or CHEM& 161 with a 2.0 or better, or instructor's permission. NOTE: Students taking only BIOL& 222 as an alternative to BIOL& 211 must have instructor permission and may satisfy the CHEM& 121 prerequisite with recent high school chemistry with a B or better. (W) LS

BIOL& 223 Majors Organismal Phys 5 (38.5/33)

The third quarter in a three-quarter general biology series, this series is designed for life-science majors, pre-professional students, and for students intending to take advanced courses in the biological sciences. Topics of study include: animal and plant anatomy, physiology, and development. Related investigations take place in a three-hour lab period each week. Prerequisite: A grade of 2.0 or higher in BIOL& 222 and CHEM& 121 or 161 or instructor permission. (S) LS

BIOL& 241 Human A & P 1 5 (33/44)

An analysis of the structure and function of human skeletal, muscular, nervous and endocrine systems as well as the role of receptor-ligand interactions and introductory histology. Emphasis will be given to the homeostatic relationships between systems. Four hours of lab per week will be devoted to hands-on experience with required cat dissection as well as computer analysis of muscle physiology. Tissue slides, models and skeletons will be utilized. Lab is required for credit. Prerequisite: Students may qualify for BIOL& 241 in any one of the following ways:

- a grade of 2.0 or better in BIOL& 211 or BIOL& 222 and in CHEM& 121 or above, or a transcript from another college for those classes
- a year of high school anatomy & physiology and chemistry within the last 2 years with a grade of B or better
- a score of 3 or better in Advanced Placement Biology and a year of high school chemistry within the last 2 years with a B or better. (F,W) LS

BIOL& 242 Human A & P 2 5 (33/44)

The second quarter of a two-quarter sequence. Includes the structure, function and pathology of the cardiovascular, lymphatic, respiratory, digestive, urinary and reproductive systems. Emphasis will be given to the homeostatic relationships between systems. Four hours of lab per week will be devoted to human autopsy slides, required hands-on experience with cat and organ dissection, and experimental procedures in cardiovascular function, and computer analysis of renal function. Lab is required for credit. Prerequisite: A minimum grade of 2.0 in BIOL& 241 or equivalent (W,S) LS

BIOL& 260 Microbiology 5 (33/44)

A survey of microbes and their activities. Emphasis will be given to the areas of bacteriology, immunology and virology. Four hours of lab per week is required for credit. Labs will deal with the culture and identification of organisms (including throat, stool, and viral cultures), as well as genetic transformation and ELISA testing for HIV. Prerequisite: Students may qualify for BIOL &260 in any one of the following ways:

- a grade of 2.0 or better in BIOL& 211 or BIOL& 222 and in CHEM& 121 or above, or a transcript from another college for those classes
- a year of high school anatomy & physiology and chemistry within the last 2 years with a grade of B or better
- a score of 3 or better in Advanced Placement Biology and a year of high school chemistry within the last 2 years with a B or better. (F,S) LS

Botany

BOT 130 Botany 5 (44/22)

A study of the basic principles of plant life. Topics of study include: structures and functions of flowering plants and their cells, tissues, roots, stems, leaves, flowers, fruits, and seeds, cell metabolism emphasizing photosynthesis, transport of water and nutrients, growth and development of plants from seed to maturity, cell division, and plant genetics. Related investigations take place during two hours of lab each week. Laboratory topics include: a microscopic study of tissues, roots, stems, leaves, and flower structures. Additionally, lab periods study the diversity of plants and their relatives and investigate vegetative propagation of common plant species. A greenhouse is available for class use. (W) LS

BOT 140 Field Botany 5 (33/44)

Field botany involves the identification and classification of local plants of the Columbia Basin area. Different biomes are studied with emphasis on the steppe and shrub-steppe vegetation common to this area. Students participate in seven field trips to collect native plants. Following field trips, students identify, press, dry, and mount collected plants in order to assemble a required plant collection. During laboratory sessions students learn to use a taxonomic key to identify and classify collected plants. NOTE: This is a field course with required field trips. Field trips often involve hiking over uneven terrain: students climb up slopes, both on and off trails to collect plant specimens. Any questions concerning these field trips may be directed to the instructor. (S) LS

Business

BUS& 101 Intro to Business 5 (55/0)

An introductory analysis of the business world including aspects of finance, industrial stocks and bonds, commodities and foreign exchange, unions and the labor movement, managerial control, decision making, and personnel relations. (F, W, S) SE

BUS 102 Business Mathematics 5 (55/0)

Applications of quantitative reasoning and logic in business through a study of banking, discounts, commissions, markup, promissory notes, interest, taxes, insurance, payroll, depreciation and financial statements. Prerequisite: Math 090 or placement in Math 095 or higher (F, W, S) Tech Prep credit available

BUS 114 Business Ethics 5 (55/0)

Studying and analyzing ethical issues facing the world of business and society today and identifying approaches available when dealing with or resolving complex ethical issues. (F)

BUS 120 Human Relations on the Job 4 (44/0)

Practical application oriented study of interpersonal skills and attitudes necessary to work with others. Topics included are: maintaining professionalism, adapting/coping with change and stress, work ethics, motivation, conflict resolution, team work, and customer relations. Prerequisite: Placement in ENGL 099 or higher (F, W, S)

BUS 121 Business English 5 (55)

This Business English course is designed to prepare students for today's offices where clear and concise writing is based on a sound understanding of grammar and is considered to be an essential job skill. Prerequisite: ENGL 098 with a grade of 2.0 or above or higher placement (F, W, S)

BUS 122 Business Communications 5 (55/0)

This course promotes the development of business communication skills which include reading, writing, listening, speaking, and interacting within groups. Special emphasis is given to the creation of day-to-day business documents, such as letters, memos, reports and emails. Prerequisite: BUS 121 or ENGL& 101 (F, S)

BUS 130 Introduction to Hospitality 5 (55/0)

The students will learn the structure and operations of the three key sectors in the hospitality industry (food and beverage, lodging, and travel), the economic impact of the industry, and career options. Prerequisite: BUS 121 or ENGL& 101

BUS 161 Business Calculators 2 (0/44)

Touch-control training on the ten-key electronic display/printing calculator. Basic functions, development of proficiency with proration, percentage, interest, discount, present value, and profit computations. Prerequisite: Math 090 or placement in Math 095 or higher (W) Tech Prep credit available.

BUS 170 Consumer Finance 5 (55/0)

This course offers an introduction to investigating, buying, and financing techniques for vehicles, consumer goods, insurance, and homes; consumer rights, responsibilities, and obligations; minimizing federal income tax; borrowing, saving, and investing. (S)

BUS 200 Supervision 5 (55/0)

The student will look at management in organizations and the information, tools, qualities, and skills needed to successfully manage others while fostering a positive work environment and contributing to organizational success. Prerequisite: BUS 120

BUS& 201 Business Law 5 (55/0)

Introduction to Business Law. Fundamentals of those branches of law that relate closely to regular business transaction to include: Torts, contracts, agency, employment, property, bankruptcy, decedent's estates and trusts. (F, W, S) SE

BUS 215 Customer Service 3 (33/0)

This course will provide the student with strategies and skills to effectively meet the needs of customers. The student will be introduced to internal and external customers, to customer satisfaction, to customer retention, and to customer service trends. Prerequisite: Basic computer skills strongly recommended

BUS 295 Work-Based Learning 1-6 (0/0/33-198)

A supervised work experience in a community agency or business involving the application of classroom information and skills. One credit for each 33 hours of supervised work-based learning. May be repeated up to 8 credits. Prerequisite: Instructor permission Corequisite: BUS 297 (F, W, S)

BUS 297 Work-Based Learning Seminar 1 (11/0)

A supervised work experience will be coordinated in management or office skills enhancing the application of classroom instruction and skills and/or area of specialization approved by the program instructor. The course may be repeated up to six (6) credits. (F, W, S)

Business Information Management

(All BIM courses were formerly OFF.)

BIM 100 Word Processing for Personal Use 1-3 (0/22-66)

This course gives a brief introduction to Microsoft Word. It is intended for students not majoring in the Business Information Management Program. Tech Prep credit available. (F, W, S)

BIM 101 Basic Keyboarding 1-2 (0/22-44)

This course gives emphasis to learning the keyboard; namely, the alphabet and the numbers and symbols. (F,W,S)

BIM 102 Document Formatting 1-4 (0/22-88)

This course gives primary emphasis to the formatting of business documents using Microsoft Word. Prerequisite: BIM 101 Tech Prep credit available. (F,W,S)

BIM 104 Intermediate Keyboarding 1-3 (0/22-66)

This course gives emphasis to improving keyboarding speed and accuracy. Prerequisite: BIM 101 or Basic Keyboarding Skills (F,W,S)

BIM 106 Advance Keyboarding 1-3 (0/22-66)

This course gives emphasis to improving keyboarding speed and accuracy. Prerequisite: BIM 104

BIM 108 Introduction to Microsoft Applications 3 (33/0)

This course is an introduction to the Microsoft Office 2010 Suite. Students will learn the principles and underlying concepts of spreadsheets, databases, word processors, multimedia presentations, and browsers. This course is not intended for Business Information Management majors. (F,W,S,Su)

BIM 109 Internet Communications 1-3 (0/22-66)

This course will teach the functions of email communications and the fundamental use and sharing of Web Applications.

BIM 111 Introduction to Computers in the Medical Office 1-3 (0/22-66)

This course covers the general flow of information in a medical office and the role that computers play. Students will learn how to use medical office software for activities such as entering data, billing, filing claims, scheduling, and printing reports. Prerequisite: Basis computer knowledge

BIM 112 Proof & Edit 1-3 (0/22-66)

This course gives students the opportunity to learn different proofreading techniques and then emphasizes practice using those techniques. Prerequisite: BIM 102, BUS 121 (F,W,S)

BIM 114 Medical Office Accounts Receivable I 2 (22/0)

This is a basic class in billing insurance in clinical settings. Coding, specific form requirements, account aging, posting payments and adjustments to patient accounts will be covered. Issues related to overall medical business offices will also be part of the class. Prerequisite: HED 150, 151, or instructor permission (W)

BIM 115 Medical Office Accounts Receivable II 2 (22/0)

This is a basic class in billing medical insurance in hospital settings. Coding, specific form requirements (UB 92), account aging, posting payments and adjustments to patient accounts, and government medical coverage plans will be covered. Issues related to overall medical business offices will also be part of the class. Prerequisite: HED 150, 151, basic computer class or instructor permission (S)

BIM 116 Intro to the Medical Office 2 (22/0)

The course will cover receptionist skills, making appointments and referrals, retrieving billing information, collection practices, consumer protection, bankruptcy laws, handling patient concerns and questions, and telephone and collection techniques for medical business office personnel. Prerequisite: HED 150, 151 ; introductory computing class or instructor permission (F)

BIM 124 Introduction to Spreadsheets with Microsoft Excel 3 (33/0)

This course is an introduction to spreadsheet applications using Excel 2010. Students will learn spreadsheet concepts, functions, graphing, and data management. An emphasis is placed on practical applications for business. This course is not intended for Business Information Management majors. (F,W,S,Su)

BIM 130 Filing 1-2 (0/22-44)

This course introduces basic filing rules for alphabetic, numeric, subject, and geographic filing. (F,W,S)

BIM 173 Word Processing I 1-5 (0/22-110)

This course is an in-depth introduction to Microsoft Word 2007. The focus is to learn functions of Word 2007, to apply these functions to business situations, and to begin preparing students for the Microsoft Application Specialist exam. Prerequisite: BIM 102 or instructor permission Tech Prep credit available. (F,W,S)

BIM 177 Business Information Management Lab 1-6 (0/22-132)

This course allows individual study in one of the business information management subject areas. Study and credit hours determined at the time of enrollment by the instructor. Prerequisite: Instructor permission (F, W, S)

BIM 180 Introduction to Microsoft Office 1-5 (0/22-110)

This course is an introduction to the basic functions of Microsoft Office 2010. This course consists of five modules--Word, Excel, Access, PowerPoint, and Integration. This course is intended for Business Information Management and Accounting students. Prerequisite: BIM 102 or OFF 102 and successful completion of Math 090 or BBCC placement exam into Math 095 or higher. (F,W,S)

BIM 181 Introduction to Microsoft Word 1-3 (0/22-66)

This course provides a brief introduction to Microsoft Word. It is not intended for Business Information Management Program students. (F,W,S)

BIM 182 Introduction to Microsoft Excel 1-3 (0/22-66)

This course provides a brief introduction to Microsoft Excel. It is intended for students not majoring in the Business Information Management Program. Successful completion of Math 090 or BBCC placement exam into Math 095 or higher. (F,W,S)

BIM 183 Introduction to Microsoft Access 1-3 (0/22-66)

This course provides a brief introduction to Microsoft Access. It is intended for students not majoring in the Business Information Management Program. (F,W,S)

BIM 184 Introduction to Microsoft PowerPoint 1-3 (0/22-66)

This course gives a brief introduction to Microsoft PowerPoint. It is intended for students not majoring in the Business Information Management Program. (F,W,S)

BIM 185 Introduction to Microsoft Office: Integration 1 (0/22)

Students will learn the basic functions of Microsoft Integration. Tech Prep credit available. (F,W,S)

BIM 190 Spreadsheets I 1-5 (0/22-110)

This course is an in-depth introduction to Microsoft Excel 2010. The focus is to learn functions of Excel, to apply this knowledge to business situations, and to begin preparing students for Microsoft Application Specialist exam. Prerequisite: Successful completion of BUS102-Business Mathematics, BBCC placement exam into Math 099 or higher, or successful completion of all Math 095 modules. (F,W,S)

BIM 194 Presentations 1-5 (0/22-110)

This is an in-depth Microsoft PowerPoint 2007 course. The focus of this course is to learn presentation functions, to apply this material to business situations, and to prepare students for the Microsoft Application Specialist exam.

BIM 195 Database Management 1-5 (0/22-110)

This course is an introduction to database concepts and to the integration of Access with other data. (F,W,S)

BIM 198 Special Topics 1-5 (0/22-110)

This course provides individual study in one of the business information management subject areas. Study and credit hours determined at the time of enrollment by the instructor. Prerequisite: Instructor permission (F,W,S)

BIM 210 Internet 1-2 (0/22-44)

This course will teach the functions of accessing the Internet. (F,W,S)

BIM 220 Desktop Publishing 1-5 (0/22-110)

This course is an introduction to designing, creating, and producing documents such as announcements, newsletters, brochures, and fliers using Microsoft Publisher. Prerequisite: OFF 180 or BIM 180 (F, W, S)

BIM 261 The Automated Office 5 (55/0)

This course is an advanced, integrated office course designed to enable students to work and think independently as office assistants. Prerequisite: BIM 180 or BIM 181-185, BUS 122 (W)

BIM 262 Professional Preparation 3 (33/0)

This course covers job preparation components in which emphasis is given to job search and interviewing techniques. Prerequisite: BIM 261 (S)

BIM 273 Word Processing II 1-5 (0/22-110)

This is an in-depth Microsoft Word 2007 course. Students will learn the advanced functions and how to apply this material to business situations. This course will also help prepare students for the MCAS exam. Prerequisite: BIM 173 (F,W,S)

BIM 280 Advanced Microsoft Office 5 0/22-110)

This course is a continuation of BIM 180 and introduces the advanced features and integration capabilities of Microsoft Office 2010. This course consists of five modules--Word, Excel, Access, PowerPoint, and completion of an Integrated Project. Prerequisite: OFF180 or BIM180 and successful completion of BUS102-Business Mathematics, BBCC placement exam into Math 099 or higher, or successful completion of all Math 095 modules (F,W,S)

BIM 290 Spreadsheets II 1-5 (0/22-110)

This is an in-depth Microsoft Excel 2007 course. Students will learn the advanced functions of Excel and will apply this material to business situations. The course will also help prepare students for the Microsoft Application Specialist exam. Prerequisite: BIM 190

Chemistry

CHEM& 105 Chemical Concepts 4 (44/0)

This course is intended for non-science majors. The focus is on fundamental topics of chemistry such as; atoms and molecules, periodic table, organic chemistry, biochemistry, and radioactivity as they relate to current society. This class is intended to increase chemical literacy to better prepare students to be informed citizens. This class can also serve as preparation for students with a limited chemistry background planning to continue on to CHEM& 121. Prerequisite: Math 090 or placement in Math 095 or higher (F) NS

CHEM& 110 Chemical Concepts w/Lab 5 (44/22)

This course is intended for non-science majors. The focus is on fundamental topics of chemistry such as; atoms and molecules, periodic table, organic chemistry, biochemistry, and radioactivity. Examples from everyday life, environmental topics, medicine, and biochemistry will be used to illustrate chemical principles. This class can also serve as preparation for students with a limited chemistry background planning to continue on to CHEM& 121. This course includes lab. Prerequisite: Math 090 or placement in Math 095 or higher (F) LS

CHEM& 121 Intro to Chemistry 5 (44/22)

This course is designed primarily for the allied health student. In addition this class serves students wanting an introductory chemistry course prior to the full year CHEM& 161, 162, 163 sequence. Topics include basic chemical vocabulary, atomic structure, stoichiometry, periodic behavior of elements and compounds, gases, liquids, solids, solutions, water and equilibria. The course includes 22 hours of laboratory. Laboratory exercises are designed to reinforce classroom learning as well as providing hands on experience with chemical reactions. Relevance of course material to current practices in chemistry is a fundamental focus. Prerequisite: Math 095 or placement in Math 099 or higher. A passing grade in high school chemistry or CHEM& 105 or 110 is recommended. (F,W,S,SU) LS

CHEM& 131 Intro to Organic/Biochem 5 (38.5/33)

This course is designed for Allied Health transfer students and for students wanting an introductory organic chemistry course in preparation for a complete organic chemistry sequence at a baccalaureate institution. Topics include an introduction to alkanes, alkenes and alkynes, an exploration of common functional groups, and organic nomenclature. The course also explores the relationship of organic compounds such as carbohydrates, lipids, proteins, and enzymes with the human body. CHEM& 131 includes 25-30 hours of laboratory. Laboratory exercises are designed to reinforce classroom learning as well as providing hands on experience with chemical reactions. Prerequisite: CHEM& 121 with a grade of 2.0 or above or instructor permission (S) LS

CHEM& 161 General Chem w/Lab I 5 (38.5/33)

The first in a three-quarter series examining the principles of general chemistry with the primary emphasis on inorganic chemistry. This series is designed for physical science majors, pre-medical, pre-veterinary and pre-pharmacy students, and for students who are required to take one or more quarters of majors-level chemistry. Topics include: matter and measurements, atoms, molecules and ions, chemical formulas, chemical reactions and equations, electronic structure of atoms and periodic properties of elements. Relevance of course material to current practices in chemistry is a fundamental focus. Prerequisite: Math 093 or 099 or placement in college level math. A passing grade in high school chemistry or CHEM& 121 recommended. (F) LS

CHEM& 162 General Chem w/Lab II 5 (38.5/33)

The second in a three-quarter series examining the principles of general chemistry with the primary emphasis on inorganic chemistry. Topics include: chemical equilibrium, gas laws, molecular geometry, introduction to solution chemistry (acids and bases, precipitation reactions, redox chemistry), reaction rates and states of matter. Relevance of course material to current practices in chemistry is a fundamental focus. Prerequisite: CHEM& 161 or instructor permission (W) LS

CHEM& 163 General Chem w/Lab III 5 (38.5/33)

The third quarter in a three quarter general chemistry series covering the principles of chemistry with emphasis on inorganic chemistry. Topics include acid-base chemistry, chemical equilibria, solubility, and electrochemistry. An introduction to organic chemistry is included. A portion of the laboratory component will provide an introduction to inorganic qualitative analysis. Prerequisite: CHEM& 162 or instructor permission (S) LS

College Success Skills

CSS 090 Computing for Personal Use 2 (11/22)

This course provides the student with the basic computer skills to: improve keyboarding expertise, manage the operating system, perform beginning word processing operations, manage an E-mail account, and maneuver the internet.

CSS 095 New Chance/Career Transition 2-8 (11-44/22-88)

In this class students will explore many of the non-academic factors that impact success in the working world. The participant's individual learning style is identified. Areas of consideration and study include: adapting and coping with change, stress management, listening skills, career and education choices, relationships, diversity, values, resume writing, goal setting and achieving results, interviewing techniques and the development of a skills portfolio.

CSS 100 College Survival Skills 3 (33/0)

A participant in this class will learn to be a more efficient, productive learner. The participant's individual learning style and personality type are identified. Areas of consideration and study include: time management; stress management; listening skills; note taking; memory; mnemonics; reading retention and comprehension; test-taking; test anxiety; math anxiety; the writing process; critical thinking, active learning, and values clarification.

CSS 101 College Transitions 2 (11/22)

In this class, students will explore many of the non-academic factors that impact success in college. Students will develop a career and college plan; identify interests; improve skills and abilities; explore values, diversity, and relationships; recognize barriers to success in stress management and time management; identify and utilize an effective note-taking method; develop strategies to deal with test taking and test anxiety; and identify community and college resources.

CSS 102 Focus on Success 3 (33/0)

In this class, students will explore many of the non-academic factors that impact success in college. Increased awareness and practical application will be the logical outgrowth of work in the following areas: career and college course choices; relationships; diversity; values; stress management; substance abuse; sexual decisions; and diet and exercise. In addition, students will develop basic computer literacy as they explore the non-academic factors through a basic understanding of personal computers, word processing operations, email, and use of the internet.

CSS 104 Intro to Computer Literacy 3 (33/0)

This course will provide the student with an introduction to computer operations, file management, e-mail, applications, the Internet, and BBCC technology. The course will provide an overview of skills a student should possess before taking an online class. The course is not intended to teach keyboarding or computer applications such as Microsoft Office.

Commercial Driver's License

CDL 090 CDL Skill Improvement 1-10 (22/220)

Extra driving time and instruction to enhance student's driving skills and/or update their qualification for testing. This is an open enrollment course offered throughout each quarter. May be repeated for credit; graded on pass-fail basis. Prerequisite: Instructor permission

CDL 100 Commercial Driver's License (CDL) 17 (93-/187)

This course provides classroom study, driving instruction and experience. The course prepares students for the CDL driving examination and entry level employment. Prerequisite: Completed CDL program application with supporting documents (F,W,S,Su)

Communications

CMST 100 Human Communications 4 (44/0)

This course will provide students with applied communication skills. Students will learn practical application of small group presentations, conflict resolution and increased confidence in personal communication skills. Exemplifying self-concept, perception, verbal and non-verbal attributes and attitudes experienced between family, friends, and employment relationships.

CMST& 102 Introduction to Mass Communications 5 (55/0)

Provides an overview and survey of mass communications media, including history, organization, operation and control, theory, analysis, social functions, and new technology. Emphasis is on study of newspapers, radio, television, magazines, books, films, recording, and emerging mass media as to their function and role in today's world. HU

CMST& 220 Public Speaking 5 (55/0)

Provides an introduction to the fundamental process of speaking to the public. It is designed to help students develop skills in communication and to acquire an understanding of oral communication as a vital human relations factor in society. (F,W,S, Su) HU

CMST 229 Advanced Public Speaking 5 (55/0)

Fundamentals of good speech as a primary means of communication, with emphasis on organization and delivery. Speeches are given and critiqued by the class. Prerequisite: CMST& 220 or instructor permission (S) HU

CMST 234 Small Group Discussion 3 (33/0)

Principles of reflective thinking and effective extemporaneous speaking and the application of these principles in the various forms of group discussion such as conferences, round tables, panels, forums, and symposiums. SE

Computer Science

CS 101 Intro to Computer Science 3 (33/0)

An introduction to computer science concepts and the role of computers in society. Topics include the history of computing, computer hardware, operating systems, the Internet, database management, an overview of programming languages and logic, careers in computer technology, and the ethics of computing. This course is designed for Computer Science majors, and will emphasize principles and underlying computer technology concepts. SE

CS 104 Intro to Computer Hardware 3 (33/0)

This course covers basic concepts of computing hardware and addresses the impact of hardware design on applications and systems software. Students will learn how computers work and be able to replace parts and upgrade components. Students completing CS 104, CS 105, and CS 110 will have the knowledge and skills necessary for CompTIA A+ Certification exam preparation.

CS 105 Intro to Computer Operating Systems 3 (33/0)

An introduction to operating systems (O/S) design, structure, and mechanisms. Topics include computer software systems performance, memory, kernel structure, input/output (I/O) devices, file system functions, virtualization, and securing the operating system. Students will install and configure major modern operating systems. Students completing CS 104, CS 105, and CS 110 will have the knowledge and skills necessary for CompTIA A+ Certification exam preparation.

CS 106 Intro to Virtualization 5 (55/0)

This introductory course is an overview and hands-on exploration of virtual servers. Concepts covered include an introduction to virtualization technologies and how to deploy and manage a virtual server environment. Course topics include virtualization concepts and terms, installing and deploying virtual machines using Hyper-V, Virtual Server, Virtual Box, and Virtual PC, installing and employing VMWare, and implementing a secure virtual environment. Prerequisite CS 105, CS 110

CS 110 Networking Fundamentals 3 (33/0)

An introduction to computer networking fundamentals emphasizing common network hardware and protocols. Students will work in teams to examine and implement Local Area Networks (LAN's) and Wireless Area Networks (WAN's). With Windows Server, students will use a variety of tools to create, design, and propose a functional network. Students completing CS 104, CS 105, and CS 110 will have the knowledge and skills necessary for CompTIA A+ Certification exam preparation. Prerequisite CS 105 or concurrent enrollment

CS 111 Intro to Programing 5 (55/0)

An introductory programming course using the Visual Basic .NET language to create event-driven programs with a graphical user interface. Topics include variables, control structures, loops, object-oriented programming techniques, forms, debugging, and an introduction to database programming using ADO.NET and SQL. Prerequisite MATH 095 or MAP 105, or concurrent enrollment, or instructor permission

CS 115 Intro to Database Design & Management 5 (55/0)

This course will examine the theory of database design and management, including how collections of data are organized, stored, and analyzed. Topics include the fundamentals of the relational model, Structured Query Language (SQL), data modeling, database design and administration, and web database processing. Introductory business and financial services applications will be used to illustrate course concepts through lectures and hands-on labs. Prerequisite CS 111 or concurrent enrollment, or instructor permission

CS& 141 Computer Science I: Java 5 (55/0)

This course introduces students to the fundamental concepts of object-oriented programming with the Java programming language. The course will focus on the strengths of Java to create Java applets and servlets. Students will master the basics of Java, developing solid programming skills that enable crossover programming skills for other essential languages. Prerequisite MATH 120 or concurrent enrollment SQR MS

CS 142 Advanced Programming with Java 5 (55/0)

Advanced Java is a follow-up to the Java I course. This course explores Java's Distributed Applications features. It covers a wide range of networking options, including Java-sockets, Interface Definition Language (IDL), Remote Method Invocation (RMI), Java Database Connectivity (JDBC), Event Mechanisms, Java Beans, and Java Jeeves (Servlets). Prerequisite CS& 141 with a grade of 2.0 or higher SQR MS

CS 156 Cisco Networking 1: Part I 5 (33/44)

Interconnecting Cisco Networking Devices Part 1 focuses on providing the skills and knowledge necessary to implement and support a small switched and routed network for a home or small enterprise network. Concepts include configuring a switch, a router, connecting to a WAN and implementing network security. This is the first of two courses comprising the Cisco ICND1 Part 1 training and covers the technical knowledge and skills required in order for students to take the Cisco exam 640-802 and ICND1 exam 640-822. Prerequisite CS 104, CS 105, or instructor permission

CS 157 Cisco Networking 1: Part II 5 (33/44)

This is the second of two courses comprising the Cisco ICND1 Part 1 training and continues the concepts learned from CS 156. The course focuses on providing the skills and knowledge necessary to install, operate, and troubleshoot a small branch office enterprise network including configuring a switch, a router, connecting to a WAN, and implementing network security. The purpose of the course is to prepare students to take the Cisco CCNA Exam 640-802 and ICND1 Exam 640-822. Prerequisite CS 156

CS 158 Cisco Networking 2: Part I 5 (33/44)

This course focuses on providing the skills and knowledge necessary to install, operate, and troubleshoot a small to medium-size enterprise network and implement network security, including configuring and using Cisco catalyst switches and Cisco routers that are connected in LANs and WANs typically found at medium-sized network sites. This is the first of two courses comprising the Cisco ICND2 Part 2 training and covers the technical knowledge and skills required in for students to take the Cisco CCNA Exam 640-802 and ICND2 Exam 640-816. Prerequisite CS 157

CS 159 Cisco Networking 2: Part II 5 (33/44)

This course is a continuation of CS 158 and focuses on providing the skills and knowledge necessary to install, operate, and troubleshoot a small to medium-size branch office enterprise network, including configuring several switches and routers, connecting to a WAN and implementing network security. The course's purpose is to cover the technical knowledge and skills in order for students to take the Cisco CCNA exam 640-802 and ICND2 exam 640-816. Prerequisite CS 158

CS 195 Internship: Work Based Learning 1-4 (0/0/33-132)

Students will participate in a supervised internship with regional computer and information technology employers. Students are expected to develop a computer science career-based portfolio and employment resume. Prerequisite Enrollment in Computer Science program and completion of 30 or more program credits with a minimum 2.5 GPA, instructor permission, and concurrent enrollment in CS 197

CS 197 Internship: Work Based Learning Seminar 1 (11/0)

Feedback and discussion to integrate and relate internship/work-based learning and classroom instruction. Work ethic, leadership, safety, ethics, and other computer industry related topics are examined. Prerequisite Concurrent enrollment in CS 195

CS 205 Windows Server Administration 5 (55/0)

This course focuses on Windows Server Administration. Topics include the communication, design and implementation of the Active Directory, DNS, Group Policy Objects, disaster recovery, configuring the web server, security, and working knowledge of Microsoft Exchange. Prerequisite CS 106, CS 110

CS 206 UNIX/Linux Server Administration 5 (55/0)

In this course students will customize the BASH environment, build shell scripts in the Korn shell, control the UNIX/Linux system, manage user accounts, manage system software in UNIX/Linux, and manage file systems in UNIX/Linux. Students will also troubleshoot the system, configure the client/server environment, apply security practices to UNIX/Linux systems, and improve system performance. Prerequisite CS 110

CS 207 Introduction to Security Administration 5 (55/0)

This course builds on prior course work in computer hardware, operating systems, and networks. Students will acquire the specific skills required to implement basic security services on any type of computer network and be prepared to take the CompTIA Security+ exam. Prerequisite CS 205

CS 289 Project Management for Computer Science 5 (55/0)

This capstone course is intended for Computer Science program students and is focused on understanding and exercising management discipline with software projects. Topics discussed are the software lifecycle, computer-aided software engineering (CASE) tools, requirement engineering, software models and architectures, software design and development, testing and validation, maintenance and evolution, project organization, management and cost estimation, and software quality assurance and risk analysis. Students will select a final project that may focus on their area of specialization (software development, systems administration, or web development and design) on such topics as user interface, cloud computing, or Objective-C. Prerequisite CS 111, CS& 131 or CS& 141, and completion of 30 credits in computer science courses

CS 295 Internship: Work Based Learning II 1-4 (0/0/33-132)

Students will participate in an advanced internship with regional computer and information technology employers. Prerequisite CS 195, CS 197, enrollment in Computer Science program and completion of 45 or more program credits with a minimum 2.5 GPA, instructor permission, and concurrent enrollment in CS 297

CS 297 Internship: work Based Learning Seminar II 1 (11/0)

Continuation of internship work based learning seminar. Students will provide feedback and discussion to integrate and relate internship/work-based learning and classroom instruction. Prerequisite Concurrent enrollment in CS 295

Criminal Justice

CJ& 101 Intro Criminal Justice 5 (55/0)

This course provides an overview of crime and the criminal justice system including the historical development of the system and a discussion of sociological theory. The course examines the extent and character of crime by examining current and past philosophies that our society uses to deal with crime and criminals. Emphasis is placed on how the various systems interrelate and interact to attain the goal of an orderly and non-discriminatory delivery of crime related public services. (F,W,S) SS

CJ& 110 Criminal Law 5 (55/0)

This course is an introduction to the criminal law system of the United States. Issues covered include: the historical evolution of the law, applications of criminal law, legal concepts underlying the law and the procedures under which criminal law violators are processed. Prerequisite: CJ& 101 (W) SE

CJ 210 Introduction to American Policing 5 (55/0)

This course is designed to provide a general examination of the role of police in American society. Contemporary concepts, upon which the police function is based, are discussed from both historical and traditional perspectives. This course identifies certain issues within the police organization that either supports or inhibits the ability to accomplish the societal mission. Prerequisite: CJ& 101 (S) SE

CJ 220 Introduction to Corrections 5 (55/0)

Examination of the historical context, philosophical concepts and major developments that have shaped corrections in the United States. Various sentencing options, correctional approaches and programs, the role of corrections in the larger criminal justice system and contemporary correctional issues are examined. Prerequisite: CJ& 101 SE

CJ 295 Work-Based Learning (CJ) 1-5 (0/0/55-275)

Supervised, non-paid, work experience in a government or municipal agency involving the application of classroom information and skills. This course may be repeated for up to 12 credits. Credits will be directly related to number of hours worked. Prerequisite: Instructor permission

Early Childhood Education

ECE 100 Intro to Issues and Trends in ECE 3 (33/0)

This course provides a survey of the field of early childhood education, issues, trends and policies. SE

ECE 105 Health, Safety, and Nutrition 3 (33/0)

This course will give a practical study of health and safety methods of caring for young children. This class includes assessment, prevention management and emergency management.

ECE 108 Infant and Toddler Caregiving 3 (33/0)

This class is designed for caregivers working with children in the first three years of life. Early care and education professionals will learn about the emerging language of the young child, fostering secure caregiver-child relationships and the importance of culturally responsive partnerships with families. Caregivers will explore how to create safe, nurturing, predictable and culturally responsive environments to support social, emotional, physical and intellectual development in the earliest years. This class may be offered in one-credit modules.

ECE 135 Skills for Preschool Teachers 3 (33/0)

Examines the basics of developmentally appropriate practice in a preschool setting. Designed for students who are preparing to be a lead or assistant teacher in a child care center, private preschool, Head Start, ECEAP or pre-Kindergarten environment. Coursework includes competencies for preschool teachers in thirteen different functional areas.

ECE 160 Administration of Early Learning Programs 3 (33/0)

This course is designed to provide child care personnel with the information necessary to open, operate and manage child care centers and early learning programs that meet licensing, accreditation and other quality standards. Topics include: child development, health and safety, nutrition, diversity, behavior and guidance, developmentally appropriate practice, curriculum development, licensing requirements, budgeting, staff recruitment and retention, professional development, and positive communication.

ECE 175 Introduction to Child Care 2 (22/0)

Designed to meet basic training outcomes for personnel in early childhood and school age child care as mandated by the Washington state legislature and outlined by Washington State Training and Registry System (STARS). Topic areas addressed include child growth and development, child guidance, health and safety of children in group settings. Training will be presented in the context of relevance to the culture of the trainees and the families served by the trainees. Tech Prep credit available.

ECE 214 Math and Science for Young Children 3 (33/0)

This course examines the introduction and exploration of math and science concepts for early learning. The content includes math and science concepts, teaching strategies, procedures and materials.

ECE 230 Curriculum, Observation and Assessment 5 (55/0)

This course includes the planning, implementation, and evaluation of teaching in an early childhood classroom through hands-on experience. The course also includes the introduction of observation, documentation, and assessment methods used in early childhood classrooms. The course will provide opportunities for students to put theory into practice in developing their own unique professional style using developmentally appropriate practices and guidelines as defined by the National Association for the Education of Young Children. The course will provide an opportunity to gain knowledge in cultural awareness and learning styles of children.

Prerequisite: ECE 100 or EDUC& 201 Corequisite: Concurrent enrollment in EDUC 190

ECE 250 Language and Literacy Development 3 (33/00)

This course introduces child care and education professionals to early literacy development that supports and enhances the literacy skills of children, birth to age eight. Topics include language acquisition, children's literature, environment and curriculum, assessment, and program planning. Literacy skills and teaching strategies will be examined and defined at each developmental stage through the four interrelated areas of speaking, listening, writing, and reading.

Economics

ECON 200 Introduction to Economics 5 (55/0)

Overview of the basic principles of the American economy to include supply and demand, money and banking, international trade, GDP, inflation, unemployment and analysis of the market system. Strongly recommend placement in Math 095 or higher and placement in ENGL 099 or higher. This class is not a substitute for ECON& 201 or 202. (F,W) SS

ECON& 201 Micro Economics 5 (55/0)

Study of the micro economy of an individual firm or industry. Output and price of a specific product, numbers of workers, revenue, and expenses of a business are the focus. Strongly recommend placement in Math 095 or higher and placement in ENGL 099 or higher. (F,W,S) SS

ECON& 202 Macro Economics 5 (55/0)

Introduction to the principles of Macro Economics including: unemployment, inflation, aggregate demand/supply, Classical and Keynesian Theories, fiscal and monetary policy, money and banking, and current economic problems. Strongly recommend placement in Math 095 or higher and placement in ENGL 099 or higher. (F,W,S) SS

Education

EDUC 102 Guiding Behavior of Young Children 3 (33/0)

This course introduces students to strategies that are developmentally appropriate for guiding children in an early childhood environment. The strategies include techniques for guiding children's behavior, strengthening relationship-focused care, and understanding cultural relevance. Students also learn to individualize to meet the needs of children. Using research, theory and practice, students develop action plans for classroom management, indirect and direct guidance strategies and communication skills for promoting positive behaviors and intervention techniques for mistaken behaviors. This class may be offered in one-credit modules.

EDUC 106 Issues in Child Abuse 1 (11/0)

An overview of the dynamics and impact of abuse on the behavior and learning of children and adolescents. Includes the role of the educator in prevention and intervention, with an emphasis on strategies for working with children impacted by issues of abuse.

EDUC& 115 Child Development 5 (55/0)

Comprehensive introduction to human development from conception through adolescence. Includes research, knowledge, theories and methods which guide our understanding of physical, cognitive and psychosocial development. SE

EDUC 130 Tutor Training I 1-2 (13/0/25)

This course provides an overview of tutoring adults.

EDUC 131 Tutor Training II 1-2 (13/0/25)

This course provides additional techniques and methods for tutoring adults. Prerequisite: EDUC 130

EDUC 132 Peer Mentoring 2 (11/0/33)

This course introduces students to the concepts and application of mentoring, tutoring, leadership, and team building to enhance their ability to competently and confidentially work with assigned mentees and classes.

EDUC 150 Child, Family and Community Relationships 3 (33/0)

Early childhood education professionals working with children birth to eight years and their families will learn about the importance of the adult relationships in child care settings. Classroom activities, lectures and reading material will provide students with an understanding of the concepts and the value of the caregiver-child relationship. Class activities, interactions with other caregivers and child observations will give students an opportunity to practice and strengthen their skills.

EDUC 190 Classroom Experience 1-3 (0/0/33-99)

Students will assist a classroom teacher from 3 to 9 hours per week. Teacher and time assignments will be arranged individually. A written evaluation of the experience, an observation/conference by the program supervisor/coordinator, and a documented timesheet will be required. May be repeated up to 15 credits. Prerequisite: ECE 100 or EDUC& 201 or instructor permission Tech Prep credit available.

EDUC 198, 298 Special Topics 0-5 (2-55/0)

Current issues in the education field. Content will vary from course to course. Prerequisite: Instructor permission Tech Prep credit available.

EDUC& 201 Intro to Education 3 (33/0)

Teaching as a career and essential features of preparation for it. Includes a study of the teacher's role and function in the school; preparation for professional competencies and certification; the American public school system; and the responsibilities of schools in a democratic society. Prerequisite: ENGL 099 or placement in ENGL& 101 SE

EDUC& 204 Exceptional Child 5 (44/0/33)

This course introduces students to various categories of disabilities, legal and historical foundations for special education services, as well as opportunities to design and access educational resources for exceptional children within a community of collaboration and inclusion.

English

ENGL 010 English Lab 0

Allows non-BBCC student to access tutors in the English Lab.

ENGL 065 Spelling Improvement 2 (11/22)

With a self-paced approach, the student will practice commonly misspelled words that account for 97% of spelling errors by a combination of the whole-word method and learning the rules and exceptions of the English spelling system. (F,W,S,SU)

ENGL 087 Reading Improvement 3 (11/44)

Reading improvement for adults with emphasis on increasing vocabulary and comprehension to college level. Prerequisite: Placement exam (F,W,S)

ENGL 093 Basic Writing 3 (11/44)

This course is designed for adult students who have little or no experience writing beyond elementary school. During the class, students will choose a topic and develop the main idea and its support thus gaining practice in proofreading, punctuation and using correct grammar to develop paragraphs. Prerequisite: Placement exam (F,W,S, SU)

ENGL 095 Writing Improvement 3 (11/44)

Through individual writing experiences and the practice of assigned exercises, the student will develop a procedure for writing and revising papers using word processing. Students may submit papers written during the quarter to portfolio assessment of preparedness for ENGL& 101. Prerequisite: ENGL 093 or placement (F,W,S)

ENGL 098 Basic English Skills 5 (55/0)

This course covers techniques for improving basic writing skills at the sentence, paragraph and essay level. Additional work will be done on improving reading comprehension, enriching vocabulary, and refining computer skills. Prerequisite: Placement exam (F,W,S)

ENGL 099 English Skills 5 (55/0)

This class is a composition course designed to prepare students for college reading and writing using word processing. Students write personal and academic essays and prepare a writing portfolio. The course includes the study of sentence sense and mechanics, grammar, punctuation, paragraph and essay structure as well as activities that improve reading and vocabulary. Prerequisite: ENGL 098 or placement exam (F,W,S,SU)

ENGL& 101 English Composition I 5 (55/0) or (44/22)

This composition course provides instruction in academic written communication by having students compose formal essays, with the goal of teaching students to communicate effectively and engage with issues and ideas. Prerequisite: Placement exam or passing grade in English 99 (F,W,S,SU)

ENGL& 102 Composition II 5 (55/0) or (44/22)

This advanced composition course provides instruction in academic writing through literary analysis and increases students' exposure to literature. Prerequisite: 2.0 or higher score in ENGL&101. (F,W,S,SU)

ENGL 109 Applied Technical Writing 3 (22/22)

The course will prepare technical/vocational students, and others, for successful careers in their respective fields by developing skills in written communications commonly used in the workplace. Teaching strategies will address reading, interpreting, planning, organizing, composing, and word-processing technical writing as applied in business and industry. Prerequisite: ENGL 098 or placement exam (F,S)

ENGL 201 Academic Composition 5 (55/0)

This advanced writing course focuses on critical thought and composition within academic/professional communities. Published works regarding current affairs, pressing social matters and/or political issues will be critically read and then written about in a way that meets the expectations of an academic/professional community. Students will write a variety of papers, the last of which will be a researched argument. Prerequisite: ENGL& 101 SE
(If not used as part of the English composition requirement) (F,W, S)

ENGL 211 Creative Writing: Fiction 5 (55/0)

A course that allows students to express themselves in story form and to learn the basic techniques of writing fiction. Prerequisite: ENGL& 101 or instructor permission HU

ENGL 212 Creative Writing: Poetry 5 (55/0)

A course designed to increase creativity and writing skills in poetry. Emphasis on analysis and writing of poetry in modern and contemporary forms. Prerequisite: ENGL& 101 or instructor permission HU

ENGL 216 Film Study 3 (33/0)

Viewing of a variety of films on a chosen theme. Discussion and analysis of themes and techniques that have made these films popular and of historic value. May be repeated once. (F,W,S) HU

ENGL& 220 Intro to Shakespeare 5 (55/0)

An introduction to Shakespearean comedy, history and tragedy. Prerequisite: ENGL& 101 (F) HU

ENGL 221 Creative Writing II: Fiction 5 (55/0)

This course is designed for students who have completed an introductory fiction writing class (such as ENGL 211) and who want to continue their creative writing in a lecture and workshop setting. Students will further develop the techniques that writers use to build effective fiction and use the writer's workshop as a method for improving their own work. Students will also read and analyze stories and/or novels with an eye toward improving their own craft. Prerequisite: ENGL 211 or instructor permission. HU

ENGL 234 Science Fiction 5 (55/0)

An analysis of short stories, novels, and films from the beginnings of science fiction as a literary type through the present. Emphasis is placed on developing a definition of science fiction that helps to identify it as a unique literary type that is comprehensive enough in its concerns to be considered a legitimate and valuable type of literature. HU

ENGL 239 The Mystery Story as Literature 5 (55/0)

From Sherlock Holmes to C.S.I., mystery stories have been popular and enduring forms of entertainment—but they do much more than amuse. Beyond solving crimes, mysteries can offer insight into the nature of good and evil, raise questions about the human condition, and tell us some uncomfortable truths about history and culture. This class will use mystery stories, novels, and films that range from the classic (such as Agatha Christie and Dashiell Hammett) to the contemporary (such as Stephen King and Kate Atkinson). HU

ENGL 240 World Literature 5 (55/0-online)

A course of world literature from the ancient world through the twentieth century. Prerequisite: ENGL& 101 with a grade of 2.0 or above HU

ENGL 243 The American Novel 5 (55/0)

An introduction to the major American novels of the 19th and 20th centuries. Novels will be chosen from the works of major writers such as Melville, Hawthorne, Crane, James, Hemingway, Fitzgerald, Salinger and Mailer. HU

ENGL& 244 American Literature I 5 (55/0)

An introduction to American literature from its beginnings to 1890. HU

ENGL& 245 American Literature II 5 (55/0)

An introduction to American literature from 1860 to present HU

ENGL& 246 American Literature III 5 (55/0)

A survey of contemporary American literature and themes from 1960 to the present, including poetry, short stories, and novels. HU

ENGL 248 Literature of the American West 5 (55/0)

The course will explore literature of the American West, short stories, novels, memoirs, films, and poems, as it illuminates life and concerns in the region. We will consider historical contexts, as well as myths, legends and stereotypes, their origins and impact as evoked in the literature. HU

ENGL 253 British Literature 5 (55/0)

The course will explore the literature of Great Britain-fiction, poetry, drama, memoirs, etc. HU

ENGL 274 Introduction to Greek Mythology 5 (55/0)

An overview of the development of Greek mythology. This course deals with the roles of the various gods in Greek mythology, the relationships between gods and men, the significance of the heroes, and the importance of mythology in the development of ideas and values. (W,S) HU

Environmental Science

ENVS& 100 Survey of Env Science 5 (55/0)

An introduction to the fundamental principles of environmental science. Topics include history of environmental science, environmental systems, species populations, biomes and biodiversity, conservation, agriculture, air and water quality issues, energy, hazardous waste, environmental policy and sustainability. NS

First Aid/EMT

FAD 123 First Responder 4 (44/0)

This course is designed to meet the specific first aid needs of the firefighters and police officers. Upon successful completion, the first responder will be able to provide initial patient care and work efficiently with other first responders, emergency medical technicians and paramedics. (By arrangement) Prerequisite: Basic First Aid Course

FAD 125 Basic EMT Training 8 (66/44)

Basic training to assist a trainee in developing a broad range of basic and practical skills in providing emergency medical care to the sick and injured and in performing the operational aspects of an EMT's duties. Includes fundamentals of emergency care, transportation, extrication, and patient handling. Intended to prepare students for state certification as emergency medical technicians. (By arrangement) Prerequisite; Instructor permission

FAD 150 Industrial First Aid and Cardio Pulmonary Resuscitation Plus Bloodborne Pathogens 2 (20/4)

An industrial first aid course and bloodborne pathogen course designed to meet the Department of Labor and Industry, OSHA and WISHA requirements. Intended for supervisory personnel, employees, pre-nursing, pre-emergency medical technicians, and those interested in having first aid and C.P.R. training. This course is recognized in the U.S. and several foreign countries by federal and state agencies and company employers. (F,W, S, Su)

FAD 151 Industrial First Aid (Refresher) 1 (11/0)

A National Safety Council and industrial first aid course and bloodborne pathogen course designed to meet the Department of Labor and Industry, OSHA and WISHA requirements. Intended for supervisory personnel, employees, pre-nursing, pre-emergency medical technicians and those interested in having first aid and C.P.R. training. This course is recognized in the U.S. and several foreign countries by federal and state agencies and company employers.

FAD 152 Advanced First Aid 2 (22/0)

A first aid course designed to meet the 18 hour Department of Labor and Industry requirements. Intended for supervisory personnel, employees, and those interested in having first aid and CPR training. This will give a three-year certificate.

Foreign Languages

ASL& 121 Am Sign Language I 5 (55/0)

Basic manual communication skills, including the American manual alphabet—approximately 550 basic signs developing minimum vocabulary and skills for communicating with severely hearing impaired individuals who are dependent of this form of communication; incorporation of body language and facial expression into the use of the sign language; and development of an understanding of the conceptual aspects of the language. This course is not meant to prepare students as interpreters for the deaf. HU

ASL& 122 Am Sign Language II 5 (55/0)

Conversational manual communication and implementation of basic vocabulary, introduction of broader vocabulary and development of conversational skills; vocabulary is presented and practice given. This course is not meant to prepare students as interpreters for the deaf. Prerequisite: ASL& 121 or demonstrated competency HU

ASL& 123 Am Sign Language III 5 (55/0)

Introduction to meta-and para-language areas of manual communication to more esoteric ideographic signs reflecting usage among different regional dialects. Difficulties of communication with more severely language-deprived individuals are discussed. Understanding of deaf culture explored and developed. This course is not meant to prepare students as interpreters for the deaf. Prerequisite: ASL& 122 or demonstrated competency HU

FRCH& 121, 122, 123 French I, II, III 5 (55/0)

Introduction to the language and culture of the French-speaking world. Skill development in listening, speaking, reading, and writing. Prerequisite: 121 or departmental placement for 122; 122 or departmental placement for 123 HU

FRCH& 221, 222, 223 French IV, V, VI 5 (22/66)

Intermediate study of the language and culture of the French-speaking world. Further development of skills taught in first year French plus an introduction to literature. Prerequisite: Instructor permission plus one year of college French for 221; 221 for 222; 222 for 223 HU

GERM& 121,122,123 German I, II, III 5 (55/0)

Introduction to the language and culture of the German-speaking world. Skill development in listening, speaking, reading and writing. Prerequisite: 121 for 122; 122 for 123; or departmental placement HU

SPAN& 121, 122, 123 Spanish I, II, III 5 (55/0)

Introduction to the language and culture of the Spanish-speaking world. Skill development in listening, speaking, reading, and writing. Prerequisite: SPAN& 121 for 122; SPAN& 122 for 123; or departmental placement HU

SPAN 211, 212, 213 Spanish for Spanish Speakers I, II, III 5 (55/0)

Written and oral communication skills are developed further, focusing on the specific needs of native speakers educated in the U.S. Cultural awareness is broadened through the study of other Spanish-speaking countries and literature. Prerequisite: SPAN 211 for 212; SPAN 212 for 213; or departmental placement HU

SPAN& 221, 222, 223 Spanish IV, V, VI 5 (55/0)

Intermediate study of the language and culture of the Spanish-Speaking world. Further development of oral and written skills taught in first year Spanish plus an introduction to literature. Prerequisite: SPAN& 123 for 221; 221 for 222; 222 for 223; or departmental placement HU

Geography

GGR 101 Physical Geography 5 (44/22)

Land forms, climate, vegetation, and soils which characterize man's natural environment. Related investigations take place in a 2-hour lab period each week. LS

Geology

GEOL& 100 Survey of Earth Science 5 (55/0)

Earth Systems Science (ESS) explores the processes that are responsible for forming and shaping Earth. Those processes comprise a series of intertwined systems that interact to produce Earth's continents, oceans, atmosphere, and life. ESS is taught as an internet-based online course, incorporating online messaging and conferencing, as well as World-Wide-Web (WWW) assignments and independent field projects. NS

GEOL& 101 Intro Physical Geology 5 (33/44)

Introduction to geology for majors and non-majors; physical applications of geology. Topics include minerals, rock types plate tectonics and deformation, rock and mineral formation, dynamic processes within the earth and the resulting structures and rock types, geologic time, earthquakes and volcanoes, erosion by wind, water and glaciers, and subsequent re-building. Labs will deal with identification of common rocks and minerals, the reading and interpretation of topographic, contour and stratigraphic maps and an overview of the local land form. Prerequisite: Math 095 LS

Health Education

HED 121 The Human Body and Disease I 5 (55/0)

This is the first course of a three-part course sequence in which students examine body structure and functions as well as diseases. This includes the analysis and discussion of the anatomy and physiology of the endocrine system, hemodynamic fluid shift, the heart, urinary system, and reproductive system. Common diagnostic tests/treatments, pharmacological agents, and possible prognoses for common disease processes are included. There is no lab segment.

HED 122 The Human Body and Disease II 5 (55/0)

This is the second course of a three-part course sequence. This includes the analysis and discussion of the anatomy and physiology of the immune system, the lymphatic system, respiratory system, reproductive system, and musculoskeletal system. Sensory, digestive, vascular and skeletal systems will also be covered. Common diagnostic tests/treatments, pharmacological agents, and possible prognoses for common disease processes are included. Prerequisite: HED 121

HED 123 The Human Body and Disease III 5 (55/0)

This is the third course in a three-part course sequence. This course focuses on human diseases of the body and the treatments, prognoses, and prevention associated with each disease. Prerequisite: HED 122

HED 150 Medical Terminology I 3 (33/0)

This course is a two-quarter presentation of medical terms and their uses. It is a comprehensive development of a medical vocabulary presented in order of body systems. (F,W,S)

HED 151 Medical Terminology II 3 (33/0)

Prerequisite: HED 150

This course is a continuation of HED 150 in which medical terms and their uses are presented. (F,W,S)

HED 239 Medical Ethics 2 (22/0)

This course introduces ethical and legal issues facing medical professionals. (F,W,S)

History

HIST& 116 Western Civilization I 5 (55/0)

From the origins of civilization to the dawn of the modern world in the 1500's, this course surveys the classical world of Greece and Rome, Western Christendom, Byzantium and Islam, the Middle Ages, and the early Renaissance. SS

HIST& 117 Western Civilization II 5 (55/0)

From early modern Europe to the Napoleonic Wars in the nineteenth century, this course examines Western civilization in transition: The Renaissance and Reformation, commercial expansion into the Americas, Africa and Asia, absolutism, science, the enlightenment, and French Revolution. SS

HIST& 118 Western Civilization III 5 (55/0)

This course stresses the international transition from European dominance to the rise of superpowers and third world nations. World Wars, depression, Democracy, Nazism, Communism, and the European Community are major themes. (1800 - 1990). SS

HIST 121 History of Mexico 5 (55/0)

This course will explore the social, cultural and otherwise varied history of Mexico from prehistoric times to the present. Lectures, discussion and readings will provide additional insights into the ethnic, economic and political realities of Mexico in our time. SS

HIST& 136 US History 1 5 (55/0)

From the Reformation in Europe to the end of the Civil War, this course includes colonization, the introduction of slavery, the Revolutionary and Early National Period, the development of political parties, nationalism and sectionalism, and the Civil War. Prerequisites: ENGL 099 or placement in ENGL&101 or higher SS

HIST& 137 US History 2 5 (55/0)

From the end of the Civil War to present day, this course examines Reconstruction, the Gilded Age, America's rise to a world power, World War I, the triumph of Modernism, the Depression and New Deal, World War II, the Cold War, the turbulent 1960s, disillusioned '70s and the Reagan Revolution. More recent events are examined as ongoing and current events. Prerequisite: ENGL 099 or placement in ENGL& 101 or higher SS

HIST 245 American Civil War & Reconstruction 5 (55/0)

This course examines the institutions, events, and personalities that made the Civil War an "irrepressible conflict," and the difficult reconstruction period that followed. The onset of the Civil War was rooted in the national controversy over slavery. For this reason a detailed look at southern slavery, northern industrialism and sectional politics and secession will precede study of the military history of the war itself and the political reconstruction. SS

HIST 250 Ancient Greece 5 (55/0)

A survey course of Greek history, beginning with the first identifiably Greek peoples of the Bronze Age and continuing down through the Dark Ages, the Classical period in Greece, the rise of Macedonia and Alexander the Great and the Hellenistic Age. In addition to the historical developments, we will look at Greek myth and religion, art, philosophy, science and other aspects of Greek culture. SS

HIST 270 The Roman World 5 (55/0)

This course is a survey of Roman history from the founding of the city in the 8th century BC to the collapse of the Empire in the west in the 5th century AD. The content is organized chronologically, but we will also take time to look at Roman culture including literature, art, architecture and drama. SS

Humanities

HUM 214 Diversity Issues: Culture and Literature 5 (55/0)

This cultural diversity studies course examines and investigates culture, behavior, values, identity, stereotypes, person and societal perceptions, and the cultural construction of reality using a literature-based and experientially based cognitive curriculum. This class will explore multicultural society with a mind toward improving students' understanding of their own cultures and the cultures that surround them. Prerequisite: ENGL& 101 or instructor permission HU

Industrial Systems Technology

IST 100 Introduction to Industrial Safety and Health 3 (33/0)

Introduction to basic industrial safety and health incorporating OSHA/WISHA rules and regulations, personal protective equipment, chemical safety, tool safety, material handling safety, machine safety, electrical safety, fire protection, health protection and safe working practices. {formerly MMT 100}

IST 102 Technical Drawing Interpretation 3 (22/22)

Fundamental technical drawing, reading and sketching principles, concepts and standards as applied to industry. Tech Prep credit available. {formerly MMT 102}

IST 105 Basic Electricity – DC Circuit Analysis 5 (33/44)

Fundamentals of DC electricity as applied to series, parallel, and series-parallel circuits. Use of test equipment and troubleshooting simple circuits. Prerequisite: MAP 103 (may be taken concurrently) or instructor permission {formerly ELC 101}

IST 106 Basic Electricity – AC Circuit Analysis
5 (33/44)

Teaches alternating current theory, waveform quantities and characteristics, including network analysis with reactive components. Proper use of test equipment and troubleshooting simple circuits. Prerequisite: IST 101, MAP 103, or instructor permission {formerly ELC 102}

IST 107 Industrial Electricity I **5 (33/44)**

Electrical theory and application, electrical blueprints, power sources, panels, control devices, motors, etc. Use of test equipment and troubleshooting. Note: For Maintenance Mechanics Prerequisite: IST 102, 106, MAP 103 or instructor permission {formerly ELC 105}

IST 110 Introduction to the National Electric Code
2 (22/0)

Introduction to Washington State electrical law and the National Electric Code as they pertain to the working electrical technician. Prerequisite: IST 107 or instructor permission {formerly ELC 107}

IST 111 National Electric Code II **2 (22/0)**

Application of the Washington State electrical laws (WAC codes) and the National Electric Code as they pertain to the working electrical technician. Prerequisite: IST 110 or instructor permission {formerly ELC 108}

IST 112 National Electric Code III **2 (22/0)**

Washington State electrical laws (WAC Codes 296-46, RCW 19.28) and National Electrical Code (NFPA 70) are applied to the working electrician. Prerequisite: IST 111 or instructor permission {formerly ELC 109}

IST 113 Industrial Electrical Installation Techniques **5 (33/44)**

Fundamentals of raceway, wire and utilization equipment installations for plant safety, efficiency and long economic life. Prerequisite: IST 107 or instructor permission {formerly ELC 110}

IST 120 Introduction to Preventive/Predictive Maintenance **3 (22/22)**

Theory and practice of preventive and predictive maintenance concepts. Performing routine preventative maintenance and scheduling predictive maintenance outages. Prerequisite: IST 102, MAP 103, or instructor permission {formerly MMT 220}

IST 130 Introduction to Refrigeration and Air Conditioning **5 (33/44)**

Fundamental physical, chemical, engineering, and mechanical aspects of the refrigeration process. IST 100, 102, 106, MAP 103, or instructor permission {formerly MMT 120}

IST 136 Intro to Industrial Boiler Technology
5 (33/44)

This course involves the fundamental principles of steam generation, boiler designs, components, operation, water treatment, safety procedures and related steam generation equipment. Prerequisite: IST 107 or instructor permission

IST 140 Mechanized Irrigation Applications I
10 (55/165)

This class will introduce the history and development of mechanized irrigation. It will distinguish the basic irrigation systems: pivot, wing arm corner, and lateral move systems. It will focus on technical service and operation as the industry changes. This class will include the application of industrial electrical components and controls in the lab environment. Prerequisite: IST 105 and IST 106

IST 150 Introduction to Programmable Logic Controllers **5 (33/44)**

Introduction to programmable logic controller principles, hardware, and operation. Includes ladder logic, instruction, maintenance and troubleshooting. Prerequisite: IST 107, MAP 103, or instructor permission {formerly ELC 150}

IST 170 Introduction to Instrumentation
5 (33/44)

Fundamentals of process control as it applies to process variables, measurement dynamics, & automatic corrective measures in the industrial environment. Prerequisite: IST 107 or instructor permission {formerly ELC 170}

IST 180 Machining I **5 (33/44)**

Layout and fabrication techniques with the use of semi-precision and precision measurement tools. Introduction to drill press, engine lathe and vertical mill operations. Prerequisite: IST 102, MAP 103, or instructor permission {formerly MMT 110}

IST 182 Machining II **5 (33/44)**

Fundamentals of machining processes on lathes and vertical mills. Precision measurement with micrometers, vernier calipers, and dial indicators. Prerequisite: IST 180 or instructor permission {formerly MMT 111}

IST 184 Machining-Skill Enhancement
4 (11/66)

Extra hands on time and instruction to supplement the students machining skill level using fundamental machining processes on lathes, vertical milling machines and other machine shop equipment. Prerequisite: IST 182 or instructor permission {formerly MMT 115}

IST 207 Industrial Electricity II 5 (33/44)
Electrical theory and function as it applies to various control schemes with a practical understanding of the logic and safety considerations required for efficient control of stand alone machinery and or a complex system. Prerequisite: IST 107 or instructor permission {formerly ELC 205}

IST 208 Industrial Electricity III 5 (33/44)
Electrical theory, operation and set-up of variable frequency drives (VFD's), soft start devices, 4-20 ma. control loops and grounding issues associated with electronic devices. Prerequisite: IST 207 or instructor permission {formerly ELC 215}

IST 221 Electronics I (Principles) 5 (33/44)
Introduction to principles and applications of analog and digital electronic devices, circuits, and systems. Prerequisite: IST 106 or instructor permission {formerly ELC 223}

IST 222 Electronics II (Applications) 5 (33/44)
Construct and analyze operation of analog and digital electronic devices, circuits, and systems using schematic diagrams, test equipment, and logical trouble shooting procedures. Prerequisite: IST 221 or instructor permission {formerly ELC 224}

IST 223 Electronics III (Industrial) 5 (33/44)
Instruction and training in troubleshooting, testing and repairing industrial control devices. Electrical motor drives, instrumentation, and programmable controllers will be covered. Prerequisite: IST 222 or instructor permission {formerly ELC 225}

IST 224 Electronic Communications I 5 (33/44)
Provides instruction covering the basic concepts of electronic communication equipment and systems. Emphasis is on radio frequency and other high speed data applications that are being applied in new configurations within the industrial community. Prerequisite: IST or instructor permission.

IST 225 Electronic Communications II 5 (33/44)
Continuing instruction on the concepts of electronic communication equipment and systems. With emphasis on cellular, and other wireless applications, that are being applied in new configurations within the industrial community. Prerequisite: IST 224 or Instructor permission

IST 226 Introduction to Fiber Optics: Theory, Systems, and Applications 5 (33/44)
Introduction to fiber optics equipment and systems. Fiber perspective as a communications medium, with emphasis on the advantages of fiber compared to copper or radio linked systems. Review of the importance of electronics communications with explanations of basic concepts such as bits and bytes, analog and digital, and light. Prerequisite: IST 225 or Instructor permission

IST 250 Programmable Logic Controllers II 5 (33/44)
Programmable logic controller principles, hardware and operation, with emphasis on ladder logic, instruction, maintenance and troubleshooting. Prerequisite: IST 150 or instructor permission {formerly ELC 250}

IST 270 Instrumentation II & Control Actuators 5 (33/44)
Maintenance procedures and troubleshooting techniques for control/measurement loops in the industrial environment along with fundamentals of control valves, actuators, their applications, techniques of safe trouble shooting, testing, repairing, and calibrating final control elements. Prerequisite: IST 170, 223, or instructor permission {formerly ELC 271}

IST 280 Mechanical Power Transmission 5 (33/44)
Fundamentals of industrial mechanical power transmission. Includes lubrication, bearings, speed reducers, gears, couplings, drive components, brakes, clutches, and adjustable speed drives. Prerequisite: IST 100, 102, MAP 103, or instructor permission {formerly MMT 210}

IST 282 Fluid Power Transmission 5 (33/44)
Fundamentals of industrial hydraulic, pneumatic, and vacuum systems. Includes pumps, piping, compressors, check valves, cylinders, motors, control valves and flow controls. Prerequisite: IST 100, 102, MAP 103, or instructor permission {formerly MMT 211}

IST 284 Pumping Hydraulics & Mechanics 5 (33/44)
This course explores the fundamentals of pump system characteristics, hydraulic principles, and pumping technology; including various designs, pump seals, lubrication, & mechanical maintenance. Prerequisite: IST 280 or instructor permission

IST 295 Work Based Learning 1-6 (0/0/33-198)
A supervised work experience in industrial systems enhancing the application of classroom instruction and skills and/or area of specialization approved by the program advisor. May be repeated up to twelve (12) credits. Prerequisite: Instructor permission; Corequisite: IST 297

IST 297 Work Based Learning Seminar 1 (11/0)

Feedback and discussion to integrate and relate work based learning and classroom based instruction. Work ethic, leadership, safety and occupational health, environmental issues, and other student generated topics are examined. May be repeated up to six (6) credits. Prerequisite: instructor permission Corequisite: IST 295

Journalism

JOU 140 Digital Photojournalism 3 (22/22)

For persons interested in using digital cameras and computer techniques to produce images for newspapers, magazines, and other print media, and for Internet transmission and web sites. Students will be required to produce images showing specific examples of photojournalism. HP

Library

LIB 180 Learning for the 21st Century 5 (55/0)

This course facilitates learning in an online environment. The emphasis will be to build skills for successful lifelong learning and to identify individual learning styles. Students will examine strategies for locating, evaluating, and applying information resources in the research process. Information policy issues such as censorship and freedom of information will be explored.

Math (Applied)

All students, regardless of background, must take a math placement assessment before enrolling in any math course.

MAP 100 Applied Mathematics (AMT) Approved by FAA. 2 (22/0)

Must be enrolled in the Aviation Maintenance Technology Program
This course will cover aircraft technical mathematics and is designed for the Aviation Maintenance Technology student. It will cover the fundamental mathematical principles required for successful completion of the Aviation Maintenance Technology program. This course is FAA approved under 14 CFR Part 147. Prerequisite: Math 080 or placement in Math 090 or above. Must be enrolled in the Aviation Maintenance Technology program.

MAP 101 Applied Mathematics (AUT/WLD) 3-5 (33-55/0)

This class provides review and instruction in whole numbers, decimals, fractions, measurement, ratio proportion, percents, introduction to algebra, and introduction to geometry. This basic instruction and review is followed by vocational program specific mathematics instruction. Students will study mathematics for welding or automotive repair. The emphasis is on providing work in relevant work-specific problems and situations. Prerequisite: Math 080 or placement in Math 090 or above

MAP 103 Applied Mathematics (IST) 5 (55/0)

This class provides review and instruction in whole numbers, decimals, fractions, measurement, ratio, proportion, percents, introduction to algebra, and introduction to geometry. This basic instruction and review is followed by vocational program specific mathematics instruction. Students will study mathematics for electricity/electronics. The emphasis is on providing a solid mathematics base to facilitate assimilation of more complex mathematics as well as providing course work in relevant work-specific problems and situations. Collaborative learning is encouraged and built into the course to give students practice in a key skill used in the workplace. Prerequisite: Math 080 or placement in Math 090 or above

MAP 104 Applied Mathematics (AVF) 3 (33/0)

This course will cover aviation technical mathematics and is designed for the Commercial Pilot Program flight student. It will cover the fundamental mathematical principles required for the successful completion of the Commercial Pilot Program. Prerequisite: Math 080 or placement in Math 090 or above

MAP 108 Applied Mathematics (MA) 3 (33/0)

This class provides review and instruction in whole numbers, fractions, ratios, decimals, proportions, percents, measurement and metrics, word problems (fractions, decimals, percentages) tables and graphs as they relate to employment as a Medical Assistant. Prerequisite: Math 080 or placement in Math 090 or above

Mathematics

All students, regardless of background, must take a math placement assessment before being allowed to enroll in any math course.

MATH 010 Mathematics Laboratory 0

Permits the use of the math lab computer resources by non-BBCC students during math lab hours.

MATH 080 Basic Mathematics 5 (55/0)

Review and instruction in whole numbers, decimals, and fractions. Learn strategies to deal with math anxiety and test taking. (formerly MPC 080) (F,W,S)

MATH 081 Basic Mathematics-Fractions 3 (33/0)

This course is designed for students who did not make competency in the Math 080 final, or whose BBCC mathematics placement exam indicated significant problems with fractions. This course provides review, instruction, and strategies for solving exponents, fractions, and word problems. Prerequisite: A score below 70% on the fraction module of the Math 080 final, or placement into Math 080 solely because of problems with fractions

MATH 090 Pre-algebra 5 (55/0)

This course includes the study of basic arithmetic and algebraic including operations with integers, fractions, decimals and percents; order of operations, measurement, the metric system, algebraic expressions, formulas and simple linear equations.(formerly MPC 090) (F,W,S,SU) Prerequisite: Appropriate placement in the BBCC math placement exam

MATH 091 Elementary Algebra I 5 (55/0)

The study of basic algebraic operations and concepts, the structure and use of algebra, and the solutions to algebraic equations. The study of affective factors that influence success in studying mathematics. Prerequisite: Math 090 or higher placement, and instructor permission (F)

MATH 092 Elementary Algebra II 5 (55/0)

A continuation of Elementary Algebra I. The study of algebraic factoring, rational expressions, and graphing of linear equations. The advanced study of math classroom survival skills. Prerequisite: Math 091 and instructor permission (W).

MATH 093 Algebra III (Intermediate) 5 (55/0)

A continuation of Elementary Algebra I and II. Completes the 1st year algebra sequence for elementary and intermediate algebra. This course covers systems of three linear equations, functions, radicals, rational exponents, radical equations, complex numbers, quadratic equations and their applications, exponential and logarithmic functions. Prerequisite: Math 092 and instructor permission (S)

MATH 094 Pre-algebra 5 (55/0)

This course includes the study of basic arithmetic and algebraic topics including operations with integers, fractions, and percents; algebraic expressions; formulas; and simple linear equations. Prerequisite: one of the following: BBCC math placement exam or successful completion of MPC/MATH 080 or MPC/MATH 080 final.

MATH 095 Elementary Algebra 5 (55/0)

This course includes the study of basic algebraic operations and concepts, and the structure and use of algebra. This includes the solutions to algebraic equations, factoring, algebraic expressions, working with rational expressions and the graphing of linear equations. Prerequisite: BBCC placement exam or score of 70% or better on each module of the MPC/MATH 090 competency exam. (formerly MPC 095)

MATH 096 Elementary Algebra I 5 (55/0)

This course includes the study of basic algebraic operations and concepts, and the structure and use of algebra. This includes measurement and the metric system, solving and graphing linear equations, and working with polynomials. Prerequisite: one of the following: BBCC math placement exam or successful completion of at least four units of MATH 094 or successful completion of MPC/MATH 090 (will start after Proficiency Exam #1)

MATH 097 Elementary Algebra II 5 (55/0)

This course includes the study of basic and intermediate algebraic operations and concepts, and the structure and use of algebra. This includes factoring algebraic expressions, working with rational expressions, systems of equations and applications Prerequisite:one of the following: BBCC math placement exam or successful completion of at least five units in MATH 096 or successful completion of MPC/MATH 095 (will start after Proficiency Exam #2)

MATH 098 Intermediate Algebra 5 (55/0)

This course includes the study of intermediate algebraic operations and concepts, and the structure and use of algebra. This includes functions, radicals and rational exponents, radical equations, complex numbers, quadratic equations and their applications, and an introduction to exponential and logarithmic functions. Prerequisite:one of the following: BBCC math placement exam or successful completion of at least five units in MATH 096 or Instructor Permission

MATH 099 Intermediate Algebra 5 (55/0)

This course includes the study of systems of equations and applications, functions, radicals and rational exponents, radical equations, complex numbers, quadratic equations and their applications, and an introduction to exponential and logarithmic functions. Prerequisite: BBCC placement exam or score of 65% or better on each module of MPC 095 competency exam or a P in MATH 095 (formerly MPC 099)

MATH& 107 Math in Society 5 (55/0)

This course will introduce the non-math/science major to mathematical applications in a variety of disciplines. Prerequisite: Appropriate scores in the BBCC Mathematics Assessment , Math 093, Math 098 or Math 099. (F,W,S) SQR MS

MATH 120 College Algebra 5 (55/0)

Presents the student with the basic concepts and applications of college level algebra, introduction to functions, graphing, introduction to probability and right triangle trigonometry. This course is designed to be a college level, terminal, math course for the liberal arts major and also to prepare the science, engineering or business student for more advanced work. Prerequisite: Math 093 with a score of 65% or higher on the final exam, Math 098, Math 099, or placement (F,W,S) SQR MS

MATH& 141 Precalculus I 5 (55/0)

This course will present the following concepts: non-linear inequalities, matrices and determinants, polynomial and rational functions, conic sections, theory of equations, sequences and series, mathematical induction. Prerequisite: MATH 120 or placement (F,W,S) SQR MS

MATH& 142 Precalculus II 5 (55/0)

A comprehensive study of trigonometry, circular functions, right triangle trigonometry, analytical trigonometry, vectors, and applications. Prerequisite: MATH& 141 or placement (S) SQR MS

MATH 143 Applied Trigonometry 3 (22/11)

A comprehensive study of trigonometry, circular functions, right triangle trigonometry with emphasis on applications. Credit awarded for either MATH& 142 or MATH 143, but not both. Prerequisite: MAP 102, MATH 120, or placement SQR MS

MATH& 146 Introduction to Statistics 5 (55/0)

An introduction to descriptive statistics, probability and its applications, statistical inference and hypothesis testing, predictive statistics, and linear regression. Prerequisite: Math 093 with a score of 65% or better on the final exam, Math 098, Math 099, or placement (F,W,S,SU) SQR MS

MATH 147 Finite Mathematics 5 (55/0)

This course introduces the student to applications of linear functions in business; applications of matrices to systems of equations, linear programming and optimization, game theory, Markov chains, Leontiff input/output models, etc; introduction to probability and decision analysis. Prerequisite: Math 093, 098, 099 or placement SQR MS

MATH& 148 Business Calculus 5 (55/0)

Introductory Calculus for business and economics students. Includes an introduction to rates of change, differentiation, integration, areas, and appropriate calculus techniques. Includes applications to marginal analysis in economics, optimization, and other relevant applications. Prerequisite: MATH 120 or instructor permission (S) SQR MS

MATH& 151 Calculus I 5 (55/0)

This course will introduce the student to the basic concepts of the calculus. It will give the student an appreciation of the calculus and its applications in the real world and will prepare the student for future work in mathematics and the sciences. Course includes functions, limits, continuity, derivatives and their applications, and integration and its applications. Prerequisite: MATH& 142, or placement, or instructor permission (F) SQR MS

MATH& 152 Calculus II 5 (55/0)

This course will expand on the applications and techniques of differentiation learned in the first quarter and give a depth study of integration including the fundamental methods of integrating elementary algebraic and transcendental functions. It will include the applications of the calculus to transcendental functions, analytical geometry and other relevant topics. Prerequisite: MATH& 151 or instructor permission (W) SQR MS

MATH& 163 Calculus 3 5 (55/0)

This course will expand on the applications and techniques of differentiation learned in the first and second quarters. It will introduce the student to the calculus of sequences and series and the use of the MacLauren and Taylor series to approximate functions. It will introduce the student to the calculus of curvilinear functions and the concept of the vector and vector functions. It will also introduce the concept of a partial derivative and the maximization of functions given in more than one independent variable. Prerequisite: MATH& 152 or instructor permission (S) SQR MS

MATH 220 Linear Algebra 5 (55/0)

A study of matrix algebra and systems of equations, abstract vector spaces including basis and dimension, linear transformations, eigenvalues and eigenvectors. Some applications of linear algebra to illustrate the above concepts. Prerequisite: MATH& 152 or instructor permission SQR MS

MATH 230 Differential Equations 5 (55/0)

This course will introduce the student to the solution elementary differential equations and standard applications of differential equations in science. It will include the solution of first order linear differential equations with applications to exponential growth and decay problems, mixture problems, orthogonal trajectories, etc., solutions to second order differential equations with applications to harmonic motion, and the LaPlace transform. Prerequisite: MATH& 163 or instructor permission SQR MS

MATH 271 Multivariable Calculus 5 (55/0)
 An introduction to multivariable calculus. The study of three dimensional space curves, vector-valued functions, partial derivatives, differentials, directional derivatives, multiple integration, vector fields, line integrals, Green's and Stoke's theorems, surface integrals, and the divergence theorem. Prerequisite: MATH& 163 or instructor permission SQR MS

Medical Assistant

MA 111 Clinical Procedures I 2 (11/22)
 This course is an introduction to basic medical front office as well as back office techniques. It introduces the importance of work ethics and interpersonal communications. Prerequisite: Current Healthcare Provider CPR Card and instructor permission

MA 112 Clinical Procedures II 4 (11-22/44-66)
 This course builds on and advances the skills learned in Clinical Procedures I. It explores in detail the topics of patient history, patient interviews and documentation, asepsis, infection and disease control, basic physical exams, principles of medical equipment use, emergencies and first aid, and principles of universal precautions for blood and bodily fluids. Prerequisite: MA 111 with a grade of 2.0 or higher

MA 113 Clinical Procedures III 5 (11-33/44-88)
 This course builds on and advances the skills learned in Clinical Procedures I and II. It develops the students skills in proper use of medical equipment and procedures including casting and splinting, medication delivery, sample collection, venipuncture and basic radiology. Prerequisite: MA 112 with a grade of 2.0 or higher

MA 150 Pharmacology for Medical Assistants 3 (33/0)
 This basic pharmacology course provides instruction on therapeutic action and major side effects of common drugs, principles of medication and dosage calculations for Medical Assisting. Prerequisite: MAP 108

MA 195 Externship/Practicum for the Medical Assistant 6 (0/0/198)
 The course will focus students on real life work in a medical office assisting physicians and office personnel by performing assigned duties in both administrative and clinical procedures. The work experience is supported by instructor site visits and classroom seminars where students and faculty can review on-the-job experiences. Prerequisite: MA 113 and 150 with grades of 2.0 or higher; Corequisite: MA 197

MA 197 Externship/Practicum Seminar 1 (11/0)
 This class enhances students' abilities and work based learning at the externship site. Students will review important topics by applying the concepts acquired in the clinical area. Students will share information, procedures and experiences in different medical settings with other students. Visitations to other medical facilities will be a component of this course. Prerequisite: MA 113 and 150 with grades of 2.0 or higher; Corequisite: MA 195

Music

MUSC 100 Introduction to Music 5 (55/0)
 A survey course for non-majors. Introduction to the materials of music and world music literature, with a special emphasis on the literature, composers and history of the Western European Art Music tradition. HU

MUSC& 105 Music Appreciation 5 (55/0)
 Music Appreciation is a course designed for students who have not had formal study in music or who wish to supplement performance experience with formal study in structure and history. Emphasis is placed on repeated listening experiences to acquire a thorough knowledge of selected works of music literature. HU

MUSC 110 Chorus 1 (0/22)
 A community mixed chorus open to all students and community residents. Music of different styles and various historical periods is prepared for a quarterly performance. HP

MUSC 111, 112, 113 Swing Choir I, II, III 1-2 (0/22-44)
 A vocal ensemble for the performance of jazz, vocal jazz pop and rock music literature. Preparation of these and other contemporary musical styles for public performance. Progressive development of basic musicianship, vocal production, diction, rhythm and performance technique. Prerequisite: Instructor permission HP

MUSC 114 Mariachi Workshop 3 (11/44)
 Through a variety of learning experiences students will be introduced to traditional Mexican Mariachi music. Through reading, listening, singing and playing, students will experience, discover, explore and create music from this rich musical heritage. Students will work as a group in a supervised workshop environment to develop vocal and instrumental performing skills. May be repeated for credit. HP

MUSC 115, 116, 117 Group Piano I, II, III 2 (0/44)

MUSC 215, 216, 217 Group Piano IV, V, VI 2 (0/44)
 Group piano instruction for beginners and intermediates. Developmental musicianship. Prerequisite: 116 for 117, 117 for 215, 215 for 216, 216 for 217 HP

MUSC 124, 224 Orchestra I, II 2 (11/22)

A community and college orchestra that plays for community musicals and graduation as well as other functions throughout the year. May be repeated for credit. Prerequisite: Performance ability on an orchestral instrument HP

MUSC 130 Performance Experience 2 (11/22)

Primarily for experienced instrumentalists who are seeking a performance venue. Enrolled student musicians will be grouped by ability and interest into performing ensembles to prepare select pieces from a broad range of musical styles, from the Middle Ages to the 20th century. Keyboardists especially welcome. Course content will include concert planning, musical preparation, concert etiquette, and program preparation; all aspects of performance production. As appropriate, informal or public performances will be scheduled. May be repeated for up to six (6) credits. Prerequisite: proficiency on instrument or in voice HP

MUSC 134 Group Guitar 2 (11/22)

This course provides a group approach to progressive instruction, for beginning, advanced beginning and intermediate level guitarists. This course may be repeated for credit up to three times. HP

MUSC& 141, 142, 143 Music Theory I, II, III 5 (55/0)

A foundation course for all prospective music and music education majors. Materials of sound, notation, time classification, scales, intervals and triads. Keyboard harmony. Offered as a sequence in odd numbered years. Prerequisite: Instructor permission for 141; instructor permission or 141 for 142; 142 for 143 HU

MUSC 148, 248 Private Instruction - Piano I, II 1-2 (0/22-44)

This course is an individual approach in developmental and progressive piano instruction. Two tracks include either conventional western European piano literature or jazz piano. Students will develop musicianship skills in technique, sight-reading, rhythm and harmony, improvising and creating music. Emphasis will be placed upon building a solo repertoire and encouraging performance confidence. Students will also develop "playing-by-ear" skills and ensemble playing ability. Students with the jazz piano track will build a jazz repertoire while developing the skills of improvisation, jazz piano styling, chord voicing, rhythm section comping and bass line creation. May be repeated for credit. Prerequisite: Instructor permission HP

MUSC 151, 152, 153 Jazz Ensemble I, II, III 1-2 (0/22-44)**MUSC 251, 252, 253 Jazz Ensemble IV, V, VI 1-2 (0/22-44)**

Big band and combo jazz is prepared for performance. Progressive development of both reading and improvisation. May be repeated for credit. Prerequisite: Instructor permission HP

MUSC 160 Great Works of Western Music 5 (55/0)

A survey of major musical works from the last 400 years. Explore how composers used the elements of music to create powerfully expressive works of art. HU

MUSC 170 History of Jazz 5 (55/0)

A survey course for non-majors and music majors covering the history of the origin of the American music Jazz and its stylistic development up through the 1990's. The various periods of pre-jazz and jazz are related to social, political and economic forces during the nineteenth and twentieth centuries. Included are the sources of African-American musical forms such as spirituals, work songs, ragtime and blues. Recommended as a humanities elective, as part of African-American cultural history education or as general music education. HU

Nursing

NUR 100 Nursing Assistant 9 (44/110)

This course prepares students to take the Nursing Assistant examination as outlined by federal and state guidelines. Training will include classroom, skills lab, and clinical experience. Prerequisite: Read, write, speak and understand English at the level necessary for performing duties of the nursing assistant. (Compass test score of 40 or above, or placement in ENGL 098 or above) Tech Prep credit available.

NUR 101 Survival Skills for the Nursing Student 1 (11/0)

This course will give the nursing student the opportunity to effectively meet the challenges of nursing education. Study skills, critical thinking skills, learning styles, and test taking strategies will be explored. Prerequisite: Admission into the nursing program

NUR 103 HIV/AIDS Education 1 (4/14)

An HIV/AIDS education course designed to meet the Washington State mandatory requirements for healthcare and childcare providers. Successful completion includes HIV/AIDS education certificate.

NUR 110 Fundamentals of Nursing 5 (55/0)

Focus is on fundamental nursing theory for the practice of nursing. Basic human needs and ethical considerations are addressed with emphasis on the adult and elderly population. Prerequisite: Admission into the Level I AD Nursing Program and current Washington NAC certificate

NUR 111 Fundamentals of Nursing Practicum
3 (0/66)

Practical application in the clinical setting of nursing theory and skills taught in NUR 110 and NUR 135. Practicum focuses on nursing care to a variety of adult and geriatric patients. Prerequisite: Admission into the Level I ADN nursing program

NUR 114 Pharmacology
2 (22/0)

An introduction to nursing principles of medication administration. Explores the therapeutic actions, major side effects, and nursing implications of common drugs in major classifications. Principles of medication administration and dosage calculation are included. Prerequisite: High school algebra with a grade of 2.0 or higher, or Math 099 with a grade of 2.0 or above and NUR 110 or instructor permission.

NUR 115 Beginning Pharmacology Concepts I
1 (11/0)

This course offers specific in-depth pharmacology information as it relates to common diseases discussed in the Beginning Nursing Concepts Course (NUR 120) Prerequisite: NUR 114

NUR 120 Beginning Nursing Concepts I
6 (66/0)

Focus is on nursing theory as it relates to the adult patient with commonly occurring health conditions, and includes an introduction to the care of the patient in the perioperative and maternal/newborn setting. Professional roles and progression are incorporated in this course. Prerequisite: Admission into the nursing program and BIOL& 260 with a grade of 2.0 G.P.A or above.

NUR 121 Beginning Nursing Practicum I
4 (0/88)

Practical application in the clinical setting of nursing theory and skills taught in previous nursing courses and introduced in NUR 120 and NUR 136. Practicum focuses on nursing care to a variety of patients in the medical/surgical, perioperative, and maternal newborn setting. Prerequisite: BIOL& 260 with a 2.0 G.P.A or above.

NUR 130 Beginning Nursing Concepts II
6 (66/0)

This course continues to focus on nursing theory as it relates to basic needs throughout the lifespan, including care of the pediatric patient. Bioethical dilemmas and ethical decision making processes are incorporated. Prerequisite: Admission into the nursing program and NUTR& 101 with a 2.0 G.P.A or above

NUR 131 Beginning Nursing Practicum II
4 (0/88)

Practical application in the clinical setting of nursing theory and skills taught in previous nursing courses and introduced in NUR 130 and NUR 137. Practicum focuses on nursing care to a variety patients across the lifespan. Prerequisite: NUTR& 101 with 2.0 G.P.A or above.

NUR 135 Nursing Skills Laboratory
1 (0/22)

This course provides for the practice of nursing skills in a controlled setting in order to gain proficiency for delivery of nursing care in the clinical setting (NUR 111). The content is based on theoretical nursing knowledge taught in NUR 110. Prerequisite: Admission into the Level I ADN Program

NUR 136 Nursing Skills Laboratory
1 (0/22)

This course provides for the practice of nursing skills in a controlled setting in order to gain proficiency for delivery of nursing care in the clinical setting (NUR 121). The content is based on theoretical nursing knowledge taught in NUR 120. Prerequisite: BIOL&260 with a 2.0 G.P.A or above

NUR 137 Nursing Skills Laboratory
1 (0/22)

This course provides for the practice of nursing skills in a controlled setting in order to gain proficiency for delivery of nursing care in the clinical setting (NUR 131). The content is based on theoretical nursing knowledge taught in NUR 130. Prerequisite: NUTR&101 with a 2.0 G.P.A or above

NUR 140 PN Completion/Transition
4 (44/0)

Theoretical nursing knowledge focuses on selected health conditions pertinent to medical and surgical patients. Includes legal and professional considerations and is the completion course for students transitioning into the Practical Nurse Setting. Transition course for Licensed PNs entering the ADN program and is optional for other ADN students. Prerequisite: Admission into the nursing program and PSYC& 100 with a grade of 2.0 or higher or current LPN licensure and permission of program director Corequisite: NUR 141

NUR 141 PN Completion/Transition Practicum
8 (0/176)

Practical application in the clinical setting of nursing theory and skills taught in previous nursing courses and introduced in NUR 140. Practicum focuses on nursing care to a variety of medical, surgical, and psychiatric patients. Prerequisite: PSYC&100 with a 2.0 G.P.A or current LPN licensure and permission of program director.COREQUISITES: NUR 140

NUR 189 Writing for Nursing Education 1 (11/0)

This course is designed to help students gain skills in the practical application of written communication specific to nursing education. Practical application and use of APA format and application of various clinical charting formats will be emphasized. Prerequisite: Admission into the nursing program

NUR 195 Work-Based Learning Practicum 1-3 (0/33-99)

A supervised work experience in the allied healthcare field designed to enhance the application of learned nursing theory and lab skills. Prerequisite: Instructor permission; Corequisite: NUR 197

NUR 197 Work-Based Learning Seminar 1 (11/0)

A small group seminar setting in which students can discuss their Work-Based Learning Practicum (NUR 195) experience with a nursing instructor and other students. Prerequisite: Instructor permission; Corequisite: NUR 195

NUR 210 Advanced Nursing Concepts I 5 (55/0)

Focus is on advanced nursing theory as it relates to complicated health deviations in patients throughout the lifespan. Current professional issues and role development are incorporated in this course. Prerequisite: Admission into the Level II ADN program

NUR 211 Advanced Nursing Practicum I 5 (0/110)

Practical application in the clinical setting of nursing theory and skills taught in previous nursing courses and introduced in NUR 210 and NUR 235. Practicum focuses on advanced nursing care to a variety of patients, in various settings, and throughout all stages of the lifespan. Prerequisite: Admission to the Level II ADN Program

NUR 215 Advanced Pharmacology Concepts 1 (11/0)

This course focuses on specific in-depth pharmacology information as it relates to the complex disease processes taught in Advanced Nursing Concepts I (NUR 210). Prerequisite: NUR 114 and admission into the nursing program

NUR 220 Advanced Nursing Concepts II 5 (55/0)

This course continues to focus on expansion of theoretical nursing knowledge related to complex disease states. Delegation and leadership concepts are incorporated in this course. Prerequisite: PSYC& 200, with a minimum 2.0 G.P.A or above

NUR 221 Advanced Nursing Practicum II 5 (0/110)

Clinical focus is on application of principles and skills taught in previous nursing courses and introduced NUR 220 and NUR 236. Practicum focuses on advanced nursing care to less stable patients in a variety of setting throughout the lifespan. Prerequisite: PSYC& 200 with a minimum 2.0 G.P.A or above

NUR 230 Advanced Nursing Concepts III 5 (55/0)

Focus on advanced theoretical knowledge as it relates to complex/multiple disease entities and emergency situations. A transition to employment component is incorporated to prepare the student for post graduation employment. Prerequisite: CMST&220 with a minimum 2.0 G.P.A or above

NUR 231 Advanced Nursing Practicum III 6 (0/132)

This course focuses on increasing independence and skill in the performance and management of patient care in the clinical setting under the guidance of a registered nurse, based on nursing theory and skills taught in previous nursing courses. Prerequisite: CMST&220 with a minimum 2.0 G.P.A or above

NUR 232 EKG Interpretation I 1 (0/22)

This course gives the student fundamental skills in interpreting basic EKG rhythms. A systematic approach to EKG waveform analysis will be used to identify the most common Sinus, Atrial, Junctional, and Ventricular rhythms. This approach will also be used to identify Atrioventricular Blocks, Paced rhythms and artifact. Prerequisite: Instructor permission

NUR 235 Nursing Skills Laboratory 1 (0/22)

This course provides for the practice of nursing skills in a controlled setting in order to gain proficiency for delivery of nursing care in the clinical setting (NUR 211). The content is based on theoretical nursing knowledge taught in NUR 210. Prerequisite: Admission into the Level II ADN Program

NUR 236 Nursing Skills Laboratory 1 (0/22)

This course provides for the practice of nursing skills in a controlled setting in order to gain proficiency for delivery of patient care in the clinical setting (NUR 221). The content is based on theoretical nursing knowledge taught in NUR 220 and previous courses. Prerequisite: PSYC& 200, with a 2.0 G.P.A or above

NUR 237 Nursing Skills Laboratory 1 (0/22)

This course provides for the practice of nursing skills in a controlled setting in order to gain proficiency for delivery of nursing care in the clinical setting (NUR 231). The content is based on theoretical nursing knowledge taught in NUR 230. Prerequisite: Admission into the nursing program

NUR 240 Professional Issues 1-4 (0-44/0-88)

This course is designed to assist students in making the transition from the academic setting to a healthcare work environment. It provides preparation for the NCLEX examination, and information about the professional role of the nurse and the legal and ethical responsibilities related to the practice of nursing in the State of Washington. Prerequisite: Instructor permission

NUR 264 Cardiac Arrest Management 1 (2.75/16.5)

This course offers the student the opportunity to manage the client who has experienced cardiac or respiratory arrest. There will also be a significant component related to management of the pre-arrest client and prevention of progression to cardiac arrest. The focus will be on practical application of Advanced Life Support Skills. Prerequisite: Knowledge of EKG interpretation of common dysrhythmias. Current CPR certification

NUR 276 Perioperative Nursing I 6 (22/88)

This is the first of two consecutive courses designed to introduce the Registered Nurse to the perioperative setting which incorporates the nursing process into all phases of patient care (pre, intra, and post operative). Based on AORN curriculum. Prerequisite: Registered Nurse

NUR 277 Perioperative Nursing II 6 (22/88)

This is the last of two courses designed to introduce the Registered Nurse to the perioperative setting which incorporates the nursing process into all phases of patient care (pre, intra, and post operative). Continuation of NUR 276. Prerequisite: NUR 276

NUR 295 Work-Based Learning Practicum 1-3 (0/33-99)

A supervised work experience in the allied healthcare field designed to enhance the application of learned nursing theory and lab skills. Area of learning must be approved by instructor. Prerequisite: Instructor permission; Corequisite: NUR 297

NUR 297 Work-Based Learning Seminar 1 (11/0)

A small group seminar setting in which students can discuss their Work-Based Learning Practicum (NUR 295) experience with a nursing instructor and other students. Prerequisite: Instructor permission; Corequisite: NUR 295

Nutrition

NUTR& 101 Nutrition 5

An introductory course providing the most up-to-date, accurate, and scientifically sound nutrition information, focusing on how nutrition and lifestyle choices influence health and disease. Prerequisite: ENGL 099 or placement in ENGL& 101 (F,W,S,SU) NS

Office Information Technology

(See Business Information Management)

Philosophy

PHIL& 101 Intro to Philosophy 5 (55/0)

This course is an introduction to philosophy for students who have no previous background in the subject. The course presents a broad overview of philosophical topics of interest and importance. (F, W) HU

PHIL& 120 Symbolic Logic 5 (55/0)

This course is a study of the methods and principles used to distinguish correct from incorrect reasoning. Students are expected to prove their understanding of formal deductive symbolic logic by completing logic proofs in categorical, propositional, and predicate logic. SQR HU

PHIL 210 Ethics 5 (55/0)

A study of the principal ethical theories and their application to individual and social morality. HU

PHIL 230 East Indian Philosophy 5 (55/0)

This course will provide an introduction to the classical philosophical schools of India. It will discuss the philosophical problems and methods of these schools and their relationships with some of the major schools of Western Philosophy. Prerequisite: ENGL& 102 or instructor permission HU

PHIL 240 Philosophy of Religion 5 (55/0)

This course is an introduction to the philosophy of religion for students who have some previous background in philosophy. In addition to reading classic texts in the field, students will pursue some of the fundamental issues in the philosophy of religion. Prerequisite: One philosophy course or instructor permission HU

PHIL 250 Asian Philosophy 5 (55/0)

This course introduces to students the major intellectual currents in East Asia, with the focus on Confucianism, Taoism, and Buddhism. Student will follow the unfolding of the intellectual history chronologically, and discuss the teachings of most influential thinkers in East Asia. HU

Physical Education and Health

PEH 090 Recreational Gym 0

Permits the use of BBCC gym facilities during available hours by individuals who are not students registered at BBCC. Must be 18 years of age or older to enroll in recreational gym. Community service class.

PEH 096 Aerobics Workshop 0
An exercise program of choreographed routines of "continuous rhythmic activity" through the medium of combining motor skills, jogging, dance step, and various exercises that are vigorous in nature. A community service class.

PEH 100 Lifetime Wellness 3 (33/0)
A course designed for the person who wishes to gain knowledge in lifetime general fitness. Review of health issues, health behavior, behavior modification, stress, exercise, nutrition, obesity, weight reduction and maintenance, cancer, cardiovascular health, alcohol, drugs, and sexually transmitted diseases. Discussions will encourage critical thinking in the development of life-long personal wellness. The role of culture will be examined in relationship to health and wellness. SE

PEH 102 Theory of Basketball 3 (22/22)
Designed for students to learn the basic skills required to teach or coach basketball. Emphasis is placed on analyzing fundamentals, gaining a knowledge of offensive and defensive strategy, and becoming more familiar with the responsibilities of a basketball program. Credits may only be applied once toward the 90-credit requirement for graduation. SE

PEH 104 Theory of Women's Basketball 3 (22/22)
Designed for students to learn the basic skills required to teach or coach women's basketball. Emphasis is placed on analyzing fundamentals, gaining a knowledge of offensive and defensive strategy and becoming familiar with the responsibilities of a basketball program. Credits may only be applied once toward the 90-credit requirement for graduation. SE

PEH 105 Theory of Baseball 3 (22/22)
A practical course involved in the coaching aspect of baseball, both defensively and offensively. Emphasis is placed on skills of body mechanics, teaching coaching strategies, organization of a baseball program and evaluation of performance as well as understanding of the rules. Credits may only be applied once toward the 90-credit requirement for graduation. SE

PEH 106 Theory of Women's Softball 3 (22/22)
This course is for students intending to teach or coach women's fast pitch softball. Emphasis is placed on learning technical skills, teaching and coaching strategies, team-building skills, evaluation of performance in competition, and organization and implementation of a softball program. A high emphasis will be placed on teamwork and dealing with problems unique to the female student. Credits may only be applied once toward the 90-credit requirement for graduation. SE

PEH 107 Theory of Volleyball 3 (22/22)
Designed for students intending to teach or coach volleyball. Emphasis is on the technical aspects of fundamental skills, evaluation of performance, selection of teaching strategies, and organization and implementation of a volleyball program. Credits may only be applied once toward the 90-credit requirement for graduation. SE

PEH 114 Basketball 1 (0/22)
Fundamentals of ball handling, shooting, passing, techniques of offensive and defensive play, and practice in competition play. May be repeated for up to three (3) credits. AC

PEH 116 Golf 1 (0/22)
Basic techniques, rules of play, and golf etiquette. May be repeated for up to three (3) credits. AC

PEH 117 Bowling 1 (0/22)
Teaching basic fundamentals, strike and spare technique, rules of play, scoring, with competitive play. May be repeated for up to three (3) credits. AC

PEH 119 Softball 1 (0/22)
Fundamentals of team play, rules and game strategies. Emphasis placed on participation by all. May be repeated for up to three (3) credits. AC

PEH 122 Volleyball 1 (0/22)
Development of volleyball skills, rules, strategies of play, and etiquette through repetitive drills for basics and random drills for long-term learning. May be repeated for up to three (3) credits. AC

PEH 125 Conditioning 1 (0/22)
An exercise, running, weight training, and skill-related program designed to provide the student with the knowledge to develop and execute a physical fitness program that will enhance individual fitness levels, health, and body proportions. May be repeated for up to three (3) credits. AC

PEH 131 Circuit Weight Training 1 (0/22)
This course includes warm-up, weight lifting at various circuit training stations that incorporate all major muscle groups for 30 second to one-minute intervals. May be repeated for up to three (3) credits. AC

PEH 132 Fitness 1 (0/22)
An overall conditioning program with emphasis on developing strength, endurance, flexibility, and cardiovascular conditioning. May be repeated for up to three (3) credits. AC

PEH 133 Weight Training 1 (0/22)

This course is designed to introduce basic weight training techniques using universal and free (Olympic) weight equipment as well as to a variety of methods and programs of weight training. May be repeated for up to three (3) credits. AC

PEH 136 Skiing 1 (0/22)

Techniques of skiing/snowboarding. Consists of lessons and laboratory experience at Mission Ridge. Students are responsible for providing: ski equipment, lift/tow and lesson fees. May be repeated for up to three (3) credits. AC

PEH 149 Jogging for Health 1 (0/22)

Designed to increase the student's level of physical fitness, teach proper methods of running, improve future life expectancy, encourage weight reduction and body fat levels, and establish a permanent habit of exercise. May be repeated for up to three (3) credits. AC

PEH 155 Body Toning 1 (0/22)

This course involves special exercise and calisthenics which enhance total fitness, figure improvement, body toning, weight control, and posture. Students will use balance/fitness balls and light to medium dumbbells to improve overall core strength and balance of the body. May be repeated for up to three (3) credits. AC

PEH 158 Racquetball 1 (0/22)

Designed to acquaint the student with the basic skills, rules, and knowledge of the sport of racquetball as a lifetime activity. May be repeated for up to three (3) credits. AC

PEH 160 Baseball Skills 1 (0/22)

A practical course involved in the coaching aspects of baseball, both defensively and offensively. Explains catching, throwing, running techniques, abilities for the player in each position, hitting, bunting, base running techniques and game strategies. May be repeated for up to three (3) credits. AC

PEH 178 Principles of Fitness 3 (22/22)

This course is designed to teach students physiological, nutritional and psychological aspects of fitness. Instruction will include methods of individual fitness evaluation, and will involve student participation in conditioning activities. Each student's physical and nutritional fitness will be assessed and a life-long personal fitness program will be developed. SE

PEH 216 Intermediate/Advanced Golf 1 (0/22)

This course will provide advanced techniques in all areas of the golf game including: course management, game evaluation and competitions.

Physics

PHYS& 100 Physics Non-Sci Majors 4 (44/0)

PHYS& 101 Phys Lab Non-Sci Majors 1 (0/22)

This course is a general survey course for the non-science major. The course helps develop an awareness of the physical concepts which govern our everyday experiences. Topics will include most of the following, depending on class preparation and interest: Newtonian mechanics, heat, wave theory, sound, light, static and current electricity, magnetism, atomic and nuclear physics, relativity. Conceptual reasoning is stressed, with mathematics kept to the level of elementary algebra. Laboratories emphasize concepts learned in lecture, and graphing and data handling techniques are learned. The course is offered primarily to meet the Associate in Arts and Science laboratory science requirement. Prerequisite: Math 095 or higher placement (W) LS

PHYS& 221 Engineering Physics I w/Lab 5 (44/22)

The course is an introductory physics course intended for students majoring in science or engineering. This course is the first of a three-quarter sequence. Course content includes the laws of motion, energy, momentum, and static equilibrium. Prerequisite: Calculus I (Math&151) or concurrent enrollment (F) LS

PHYS& 222 Engineering Physics II w/Lab 5 (44/22)

The second in a three-quarter calculus-based sequence in introductory physics intended for students majoring in science or engineering. Course content includes thermodynamics, waves, and optics. Prerequisite: Successful completion of Engineering Physics I (PHYS&221) (W) LS

PHYS& 223 Engineering Physics III w/Lab 5 (44/22)

The third in a three-quarter calculus-based sequence in introductory physics intended for students majoring in science or engineering. Course content includes static electricity, current electricity, magnetism, and special relativity. Prerequisite: Successful completion of PHYS& 221 and PHYS&222 (S) LS

Political Science

POLS& 202 American Government 5 (55/0)

From the constitutional convention in Philadelphia (1788) to the most recent presidential elections, this course explores American politics and governmental functions. The focus is on the interaction and structure of the executive, legislative, and judicial branches of the national government, and a survey of the philosophic foundations for the American governmental system. SS

POLS& 203 International Relations 5 (55/0)
An introduction to American foreign policy and global relations, including historical backgrounds, current struggles, and move toward globalization in Post Cold War world. SS

Psychology

PSYC& 100 General Psychology 5 (55/0)
A broad survey course designed to study human behavior with reference to biology, learning, motivation, emotion, perception, intelligence, human development, mental processes, personality, abnormal behavior, and research. Strongly recommend placement in Math 095 or higher and placement in ENGL 099 or higher. (F,W,S) SS

PSYC& 200 Lifespan Psychology 5 (55/0)
This course examines the physical, intellectual, emotional, and social growth and development that occurs throughout the human life-span. Prerequisite: PSYC& 100 (F,S) SS

PSYC 204 Industrial/Organizational Psychology 5 (55/0)
A course designed to study psychological principles in business and industry; job analysis, performance appraisal, personnel testing and selection, training and development, motivation, job satisfaction, work stress, work teams, leadership, and organizational structure. Prerequisite: PSYC& 100 or Instructor Permission SS

PSYC 225 Psychology and the Legal System 5 (55/0)
As the study of human behavior, psychology must also include the study of law, which is a primary instrument used by society to control human behavior. Psychology and law is a vibrant area of research interest within the discipline of psychology. This course is a survey of the major topics represented in the field of psychology and law. This course focuses on how psychological research (across sub-disciplines such as clinical, social, cognitive, and community psychology) can contribute to a better understanding of issues related to law or legal process, how the legal system can be informed by the results of psychological research, and how psychological research can be more reactive to legal issues. Prerequisite/corequisite: PSYC& 100 or CJ& 101 SS

Religious Studies

REL 201 World Religions 5 (55/0)
A survey of the origin, development, and present beliefs and practices of the world's major religions: Hinduism, Buddhism, Confucianism, Taoism, Judaism, Christianity, and Islam. HU

REL 211 Religion in America 5 (55/0)
A study of American religious groups, principally Christian denominations, including selected sects and cults. Various beliefs and practices will be examined in light of historical and social influences. HU

Science

SCI 101 Survey of Science 5 (55/0)
An introduction to and survey of the natural sciences of astronomy, biology, chemistry, geology, and physics. NS

Sociology

SOC& 101 Intro to Sociology 5 (55/0)
Sociology is the scientific study of human groups and their social systems. Sociologists study how groups are organized and structured, their character and interaction, how groups change, and their impact on individuals. This idea that we are all profoundly affected by the society in which we live is called the "sociological perspective or imagination", and it is the guiding light of sociology. Strongly recommend placement in Math 095 or higher and placement in ENGL 099 or higher. (F,W,S,SU) SS

SOC& 201 Social Problems 5 (55/0)
A sociological analysis of the major social problems facing both the United States and the world today. Among the topics analyzed are: Family and disorganization, social deviance, poverty, crime, over population, and environmental degradation. Strongly recommend placement in Math 095 or higher and placement in ENGL 099 or higher. SS

SOC 204 Gender and Power 5 (55/0)
This course is an introduction to the discipline of Women's Studies, surveying numerous academic areas and exploring concepts basic to the field. Students will critically examine the social understandings of gender, and the powerful role it plays in American culture. Areas of consideration will include the role of gender in education, labor, economics, and privacy issues. Prerequisite: ENGL& 101 completion recommended SS

SOC 220 Marriage and the Family 5 (55/0)
A sociological inquiry into the American institution of marriage and family life. The course includes an analysis of dating, the single life, sexuality, marriage, parenthood, communication, divorce, and many other topics relevant to marriage, mating, and family life today. Strongly recommend placement in Math 095 or higher and placement in ENGL 099 or higher. SS

Welding

WLD 101 Oxy-Acetylene Welding for Auto Mechanics 2 (11/22)

Fundamentals of oxy-acetylene welding and cutting. Lessons include carbon-steel welding and brazing, aluminum and cast-iron welding and cast-iron welding and oxy-acetylene, plasma arc cutting. Practical knowledge of safety in the use and handling of equipment and compressed gases will be stressed throughout the quarter. Prerequisite: Enrollment in automotive technology program

WLD 102 ARC/GMAW Welding for Automotive Technicians 2 (11/22)

This course covers the fundamentals of the GMAW process for welding carbon steel, stainless steel and aluminum. Using these materials, the student will learn to run stringer beads, butt, lap and 'T' joints, in all positions with various modes of metal deposition and using different gasses. Prerequisite: Enrollment in automotive technology program

WLD 103 Beginning AMT Welding 2 (11/22)**

Fundamentals of oxy-acetylene welding with carbon steel and aluminum, as well as brazing and braze welding with carbon steel; soldering with stainless steel, and carbon steel; Gas Tungsten Arc Welding (GTAW) with aluminum, stainless steel, and carbon steel. Practical knowledge of safety in the use and handling of the equipment and compressed gases will be stressed throughout the quarter. This course is FAA approved under 14 CFR Part 147. Prerequisite(s): Enrollment in AMT 151 or AMT 152

WLD 110 Welding Theory I 5 (55/0)

General view of industrial welding and cutting. Safety rules of oxy-fuel, electric cutting and welding, shielded metal arc welding principles and electrodes.

WLD 111 Welding Process I* 3-6 (0/66-132)

Introduction to arc welding processes; welding of E-6010 and various kinds and size of electrodes in all positions, manipulative skills including stringer beads and weave beads on plate and joints with AC and DC welding machines. Night students must earn a total of six credits before going on to the next course. May be repeated for credit up to six credits. Tech Prep credit available.

WLD 112 Thermal Cutting and Welding* 3 (0/66)

Various techniques of steel cutting with oxy-fuel, air carbon arc, shielded metal arc and plasma arc processes and oxy-acetylene welding, and brazing with various metals. Tech Prep credit available.

WLD 120 Welding Theory II 5 (55/0)

Fundamentals of G.M.A.W. and F.C.A.W. processes with their related equipment. Shielding gasses, filler materials, and general welding procedures including carbon steel, stainless steel, and aluminum. Learn about steel making, elements, functions of steel, types and various steels and identification numbering system. Prerequisite: WLD 110

WLD 121 Welding Process II* 3-6 (0/66-132)

Welding open root corner joints and beveled 3/8" plate using E-6010 electrodes and ASME performance certification plate tests. May be repeated for credit up to six credits. Prerequisite: WLD 111

WLD 122 Gas Metal Arc Welding I 3 (0/66)

Materials of carbon steel and stainless steel with 0.035 solid wire and aluminum with 0.030 solid wires. Various joints and thicknesses of materials welded in all positions, using different modes and gases.

WLD 130 Welding Theory III 5 (55/0)

Basic welding blueprint reading and interpretations of conventional drafting, symbology, and specialized welding symbols: basic lines and views, dimensions, welding symbols, abbreviations, and pipe welding symbols, NDT symbols and ISO welding symbols. Prerequisite: Instructor permission

WLD 131 Welding Process III* 3-6 (0/66-132)

Using E-7018 electrodes, weld corner joints, bevel plates in all positions and ASME, WABO performance certification tests. May be repeated for credit up to six credits. Prerequisite: WLD 121

WLD 132 Gas Tungsten Arc Welding I (T.I.G.)* 3 (0/66)

The beginning G.T.A.W. process. Freehand techniques for aluminum, carbon steel, stainless steel, copper, and titanium. Using these materials, running beads, butt, lap, edge, corner and T joints in all positions. Also cup walk motion with 3/8" plate in vertical and horizontal positions.

WLD 151 Technical Drawings Interpretation 3 (22/22)

Basic technical drawings interpretation skills for welding engineering to develop abilities in reading and understanding technical drawings; emphasis on visualization and sketching of multi-view, isometric, schematic, and pictorial drawings. Prerequisite: MAP 101 or concurrent enrollment

WLD 152 Welding Layout I 3 (22/22)

Specialized weldment drafting techniques; intersections and developments, patterns for geometric shapes used in cardboard, sheet metal and structural shapes: fabrication and model construction. Prerequisite: WLD 151

WLD 153 Welding Layout II 3 (22/22)

Basic technical pipe drawing interpretations and developments. Patterns for geometric shape used in pipe component fabrication and model construction. Prerequisite: WLD 152

WLD 190, 290 Skill Improvement 2-6 (0/44-132)

Extra welding time and instruction to enhance student's welding skills and/or update their qualifications for testing. This is an open enrollment course offered throughout each quarter. (May be repeated for credit; graded on pass-fail basis.) Prerequisite: Instructor permission

WLD 205 Weld Testing Methods 4 (33/22)

A survey of methods used to test welds. This course will cover a variety of destructive and non-destructive test methods used in the welding industry. Prerequisite: WLD 130

WLD 206 Welding Codes and Standards 4 (33/22)

ASME, AWS, API, and WABO code interpretation of structural steels and testing and inspection of welded structures. Prerequisite: WLD 205

WLD 207 Welding Metallurgy 4 (33/22)

An introduction to metallurgy. Ferrous and nonferrous metals, alloys and their groupings will be covered. Prerequisite: WLD 206

WLD 212 Gas Metal Arc Welding II* 3 (0/66)

Flux cored arc welding with carbon steel and stainless steel using 0.045 flux cored wire following A.W.S. and W.A.B.O. procedure code. Various joints, thicknesses of materials in all positions. Also 1" plate W.A.B.O. unlimited field certification test. Prerequisite: WLD 122

WLD 241 Structural Weld Process I 6 (0/132)

This course focuses on student learning of structural connection mockups applying the Shielded Metal Arc and Flux Cored Arc Welding processes. Prerequisite: WLD 131 or instructor permission

WLD 242 Structural Welding I 3 (0/66)

An introductory course focusing on fabrication of structural weldments utilizing shielded metal arc welding and flux cored arc welding on structural connections. Prerequisite: WLD 212 or instructor permission

WLD 243 Structural Weld Process II 6 (0/132)

A structural welding course focusing on student application of Shielded Metal and Flux Cored Arc Welding processes on large outdoor structural weldments in accordance with drawings. Prerequisite: WLD 241 or instructor permission

WLD 244 Submerged Arc Welding 3 (0/66)

This course focuses on student learning of submerged arc welding process which entails an arc that takes place beneath a bed of granular flux. This is a high deposition industrial orientated welding process that is used to manufacture light to heavy weldments. Prerequisite: WLD 242 or instructor permission

WLD 245 Structural Weld Process III 6 (0/132)

A structural welding course focusing on student application of Shielded Metal and Flux Cored Arc Welding processes on tubular structural weldments in accordance with drawings. Prerequisite: WLD 153, 243, or instructor permission

WLD 261 Production Weld Process I 6 (0/132)

An introductory course focusing on student learning of production welding techniques by applying the Gas Metal Arc, Flux Cored Arc, and Gas Tungsten Arc Welding processes. Prerequisite: WLD 131 or instructor permission

WLD 262 Production Welding I 3 (0/66)

This course focuses on student learning of production welding within a shop setting. Prerequisite: WLD 212 or instructor permission

WLD 263 Production Weld II 6 (0/132)

An intermediate course that focuses on student learning of production welding techniques by applying the Gas Metal Arc, Flux Cored Arc, and Gas Tungsten Arc Welding processes on large parts in accordance with drawings. Prerequisite: WLD 261 or instructor permission

WLD 264 Advanced Weld Process 3 (0/66)

An advanced course focusing on student learning of welding processes such as pulsed gas metal arc, pulsed gas tungsten arc, and welding on advanced materials i.e., titanium and inconel. Prerequisite: WLD 262

WLD 265 Production Welding Process III 6 (0/132)

An advanced production welding course focusing on application of Gas Metal Arc, Flux Cored Arc, and Gas Tungsten Arc Welding processes on small parts in accordance with drawings. Parts will be welded in student manufactured fixtures. Prerequisite: WLD 263 or instructor permission

WLD 281 Pipe Welding I * 3-6 (0/66-132)

Students will be introduced to pipe welding in the 1G, 2G, 5G, and 6G positions using E-6010 electrodes with schedule 60, 80, 100, 120 and various size pipes. May be repeated for credit up to six credits. Prerequisite: WLD 131

WLD 282 Gas Tungsten Arc Welding II (TIG)* 3 (0/66)

This course introduces students to carbon steel pipe welding in 1G, 2G, 5G, and 6G positions using cup walk methods with 1/8" electrodes on schedule 60 and other various sizes of pipes. Prerequisite: WLD 132

WLD 283 Pipe Welding II 3-6 (0/33-132)

Students will enhance carbon steel pipe welding in 1G, 2G, 5G, and 6G positions using E-6010 and E-7018 electrodes with schedule 60, 80, 100 and 120 pipes and various other sizes of pipes. May be repeated for credit up to six credits. Prerequisite: WLD 281

WLD 284 Gas Tungsten Arc Welding III (T.I.G.)* 3 (0/66)

Students will use advanced skills on carbon steel pipe in the 2G, 5G, 6G positions, carbon steel pipe with stainless steel rods and stainless steel pipe in the 2G, 5G, and 6G positions. Prerequisite: WLD 282

WLD 285 Pipe Welding III 3-6 (0/33-132)

This course focuses on pipe welding 1G, 2G, 5G, and 6G positions using E-6010 and E-7018 rods and a combination of G.T.A.W. and S.M.A.W. process with schedule 40, 60, 80, 100, 120, and various other sizes of pipes. Prerequisite: WLD 283

WLD 295 Work Based Learning 1-6 (0/0/33-198)

A supervised work experience in the welding technology field to enhance the application of classroom instruction and skills and/or area of specialization approved by the program instructor. May be repeated up to twelve (12) credits. Prerequisite: instructor permission; Corequisite: WLD 297

WLD 297 Work Based Learning Seminar 1 (11/0)

Feedback and discussion to integrate and relate Work Based Learning and classroom based instruction. Work ethic, leadership, safety and occupational health, environmental issues, and other student generated topics are examined. May be repeated up to six (6) credits. Corequisite: WLD 295

WABO TESTING 0

Washington Association of Building Officials (WABO) testing is available. Contact the welding department at 762.6252 for more information.

*Flexibility is maintained to allow students to advance at their own learning rates; additional laboratory time is available through enrollment in WLD 190 or WLD 290.

**Approved by the FAA

Faculty & Administrators

Salah Abed (2007).....**Mathematics**
B.S., M.S., Western Washington University

LoraLyn Allen (2008) **Coordinator of Disability Services/Student Advisor**
B.A., Washington State University

Kathy Arita (1999).....**Director of Purchasing and Business Support Services**
B.A., Central Washington University; M.Ed., Heritage University

Marsha Asay (1984)**Nursing**
B.S.N., Brigham Young University

William Autry (1995) **Industrial Systems Technology**
A.A.A., Wenatchee Valley College; WA State Certified (07) Industrial Electrician; CIMM (Certified Industrial Maintenance Mechanic-ISA); CIRO (Certified Industrial Refrigeration Operator-RETA)

Kelsy Bendtsen (2011) **Early Childhood Education Assistance Program (ECEAP) Coordinator & Family Advocate**
B.S.W., M.S.W., Eastern Washington University

Daneen Berry-Guerin (2005)**Business Information Management**
B.A., Eastern Washington University; M.B.A., American Intercontinental University

Erik Borg (2000).....**Aviation Maintenance Technology**
A.A.S., Big Bend Community College; B.S., Central Washington University; FAA certificates include Commercial Pilot, Airplane Single and Multi-Engine Land, A&P Mechanic, Inspection Authorization, Designated Maintenance Examiner

Jennifer Brooks (2006).....**Nursing**
B.S.N., University of South Australia; M.C.E., Flinders University

John Carpenter (1994)..... **English**
B.A., M.A., University of Idaho

Sandy Cheek (2001).....**Director of Basic Skills and Japanese Agricultural Training Program**
B.A., University of Alberta; Teaching Certification, Simon Fraser University; M.Ed., University of Washington

Katherine Christian (2004)..... **Director of Health Education Programs**
B.A., University of Southern California; B.S.N., University of New York; M.S.N./Ed, University of Phoenix

Steve Close (2004)..... **English**
A.A., Contra Costa Community College; B.A., San Francisco State University; M.A., Ph.D., University of Oregon

Caren Courtright (2007) **Director of Bookstore**

Gregory Crane (1998) **Aviation/Flight**
A.A.S., Big Bend Community College; FAA certificates and ratings include: Commercial Pilot-Airplane Single and Multi-Engine Land, Airplane Single Engine Sea; Instrument-Airplane; Gold Seal Flight Instructor-Airplane Single and Multi Engine; Instrument-Airplane; Ground Instructor-Advanced and Instrument; FAA Designated Airmen Certification Representative (Certifying Officer)

Todd Davis (2008) **Director of Facilities and Operations**

Michael De Hoog (2001) **Activity Center Coordinator**
B.A., Whitworth College

Anita De Leon (1999).....**Director for TRiO Upward Bound**
B.A., M.S.W., University of Washington

Jennifer de Leon (2007)**Online Student Services Developer**
B.A., B.Ed., Central Washington University

Kathleen Duvall (2005)**Biological Sciences**
B.S., University of California at Davis; M.S., Brigham Young University

Andrea Elliott (2008)..... **Job Skills Training Specialist in WorkFirst**
B.A., University of Puget Sound

Janet Elliston (2011)**Nursing**
B.S.N., M.S.N., M.H.A., University of Phoenix

Gail Erickson (1998)**Developmental Studies**
B.A., University of Washington; M.Ed., Heritage University

José Esparza (2004) **Coordinator of Student Recruitment & Outreach**
A.A., Wenatchee Valley College; B.A., Washington State University; M.A., Gonzaga University

Sonia Farag (2007).....**Mathematics**
B.S., Ain Shams University; M.S., Central Washington University

Tim Fuhrman (1998) **Dean of Information Resources**
A.A.S., Big Bend Community College; B.A., Central Washington University; M.A., University of Arizona

Kara Garrett (1987) **Interim Dean of Arts & Sciences**
B.A., Western Washington University; M.A., TESOL School for International Training

Guillermo Garza (2007) **Commercial Driver's License**
Class A CDL License; Endorsements P1, T, N; Instructor Certifications

Kim Garza (2012) **Executive Director of Human Resources & Labor**
B.A., Eastern Washington University

John Gillespie (1995)..... **Aviation/Flight**
A.A., A.A.S., Big Bend Community College; B.A., Gonzaga University; FAA certificates include Airplane Single and Multi-Engine Land, Airplane Single Engine Sea; Commercial Privileges, Instrument Airplane/Gold Seal Flight Instructor, Airplane Single and Multi-Engine Instrument/Ground Instructor, Advanced Instrument

Mercedes Gonzalez-Aller (2009).....**Nursing**
B.S.N., University of New Mexico; M.N., Whitworth University

André Guzman (2006).....**Director of STEM Grant**
A.A., Big Bend Community College; B.A., Eastern Washington University; M.P.A., Indiana University

Gail Hamburg (2000).....**Vice President for Financial and Administrative Services**
B.A., B.S., Central Washington University; M.Ed., Heritage University; Certified Public Accountant

James Hamm (1993).....Engineering Curriculum Specialist
B.S., Eastern Washington University; Ph.D., University of Minnesota

David Hammond (2001).....Developmental English
B.A., Brigham Young University; M.A., Portland State University

Max Heinzmann (1981).....Counselor
A.A.S., Fort Steilacoom Community College; B.A., M.Ed., Western Washington University

David Holliday (2011).....Psychology/Sociology
B.A., M.A., University of New Mexico; Ph.D., University of Washington

Jeremy Iverson (2005).....Interim Financial Aid Advisor
B.S., Eastern Oregon University

Kim Jackson (2000).....Director of Student Programs
B.A., Brigham Young University; M.Ed., Heritage University

Barbara Jacobs (1972).....Biology
B.S., M.S., Washington State University; M.T., American Society of Clinical Pathologists

Gordon Kaupp (2007).....Welding Technology
American Welding Society: AWS Certified Welder, WABO Certified Welder

Terry Kinzel (1999).....Director of Cooperative and Institutional Title V Grants
A.A., Big Bend Community College; B.A., Western Washington University; M.Ed., Heritage University

Valerie Kirkwood (1999).....Dean of Research and Planning/Data Specialist for Title V
B.A., Eastern Washington University; M.Ed., Heritage University

Dennis Knepp (2000).....Philosophy
B.A., Wichita State University; M.A., Ph.D., Washington University

Yekaterina “Katya” Kozlova (2009).....TRiO Upward Bound Academic Advisor
A.A.S., Big Bend Community College; B.S.W., Heritage University

Candis Lacher (1989).....Associate Vice President of Student Services
B.A., Washington State University; M.S., Capella University

Stephen Lane (1987).....Mathematics
B.S., M.S., Northern Arizona University; B.A., Central Washington University; M.A., University of California, Dominguez Hills

Angela Leavitt (2001).....Foreign Language
A.A., Big Bend Community College; B.S., Brigham Young University; B.A., M.A., Washington State University

Ryann Leonard (2005).....Psychology/Criminal Justice
B.A., Western Washington University; M.S., Ph.D., Florida International University

Joseph MacDougall (2000).....Aviation/Flight
BSC., Aeronautics, University of North Dakota; Diploma in Aviation, Mount Royal College

Mandy Mann (2006).....Medical Assistant Coordinator/Instructor
A.A.S., Big Bend Community College; Health Care Assistant License, State of Washington

Shawn McDaniel (2004).....Welding Technology
A.A.S., Electronic Engineering; American Welding Society: CWI (Certified Welding Inspector) 01110781, CWE (Certified Welding Educator) 0111009E

Elizabeth Mendoza (2008).....Opportunity Grant Director
A.A.S., Big Bend Community College; B.A., Eastern Washington University; M.Ed., Heritage University

Bryan McKune (2010).....Aviation/Flight
A.A.S., Big Bend Community College; B.S., Southeastern Oklahoma State University; FAA Certificates: Airline Transport Pilot-Airplane Single and Multi-Engine Land; Commercial Pilot Single-Engine Sea; Flight Engineer-Turbojet; Gold Seal Flight Instructor Single and Multi-Engine, Instrument Airplane; Ground Instructor-Advanced and Instrument

Leslie Michie (2002).....Accounting and Business
B.S., M.A.C., Brigham Young University; Certified Public Accountant

Henry “Randy” Miller (1997).....Commercial Driver’s License
Class A CDL Endorsements T N

Robert Mohrbacher (2010).....Vice President for Instruction/Student Services
B.A., University of Washington; M.F.A., George Mason University

Dan Moore (1992).....Aviation Maintenance Technology
FAA certificates include Airframe and Powerplant, Inspection Authorization, Designated Mechanic Examiner, Private Pilot

Marsha Nelson (1996).....Counselor
A.A., Big Bend Community College; B.A., Central Washington University; M.A., North American Baptist College

Jenny Nighswonger (2004).....Early Childhood Education Specialist/Curriculum Development Specialist
B.A., Eastern Washington University; M.A., Grand Canyon University

Mike O’Konek (1985).....Automotive Technology
A.A.S., Big Bend Community College; National Institute of Automotive Service Excellence Certified “Master” Technician; A.S.E. Master Engine Machinist, A.S.E. Advanced Level Engine Performance Specialist

Rie Palkovic (1998).....Art
B.A., California State University; M.F.A., New Mexico State University

LeAnne Parton (2011).....Director of Development/Executive Director of the BBCC Foundation
A.A., Big Bend Community College; B.A., Eastern Washington University

Patrick Patterson (1992).....Music
B.A., Stanford University; Master of Music, University of Washington

John Peterson (2002).....Chemistry
A.A., Wenatchee Valley College; B.S., M.S., Western Washington University

Mark Poth (1987).....Communications/Men’s Basketball Coach
B.S., Brigham Young University; M.A., University of Hawaii

Asher Ramras (2012).....Operations Coordinator for the Japanese Agricultural Training Program
B.A., The University of British Columbia

Jennifer Ratigan (2011) **Transfer Services Coordinator**
B.S., Central Washington University; M.Ed., Heritage University

Clyde Rasmussen (2006) **Dean of Professional Technical Education**
B.S., M.S., Utah State University; Ed.D., Oregon State University

Christopher Riley (2001) **History/Political Science**
B.A., Pacific University; M.A., Pepperdine University

Charlene Rios (1997) **Director of Business Services**
A.A., Big Bend Community College; B.A., University of San Diego

Hugh Scholte (2005) **Director of Residence Halls**
Scottish Certificate of Education; Diploma of Higher Education, University of Paisley

Jille Shankar (2012) **Director of Financial Aid**
B.A., California State University at Chico; M.Ed., Northeastern University

Mary Shannon (1993) **Computer Science Instructional Designer for Title V**
B.B.A., M.B.A., Gonzaga University

Kate Shuttleworth (1999) **English Lab Coordinator**
B.A., San Francisco State University

Douglas Sly (1985) **Director of Public Information**
B.A., Eastern Washington University

Matthew Sullivan (2003) **English**
B.A., University of San Francisco; M.F.A., University of Idaho

Heidi Summers (2009) **Director of WorkFirst Services**
B.S., Oregon State University; M.A.Ed., Virginia Tech

John Swedburg (1982) **Aviation/Flight**
B.A., B.Th., Nebraska Christian College; M.A., University of Illinois, Springfield; FAA certificates: Airline Transport Pilot, Flight Instructor, Instrument Instructor, Ground Instructor, Commercial Seaplane, FAA Safety Counselor; Chief Flight Instructor

John Marc Swedburg II (2010) **Aviation/Flight**
A.A.S., Big Bend Community College; B.S., Embry-Riddle Aeronautical University; FAA Certificates: Single and Multi-Engine Airline Transport Pilot; Single and Multi-Engine Flight Instructor; Instrument Instructor

Custodio Valencia (2005) **Student Support Services Academic/Learning Strategist**
A.A., Big Bend Community College; B.A., Eastern Washington University; M.Ed., Washington State University

Diana Villafana (2003) **Student Success Center Retention Specialist**
A.A.S., Big Bend Community College

Rafael Villalobos, Jr. (2012) **STEM Support Specialist**
B.A., Central Washington University; M.Ed., Heritage University

Tyler Wallace (2008) **Math Instructional Specialist**
A.S., Blue Mountain Community College; B.A., B.S., M.A.T., George Fox University; M.A., University of Houston

Deena Westerman (2008) **Event & Conference Representative**
A.A.S., Big Bend Community College; B.A., University of Washington

Barbara Whitney (1990) **Mathematics**
A.A., Keystone Junior College; B.S., Bloomsburg University; M.Ed., University of Delaware

Preston Wilks (1996) **Accounting and Business/Head Women's Basketball Coach/Athletic Director**
A.A.S., Big Bend Community College; B.S., M.S., Brigham Young University; Certified Public Accountant

Tom Willingham (2004) **B.I.M. Lab Coordinator**

Jerry Workman (2006) **Director of Student Support Services**
B.A., Western Washington University; M.Ed., Seattle Pacific University

Sue Workman (2000) **Academic Coordinator for TRiO Upward Bound**
A.A., Lower Columbia College; B.A., Washington State University

Jerry Wright (2009) **Industrial Systems Technology**
Master Electrician's License MA01, State of Washington

Lance Wyman (1988) **Librarian**
B.A., University of Wyoming; M.S.L.S., University of Kentucky

Richard Wynder (2009) **Automotive Technology**
Automotive Service Technology Diploma, Southern Alberta Institute of Technology; Block Competency, Central Washington University; Washington Career/Technical Teaching Certificate; Alberta Journeyman; Canada Inter-Provincial Journeyman; ASE Master Technician

MariaAnita Zavala-Lopez (2000) **Counselor**
B.A., University of Washington; Ed.M., Washington State University

Emeritus List

On occasion, retired faculty and administrators are recognized for extraordinary service with the college. The title of “Emeritus” is bestowed by the BBCC Trustees upon the recommendation of the President, to gratefully acknowledge those unique individuals whose efforts throughout their careers on behalf of the college were far beyond the expectations of their positions.

Alice Milholland (1962-1981).....Instructor Emeritus	Makoto Enokizono (1974-2004) Faculty Emeritus
Dr. Peter D. DeVries (1978-1987).....President Emeritus	Vic Gilliland (1967- 2004) Faculty Emeritus
Dr. Robert Mason (1962-1991)..... Dean Emeritus	Erika Hennings (1996-2004).....Trustee Emeritus
Leroy Ledebor (1965-1991)..... Professor Emeritus	Patricia Nobach (1985-2005)..... Faculty Emeritus
Dr. Leroy Johnson (1980-1990)..... Professor Emeritus	Joe Rogers (1970-2005)..... Faculty Emeritus
Ron Graff (1967-1993) Professor Emeritus	Linda Wrynn (1981-2006)..... Faculty Emeritus
Don Wright (1966-1988)..... Professor Emeritus	Anita Hughes (1985-2007) Faculty Emeritus
Fred Huston (1964-1984) Dean Emeritus	Pat Palmerton (1978 to 2007) Director Emeritus
Larry Petersen (1968-1993) Professor Emeritus	Ken Turner (1980 - 2008).....Vice President Emeritus
Wayne Freeman (1973-1992) Professor Emeritus	Kathy Tracy Mason (1989 - 2008) Faculty Emeritus
Stephen Tse (1966-1996)..... Professor Emeritus	Maryanne Allard (1975 - 2008)..... Athletic Director Emeritus
Rex Wilks (1966-1995)..... Professor Emeritus	Steve Matern (1980 - 2009)..... Faculty Emeritus
Dr. Robert J. Wallenstien (1966-1977)President Emeritus	Van Jorgensen (1984 - 2009)..... Faculty Emeritus
Roger Glaese (1969-1998).....Vice President Emeritus	Pete Hammer (1976 - 2009)..... Faculty Emeritus
Fred Buche (1966-1996) Faculty Emeritus	Chuck Cox (1980 - 2009) Faculty Emeritus
David R. Wolff (1970-2000) Faculty Emeritus	Mike Lang (1976 - 2010) Vice President Emeritus
Dr. Harrell Guard (1986-1994).....Vice President Emeritus	Felix Ramon (1994- 2010).....Trustee Emeritus
Cynthia Calbick (1973-2001)..... Faculty Emeritus	Patricia Teitzel (1989-2011) Faculty Emeritus
Barbara Guiland (1982-2001)..... Faculty Emeritus	Eugene “Gene” Donat (1975-2011)..... Faculty Emeritus
Brenda Teals (1971-2001)..... Faculty Emeritus	Katherine Kenison (1999-2011).....Trustee Emeritus
Bill Looney (1970-2002) Faculty Emeritus	Holly Moos (1973-2012) Vice President Emeritus
Patricia Schrom (1992-2003).....Trustee Emeritus	William C. Bonaudi (1995-2012).....President Emeritus

(In accordance with Board Policy 1005, Adopted 4/82)

Notice of Non-Discrimination

Big Bend Community College District 18 provides equal opportunity in education and employment and does not discriminate against anyone based on race, ethnicity, creed, color, national origin, sex, marital status, sexual orientation, age, religion, disability or veteran status, in accordance with the Americans with Disabilities Act of 1990, Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973.

Inquiries may be made to:

Kim Garza, Executive Director of Human Resources,
509.793.2010

Loralyn Allen, Coordinator of Disability
Services/ Student Advisor, 509.793.2027

Candy Lacher, Associate Vice President of Student
Services, Title IX Coordinator, 509.793.2063

Big Bend Community College
7662 Chanute Street NE
Moses Lake, WA 98837

If you are a person with a disability and require an accommodation, please contact 509.793.2010 (or TDD 762.6335) as soon as possible to allow sufficient time to make arrangements.

Disclaimer Statement

This catalog and its components shall not constitute a contract between Big Bend Community College and prospective or enrolled students. The information contained in this catalog reflects the current policies and regulations of the college. However, the college reserves the right to make changes in its policies and regulations at any time. If policies or regulations of the college at any time conflict with information contained in this catalog, the policies and regulations will govern, unless expressly determined otherwise by the Board of Trustees. The college reserves the right to eliminate, cancel, phase out or reduce in size courses and/or programs for financial, curricular or programmatic reasons.

Limitations of Liability

The college's total liability for claims arising from a contractual relationship with the student in any way related to classes or programs shall be limited to the tuition and expenses paid by the student to the college for those classes or programs. In no event shall the college be liable for any special, indirect, incidental or consequential damages, including but not limited to, loss of earnings or profits.

Index

A		
Academic Amnesty	19	
Academic Information	19-22	
Accounting	37-39, 74-75	
Accreditation	2	
Administrative Professional Services	49	
Admission Checklist	5	
Admissions	5-8	
Adult Basic Education	31, 75-76	
Advanced Placement Exams/CLEP	20	
Advising/Counseling	9	
Agriculture	39-40, 76-77	
Aircraft Rescue & Fire Firefighting	77	
Anthropology	40, 78	
Applied Science Degree Requirements	29	
Art	41, 78	
Arts & Science Degree Requirements	24-26	
Astronomy	78-79	
Athletics/Activities/Clubs	18	
Auditing a Course	19	
Automotive Technology	41-43, 79-80	
Aviation (Commercial Pilot/Flight)	43-45, 81-83	
Aviation Maintenance Technology	45-46, 83-84	
B		
Baccalaureate Opportunities	31	
Basic & Breadth Requirements	25-26	
Basic Skills	31, 75-76	
BBCC History	2	
Biological Sciences	46-47	
Biology	84-85	
Board Ends Statements	2	
Board of Trustees	2	
Bookstore	11	
Botany	85	
Business	86	
Business Administration	48	
Business DTA/MRP Degree Requirements	26	
Business Information Management	48-51, 87-88	
Business Medical Support Services	50	
C		
Calendar	4	
Career Planning Services	11	
Center for Business & Industry Services	31-32	
Certificate of Accomplishment Requirements	30	
Certificate of Achievement Requirements	30	
Certificates and Degrees	23-30	
Chemistry	51, 89	
Childcare Learning Center	11	
Citizenship Classes	31	
College Success Skills	89-90	
Commercial Pilot training	43-45, 81-83	
Commercial Driver's License	52, 90	
Common Course Numbering	74	
Communications	90	
Community Education	32	
Computer Science	52-55, 90-92	
Confidentiality of Student Records	22	
Counseling/Advising	9, 12	
Course Descriptions	74-115	
Course Numbering System	19	
Course Repeat Policy	19	
Credit by Examination	19	
Credits & Credit Load	20	
Criminal Justice	55, 93	
D		
Degrees & Certificates	23-30	
Degrees General Requirements	23	
Disability Services	12	
Disclaimer Statement	120	
Discrimination/Sexual Harassment	15	
Dismissal (Academic)	22	
Distance Education/Online Classes	35	
Dropping a Class	9	
Drug & Alcohol Abuse Prevention	12-13	
E		
Early Childhood Education	55-57, 93-94	
Economics	57, 94	
Education	94-95	
Educational Programs	31-36	
Electrical (Industrial)	61-63	
Elementary Education DTA/MRP Degree Requirements	27	
Emeritus List	119	
Employment (Student)	14	
English	57, 95-96	
English as a Second Language	31	
English Lab	32	
Environmental Science	97	
Equal Opportunity Statement	120	
F		
Faculty & Administrators	116-118	
Financial Aid	13-14	
First Aid/EMT	97	
Flight (Commercial Pilot)	43-45, 81-83	
Food & Housing	15	
Foreign Languages	57-58, 97-98	
G		
GED Preparation/Testing	16, 31	
General Education	23-24	
General Exam Credit	20	
General Studies Degree Requirements	30	
Geography	98	
Geology	98	
Grade Point Average (GPA) Calculation	20	
Grades End of Term	20	
Grading Symbols	20-21	

H	
Health Education	63, 98
High School Completion	31
History	58, 99
Honors (Quarterly & Graduation).....	21
Housing & Food Services	15
Humanities.....	99
Humanities Breadth Requirements.....	25
I	
Incomplete Grade	20-21
Industrial Electrical	61-63
Industrial Systems Technology	58-63, 99-102
Insurance (Health/Accident)	15
Integrated Basic Education and Skills Training I-BEST	32-33
International Students.....	8
Intramural Activities	18
J	
Japanese Agriculture Training Program	33
Journalism	102
L	
Library.....	33-35, 102
Limitations of Liability	120
Low Grade Policy	21-22
M	
Mechanical Maintenance.....	58-60
Math (Applied)	102
Mathematics	64, 102-105
Mathematics Assessment.....	7
Math/Science Breadth Requirements.....	25-26
Math/Science Resource Center.....	35
Medical Assistant.....	64-65, 105
Medical Office & Billing.....	50
Mission Statement.....	2
Music	18, 65, 105-106
N	
Notice of Non-Discrimination	120
Nursing	65-68, 106-109
Nutrition	109
O	
Office Technology Support Services.....	49
Online Classes/Distance Education	35
Opportunity Grant	14
Orientation	7
P	
Pass/Fail Grading Option	21
Philosophy	68, 109
Physical Education & Health	68-69, 109-111
Physics	69, 111
Placement Testing (Math/English)	7-8
Political Science	69-70, 111-112
Pre-Nursing DTA/MRP Degree Requirements	27-28
Probation (Academic).....	21
Professional/Technical Programs	35
Programs of Study.....	37-70
Psychology	70, 112

Q	
Quantitative Basic Skills	25
R	
Reciprocity Agreement	6
Records Confidentiality.....	22
Refund Policy	9
Registration	9
Registration Access Times	9
Related Instruction.....	24
Religious Studies.....	70, 112
Repeating a Course.....	19
Resident Classification for Tuition	7
Resident Credit Requirement	23
Residential Services	15
Running Start.....	35-36
S	
Scholarships	14
Science.....	112
Science Degree Requirements.....	28
Sexual Harassment/Discrimination.....	15
Social Science Breadth Requirements	25
Sociology	70-71, 112
Specified Electives List.....	26
Standards of Progress Policy	21-22
Student Government (ASB).....	18
Student Handbook.....	16
Student Programs.....	18
Student Records Confidentiality	22
Student Rights & Responsibilities.....	16
Student Success Center.....	16
Student Services	11-17
Student Support Services.....	16
Suspension Appeals.....	22
Suspension (Academic).....	22
T	
Tech Prep	36
Testing Services	16
Transcripts	22
Transfer Programs.....	32
Transfer Rights and Responsibilities	6
Transfer Students	6
TRiO Upward Bound	36
Tuition & Fees	10
V	
Veterans' Services.....	16-17
W	
Welcome from the President	1
Welding.....	71-73, 113-115
Withdrawals	21
Workforce Training	14