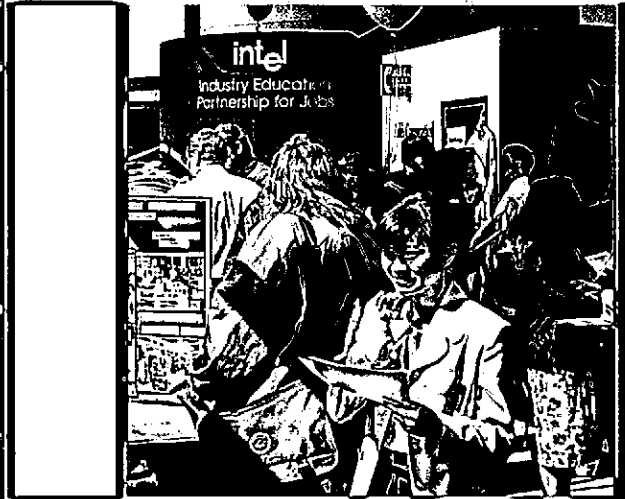
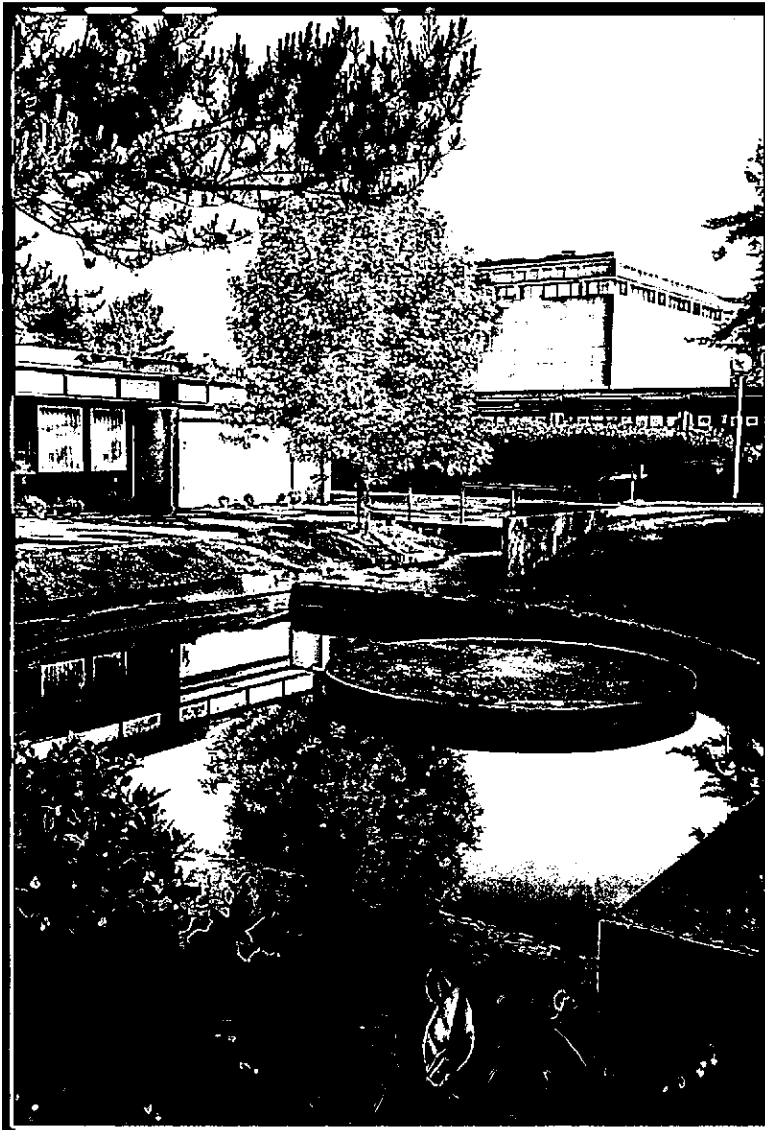
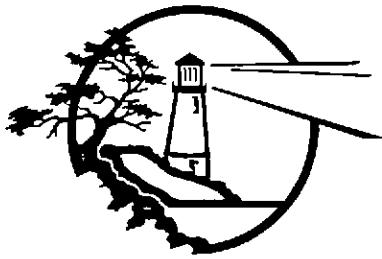


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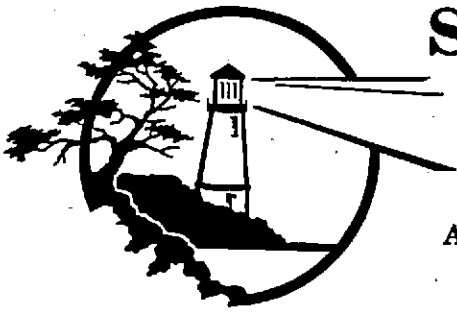
Southwestern Oregon Community College



1997-98
Catalog

1988 NEWMARK AVENUE
COOS BAY OR 97420-2912

A non-discriminatory, equal opportunity college.



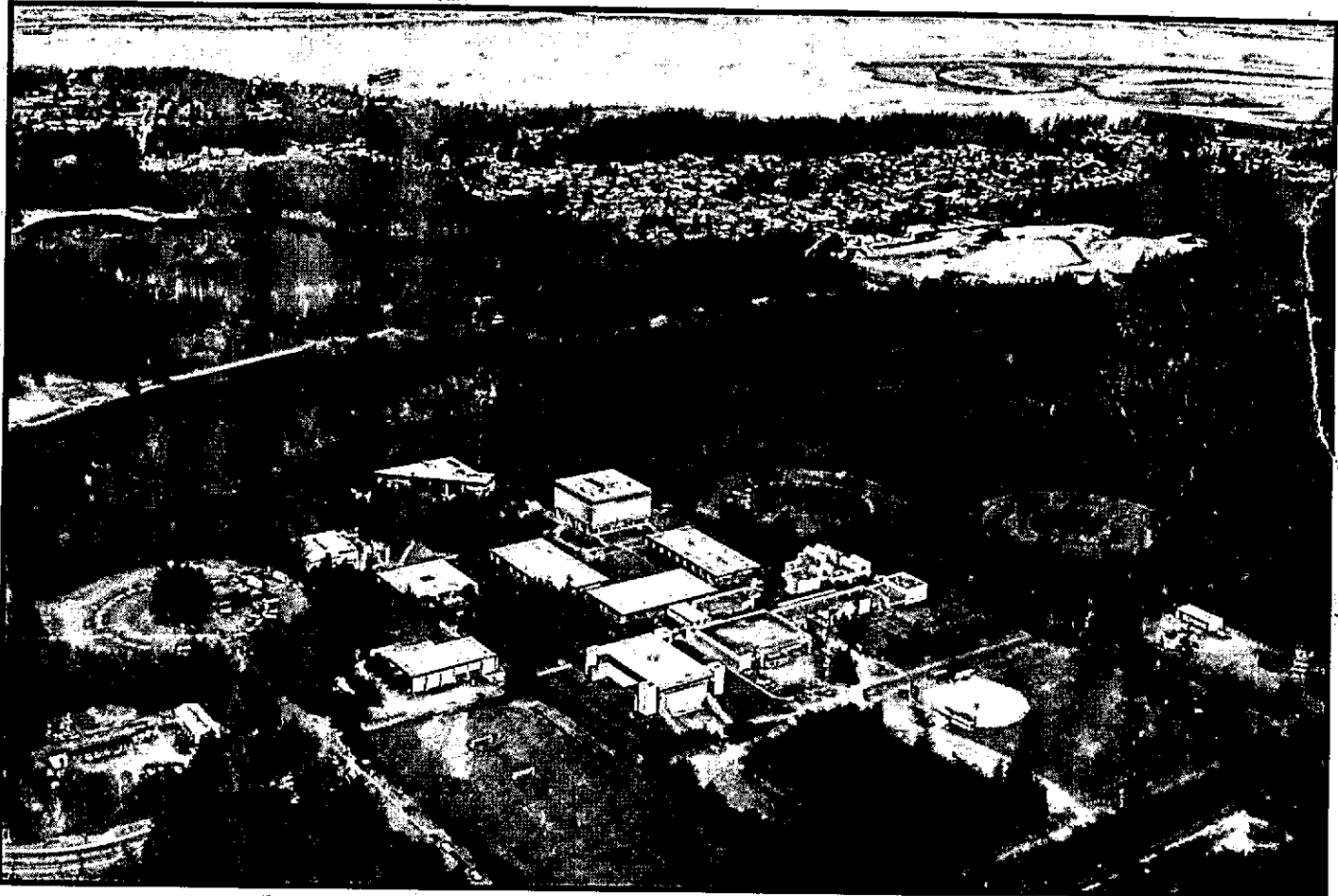
SOUTHWESTERN OREGON COMMUNITY COLLEGE

1988 Newmark Avenue

Coos Bay OR 97420-2912

A non-discriminatory, equal opportunity college.

541 888-2525



ABOUT THE AREA

Southwestern Oregon Community College is located in the heart of Oregon's scenic south coast - an area known for its miles of open public beaches, vast forests, clear lakes and rivers, immense sand dunes, abundant wildlife and boundless recreational opportunities.

Visitors and residents alike enjoy camping, fishing, hunting, clamming, crabbing, beachcombing, canoeing, kayaking, white-water rafting, surfing, swimming, scuba diving, sailing and sailboarding. Exploring the dunes via all-terrain vehicles or bicycling rugged coastal mountain trails and country roads offer other kinds of adventures.

Organized sports off campus include softball, basketball, volleyball, baseball, golf, track and bowling leagues. A fitness center at Southwestern and a regionally acclaimed racquetball facility in Coos Bay, along with several privately operated physical fitness facilities and a gymnastics academy, offer a wide choice of physical fitness activities.

The south coast is rich in culture and history with many theater ensembles, art galleries, libraries, and museums, as well as the nationally acclaimed Oregon Coast Music Festival held in July every year.

The Oregon International Port of Coos Bay - the largest deep-draft ocean port between San Francisco and Seattle - is a major gateway to the Pacific Rim.

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ACADEMIC CALENDAR

The academic year of Southwestern Oregon Community College begins on the first day of summer quarter classes at the main campus in Coos Bay. The academic year continues through fall, winter and spring quarters and ends the day before the beginning of the next academic year.

FALL TERM 1997

| | |
|------------------------|--|
| August 25 | Begin making <i>advising</i> appointments with Registration & Records |
| August 28 | Last day of summer hours work week |
| September 1 | CAMPUS CLOSED - LABOR DAY |
| September 5 | Advising appointment schedules distributed to faculty |
| September 8 | Faculty returns to campus |
| September 8-12 | INSERVICE (campus may be closed) |
| September 15-17 | <i>Advising</i> by appointment in faculty offices |
| September 15-26 | Formal fall <i>registration</i> |
| September 17 | Financial Aid/Agency fall book sales begin |
| September 18, 19 | Faculty preparation days |
| September 19 | New Student Orientation 1 - 4 pm |
| September 22 | Day and night classes begin |
| September 26 | Last day to register or add classes <i>without</i> instructor consent |
| October 3 | Last day for refunds Last day to return textbooks for full refund Financial Aid Students should complete all add/drops and waiting list classes for correct check disbursement |
| October 6 | Late fees begin |
| October 9, 10 | Financial Aid appointments to sign and receive balance of Financial Aid awards |
| October 17 | Financial Aid students must complete the registration process by today |
| October 27 | Begin making <i>advising</i> appointments for early winter registration on sign-up sheets on faculty doors |
| October 31 | Last day to withdraw <i>without</i> responsibility for a grade or change to audit without instructor consent |
| November 3 | Begin making <i>registration</i> appointments for early winter registration with Registration & Records |
| November 11 | CAMPUS CLOSED - VETERANS' DAY |
| November 12-18 | <i>Advising</i> by appointment in faculty offices |

| | |
|------------------------------------|--|
| November 17 | Early <i>registration</i> for winter term begins Make payment arrangements with Cashier at time of registration |
| November 17-26 | Registration & Records and Financial Aid offices closed 12 - 1:30 pm |
| November 19 - December 26 | Advising in the Counseling Center |
| November 27, 28 .. | CAMPUS CLOSED - THANKSGIVING HOLIDAY |
| December 1 | Begin making <i>advising</i> appointments for formal winter registration on sign-up sheets on faculty doors |
| December 3 | Last day to change to audit or withdraw <i>with</i> instructor consent Last day to process fall registrations and add/drops |
| December 8-12 | Final exam week |
| December 10-12 | Textbook buy-back |
| December 24, 25 | CAMPUS CLOSED - CHRISTMAS HOLIDAYS |
| December 26 | CAMPUS CLOSED TO THE PUBLIC |

WINTER TERM 1998

| | |
|-------------------|--|
| December 31 | Financial Aid/Agency winter book sales begin |
| January 1 | CAMPUS CLOSED - NEW YEAR'S DAY |
| January 2 | Faculty returns Advising and registration New Student Orientation 1 - 3 pm |
| January 5 | Day and night classes begin |
| January 5-9 | Formal registration |
| January 9 | Last day to register or add classes <i>without</i> instructor consent |
| January 16 | Last day for refunds Last day to return textbooks for full refund Financial Aid students should complete all add/drops and waiting list classes for correct check disbursement |

ACADEMIC CALENDAR

| | |
|------------------------------|--|
| January 19 | CAMPUS CLOSED - DR. MARTIN LUTHER KING, JR. DAY |
| January 20 | Late fees begin |
| January 22, 23 | Financial Aid appointments to sign for and receive balance of Financial Aid awards |
| January 30 | Financial Aid students must complete the registration process by today |
| February 2 | Begin making <i>advising</i> appointments for early spring registration on sign-up sheets on faculty doors |
| February 9 | Begin making <i>registration</i> appointments for early spring registration with Registration/Records |
| February 13 | Last day to withdraw <i>without</i> responsibility for a grade or change to audit without instructor consent |
| February 16 | CAMPUS CLOSED - PRESIDENTS' DAY |
| February 19-25 | <i>Advising</i> by appointment in faculty offices |
| February 23 | Early <i>registration</i> for spring term begins |
| | Make payment arrangements with Cashier at time of registration |
| February 23 - March 4 | Registration & Records and Financial Aid offices closed 12 - 1:30 pm |
| February 26 - March 27 | <i>Advising</i> in the Counseling Center |
| March 9 | Begin making <i>advising</i> appointments for formal spring registration on sign-up sheets on faculty doors |
| March 13 | Last day to change to audit or withdraw <i>with</i> instructor consent |
| | Last day to process winter registrations and add/drops |
| March 16-20 | Final exam week |
| March 18-20 | Textbook buy-back |
| March 23-27 | Spring break |

SPRING TERM 1998

| | |
|-------------------------|---|
| March 25 | Financial Aid/Agency Spring book sales begin |
| March 27 | New Student Orientation 1-3 pm |
| March 30 | Faculty returns |
| | Day and night classes begin |
| March 30- April 3 | Formal registration |
| April 3 | Last day to register or add classes <i>without</i> instructor consent |
| April 10 | Last day for refunds |
| | Last day to return textbooks for full refund |
| | Financial Aid Students should complete all add/drops and waiting list classes for correct check disbursement |
| April 13 | Late fees begin |
| April 16, 17 | Financial Aid appointments to sign and receive balance of Financial Aid awards |
| April 24 | Financial Aid students must complete the registration process by today |
| April 27 | Begin making <i>advising</i> appointments for early summer and fall registration on sign-up sheets on faculty doors |
| April 30 | Graduation application deadline |
| May 4 | Begin making <i>registration</i> appointments for early summer and fall registration with Registration & Records |

| | |
|-----------------------|--|
| May 8 | Last day to withdraw <i>without</i> responsibility for a grade or change to audit without instructor consent |
| May 14-20 | <i>Advising</i> by appointment in faculty offices |
| May 18 | Early <i>registration</i> for summer and fall term begins |
| | Make payment arrangements with Cashier at time of registration |
| May 18-28 | Registration & Records and Financial Aid offices closed 12 - 1:30 pm |
| May 21- June 18 | <i>Advising</i> in the Counseling Center |
| May 25 | CAMPUS CLOSED - MEMORIAL DAY |
| June 5 | Last day to change to audit or withdraw <i>with</i> instructor consent |
| | Last day to process spring registrations and add/drops |
| June 8-12 | Final exam week |
| June 10-12 | Textbook buy-back |
| June 12 | Commencement |
| June 15 | College begins summer work week (M-Th) |
| June 15-18 | Term break |

SUMMER TERM 1998 (tentative)

| | |
|-----------------------|--|
| June 17 | Financial Aid/Agency summer book sales begin |
| June 22 | Day and night classes begin |
| June 22-24 | Formal registration for summer term |
| June 24 | Last day to register or add classes <i>without</i> instructor consent |
| June 25, 29, 30 | Follow-up registration for summer term |
| June 30 | Last day for refunds |
| July 1 | Late fees begin |
| | Last day to return textbooks for full refund |
| | Financial Aid Students should complete all add/drops and waiting list classes for correct check disbursement |
| July 2 | CAMPUS CLOSED - INDEPENDENCE DAY |
| July 9 | Financial Aid appointments to sign and receive balance of Financial Aid awards |
| July 16 | Financial Aid students must complete the registration process by today |
| August 6 | Last day to change to audit or withdraw <i>with</i> instructor consent |
| | Last day to process summer registrations and add/drops |
| August 10-13 | Textbook buy-back |
| August 13 | Last day of classes |
| | Early fall payment deadline |

AN OVERVIEW

ACCREDITATION

Southwestern Oregon Community College is accredited by the Commission on Colleges of the Northwest Association of Schools and Colleges. Accreditation was reaffirmed in 1992. The curricula of programs are approved by the Oregon State Department of Education Community College Division and are subject to periodic evaluation.

Copies of the College's accreditation, certifications and licenses are available for review in the Office of Instruction.

THE COLLEGE - HISTORY

Southwestern Oregon Community College is located within two miles of the Pacific Ocean in an area of scenic beauty and mild climate. The 153-acre institution lies completely within the city of Coos Bay and is bordered on the north and east by the city of North Bend.

Southwestern Oregon Community College (Southwestern) was formed in a May 1961 tax district election. It included Coos and western Douglas counties. On July 1, 1995, Curry County joined the College District. The district now encompasses 3,648 square miles with a population of more than 92,000. The College is the only public, post-secondary institution in the region.

Enrollment has grown from 266 students in 1961 to over 11,000 students. Staff size has grown from 15 to more than 70 full-time faculty and from 11 to over 275 part-time instructors. Cultural and athletic events at the College attract 20,000 men, women and children each year.

During the early years, Southwestern held classes in surplus U.S. Navy facilities and in Coos Bay and North Bend school district buildings. Today's campus is located on the shore of Upper Empire Lake in a natural tract of coastal pine and shrubbery.

Permanent campus construction began in 1963. Most of the campus was built between 1965 and 1969. A second phase of construction, which began in 1979, provided new and remodeled shops and laboratories and

expanded facilities for several programs. The expansion included a college community center with a cafeteria, student activity space, student government offices and meeting rooms for school and community activities. The College entered a new building phase in 1994 with the construction of a new student services and general classroom building. This was followed immediately by a comprehensive One-Stop Career Center, a Family Center, student housing, a new baseball field, and an indoor athletic practice facility.

Throughout the College's years, a comprehensive instructional program has evolved. Instructional offerings include two-year transfer programs, one- and two-year professional/technical programs, short course occupational programs, adult education, a high school diploma program and adult enrichment courses. Classes are offered on the campus and in towns throughout the College district.

As a partner in the south coast's economic development, Southwestern offers students and industrial partners education that meets their needs.

When our students enroll for a short course, a two-year transfer or two-year associate degree, we know they are preparing for a rewarding future.

THE COLLEGE - MISSION

Southwestern Oregon Community College is an educational institution dedicated to the optimum development of individuals. Education is important to human development and growth—socially, economically and politically. Learning job skills is important, and just as important is learning to live and work with other people, knowing how to get involved in society's work and understanding our history, art, science and literature. We believe in education for everyone who may profit from it and in the dignity of choice in finding your place in society.

College educational programs and services provide learning experiences for a diverse group of students who:

1. Need guidance and counseling to assist them in establishing and

achieving educational, occupational and personal goals.

2. Wish to broaden their general educational and cultural experiences.
3. Wish to pursue occupational education courses for programs which will prepare them for employment.
4. Wish to pursue instruction that will improve their occupational skills and knowledge.
5. Need preparatory or remedial instruction that will allow them to pursue other educational or personal goals.
6. Wish to pursue college courses (freshman or sophomore level) or programs to allow them to transfer to four-year colleges and universities.
7. Wish to participate in programs and activities that will contribute to their general, occupational or personal growth and development.
8. Wish to utilize the resources of the College to promote the general welfare of the community. (1969)

The Board Vision

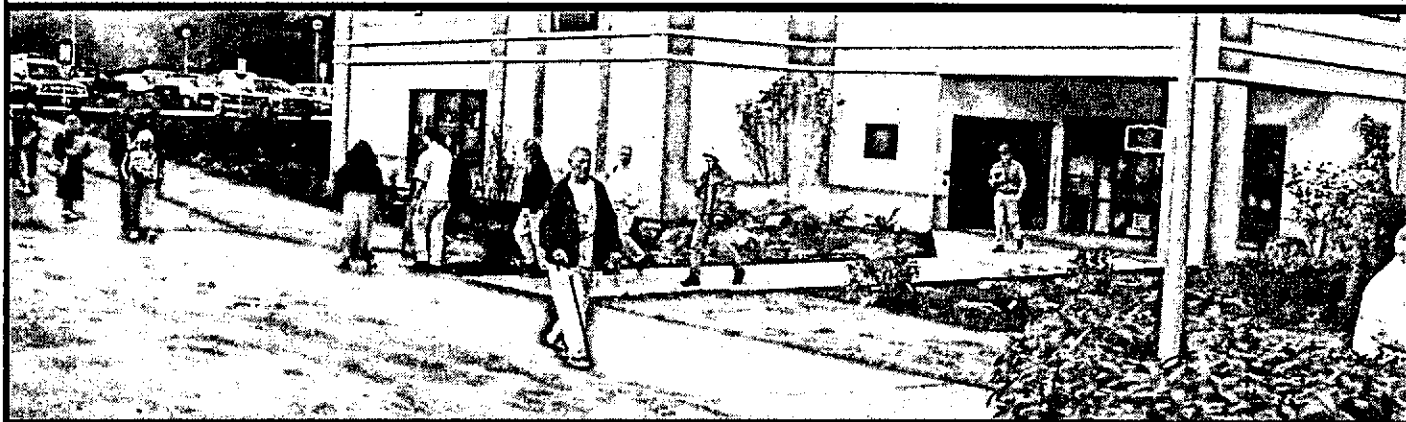
The Southwestern Oregon Community College District provides comprehensive quality education programs and services that are accessible and responsible to diverse student and community populations.

Because of Southwestern Oregon Community College, South Coast citizens will be involved in society's work, will value lifelong learning, be linked with regional, national and global information systems, and have an employable adult population supported by a thriving economic, social and cultural environment.

The Board Mission

On behalf of the people of Coos, Curry and Western Douglas Counties, the Southwestern Oregon Community College Board of Education will govern Southwestern Oregon Community College with a strategic perspective, while attending to its leadership role and the continual improvement of its ability to define values and vision.

ADMISSION, REGISTRATION, RESIDENCY and TUITION



ADMISSION

Open Door Policy

Southwestern Oregon Community College maintains an "open door" policy and welcomes students who wish to obtain a quality education. Any person who is 18 years or older, or who has a GED or is a high school graduate, and has the ability to profit from instruction may be admitted to the College and register for classes. *Admission to classes, however, does not ensure admittance to a particular course or program of study.* Contact the Office of the Associate Dean of Student Services in Dellwood Hall for information regarding admittance to degree, diploma and certificate programs.

Individuals who are 16 and 17 years of age and have not graduated from high school, and are not attending high school, may be admitted to the College under some circumstances. For information, contact the Counseling Center in Stensland Hall. Students in this age group who are attending high school may register for many of the classes offered at Southwestern and, with the approval of their high school, may use the credits they earn toward high school graduation requirements. Financial Aid is not available to these students.

Persons under 16 years of age who are NOT attending high school may be admitted to the College under exceptional circumstances only. Admission will require a *Release from Compulsory Education* form signed by the principal of the high school district of residence, a completed *Application*

for Admission, placement test scores indicating readiness for college level classes, *recommendation for admission* from a counselor, and *approval* of the Dean of Instructional and Student Services. **All steps for admission must be completed before these students may register for classes.**

Students in this age group who ARE attending high school may, with the approval and authorization of the high school, register for many of the classes offered at Southwestern and possibly use the credits they earn toward high school graduation requirements. Students under 16 years of age may not register for developmental courses.

New students pursuing degree, certificate or transfer programs, or enrolled in 12 credits or more, must complete a Southwestern *Application for Admission* form and pay the admission fee. The forms may be picked up in Dellwood Hall, or call (541) 888-7338 to request one be mailed to you.

The Curry campus offices are located in Brookings at 420 Alder Street, (541) 469-5017; in Gold Beach at 29390 Ellensburg Avenue, (541) 247-2741, and in Port Orford at 905 Oregon Street, (541) 332-5810.

Schedule of Classes

A Southwestern Schedule of Classes is published prior to the beginning of each term. It lists the classes to be offered, and the location, tuition and fees for each class.

Additional short-term classes for each term are advertised individually as they are scheduled.

PLACEMENT and PLACEMENT TESTING

Students who will be full-time, or who will be pursuing a degree or certificate program must have completed placement tests before they may register. Placement tests may also be required before students enroll in certain individual classes for personal interest. The purpose of placement tests is to assure that students have the appropriate level of academic skills to allow them to succeed in the course and/or program. (See Financial Aid section for *Ability to Benefit*.) Students generally may not register in classes that require a skill level higher than that indicated by their placement tests. This is particularly true in the areas of math and writing. Students need to work with their advisors to ensure that they are placed in classes commensurate with their skill level. Placement tests may be taken on a walk-in basis between 8 a.m. and 4 p.m. in the Counseling Center in Stensland Hall.

Placement tests are scheduled by appointment through the local offices for the Curry campuses in Brookings, Gold Beach and Port Orford.

REGISTRATION

Students may register for classes prior to the beginning of each term. Registration periods are listed in the academic calendar in this catalog and registration instructions are published each term in the Southwestern Schedule of Classes. Registration is complete when the outlined procedures have been followed.

The entry of a student's class(es) into the computer creates an accounts receivable for the student that reflects the amount of the tuition and fees the student owes. The student, at time of registration, assumes the responsibility for paying the amount due unless he/she formally drops from the class(es) **BEFORE THE TERM STARTS OR DURING THE FIRST TWO WEEKS OF CLASSES.** Formal withdrawal requires that the student submit a signed and dated add/drop form to the Registration and Records Office.

Students completing registration procedures for regular classes after the second week of the term will be charged a late fee.

Students who have delinquent accounts receivable or who are in default on Emergency Tuition Loans, Stafford and Perkins Loans, or Title IV, or who have other college debts, will be prohibited from registering for further terms until the debt is paid in full or acceptable arrangements are made with the College Business Office.

TUITION and FEES

Tuition and fees are assessed when the student registers. The student is responsible for payment at the time of registration. Payment may be made by cash, check, money order, VISA, MasterCard or Discover Card. Checks should be made payable to Southwestern Oregon Community College.

Tuition and fees may be billed to an employer or an agency if the College has received the appropriate authorization.

A deferred payment plan (payment in three installments) is available for those who qualify; an extra fee of up to \$25 is charged for this service. If a student is under 18 years of age, Southwestern requires a deferred contract be made in the parent or guardian's name and requires their signature in the presence of the Cashier. For information, or to use this plan, consult the Cashier in Dellwood Hall.

The tuition and fees charged to students entitle them to services offered by the College, such as use of the library, laboratory equipment and some materials used in courses for which the student is registered, counseling and testing services, and admission to

certain college-sponsored events. No reduction in tuition and fees is made for students who do not utilize these services.

The College reserves the right to change tuition and fees at any time, but may not increase them for a term after the date announced for formal registration. This does not affect the right of the President of the College to levy special charges at any time should conditions make this necessary.

Residency Status for Tuition Purposes

Tuition calculations are based upon student's residency status. Residency is determined from information provided on the application for admission form. You may qualify for resident tuition if you are an international exchange student on a J1 visa (i.e., AFS, Rotary International students, etc.) residing with a host family in Oregon.

Resident Tuition

Resident tuition per term is \$37 per credit up to a maximum of \$555 for enrollment that does not exceed 18 credits. Enrollment in courses beyond the 18 credit limit will result in additional tuition charges of \$37 per extra credit.

International Student Tuition

Tuition for international students, other than those excluded under Residency Guidelines, will be \$132 per credit for 1 to 45 credits and \$111 per credit for the 46th credit and above.

Class Fees

Some classes carry fees in addition to tuition to cover materials, services, insurance, facility use or other costs. Current fees are listed in each term's Schedule of Classes.

Late Fees

Late fees are charged for registrations initiated two or more weeks after classes begin. During the third week, the late fee is \$8. After the third week, the late fee is \$14.

Tuition Waived

Tuition is waived for the following community development and service courses:

MUP0526 Band
MUP0528 Choir

MUP0529 Orchestra
HE0574 Hospice Care
ESL0747 English as a Second Language (ESL)
MISC0748 Citizenship
DEV0593 Learning Skills Lab
HE9380 Cardiopulmonary Resuscitation (CPR)
ITP0583, 4, 5 Sign Language
ABE0745 Adult Basic Education/ GED Preparation

Gold Card Club

Residents of the College district, age 62 or older, are eligible for membership in the Gold Card Club. Members are entitled to a 50% reduction of tuition for all courses numbered 0500 or higher. Members do not receive a reduction in class fees.

Refunds

Students who drop courses or withdraw from the College may be entitled to a refund if they file a completed drop form with the Registration and Records Office. In emergency situations, a phone call followed immediately by a signed letter will be accepted for withdrawal of a student from a class or classes. Any refund will be calculated from the date the drop form or the written withdrawal is received in the Registration and Records Office. Any monies owed to the College will be deducted from the refund. Any monies paid by other resources for student charges will be refunded to the agency paying the charges. Financial aid students will have refunds calculated according to federal guidelines. Refer to page 12 of this catalog for financial aid policies. A pamphlet explaining the Refund and Repayment policies is available from the Financial Aid Office.

For classes three weeks or longer, a 100% refund is given if the formal withdrawal is completed before the end of the second week of classes. The refund policy does not extend beyond the second week of the term, but the Registrar may adjust a claim for a refund if it is determined that the student was delayed in filing for reasons beyond his or her control. The claim must be presented in writing.

For classes, seminars or workshops two or fewer weeks in duration, 100% refund will be given if the student

completes formal withdrawal before the day the class starts. During the remainder of the class session, refund of tuition/fees is at the discretion of the Registrar upon receipt of a written request and justification from the student.



ACADEMIC INFORMATION

Types of Credit

Classes at the College may be credit or non-credit. Credit classes may be transferable to four-year institutions, or they may be applicable only to one- or two-year programs. Others are developmental and enable students to improve basic skills.

Credit classes

1. have specified learning objectives - what the student should be able to understand, do, perform and demonstrate after successful completion of the course.
2. meet the minimum hour standards as outlined by the Accreditation Handbook.
3. contain incremental concept/ knowledge/skills development, and are designed to build development to a prescribed level.
4. through various activities such as discussion, written assignments, projects, experiments, and tests throughout the course, result in a demonstrated degree of mastery of and/or the ability to apply the concepts/ knowledge/skills effectively, and to integrate what is learned. Deficiencies are noted and reviewed and assistance is provided to clarify what the student does not understand.
5. use some scale for assessing learning with a defined minimum level of demonstrated competency required for successful completion of the course.
6. are taught by fully credentialed persons.

Non-credit classes are those that do not meet the preceding criteria, and are

generally offered for community interest. The content is generally not applicable toward a certificate, diploma or degree, and is not always transcribed.

Lower Division Transfer credits are those that will transfer to four-year schools in the Oregon State System of Higher Education and apply toward a bachelor's degree. Generally, transfer courses will have a departmental prefix and a three digit number between 100 and 299. (Example: BI241, Organic Chemistry.)

Developmental courses will generally have a departmental prefix and a two- or four- digit number. (Example: MTH70, RD0573)

Professional/Technical courses will vary, but will have a departmental prefix and a two, three or four digit number.

Because course numbers vary, students planning to transfer to four-year institutions should follow the course selections shown under the Associate in Arts Degree requirements, and consult with their faculty advisor.

Course Load

A student taking 12 or more credits in a regular term is classified as a full-time student. Summer term students taking 8 or more credits are classified as full-time, except for financial aid purposes. There are special requirements for veterans outlined under the *Veterans* section of this catalog.

Students must file a petition and receive permission from the Academic Standards Committee to take more than 18 credits in one term.

To complete the credits required for an Associate degree in two years, a student must average 15 to 18 credits of college level coursework per quarter. Careful planning and consultation with an advisor are recommended.

Credit by Challenge or Advanced Placement

The COLLEGE LEVEL EXAMINATION PROGRAM (CLEP) and Southwestern course challenge process (Credit by Evaluation) allow students to demonstrate knowledge and proficiency and acquire credit in selected academic areas. Contact the Counseling and Testing Center in Stensland Hall for information and guidelines regarding these challenge processes.

ADVANCED PLACEMENT TESTS taken while in high school may be accepted for college credit. For information contact the Counseling and Testing Center.

Credits Transferred from Other Colleges

Course credit transferred from other accredited colleges or universities is evaluated in terms of equivalency to Southwestern courses and/or applicability to Southwestern programs. All credits of the cumulative grade point average (GPA) are transferred in even though some of the credits may not apply to the student's Southwestern program.

108 Credit Limitation

Senior institutions of the State System of Higher Education in Oregon usually accept no more than 108 credits in transfer from a community college.

Students contemplating taking more than 108 credits before transfer should seek advice from the major department of the transferring institution.

Statute of Limitations on AAS and AS degrees and certificates:

1. Students whose course of study has been interrupted for a year or more must meet new certificate or degree requirements.
 - a. The application of existing coursework will be evaluated on an individual basis by the Transcript Evaluator and the appropriate instructors.
 - b. Modifications or exceptions may be made in certain circumstances—for example, if the student has been employed in the skill area, and has thus been able to keep up with developments in the field, or if the time lapse is marginally outside accepted limits. All exceptions will be made with the knowledge and consent of the appropriate instructors.
2. Students taking more than 5 years to complete an AAS or AS degree or certificate must have coursework evaluated by the Transcript Evaluator and the program department before graduation.
 - a. Students may have to retake courses or take additional coursework to graduate.

Continuing Education Unit (C.E.U.)

A Continuing Education Unit (C.E.U.) is a nationally recognized unit granted for educational experiences that have a ten-hour contact-per-unit ratio and that are designed to upgrade a person's skills in a particular profession or occupation. Courses developed to meet these needs are often approved through a professional licensing agency or a state or regional board. The units are not convertible to college credit.

Enrollment Status and Guidelines for Change

Audit, Credit and Withdrawal are defined as enrollment status. The following are guidelines for changing from one enrollment status to another. See the Academic Calendar on pages 2 and 3 for deadlines for changes:

1. A student may change enrollment status from **CREDIT** to **AUDIT** by the add/drop process through the *sixth* week of the term during full terms, and through a comparable point in time in summer term. After this time, the instructor must give approval by signing the add/drop form.
2. A student may change enrollment status from **AUDIT** to **CREDIT** by the add/drop process, with the instructor's permission and signature, at any time through Friday of the last week of classes prior to final exam week.
3. A student may withdraw from a class or from school, without responsibility for a grade, through Friday of the *sixth* week of classes in regular terms and a comparable point of time in summer term. Withdrawal after that point requires the instructor's signature and a grade assignment. If the instructor deems it appropriate, a "W" may be assigned rather than a grade.
4. A student may be administratively withdrawn from a class or classes when the student exhibits disruptive behavior or other misconduct. There is no deadline for such withdrawal.

Auditing Courses

Audit is an enrollment status. It differs from being enrolled for credit in that students may audit a course without responsibility for a grade. The student may participate fully in class activities but will not be required to take tests or complete assigned projects, and will not earn credits.

The following guidelines apply to auditing:

1. Tuition and fees are the same for auditing a course as for taking the course for credit.
2. A student may audit a course only if he/she has met the prerequisites for the course.

Grades - Definitions and Points

- A (4 grade points) Excellent degree of achievement in meeting course objectives; mastery of principles and skills.
- B (3 grade points) Above average degree of achievement.
- C (2 grade points) Average. The student is able to apply the subject matter in a practical situation.

- D (1 grade point) Minimal degree of achievement. Practical application ability is doubtful.
- F (0 grade point) Unacceptable degree of effort and/or achievement. No credit earned. Course credit is used in computing grade point average.
- R (0 grade point) Satisfactory effort. Student attended class regularly and did assigned work, but did not meet course learning objectives. Credits apply for load, but do not apply toward completion of a program, and are not used in computing grade point average for that term. Students must repeat the course within one year or the R changes to an F. *This grade applies only to a limited number of developmental courses.* For more information on the R grade, refer to Financial Aid rules and the Academic Notification Policy.
- Y (0 grade point) No basis for evaluation. The student did not attend class, and/or did not complete enough of the requirements to provide basis for grade. Course credit is not used in computing grade point average.
- S (0 grade point) Satisfactory - equivalent to a C or better. Credit as specified. Course credit is not used in computing grade point average.
- U (0 grade point) Unsatisfactory - no credit earned. Course credit is not used in computing grade point average.
- I Incomplete - no credit. The student has completed almost all requirements and can reasonably expect to finish the remainder within one term, except under unusual circumstances. If the work is not completed timely, the grade will change to what the student earned prior to the end of classes. This grade is noted on the Incomplete Contract.
- Z Instructor has not turned in grades. This indicator is administratively assigned when grades have not been received by the time student grade reports must be run. The Z is changed to the appropriate grade on student records when official grades are received.

Course Repeat Procedure and

Ability to Profit Policy

For academic purposes, the ability to profit from instruction is defined as the ability to achieve the skill level or knowledge to apply the subject matter in an academic or practical situation. This is defined as at least an S or C grade. A student may repeat a course once to improve a grade. A second repeat may only be attempted with the written recommendation of a counselor, and a third repeat requires the approval of the Dean of Instruction.

All course attempts will remain on the transcript. Only the best grade will be reflected in the cumulative grade point average.

Some courses may be taken more than once for credit (i.e., PE185). In these cases, the grades of the repeated courses will reflect in the cumulative grade point average.

Scholastic Status Academic Policy

To be recognized for:

ACADEMIC EXCELLENCE -

Students must complete the following criteria:

- earn a 4.0 grade point average for the quarter and
- complete 12 or more credits in which letter grades (A, B, C, D, F) were earned.

HONOR ROLL - Students must complete the following criteria:

- earn a grade point average of between 3.5 and 3.99 for the quarter and
- complete 12 or more credits in which letter grades (A, B, C, D, F) were earned.

DEAN'S LIST - Students must complete the following criteria:

- earn a grade point average of between 3.0 and 3.49 for the quarter and
- complete 12 or more credits in which letter grades (A, B, C, D, F) were earned.

SWOCC SCHOLAR - Students must complete the following criteria:

- appear on the Honor Roll or achieve Academic Excellence for the entire academic year (fall, winter and spring terms).

Academic Notification System

Consistent with the mission and purpose of Southwestern Oregon Community College to help students achieve success, the academic notification system has been developed to monitor the academic progress of students. The Academic Notification System is a three step process designed to alert students to potential lack of progress during their academic career. **Step 1 - Academic Notification -** This status is awarded when the student's grade point average (GPA) is below satisfactory progress (2.0) or the student has received two or more Y, U, R, or F grades in one term.

Step 2 - Academic Probation - If the student has received Academic Notification status and the GPA is again below 2.0 or the student has received two or more Y, U, R, or F grades in one term, the student is placed on Academic Probation. The student will continue on probation until the cumulative GPA is 2.0 or higher, provided that satisfactory progress is maintained during this time.

Step 3 - Academic Suspension - If, during any term while on probation, the student does not make satisfactory progress, the student will be suspended. A suspended student must petition the Academic Standards Committee to be reinstated. The committee will decide if the student will be allowed to return to school and under what conditions. One such condition may be a reduced class load for the term.

Students on academic suspension may attend summer school without reinstatement, provided the student works with a counselor to develop a plan of action to insure student success.

Financial Aid students must meet additional qualitative and quantitative requirements. See the Financial Aid Office for a pamphlet explaining satisfactory academic progress for financial aid students.

Administrative Withdrawal of Students

A student reported as not attending class during the first week of the term may, at the instructor's request, be administratively withdrawn. This does not apply to students who have made prior arrangements with the instructor

nor to those enrolled in classes that meet less than twice in a one-week period.

It is the policy of the Board of Education of the Southwestern Oregon Community College District that an individual will be subject to involuntary administrative withdrawal from campus and related instruction if it is determined, by clear and convincing evidence, that the individual is suffering from a physical, emotional, and/or behavioral disorder and as a result of the disorder engages or threatens to engage in behavior which:

- a) poses a danger of causing physical harm to self or others, *or*
- b) could cause property damage, *or*
- c) could directly and substantially impede the educational process and/or the lawful activities of others.

The District reserves the right to request for good cause a physical, psychological, or psychiatric examination of a student any time the examination(s) may be in the best interest of the College and/or the student. The College shall pay for the examination(s). (1991)

Policy of Non-Attendance

A student reported as not attending class during the first week of the term may be administratively withdrawn unless the student makes prior arrangements with the instructor, or the class meets less than twice in a one-week period.

Student Educational Records

The Registration and Records Office maintains all official academic records of students including applications for admission, transcripts, registration forms, transfer credit and degree evaluations. The Financial Aid Office maintains all records of student aid and scholarship records.

The Family Education Rights and Privacy Act (FERPA or Pell-Buckley amendment) and Oregon Administrative Rules protect the confidentiality of student records and student access to those records. Under the provisions of the FERPA and OARs, the educational institution must designate the information it will release without the written consent of the student as directory information, and protect the confiden-

tiality of all other student records.

It is the intent of Southwestern Oregon Community College to designate the following data as directory information:

Student's full name; the fact that the student is or has been enrolled in the College; local and permanent addresses and telephone number(s); date and place of birth; participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance; class level; major field of study; number of credit hours (not grades or GPA); degrees and awards received; the most recent educational institution attended by the student; job title(s) and dates of employment for student employees who have been or are paid from College-administered funds.

The student may prohibit the release of any or all of this directory information by filling out the appropriate form in the Registration and Records Office. A request to withhold this information will remain in effect until the Registration and Records Office receives written instructions from the student to remove the hold.

Exceptions: Parents and/or guardians of students who are under 18 years of age will be given access to directory information and all other personally identifiable information on the student unless the student specifically requests otherwise. On students who are 18 years of age or older, no information except directory information will be released without the student's written consent.

Directory information and other personally identifiable information may be released to college officials who have a legitimate educational interest, or to comply with a judicial order or lawfully issued subpoena. The President of the College may release personally identifiable student information to appropriate persons in connection with an emergency if knowledge of such information is necessary to protect the health or safety of persons and/or safety of property.

Students have the right, by pre-scheduled appointment with the Registrar, to access their educational records, as defined in OAR 582-41-410, as well as to challenge the correctness of those records, to request amendment of

those records and, in case of dispute, to obtain a hearing (OAR 581-41-450). The student may not request a hearing under this policy to challenge a grade, only the accuracy of its recording. Students who wish to inspect their records must schedule an appointment with the Associate Dean of Student Services. If the student requests a copy of any document in the records, a copy charge of \$.25 per page will be assessed. This does not include transcripts, which can be obtained for the following cost: unofficial student copies \$2.00 per copy and official copies \$5.00 for the first copy and \$4.00 for each additional copy provided at the same time. A student may forfeit the right to receive an official transcript, if he/she has an outstanding accounts receivable with the College, or has been notified that their transcript may be withheld.

For further information regarding student records, contact the Registration and Records Office in Dellwood Hall.

Student Identification Number

At Southwestern Oregon Community College, student records such as registration information and transcripts are computerized for efficiency, speedy access and better service to students. A student number is the most dependable way to prevent overlap of these records, as names and even birthdates are often the same.

OAR 581-41-460 authorizes Southwestern Oregon Community College to ask you to provide your social security number. The number will be used by the College for reporting, research and record keeping. Your number will also be provided by the College to the Oregon Community College Unified Reporting System (OCCURS), which is a group made up of all community colleges in Oregon, the State Office of Community College Services and the Oregon Community College Association. OCCURS gathers information about students and programs to meet state and federal reporting requirements. It also helps colleges plan, research and develop programs and support the progress of students and their success in the workplace and other education programs.

OCCURS and the College may also match your social security number with records from the following systems:

- State and private universities, colleges, and vocational schools to find out how many community college students go on with their education and to find out whether community college courses are a good basis for further education.
- The Shared Information System (SIS), which gathers information to help state and local agencies plan education and training services to help Oregon citizens get the best jobs available.
- The Office of Professional Technical Education Management Information System, to provide reports to the state and federal governments. The information is used to learn about education, training, and job market trends for planning, research, and program improvement. Funding for community colleges is based on this information.
- WHERE APPLICABLE, i.e., at colleges which use the ASSET placement test, The American College Testing Service, if you take the Asset placement test, for educational research purposes. Your number will be used only for the purposes listed above. State and federal law protects the privacy of your records.

OAR 581-41-460 autoriza al colegio Southwestern Oregon Community College que solicite su número social. El número será utilizado por el colegio para reportes, estudios, y para el mantenimiento de sus archivos. Su número también será proveído al Sistema de Reporte Unificado de Colegios Comunitarios de Oregon (Oregon Community College Unified Reporting System) (OCCURS). Este es un grupo compuesto de colegios comunitarios en el estado de Oregon, la oficina estatal de servicios comunitarios de colegio y la asociación de colegios comunitarios de Oregon. OCCURS recoge información sobre los estudiantes y programas para cumplir con los requisitos de reportes estatales y federales. También ayuda en la planificación, los estudios, y para el desarrollo de programas en los colegios. Esta información ayuda a los colegios a apoyar el progreso de los estudiantes y en su éxito en el trabajo y otros programas educacionales.

OCCURS y el colegio desean igualar su número con los archivos de los siguientes sistemas:

• Universidades estatales o privadas, colegios, y escuelas vocacionales, para ver que cantidad de estudiantes de los colegios comunitarios continúan con su educación y para ver cuales cursos del colegio comunitario son una buena basis para obtener más educación.

• El sistema para compartir información, (Shared Information system) (SIS), recoge información para ayudar a las agencias locales y estatales en su planificación para servicios en educación y entrenamiento que ayuda a los ciudadanos de Oregon a obtener los mejores trabajos a su alcance.

• El sistema de manejo de información de la Oficina de Educación Profesional/Técnica, para proveer reportes estatales y federales. Esta información es utilizada para aprender sobre la educación, el entrenamiento, y los trabajos que están mas al corriente, además del mejoramiento de los programas. Los fondos que el colegio recibe dependen en esta información.

• **DONDE SEA APLICABLE**, por ejemplo en los colegios que usan el examen ASSET: El Servicio Americano de Exámenes para Colegio (American College Testing Service), si Ud toma el examen ASSET, para el propósito de estudio educacional.)

Su número será utilizado solamente para los propósitos ya mencionados. La ley estatal y federal protege los particulares de sus archivos.



LIBRARY

The library, housed on the second and third floors of Tioga Hall, is for College and community use. Students and non-students are invited to use the library's services. Southwestern is a member of the **COASTLINE** automated library network and shares the online catalog and circulation system with public libraries in Coos County. Library instruction is available.

The library is open from 8 a.m. until 9 p.m., Monday through Thursday, until 5 p.m. on Friday, and from 1 to 5 p.m. on Saturday and Sunday while classes are in session. Hours of operation vary on holidays and between terms.

The online public access catalog, reference and book collections of over

STUDENT SERVICES

44,000 titles, internet access and other computer data bases are located on the second floor.

The periodical collection of over 385 titles and the Listening/Viewing Center containing 9,000 record albums, cassettes, videotapes, and other multimedia items are found on the third floor.

It is possible to borrow items not available at the College from other libraries through a nationwide inter-library loan system. See the librarian.

VETERANS

All Southwestern Associate in Arts, Associate in Science and Associate in Applied Science degree programs are approved for VA benefits by the Veterans Administration. The Veterans Service Office in Dellwood Hall oversees veteran students' enrollment in these programs.

The Veterans Administration requires information concerning each veteran student's enrollment, date of interruption or termination of training, change in the number of credit hours and unsatisfactory progress or conduct.

Attendance - To maintain benefit payments, veteran students must attend classes. It is the responsibility of each registered veteran to officially withdraw from the College if he/she does not desire to attend classes. The veteran should then notify the Veterans Service Office, which will notify the Veterans Administration. Failure to do so may result in an overpayment to the student, which the student must repay.

Developmental Courses - When a veteran student attempts to enroll in developmental courses for more than two terms, a determination will be made and forwarded to the Veterans Administration that continued enrollment in developmental courses is useful and necessary. If such a determination is not made, the student will not be certified for continued enrollment in these courses.

Change in Credit Load - When a veteran student changes credit loads (adds or drops), the Veterans Service Office should be notified and will in

turn notify the Veterans Administration.

Program of Study - All veteran students must have a declared major and may receive payment only for courses required to complete the major program.

Transfer of Credits - Veterans who enter as transfer students, or who have completed any college-level course work, are required to have all transcripts forwarded to the Transcript Evaluator for evaluation. Failure to have transcripts evaluated will result in termination of benefits to the veteran student at the end of the first term of enrollment. Veterans may also be eligible for credit from their military training. Documentation must be provided to the Transcript Evaluator in Dellwood Hall, room 5.

Hour Requirements - To receive full-time pay, the student must take a minimum of twelve credit hours; for 3/4 time pay, the student must take nine credit hours; and to receive 1/2 time pay, students must take a minimum of six credit hours. During summer session, students must maintain twelve standard class sessions per week for full-time, nine standard sessions per week for 3/4 time and six standard class sessions per week for 1/2 time.

Satisfactory Progress - A veteran must maintain an overall 2.00 GPA. A veteran student will be notified of possible lack of academic progress if, in any one term, more than one *no credit* grade is given. Veteran students must complete an "Incomplete" (I) within one year. A veteran student will be placed on academic probation when, during the second term of enrollment and thereafter, the cumulative GPA falls below 2.00 or the student receives two or more Rs, Ys, Us and/or Fs for two consecutive terms.

A veteran student may continue on probation for only two consecutive terms, after which time unsatisfactory progress will be reported to the Veterans Administration and benefits will be terminated. The school will maintain records, available to both the veteran and Veterans Administration, which show the final grade for each subject attempted.

FINANCIAL AID

Southwestern Oregon Community College makes every possible effort to ensure that students with financial difficulties have access to educational opportunities. The Financial Aid Office administers a variety of local, institutional, state, and federal aid programs. Students interested in financial aid are encouraged to contact the Financial Aid Office, located in Room 12, Dellwood Hall, for information and application forms. Workshops and seminars are available throughout the year to inform and assist students in the financial aid process. Information explaining the application procedures, verification procedures, satisfactory academic progress guidelines, scholarship information, registration procedures, loan information, financial aid programs, refund/repayment policies, loan application procedures, and other policies and procedures is available at the Financial Aid Office.

What types of financial aid are available?

Three types of financial aid are available for students enrolled at Southwestern Oregon Community College:

- + Grants, scholarships, and tuition scholarships - which students do not repay
- + Loans - which students must repay
- + Part-time employment - which pays students a wage for hours worked on or off campus.

For detailed information, read the chart on pages 14 through 16.

How to apply for federal and state financial aid. See chart for required forms.

The Financial Aid Office at Southwestern Oregon Community College uses the file completion dates to establish priority and first consideration for campus-based funds.

1. Complete the Free Application for Federal Student Aid (FAFSA) and mail as early as possible, beginning January 1 of each year for consideration for the following academic year (beginning Summer term at Southwestern). These forms are available at Southwestern and at local high schools and colleges. Initial processing of the FAFSAs generally takes six to eight weeks, at which time Student Aid Reports (SARs) will be mailed to students.

2. Students who applied for Federal student aid in the prior academic year may receive Renewal Applications from the Federal Processor and may complete the Renewal Application instead of the FAFSA (do not complete both). Renewal applications will usually be mailed to students in early December. (Students who do not receive a Renewal Application by mid-January are urged to complete the FAFSA instead.) Students should review the information on the Renewal Application, make any changes needed, and mail for processing beginning January 1 of each year. SARs with the updated information will be mailed to students within approximately six to eight weeks.
3. Beginning April 15, FAFSAs may also be submitted electronically through the Financial Aid Office, rather than by mail to the Federal Processor. Students will be sent an Institutional Acknowledgment Report from the Federal Processor, rather than an SAR. Please note that Renewal Applications cannot be submitted electronically by Southwestern.
4. Students who receive the SAR prior to March 15 should submit the SAR to the Financial Aid Office to indicate the desire to begin a financial aid file at Southwestern.
5. After March 15, the Financial Aid Office at Southwestern will receive an Institutional Student Information Report (ISIR) from the Federal Processor, and students are not required to submit the SAR/Institutional Acknowledgment Report to the Financial Aid Office. These students will be mailed a notice from the Financial Aid Office indicating that the ISIR has been received. Students should return the enclosed "Financial Aid Eligibility Determination Request" card to the Financial Aid Office to indicate the desire to begin a financial aid file.
6. Once the Financial Aid Office receives either the SAR or the "Financial Aid Eligibility Determination Request," the students will be sent a notice stating the date to expect the Unofficial Aid Package. This package will include a preliminary

estimate of the financial aid for which the student **MAY** be eligible, as well as a checklist of the items which the student must complete before official eligibility can be

determined. No application will be considered complete until either Step 4 or 5 has been completed and all items on the checklist have been completed. It is very important that students apply as early as possible and send in all requested documents promptly.

7. Students are required to provide a Financial Aid Transcript (FAT) and an official grade transcript from all schools attended since high school (except GED and military training). FAT forms are available at most college financial aid offices.
8. Students must take the Placement Test at Southwestern according to college policy (see page 5).
9. Students must demonstrate the ability to benefit from college instruction by having a high school diploma or GED certificate or by passing the placement test. See the Counseling Center regarding this test.
10. Apply for admission to Southwestern and declare a valid major.
11. Once the information has been submitted to the Financial Aid Office, students will be sent a notice that their files are ready for a final review. The notice will include the date upon which the students may expect to receive the Official Award Letter. Should discrepancies occur during the final review process, students will be contacted to request additional information. All required information must be submitted before the Official Award Letter can be prepared.
12. In addition to the FAFSAs, students who wish to apply for a Federal Stafford Loan must complete a Federal Stafford Loan application and attend a Pre-Loan Advising Session. Students may request Loan Packets at the Financial Aid Office after receiving the Official Award Letter.
13. Students who are awarded Federal Work-Study (FWS) funding and would like to work on campus must attend an orientation session. Contact the FWS Coordinator in the Financial Aid Office for dates and times.

14. Students receiving scholarships, waivers, and/or agency funds should notify the Financial Aid Office of all funds promptly. If scholarship, waiver, and/or agency funds do not fully pay for tuition and fees, students must contact the Cashier on or before the payment deadline date to pay the outstanding balance or to arrange a payment plan (e.g. tuition and fees = \$555; scholarship = \$455; student must pay the difference of \$100, or arrange a payment plan, by the payment deadline date.)
15. Financial aid students must maintain satisfactory academic progress, according to specific financial aid guidelines. These guidelines are different from institutional policy and are explained in a pamphlet available at the Financial Aid Office and mailed to students with the Official Award Letter. For additional information on satisfactory academic progress guidelines at Southwestern, an optional Financial Aid Workshop is offered each term, with dates and times posted at the Financial Aid Office. In addition, a videotape of the Financial Aid Workshop is available for viewing in the Library, third floor.

When to apply.

Students should apply as soon as possible after January 1 of each year. Students must reapply annually. Since many students start fall term, it may take longer to process applications filed during the summer.

Deadline dates for 1997-98 award year:
March 1, 1997 - priority for first consideration as established by file complete date.

June 30, 1998 - last date the FAFSA may be received by the processing center.

June 30, 1998 (or student's last day of enrollment in 1997-98, whichever comes first) - SAR or ISIR to the Financial Aid Office.

For 1998-1999 deadlines, see the Financial Aid Office. For additional information, procedures, and policies see the Financial Aid Office.

Availability of funds.

The Federal Pell Grant is limited, so apply early. Federal Stafford Loan and Federal PLUS funds are available throughout the year for eligible students. State Need Grant (SNG) funds are limited. Federal Supplemen-

tal Educational Opportunity Grants (FSEOG), and Federal Work-Study (FWS) funds (which are called "campus-based" funds) also are limited. The Financial Aid Office establishes an allocation formula based on the available funds. Awards are made according to the formula, students' established needs, determined family contributions, and file completion dates.

Financial Aid Disbursements

Students will receive the remainder of the term amount of their grants, loans, or scholarships at the end of the third week of classes or, for scholarships only, during the 4th week of classes each term. All grants, loans, and scholarships will be credited to the students' accounts and any remaining funds disbursed by check. Students must have all add/drops and wait list classes processed by Wednesday of the second week of each term. Students must notify the Financial Aid Office in writing of any changes to their enrollment status in order to have an accurate disbursement. Failure to notify the office in writing and to process all transactions by Wednesday of the second week of the term will result in a delay in disbursement of funds. Disbursements are based on the enrollment status as of Friday of the 3rd week of the term. Employed students will be paid on the 10th of each month for the hours worked during the preceding month according to the payroll schedule/ procedure. Students must follow the registration procedures, provide all required paperwork, and must also provide verification of class attendance each term prior to receiving their financial aid. Loan students must confirm Satisfactory Academic Progress (SAP) by completing the loan attendance verification form each term.

Agency Billing

A fee is charged for agency-sponsored students. See the Business Office for details.

Financial Aid Refund/Repayment Policy and Rules

Students who receive student financial aid for a term and who **COMPLETELY** withdraw, drop out, receive all W grades, all Ys, one or more Fs and one or more Ys, or are expelled during that term, are required to return aid received according to federal guidelines for Refund/Repayment.

Refunds

REFUNDS refer to money Southwestern returns to Federal Aid programs when students withdraw or stop attending prior to the end of a term.

Refunds of tuition and/or fees are based on the official withdrawal date established by the Southwestern Registration & Records Office, student notification, or instructor documentation, whichever occurs first and is consistent with actual attendance. Financial aid students will have refunds calculated according to Federal guidelines. All other students will have their refunds calculated according to institutional policy. Refer to page 6 of this catalog for the institutional policy.

The College uses the pro-rata formula to calculate tuition and/or fee refunds for first term financial aid recipients and for federal financial aid recipients without unpaid charges who do not complete the first 60% of their enrollment in any term as documented by the withdrawal date at Southwestern.

Students (excluding first term students) with unpaid charges will have the refund calculated using the Federal refund calculation worksheet to determine the exact amount of refund.

Refund Distribution Schedule

Institutional REFUNDS will be returned to the financial aid programs up to the amount credited to the students' accounts. REFUNDS are directly credited to student accounts and applied in the following order:

1. Federal SLS Loan
2. Unsubsidized Federal Stafford Loan
3. Subsidized Federal Stafford Loan
4. Federal Plus Loan
5. Federal Direct Sub/Unsub Loan
6. Federal Direct Plus Loan
7. Federal Perkins Loan
8. Federal Pell Grant
9. FSEOG
10. Other Title IV Aid programs
11. Other Federal sources of aid
12. Other state, private, or institutional aid
13. The student

Any refund which is allocated to a Federal Stafford Loan shall be returned to the student's lender (the bank issuing the loan).

Repayments

REPAYMENTS refer to money students must give back to Federal Aid programs when they receive funds from these programs and withdraw or stop

attending before the end of the term.

To calculate the required repayment amount, determine which week the withdrawal occurred or when attendance stopped, then apply the corresponding formula listed in the schedule below.

Financial Aid Repayment Schedule
REPAYMENT is based on the documented last date of attendance.

| | |
|--------------|------|
| Week 1 | 100% |
| Week 2 | 100% |
| Week 3 | 75% |
| Week 4 | 50% |
| Week 5 | 30% |
| Week 6 | 15% |
| After Week 6 | 0% |

Repayment Distribution Schedule

Southwestern will return repayments to the federal student aid programs in the following order:

1. Federal Perkins Loan
2. Federal PELL Grant
3. Federal SEOG
4. Other Title IV programs
5. Other Federal sources of aid
6. State Grant
7. Other non-Title IV aid

The value of FFELP loans and Federal Work-Study earnings is not included in calculating repayments even though students receive cash from either or both programs.

The Financial Aid Office will review all grade records for financial

aid recipients and will look for indicators of non-attendance at the end of each term. The grades which indicate non-attendance are: all W grades, all Y grades, or one or more F and one or more Y grades. When these indicators are found, the Financial Aid Office will verify the last date of attendance by checking the grade sheets and/or contacting each instructor. Students will have 60 days, from the date of their bill, to appeal. To successfully appeal, students will be required to provide written verification that they have attended classes and established a verifiable last date of attendance. A complete copy of these policies is available at the Financial Aid Office.

Financial Aid Programs Available at Southwestern Oregon Community College

Unless otherwise indicated, all federal and state financial aid programs have the following requirements:

- + You must enroll at least half-time (six credits) each term.
Aid is given for less-than-half-time enrollment in eligible credits only if funds are available. For 1997-98, the Federal Pell Grant is available for less-than-half-time enrollment.
- + You must be in a degree or certificate program and enrolled in eligible credits for the degree/certificate program.
- + You must submit a copy of a high school diploma, or a GED certificate or demonstrate the ability to benefit from instruction by passing an approved test.
- + You must not be in default on a loan or owe a refund or repayment on any Title IV financial aid program.
- + You must file the Free Application for Federal Student Aid -FAFSA.
- + You must reapply each academic year.
- + You must be admitted as a regular student.
- + You must be a United States citizen or eligible non-citizen.
- + If you are a male over 18 years of age and born after December 31, 1959, you must be registered with the United States Selective Service, unless you are currently on active duty with the armed forces (membership in the reserves does not qualify).
- + You must use the money you receive to help meet the costs of enrolling at and attending Southwestern Oregon Community College.
- + You must sign a Statement of Educational Purpose/Certification Statement on Overpayments and Default.
- + You must maintain satisfactory academic progress. A pamphlet explaining the requirements is available from the Financial Aid Office.

FINANCIAL AID PROGRAMS

| Program | Brief Description | Application | Award Amounts at Southwestern |
|--|--|-------------|--|
| Federal Pell Grant | A federal grant program for undergraduate students. | FAFSA* | \$400 to \$2,700 for 97-98. |
| Federal Supplemental Educational Opportunity Grant | A federal grant and college funded program for undergraduate students. | FAFSA* | \$100 to \$450 for 97-98, at Southwestern. Amount varies by school. |
| State Need Grant | A state grant program for undergraduate students. | FAFSA* | \$906 for 97-98. Subject to change. Must be 12 credits per term to receive. Limited to 12 terms/6 semesters. |

EMPLOYMENT PROGRAMS

| | | | |
|----------------------------|---|----------------------------------|--|
| Federal Work-Study | A federal and college funded program to provide employment opportunities for students on or off-campus. | FAFSA* | \$200 to \$1,800 per year for 97-98. Additional funds available for summer (Summer maximum of \$1800). |
| General Student Employment | Southwestern funded employment program. | Contact the Financial Aid Office | variable Southwestern does not participate in the Federal Perkins Loan Program. * (FAFSA) Free Application for Federal Student Aid |

| Program | Brief Description | Application | Award Amounts |
|--|--|-------------|--|
| LOANS - Federal Family Education Loan Program | | | |
| Federal Stafford Loan** | A federal loan program with deferred repayment at a variable interest rate. | FAFSA* | Maximum amount is \$2,625 for freshmen and \$3,500 for sophomores. Minimum varies depending on lender eligibility. |
| Federal Unsubsidized Stafford Loan** | Same as above. Interest accrues to the loan balance while you are in school. | FAFSA* | Maximum amount is \$6,625 for freshmen and \$7,500 for sophomores minus amount received in Federal Stafford Loan. |
| Federal PLUS Loan** | A non-need based federal loan program for parents of under-graduate dependent students with immediate repayment. | FAFSA* | Maximum loan for parents is student budget less other student aid. |

INSTITUTIONAL SCHOLARSHIPS - May not exceed 15 credits of tuition waiver.

| | | | |
|------------------------------------|---|---|--|
| Merit and District Scholarships † | Tuition scholarship for graduating seniors from Bandon, Brookings-Harbor, Coquille, Gold Beach, Marshfield, Myrtle Point, North Bend, Pacific, Powers, or Reedsport high schools. | Southwestern Scholastic Application | Ten Merit and ten District scholarships per year up to \$555 tuition waived for 97-98. Scholarship is for 6 consecutive terms (Summer optional). Must be enrolled in a minimum of 12 credits each term. |
| Talent Grants † | Awarded to students with outstanding talent who participate in approved extra-curricular activities. | Contact instructor/ advisor/coach in area of interest | Up to \$555 tuition waived per term for 97-98. |
| Talent Awards † | Awarded to students who excel in approved areas of study. | Contact instructor in area of academic excellence | Up to \$555 tuition waived per term for 97-98. |
| Scholarship for Excellence † | Tuition scholarships and \$1,000 stipends for graduating seniors from Bandon, Brookings-Harbor, Coquille, Gold Beach, Marshfield, Myrtle Point, North Bend, Pacific, Powers, or Reedsport high schools. | Southwestern Scholastic Application | \$555 tuition waived per term for 97-98. Scholarship is for 6 consecutive terms and a \$100 per month stipend for 20 months. Must be enrolled in a minimum of 12 credits each term. Ten scholarships per year. |
| Presidential Tuition Scholarship † | Awarded to students in approved areas of study. | Contact instructor in area of interest | \$555 tuition waived per term for 97-98. Must be enrolled in a minimum of 12 credits each term (up to 50 awarded). |
| Scholastic Tuition Scholarship † | Awarded to returning students with at least 45 credits at the end of Spring term. Criteria for 1997-98: must have less than 108 credits (including transfer) and a cumulative GPA of 3.75 or above. Awarded annually at the end of spring term. Criteria for 1998-99 is currently being developed. This scholarship will no longer be awarded automatically. Students will need to apply using the Southwestern Scholastic Application. Watch for this application in December of 1997 for the specific criteria. GPA requirements may change. | 1997-98: Notified automatically by Registrar. 1998-99: Southwestern Scholastic Application | \$555 tuition waived per term for 3 consecutive terms for 97-98. Must be enrolled in a minimum of 12 credits each term. 45 Southwestern credits must be completed by the end of spring term to be considered.. |

† (funded by Southwestern Oregon Community College)

(FAFSA) Free Application for Federal Student Aid

**There is a 30-day delay on the first check disbursement.

| Program | Brief Description | Application | Award Amounts |
|---|---|---|---|
| INSTITUTIONAL SCHOLARSHIPS - continued | | | |
| GED Tuition Scholarship + | Awarded to students who score an average of 65 or above on the GED test taken at Southwestern and who completed the GED program at Southwestern. | Notified automatically by ABE/GED | \$555 tuition waived per term for 97-98. Scholarship is for 6 consecutive terms. Must be enrolled in a minimum of 12 credits each term. (Summer optional) |
| Institutional Financial Aid | | | |
| Desert Storm + | Awarded to students who were residents of the college district and served in the Persian Gulf during Desert Shield/Desert Storm. | Contact Financial Aid Office with DD214 | Full tuition waived for 6 consecutive terms. (Summer optional) |
| Dislocated Workers + | Awarded to students who are certified dislocated workers or provide a notice from their employer of layoff due to downsizing or closure generally resulting in a number of employees that are unable to find work in the community. | Contact Financial Aid Office with Dislocated Worker Certification or letter from employer | Full tuition waived for 6 consecutive terms. (Summer optional) |
| Southwestern Foundation | A variety of need and non-need based scholarships awarded to students in various areas of study. | Southwestern Scholastic Application | Variable - applications are available each December and at other variable times throughout the year. Most scholarships have a deadline of mid-February. |
| Payment Options | | | |
| Emergency Tuition Loan + | Short term loan for tuition, fees and books which must be repaid by the end of the term. | Contact Business Office to apply | Up to the cost of tuition, fees, and books, |
| Deferred Tuition + | Tuition and fees are paid in three equal installments over the term. | Contact Business Office to apply | Variable |

+ (funded by Southwestern Oregon Community College)

SPECIAL SERVICES and PROGRAMS

ACADEMIC ADVISING

Academic advisors are vital to the process of course selection and program planning. Any student who is enrolled full-time, pursuing a degree or certificate program, or receiving financial aid should have an academic advisor assigned by the Counseling Center in Stensland Hall. Academic advising for the Curry Program is available by appointment through the local offices in Brookings, Gold Beach and Port Orford.

- ▶ Advisors help students clarify the relationship between their personal goals and their program of study.
- ▶ Advisors help students understand the requirements of classes and the options within programs.
- ▶ Advisors work with students to evaluate the outcome of the placement tests and determine appropriate course placement. Southwestern's goal for advising is to assist students in the process of developing a career or education track.

ACADEMIC SKILLS

Academic Skills offers credit (developmental) classes, non-credit classes, tutoring and Learning Hub programs designed to equip students with the academic skills needed to function at college level. After placement tests, students enroll in courses appropriate for their needs.

Developmental courses listed in this catalog include reading and study skills, math, writing and specialized courses such as Technical Skills. These courses have both non-transferable and transferable credit and are especially useful for students entering college from other careers, for retraining or re-entry into college work.

Writing Center - Provided for students in all classes, not just in writing or literature classes. The Writing Center, open daily and staffed by writing instructors, offers help with all aspects of writing—from getting, organizing, and developing ideas to editing for grammar and punctuation. The Center also sponsors weekly workshops on specific writing tasks and problems and provides students access to computer exercises and word processing.

Dennis Beetham Learning Hub - The Learning Hub provides self-paced,

interactive computer programs to help students develop skills for success in college level classes. It also provides materials to supplement and enrich courses. The Learning Hub is located on the fourth floor of Tioga Hall.

Tutoring Center - This is a service offered free to all Southwestern students. The Center is staffed by highly qualified tutors. The tutors will help students succeed in all classes or academic areas. Tutoring is available daily, from 8:00 am to 4:00 pm.

ADULT HIGH SCHOOL DIPLOMA PROGRAM

Students eligible for enrollment in the College may complete up to four years of their high school education by taking Southwestern courses. Both adult high school and college credit will be granted when appropriate for the courses.

To earn the Southwestern adult high school diploma, the student must complete 24 high school credits (or the equivalent) in a broad range of subject areas. Credit toward the diploma also may be granted for life and work experience. At least 2 high school credits (or 12 Southwestern credits) must be earned at Southwestern.

To discuss the Adult High School Diploma Program, obtain an appointment with a counselor in Stensland Hall by calling 888-7405.

ADULT LEARNING SKILLS PROGRAM

The Adult Learning Skills Program provides access to information and resources to individuals who are in the process of a major life change. The program includes classes and support services to prepare participants for success in the workforce and/or academic programs.

The Adult Learning Skills Program represents the integration of the college's adult re-entry programs (ABE/GED, Workforce 2000, Single Parent/Homemaker Project, JOBS) and serves as a bridge to employment and/or education/training.

Basic Skills Development (formerly ABE/GED)

Basic Skills Development courses are non-credit classes for adults who have not completed high school and/or for adults who are returning to college

after several years away from a school environment. The program offers special help in basic skills including reading, writing, math, vocabulary and spelling.

Learning takes place in small groups or through individual tutoring. Computer-assisted instruction and laser disk programs are part of the curriculum. Students may enter classes at any time during the term and work at their own speed to achieve their individual goals. Many students use this instruction to prepare for the General Education Development (GED) examinations, the College Placement Test, the ASVAB, and other special certifications.

English as a Second Language

English as a Second Language classes are non-credit classes that enable non-English or limited-English speakers to survive in our community. Students develop listening, speaking, reading and writing skills to improve their job skills and/or prepare for entry in ABE, GED and/or community college programs. All students must be a citizen, resident, immigrant or family member of visiting workers. Several countries are usually represented in the classes.

Learning takes place in large groups, small groups or through individual tutoring. Students can also access computer-assisted instruction. At the time of enrollment, skill level is determined by interview and/or written exam. Students may enter classes at any time during the term and work at their own speed. In addition to the open-entry/open-exit classes, students can register for a citizenship class.

Single Parent/Displaced Homemaker Project

This program is open to unemployed or underemployed single parents, displaced homemakers, spouses of injured workers, and/or widows, of all ages. Participants attend a skills class which prepares them for reentry to the workforce and/or skills/career education. The class is integrated with Workforce Skills class and is described below. The project provides a lending library and a clothing closet for participants.

Workforce Skills Class (formerly Workforce 2000)

Workforce Skills Class is a resource for those who want to explore job/

career/education options and/or enhance academic skills to improve employability. The five-week course focuses on four program components: Academic Skills, Career Exploration, Personal Development, and Workplace Basics. Students work on the following:

Career exploration - use assessment tools to look at personal interests and skills; review current labor trends and changes in the workplace; conduct informational interviews; attend presentations by local employers; develop an individual career plan

Personal development - learn to understand change, to develop support systems, to set goals, to solve problems, to address barriers and to learn effective efforts for success

Academic skills - identify current skill level; upgrade reading, writing, math and computer skills using a variety of methods to meet career and/or educational needs and goals

Workplace basics - develop understanding of what employers expect at the time of job application, during interviews and on the job; develop job search skills; create own resume.

Additionally, the program offers an opportunity for area high school students to gain high school credits after school and during the summer program. Students (or parents) can inquire by calling their high school counselor.

For information regarding any of the programs mentioned above, please call (541) 888-7116.

AFFIRMATIVE ACTION EQUAL OPPORTUNITY NON-DISCRIMINATION

Southwestern Oregon Community College affirms the right of all individuals to equal opportunity in education and employment.

It is the policy of the Board of Education of the Southwestern Oregon Community College District that no one because of race, religion, color, sex, national origin, political affiliation, marital status, parental status, veteran status, handicap, age, or sexual preference shall be excluded from participation, denied benefits, or be subjected to discrimination or harassment in any activity of the college community. This

policy implements all state and federal non-discrimination laws and executive orders. Inquiries regarding employment practices may be directed to the Equal Opportunity Officer in Tioga Hall, room 512.

Complaints of discrimination or harassment by administration, classified staff, faculty members, students or individuals seeking the services of the institution may be filed under the provisions of the College discrimination complaint procedure through the Affirmative Action Office in Tioga Hall, room 512.

APPRENTICESHIP TRAINING

Some apprenticeship training is available through the College. Apprenticeship training classes are open only to registered apprentices. Classes are offered, as needed, for carpenters, plumbers, millwrights, sheet metal workers, inside wiring technicians, maintenance electricians and electrical utility linemen. Classes are operated in cooperation with local apprenticeship committees. Special classes may be organized for journeymen.

ARTS and LECTURES

The Faculty Senate Arts and Lectures Committee is given a budget each year to provide enriching cultural opportunities. Ongoing presentations include dance, music, art exhibits, and guest lecturers. These opportunities are offered to the campus as well as the community.

ASSOCIATED STUDENT GOVERNMENT

The Associated Student Government of Southwestern Oregon Community College (ASG) is a recognized platform for student governance and the development of leadership. The student organization is directed by an Executive Council and a Senate. The Executive Council (President, Vice-president, Treasurer, Secretary) and four senate members are elected during spring term for the following academic year. Four senate members are elected early in fall term. Elections, following a petition process and campaign, are conducted by balloting of the general student population.

ASG represents students on the following campus committees and groups:

- Academic Affairs
- Arts and Lectures
- Board of Education
- Faculty Senate
- Instructional Council
- Scholarships and Loans
- Student Affairs

As well as at the state level:

- Community Colleges of Oregon Student Association and Commissions (CCOSAC)

and National level:

- American Student Association of Community Colleges (ASACC)

The Associated Student Government is governed by a formal constitution and bylaws approved by the College Board of Education. The group is advised by the Coordinator of Student Activities and student government is a voting member of the Community Colleges of Oregon Student Association and Commissions (CCOSAC).

ATHLETICS, INTER-COLLEGIATE

The College is a member of the Northwest Athletic Association for Community Colleges (NWAACC), which includes the community colleges of Oregon and Washington.

Southwestern currently fields teams in men's basketball, baseball and soccer, women's basketball, softball, volleyball, soccer, coed track, men's and women's golf and men's wrestling.

Southwestern athletes are called *Lakers* and proudly wear red and blue while competing. The official school mascot is the raccoon.

BUSINESS DEVELOPMENT CENTER

The Business Development Center (BDC) is a cooperative effort involving Southwestern Oregon Community College, the U.S. Small Business Administration and the Oregon Economic Development Department. The BDC provides training, counseling, information and referrals for the business community in southwestern Oregon through locations in Coos Bay and Brookings.

The BDC provides both short-term and long-term training to owners and managers in various small business functional areas (i.e., marketing,

finance, human resource management, etc.).

The BDC assists persons already established in business, as well as those seeking to get into business. Business counseling is at no charge, confidential, and provided by qualified, experienced professionals.

The BDC is also an access point for various State of Oregon services, including international trade (Small Business International Trade Program), advanced manufacturing technologies (Oregon Advanced Technology Consortium), and the Manufacturing Extension Partnership.

The BDC staff assist with business research through its library containing periodicals and reference materials, as well as its affiliations with the Oregon Innovation Center and the ASBDC Research Network, and through other on-line reference services. Training assistance is provided on site as well as through video tapes.

CUSTOMIZED TRAINING & EMPLOYEE DEVELOPMENT

The Business Development Center's Customized Training and Employee Development Program provides business and organizations with training tailored to meet their needs and the needs of their employees. Training can be arranged at any time; at a business site or at the BDC's training facility.

A wide variety of types of training can be designed, including computer, safety, performance planning, communication skills, adapting to change, customer service, handling conflict, and more.

Customized Training also provides computer training. Training is available in most computer applications including word processing, spreadsheet, and database software.

CAREER INFORMATION/ JOB PLACEMENT CENTER

The Career Information/Job Placement Center is designed to meet the needs of individuals who are exploring career and/or educational opportunities.

Students and the general public can benefit from the following resources and services:

- updated career information
- transfer student information
- job placement information and referrals

- resumé and job interviewing assistance
- career testing
- catalogs for most two- and four-year colleges in the Northwest.

CHILD DEVELOPMENT and FAMILY STUDIES CENTER

The Center strives to create a nurturing environment dedicated to strengthening parent-child-community ties. Emphasis is placed on parents as advocates and teachers of their children.

The Preschool Program is designed for children ages 30 months to 5 years. It provides a rich learning environment that focuses on the education of the whole child. The Preschool Program is offered Monday through Friday from 9:00 a.m. to 12:00 p.m. (The Center opens at 7:30 a.m. for early arrivals.)

Children enrolled in the Preschool Program and in need of afternoon child care can remain at the Center until 5:30 p.m. Monday through Friday at no additional charge. Drop-in care is also available at the Center.

For application and rate information, contact the Center at (541) 888-7336 or 888-7290.

COOPERATIVE WORK EXPERIENCE/FIELD EXPERIENCE

Cooperative Work Experience (CWE) provides a valuable opportunity for students to apply skills and concepts developed in the classroom to actual job situations. Students earn college credit for time spent working at jobs related to their majors.

The CWE program is designed to provide first-hand job experience for those students who have established an educational base through classroom instruction. Students work part-time, in conjunction with their scheduled classes and receive college credit toward a one- or two-year degree, based on the number of hours worked per term. Cooperative work experience is available for all programs at the College with instructor consent.

Field Experience is designed to add depth to classroom instruction through application in the areas of social science, sciences and humanities. It provides students with an opportunity to investigate career opportunities, as well as earn transferable credit for the number of hours worked per term.

COOS and WESTERN DOUGLAS COUNTIES OUTREACH

Some college classes are scheduled at community locations in Bandon, Coquille, Lakeside, Myrtle Point, Reedsport and Powers. Local area college coordinators can assist community residents with their educational requests. All classes must meet college requirements. Call the Office of Extended Learning, (541) 888-7415, for information on classes or coordinator names.

Curry County classes are scheduled through the Southwestern Curry Offices.

COUNSELING SERVICES

As a component of the educational process, counseling services are developed to assist prospective students in defining and accomplishing personal and academic goals. Assistance is provided with academic planning, career and occupational choices and problems solving.

Specific individual and group counseling services include:

- career and life planning
- admission information
- new student orientation
- academic information
- referrals
- resources for international students
- resources for handicapped students

CURRY COUNTY

Southwestern provides an extensive array of college classes leading to degree or certificate programs, as well as Business Development Center services and workshops, professional continuing education, and a variety of enrichment and life-long learning opportunities in all three Curry communities. Testing and advising are provided as well as linkage to Financial Aid and other college programs.

A center is located in Brookings-Harbor at 420 Alder Street (541-469-5017) with offices, 3 classrooms, a computer instructional lab and student study lab. In Gold Beach, a classroom, office and computer lab are located at 29390 Ellensburg Avenue, at the county fairgrounds (541-247-2741). Office hours are held weekly on Fridays in Port Orford (541-332-1325). Classes are also held in local schools and community buildings.

DRUG AND ALCOHOL-FREE CAMPUS

Southwestern Oregon Community College is committed to maintaining an effective learning environment free from the devitalizing influences of alcohol and drug abuse. The unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on College property or as a part of any of its activities is strictly prohibited. Southwestern Oregon Community College will impose disciplinary sanctions on students and employees consistent with local, State, and Federal law and Board of Education policies. Information about applicable legal sanctions, description of health risks, and resources for treatment is made available for all employees through the College Human Resources Office and for all students through the Student Handbook.

GRADUATION

Students expecting to complete their programs of study must file an **Application for Graduation** prior to the deadline published in the *Schedule of Classes*. Graduation fees will be required for each degree awarded. Students taking more than 5 years to complete an AAS or AS degree or certificate must have coursework evaluated by the Transcript Evaluator and the program department before graduation. Students may have to retake courses or take additional coursework to graduate.

GRIEVANCE PROCEDURE

The College strongly encourages individuals to meet and resolve their differences. If resolution of differences is not successful in an informal process, the College provides a formal grievance procedure. Copies of the formal grievance procedure are available from the Office of the Associate Dean of Student Services in Dellwood Hall.

HANDICAPPED STUDENT SERVICES

Southwestern Oregon Community College is pleased to provide services to handicapped students and encourages them to attend. Notetakers, interpreters for the deaf, reader help, assistance with registration and equipment aids are among the services available upon request.

The College recognizes the diversity of special needs that many students possess. Individuals who have been identified as having learning difficulties or those who are physically challenged are encouraged to contact the Counseling Center to gain more information about counseling, access to support services, testing, advising, instructional opportunities and special equipment and/or materials that are available.

HIGH SCHOOL RELATIONS

College staff work closely with area high school counselors, administrators and faculty to provide students general information about post-secondary opportunities. The College welcomes individual and group campus tours and individual College classroom visits. College faculty are available to speak to students in the high school classroom. For information contact the Counseling Center.

HOUSING (STUDENT)

Southwestern Oregon Community College is one of only a few community colleges to provide housing and meal plans for students.

Southwestern offers a thriving residence hall program that will be an integral part of your college experience. Housing accommodations feature:

- Apartments with four private bedrooms, two shared bathrooms and a shared living room, kitchen, balcony or patio, and storage space.
- Fully furnished shared areas with one kitchen table, four chairs, a sofa and love seat, two end tables and a coffee table.
- Bedrooms include a single bed, mattress, desk, chair, dresser and closet.
- Kitchens with full size stove, refrigerator and dishwasher.
- All utilities included.
- Four-bedroom apartments are accessed by a computerized card lock system. Lost cards are deactivated to guarantee security of residences.
- Private bedrooms have a single key which cannot be duplicated assuring privacy and security for each student.
- Private bedrooms feature local phone service with your own number, basic cable TV and computer

data port at no additional expense.

- Security officers.
- Commons Building with a laundry-mat, study room and student lounge.

Rooms are reserved on a first-come/first-served basis. Therefore, it is important to return your completed Housing Application with your fully refundable room reservation deposit as soon as possible. To be eligible for student housing, you must be at least 17 years of age.

Students not taking full-time loads must make a request in writing to the Director of Housing and Conferencing to be eligible for on-campus housing. All out-of-district students with less than 45 earned college credits are required to live in student housing unless they:

1. Have dependents (children or spouse).
2. Are veterans.
3. Are living at home.
4. Are 21 years old prior to the start of classes in the term of enrollment.
5. Student housing is filled.

Contracts are for a full year or one academic term (approximately three months) and are renewable up to the last day of the current term. Students with a full year contract, or renewing their housing contract for the following term by the last day of the current term may remain in housing between terms (except between Summer and Fall).

Student housing will be available for occupancy by 1 p.m. the day before classes begin each term except Fall term which will be the Wednesday before classes start, and must be vacated by 5 p.m. the last day of finals unless students have renewed their housing contract for the following term.

INTERNATIONAL STUDENT PROGRAM

Southwestern Oregon Community College provides a comprehensive array of services: Aside from the special orientation process designed specifically to familiarize our international students with the college and community, we have TOFEL preparation and testing on campus; personal and academic counseling; special tutoring services to help students progress in their courses; a mentor program that brings international students together with American conversation partners; and a bridge course

(Writing 60: College Writing for Foreign Students) designed to provide international students with writing practice in most disciplines. In addition, there is housing assistance, advice about immigration regulations, and activities and field trips which are periodically organized to acquaint our students with the recreational opportunities available in this scenic area.

OREGON ADVANCED TECHNOLOGY CONSORTIUM

Southwestern Oregon Community College is a member of the Oregon Advanced Technology Consortium. The Consortium's mission is to improve Oregon's competitiveness by assisting manufacturers with the adoption and implementation of new technologies. Businesses require new and existing technologies — particularly readily available, off-the-shelf manufacturing technologies to modernize their industries and enhance their ability to compete in the global market. New programs are needed to help manufacturers modernize their industrial infrastructure, increase the quality of their manufactured products, create shorter product cycle times, adopt advanced automation technologies and equipment and raise the skill level of their workforce.

The OATC, a consortium of 12 Oregon community colleges, serves primarily small and medium-sized manufacturers seeking access to advanced technology services and training. OATC services include technology demonstrations, prototyping, short production runs, engineering support, CAD/CAM services and support and advanced technical training. The OATC is supported by the State of Oregon, 12 Oregon community colleges and local and national manufacturing businesses.

Consortium members are:
Blue Mountain Community College,
Central Oregon Community College,
Chemeketa Community College,
Clackamas Community College,
Clatsop Community College,
Columbia Gorge Community College,
Lane Community College,
Linn-Benton Community College,
Mt. Hood Community College,
Portland Community College,
Rogue Community College, and

Southwestern Oregon Community College.

For more information about Consortium activities at Southwestern Oregon Community College, please contact the Business Development Center at (541) 269-0123.

RETIRED SENIOR VOLUNTEER PROGRAM - RSVP

RSVP is sponsored by the College and located on the Southwestern campus. As part of the National Senior Service Corps (the domestic volunteer agency), RSVP provides over 165 non-profit public agencies with volunteers over the age of 55, at an average of 95,000 + service hours yearly and climbing. RSVP enables seniors to share their lifetime of talents and knowledge with their communities.

RSVP also administers the College Gold Card program, which entitles residents of the College district who are age 62 or older to a variety of benefits, including reduced course tuition and many free activities.

SPECIAL EVENTS co-sponsored Workshops and Activities

The College regularly sponsors or co-sponsors with other community groups and organizations events not included in the regular schedule of offerings. To arrange a special event or special interest program, please contact the Office of Extended Learning at 888-7415.

STUDENT ACTIVITIES

The Student Activities program seeks to encourage personal development by offering every opportunity to take part in activities outside the classroom. Students can synthesize and integrate their education with individual goals and personal direction.

The Office of Student Activities is the principal programming unit at the College for a wide range of yearly student events. The Coordinator of Student Activities acts as the program advisor.

Typically, the activities program includes (but is not limited to) the following:

- liaison between students and administration
- Associated Student Government

- (and related activities)
- student clubs and organizations
- films, lectures, other cultural activities
- voter registration
- campus posting
- annual awards convocation
- student newspaper

STUDENT CLUBS and ORGANIZATIONS

Several clubs and organizations are active on campus, differing each year with the interests of the students. Clubs active now and in past years include:

- Alpha Beta Gamma (Accounting Honor Club)
- Creative Writing Club
- Criminal Justice Club
- Forestry Club
- Human Services Club
- Judo Club
- Literature Club
- Nursing Club
- Outdoor Club
- Pep Club
- Phi Theta Kappa (National two-year College honor society)
- Ski Club
- Theatre and Drama Club

STUDENT CONDUCT CODE and STUDENT RIGHTS and RESPONSIBILITIES

Certain standards of behavior have been established at Southwestern to provide for the maximum comfort, convenience and well-being of the total college community. All students, when admitted to the College, accept an unqualified commitment to adhere to such standards and to conduct themselves in a manner appropriate to an educational environment. Such actions as academic dishonesty, abuse of property, any violation of federal or state law, possession of alcoholic beverages and possession of illegal drugs are in violation of the College's standards and are cause for disciplinary action.

Disciplinary action taken by the College has a range of possibilities, up to and including dismissal from the College. A copy of the full STUDENT CONDUCT CODE AND STUDENT RIGHTS AND RESPONSIBILITIES can be obtained from the Counseling Center.

ASSOCIATE IN APPLIED SCIENCE DEGREE

The Associate in Applied Science degree prepares the student for employment upon completion of the degree. Students seeking the degree should be aware that it is employment-oriented and that specific courses may not transfer to other colleges or universities.

GENERAL REQUIREMENTS:

1. Minimum of 90 credits of specified courses (see individual curriculum for listing).
2. The minimum GPA shall be 2.0. However, the student must achieve at least a C grade for each course in the major. The program areas may designate other courses in which the student must achieve a C or better.
3. Completion of a minimum 15 credits of General Education courses.
4. Completion of a minimum of 9 credits of Other Approved Courses.
5. At least 30 of the last 45 credits must be taken at SWOCC.

GENERAL EDUCATION REQUIREMENTS:

Writing (3 credits)

The minimum standard will be a demonstrated competency in paragraph organization, the use of several modes of paragraph development and understanding basic essay structure. If the student demonstrates proficiency at this level, he/she may substitute a higher level course as required by the discipline area, or, if further writing is not required, take 3 units of elective credit.

Speech (3 credits)

Speech is defined as that which will provide communications techniques and oral skills to participate effectively in a group or public discussion, problem-solving, analysis, reasoning, evidence and group leadership.

Mathematics (4 credits)

The minimum standard will be a demonstrated competency in basic arithmetic functions (basic operations involving fractions, decimals, percentages) and their applications. If the student demonstrates a proficiency at this level, he/she may substitute a higher level course as required by the discipline area, or, if further math is not required, take 3 units of elective credit.

Workplace Issues (2 credits)

The minimum course content will include interpersonal skills and human relations (including effective and clear speaking, inquiry and listening skills), adapting to change, valuing diversity, developing intel-

lectual tolerance, and balancing the needs of work, family and self.

Health and Wellness (3 credits)

The minimum course content will address the whole person in relationship to life cycles, lifestyle, nutrition, stress and activity. Wellness is integral to personal and professional life.

HE250 Personal Health

PE185 Physical Activity

PE231 Wellness for Life

No more than 6 credits of Physical Activities (PE185) may be used in meeting the total credit requirement or counted in the student's final grade point average (GPA) for the AAS degree. Courses must be in different activities or levels (i.e. beginning, intermediate, advanced).

Exceptions may be allowed for the following reasons:

Veterans: Students who have completed six months active service in the U.S. armed forces are exempt from the Physical education requirement if they file official evidence of service with the Transcript Evaluator.

Other: On rare occasions, exemptions may be granted for other reasons.

OTHER APPROVED COURSES:

(9 credits) It is the intent of Other Approved Courses that students experience a variety of disciplines rather than one field of study. Other Approved Courses should be taken from outside the students' area of concentration for the degree. Those courses which provide an introduction to the field of study or a major branch of the field from:

ARTS and HUMANITIES

ART0501 Art Appreciation

ART204 History of Western Art

ART205 History of Western Art

ART206 History of Western Art

ENG104 Introduction to Literature

ENG105 Introduction to Literature

ENG106 Introduction to Literature

ENG107 World Literature

ENG108 World Literature

ENG109 World Literature

ENG201 Shakespeare

ENG202 Shakespeare

ENG203 Shakespeare

ENG204 Survey of English Literature

ENG205 Survey of English Literature

ENG206 Survey of English Literature

ENG253 Survey of American Literature

ENG254 Survey of American Literature

ENG255 Survey of American Literature

ENG299A Mythical Backgrounds to Literature

MUS261 Music History

MUS262 Music History

MUS263 Music History

PHL101 Philosophical Problems

PHL102 Ethics

PHL103 Critical Reasoning

TA100 Introduction to Theatre

SOCIAL SCIENCES

ANTH101 General Anthropology

ANTH102 General Anthropology

ANTH103 General Anthropology

ANTH221 Introduction to Cultural Anthropology

ANTH222 Introduction to Cultural Anthropology

ANTH223 Introduction to Cultural Anthropology

ANTH230 Native North Americans: Oregon

ANTH231 Native North American Culture: Pacific Northwest

ANTH232 Native North Americans

CJ100 Foundations of Criminal Justice

CJ101 Criminology

CJ110 Introduction to Law Enforcement

CJ120 Judicial Process

CJ130 Introduction to Corrections

CJ200 American Crime Policy

CJ201 Juvenile Delinquency

CJ220 Criminal Law

CJ243 Narcotics and Dangerous Drugs

ECON201 Principles of Economics

ECON202 Principles of Economics

ECON203 Principles of Economics

ED251 Students with Special Needs

ED258 Multi Cultural Education

HD208 Career/Life Plan

HDFS140 Contemporary American Families

HDFS222 Family Relations

HDFS225 Prenatal, Infant & Toddler Development

HDFS229 Development in Middle Childhood

HDFS247 Preschool Child Development
 HS100 Introduction to Human Services
 HS154 Community Resources
 HS155 Interviewing Theory and Techniques
 HS167 Gerontology
 HS168 Mental Health and Aging
 HS261 Counseling the Older Adult
 HS265 Intervention Strategies I
 HS266 Intervention Strategies II
 HS267 Intervention Strategies III
 HST101 History of Western Civilization
 HST102 History of Western Civilization
 HST103 History of Western Civilization
 HST201 History of the United States
 HST202 History of the United States
 HST203 History of the United States
 PS201 American Government: Institutions
 PS202 American Government: Policy Issues
 PS205 International Relations: Global Issues
 PSY201 General Psychology
 PSY202 General Psychology
 PSY203 General Psychology
 PSY228 Introduction to Social Science Research
 PSY239 Introduction to Abnormal Psychology
 PSY240 Introduction to Psychopharmacology
 PSY299B Psychology of Violence and Aggression
 SOC204 General Sociology
 SOC205 General Sociology
 SOC206 General Sociology
 SOC210 Marriage and the Family
 SOC221 Juvenile Delinquency
 SOC243 Narcotics and Dangerous Drugs
 SOC244 Criminology

MATH and SCIENCES

BA232 Business Statistics
 BI101 General Biology
 BI102 General Biology
 BI103 General Biology
 BI201 Introductory Biology
 BI202 Introductory Biology
 BI203 Introductory Biology
 BI231 Human Anatomy and Physiology
 BI232 Human Anatomy and Physiology
 BI233 Human Anatomy and Physiology
 BI234 Elementary Microbiology
 BI299A Biology of the Estuaries
 CHEM104 Introductory Chemistry
 CHEM105 Introductory Chemistry
 CHEM106 Introductory Chemistry
 CHEM221 General Chemistry

CHEM222 General Chemistry
 CHEM223 General Chemistry
 CIS131 Computer Information Systems
 CS133B Computer Language I - BASIC
 CS133C Computer Language I - COBOL
 CS133U Computer Language I - C
 CS161 Introduction to Computer Science I
 CS162 Introduction to Computer Science II
 CS233B Computer Language II - BASIC
 CS233C Computer Language II - COBOL
 CS233U Computer Language II - C
 CS261 Data Structures
 ENGR111 Engineering Orientation
 ENGR112 Engineering Orientation
 ENGR201 Electrical Fundamentals I
 ENGR202 Electrical Fundamentals II
 ENGR211 Statics
 ENGR212 Dynamics
 ENGR213 Strength (Mechanics) of Materials
 ENGR250 Engineering Probability and Statistics
 F111 Introduction to Forestry
 F254 Tree and Shrub Identification
 FW251 Principles of Wildlife Conservation
 FW252 Wildlife Resources: Mammals
 FW253 Wildlife Resources: Birds
 FW255 Techniques in Wildlife Science
 G145 Regional Field Geology
 G146 Geology of Southwestern Oregon
 G160 Volcanology
 G201 Physical Geology
 G202 Physical Geology
 G203 Historical Geology
 G207 Geology of the Pacific Northwest
 G220 Prehistoric Life
 G221 General Geology
 G245 Geomorphology: Scenic Geology of the United States
 G291 Minerals and Rocks
 G299A Earth Resources: Ore Deposits and Fossil Fuels
 G299B Geological Hazards and Natural Catastrophes
 G299 Special Topics in Geology
 GS104 Physical Science Survey
 GS105 Physical Science Survey
 GS106 Introduction to Earth Science
 GS107 Astronomy
 GS108 Oceanography
 GS275 Uses and Resources of the Ocean
 MTH105 Contemporary Mathematics
 MTH111 College Algebra
 MTH112 Elementary Functions
 MTH212 Fundamentals of Elementary Algebra I
 MTH213 Fundamentals of Elementary Algebra II

MTH241 Calculus for Business and Social Science I
 MTH242 Calculus for Business and Social Science II
 MTH243 Intro to Probability and Statistics
 MTH251 Calculus I (Differential Calculus)
 MTH252 Calculus II (Integral Calculus)
 MTH253 Calculus III (Infinite Series and Sequences)
 MTH254 Vector Calculus I (Intro to Vectors and Multidimensional Calculus)
 MTH255 Vector Calculus II (Intermediate Multivariate Calculus w/ a Vector Approach)
 MTH256 Differential Equations
 PH201 General Physics
 PH202 General Physics
 PH203 General Physics
 PH211 General Physics with Calculus
 PH212 General Physics with Calculus
 PH213 General Physics with Calculus

In addition to the preceding nine (9) credits of coursework, it is expected that the following general education or related training skills and concepts will be integrated into major coursework:

Computer Literacy
 Critical Thinking
 Environmental Awareness
 Library/Research Skills
 Major Applications in Writing and Computation
 Occupational Safety
 Professional Ethics
 Technical Reading

The College has determined that the following support courses may be necessary to assist students to successfully complete their programs:

HD100 College Success and Survival
 HD112 Study Skills
 HD208 Life/Career Plan
 LIB127 Introduction to the Library
 OA121 Keyboarding I
 OA201 Beginning Word Processing
 RD101, 102, 103 College Reading

The maximum total number of credits allowable for basic, developmental, or supportive courses under Federal Financial Aid guidelines is 36.

For more information, consult your advisor or the Registration and Records Office.

ASSOCIATE IN APPLIED SCIENCE IN ALL APPRENTICE TRADES

This program offers the apprentice and journeyman the opportunity to obtain an Associate in Applied Science degree. If you wish to enter the program, you must be from one of a variety of trades and crafts recognized by Southwestern Oregon Community College and the Bureau of Labor and Industry.

Credits are granted in these areas:
On-the-job work experience during apprenticeship, related training classes leading to journeyman status, and general education classes taken at Southwestern Oregon Community College.

Forty (40) credits of on-the-job work experience acquired while enrolled as an apprentice.

Credit Hours

40

Thirty-six (36) credits allowed for completion of journeyman status. This is computed on the basis of 144 hours per year over four years.

36

Twenty-three (23) credits of General Education courses as outlined below. Some courses may be waived on the basis of demonstrated skills, knowledge or experience.

23

GENERAL EDUCATION COURSES

| Course No. | Course Title | Credit Hours |
|------------|--|------------------|
| MTH30 | Applied Math for Industrial Mechanics ¹ | 3 |
| PE231 | Wellness for Life ² | 3 |
| SP100 | Basic Communications ¹ | 3 |
| WKPL4350 | Workplace Issues | 2 |
| WR90 | Paragraph Fundamentals ¹ | 3 |
| | Other Approved Courses ³ | 9 |
| | | 23 sub-total |
| | | 99 credits total |

Notes:

1. Higher level courses may substitute for WR90, MTH30, and SP100.
2. HE250 or 3 credits of PE185 may be substituted for PE231.
3. See Other Approved Courses under AAS degree requirements.

ASSOCIATE IN APPLIED SCIENCE IN BUSINESS MANAGEMENT

Students pursuing any of the four Business Management degree options must complete all courses in the "First Year Core Curriculum" as well as those listed as the "second year" for the chosen option.

All majors in this program must make a grade of C or better in all courses in the second year option.

NOTE: Students must take OA121 Keyboarding I or demonstrate the ability to type at 35 wpm. See Office Administration faculty for testing.

Notes:

1. AC2766, AC2767 are equivalent to BA211. Students must petition if they wish to have AC2766 and AC2767 changed to BA211. Students choosing this option will also need to take BA213 at the completion of AC2766 and AC2767. Contact your advisor or accounting instructor for details.
2. HE250 or 3 credits of PE185 may be substituted for PE231.
3. SP112, SP218 or SP219 may be substituted for SP111.
4. See Other Approved Courses under AAS degree requirements.
5. ECON201, 202, 203 Principles of Economics is strongly recommended for Marketing option.

| Course No. | Course Title | Credit Hours |
|-----------------------------------|--|--------------|
| FIRST YEAR CORE CURRICULUM | | |
| <i>Fall</i> | | |
| BA101 | Introduction to Business | 4 |
| BA211 | Financial Accounting ¹ | 4 |
| MTH94 | Intermediate Algebra I | 4 |
| WR121 | English Composition | 3 |
| | | 15 total |
| <i>Winter</i> | | |
| BA213 | Managerial Accounting | 4 |
| BA222 | Finance | 3 |
| BA223 | Principles of Marketing | 3 |
| CIS131 | Computer Information Systems | 4 |
| WR214 | Business English | 3 |
| | | 17 total |
| <i>Spring</i> | | |
| BA106 | Business Leadership Practicum | 1 |
| BA285 | Business Relations | 3 |
| PE231 | Wellness for Life ² | 3 |
| SP111 | Fundamentals of Public Speaking ³ | 3 |
| WR227 | Technical Report Writing | 3 |
| | Other Approved Courses ^{4, 5} | 3 |
| | | 16 total |
| First Year Total Credits | | 48 |

on following pages:

Accounting Option
Banking and Finance Option
Marketing Option
Office Management Option

Associate In Applied Science in Business Management Accounting Option

The Accounting Major option prepares students for entry into the accounting field as bookkeepers, accounting clerks, or junior accountants performing routine calculating, posting, and typing duties; checking items on reports; summarizing and posting data in designated books and performing a variety of other duties such as preparing invoices or monthly statements, preparing payrolls, verifying bank accounts and making periodic reports of business activities.

| Course No. | Course Title | Credit Hours |
|--|--|------------------|
| ACCOUNTING OPTION - SECOND YEAR | | |
| <i>Fall</i> | | |
| BA177 | Payroll Records and Accounting | 3 |
| BA215 | Cost Accounting | 3 |
| BA226 | Business Law I | 3 |
| | Other Approved Courses ⁴ | 3 |
| | | 12 total |
| <i>Winter</i> | | |
| AC2772 | Intermediate Accounting I | 3 |
| AC240 | Fund (Governmental) Accounting | 3 |
| BA220 | Tax Accounting | 3 |
| BA280 | Field Experience <u>or</u> BA2280 Cooperative Work Experience | 3 |
| | Other Approved Courses ⁴ | 3 |
| | | 15 total |
| <i>Spring</i> | | |
| AC2773 | Intermediate Accounting II | 3 |
| BA217 | The Accounting Process ¹ | 3 |
| BA227 | Business Law II | 3 |
| CS125S | Spreadsheet Applications | 3 |
| | Elective | 3 |
| | | 15 total |
| | | 90 credits total |

Associate In Applied Science in Business Management Banking and Finance Option

The Banking and Finance option is designed primarily to improve and supplement the skills of those already in the banking profession, as well as to prepare students for entry level positions in the banking field. Advanced placement may be granted for other college work or appropriate work experience. A petition is required.

Notes:

The following SWOCC classes can be used as AIB* courses:

| | |
|--------|------------------------------|
| BA206 | Management Fundamentals |
| CS125D | Data Base Management |
| CS125S | Spreadsheet Applications |
| CS125W | Word Processing Applications |
| OA121 | Keyboarding I |
| OA122 | Keyboarding II |
| PSY115 | Career Workshops |
| RE112 | Real Estate Law I |
| RE113 | Real Estate Principles I |
| RE116 | Real Estate Finance I |
| RE118 | Real Estate Appraising I |
| SDP208 | Personnel Administration |

*AIB (American Institute of Banking) stresses professional ethics in its programs.

| | | |
|---|--|------------------|
| BANKING AND FINANCE OPTION - SECOND YEAR | | |
| <i>Fall</i> | | |
| BA242 | Introduction to Investments | 3 |
| BA280 | Field Experience <u>or</u> BA2280 Coop Work Exp. | 3 |
| ECON201 | Principles of Economics | 3 |
| SDP101 | Principles of Management and Supervision | 3 |
| | AIB Courses | 6 |
| | | 18 total |
| <i>Winter</i> | | |
| ECON202 | Principles of Economics | 3 |
| SDP113 | Human Relations for Supervisors | 3 |
| | Other Approved Courses ⁴ | 3 |
| | AIB Courses | 3 |
| | | 12 total |
| <i>Spring</i> | | |
| BA229 | Personal Finance and Money Management | 3 |
| ECON203 | Principles of Economics | 3 |
| | Other Approved Courses ⁴ | 3 |
| | AIB Courses | 6 |
| | | 15 total |
| | | 93 credits total |

**Associate in Applied Science
In Business Management
Marketing Option**

The Marketing option prepares the student with managerial skills in the marketing field and gives actual supervised work experience. The student then may be qualified to move into assistant manager positions.

| Course No. | Course Title | Credit Hours |
|---------------------------------------|---|------------------|
| MARKETING OPTION - SECOND YEAR | | |
| <i>Fall</i> | | |
| BA226 | Business Law I | 3 |
| BA238 | Sales | 3 |
| BA250 | Small Business Management | 3 |
| SP217 | Understanding Media | 3 |
| OA201 | Word Processing I | 3 |
| | | 15 total |
| <i>Winter</i> | | |
| BA239 | Advertising | 3 |
| BA288 | Customer Service | 3 |
| CS135W | Adv. Word Processing: Desktop Publishing | 3 |
| | Other Approved Courses ^{4, 5} | 3 |
| | | 12 total |
| <i>Spring</i> | | |
| BA206 | Management Fundamentals | 3 |
| BA249 | Retailing | 3 |
| BA280 | Field Experience <u>or</u> BA2280 Cooperative Work Experience | 3 |
| SP112 | Persuasive Speech | 3 |
| | Other Approved Courses ^{4, 5} | 3 |
| | | 15 total |
| | | 90 credits total |

**Associate in Applied Science
In Business Management
Office Management
Option**

The Office Management option prepares students for entry-level positions in an office. The student is introduced to total operations, formulating department policies, coordinating activities and directing personnel to attain operational goals.

| | | |
|---|---|------------------|
| OFFICE MANAGEMENT OPTION - SECOND YEAR | | |
| <i>Fall</i> | | |
| BA177 | Payroll Records and Accounting | 3 |
| CS125W | Word Processing Applications | 3 |
| OA116 | Office Procedures | 3 |
| OA201 | Word Processing I | 3 |
| OA240 | Filing/Records Management | 3 |
| | | 15 total |
| <i>Winter</i> | | |
| BA250 | Small Business Management | 3 |
| BA280 | Field Experience <u>or</u> BA2280 Cooperative Work Experience | 3 |
| CS125S | Spreadsheet Applications | 3 |
| CS135W | Adv. Word Processing: Desktop Publishing | 3 |
| SDP101 | Principles of Management and Supervision | 3 |
| | | 15 total |
| <i>Spring</i> | | |
| BA217 | Accounting Process | 3 |
| BA226 | Business Law I | 3 |
| BA280 | Field Experience <u>or</u> BA2280 Cooperative Work Experience | 3 |
| CS125D | Data Base Applications | 3 |
| | Other Approved Course ⁴ | 3 |
| | Other Approved Course ⁴ | 3 |
| | | 18 total |
| | | 96 credits total |

ASSOCIATE IN APPLIED SCIENCE IN COMPUTER INFORMATION SYSTEMS

The intent of the degree is to prepare students for the responsibility of managing microcomputer information systems in a small business environment. Students who intend to transfer to a four-year institution or to major in Computer Science should see their advisor.

All majors in the program must make a grade of C or better in all CS/CIS courses.

Notes:

1. May substitute AC2766 Accounting I AND AC2767 Accounting II.
2. CS101 Computers in Society is a prerequisite to CIS131. Keyboarding skill is strongly recommended.
3. HE250 or 3 credits of PE185 may be substituted for PE231.
4. SP100, SP111, SP112 or SP218 may be substituted.
5. Computer Programming I and II. Select one language sequence:
BASIC - CS133B, CS233B
C++ - CS133U, CS233U
C++ - CS161, CS162
6. MAY NOT TAKE CS161 AND CS133U, CS162 AND CS233U.
7. See Other Approved Courses under AAS degree requirements.
8. CS280 (Field Experience) or CIS2280 (Work Experience) may be taken over several terms, if the student wishes, but only after completion of first year computer courses.
9. Business specific elective courses:
BA177 Payroll Records/Accounting
BA215 Cost Accounting
BA222 Finance
BA223 Principles of Marketing
BA238 Sales
BA239 Advertising
BA249 Retailing
10. CS specific electives:
CS125P Presentations Applications
CS133X Computer Language I
CS135W Adv. Word Processing
CS233X Computer Language II
CS261 Data Structures

| Course No. | Course Title | Credit Hours |
|--------------------------|---|--------------------------|
| FIRST YEAR | | |
| <i>Fall</i> | | |
| BA101 | Introduction to Business | 4 |
| BA211 | Financial Accounting ¹ | 4 |
| CIS131 | Computer Information Systems ² | 4 |
| WR121 | English Composition | 3 |
| | | 15 total |
| <i>Winter</i> | | |
| CS125S | Spreadsheet Applications | 3 |
| CS125W | Word Processing Applications | 3 |
| MTH95 | Intermediate Algebra II or higher | 4 |
| PE231 | Wellness for Life ³ | 3 |
| WR122 | English Composition <u>or</u> WR214 Business English | 3 |
| | | 16 total |
| <i>Spring</i> | | |
| BA213 | Managerial Accounting | 4 |
| CS125D | Data Base Management System Applications | 3 |
| SP219 | Small Group Discussion ⁴ | 3 |
| WR227 | Technical Report Writing <u>or</u> WR123 English Composition Business Specific Elective ⁹ | 3 |
| | | 16 total |
| SECOND YEAR | | |
| <i>Fall</i> | | |
| BA226 | Business Law I | 3 |
| BA232 | Business Statistics <u>or</u> MTH243 Intro to Probability and Statistics | 4 |
| CS133X ^{B or W} | Computer Language I ^{5, 6} | 4 |
| CS140 | Introduction to Operating Systems | 3 |
| | Other Approved Courses ⁷ | 3 |
| | | 17 total |
| <i>Winter</i> | | |
| BA250 | Small Business Management | 3 |
| CS240 | Advanced Operating Systems | 3 |
| CS280 | Field Experience <u>or</u> CIS2280 Work Experience ⁸ | 4 |
| | CS Specific Elective ¹⁰ | 3 |
| | Other Approved Courses ⁷ | 3 |
| | | 16 total |
| <i>Spring</i> | | |
| BA285 | Business Relations <u>or</u> SDP113 Human Relations for Supervisors <u>or</u> WKPL4350 Workplace Issues | 2 - 3 |
| CS233X | Computer Language II ^{5, 6} | 4 |
| CS244 | Systems Analysis | 3 |
| | Other Approved Courses ⁷ | 3 |
| | Elective | 3 |
| | | 15 - 16 total |
| | | 95 - 96 credits total |

ASSOCIATE IN APPLIED SCIENCE IN EARLY CHILDHOOD EDUCATION and FAMILY STUDIES

Students who satisfactorily complete the two years of course work will receive an Associate in Applied Science Degree in Childhood Education and Family Studies. The graduate will have the necessary training to work in a variety of educational and child care settings including nursery school, preschool, day care, private kindergarten and as a para-professional in the public schools.

Notes:

1. Prerequisite of CS101 or equivalent.
2. May substitute 3 credits of PE185 or PE231 Wellness for Life for HE250.
3. Prerequisite of WR121.
4. See Other Approved Courses under AAS degree requirements.

- The following courses must be taken in sequence: ECE150, ECE209, ECE102, ECE163, ECE261, ECE262, HDFS140, HDFS222.
- All students are required to obtain a valid first aid card.
- All students are required to complete a criminal history check prior to second term course work.

| Course No. | Course Title | Credit Hours |
|--------------------|---|--------------|
| FIRST YEAR | | |
| <i>Fall</i> | | |
| CIS131 | Computer Information Systems ¹ | 4 |
| ECE150 | Introduction and Observation in Early Childhood Education | 3 |
| HDFS225 | Prenatal, Infant, Toddler Development | 3 |
| HE250 | Personal Health ² | 3 |
| SP219 | Small Group Discussion <u>or</u> SP100 Basic Communication | 3 |
| | | 16 total |
| <i>Winter</i> | | |
| ECE209 | Theory and Practicum | 3 |
| ED240 | Lesson and Curriculum Planning | 3 |
| HDFS247 | Preschool Development | 3 |
| HS154 | Community Resources | 3 |
| WR121 | English Composition | 3 |
| | | 15 total |
| <i>Spring</i> | | |
| ECE102 | Practicum | 3 |
| ECE154 | Language and Literacy | 3 |
| FN225 | Nutrition <i>Can take ECE155 (Modern) Child nutrition</i> | 4 |
| HDFS140 | Contemporary American Families ³ | 3 |
| HDFS229 | Development in Middle Childhood ³ | 3 |
| | | 16 total |
| SECOND YEAR | | |
| <i>Fall</i> | | |
| ECE152 | Creative Activities | 3 |
| ECE163 | Preschool Practicum | 3 |
| ED251 | Overview of Students with Special Needs ³ | 3 |
| MTH94 | Intermediate Algebra I | 4 |
| | Other Approved Courses ⁴ | 3 |
| | | 16 total |
| <i>Winter</i> | | |
| ECE261 | Student Teaching I, Early Childhood Education ³ | 6 |
| ED258 | Multicultural Education ³ | 3 |
| HDFS222 | Family Relations ³ | 3 |
| WKPL4350 | Workplace Issues | 2 |
| | Other Approved Courses ⁴ | 3 |
| | | 17 total |
| <i>Spring</i> | | |
| ECE262 | Student Teaching II, Early Childhood Education ³ | 6 |
| HDFS285 | Professional Issues in Early Childhood Education ³ | 3 |
| <u>HS267</u> | Intervention Strategies III | 4 |
| | Other Approved Courses ⁴ | 3 |
| | | 16 total |

Any 3-4 cr.

ECE, ED, HS, CJ course (not already used) ^{96 credits total}
can be substituted for HS 267

ASSOCIATE IN APPLIED SCIENCE IN FIRE SCIENCE TECHNOLOGY

This curriculum was developed in cooperation with the Southwestern Oregon Fire Chief and Firefighter Associations, the College Fire Science Advisory Committee and the Oregon Department of Education. Completion of the program leads to an Associate in Applied Science degree.

Due to continually changing laws and regulations mandated by the Occupational Safety and Health Administration (OSHA) and Fire Standards and Accreditation Board (FSAB), students completing the Associate in Applied Science in Fire Science degree may be required to add courses and/or hours of study to the curriculum to meet current standards. See your advisor for current requirements.

It may take longer than two years to complete this degree because classes are taught on an "as needed" basis.

| Course No. | Course Title | Credit Hours |
|------------|---|------------------|
| CHEM104 | Introductory Chemistry I | 4 |
| CS101 | Computers in Society | 2 |
| FS5240 | Basic Firefighter Structure | 3 |
| FS5241 | Fire Skills I | 2.5 |
| FS5242 | Fire Skills II | 2.5 |
| FS5264 | Building Construction/Fire Protection | 1 |
| FS5274 | Firefighting Tactics and Strategy | 1 |
| FS5276 | Basic Wildland Fire Management | 2.5 |
| FS5280 | Cooperative Work Experience | 6 |
| FS9320 | Hazardous Materials Awareness | .5 |
| FS9321 | Hazardous Materials Operations | 1 |
| FS9367 | Basic Incident Command System (I-220) | 1.5 |
| FS996A | Fire Communication | 1 |
| FS996B | Fire Prevention and Inspection | 2 |
| FS996C | Water Supply | 1 |
| FS996D | Fire Detection and Extinguishing Systems | 2 |
| FS996E | Aircraft Fire Protection | 1 |
| FS996I | Fire Investigation | 1 |
| FS996J | Safety Practices | 1 |
| FS996K | Laws Affecting Firefighters | 1 |
| FS996L | Supervision and Leadership | 1.5 |
| FS996M | Flammable and Reactive Materials | 2 |
| FS996Q | Fire Service Driver | 3 |
| FS996R | Apparatus Operator I | 2.5 |
| FS996S | Apparatus Operator II | 2.5 |
| FS996U | Instructional Techniques | 2 |
| HE257A | Emergency Medical Technician-Basic A or HE928A EMT-Basic A | 5 |
| HE257B | Emergency Medical Technician-Basic B or HE928B EMT-Basic B | 5 |
| MTH70 | Elementary Algebra | 4 |
| PE231 | Wellness for Life ² | 3 |
| *PSY201 | General Psychology | 3 |
| SP111 | Fundamentals of Public Speaking | 3 |
| WKPL4350 | Workplace Issues | 2 |
| WR121 | English Composition | 3 |
| | Other Approved Courses ¹ | 9 |
| | Electives ³ | 3 |
| | | 91 credits total |

* PSY 201, 202 or 203

Notes:

1. See Other Approved Courses under AAS degree requirements.
2. HE250 or 3 credits of PE185 may be substituted for PE231.
3. Suggested Electives:
HE258/HE931 Emergency Medical Technician-Intermediate **9 cr**
FS5257 Fire Service Hydraulics
FS5268 Fire Service Rescue Practices
FS9318 Survival Standards **.75**
FS9333 N.I.I.M.S. **1 cr.**

Other courses may be accepted as elective credits upon approval of Fire Science Coordinator.

ASSOCIATE IN APPLIED SCIENCE IN FOREST RESOURCES/ ENVIRONMENTAL TECHNOLOGY

This program includes the necessary general education and specialized environmental and forestry courses to provide individuals the education for preparation for careers in this area.

Environmental technician option

graduates will be prepared to sample and analyze air, water, and soil in accordance with state and federal regulations. They may be employed as technicians by federal, state, and local governmental units and utilities, private industry, and environmental engineering consulting firms. Environmental technicians may be responsible for such duties as air pollution surveillance, analysis of water and water samples, ground water and surface water assessment, field sampling data interpretation, and other support services.

Forest resource technician option

graduates will be prepared for positions as forest technicians, surveying technicians, stream monitoring technicians, and scaler trainees. They may be employed in careers in government, industrial forestry, private woodlot management, watershed resources, forest contracting, and other related fields.

Most courses in both options are transferable to four-year colleges and universities.

| Course No. | Course Title | Credit Hours |
|---|--|-------------------------|
| FIRST YEAR CORE CURRICULUM | | |
| <i>(Environmental Technology Substitution in parenthesis)</i> | | |
| <i>Fall</i> | | |
| BI201 | Introductory Biology | 4 |
| CHEM104 | Introductory Chemistry | 4 |
| F111 | Introduction to Forestry OR | 4 |
| (ENV101 | <i>Fundamentals of Hydrological Geology)</i> | (3) |
| PE231 | Wellness for Life | 3 |
| WR121 | English Composition | 3 |
| | | 17 or 18 total |
| <i>Winter</i> | | |
| BI202 | Introductory Biology | 4 |
| CHEM105 | Introductory Chemistry | 4 |
| F220A | Forest Mensuration I OR | 3 |
| (ENV144 | <i>Foundations of Environmental Ecology)</i> | (3) |
| SP218 | Interpersonal Communications | 3 |
| WR214T | Professional/Technical Writing | 3 |
| | | 17 total |
| <i>Spring</i> | | |
| BI203 | Introductory Biology | 4 |
| CHEM106 | Introductory Chemistry | 4 |
| CIS131 | Computer Information Systems OR | 4 |
| (WR227 | <i>Report Writing)</i> | (3) |
| F220B | Forest Mensuration II OR | 3 |
| (ENV210 | <i>Environmental Resources) - Sub. ENV III</i> | (4) |
| MTH33 | Applied Trigonometry OR | 3 |
| (MTH243 | <i>Probability & Statistics)</i> | (4) |
| | | 18 or 19 total |
| | | First Year 53 sub-total |

See next page for Second Year options.

ASSOCIATE IN APPLIED SCIENCE IN FOREST RESOURCES/ENVIRONMENTAL TECHNOLOGY

SECOND YEAR CURRICULUM

ENVIRONMENTAL TECHNOLOGY

| Course No. | Course Title | Credit Hours |
|---------------|------------------------------------|--------------|
| <i>Fall</i> | | |
| CS125W | Word Processing Applications | 3 |
| DRFT110 | Computer Assisted Drafting I | 3 |
| ENV145 | Air, Soil & Water Sampling | 3 |
| ENV246 | Environmental Law | 3 |
| WKPL4350 | Workplace Issues | 2 |
| | Other Approved Courses | 3 |
| | 17 total | |
| <i>Winter</i> | | |
| CS125S | Spreadsheet Applications | 3 |
| ENV146 | Environment. Methods & Analysis | 3 |
| ENV235 | Soil Conservation/Spoil Management | 3 |
| ENV280 | Field Experience | 4 |
| | Other Approved Courses | 3 |
| | 16 total | |
| <i>Spring</i> | | |
| CS125D | Data Base Management | 3 |
| ENV203 | Fundamentals of Solid Waste | 3 |
| ENV245 | Sources/Effects of Air Pollution | 3 |
| ENV280 | Field Experience | 4 |
| | Other Approved Courses | 3 |
| | 16 total | |

102 credits
total

FOREST RESOURCES

| Course No. | Course Title | Credit Hours |
|---------------|------------------------------|--------------|
| <i>Fall</i> | | |
| F254 | Tree & Shrub Identification | 4 |
| F609 | Forest Protection | 3 |
| F614 | Forest Contracts & Mapping | 3 |
| FP210 | Wood Products Utilization | 4 |
| | Other Approved Courses | 3 |
| | 17 total | |
| <i>Winter</i> | | |
| F611 | Timber Harvesting Operations | 3 |
| F617 | Silviculture | 3 |
| FE222A | Elementary Forest Surveying | 3 |
| FE606 | Forest Engineering | 5 |
| | Other Approved Courses | 3 |
| | 17 total | |
| <i>Spring</i> | | |
| F280 | Forestry Field Experience | 3 |
| F616 | Aerial Photo Interpretation | 3 |
| F620 | Advanced Silviculture | 3 |
| FE222B | Advanced Forest Surveying | 3 |
| WKPL4350 | Workplace Issues | 2 |
| | Other Approved Courses | 3 |
| | 17 total | |

104 credits
total

ASSOCIATE IN APPLIED SCIENCE IN HUMAN SERVICES

The Human Services program offers training for entry-level positions in Human Services agencies. Some of the agencies include substance abuse programs, detention facilities, rehabilitation/treatment programs, nursing homes, employment services agencies, corrections, and schools. Students choose from three specialty options: Social Services, Substance Abuse and Gerontology.

All courses listed, including electives, must be passed with a grade of C or better.

Notes:

1. See Other Approved Courses under AAS degree requirements.
2. Prerequisite of MTH60 with a C or better or appropriate placement test score.
3. HE250 or 3 credits of PE185 may be substituted for PE231.

* Specific Electives (for all options):

- ED258 Multi Cultural Education (3 cr)
- HDFS140 Contemporary American Families (3 cr)
- HDFS225 Prenatal, Infant & Toddler Development (3 cr)
- HDFS229 Development in Middle Childhood (3 cr)
- HDFS247 Preschool Development (3 cr)
- HE201 Death and Dying (3 cr)
- HS167 Gerontology (3 cr)
- HS168 Mental Health & Aging (3 cr)
- HS200 Understanding Addictive Behavior (3cr)
- HS202 Counseling the Chemically Dependent Client (4 cr)
- HS261 Counseling the Older Adult (3 cr)
- HS265, 266, 267 Intervention Strategies I, II, III (12 cr)

- **Additional Electives for Social Services option only (Any of the above Specific Electives plus the following):**
- CJ201 Juvenile Delinquency (3 cr)
 - CJ220 Criminal Law (3 cr)
 - CJ229 Community Based Corrections (3 cr)

| Course No. | Course Title | Credit Hours |
|-------------------|--|--------------|
| FIRST YEAR | | |
| <i>Fall</i> | | |
| HS100 | Introduction to Human Services | 3 |
| PSY201 | General Psychology | 3 |
| SP111 | Fundamentals of Public Speaking | 3 |
| WR121 | English Composition | 3 |
| | Other Approved Courses ¹ | 3 |
| | | 15 total |
| <i>Winter</i> | | |
| HS154 | Community Resources | 3 |
| PSY202 | General Psychology | 3 |
| PSY228 | Introduction to Social Science Research ² | 3 |
| WR214T | Professional/Technical Writing | 3 |
| | Other Approved Courses ¹ | 3 |
| | | 15 total |
| <i>Spring</i> | | |
| HS155 | Interviewing Theory and Techniques | 4 |
| PSY203 | General Psychology | 3 |
| PSY240 | Introduction to Psychopharmacology | 3 |
| PE231 | Wellness for Life ³ | 3 |
| | Other Approved Courses ¹ | 3 |
| | | 16 total |
| | | 46 sub total |

All Human Services students must successfully complete the following courses in addition to the courses listed below for each Specialty Option.

| | | |
|------------------|-------------------------------------|--------------|
| CIS131 | Computer Information Systems | 4 |
| HS170 | Introduction to Field Experience | 3 |
| HS291 | Field Experience | 10 |
| PSY239 | Introduction to Abnormal Psychology | 3 |
| SOC204, 205, 206 | General Sociology | 9 |
| SP219 | Small Group Discussion | 3 |
| | | 32 sub total |

SPECIALTY OPTIONS

| Gerontology | | Social Services | |
|--|----|--|----|
| HS167 Gerontology | 3 | HS265, 266, 267 Intervention Strategies I, II, III | 12 |
| HS261 Counseling the Older Adult | 3 | Specific Electives** | 9 |
| HS265, 266, 267 Intervention Strategies I, II, III | 12 | sub total | 21 |
| Specific Electives* | 3 | | |
| sub total | 21 | | |
| Substance Abuse | | | |
| HS200 Understanding Addictive Behavior | 3 | | |
| HS202 Counseling the Chemically Dependent Client | 4 | | |
| HS265, 266 Intervention Strategies I, II | 8 | | |
| Specific Electives* | 6 | | |
| sub total | 21 | | |

99 credits
total

ASSOCIATE IN APPLIED SCIENCE IN MANUFACTURING TECHNOLOGY

The Manufacturing Technology Program prepares students for employment in world-class industries by applying advanced technology to manufacturing methods, processes and quality control.

An emphasis is placed on computer-assisted applications and intensive lab experiences in measurement, product and process control, quality assurance and manufacturing computing.

The program applies problem solving and teamwork to computer-integrated manufacturing using hands-on application of principles and technologies to the ever-changing industrial environment.

In the second year, students will specialize in one of three areas:

- Manufacturing/Machining
- Fabrication/Welding
- Industrial Electronics

One-year certificates in machine tools and welding are available. See details on pages 51 and 54.

*The Manufacturing Bridge Program provides the foundation skills equivalent to a high school Certificate of Advanced Mastery. Course proficiency may be demonstrated through a portfolio, work experience, standardized test, skills test, with instructor consent.

All majors in the program must make a grade of C or better in all courses.

Notes:

1. In the Manufacturing/Machining Specialty, up to 9 units of credit can be earned for Cooperative Work Experience in approved area (MT4280).
2. HE250 may be substituted for PE231.
3. See Other Approved Courses under AAS degree requirements. CIS131 counts as one of the Other Approved Courses.

*MANUFACTURING BRIDGE PROGRAM

Proficiencies from the following courses must be demonstrated prior to entering the program:

| Course No. | Course Title | Credit Hours |
|------------|------------------------------------|-----------------|
| CS101 | Computers in Society or equivalent | 2 |
| MFG001 | Introduction to Manufacturing | 3 |
| MFG002 | Introduction to Electronics | 3 |
| MFG003 | Introduction to Machine Tools | 3 |
| MFG004 | Introduction to Welding | 3 |
| MTH20 | Basic Mathematics | 3 |
| RD90 | Effective Reading Strategies | 3 |
| SP100 | Basic Communications or equivalent | 3 |
| WR90 | Paragraph Fundamentals | 3 |
| | | 26 total |

FIRST YEAR

Fall

| | | |
|---------|---------------------------------------|-----------------|
| DRFT105 | Blueprint Reading | 3 |
| ELEC101 | Electronic Processes I | 2 |
| MFG101 | Electrical/Electronic Principles | 3 |
| MT101 | Machine Tools Processes I | 2 |
| MTH30 | Applied Math for Industrial Mechanics | 3 |
| WELD101 | Welding Processes I | 2 |
| | | 15 total |

Winter

| | | |
|---------|---|-----------------|
| CIS131 | Computer Information Systems | 4 |
| ELEC102 | Electronic Processes II | 2 |
| MFG102 | Mechanical Principles | 3 |
| MT102 | Machine Tools Processes II | 2 |
| MTH31 | Applied Algebra and Geometry for Industrial Mechanics | 3 |
| WELD102 | Welding Processes II | 2 |
| | | 16 total |

Spring

| | | |
|---------|--------------------------------|-----------------|
| DRFT110 | Computer Assisted Drafting I | 3 |
| ELEC103 | Electronic Processes III | 2 |
| MFG103 | Hydraulic/Pneumatic Principles | 3 |
| MT103 | Machine Tools Processes III | 2 |
| MTH33 | Applied Trigonometry I | 3 |
| WELD103 | Welding Processes III | 2 |
| | | 15 total |

SECOND YEAR COMMON CORE

| | | |
|----------|-------------------------------------|-----------------|
| MFG201 | Computer Integrated Manufacturing I | 3 |
| MFG211 | Foundations of QA/ISO9000/TQM | 3 |
| MFG280 | Field Experience ¹ | 3 |
| PE231 | Wellness for Life ² | 3 |
| WKPL4350 | Workplace Issues | 2 |
| WR121 | English Composition | 3 |
| WR214T | Professional Technical Writing | 3 |
| | Other Approved Courses ³ | 6 |
| | | 26 total |

**96 credits
total**

AAS in Manufacturing Technology continued to next page.

**ASSOCIATE IN APPLIED SCIENCE IN
MANUFACTURING
TECHNOLOGY - continued.**

The industrial electronics specialty of the Manufacturing Technology Program is designed to lead to employment for electronic technicians in engineering, research and development, and manufacturing support. The program is intended for students who are interested in digital and computer electronics, robotics, business, industrial, medical or automotive electronics, or sales, installation, troubleshooting and repair. Emphasis in the electronics lab is on practical, hands-on learning. Job retraining or upgrading in electronics is available on a full- or part-time basis. Students may continue their education by transferring to Oregon Institute of Technology or other four-year institutions to pursue a Bachelor's in Electronics Engineering Technology.

Course No. Course Title Credit Hours

INDUSTRIAL ELECTRONICS SPECIALTY - SECOND YEAR

Fall

| | | |
|---------|-----------------------------------|---------|
| ELEC201 | Instrumentation and Control I | 4 |
| ELEC211 | Electronic Communications Systems | 4 |
| | | 8 total |

Winter

| | | |
|---------|--------------------------------|---------|
| ELEC202 | Instrumentation and Control II | 4 |
| ELEC212 | Industrial Electronics | 4 |
| | | 8 total |

Spring

| | | |
|---------|---------------------------------|---------|
| ELEC203 | Instrumentation and Control III | 4 |
| ELEC213 | Automated Systems Integration | 4 |
| | | 8 total |

The manufacturing/machining specialty of the Manufacturing Technology Program prepares students for entry-level employment as machinists and in related trades in the manufacturing field. Classroom instruction and intensive hands-on experience give students a solid background in the traditional as well as the high technology Computer Numerical Control (CNC) machining. Completion of the program leads toward advanced studies in the fields of manufacturing engineering and teaching. Some of the skills developed in this program are beneficial to already-employed skilled workers and supervisors who find themselves in need of upgrading or retraining. Students may continue their education by transferring to Oregon Institute of Technology or other four-year institutions to pursue a Bachelor's in Manufacturing Engineering Technology.

MANUFACTURING/MACHINING SPECIALTY - SECOND YEAR

Fall

| | | |
|-------|--|---------|
| MT201 | Manufacturing Processes | 2 |
| MT204 | Machine Tools Processes IV | 3 |
| MT211 | Computer Numerical Control Machining I | 3 |
| | | 8 total |

Winter

| | | |
|-------|---|---------|
| MT202 | Basic Metallurgy | 2 |
| MT205 | Machine Tools Processes V | 3 |
| MT212 | Computer Numerical Control Machining II | 3 |
| | | 8 total |

Spring

| | | |
|-------|--|---------|
| MT203 | Machine Tools References | 2 |
| MT206 | Machine Tools Processes VI | 3 |
| MT213 | Computer Numerical Control Machining III | 3 |
| | | 8 total |

The fabrication/welding specialty of the Manufacturing Technology Program provides the training for entry-level employment and offers the technical knowledge necessary for career advancement. Coupled with experience, the program prepares students for manufacturing employment opportunities in industry, private enterprise, supervision, and/or advanced welding technologies. These opportunities include welding, fabrication, inspection, fitting in heavy machinery or structural steel, light industrial fabrication, estimating, and technical sales.

FABRICATION/WELDING SPECIALTY - SECOND YEAR

Fall

| | | |
|---------|---------------------------------|---------|
| WELD201 | Welding and Joining Processes I | 2 |
| WELD211 | Shielded Metal Arc Welding I | 3 |
| WELD250 | Gas Tungsten Arc Welding (TIG) | 3 |
| | | 8 total |

Winter

| | | |
|---------|----------------------------------|---------|
| WELD202 | Welding and Joining Processes II | 2 |
| WELD212 | Shielded Metal Arc Welding II | 3 |
| WELD255 | Gas Metal/Flux Cored Arc Welding | 3 |
| | | 8 total |

Spring

| | | |
|---------|------------------------------|---------|
| WELD260 | Pipe Fitting and Welding | 3 |
| WELD265 | Fitting and Fabrication | 3 |
| WELD270 | The Welder and Manufacturing | 2 |
| | | 8 total |

ASSOCIATE IN APPLIED SCIENCE IN MEDICAL ASSISTANT

The first year of this curriculum prepares students to perform initial clerical duties in hospitals, medical clinics and other medical facilities. The second year will add skills in medical office procedures, management and clinical skills with emphasis on the role of the medical office assistant in the medical care delivery team.

| Course No. | Course Title | Credit Hours |
|------------|--------------|--------------|
|------------|--------------|--------------|

CORE CURRICULUM - FIRST YEAR

| | | |
|-------------|-----------------------------|----------|
| <i>Fall</i> | | |
| AC2766 | Accounting I ¹ | 3 |
| OA116 | Office Procedures | 3 |
| OA122 | Keyboarding II | 3 |
| OA2591 | Proofreading and Editing | 3 |
| SP218 | Interpersonal Communication | 3 |
| | | 15 total |

Winter

| | | |
|--------|-------------------------------|----------|
| BA285 | Business Relations | 3 |
| CIS131 | Computer Information Systems | 4 |
| OA201 | Word Processing I | 3 |
| OA240 | Filing and Records Management | 3 |
| WR121 | English Composition | 3 |
| | | 16 total |

Spring

| | | |
|--------|--------------------------------|----------|
| BA177 | Payroll Records and Accounting | 3 |
| BA2280 | Cooperative Work Experience | 2 |
| OA202 | Word Processing II | 3 |
| MTH70 | Elementary Algebra | 4 |
| WR214 | Business English | 3 |
| | | 15 total |

SECOND YEAR OPTION - MEDICAL ASSISTANT

Fall

| | | |
|----------|---|----------|
| OA2221 | Medical Terminology I | 3 |
| OA5401 | Body Structure and Functions I | 3 |
| PE185 | Physical Education ² | 1 |
| PHAR5470 | Introduction to Pharmacy/Practice and Law | 4 |
| | Other Approved Courses ³ | 3 |
| | | 14 total |

Winter

| | | |
|--------|-------------------------------------|----------|
| OA2222 | Medical Terminology II | 3 |
| OA2231 | Clinical Procedures I | 4 |
| OA2597 | Medical Office Coding I | 3 |
| OA5402 | Body Structures and Functions II | 3 |
| PE185 | Physical Education ² | 1 |
| | Other Approved Courses ³ | 3 |
| | | 17 total |

Spring

| | | |
|--------|-------------------------------------|----------|
| OA2232 | Clinical Procedures II | 4 |
| OA2598 | Medical Office Coding II | 3 |
| OA2725 | Reimbursement Management | 3 |
| OA5533 | Medical Law and Ethics | 2 |
| PE185 | Physical Education ² | 1 |
| | Other Approved Courses ³ | 3 |
| | | 16 total |

Spring or Summer

| | | |
|--------|-----------------------------|------------------|
| BA2280 | Cooperative Work Experience | 2 total |
| | | 95 credits total |

Notes:

Students entering this program must have the knowledge and skills equivalent to the following:

- CS101 Computers in Society
- OA121 Keyboarding I
- 1. Students have the option of taking Bookkeeping I and II (AC9715, AC9716) in place of Accounting I or BA211.
- 2. PE231 Wellness for Life may be substituted for 3 credits of PE185.
- 3. See Other Approved Courses under AAS degree requirements.

ASSOCIATE IN APPLIED SCIENCE IN NURSING

The Southwestern Oregon Community College nursing program prepares the graduate to become licensed as a practical nurse or as a registered nurse. After completion of four quarters, students are eligible to take the exam for licensure as a Practical Nurse (PN). After completion of six quarters, students are eligible to take the exam for Registered Nurse (RN) licensure.

Students must be formally admitted to the Nursing program. See Sheila Ward in Dellwood Hall for requirements.

All courses listed, including electives, must be passed with a grade of C or better.

Notes:

1. Anatomy and Physiology I, II and III are prerequisites to all second year Nursing courses.
2. Microbiology is a prerequisite to NUR202.
3. Specific Electives - A three-credit course must be taken in each of the following areas (transfer classes only):
 - a. PSY201, 202, 203
 - b. SOC204, 205, 206 or any Human Service course
 - c. Any Philosophy, History of Western Art, Music History or Literature course
4. PE231 Wellness for Life may be substituted.

| Course No. | Course Title | Credit Hours |
|--------------------|--------------------------------------|----------------------------|
| FIRST YEAR | | |
| <i>Fall</i> | | |
| BI231 | Anatomy and Physiology ¹ | 4 |
| CS101 | Computers in Society | 2 |
| NUR101 | Fundamentals of Nursing | 9 |
| WR121 | English Composition | 3 |
| | | 18 total |
| <i>Winter</i> | | |
| BI232 | Anatomy and Physiology ¹ | 4 |
| NUR102 | Nursing Science and Practice I | 9 |
| SP219 | Small Group Discussion | 3 |
| | | 16 total |
| <i>Spring</i> | | |
| ANTH103 | General Anthropology | 3 |
| BI233 | Anatomy and Physiology ¹ | 4 |
| NUR103 | Nursing Science and Practice II | 9 |
| | | 16 total |
| SECOND YEAR | | |
| <i>Fall</i> | | |
| BI234 | Elementary Microbiology ² | 4 |
| NUR201 | Nursing Science and Practice III | 9 |
| | Specific Electives ³ | 3 |
| | | 16 total |
| <i>Winter</i> | | |
| NUR202 | Nursing Science and Practice IV | 9 |
| PE185 | Physical Education ⁴ | 1-3 |
| | Specific Electives ³ | 3 |
| | | 13-15 total |
| <i>Spring</i> | | |
| MTH94 | Intermediate Algebra I | 4 |
| NUR203 | Nursing Science and Practice V | 10 |
| | Specific Electives ³ | 3 |
| | | 17 total |
| | | 96-98 credits total |

ASSOCIATE IN ARTS DEGREE

The Associate in Arts degree provides an opportunity for the student to focus on any academic area of special interest. This program meets the block transfer requirements of the Oregon state four-year system. (Students may transfer up to 108 community college credits to four-year Oregon state system institutions.)

GENERAL REQUIREMENTS:

1. Ninety or more credits of college courses approved by the Oregon State Board of Education for transfer credit.
2. Grade Point average of 2.0 (C) or better.
3. Completion of 19 credits of general education requirements.
4. Completion of 48 quarter credits of Distribution Requirements.
5. No more than 9 credits of a combination of PE185, 180 and 190 may be applied to Graduation Requirements.
6. A student must complete 30 of the last 45 credits at Southwestern Oregon Community College before the Associate in Arts degree is awarded.

Note:

Effective for everyone graduating from high school in 1997 (and thereafter), all OSSHE institutions will require two years of high school second language for admission. This admission requirement can also be satisfied by two quarters (or semesters) of a college-level second language or demonstrated proficiency in a second language.

If you graduated from a high school in Spring 1997 or later and have not completed two years of a high school language, you should complete at least two quarters of a second language sequence at SOUTHWESTERN. For additional information, contact your advisor or counselor.

GENERAL EDUCATION REQUIREMENTS:

1. English Composition, 9 credits, (WR121, 122, 123 or 227) with a grade of C or better in each quarter.
2. Health Education, 3 credits (HE250 or PE231).
3. Oral Communications/Rhetoric: 3 credits, (SP100, 111, 112, 217, 218, 219, or 229), with a C or better.
4. Mathematics: 4 credits of college-level mathematics, MTH105, its equivalent or higher level math (except MTH211), with a grade of C or better.

Note:

Courses taken for General Education Requirements may not be used for Distribution Requirements.

As on
AAOT Grad
check

DISTRIBUTION REQUIREMENTS:

1. Arts and Letters: 15 credits chosen from at least two disciplines, with no more than 9 credits from one discipline.
 - a. A complete sequence with a minimum of 9 credit hours from the approved sequences in Arts and Letters.
 - b. Six credits chosen from the approved sequences or approved distribution lists for Arts and Humanities. Students who do not complete a sequence in literature must take 6 credits from literature.
2. Social Sciences: 15 credits chosen from at least two disciplines, with no more than 9 credits from one discipline.
 - a. A complete sequence with a minimum of 9 credit hours from the approved sequences in Social Sciences.
 - b. Six credits chosen from the approved sequences or approved distribution lists for Social Sciences.
3. Sciences/Math/Computer Science: 18 credits chosen from at least two disciplines.
 - a. A complete laboratory science sequence with a minimum of 12 credit hours from the approved sequences in science.
 - b. Six credits chosen from the approved sequences or approved distribution lists for sciences and/or science/mathematics.

Students must attain a 2.0 GPA or higher in the courses they select to meet the distribution requirements.

Approved Sequences

(Courses used to meet the "Distribution Requirements" should be at least 3 credits each.)

Courses listed below may be used as a sequence, or individually as approved distribution courses.

ARTS AND LETTERS

Art History

ART204, 205, 206 History of Western Art

Literature:

ENG104, 105, 106 Introduction to Literature

ENG107, 108, 109 World Literature

ENG201, 202, 203 Shakespeare

ENG204, 205, 206 Survey of English Literature

ENG253, 254, 255 Survey of American Literature

Music History:

MUS261, 262, 263 Music History

Philosophy:

PHL101, 102, 103 Philosophy

SCIENCE

Biology:

BI101, 102, 103 General Biology

BI201, 202, 203 Introductory Biology

BI231, 232, 233 Human Anatomy and Physiology

Chemistry:

CHEM104, 105, 106 Introductory Chemistry

CHEM221, 222, 223 General Chemistry

General Science:

GS104, 105 Physical Science

Plus one of the following:

GS106 Introduction to Earth Science or

GS107 Astronomy or

GS108 Oceanography

Geology:

G201, 202, 203 Geology

Physics:

PH201, 202, 203 General Physics

PH211, 212, 213 General Physics with Calculus

SOCIAL SCIENCE

Anthropology:

ANTH101, 102, 103 General Anthropology

ANTH221, 222, 223 Introduction to Cultural

Anthropology

ANTH230, 231, 232 Native North Americans

*Childhood Education and Family Studies:

HDFS225, 247, 229 Parental, Infant & Toddler

Development, Preschool Child Development,

Development in Middle Childhood

Economics:

ECON201, 202, 203 Principles of Economics

History:

HST101, 102, 103 History of Western Civilization

HST201, 202, 203 History of the United States

*Human Services:

HS265, 266, 267 Intervention Strategies

*Justice Services (any three courses from the following):

CJ100 Foundations of Criminal Justice

CJ101/SOC244 Criminology

CJ120 Judicial Process

CJ200 American Crime Policy

CJ201/SOC221 Juvenile Delinquency

CJ220 Criminal Law

CJ243/SOC243 Narcotics and Dangerous Drugs

Political Science

PS201, 202, 205 American Government

Psychology:

PSY201, 202, 203 General Psychology

Sociology:

SOC204, 205, 206 General Sociology

- * If students plan to transfer before completing the Associate of Arts Oregon Transfer Degree (AAOT) or transfer to a college that does not recognize the AAOT, they should consult with their advisors to see if these courses will meet the social science requirements of the school they plan to attend.

Approved Distribution Courses

(Courses used to meet the "Distribution Requirements" should be at least 3 credits each.)

Any courses from the list of approved sequences plus the following list of courses:

Arts and Letters

Acting:

| | |
|-----------------|--------------------------------|
| TA100 | Introduction to Theater |
| TA141, 142, 143 | Acting I, II, III |
| TA241, 242, 243 | Intermediate Acting Techniques |

Art:

| | |
|------------------|-----------------------------|
| ART115, 116, 117 | Basic Design |
| ART131, 132, 133 | Introduction to Drawing |
| ART184, 185, 186 | Beginning Watercolor |
| ART191, 192, 193 | Beginning Sculpture |
| ART218, 219, 220 | Beginning Calligraphy |
| ART221, 222, 223 | Graphic Design |
| ART225 | Computer Art |
| ART231, 232, 233 | Advanced Drawing |
| ART240 | Paper and Prints |
| ART250, 251, 252 | Beginning Ceramics |
| ART253, 254, 255 | Intermediate Ceramics |
| ART270, 271, 272 | Introduction to Printmaking |
| ART273, 274, 275 | Printmaking |
| ART281, 282, 283 | Beginning Painting |
| ART284, 285, 286 | Intermediate Painting |
| ART291, 292, 293 | Intermediate Sculpture |
| ART294, 295, 296 | Intermediate Watercolor |
| ART199, 299 | Special Topics in Art |

Journalism:

| | |
|-----------|-------------------------------------|
| J202 | Information Gathering |
| J203 | Writing for the Media |
| J204 | Visual Communication for Mass Media |
| J215 | Publishing Lab |
| J217 | Feature Writing |
| J199, 299 | Special Topics in Journalism |

Language:

| | |
|-------------------|---------------------|
| FR201, 202, 203 | Second-Year French |
| SPAN201, 202, 203 | Second-Year Spanish |

Literature:

| | |
|-------------|------------------------------|
| ENG199, 299 | Special Topics in Literature |
|-------------|------------------------------|

Music:

| | |
|------------------|--------------------------|
| MUS101, 102, 103 | Music Fundamentals |
| MUS111, 112, 113 | Music Theory I |
| MUS201, 202, 203 | Music and Its Literature |
| MUS211, 212, 213 | Music Theory II |
| MUS199, 299 | Special Topics in Music |

Philosophy:

| | |
|-------------|------------------------------|
| PHL199, 299 | Special Topics in Philosophy |
|-------------|------------------------------|

Speech:

| | |
|------------|---------------------------------|
| SP100 | Basic Speech Communications |
| SP111 | Fundamentals of Public Speaking |
| SP112 | Persuasive Speech |
| SP217 | Understanding Media |
| SP218 | Interpersonal Communications |
| SP219 | Small Group Discussion |
| SP229 | Oral Interpretation |
| SP199, 299 | Special Topics in Speech |

Writing:

| | |
|-----------------|--------------------------------|
| WR214 | Business English |
| WR214T | Professional Technical Writing |
| WR222 | Advanced Composition |
| WR241, 242, 243 | Imaginative Writing |

Social Sciences

Childhood Education and Family Studies:

| | |
|---------|--------------------------------|
| ED251 | Students with Special Needs |
| ED258 | Multicultural Education |
| HDFS140 | Contemporary American Families |
| HDFS222 | Family Relations |

Human Services:

| | |
|-------|------------------------------------|
| HS100 | Introduction to Human Services |
| HS154 | Community Resources |
| HS155 | Interviewing Theory and Techniques |
| HS167 | Gerontology |
| HS168 | Mental Health and Aging |
| HS261 | Counseling the Older Adult |

Psychology:

| | |
|---------|---|
| HD208 | Career/Life Plan |
| PSY228 | Introduction to Social Science Research |
| PSY239 | Introduction to Abnormal Psychology |
| PSY240 | Introduction to Psychopharmacology |
| PSY299B | Psychology of Violence and Aggression |

Sociology:

| | |
|--------|-------------------------------|
| SOC210 | Marriage and Family |
| SOC221 | Juvenile Delinquency |
| SOC243 | Narcotics and Dangerous Drugs |
| SOC244 | Criminology |

If students plan to transfer before completing the Associate of Arts Oregon Transfer Degree (AAOT) or transfer to a college that does not recognize the AAOT, they should consult their advisor to see if these courses will meet the social science requirements of the school they plan to attend.

Science and Mathematics

Biology:

BI234 Elementary Microbiology
BI299A Biology of Estuaries

Chemistry:

CHEM241, 242, 243 Organic Chemistry

Computer Science:

CIS131 Computer Information Systems
CS133B Computer Language I - BASIC
CS133C Computer Language I - COBOL
CS133U Computer Language I - C
CS161 Introduction to Computer Science I
CS162 Introduction to Computer Science II
CS233B Computer Language II - BASIC
CS233C Computer Language II - COBOL
CS233U Computer Language II - C
CS261 Data Structures

Engineering:

ENGR111 Engineering Orientation I
ENGR112 Engineering Orientation II
ENGR250 Engineering Probability and Statistics
ENGR211 Statistics
ENGR212 Dynamics
ENGR213 Strength (Mechanics) of Materials

Geology:

G146 Geology of Southwestern Oregon
G207 Geology of the Pacific Northwest
G220 Prehistoric Life
G221 General Geology
G245 Geomorphology: Scenic Geology of the U.S.
G291 Minerals and Rocks
G299A Earth Resources: Ore Deposits and Fossil Fuels
G299B Geological Hazards and Natural Catastrophes
G299 Special Topics in Geology

Mathematics:

MTH105 Introduction to Contemporary Mathematics
MTH111 College Algebra
MTH112 Elementary Algebra
MTH212 Fundamentals of Elementary Algebra II
MTH213 Fundamentals of Elementary Algebra III
MTH241 Calculus for Business and Social Science I
MTH242 Calculus for Business and Social Science II
MTH243/BA232 Introduction to Probability
and Statistics
MTH251 Calculus I
MTH252 Calculus II
MTH253 Calculus III
MTH254 Vector Calculus I
MTH255 Vector Calculus II
MTH256 Differential Equations

Physics:

PHI21 Introductory Astronomy

ASSOCIATE IN SCIENCE DEGREE

The Associate in Science degree is a nationally-recognized degree offered by many technical schools and colleges. It is approved by the Oregon Board of Education.

GENERAL REQUIREMENTS:

1. Minimum of 90 credits of specified courses with a grade of C or better (see individual curriculum for listing).
2. Grade point average minimum of 2.00 (C average).
3. Completion of required courses listed in specific curricula. This must include 19 credits of general education requirements.
4. Completion of a minimum of 27 credits as listed under specified areas.
5. At least 30 of the last 45 credits must be taken at Southwestern.

GENERAL EDUCATION REQUIREMENTS:

Writing (9 credits total)

WR121 - 3 credits
WR122, 214 or 214T - 3 credits
WR123 or 227 - 3 credits

Math 111 or higher numbered course - (4 credits) excluding Math 211.

Personal Health (HE250) or Wellness for Life (PE231) or Physical Activities (PE185) - 3 credits total. No more than 6 credits of Physical Activities (PE185) may be used in meeting the total credit requirement or counted in the student's final AS degree. Courses must be in different levels (i.e. beginning, intermediate, advanced).

Exceptions may be allowed for the following reasons:

Veterans: Students who have completed six months active service in the U.S. armed forces are exempt from the physical education requirement if they file official evidence of service with the Transcript Evaluator.

Other: On rare occasions, exemptions may be granted for other reasons.

Speech (3 credits)

SPECIFIED AREA REQUIREMENTS:

One sequence of a minimum of 9 credits in one of the three areas listed below, and a minimum of 6 credits in each of the remaining areas.

1. Math/Science/Computer Science/Engineering.

2. Social Science - chosen from courses which provide an introduction to the field of study or a major branch of the field:

| | |
|--------------|-------------------|
| Anthropology | Political Science |
| Economics | Psychology |
| Geography | Sociology |
| History | |

3. Humanities :

Art - history and appreciation courses only;

English - literature courses only;

Music - history and appreciation only;

Philosophy - all courses.

In addition to the above noted coursework, it is expected that the following general education or related training skills and concepts will be integrated into major coursework:

Computer Literacy
Critical Thinking
Environmental Awareness
Library/Research Skills
Major applications in writing and computation
Professional Ethics

The College has determined that the following support courses may be necessary to assist students to successfully complete their programs:

HD100 College Success and Survival
HD112 Study Skills
HD208 Life/Career Plan
LIB127 Introduction to the Library
OA121 Keyboarding I
OA201 Beginning Word Processing
RD101, 102, 103 College Reading

BUSINESS ADMINISTRATION CURRICULUM for the ASSOCIATE IN SCIENCE DEGREE

This two-year program is generally transferable to four-year programs in Business Administration at senior institutions of the Oregon State System of Higher Education. Students should be able to complete requirements for the baccalaureate degree with two additional years of course work at those institutions. (Consult your faculty advisor for more detailed information on requirements for specific four-year institutions.) Students may petition for adjustments in the Southwestern Oregon Community College Associate in Science in Business Administration degree if course requirements for the first two years of any regionally accredited four-year institution offering a degree in Business Administration are met.

Majors in this program must make a grade of C or better in all courses.

Notes:

1. Math sequence must begin with MTH111 or above, not to include MTH211, 212, 213.
2. PE231 Wellness for Life or 3 credits of PE185 may be substituted for 3 credits of HE250.
3. AC2766, AC2767 are equivalent to BA211. Students must petition if they wish to have AC2766, AC2767 changed to BA211. Students choosing this option must take BA213 in addition to AC2766 and AC2767.
4. MTH243 may be substituted for BA232.

| Course No. | Course Title | Credit Hours |
|--------------------|---|-------------------------|
| FIRST YEAR | | |
| <i>Fall</i> | | |
| BA101 | Introduction to Business | 4 |
| WR121 | English Composition | 3 |
| | Mathematics Sequence ¹ | 4 |
| | Literature Sequence | 3 |
| | | 14 total |
| <i>Winter</i> | | |
| CIS131 | Computer Information Systems | 4 |
| WR122 | English Composition | 3 |
| | Mathematics Sequence ¹ | 4 |
| | Literature Sequence | 3 |
| | | 14 total |
| <i>Spring</i> | | |
| BA280 | Field Experience <u>or</u> BA206 Management Fundamentals | 3 |
| HE250 | Personal Health ² | 3 |
| WR123 | English Composition | 3 |
| | Mathematics Sequence ¹ | 4 |
| | Literature Sequence | 3 |
| | | 16 total |
| SECOND YEAR | | |
| <i>Fall</i> | | |
| BA211 | Financial Accounting ³ | 4 |
| BA226 | Business Law I | 3 |
| BA232 | Business Statistics | 4 |
| ECON201 | Principles of Economics | 3 |
| | Social Science Sequence | 3 |
| | | 17 total |
| <i>Winter</i> | | |
| BA213 | Managerial Accounting ³ | 4 |
| BA222 | Finance | 3 |
| ECON202 | Principles of Economics | 3 |
| | Social Science Sequence | 3 |
| | Elective | 3 |
| | | 16 total |
| <i>Spring</i> | | |
| ECON203 | Principles of Economics | 3 |
| SP111 | Fundamentals of Public Speaking | 3 |
| | Social Science Sequence | 3 |
| | Electives | 6 |
| | | 15 total |
| | | 92 credits total |

CRIMINAL JUSTICE ADMINISTRATION CURRICULUM for the ASSOCIATE IN SCIENCE DEGREE

The Associate in Science degree's curriculum for Criminal Justice Administration provides an interdisciplinary approach to studying the problems of crime and its control. Consistent with this approach, course work emphasizes the social and behavioral sciences in order to provide students with a foundation to effectively address the issues associated with criminal justice administration.

Majors must make a grade of C or better in all courses.

Notes:

1. SP100, SP112, or SP219 may be substituted.
2. PE231 Wellness for Life or HE250 Personal Health may be substituted for 3 credits of PE185.
3. Humanities courses include art and music history and appreciation, literature, language (2nd year), and philosophy.
4. MTH111 or above. Students who choose to satisfy this requirement with a science sequence must complete MTH111 or higher.
5. Criminal Justice electives: Students must select three of the following Criminal Justice Administration electives, with the assistance of their advisor:
 CJ107/207 CJ Workshop (1 cr)
 CJ131/SOC220 Institutional Corrections
 CJ140 Criminalistics
 CJ200 American Crime Policy
 CJ203 Crisis Intervention
 CJ210 Criminal Investigation
 CJ215 Criminal Justice Administration
 CJ219 Police and the Community
 CJ225 Corrections Law
 CJ229 Community Based Corrections
 CJ243/SOC243 Narcotics and Dangerous Drugs
 CJ280 Field Experience
 CJ298 Independent Study in Criminal Justice Administration

| Course No. | Course Title | Credit Hours |
|--------------------|---|--------------|
| FIRST YEAR | | |
| <i>Fall</i> | | |
| CJ100 | Foundations of Criminal Justice | 3 |
| CJ110 | Introduction to Law Enforcement | 3 |
| SOC204 | General Sociology | 3 |
| SP111 | Fundamentals of Public Speaking ¹ | 3 |
| WR121 | English Composition | 3 |
| | 15 total | |
| <i>Winter</i> | | |
| CIS131 | Computer Information Systems | 4 |
| CJ120 | Judicial Process | 3 |
| CJ201 | Juvenile Delinquency | 3 |
| SOC205 | General Sociology | 3 |
| WR122 | English Composition | 3 |
| | 16 total | |
| <i>Spring</i> | | |
| CJ101 | Criminology | 3 |
| CJ130 | Introduction to Corrections | 3 |
| SOC206 | General Sociology | 3 |
| WR123 | English Composition <u>or</u> WR227 Report Writing | 3 |
| | Criminal Justice Electives ⁵ | 3 |
| | 15 total | |
| SECOND YEAR | | |
| <i>Fall</i> | | |
| CJ222 | Procedural Law I | 3 |
| PE185 | Physical Education Activity ² | 1 |
| PS201 | American Government: Institutions | 3 |
| PSY201 | General Psychology | 3 |
| | Humanities Sequence ³ | 3 |
| | Math/Science Sequence ⁴ | 4 |
| | 17 total | |
| <i>Winter</i> | | |
| CJ232 | Procedural Law II (CJ242)/sub. CJ 225 | 3 |
| PE185 | Physical Education Activity ² | 1 |
| PSY202 | General Psychology | 3 |
| | Humanities Sequence ³ | 3 |
| | Math/Science Sequence ⁴ | 4 |
| | Criminal Justice Elective ⁵ | 3 |
| | 17 total | |
| <i>Spring</i> | | |
| CJ220 | Criminal Law | 3 |
| PE185 | Physical Education Activity ² | 1 |
| PSY203 | General Psychology | 3 |
| | Humanities Sequence ³ | 3 |
| | Math/Science Sequence ⁴ | 4 |
| | Criminal Justice Elective ⁵ | 3 |
| | 17 total | |
| | 97 credits total | |

ENGINEERING CURRICULUM for the ASSOCIATE IN SCIENCE DEGREE

This program is for students who desire to earn a Bachelor of Science degree by majoring in one of the mainstream engineering disciplines at a four-year college or university. The engineering curriculum offered at Southwestern serves two primary purposes. First, it is designed to satisfy most of the lower-division requirements for the desired degree and to facilitate transfer to an accredited institution offering the upper-division requirements. Second, it least to an Associate in Science degree in Engineering, which is awarded upon successful completion of the program at Southwestern.

Notes:

1. Humanities/social science courses must be selected from each of the following areas:

Social Sciences - Processes and Institutions -one course

ANTH103; ECON201, ECON 202;
PS201, PS202; PSY201, PSY202;
SOC204, SOC205.

Social Sciences - Western Culture -one course

HST101, HST102, HST103, HST201,
HST202, HST203

Humanities - Arts and Letters - two courses

ENG104, ENG105, ENG106, ENG107,
ENG108, ENG109, ENG201, ENG202,
ENG203, ENG204, ENG205, ENG206
ENG253, ENG254, ENG255; MUS201;
PHL101; or PHL102.

2. One basic engineering course must be selected from the following list:

| Engineering Major | Appropriate course |
|-------------------|--------------------|
| Chemical | CHEM223 |
| Civil | ENGR213 |
| Computer | ENGR203 |
| Electrical | ENGR203 |
| Mechanical | ENGR213 |

3. HE250 Personal Health or HE231 Well-ness for Life

| Course No. | Course Title | Credit Hours |
|--------------------|--|-------------------|
| FIRST YEAR | | |
| <i>Fall</i> | | |
| ENGR111 | Engineering Orientation I | 3 |
| MTH251 | Calculus I (Differential Calculus) | 4 |
| PH211 | General Physics with Calculus | 5 |
| WR121 | English Composition | 3 |
| | | 15 total |
| <i>Winter</i> | | |
| ENGR112 | Engineering Orientation II | 3 |
| MTH252 | Calculus II (Differential Calculus) | 4 |
| PH212 | General Physics with Calculus | 5 |
| WR122 | English Composition | 3 |
| | Humanities/Social Sciences Elective ¹ | 3 |
| | | 18 total |
| <i>Spring</i> | | |
| ENGR245 | Engineering Graphics and Design | 3 |
| MTH253 | Calculus III (Infinite Series and Sequences) | 4 |
| PH213 | General Physics with Calculus | 5 |
| WR227 | Technical Report Writing | 3 |
| | Humanities/Social Sciences Elective ¹ | 3 |
| | | 18 total |
| SECOND YEAR | | |
| <i>Fall</i> | | |
| CHEM221 | General Chemistry | 5 |
| ENGR201 | Electrical Fundamentals I | 3 |
| ENGR211 | Statics | 3 |
| MTH254 | Vector Calculus I | 4 |
| | Humanities/Social Sciences Elective ¹ | 3 |
| | | 18 total |
| <i>Winter</i> | | |
| CHEM222 | General Chemistry | 5 |
| ENGR202 | Electrical Fundamentals II | 3 |
| ENGR212 | Dynamics | 3 |
| MTH255 | Vector Calculus II | 4 |
| | Humanities/Social Sciences Elective ¹ | 3 |
| | | 18 total |
| <i>Spring</i> | | |
| ENGR250 | Engineering Probability and Statistics | 3 |
| MTH256 | (Applied) Differential Equations | 4 |
| SP111 | Fundamentals of Public Speaking | 3 |
| | Basic Engineering Elective ² | 3 |
| | Health/Fitness Elective ³ | 3 |
| | | 16 total |
| | | 103 credits total |

Students planning to transfer to OSU should also consider taking one biological science course from the following list (a general baccalaureate core requirement at OSU): BI101, BI102, BI103, BI201, BI202, BI203, BI234.

The following courses are also appropriate for various engineering degree programs and will generally transfer to most four-year colleges and universities: CHEM241, CHEM242, CHEM243; CS161, CS162, CS261; ENGR260.

HUMAN SERVICES CURRICULUM for the ASSOCIATE IN SCIENCE DEGREE

This Associate in Science degree is designed to offer the student a transfer program and the skills and knowledge for entry level positions in the field of Human Services. Agencies include: substance abuse programs, detention facilities, rehabilitation/treatment programs, nursing homes, employment service agencies, welfare agencies, corrections, and schools.

All courses listed, including electives, must be passed with a grade of C or better.

Notes:

1. Sequences: Student must complete one sequence in the area of Computer Science or Arts and Humanities.
2. PSY228 Introduction to Social Science Research has a prerequisite of MTH60.
3. HE250 or three (3) PE185 courses may be substituted for PE231.
4. Math sequence must begin with MTH111 or above.
5. Students who choose to satisfy the Math/Science sequence requirement with a math sequence will have satisfied the MTH111 requirement.

Specified electives:

ED258 Multicultural Education
HDFS140 Contemporary Families
HDFS225 Prenatal, Infant & Toddler Development
HDFS247 Preschool Development
HS167 Gerontology
HS168 Mental Health and Aging
HS200 Understanding Addictive Behavior
HS202 Counseling the Chemically Dependent Client I
HS261 Counseling the Older Adult
HS265 Intervention Strategies I
HS266 Intervention Strategies II
HS267 Intervention Strategies III

| Course No. | Course Title | Credit Hours |
|--------------------|--|------------------|
| FIRST YEAR | | |
| <i>Fall</i> | | |
| HS100 | Introduction to Human Services | 3 |
| PSY201 | General Psychology | 3 |
| SP219 | Small Group Discussion | 3 |
| WR121 | English Composition | 3 |
| | Math/Science Sequence ⁴ | 4 |
| | | 16 total |
| <i>Winter</i> | | |
| HS154 | Community Resources | 3 |
| PSY202 | General Psychology | 3 |
| PSY228 | Introduction to Social Science Research ² | 3 |
| WR122 | English Composition | 3 |
| | Math/Science Sequence ⁴ | 4 |
| | | 16 total |
| <i>Spring</i> | | |
| HS155 | Interviewing Theory and Techniques | 4 |
| PSY203 | General Psychology | 3 |
| PSY240 | Introduction to Psychopharmacology | 3 |
| WR123 | English Composition or WR227 Technical Report Writing | 3 |
| | Math/Science Sequence ⁴ | 4 |
| | | 17 total |
| SECOND YEAR | | |
| <i>Fall</i> | | |
| HS265 | Intervention Strategies I | 4 |
| MTH111 | College Algebra ⁵ | 4 |
| PSY239 | Introduction to Abnormal Psychology | 3 |
| SOC204 | General Sociology | 3 |
| | Sequence ¹ | 3 |
| | | 17 total |
| <i>Winter</i> | | |
| HS266 | Intervention Strategies II | 4 |
| SOC205 | General Sociology | 3 |
| | Sequence ¹ | 3 |
| | Specific Elective | 3 |
| | | 13 total |
| <i>Spring</i> | | |
| HS267 | Intervention Strategies III | 4 |
| PE231 | Wellness for Life ³ | 3 |
| SOC206 | General Sociology | 3 |
| | Sequence ¹ | 3 |
| | Specific Elective | 3 |
| | | 16 total |
| | | 95 credits total |

MANUFACTURING TECHNOLOGY CURRICULUM for the ASSOCIATE IN SCIENCE DEGREE

This Associate in Science degree is designed to offer students a transfer technical degree in the area of Manufacturing Technology. The emphasis of the degree is in the area of microelectronics leading to a career in the Semiconductor Industry.

| Course No. | Course Title | Credit Hours |
|--------------------|---|-------------------|
| FIRST YEAR | | |
| <i>Fall</i> | | |
| CHEM221 | General Chemistry | 5 |
| ELEC101 | Electronic Processes I | 2 |
| MFG101 | Electrical/Electronic Principles | 3 |
| MTH111 | College Algebra ¹ | 4 |
| WR121 | English Composition | 3 |
| | | 17 total |
| <i>Winter</i> | | |
| CHEM222 | General Chemistry | 5 |
| ELEC102 | Electronic Processes II | 2 |
| MFG102 | Mechanical Principles | 3 |
| MTH112 | Elementary Functions | 4 |
| WR122 | English Composition | 3 |
| | | 17 total |
| <i>Spring</i> | | |
| CHEM223 | General Chemistry | 5 |
| ELEC103 | Electronic Processes III | 2 |
| MFG103 | Hydraulic/Pneumatic Principles | 3 |
| SP218 | Interpersonal Communication | 3 |
| WR227 | Report Writing | 3 |
| | | 16 total |
| <i>Summer</i> | | |
| HE250 | Personal Health ² | 3 |
| MTH243 | Introduction to Probability & Statistics ³ | 4 |
| | Social Science or Humanities Elective | 9 |
| | | 16 total |
| SECOND YEAR | | |
| <i>Fall</i> | | |
| CS125W | Word Processing Applications | 3 |
| ELEC201 | Instrumentation and Control I | 4 |
| ELEC211 | Industrial Electronics | 4 |
| PH201 | General Physics | 5 |
| | | 16 total |
| <i>Winter</i> | | |
| CS125S | Spreadsheets Application | 3 |
| ELEC202 | Instrumentation and Control II | 4 |
| ELEC212 | Industrial Electronics | 4 |
| PH202 | General Physics | 5 |
| | | 16 total |
| <i>Spring</i> | | |
| CS125D | Data Base Management System Applications | 3 |
| ELEC203 | Instrumentation and Control III | 4 |
| ELEC213 | Automated Systems Integration | 4 |
| PH203 | General Physics | 5 |
| | | 16 total |
| | | 114 credits total |

Notes:

1. May substitute a higher level math (MTH251 or higher).
2. May substitute PE231 or 3 credits of PE185.
3. May substitute BA232.

PROFESSIONAL CERTIFICATE PROGRAMS

Professional Certificates are awarded by Southwestern Oregon Community College after completion of the specified curriculum. These certificates are awarded by SWOCC and are not approved by the State Board of Education.

PROFESSIONAL CERTIFICATE IN FINANCE

Changes in the financial markets create new challenges and new opportunities. This certificate provides a theoretical foundation for people who are working or are planning to work in the field of banking, insurance, real estate or investments. Financial planning is emphasized.

| Course No. | Course Title | Credit Hours |
|------------|---|--------------------------|
| BA211 | Financial Accounting <u>or</u> AC2766 Accounting I <u>and</u> AC2767 Accounting II | 4 - 6 |
| BA222 | Finance | 3 |
| BA229 | Personal Finance and Money Management | 3 |
| BA242 | Introduction to Investments | 3 |
| ECON201 | Principles of Economics | 3 |
| ECON202 | Principles of Economics | 3 |
| | | 19 - 21 credits total |

FIRE FIGHTER TRAINING CERTIFICATE

The Fire Fighter Training Certificate program is designed to improve and professionalize training available to fire service personnel. The program is for volunteer firemen to become familiar with all phases of firefighting. Satisfactory completion of the program will lead to a certificate.

| | | |
|--------|---------------------------------|--------------------|
| FS5240 | Basic Firefighter (Structure) | 3 |
| FS5241 | Fire Skills I | 2.5 |
| FS5242 | Fire Skills II | 2.5 |
| HE9381 | Standard First Aid ¹ | 1 |
| | | 9 credits total |

Notes:

1. HE260 First Responder or HE257 Emergency Medical Technician I may be substituted for HE9381 Standard First Aid.

PROFESSIONAL CERTIFICATE IN MARKETING

This certificate is for those who wish to update skills or increase advancement potential. The classes are designed to provide students with a strong basic understanding of fundamentals and current practices in the subject areas. Businesses will find this certificate especially helpful in quickly training present and new employees in basic subject matter pertinent to business operations.

| Course No. | Course Title | Credit Hours |
|------------|-------------------------|---------------------|
| BA223 | Principles of Marketing | 3 |
| BA238 | Sales | 3 |
| BA239 | Advertising | 3 |
| BA249 | Retailing | 3 |
| SP112 | Persuasive Speech | 3 |
| WR121 | English Composition | 3 |
| | | 18 credits total |

PROFESSIONAL CERTIFICATE IN SUPERVISION

This program prepares individuals for careers in supervision and management. Its objective is to assist students in learning the newest supervisory and management skills and to help businesses save money on training costs.

| | | |
|--------|--------------------------------------|---------------------|
| BA206 | Management Fundamentals | 3 |
| SDP101 | Principles of Management/Supervision | 3 |
| SDP113 | Human Relations for Supervisors | 3 |
| SDP208 | Personnel Administration BA 285 | 3 |
| SP111 | Fundamentals of Public Speaking | 3 |
| WR121 | English Composition | 3 |
| | | 18 credits total |

Must petition to substitute

CERTIFICATE PROGRAMS

State of Oregon Approved Professional/Technical Programs

ACCOUNTING CERTIFICATE PROGRAM

This program prepares students for entry into the accounting field as bookkeepers or accounting clerks performing routine calculating, posting and typing duties; checking items on reports; summarizing and posting data in designated books and performing a variety of other duties such as preparing invoices or monthly statements, verifying bank accounts and making periodic reports of business activities. The courses required are applicable toward an Associate in Applied Science degree in Business Management with an Accounting major.

All majors in the program must make a grade of C or better in all courses designated with an asterisk (*).

Students must demonstrate ability to type or take OA121 Keyboarding I, and demonstrate electronic calculator proficiency. See Office Administration faculty for testing.

Notes:

1. AC2766, AC2767 are equivalent to BA211. Students must petition if they wish to have AC2766 and AC2767 changed to BA211. Students choosing this option will also need to take BA213. Contact your advisor or accounting instructor for details.
2. AC2331 Federal Income Tax I may be substituted for BA220 Tax Accounting.
3. Students are encouraged to take Federal and State Income Tax II as an elective. Completion of AC2331 and AC2332 Federal Income Tax I and II prepares students for state tax preparers' license exam.
4. CS101 Computers in Society is a prerequisite to CIS131.

| Course No. | Course Title | Credit Hours |
|--------------------|---|-----------------------|
| FIRST YEAR | | |
| <i>Fall</i> | | |
| BA101 | Introduction to Business | 4 |
| *BA211 | Financial Accounting ¹ | 4 |
| MTH94 | Intermediate Algebra I | 4 |
| WR121 | English Composition | 3 |
| | | 15 total |
| <i>Winter</i> | | |
| *BA213 | Managerial Accounting ¹ | 4 |
| *BA220 | Tax Accounting ² | 3 |
| *BA222 | Finance | 3 |
| BA226 | Business Law I | 3 |
| WR122 | English Composition | 3 |
| | | 16 total |
| <i>Spring</i> | | |
| *BA217 | The Accounting Process ¹ | 3 |
| BA285 | Business Relations | 3 |
| *CIS131 | Computer Information Systems ⁴ | 4 |
| *WR214 | Business English | 3 |
| | | 13 total |
| SECOND YEAR | | |
| <i>Fall</i> | | |
| BA106 | Business Leadership Practicum | 1 |
| *BA177 | Payroll Records and Accounting | 3 |
| *BA215 | Cost Accounting | 3 |
| BA2280 | Cooperative Work Experience | 3 - 4 |
| | Elective ³ | 3 |
| | | 13 - 14 total |
| | | 57 - 58 credits total |

If transferring in - Student must have or have taken at least 15 credits (any) from SWOCC.

EARLY CHILDHOOD EDUCATION AND FAMILY STUDIES CERTIFICATE PROGRAM*

Upon satisfactory completion of the one-year course work, students will receive a Certificate in Childhood Education and Family Studies. This program will prepare students for careers as child care workers, nursery school attendants, teacher aids, and day care assistants.

*All students are required to obtain a valid first aid card.

*ECE150, ECE209, ECE102 must be taken in sequence.

*All students are required to complete a criminal history check prior to second term coursework.

Notes:

1. Prerequisite of CS101 or equivalent.
2. May substitute 3 credits of PE185 or PE231 for HE250.
3. Prerequisite of WR121.

| Course No. | Course Title | Credit Hours |
|---------------|--|--------------|
| <i>Fall</i> | | |
| CIS131 | Computer Information Systems ¹ | 4 |
| ECE150 | Introduction and Observation in Early Childhood Education | 3 |
| HE250 | Personal Health ² | 3 |
| HDFS225 | Prenatal, Infant, Toddler Development | 3 |
| SP219 | Small Group Discussion <u>or</u> SP100 Basic Communication | 3 |
| | 16 total | |
| <i>Winter</i> | | |
| ECE209 | Theory and Practicum | 3 |
| ED240 | Lesson and Curriculum Planning | 3 |
| HDFS247 | Preschool Development | 3 |
| HS154 | Community Resources | 3 |
| WR121 | English Composition | 3 |
| | 15 total | |
| <i>Spring</i> | | |
| ECE102 | Practicum | 3 |
| ECE154 | Language and Literacy | 3 |
| FN225 | Nutrition | 4 |
| HDFS140 | Contemporary American Families ³ | 3 |
| HDFS229 | Development in Middle Childhood ³ | 3 |
| | 16 total | |
| | 47 credits total | |

EMERGENCY MEDICAL TECHNICIAN CERTIFICATE PROGRAM

This program is a one-year certificate program enabling students completing required course work to transfer all their courses directly into one of several associate degree paramedic programs that exist at two-year colleges in Oregon, which will complete an associate degree with one additional year of course work. Students entering this program must be 18 years of age, possess a high school diploma, obtain satisfactory placement exam results in reading, writing, and math, and obtain required immunizations. Students should contact the Student Services Office for further information. At the end of the EMT-Basic course, students will be eligible to take the written and practical exams required for certification as an EMT-Basic in Oregon.

Majors in the program must make a grade of C or better in all courses.

Notes:

1. One year of high school chemistry with a lab, or CHEM104 and CHEM105 are a prerequisite to Anatomy and Physiology.
2. ANTH103 General Anthropology is recommended.

| | | |
|---------------|---|---|
| <i>Fall</i> | | |
| BI231 | Anatomy and Physiology ¹ | 4 |
| HE942 | Introduction to Emergency Medical Services | 3 |
| MTH70 | Elementary Algebra | 4 |
| WR121 | English Composition | 3 |
| | Social/Behavioral Science Elective ² | 3 |
| | 17 total | |
| <i>Winter</i> | | |
| BI232 | Anatomy and Physiology ¹ | 4 |
| HE257A | Emergency Medical Technician-Basic (Part A) | 5 |
| HE943 | EMT Rescue | 3 |
| OA2221 | Medical Terminology | 3 |
| | 15 total | |
| <i>Spring</i> | | |
| BI233 | Anatomy and Physiology ¹ | 4 |
| CJ203 | Crisis Intervention | 3 |
| HE257B | Emergency Medical Technician-Basic (Part B) | 5 |
| HE944 | Emergency Communication/Patient Transport | 3 |
| | 15 total | |
| | 47 credits total | |

FORESTRY CERTIFICATE PROGRAM

Students are trained for entry-level positions in government and industrial forestry. Courses are applicable to an Associate in Applied Science degree in Forest Resources Technology.

Majors in the program must make a grade of C or better in all courses designated with an asterisk (*)

Notes:

1. WR121 English Composition may be substituted.
2. May substitute MTH70 if MTH31 is unavailable.

| Course No. | Course Title | Credit Hours |
|------------|---|------------------|
| CIS131 | Computer Information Systems | 4 |
| *F111 | Introduction to Forestry | 4 |
| *F220A | Forest Mensuration I | 3 |
| *F220B | Forest Mensuration II | 3 |
| *F254 | Tree and Shrub Identification | 4 |
| *F609 | Forest Protection | 3 |
| *F611 | Timber Harvesting Operations | 3 |
| *F614 | Forest Contracts and Mapping | 3 |
| *F616 | Aerial Photo-Interpretation: Remote Sensing | 3 |
| *F617 | Silviculture | 3 |
| *F620 | Advanced Silviculture | 3 |
| *FE222A | Elementary Forest Surveying | 3 |
| *FE222B | Advanced Forest Surveying | 3 |
| *FE606 | Forest Engineering | 5 |
| *FP210 | Wood Products Utilization (Forest Products) | 4 |
| MTH31 | Applied Algebra 2 | 3 |
| WR90 | Paragraph Fundamentals 1 | 3 |
| | | 57 total |
| Summer | | |
| F280 | Forestry Field Studies | 6 |
| | | 63 credits total |

MACHINE TOOL CERTIFICATE

This program prepares students for entry-level jobs in the machine tool trade. Required courses are applicable toward the Associate in Applied Science Degree in Manufacturing Technology.

Advising by Manufacturing Technology Machine Tool instructor only.

Up to 9 credits of Work Experience may be substituted as applicable to course objectives.

| | | |
|----------|---|------------------|
| DRFT105 | Blueprint Reading | 3 |
| MFG101 | Electrical/Electronic Principles | 3 |
| MFG102 | Mechanical Principles | 3 |
| MFG103 | Hydraulic/Pneumatic Principles | 3 |
| MT101 | Machine Tools Processes I | 2 |
| MT102 | Machine Tools Processes II | 2 |
| MT103 | Machine Tools Processes III | 2 |
| MT201 | Manufacturing Processes | 2 |
| MT202 | Basic Metallurgy | 2 |
| MT203 | Machine Tools References | 2 |
| MT4179 | Advanced Studies Project | 3 |
| MT9228 | Machine Tools Workshop | 6 |
| MTH30 | Applied Math for Industrial Mechanics | 3 |
| MTH31 | Applied Algebra and Geometry for Industrial Mechanics | 3 |
| WKPL4350 | Workplace Issues | 2 |
| WR90 | Paragraph Fundamentals | 3 |
| | | 42 credits total |

MEDICAL CLERICAL CERTIFICATE

This program prepares students to perform initial clerical duties in hospitals, medical clinics and other medical facilities. The graduate will be prepared to schedule and receive patients, obtain patient data, maintain medical records, and assume general medical office responsibilities.

All majors in this program must make a grade of C or better in all courses.

Note:

Students entering this program must have the knowledge and skills equivalent to the following:

CS101 Computers in Society
OA121 Keyboarding I
OA201 Word Processing I

| Course No. | Course Title | Credit Hours |
|---------------|--------------------------------|------------------|
| <i>Fall</i> | | |
| OA116 | Office Procedures | 3 |
| OA122 | Keyboarding II | 3 |
| OA2221 | Medical Terminology I | 3 |
| OA5401 | Body Structure and Function I | 3 |
| WR121 | English Composition | 3 |
| | | 15 total |
| <i>Winter</i> | | |
| BA285 | Business Relations | 3 |
| OA240 | Filing/Records Management | 3 |
| OA2222 | Medical Terminology II | 3 |
| OA2597 | Medical Office Coding I | 3 |
| OA5402 | Body Structure and Function II | 3 |
| | | 15 total |
| <i>Spring</i> | | |
| BA2280 | Cooperative Work Experience | 2 |
| MTH70 | Elementary Algebra | 4 |
| OA2598 | Medical Office Coding II | 3 |
| OA2725 | Reimbursement Management | 3 |
| OA5533 | Medical Law and Ethics | 2 |
| | | 14 total |
| | | 44 credits total |

MEDICAL TRANSCRIPTION CERTIFICATE

The Medical Transcription Certificate prepares the student for an entry-level position in a variety of health care settings including medical clinics, doctors' offices, hospitals, private transcription businesses and long-term care facilities. The transcriptionist uses word processing equipment to transcribe medical reports according to established guidelines for format, accuracy, and speed. These reports become an important part of the patient's medical record.

All majors in this program must make a grade of C or better in all courses.

Note:

Minimum competencies in order to enter the program include knowledge and skills equivalent to the following:

CS101 Computers in Society
OA121 Keyboarding I

| | | |
|---------------|--|------------------|
| <i>Fall</i> | | |
| OA122 | Keyboarding II | 3 |
| OA2221 | Medical Terminology I | 3 |
| OA5401 | Body Structure and Function I | 3 |
| PHAR5470 | Introduction to Pharmacy: Practice and Law | 4 |
| WR121 | English Composition | 3 |
| | | 16 total |
| <i>Winter</i> | | |
| MTH70 | Elementary Algebra | 4 |
| OA2222 | Medical Terminology II | 3 |
| OA2241 | Medical Transcription I | 3 |
| OA5402 | Body Structure and Function II | 3 |
| PHAR5472 | Pharmacology I | 3 |
| | | 16 total |
| <i>Spring</i> | | |
| BA285 | Business Relations | 3 |
| BA2280 | Cooperative Work Experience | 2 |
| OA201 | Word Processing I | 3 |
| OA2242 | Medical Transcription II | 3 |
| OA5533 | Medical Law and Ethics | 2 |
| | | 13 total |
| | | 45 credits total |

OFFICE OCCUPATIONS CERTIFICATE PROGRAMS

Students pursuing any of the Office Occupations Certificate options must complete all courses in the "Core Curriculum" as well as those listed as the "spring term" for the chosen option.

| Course No. | Course Title | Credit Hours |
|------------------------|-------------------------------|------------------|
| CORE CURRICULUM | | |
| <i>Fall</i> | | |
| AC2766 | Accounting I | 3 |
| CIS131 | Computer Information Systems | 4 |
| MTH70 | Elementary Algebra | 4 |
| OA116 | Office Procedures | 3 |
| OA122 | Keyboarding II | 3 |
| | | 17 total |
| <i>Winter</i> | | |
| AC2767 | Accounting II | 3 |
| BA285 | Business Relations | 3 |
| OA201 | Word Processing I | 3 |
| OA240 | Filing and Records Management | 3 |
| WR121 | English Composition | 3 |
| | | 15 total |
| | | 32 credits total |

Bookkeeping Clerical Option

A one-year certificate option designed to prepare the student for entry-level bookkeeping and clerical positions. A certificate is awarded when the course requirements have been met.

| | | Specialty Option | |
|---------------|------------------------------|------------------|------------------|
| <i>Spring</i> | | | |
| BA177 | Payroll Records & Accounting | 3 | |
| BA2280 | Cooperative Work Experience | 3 | |
| CS125S | Spreadsheet Applications | 3 | |
| WR214 | Business English | 3 | |
| | | 12 total | |
| | | | 44 credits total |

Legal Secretary Option

This option trains the student to prepare legal papers and correspondence including wills, complaints, contracts and motions. A certificate is awarded upon completion of the program.

| | | Specialty Option | |
|---------------|----------------------------|------------------|------------------|
| <i>Spring</i> | | | |
| BA226 | Business Law I | 3 | |
| OA131 | Legal Secretary Procedures | 4 | |
| OA2365 | Legal Transcription | 3 | |
| OA2591 | Proofreading and Editing | 3 | |
| | | 13 credits | |
| <i>Summer</i> | | | |
| BA2280 | Work Experience | 2 | |
| | | | 47 credits total |

Office Occupations Option

This one-year certificate option prepares students to perform administrative/secretarial tasks in a variety of office settings.

| | | Specialty Option | |
|---------------|---------------------------------|------------------|------------|
| <i>Spring</i> | | | |
| BA177 | Payroll Records and Accounting | 3 | |
| OA202 | Word Processing II | 3 | |
| OA2591 | Proofreading and Editing Skills | 3 | |
| SP218 | Interpersonal Communications | 3 | |
| WR214 | Business English | 3 | |
| | | 15 credits | |
| <i>Summer</i> | | | |
| BA2280 | Work Experience | 2 | |
| | | | 49 credits |

PHARMACY TECHNICIAN CERTIFICATE PROGRAM

This is a one-year certificate program that prepares individuals for employment in hospital and retail pharmacies. Pharmacy Technician is a category of support personnel and denotes a skilled worker who has been trained to assist the pharmacist in preparing and dispensing medications. This category of support personnel is spelled out in Oregon Administrative Rules 855-41-205 under the auspices of the Oregon State Board of Pharmacy. Due to the nature of this curriculum and the access to drugs, all students will have to declare themselves "drug free" and be subject to a criminal investigation check. Any student who is unable, for any reason, to complete the practice parts of this curriculum will not be able to continue. Drug testing will be done prior to clinical experience.

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

NOTE:

Students must successfully complete all courses in a quarter before advancing to the next quarter.

| Course No. | Course Title | Credit Hours |
|---------------|--|------------------|
| <i>Fall</i> | | |
| MTH70 | Elementary Algebra or higher | 4 |
| OA2221 | Medical Terminology I | 3 |
| OA5401 | Body Structure & Function I | 3 |
| PHAR5470 | Introduction to Pharmacy: Practice and Law | 4 |
| WR121 | English Composition | 3 |
| | | 17 total |
| <i>Winter</i> | | |
| OA2222 | Medical Terminology II | 3 |
| OA5402 | Body Structure & Function II | 3 |
| PHAR5472 | Pharmacology I | 3 |
| PHAR5474 | Pharmacology Calculations | 2 |
| PHAR5475 | Pharmacy Technician Procedures I | 4 |
| SP100 | Basic Speech Communications | 3 |
| | | 18 total |
| <i>Spring</i> | | |
| BA285 | Business Relations | 3 |
| PHAR5473 | Pharmacology II | 3 |
| PHAR5476 | Pharmacy Technician Procedures II | 4 |
| PHAR5477 | Pharmacology Records Management | 3 |
| PHAR5478 | Pharmacology Technician Practicum | 3 |
| | | 16 total |
| | | 51 credits total |

Acceptance to the program will be on a "first come, first served" qualified applicant basis. Program entrance requirements include:

1. A COMPASS reading level of 91-100 must be obtained prior to a student registering for any Pharmacology class.
2. A COMPASS pre-algebra math score of 81-100 must be obtained prior to a student registering for Pharmacology Calculations.
3. A COMPASS writing score of 78-100.
4. Health Occupations students (pre-nursing) may take Pharmacy Calculations if they have successfully completed MTH70.
5. Pharmacology I, II and Introduction to Pharmacology are open to all students who have met the COMPASS reading requirement.
6. Only admitted Pharmacology students will be permitted to take the Pharmacology lab classes.

WELDING TECHNOLOGY CERTIFICATE PROGRAM

Students are prepared for entry-level jobs in metal working fields. Required courses are applicable toward the Associate in Applied Science degree in Manufacturing Technology.

Majors in this program must make a grade of C or better in all courses designated with an asterisk (*).

Work Experience may be substituted as applicable to course objectives.

Advising by Manufacturing Technology Welding instructor only.

| | | |
|---------------|--|------------------|
| <i>Fall</i> | | |
| MTH30 | Applied Math for Industrial Mechanics | 3 |
| *WELD101 | Welding Processes I | 2 |
| *WELD211 | Shielded Metal Arc Welding I | 3 |
| *WELD250 | Gas Tungsten Arc Welding | 3 |
| *WELD4165 | Welding Lab A | 3 |
| | | 14 total |
| <i>Winter</i> | | |
| MTH31 | Applied Algebra and Geometry | 3 |
| *WELD212 | Shielded Metal Arc Welding II | 3 |
| *WELD255 | Gas Metal/Flux Cored Arc Welding | 3 |
| *WELD4166 | Welding Lab B | 3 |
| WKPL4350 | Workplace Issues | 2 |
| WR90 | Paragraph Fundamentals | 3 |
| | | 17 total |
| <i>Spring</i> | | |
| DRFT105 | Blueprint Reading and Sketching | 3 |
| *MFG280 | Work Experience or WELD9225 Welding Workshop | 3 |
| *WELD260 | Pipe Fitting and Welding | 3 |
| *WELD265 | Fitting and Fabrication | 3 |
| *WELD4167 | Welding Lab C | 3 |
| | | 15 total |
| | | 46 credits total |

COURSE DESCRIPTIONS

Many of the courses described in this catalog are offered on an irregular basis, in Curry County, or in outreach areas. Check with an advisor about courses not listed in the class schedule. If there is sufficient demand, a course may be offered more frequently.

(Note: Instructor consent will override prerequisites.)

ACADEMIC SKILLS

ABE0745 Adult Basic Education

0 credit (variable)
An open-entry, open-exit course designed to develop basic skills in reading, writing, grammar, vocabulary, spelling and math and Computer Assisted Instruction (CAI).

DEV0593 Tutoring Lab

0 credit (variable)
The tutoring program provides all SWOCC students with the academic assistance needed to successfully complete their programs. All tutoring is provided free of charge to SWOCC students. The tutoring lab is located on the 3rd floor of Tioga Hall.

DEV0650 Computer Assisted Language Instruction

1 credit (3 lab hrs/wk)
Independent computer lab work allows students to work on listening, pronunciation, reading or writing skills, depending on their needs. Students may also practice for the TOEFL exam.

DEV0746 High School Equivalency Preparation (GED)

0 credit (variable)
Offers a systematic approach to basic skills in written communication, mathematics, vocabulary and reading comprehension in the subject areas. Emphasis is placed on learning the skills necessary to pass the five General Education Development (GED) tests.

DEV0768 Study Skills - Individualized

1-2 credits/term (1-2 lec hrs/wk)
Ideal course for students wanting to improve a specific study skill such as note taking, test taking, spelling, computerized medical terminology lesson, preparation for Graduate Record Exam or improved TOEFL scores. Students self assess area of need and focus on improving skills in that area. Students may enroll throughout the term. Course provides specific follow-up to HD112.

ED0593 Tutoring Lab

0 credit (variable hours/wk)
Tutoring lab is a support service for Southwestern Oregon Community College stu-

dents. This course provides individual or small group tutoring in order to improve a broad range of skills and knowledge. The course uses tutors and individualized instructional materials as needed.

ENG91/92/93 English for Foreign Students

4 credits/term (3 lec, 2 lec-lab hrs/wk)
In this class, students who are not native English speakers will be able to improve their vocabulary, reading, writing, speaking and listening skills to prepare themselves for college-level classes.
Prerequisite: TOEFL score of 450.

ENL0747 English as a Non-Native Language (ENL)

2-4 credits (4-8 lec-lab hrs/wk)
This class is for foreign students who need to improve primarily their listening and speaking skills and secondly their reading and writing skills. It is also for foreign visitors who wish to learn English.

ESL0747 English as a Second Language (ESL)

0 credit (2-4 lec-lab hrs/wk)
A course for students whose first language is other than English. The Audio-Lingual approach to teaching English is used rather than instruction about the language.

HD112 Study Skills

3 credits (3 lec hrs/wk)
Designed for students to develop practical and efficient study strategies in order to succeed in college. Topics include note taking, listening, textbook study reading, time management, improving objective and essay test taking skills, reducing anxiety, concentration and memory improvement. Campus resources and learning styles are also included. This course is considered a supportive course.

ITP0583/4 Beginning and Intermediate American Sign Language (ASL or Ameslan)

2 credits (20 lec hrs/total)
An introduction to American Sign Language, deaf idioms, body language, facial expressions, manual alphabet, finger spelling, numbers and counting.

ITP0583/4/5 Sign Language I, II, III (signed English)

2 credits/term (2 lec hrs/wk)
Signed English skills of the manual alphabet, finger spelling and more advanced signs so students can communicate receptively and expressively with the hearing impaired. Games, videotapes, guest signers and amateur interpreting practice are included.

MISC0791 CITIZENSHIP

0 credits (2 lec/lab hrs/wk)
Surveys the history and form of government in the United States to assist the individual in the naturalization process. The course is supplemented by English for Foreign Born/ESL.

MTH0760 Mathematics Laboratory

0 credit (variable)
Includes all levels of math ranging from basic arithmetic to calculus. Individualized programmed materials enable students to work at their own speeds and levels.

RD90 Technical Reading

3 credits/term (3 lec hrs/wk)
Technical Reading presents techniques for reading dense technical writing. Students learn vocabulary building and dictionary skills, improve reading comprehension and speed, and learn how to interpret graphs, charts and other illustrations used in technical reading.
Prerequisite: Appropriate score on placement test.

RD101/102/103 College Reading

3 credits/term (3 lec hrs/wk)
Students learn systematic approaches to developing reading speed, vocabulary, comprehension and efficiency assisted by computerized instruction. Introduction to critical thinking, analogies and college level vocabulary. May enroll out of sequence. *Special sections of College Reading will be designated for students with English as a second language. Coursework will focus on development of vocabulary, comprehension and effective reading speeds, utilizing primarily materials taken from textbooks. These courses are considered supportive courses.*
Prerequisite: TOEFL score of 465 and appropriate score on placement test.

RD0593 Reading Lab

0 credit (variable hours/wk)
Provides workshops and presentations teaching reading and study skills, using a variety of software and other materials. Also provides instructor assistance, software, and other materials for students from the reading program who are completing assignments for their reading and study skills classes.
Prerequisite: Must be registered for a reading or study skills class or related workshop.

RD0751/2/3 Reading Skills

3 credits/term (3 lec hrs/wk)
Designed for entering freshmen or first time college students. Students with ASSET reading scores of 30 to 42 or Compass reading scores of 90 or below are strongly encouraged to enroll in Reading Skills for all three terms. May be taken out of

sequence. Students focus on vocabulary and comprehension building, concentration and speed reading techniques, learning to apply, modify and adapt reading skills to all college course work. Pre and post testing monitors student's progress. Recommend students repeat course until college level reading score is achieved.

Note: Credits do not count toward graduation.

Prerequisite: Appropriate score on placement test.

ACCOUNTING/ BOOKKEEPING

See Business Administration for BA designators.

AC240 Fund (Governmental) Accounting

3 credits (3 lec hrs/wk)

Presents accounting for governmental and non-profit organizations. Includes budgetary and expenditure control of government units.

Prerequisites: BA211 Principles of Accounting or AC2767 Accounting II.

AC2331/2332 Federal and State Income Tax I, II

4 credits/term (4 lec hrs/wk)

Students determine and report federal and state personal income taxes. Designed to assist established or potential income tax preparers. Approved by Oregon Department of Commerce for hours of instruction required to take preparers' and consultants' exam.

AC2766 Accounting I

3 credits (3 lec, 1 lab hrs/wk)

Prepares recordkeepers for employment and a basic understanding of the accounting field. Provides an introduction to accounting cycles for service enterprises and retail firms, single proprietorships and corporations; the mass processing of transactions; internal and external cash control; and an introduction to payroll.

Prerequisite: MTH60 or 70 with instructor consent or equivalent.

AC2767 Accounting II

3 credits (3 lec, 1 lab hrs/wk)

Continues the concepts of Accounting I and introduces trade accounts and notes, inventories, the treatment of long-term assets and depreciation, liabilities and investments, partnership accounting and accounting for corporations.

Prerequisite: AC2766 Accounting I or equivalent.

AC2768 Accounting III

3 credits (3 lec, 1 lab hrs/wk)

Continues corporation accounting concepts, exploring additional statements and financial analysis. Includes a review of basic accounting concepts and introduces the general ledger on the microcomputer.

Prerequisite: AC2767 Accounting II or instructor consent.

AC2772 Intermediate Accounting I

3 credits (3 lec, 1 lab hrs/wk)

Comprehensive study of accounting theory and concepts with emphasis on application to financial accounting, focusing on use of accounting information for management purposes.

Prerequisites: BA212 Principles of Accounting or AC2768 Accounting III.

AC2773 Intermediate Accounting II

3 credits (3 lec hrs/wk)

Accounting concepts, theory and practices involving particular areas of the balance sheet, as well as reporting of income and changes in financial position.

Prerequisite: AC2772 Intermediate Accounting I.

AC9715/9716 Elementary Bookkeeping I and II

2 credits/term (2 lec, 1 lab hrs/wk)

Develops an understanding of service and merchandise business bookkeeping and recordkeeping. Students learn to analyze and record simple transactions using double entry bookkeeping methods.

Prerequisite: Working knowledge of arithmetic including fractions, decimals and simple equations. Must be taken in sequence.

AC9718 Bookkeeping and Records for Small Business

3 credits (3 lec hrs/wk)

For independent business persons to maintain their own accounting records or better understand records kept partially or entirely by an outside agency. Overall theory of accounting, an analysis of financial statements and routine accounting entries required to maintain a set of financial records are covered. The course is related to actual bookkeeping systems.

BA2280 Cooperative Work Experience

1-8 credits (4-40 lab hrs/wk)

Students gain on-the-job experience in coordinator-approved business situations closely paralleling their field of study. Seminar arranged by supervisor.

Prerequisite: Instructor consent.

ANTHROPOLOGY

ANTH101 General Anthropology

3 credits/term (3 lec hrs/wk)

This course studies human evolution and traces human development through archaeological remains; introduces the human position in the animal kingdom; the principles and mechanisms of biological and human evolution and variation; fossil primates; and the development of human culture through the Paleolithic.

ANTH102 General Anthropology

3 credits/term (3 lec hrs/wk)

Traces the transition of human societies from hunting and gathering to farming and the beginnings of urban life through prehistoric and historic archaeology; techniques of archaeological field work, analysis and dating; the development of cultural stages and civilizations in Pre-Columbian North and Meso-America.

ANTH103 General Anthropology

3 credits/term (3 lec hrs/wk)

Focuses on the concept of culture, including its organization and functioning, cultural diversity and change. Economic, kinship, religious, political, artistic and linguistic diversity are highlighted.

ANTH198/298 Independent Study of Anthropology

1-3 credits/term (to be arranged)

Offers additional topics of study in anthropology through individual research or field study under professional guidance.

ANTH221/222/223 Introduction to Cultural Anthropology

3 credits/term (3 lec hrs/wk)

Discusses the meaning of culture; its significance for human beings; its diverse forms and degrees of elaboration among different groups of people; its processes of growth and expansion.

ANTH230 Native North Americans: Oregon

3 credits/term (3 lec hrs/wk)

A survey of prehistoric and historic cultures in Oregon. Also discusses contemporary Native American issues. This course is designed to introduce various tribes of Native Americans who occupied present day Oregon as their homeland. Geographic areas, cultural survival strategies, cultural similarities and differences, migrations, trade, and temporary changes are explored through the findings of archaeology, linguistics, ethnology, historical documents and present day tribal members.

OLD # 's
207,208,209

AGRICULTURE See SCIENCE, GENERAL

**ANTH231 Native North American
Culture: Pacific Northwest**

3 credits/term (3 lec hrs/wk)
Examines Native American cultures in the Pacific Northwest from prehistoric to modern times. Archaeological findings, historical accounts and recent developments are discussed, including the origins and development of art forms and fishing technology.

ANTH232 Native North Americans

3 credits/term (3 lec hrs/wk)
A broad overview of the earliest inhabitants of North America, including the traditional lifestyles, languages, and customs of selected Indian cultures of several cultural areas. The origins of Native American Culture, the cultural diversity at the time of early European contact, and Native American history from the 1600s to the present are emphasized.

Prerequisite: WR0525 or equivalent.

APPRENTICESHIP

**APPR9187 Industrial Electrical
Apprentice**

3 credits/term (2 lec, 2 lab hrs/wk
for 4 years)

Designed with the use of national standards as a guide so students participating in the Manufacturing Electrical Apprenticeship will, upon completion of these classes, be able to take the necessary state test for their electrical licenses.

**APPR988 Inside Electrician Related
Training**

3 credits/term (24 lec, 32 lab hrs/
term for 5 years)

A study of electrical principles, laws, codes and theories, appropriate for Inside Wireman Apprentices. The union Inside Wireman Apprenticeship is a 5-year program. The "Pacific Inside Electrical Trades Apprenticeship Committee" has adopted the basic academic program supplied by the National Joint Apprenticeship and Training Committee for the Electrical Industry (NJATC). The NJATC is jointly controlled by the National Electrical Contractors Association (NECA) and The International Brotherhood of Electrical Workers (IBEW) and develops the course around their selected books. They supply student workbooks, instructor guides and tests. The local program is modified as needed to meet local needs as dictated by the Pacific Inside Electrical Trades Apprenticeship Committee.

APPR9190 Plumbing Apprenticeship

4 credits/term (156 total hours per year)
This course will give the apprentice plumber 156 hours of training per year in the area of the Uniform Plumbing Code, the one and two family dwelling plumbing code, and a number of other related training courses.

ART

The following classes include both lecture/demonstration and studio involvement.

ART115 Basic Design

3 credits/term (3 lec, 3 TBA lab hrs/wk)
Introduces principles and concepts of shape, line, texture, design, structure, unity and proportion in black and white. Employs exercises developed to motivate individual creativity and experimentation in a variety of media. Must be taken in sequence.

ART116 Basic Design

3 credits/term (3 lec, 3 TBA lab hrs/wk)
Introduces principles of two-dimensional design, color and composition. Includes color properties, combination, relatedness, proportions and interaction. Employs exercises developed to motivate individual creativity and experimentation in a variety of media.

Prerequisite: ART115.

ART117 Basic Design

3 credits/term (3 lec, 3 TBA lab hrs/wk)
Introduces principles and concepts of three-dimensional design, including mass, spaces and physical texture. Employs exercises developed to motivate individual creativity and experimentation in a variety of media. Required for art, art education and architecture majors.

Prerequisite: ART116.

ART131/132/133 Introduction to Drawing

3 credits/term (2 lec, 4 lab hrs/wk)
A beginning course in drawing and sketching. Explores form and space on a two-dimensional surface. Stresses creative and analytical vision and composition. Innovative right brain exercises allow training in the basic drawing skills of observation, selection, representation, perception, and hand-eye-brain coordination. Emphasis on composition and the understanding of visual form. Skill mastery of complex form relationships in light and space is achieved by using a variety of subjects including the human figure.

ART184/185/186 Beginning Watercolor

3 credits/term (2 lec, 4 lab hrs/wk)
Active participation in painting experiences aimed at developing visual and manipulative skills. The study of watercolor techniques is emphasized, with special attention given to the particular characteristics of the medium. Second term involves the study of color theory and value control. Third term involves experimental techniques and history and use of egg as a binder.

ART191/192/193 Beginning Sculpture

3 credits/term (2 lec, 4 lab hrs/wk)
Demonstrates techniques, processes and

materials in sculpture. Explores a variety of media and sculptural concepts, emphasizing creativity and the handling of tools and materials. Includes the study of the human form in clay, properties of simple mold making, and casting.

ART198/298 Independent Study in Art

1 - 3 credits/term (hrs to be arranged)
Designed for art majors on a reading and conference basis with instructor's approval only. Provides research and advanced involvement in areas not covered in basic course curricula.

ART199A Painting Workshop

1 credit (11 lec hrs/total)
Introduction to the very basics of working in a color medium. Through preparation, the student becomes comfortable with painting, and the idea of a studio involvement for a quarter seems much less threatening. The basics of mixing color, use of values, use of a brush, and application to the canvas are stressed. The components are guided by lecture, and each stage is done in sequence.

ART199B Paper Marbling

1 credit (1 lec, 2 lab hrs/wk)
The development through monoprinting techniques of traditional marbling patterns and the exploration of new media and designs more compatible with modern artistic usage.

ART199C A.R.T. Workshop Level I

1 credit (1 lec hr/wk)
A teaching approach using right-brain techniques which allows anyone with sight to fully understand his/her level of drawing skills. Children benefit by an acceleration of the natural drawing skill process. Adult students rediscover a skill they have neglected and draw well.

ART199D A.R.T. Workshop Level II

1 credit (1 lec hr/wk)
A teaching approach using right-brain techniques that develop the drawing skills the student rediscovers in Level I of the workshop series. The student can realize accurate shapes upon completion of the first level. Level II teaches how to make shapes dimensional through the use of values and edges.

Prerequisite: ART199 A.R.T. Workshop Level I

**ART204/205/206 History of Western Art :
Intro to Art History**

3 credits/term (3 lec hrs/wk)
This course is designed to fulfill the needs of the prospective art major, as well as the interested layman; stimulate and provide for a continued pleasure and interest in the visual arts; present the vital concepts of art as a

means of selecting and organizing, construction, creation and as an organic rhythm of life itself; enrich the vocabulary; develop an understanding of conditions, forces, and material limitations that influence art; and to show the influence of art upon the environment historically and contemporarily.
ART204 - The emphasis will include The Role of the Observer, The Role of the Artist, Art and the Eye of the Beholder, Art Concepts, Themes and Purposes of Art, The visual Elements and Principles of Design in Art.

ART205 - Emphasizes themes and purpose and the media of graphic design, computer graphics and the history of painting.

Prerequisite: ART204 History of Western Art.

ART206 - Emphasizes themes and purposes and the media of crafts, sculpture and architecture.

Prerequisite: ART205 History of Western Art

ART225 Computer Art I

2 credits (4 lec/lab hrs/wk)
This course concentrates on producing art with computer tools. It will bring the basics of design elements, drawing, composition, and color together in a presentation that uses the computer as the creative medium.

ART226 Computer Art II

2 credits (4 lec/lab hrs/wk)
Applies principles and concepts of design to selected projects. Includes planning, design sketches, functional and aesthetic tests. A continuation of the use of computer tools within a higher level art language to produce two and three dimensional images.

Prerequisite: ART225 Computer Art I

ART227 Computer Art III

2 credits (4 lec/lab hrs/wk)
Applies principles and concepts of design to selected dimensional projects. Includes planning, design sketches, functional and aesthetic tests. Develops a documented portfolio of work that will showcase a complete artistic solution with a computer medium.

Prerequisite: ART226 Computer II

ART231/232/233 Drawing (Advanced)

3 credits/term (2 lec, 4 lab hrs/wk)
Explores principles of drawing and visual problem-solving using various media and subjects. Emphasis on taking ideas full-circle to experience completion of individual goals in drawing.

Prerequisite: ART131/132/133 Introduction to Drawing.

ART240 Paper and Prints (Handmade Paper)

3 credits (2 lec, 4 lab hrs/wk)
Deals with the history, analysis, preparation of raw materials, and editioning of hand-

made papers which are then used in two and three-dimensional projects. Some of the two-dimensional projects involve the use of basic printmaking methods.

ART250/251/252 Ceramics (Beginning)

3 credits/term (2 lec, 4 lab hrs/wk)
Instruction in construction techniques and methods used to design, shape and form pottery. Includes hand building, wheel throwing, decoration, glaze calculations and stoneware and raku firing techniques. Encourages creativity, skill development and personal style.

ART253/254/255 Ceramics (Intermediate)

3 credits/term (2 lec, 4 lab hrs/wk)
A continuation of instruction in construction techniques and methods used to design, shape and form pottery. Includes hand building, wheel throwing, decoration, glaze calculations and firing. Continued exercises developed to encourage creativity, skill building and use of ceramic equipment.

ART270/271/272 Introduction to Printmaking

3 credits/term (2 lec, 4 lab hrs/wk)
Demonstrates methods, materials and techniques of printmaking using media such as intaglio (etching), relief, serigraphy (silk screen), lithography or calligraphy (mixed media). Includes woodcuts, linoleum cuts, and wood engraving. Also explores basic relief methods including rubbings, off-set, monotype, embossing, and plexiglass dry-point. Sequence need not be taken in order.

ART280 Field Experience

1-3 credits/term (3-9 lab hrs/wk)
Practical, on-site experience in art education, graphics or art-related areas under the joint supervision of an advisor and a sponsoring professional. Nine credits maximum.

ART281/282/283 Painting (Beginning)

3 credits/term (2 lec, 4 lab hrs/wk)
Offers visual observation and composition of selected subjects using oil or acrylic media. Second and third quarter continues technique and color control on a two-dimensional surface.

ART284/285/286 Painting (Intermediate)

3 credits/term (2 lec, 4 lab hrs/wk)
Continues visual observation and composition of selected subjects using oil or acrylic media. Emphasis will be given to individual needs and interests in painting.

Prerequisites: ART281/282/283 Painting.

ART291/292/293 Sculpture

3 credits/term (2 lec, 4 lab hrs/wk)
Continues to explore three-dimensional shapes and forms. Includes casting processes

and materials. Continues mold making techniques with an emphasis on creativity and exploration of media.

Prerequisites: ART191, 192, 193 Beginning Sculpture.

ART299 Special Studies: Ceramics

1.5 credits (3 lec, 6 lab hrs/wk)
A ceramics workshop featuring emphasis on special decorating and glazing techniques and clay forms not usually done in the traditional ART250, 253 series.

ART299 Special Studies: Screen Printing

1-3 credits (2 lec, 4 lab hrs/wk)
Presents screen printing techniques using handcut paper and aqua stencils, tusche, and glue, photostencil materials, and types of ink for printing on paper.

ART0521 Basic Drawing I

1.5 credits/term (1 lec, 2 lab/wk)
Explores form and space on a two dimensional surface. Stresses creative and analytical vision and composition with a variety of media.

ART0522 Basic Drawing II

1.5 credits/term (1 lec, 2 lab hrs/wk)
Continues exploration of form and space on a two-dimensional surface. Stresses creative and analytical vision and composition with a variety of materials. Entire quarter uses the human figure as subject matter.

ART0523 Basic Drawing III

1.5 credits/term (1 lec, 2 lab hrs/wk)
Continues exploration of form and space on a two-dimensional surface stressing creative and analytical vision and composition with a variety of media and styles.

ART0524 Beginning Calligraphy

1 credit (1 lec, 3 lab hrs/wk)
A study in the practice and applications of italic style calligraphic lettering using metal and fiber tip pens. An introduction to the bookhand style will be included.

ART0527 Drawing Basics - Open Studio

1 credit (3 lec/lab hrs/wk for 8 weeks)
Exploration in a lab setting of a variety of drawing media and their use, while students develop their ability to see and sketch three dimensional objects on two-dimensional surfaces. Introduces basic drawing fundamentals.

ART0528 Figure Drawing

1.5 credits/term (1 lec, 2 lab hrs/wk)
Explores form and space on a two-dimensional surface. Stresses creative and analytical vision and composition. Innovative exercises allow a significant progression of hand-eye-brain coordination skills. Understanding of complex form relation-

ships in light and space is achieved by using the human figure as the primary subject.

ART0530 Painting Basics - Open Studio
1 credit (3 lec/lab hrs/wk for 8 weeks)
An exploration of painting media in a lab setting, while students develop their ability to see and paint three dimensional objects on two-dimensional surfaces. Introduces basic painting fundamentals, with an emphasis on color theory and applications.

ART0531/0532/0533 Painting I, II, III
1.5 credits/term (1 lec, 2 lab hrs/wk)
Explores visual representation on a two-dimensional surface, using oil or acrylic paints for space division, color and surface treatment. Both lecture and studio activity are involved weekly.

ART0536 Experimental Painting
1.5 credits/term (1 lec, 2 lab hrs/wk)
Exploration of various painting media, with basic painting methods, composition and application.

ART0540 Watercolor Basics - Open Studio
1 credit (3 lec/lab hrs/wk for 8 weeks)
An exploration of watercolor painting in a lab setting. Introduces basic watercolor fundamentals, as well as basic color theory, composition, and elements of design.

ART0541 Watercolor Painting I
1.5 credits/term (1 lec, 2 lab hrs/wk)
Designed as an investigation of the medium and techniques of transparent watercolor painting. Includes lecture, demonstrations and studio involvement.

ART0542 Watercolor Painting II
1.5 credits/term (1 lec, 2 lab hrs/wk)
Continues the investigation of the watercolor painting media through the use of creative exercises and methods of problem solving. Includes lecture, demonstrations and studio involvement.

ART0543 Watercolor Painting III
1.5 credits/term (1 lec, 2 lab hrs/wk)
Continues the investigation of the watercolor painting media through the use of creative exercises and methods of problem solving. Includes lecture, demonstrations and studio involvement.

ART0551 Ceramics I
1.5 credits/term (1 lec, 2 lab hrs/wk)
An introduction to and investigation of clay and its plastic properties through hand building and beginning wheel techniques. Must be taken in sequence.

ART0552 Ceramics II
1.5 credits/term (1 lec, 2 lab hrs/wk)
Continued investigation of clay and its plastic properties through hand building and beginning wheel techniques. Fundamentals of decoration and glazing process will provide completion of clay products.
Prerequisite: ART0551 with a C or better.

ART0553 Ceramics III
1.5 credits/term (1 lec, 2 lab hrs/wk)
Continued investigation of clay and its plastic properties through hand building and beginning wheel techniques. Further study of decoration, glazing processes and firing techniques.
Prerequisite: ART0552 with a C or better.

ART0557 Ceramics Basic - Open Studio
1 credit (3 lab hrs/wk)
Supervised lab time for beginning and intermediate potters. Examines the basic processes of working in clay, designing, curing, finishing and firing. Students enhance their skills with hand building and/or wheel throwing techniques.

ART0566 Beginning Jewelry
1 credit (3 lec/lab hrs/wk for 8 weeks)
Exploration of basic silversmith techniques and processes. Sawing, piercing, soldering and stone setting included.

ART0567 Glass Working (Stained Glass)
1.5 credits/term (1 lec, 2 lab hrs/wk)
Introduces the basics of stained glass construction, types and colors, the use of glass and color in leaded and foiled glass panels and three-dimensional glass work.

ART0569 Paper and Prints
1 credit (1 lec, 2 lab hrs/wk)
Deals with the history of paper, the analysis and preparation of natural fibers, and the use of handmade paper in several two- and three-dimensional projects. The intent of projects are to use the paper produced to make art that shows aesthetic use of the elements of design and color that attain reasonable levels of quality.

ASTRONOMY

See **SCIENCE, GENERAL**

BANKING

BNK9768 Principles of Banking
3 credits (3 lec hrs/wk)
Provides an overview of banking from the fundamentals of negotiable instruments to contemporary issues and developments within the industry.

BNK9769 Analyzing Financial Statements
3 credits (3 lec hrs/wk)
Provides the opportunity to further develop the skills necessary to conduct a comprehensive and effective financial analysis of a business borrower in order to assess repayment capacity.

BNK9770 Bank Management
3 credits (3 lec hrs/wk)
Provides a complete introduction to the handling of day-to-day bank activities. Incorporates case studies to help the student acquire bank management skills.

BNK9771 Law and Banking: Applications
3 credits (3 lec hrs/wk)
An introduction to laws pertaining to secured transactions, letters of credit, and the bank collection process.

BNK9772 Skills for Bankers
1.5 credits (15 lec hrs total)
This course covers a variety of skills used by bankers and others working in banking. Courses offered by American Institute of Banking (AIB). Topics will vary.

BNK9775 Banking Seminars
0 credit (variable hours)
These are seminars, designed for bankers and others working in banking, covering a variety of topics.

BNK9791 Selling Bank Services
1.5 credits (3 lec hrs/wk for 5 weeks)
This course helps banking students develop vital selling skills.

BIOLOGY/BOTANY

BI101/102/103 General Biology
4 credits/term (3 lec, 3 lab hrs/wk)
This three term sequence course satisfies the science requirement for non-biological science pre-professional students. Surveys biological principles applied to plants and animals, from cellular level to ecological level of organization. General Biology attempts to convey to the student an appreciation of most aspects of life on earth. Must be taken in sequence.

BI198/298 Independent Study in Biology
1-3 credits To be arranged, under professional guidance.

BI201/202/203 Introductory Biology
4 credits/term (3 lec, 3 lab hrs/wk)
Plant and animal diversity; genetics and evolution; physiology and anatomy of plants and animals; ecology; molecular biology; majors in programs which require students to complete a series in introductory biology.

BI201 - Includes inorganic, organic, and biochemistry as well as cellular biology, genetics, and evolution.

BI202 - Includes taxonomy, anatomy, physiology, behavior, and ecology of the members of the animal kingdom and animal-like protists with emphasis on the vertebrates.

BI203 - Includes descriptions of the kingdom monera, plant-like protists, kingdom fungi and plant kingdom, and animal kingdom.

BI231/232/233 Human Anatomy and Physiology
4 credits/term (3 lec, 3 lab hrs/wk)
Detailed study of the molecular, cellular, tissue, organ and organ systems of vertebrates, with emphasis on humans. Some pathological conditions are covered. Must be taken in sequence.
Prerequisite: One year of high school chemistry or equivalent taken within five years.

BI231 A review of inorganic and organic chemistry including discussion of metabolic pathways. In addition, cell structure, tissues, and the integumentary, skeletal and muscular systems are considered.

BI232 A detailed study of the anatomy and physiology of the respiratory, digestive, urinary, endocrine and reproductive systems are included.

BI233 A detailed study of the anatomy and physiology of the cardiovascular, lymphatic, nervous systems, and special senses are included.

BI234 Elementary Microbiology
4 credits (3 lec, 3 lab hrs/wk)
Study of microorganisms, their control and occurrence in everyday life. Pathogenic microbes, infections and host resistance will be a major consideration. Some elementary microbiological techniques are taught.
Prerequisite: High school chemistry or equivalent in last five years.

BI299A Biology of the Estuaries
4 credits (2 lec, 6 lab hrs/wk)
The course provides an overview of the estuarine habitat. Students will be introduced to the biological and chemical factors that affect the production, distribution, abundance, and diversity of estuarine organisms. The course focuses on the functioning of the Coos Bay estuary system, including lectures and laboratory, hands-on exploration field trips of how estuaries function, and a research project.
Prerequisite: Any two of BI101, BI102, BI103, BI201, BI202, BI203 and a back-

ground in Chemistry (high school or equivalent).

FW0621 Field Studies in Biology- Ornithology (Birds)
1.5 credits (10 lec, 15 fld hrs total)
A field course involving the study of field identification, behavior, migration and nesting of local birds.

FW0627 Marine Biology
0.5-2 credits (16-36 hrs total)
Study of near-shore oceanic environments and plants and animals living therein.

BOT198/298 Independent Study in Botany - to be arranged, under professional guidance

BOT0622 Field Studies in Biology: Spring Flowers
1 credit (4.5 lec, 12 lab total)
Field identification of Spring flowering plants with emphasis on their ecology and phenology.
Prerequisite: Instructor consent.

BOT0624 Mushroom Identification
1 credit (5 lec, 20 lab total)
Positive identification of edible and non-edible local wild mushrooms, their basic characteristics and location, preparation for food and methods of preserving.

BOT0646 Plant Identification
2 credits (1.5 lec, 1 lec-lab hrs/wk)
Study of characteristics, classification and identification of trees and shrubs of Oregon. Principal timber trees of the United States and many introduced species will also be covered.

BOT0811 Gardening
0.25 credit (6 lec hrs/total)
Survey of gardening techniques for the local area. Includes garden planning, plant nutrition and fertilizers. Includes plant varieties and cultural techniques, irrigation, pest control and use of organic materials around the home.

BOT0812 Gardening: Beginning Bonsai
0 credit (3 lec/lab hrs/wk for 6 weeks)
Surveys Planter gardening techniques appropriate to bonsai, the ancient oriental art of miniaturizing trees. Includes practical hands-on approach to planning, nutrition, soils and fertilizers, plant varieties and culture techniques, plant selection, potting and care.

BOT0861 Home Landscaping: The Practical Hands-on Approach
1 credit (3 lab hrs/wk)
Introduces home landscaping design, layout, plant selection and care, pruning, shaping,

irrigation systems, soils and fertilizers, traffic patterns, turf installation and maintenance.

BUSINESS ADMINISTRATION

BA101 Introduction to Business
4 credits (4 lec hrs/wk)
A survey of American business organization, operation and management to develop an awareness of the nature of business in the capital system. The fields of ownership, organization, personnel, accounting, financing, marketing, management, production, insurance, real estate, foreign trade and government regulations are introduced.

BA106 Business Leadership Practicum
1 credit (1 lec, 1 lab hr/wk)
Practical leadership training for students through membership in Delta Epsilon Chi, the junior college division of Distributive Education Clubs of America (DECA). Students gain experience in management and marketing including "hands on" work with local and regional business communities. Opportunities available for competition statewide and nationally in business skill areas.

BA177 Payroll Records and Accounting
3 credits (3 lec, 1 lab hr/wk)
Provides practice in all payroll operations, the recording of accounting entries involving payroll and the preparation of payroll tax returns required of businesses.
Prerequisites: AC9715 Bookkeeping I or AC2766 Accounting I or BA211 Principles of Accounting I.

BA198/298 Independent Study in Business Administration
1-3 credits - to be arranged, under professional guidance.

BA199A Techniques for an Empowered Workforce
2 credits (20 hours total)
A foundational and comprehensive approach to building critical workforce skills. This course builds awareness and prepares the culture for empowerment at all levels of an organization. The learned skills and techniques are paramount for trainers to succeed in preparing learners with the personal performance skills required in today's workforce where leadership teams and empowerment are prominent.

BA199B Leadership Development
3 credits (3 lec hrs/wk)
This course has as its central focus the development of leadership skills, designed to provide a basic understanding of leadership and group dynamics theory and to assist the student in developing a personal

philosophy of leadership, an awareness of the moral and ethical responsibilities of leadership, and an awareness of one's own style of leadership. The course will integrate readings from the humanities, classic works of literature, contemporary multi cultural writings, and experimental learning exercises with readings and discussions of traditional leadership theories.

BA206 Management Fundamentals
3 credits (3 lec hrs/wk)

Explores the duties of managers and the techniques they use to improve the performance of employees and managers. The course focuses on skills involving communication, decision making, motivation, leadership styles, problem solving and managing toward productivity.

BA211 Introduction to Financial Accounting
4 credits (3 lec, 2 lec-lab hrs/wk)

Discusses the theory, principles and procedures for organizing, interpreting and reporting the financial transactions of business or industry. Describes and presents accounting information from the perspective of the external users, principally investors and creditors. Emphasis is on the preparation and interpretation of financial statements, income recognition and determination, and asset valuation.

Prerequisite: MTH94 Intermediate Algebra, or higher, or appropriate score on placement test.

BA213 Managerial Accounting
4 credits (3 lec, 2 lec-lab hrs/wk)

Discusses the accountant's role in an organization, cost terms and purposes, cost-volume profit relationships, budgeting, systems design, standard costs, flexible budgets, and overhead control. Standard absorption costing income effects of alternative product costing methods and relevant costs, and the contribution approach to decisions.

Prerequisite: BA211 Financial Accounting with a grade of "C" or better, or AC2767 and AC2768 Accounting II and III with a grade of "C" or better.

BA215 Cost Accounting
3 credits (3 lec hrs/wk)

Techniques for determining product costs under job order, process and standard costing. Introduces cost analysis for decision making.

Prerequisites: AC2766, AC2767 or BA211 Accounting I, II, Principles of Accounting I.

BA217 The Accounting Process
3 credits (3 lec hrs/wk)

Reviews and applies basic accounting systems in practical applications including journals and ledgers, application of

accounting systems on a microcomputer and analyzing financial statements.

Prerequisites: BA211 Principles of Accounting I or AC2766 and AC2767 Accounting I, II.

BA220 Tax Accounting
3 credits (3 lec hrs/wk)

A beginning course in federal income tax preparation. Business taxes as they relate to a single proprietor are discussed.

Prerequisite: BA211 Principles of Accounting I or AC2766 Accounting I.

BA222 Finance
3 credits (3 lec hrs/wk)

The procedures, practices and policies of financial managers. Deals with financial management, financial markets, financial analysis, working capital management and long-term financing decisions.

BA223 Principles of Marketing
3 credits (3 lec hrs/wk)

Provides a general survey of the nature, significance and scope of marketing. Emphasis is on the customers (marketing analysis and strategy), business marketing decisions in promotion, distribution and pricing and control of marketing programs.

BA226 Business Law I
3 credits (3 lec hrs/wk)

Introduces the student to the legal environment of business, court systems, functions and jurisdiction and dispute resolution. Particular attention is given to common and statutory law, constitutional law, administrative law, torts and the principles of contract law.

BA227 Business Law II
3 credits (3 lec hrs/wk)

Deals specifically with personal property and bailments, law of sales, commercial paper and legal relationships involved in agency and employment contracts.

BA229 Personal Finance and Money Management
3 credits (3 lec hrs/wk)

Discusses the role and economic decision-making of consumers in our society. Students will study credit and borrowing, food and clothing purchases, home ownership and renting, transportation, health services, retirement, estate planning and wills, income taxes, consumer protection, financial institutions, insurance and investing.

BA232 Business Statistics
4 credits (4 lec hrs/wk)

Introduces elementary statistics techniques to aid decision-making in the business environment. Emphasis is on statistical inference, probability, sampling, estimation, hypothesis testing and chi-square.

Prerequisite: MTH95 Intermediate Algebra II.

BA238 Sales
3 credits (3 lec hrs/wk)

Involves the role of sales as an integral part of the total marketing function. The application of selling to behavioral science will be included with special emphasis on sales psychology, sales techniques and the fundamental principles of sales communications.

BA239 Advertising
3 credits (3 lec hrs/wk)

A detailed examination of the purpose, preparation, placement and analysis of the various types of advertisements and relative merits of media such as television, radio and the newspaper. Involves practice in the planning and analysis of complete advertising campaigns and their coordination with other marketing strategies.

BA242 Introduction to Investments
3 credits (3 lec hrs/wk)

Study of securities, investment concepts and economic trends for the private investor, investment objectives, portfolios, corporate securities, exchanges, over-the-counter, bond, options markets and the money market. Investment strategies, margin purchases, short selling and efficient market theory are introduced. Reading financial news and corporation reports are covered.

BA249 Retailing
3 credits (3 lec hrs/wk)

A study of retail strategy, structure and management. Course stresses the role of the supervisor in the daily operation of retail work.

BA250 Small Business Management: Entrepreneurship
3 credits (3 lec hrs/wk)

Covers the basic principles of business entrepreneurship, including planning, organizing, innovation, staffing, and controlling, stressing those elements needed for financial achievement and personal reward.

BA280 Field Experience
1-8 credits (3-24 lab hrs/wk)

Uses a work setting that provides students with an opportunity to test knowledge learned in the classroom.

Prerequisite: Instructor consent matching the needs of students with instruction offered.

BA285 Business Relations
3 credits (3 lec hrs/wk)

Develops awareness of self and others in organizational settings. Discusses motivation, communications, the nature of prejudice, self-analysis, keys to promotion, future direction, goals, professional image, time management and stress management.

BA288 Customer Service

3 credits (3 lec hrs/wk)

Provides a thorough introduction to customer service skills. The skills, strategies, and techniques outlined in this course are valuable for every job, since identifying and satisfying customer needs is at the very heart of every business. Covers a variety of skills including identifying customer behavior, determining customer needs through active listening, becoming an effective verbal and nonverbal communicator, honing telephone customer service skills, handling difficult customers, offering customer service within a diverse business environment, encouraging customer loyalty and practicing service recovery.

BA2280 Cooperative Work Experience

1-8 credits (3-24 lab hrs/wk)

On-the-job experience gained in coordinator approved business situations that closely parallel student's field of study. Seminar will be arranged by supervisor.

Prerequisite: Instructor consent.

BA9285 Management Training

0 to 3 credits (1-36 total hours)

A series of seminars and short courses aimed at improving management competencies needed in the business world. Business Development Center (BDC) consent required.

BA9286 Administrative Assistant Training

0 to 3 credits (1-36 total hours)

An assortment of seminars and short courses aimed at improving administrative assistants' skills and competencies needed in the working world.

BA9658 The Business of Landscape Construction and Maintenance

2 credits (2 lec hrs/wk)

Covers the business practices of landscape contractors, including sales, estimating, simple cost accounting, record keeping, and payroll. Includes lecture and role-playing to cover processing of contracts, construction and maintenance of property, and achieving professional level results.

CHEMISTRY

CHEM70 Foundations of Chemistry

3 credits (3 lec hrs/wk)

A one term course designed for students who have limited or no chemistry background and/or need practice with problem-solving skills. Offers an introduction to basic chemical principles and typical computational methods encountered in first-year, 100 level chemistry. Foundations of Chemistry is intended to provide a basis for continuing into the CHEM104 and 105 series.

Prerequisites: Concurrent enrollment in MTH70.

CHEM104/105/106 Introductory**Chemistry I, II, III**

4 credits/term (3 lec, 3 lab hrs/wk)

Covers general, organic and bio-chemistry. Is primarily designed for students in nursing, in allied health fields, such as dental hygiene, and in the liberal arts. The work is quantitative and requires good basic math and problem solving skills. *This course does not meet the general chemistry requirements for someone majoring in the laboratory sciences or engineering.* Must be taken in sequence.

CHEM104 Covers atomic structure, periodic table, chemical bonding, solutions and stoichiometry.

Prerequisite: MTH70 Elementary Algebra or CHEM70 Foundations of Chemistry.

CHEM105 Covers gases, properties of solution, equilibrium, acids and bases, radioactivity, organic and biochemistry. **Prerequisite:** CHEM104 Introductory Chemistry with a grade of C or better.

CHEM106 Covers organic chemistry, carbohydrates, lipids, proteins, enzymes, DNA and metabolism.

Prerequisites: CHEM105 Introductory Chemistry with a grade of C or better.

CHEM198/298 Independent Study in Chemistry

Offers topics of study in chemistry with individual research or field study, under professional guidance.

CHEM221/222/223 General Chemistry

5 credits/term (4 lec, 3 lab hrs/wk)

First-year chemistry for science, engineering, and health pre-professional students (such as pre-dental, pre-medical, and veterinary students). High school chemistry or equivalent is a prerequisite, as is adequate preparation in algebra. Classroom and laboratory work are quantitative and require good math skills.

CHEM221 Covers atomic structure, chemical bonding, molecular geometry, reactions and stoichiometry.

Prerequisite: High school chemistry or equivalent and MTH95 with a grade of C or higher or concurrent enrollment in MTH111. Must be taken in sequence.

CHEM222 Covers gases, liquids, solutions, equilibrium theory, acids and bases, oxidation reduction. Must be taken in sequence.

Prerequisite: CHEM221, MTH111.

CHEM223 Covers thermodynamics, kinetics, electrochemistry, nuclear reactions, and transition metal chemistry. Must be taken in sequence.

Prerequisite: CHEM222.

CHEM241/242/243 Organic Chemistry

4 credits/term (3 lec, 3 lab hrs/wk)

Chemistry of carbon compounds; covers both mechanisms and reactions of aromatic, with emphasis on structural theory and special properties. Must be taken in sequence.

Prerequisite: CHEM223 General Chemistry.

CLOTHING, TEXTILES and FASHION

HEC9925 Textile Studies

0.5-2 credits (1 lec, 3 lab hrs/wk max)

Understanding the many textile products, their design, dyeing methods, production, weaving and knitting characteristics. Theory and application.

COMPOSITION See WRITING

COMPUTER INFORMATION SYSTEMS

CIS131 Computer Information Systems

4 credits (4 lec hrs/wk)

Introduction to information systems technology and the role of business information processing systems in organizations. Application of software tools (spreadsheet, database manager and word processor) to business problem solving. **Prerequisites:** CS101 or equivalent.

CIS0593 Learning Skills Lab

0 credit

Provides an opportunity to students who are not enrolled in a course which includes computer lab use to use the College's computer lab facilities. Students who enroll in this course may "drop in" at their convenience when the lab facilities are available for open use.

Prerequisite: CS101 or equivalent.

CIS2280 Work Experience

(1 - 4 credits)

Instructional program designed to give students practical experience in supervised employment related to computer information systems. Students identify job performance objectives, work a specified number of hours during the term, and are awarded credit based on the identified objectives and number of hours worked.

Prerequisite: Instructor consent.

CS101 Computers in Society

2 credits (2 lec hrs/wk)

An introduction to the computer's role in society. Students will become familiar with current computer terminology and will use applications software, including a word processor. The course is intended for the novice computer user. It is a prerequisite for many other CIS or CS courses, but may be waived for students with microcomputer experience. Please see your advisor or instructor.

CS125D Data Base Management System Applications

3 credits (3 lec, 3 TBA lab hrs/wk)

Use of microcomputers for database management system applications. Introduces the concepts, terminology, and application of data base management technology. Students will learn the common features of database management system software, its application to many business uses, analysis and design of data systems, and the issues involved in choosing and installing database management software. Uses one or more commercially available database management system software packages.

Prerequisite: CS101 or equivalent.**CS125P Presentation Applications: Microsoft Power Point**

3 credits (3 lec hrs/wk)

Use of microcomputer presentation software for the development of electronic presentations. Using word processing skills and presentation theories, students will develop professional-looking and effective presentations complete with outline, speaker notes, and audience handouts.

Prerequisite: CS101 or equivalent.**CS125S Spreadsheet Applications**

3 credits (3 lec hrs/wk)

Introduces the concepts, terminology and application of spreadsheet technology. The student will learn the common features of spreadsheet software, its application to many business uses, problem solving techniques, and the issues involved in choosing and installing spreadsheet software. It will use one or more commercially available spreadsheet software packages.

Prerequisite: CS101 or equivalent.**CS125W Word Processing Applications**

3 credits (3 lec, 3 TBA lab hrs/wk)

Use of microcomputers for word processing applications. Introduces the concepts, terminology and application of word processing technology. Students will learn the common features of word processing software, its application to many business uses, elements of style, and the issues involved in choosing and installing word processing software. This class is intended for the general user. Uses one or more

commercially available word processing software packages.

Prerequisite: CS101 or equivalent.**CS133B Computer Language I - BASIC**

4 credits (4 lec hrs/wk)

Introduces programming in BASIC on a microcomputer. Programs are developed with structured design techniques using logic diagrams, documentation, and debugging techniques. Assignments are taken from a variety of fields.

Prerequisite: CIS131.**CS133C Computer Language I - COBOL**

4 credits (4 lec hrs/wk)

Introduces programming in COBOL on a microcomputer using the ANSI 74 and 85 standards. Programs are developed with structured design techniques using logic diagrams, documentation and debugging techniques. Assignments concentrate on business applications.

Prerequisite: CIS131.**CS133U Computer Language I-C++**

4 credits (4 lec hrs/wk)

Introduces programming in C++ on a microcomputer. Programs will be developed with structured design techniques using logic diagrams, documentation and debugging techniques. Assignments will be taken from a variety of fields, but will concentrate on business applications.

Prerequisite: CIS131.**CS135W Advanced Word Processing:****Desktop Publishing**

3 credits (3 lec hrs/wk)

Use of microcomputer word processing software for desktop publishing. Using word processing skills and design/layout theories, students will learn how to develop professional-looking and effective publications.

Prerequisite: CS125W Word Processing Applications or OA201 Word Processing I.**CS140 Introduction to Operating****Systems**

3 credits (3 lec, 3 lab TBA hrs/wk)

Introduces the student to the theory and operation of microcomputer operating systems. Includes disk and file handling techniques, common utilities, security issues, minor hardware installation and maintenance and the use of networks. It will use one or more commercially available operating systems, including DOS.

Prerequisite: CS101 or equivalent.**CS161 Introduction to Computer****Science I (using C++)**

4 credits (4 lec hrs/wk)

Presents a history and overview of fundamental concepts of computer science. Includes problem-solving concepts, verification and validation, representation of numbers, machine representation of data, sources of error, and algorithm develop-

ment. Introduces C++ programming language.

Prerequisite: CIS131.**CS162 Introduction to Computer****Science II (using C++)**

4 credits (4 lec hrs/wk)

Covers software engineering principles, basic data structures and abstract data types (arrays, strings, stacks, queues, trees). Introduces analysis of algorithms, sorting and searching. Uses C++ programming language.

Prerequisite: CS161.**CS233B Computer Language II-BASIC**

4 credits (4 lec hrs/wk)

Provides advanced study of the BASIC programming language. Includes sequential and random access file handling, matrices and graphics. The emphasis is on structured programming techniques and use of programmer reference material.

Prerequisite: CS133B Computer Language I-BASIC.**CS233C Computer Language II-COBOL**

4 credits (4 lec hrs/wk)

Advanced study of the COBOL programming language. Includes random access file handling, matrices, and sorting. Emphasis on structured programming techniques and use of programmer reference material.

Prerequisite: CS133C - Computer Language I - COBOL.**CS233U Computer Language II-C++**

4 credits (4 lec hrs/wk)

This course continues the study of programming in C++ on a microcomputer. Includes sequential and random access file handling, advance matrices, objects, and interactive dialogs. Emphasis is placed on structured programming techniques and use of programmer reference materials.

Prerequisite: CS133U Computer Language I-CH.**CS240 Advanced Operating Systems**

3 credits (3 lec hrs/wk)

Continues the study of operating systems. Includes advanced disk and file handling techniques, utilities, security issues, hardware installation, maintenance and use, installation and administration of networks. Uses one or more commercially available operating systems, including DOS.

Prerequisite: CS140.**CS244 Systems Analysis**

3 credits (3 lec hrs/wk)

Introduces strategies and methods in the systems development process. Emphasis on structured analysis of computer information systems. Assignments include the analysis and evaluation of systems similar to existing systems in business and industry.

Prerequisite: CIS131 and second-year standing.

CS261 Data Structures

4 credits (4 lec hrs/wk)

Includes the topics of complexity analysis, approximation methods, trees, graphs, file processing binary search trees, hashing and storage management.

Prerequisite: CS162.

CS280 Field Experience

1-4 credits (hrs depend on credits)

Instructional program designed to give students practical experience in supervised employment-related computer information systems. Students identify job performance objectives, work a specified number of hours during the term, and are awarded credit based on the identified objectives and number of hours worked.

Prerequisite: Instructor consent.

CS0700 Computer Training Seminars

0 credit (variable, 1-36 hours total)

A series of seminars and short courses aimed at improving computer and Internet competencies.

CS6918 Personal Computers

1.5 credits (3 lec-lab hrs/wk)

Provides an introduction to the computer and its role in society. Covers terminology and applications software, includes disk operating systems and word processing. Intended for the novice computer user.

DRAFTING**DRFT100 Computer Assisted Drafting - Survey**

3 credits (2 lec, 2 lec/lab hrs/wk)

Students are introduced to computer-aided drafting (CAD) software and its typical uses in creating 2-D drawings. Instruction will include system configuration, menu structure, drawing set-up, drawing aids, basic drawing, editing, display and printing commands. Technical Drafting software is utilized to operate the system and produce 2-D schematic and mechanical drawings.

Prerequisites: CS101 Computers in Society, or equivalent.

DRFT105 Blueprint Reading

3 credits (2 lec, 2 lec/lab hrs/wk)

Instruction and skill development in blueprint reading and interpretation. Emphasis is placed on fundamentals of blueprint reading including understanding basic lines, views, dimensions, tolerances, symbols, machine call-outs, and notations. Includes recognition of detail in manufacturing and fabrication prints.

DRFT110 Computer Assisted Drafting I

3 credits (2 lec, 3 lab hrs/wk)

Introduction to computer-aided drafting (CAD) software, the hardware components comprising a CAD station, and basic disk operating systems (MS-DOS). Drawing

set-up, drawing aides, basic drawing, editing and display commands are used to create 2-D schematic and mechanical drawings. Previous knowledge of computers is not required.

Prerequisite: CS101 or equivalent.

DRFT111 Computer Assisted Drafting II

3 credits (2 lec, 3 lab hrs/wk)

Review of CAD I and introduction to advanced drawing and editing commands. Introduces concept of layers, using linetypes and colors, polylines, polyline editing, manipulation of existing objects. Covers dimensioning techniques and variables, hatching and sectional views, drawing symbols, blocks and use of attributes.

Prerequisite: DRFT110 (CAD I) or prior experience with AutoCAD.

DRFT112 Computer Assisted Drafting III

3 credits (2 lec, 3 lab hrs/wk)

Review of CAD I & II and all drawing and editing commands. Introduction to isometrics, three dimensional drawing, plotting and printing a drawing, scripts and slide shows, digitizing existing drawings and use of DXF and IGES formats.

Prerequisite: DRFT111 (CAD II) or equivalent experience.

EARLY CHILDHOOD EDUCATION**ECE102 Practicum**

3 credits (1 lec, 6 lab hrs/wk)

Students will gain experience in various roles and responsibilities of the early childhood educator, working with young children in an organized setting and assisting with supervision of daily activities in a preschool program, including observation/assessment and curriculum development.

Prerequisites: ECE209 Theory and Practicum, ECE150 Introduction and Observation in Early Childhood Education with a grade of C or better and appropriate score on reading and writing placement tests.

ECE150 Introduction and Observation in Early Childhood Education

3 credits (3 lec hrs/wk)

A beginning course focusing on the history of early childhood education and the value and usage of objective observation as a teaching tool. Includes weekly discussion and weekly observation.

Prerequisite: Appropriate score on placement test.

ECE152 Creative Activities

3 credits (3 lec hrs/wk)

A curriculum course focusing on understanding and implementing a development approach to creative activities as well as discussion on presentation and methods of evaluation. Students will learn how to utilize

various art mediums and materials, incorporate science/cooking experiences, drama/puppetry and the development of mathematical thinking. Specifically, this course will teach students how to develop art, math, science, music and movement activities and curriculum.

Prerequisites: ECE154 Language and Literacy, WR121 English Composition with a C or better, and appropriate reading placement test score.

ECE154 Children's Literature and Literacy

3 credits (3 lec hrs/wk)

This course is designed to give the student an overview of children's literature and what is available in quality children's literature, along with a rationale for the purpose of such literature, ways to implement its use, and ways to evaluate its appropriateness in given school situations. In addition, students will read children's books, evaluate some of these and have story groups with children. Exploring how children develop literacy will also be covered in depth.

Prerequisites: ED240 Lesson and Curriculum Planning with a grade of C or better, and appropriate reading and writing placement test scores.

ECE163 Preschool Practicum

4 credits (1 lec, 6 lab hrs/wk)

Student will gain experience working with young children in a laboratory preschool setting, assisting with supervision of the various activities in a preschool program; including planning, executing and evaluating curriculum materials appropriate for the young child.

Prerequisites: WR121 English Composition with a grade of C or better, second year standing, and appropriate score on placement test.

ECE209 Theory and Practicum

3 credits (1 lec, 6 lab hrs/wk)

Assists students in developing their leadership potential through classroom discussion and field experience opportunities, on campus and in the community. Students will gain experience and orient themselves to the various roles of the early childhood educator, working with young children in an organized setting and assisting with supervision of daily activities in a preschool program, including observation/assessment and guidance techniques.

Prerequisites: ECE150 Introduction and Observation in Early Childhood Education with a grade of C or better and appropriate score on placement test.

ECE261 Student Teaching I, Early Childhood Education

6 credits (2 lec, 11 lab hrs/wk)

Students engage in supervised teaching of young children in a laboratory setting, applying what they have learned through

course work and previous lab work— curriculum planning, observation/ assessment, daily planning, working with children and families.

Prerequisites: ECE163 Preschool Practicum with a grade of C or better, WR121 English Composition with a grade of C or better, second year standing, and an appropriate score on placement test.

ECE262 Student Teaching II, Early Childhood Education

6 credits (2 lec, 11 lab hrs/wk)

Students will continue to engage in supervised teaching of young children in a laboratory preschool and in a community setting.

Prerequisites: ECE261 Student Teaching I, WR121 English Composition, and appropriate score on placement test.

ECONOMICS

ECON198/298 Independent Studies in Economics - to be arranged

ECON201/202/203 Principles of Economics

3 credits/term (3 lec hrs/wk)

Introduction to economic theory, policy and institutions.

ECON201 includes basic economic concepts, national income, taxes, employment and fiscal policy.

ECON202 covers monetary policy, international trade and micro-economics.

ECON203 includes micro-economics, labor markets, income distribution and Marxian economics.

EDUCATION

ED120 Leadership Development

3 credits (3 lec hrs/wk)

The central focus of this course is the development of leadership skills. It is designed to provide a basic understanding of leadership and group dynamics theory and to assist the student in developing a personal philosophy of leadership, an awareness of the moral and ethical responsibilities of leadership, and an awareness of one's own style of leadership. The course will integrate readings from the humanities, classic works of literature, contemporary multi cultural writings, and experimental learning exercises with readings and discussions of traditional leadership theories.

ED125 Tutoring Principles and Practice

2 credits (10 lec, 30 lab hrs total)
Provides techniques for acquainting adults with basic communications and computational skills. Lecture and laboratory includes practice in tutoring adults in reading, writing and mathematics.

ED126 Tutoring Principles and Practice-Advanced: Level 2 Certification

2 credits (2 lec hrs/wk for 5 wks & 3 lab hrs/wk for 10 wks)

Provides techniques for acquainting adults with basic communication and computational skills. It covers a review of Level 1 topics, characteristics of adult learners, learning styles, cultural awareness, identifying and using campus resources, and tutoring in specific subject areas. Lecture and laboratory includes practice in tutoring adults in various subjects.

Prerequisite: ED125 Tutoring Principles and Practice with a grade of C or better.

ED127 Tutoring Principles and Practice-Advanced: Level 3 Certification

2 credits (2 lec hrs/wk for 5 wks & 3 lab hrs/wk for 10 wks)

Provides techniques for acquainting adults with basic communication and computational skills. Covers a review of ED125 and ED126, structuring the learning experience assertiveness training, group tutorials and tutoring target populations.

Prerequisite: ED126 Tutoring Principles and Practice with a grade of C or better.

ED221 Advanced Specialized Practicum

3 credits (1 lec, 6 lab hrs/wk)

Allows students to enhance their parenting skills. Students work directly with their own child(ren) in the Child Development Center. Through direct instruction students gain knowledge in promoting their children's cognitive, physical, social and emotional development as well as the enhancement of the child's independence, self-confidence and self-control.

ED222 Advanced Specialized Practicum

3 credits (1 lec, 6 lab hrs/wk)

This course builds on the knowledge gained through ED221. Students continue to work directly with their own child(ren) in the Child Development Center. Students use developmentally appropriate practices to plan activities for the child. They implement, observe and assess various educational strategies.

ED223 Advanced Specialized Practicum

3 credits (1 lec, 6 lab hrs/wk)

This course builds on the knowledge gained through ED221 and ED222. Students continue to work directly with their own child(ren) in the Child Development Center. Students use developmentally appropriate practices and assist children in all areas of development. Students become mentors and models for other students enrolled in earlier levels of Parent Enhancement. Students learn to be advocates for families and children through the promotion of positive parenting practices, developmentally appropriate teaching and curriculum practices, and techniques of individual, child and family empowerment.

ED240 Lesson and Curriculum Planning

3 credits (3 lec hrs/wk)

Instruction in planning daily and weekly activities for Early Childhood Education centers. Methods and materials are used to focus learning on the whole child's needs including social, emotional, creative, physical and cognitive.

Prerequisites: Appropriate score on reading and writing placement tests.

ED251 Overview of Students with Special Needs

3 credits (3 lec hrs/wk)

Covers the handicapping and medical conditions teachers in the public and private sector must be able to recognize and understand to plan accordingly. The following may be covered: learning disabled, mentally retarded, severely emotionally disturbed, speech and language impaired, vision and hearing impaired, physically handicapped, other health impairments, autism, traumatic brain injuries, Tourette's syndrome, and attention deficit disorder. Although not a handicapping or medical condition, the needs of at-risk youth and techniques for teaching students for whom English is a second language will be covered.

Prerequisites: WR121 English Composition with a grade of C or better, and appropriate score on reading placement test.

ED258 Multicultural Education

3 credits (3 lec hrs/wk)

Introduces the student to anti-bias curriculum. Students will be instructed in how to creatively value diversity and help children respect each other as individuals, confronting, transcending and eliminating barriers based on race, culture, gender or ability.

Prerequisites: WR121 English Composition, with a grade of C or better, and appropriate score on reading placement test.

ED280 Field Experience in Education

1-3 credits (3-9 hrs/wk)

Provides an opportunity to gain tutoring or teaching experience while applying methods and techniques.

ELECTRONICS

ELEC101/102/103 Electronic Processes I, II, III

2 credits/term (1 lec, 3 lab hrs/wk)

This sequence introduces Manufacturing Technology students to electronics technology as it applies to devices and circuits used in electronic communication. Focus areas include computer interface and control used in robotics and automated manufacturing systems. Fundamentals include semiconductor device applications, digital/microprocessor control, and programmable controllers used in the workplace. Emphasis on hands-on applications include using electronic test equipment, computer software and hardware, electronic control

ware and hardware, electronic control schematic and systems documentation interpretation, preventative maintenance, and troubleshooting techniques as they apply to the basics of manufacturing monitor and control. Must be taken in sequence.
Prerequisite: MFG002 Introduction to Electronics with a C or better.

ELEC201 Instrumentation and Control I
 4 credits (8 lec-lab hrs/wk)

A detailed study of basic electronics test equipment: sensing and measuring devices, testing, measurement methods, errors and limitations. Also covers the use of devices and software for monitoring processes and control in the manufacturing environment.

Prerequisite: ELEC103 Electronic Processes III with a C or better.

ELEC202 Instrumentation and Control II

4 credits (8 lec-lab hrs/wk)

Principles of robotic systems with experimental application. Covers overview of the robotic field. Basic automated system features will be simulated and explored in the lab.

Prerequisite: ELEC201 Instrumentation and Control I with a C or better.

ELEC203 Instrumentation and Control III

4 credits (8 lec-lab hrs/wk)

Course will cover concepts and theory of both analog and digital techniques used in various telecommunication systems. Includes practical application of various devices and methods to real world situations.

Prerequisite: ELEC202 Instrumentation and Control II with a C or better.

ELEC211 Electronic Communications Systems

4 credits (8 lec-lab hrs/wk)

This course covers the principles and concepts of commercial communications circuits, systems and applications including communication, AM, FM, television, digital and optical transmission techniques and types of equipment used in electronic communication in the manufacturing work place.

Prerequisite: ELEC103 Electronic Processes III with a C or better.

ELEC212 Industrial Electronics

4 credits (8 lec-lab hrs/wk)

Students gain an understanding of various electronic and mechanical devices and methods used to control industrial processes and systems.

Prerequisite: ELEC201 Instrumentation and Control I with a C or better.

ELEC213 Automated Systems Integration

4 credits (8 lec-lab hrs/wk)

Brings together the electronics hardware and software to monitor and control various advanced automated manufacturing processes and robotics applications used in manufacturing industry.

Prerequisite: ELEC212 Industrial Electronics with a C or better.

ELEC280 Field Experience

1-5 credits (4-20 lab hrs/wk)

Practical experience in electronics-related workplaces through supervised work experience.

Prerequisite: Program coordinator's consent.

ELEC6280 Cooperative Work Experience

1-5 credits (4-22 lab hrs/wk)

Practical, on-the-job experience in electronics and related areas. Supervised by employer or authorized, qualified personnel.

Prerequisite: Instructor consent required.

ELEC6300 Electronics Project Lab

1-4 credits (3-12 lab hrs/wk)

Project course for students to study in special interest areas of electronics. Actual course content is to be arranged with the instructor prior to enrollment. Typical course work includes documentation, record keeping logs, diagnosis and repair of electronic equipment or special project design and construction.

Prerequisite: Instructor consent required.

**ENGINEERING,
GENERAL**

ENGR111 Engineering Orientation I

3 credits (3 lec hrs/wk)

The engineering profession, historical development, ethics and standards of practice, curricula and careers. Introduction to problem analysis and solution, examination of simple electrical and mechanical systems.

Prerequisite: MTH112 Elementary Functions with a grade C or better.

ENGR112 Engineering Orientation II

3 credits (2 lec, 3 lab hrs/wk)

A systematic approach to solutions of engineering problems through computational programming. Fundamentals of computing systems, logical analysis, algorithm development, and input and output design. A higher-level language (e.g., FORTRAN or C) will be studied and utilized.

Prerequisites: MTH112 Elementary Functions with a grade C or better.

ENGR201 Electrical Fundamentals I

3 credits (3 lec hrs/wk)

Introduction to elementary circuit concepts and components. Fundamental circuit models and laws. Circuit transformations and equivalents. The node-voltage and mesh-current methods of analysis. Characteristics and applications of operational amplifiers, capacitors and inductors.

Prerequisite: PH213 General Physics with Calculus with a grade of C or better.

ENGR202 Electrical Fundamentals II

3 credits (3 lec hrs/wk)

Transient response of first-order and second-order system circuits. Sinusoidal steady-state response of circuits. Steady-state power calculations. Balanced three-phase circuits. Mutual inductance.

Prerequisite: ENGR201 Electrical Fundamentals I with a grade of C or better.

ENGR203 Electrical Fundamentals III

3 credits (3 lec hrs/wk)

Introduction to Laplace Transforms and their applications in circuit analysis. Examination of frequency-selective circuits and active filter circuits. Introduction to Fourier Series and Fourier Transforms and their applications in circuit analysis.

Prerequisite: ENGR202 Electric Fundamentals II with a grade of C or better.

ENGR211 Statics

3 credits (3 lec hrs/wk)

Analysis of forces and moments induced in structures and machines under various types of loading conditions. Applications of static equilibrium principles of engineering systems. Calculation of centroids and moments of inertia. Friction phenomena.

Prerequisite: PH213 General Physics with a grade C or better.

ENGR212 Dynamics

3 credits (3 lec hrs/wk)

Fundamental principles and methods of Newtonian mechanics, including kinematics and kinetics of motion, and work-energy and impulse-momentum relations. Applications involving systems of particles and rigid bodies.

Prerequisite: ENGR211 Statics with a grade C or better.

ENGR213 Strength (Mechanics) of Materials

3 credits (3 lec hrs/wk)

Analysis of stress and strain in deformable bodies. Examination of structural and mechanical members subjected to axial loading, torsion, bending, and shear. Consideration of combined stress states, statically-indeterminate systems, and column instability.

Prerequisite: ENGR212 Dynamics with a C or better.

ENGR245 Engineering Graphics and Design

3 credits (2 lec, 3 lab hrs/wk)

Graphic communication, multiview and pictorial representation, conceptual design, spatial analysis, engineering designs; graphical analysis and solutions; industrial procedures; introduction to design theory, and computer-aided drafting.

Prerequisite: MTH112 Elementary Functions with a grade of C or better.

ENGR250 Engineering Probability and Statistics

3 credits (3 lec hrs/wk)

Probability, expectation, common probability distributions, sampling distributions, statistical inference, one- and two-sample problems, regression analysis.

Prerequisite: MTH252 Calculus II (Integral Calculus) with a grade of C or better.

GE198/298 Independent Study in General Engineering - to be arranged

ENGLISH

(See Literature and Writing)

ENVIRONMENTAL TECHNOLOGY**ENV210 Environmental Resources**

4 credits (3 lec, 2 lec/lab hrs/wk)

This course introduces students to current environmental issues. Students explore various natural and social systems involved with these issues. The course covers scientific basis dealing with environmental problems and is designed to help students learn scientific and analytical tools to search for answers to environmental concerns. Includes historical perspectives and current and potential methods addressing environmental issues. Some issues explored are air quality, energy and mineral resources, forestry, water resources, fisheries, and population/urban growth.

FIRE SCIENCE TECHNOLOGY**FS996A Fire Communication -Radio/Alarm**

1 credit (10 lec hrs total)

Provides knowledge in reporting, alarm receiving, equipment types, response and radio procedures.

FS996B Fire Prevention and Inspection

2 credits (20 lec hrs total)

Provides basic knowledge in fire prevention and fire inspection.

FS996C Water Supplies

1 credit (10 lec hrs total)

Provides basic information on water hydraulics, water systems, and testing for fire flows.

FS996D Fire Detection, Alarm, Extinguishing Systems

1-2 credits (10-20 lec hrs total)

Provides basic information on protection signaling systems, standards, standpipes, automatic sprinklers and water supplies.

FS996E Air Craft Fire Protection

1 credit (10 lec hrs total)

Provides student with basic knowledge in aircraft types, rescue tools, airport runway systems, training elements and extinguishing systems.

FS996I Fire Investigation

1 credit (12 lec hrs total)

Provides student with the processes to use in determining a fire's point of origin, identify factors which indicate an incendiary fire and evidence pre-investigation.

FS996J Safety Practices

1 credit (10 lec hrs total)

Covers state, federal and local agencies' rules applying to safety at the work place and preventive measures which will reduce personal injury.

FS996K Laws Affecting Fire Fighters

1 credit (10 lec hrs total)

Provides a basic understanding of state, federal and local laws affecting the fire service.

FS996L Supervision and Leadership

1-3 credits (10-30 lec hrs total)

Covers leadership skills in communication, management, problem-solving, and evaluation process.

FS996M Flammable and Reactive Hazardous Materials

2 credits (20 lec hrs total)

Provides students with basic knowledge of common flammable and reactive materials, their physical properties, response procedures and safety considerations.

FS996Q Driver (Fire Service)

3 credits (30 lec hrs total)

This basic course is designed to provide students with concepts in emergency driving, defensive driving, law/policies and maintenance.

FS996R Apparatus Operator I

2.5 credits (2 lec, 1 lab hr/wk)

Provides basic skills and knowledge to efficiently operate pumping apparatus.

FS996S Apparatus Operator II

2.5 credits (2 lec, 1 lec hr/wk)

Provides advanced skills and knowledge to efficiently operate pumping apparatus.

FS996U Instructional Techniques

2 credits (20 lec hrs total)

Designed to provide basic fundamentals in the instructional fires, which will enhance the individuals motivation in providing a sound instructional presentation.

FS996W Instructor II

1.5 credits (18 lec hrs total)

This course is intended to provide the fire service instructor with knowledge and skills to prepare class outlines, prepare basic instructional material, and teach formalized classes.

Prerequisite: FS996U Instructional Techniques.

FS5240 Basic Firefighter (Structure)

3 credits (2 lec, 2 lec-lab hrs/wk)

Provides the beginning firefighter with the knowledge and skills to work under direct supervision.

FS5241 Fire Skills I

2.5 credits (2 lec, 1 lec-lab hrs/wk)

Develops skills and knowledge of organization, small tools, hose, forcible entry and other related skills used in the fire service.

Prerequisite: FS5240.

FS5242 Fire Skills II

2.5 credits (2 lec, 1 lec-lab hrs/wk)

This advanced course in fire skills and knowledge is designed to enhance training obtained in previous classes.

Prerequisite: FS5241.

FS5264 Building Construction for Fire Suppression

1 credit (12 lec hrs total)

Classification of buildings, structural features affecting fire spread, effect of fire on structural strength, fire stops and ratings of materials, fire retardants, Sanborn maps.

FS5274 Fire Fighting Tactics and Strategy

.75 to 3 credits (7.5 to 30 lec hrs total)

This course provides students with concepts in response and size-up, fire ground operation, tactical operation, analysis, and prefire planning. Combined operations, mutual aid assistance and disaster planning with emphasis on the incident command system provide student with general knowledge in tactics and strategy.

FS5276 Basic Wildland Fire Management

2.5 credits (2 lec, 1 lab hrs/wk)

Provides the student with basic fire suppression methods related to forest fires. Occupational preparatory.

FS5280 Cooperative Work Experience
1-3 credits (4-12 hrs/wk)
Maximum of 9 credits applicable toward degree.
Prerequisite: Instructor consent.

FS9320 Hazardous Materials Awareness
.5 credits (8 lec hrs total)
To provide the hazardous materials first responder with the knowledge and skills to detect and identify hazardous materials and handle minor incidents.

FS9321 Hazardous Materials Operations
1 credit (12 lec hrs total)
Designed to provide basic operations procedures for emergency personnel involved with hazardous materials.

FS9333 Basic Incident Command System (N.I.I.M.S.)
1 credit (10 lec hrs total)
Provides student with knowledge of the Incident Command System (I.C.S.) including operational requirements, eight interactive components and procedures for organizing and operating an on-scene management structure.

FS9367 Basic I.C.S. (I-220)
1.5 credits (16 lec hrs total)
The Incident Command System includes operating requirements, eight interactive components, and procedures for organizing and operating an on-scene management structure.

FS9395 Career Development - Fire (General)
0-3 credits (1-90 hrs total)
Practical application of current fire suppression and management operations, aimed at employed or volunteer public service employees.

FOREIGN LANGUAGES

Note:

Effective for everyone graduating from high school in 1997 (and thereafter), all OSSHE institutions will require two years of high school second language for admission. This admission requirement can also be satisfied by two quarters (or semesters) of a college-level second language or demonstrated proficiency in a second language.

If you graduated from a high school in Spring 1997 or later and have not complete two years of a high school language, you should complete at least two quarters of a second language sequence at SOUTH-WESTERN. For additional information, contact your advisor or counselor.

SPAN101/102/103 First Year Spanish
4 credits/term (4 lec hrs/wk)
Introduces the written and spoken language of Spanish-speaking people. Includes pronunciation, grammar, vocabulary, and comprehension. Emphasizes speaking, listening comprehension, reading comprehension and writing. Must be taken in sequence.

SPAN198/298 Independent Study in Spanish - to be arranged.

SPAN201/202/203 Second Year Spanish
4 credits/term (4 lec hrs/wk)
Continues the review and expansion of language, grammar, conversation, culture and composition. Emphasizes speaking, listening comprehension, reading comprehension and writing. Must be taken in sequence.

Prerequisite: SPAN103

SPAN0521 Beginning Conversational Spanish
3 credits (3 lec hrs/wk)
The student develops very basic conversational Spanish vocabulary including necessary grammar.

SPAN0522 Advanced Beginner Conversational Spanish
3 credits (3 lec hrs/wk)
Student develops conversational Spanish vocabulary and necessary grammar. Emphasis is on fluency and pronunciation.
Prerequisite: SPAN0521.

SPAN0523 Intermediate/Advanced Conversational Spanish
3 credits (3 lec hrs/wk)
Students develop conversational Spanish vocabulary and necessary grammar. Emphasis is on fluency and pronunciation.
Prerequisite: SPAN0522.

FOREST RESOURCES TECHNOLOGY

F111 Introduction to Forestry
4 credits (3 lec, 3 lab hrs/wk)
Designed for students majoring in Forestry and transferring to a four-year college or attaining a two-year Associate in Applied Science degree in Forest Resources Technology. Covers a broad overview of basic forestry principles. A review of the history of forestry in Europe and the United States is balanced with discussion of current forest management programs, laws and practices implemented in the United States today.

F198 Independent Studies - Forestry
1-3 credits
Provides students opportunities to conduct independent research in areas of particular interest. Ongoing projects for the Forest

Service, BLM, Coos County or private industry will be agreed on prior to course registration.
Prerequisite: Instructor consent.

F220A Forest Mensuration I
3 credits (2 lec, 2 lec/lab, 2 lab hrs/wk)
Teaches the basic skills and principles of forest measurements, including cruising, scaling, volume measurements, log and tree grading and the use of various measurement tools and techniques. The labs apply principles learned in the classroom to measure individual trees.

F220B Forest Mensuration II
3 credits (2 lec, 4 lec-lab hrs/wk)
Extends skills and knowledge gained in Mensuration I to include various cruising methods and techniques currently used which are based on standard sampling designs such as line-plot, variable plot, strip and 3-P. A review of elementary statistics is included.
Prerequisite: F220A Forest Mensuration I with a grade of C or better.

F254 Tree and Shrub Identification
4 credits (3 lec, 3 lab hrs/wk)
Characteristics, classification and identification of woody plants in Oregon. Principle timber trees of the United States and many introduced species are covered.

F280 Forestry Field Studies
(Summer) 6 credits (320 lab hrs/total)
Student is required to be employed in a full-time (approximately 40 hrs/wk) forestry or forest-related position. (This position could be voluntary.) The positions could change during the summer work period (8 weeks) depending on the employer's needs. The student will maintain a daily journal recording all forestry work performed, which will be reviewed. The employer will be required to correlate daily work activities with academic course work at the college and report any shortcomings. Field visits will take place at the beginning and end of the work period.

F603 Forest Ecology
3 credits (2.5 lec, 1.5 lab hrs/wk)
Provides the student with the basic knowledge of Forest Ecology, covering the elements of the forest ecosystem and its interrelationships.

F609 Forest Protection
3 credits (2 lec, 4 lab hrs/wk)
Describes the destructive agents in the forest including disease, insects, animals and fire. Emphasizes identification of insect and disease organisms and control measures. Fire will be discussed as it relates to prevention, pre-suppression and suppression. Labs will examine these agents and various control procedures.

F611 Timber Harvesting Operations
3 credits (2 lec, 4 lab hrs/wk)
Basic logging methods, cost and techniques used primarily in the Pacific Northwest but which are often used in many parts of the world. Various types of logging operations will be visited during laboratory periods.

F614 Forest Contracts and Mapping
3 credits (2 lec, 4 lab hrs/wk)
Basic forms of forest contracts and their functional administration. Also covers forest mapping as it relates to forest contracts using new techniques such as GPS mapping and AutoCAD.

F616 Aerial Photo-Interpretation: Remote Sensing
3 credits (2 lec, 4 lab hrs/wk)
Provides students with basic knowledge of aerial photography used in forestry and an update on the latest techniques used in remote sensing. New methods of photo digitizing will be introduced as well as airborne video using GPS and GIS.

F617 Silviculture
3 credits (2 lec, 4 lab hrs/wk)
An introductory course to describe and observe the biological influences on forest stands. Principles involve the nature of forest trees and stands, their growth, reproduction, environment, composition, nutrition and various responses.

F620 Advanced Silviculture
3 credits (2 lec, 4 lab hrs/wk)
Application of principles previously learned to the improvement of forest stands through basic silvicultural practices. Laboratory and field exercises will include actual stand treatments on both public and private land.
Prerequisite: F617 Silviculture.

FE222A Elementary Forest Surveying
3 credits (2 lec, 4 lab hrs/wk)
Basic fundamentals of plane surveying and the use of various surveying instruments. The theory of field measurements, bearings, angles and azimuths is emphasized.

FE222B Advanced Forest Surveying
3 credits (2 lec, 4 lab hrs/wk)
Designed to follow FE222A Elementary Forest Surveying. Application and use of more precise engineering instruments will be developed. Engineering procedures used in land surveying are covered.
Prerequisite: FE222A Elementary Forest Surveying with a grade of C or better.

FE606 Forest Engineering
5 credits (3 lec, 4 lec-lab hrs/wk)
Study of forest engineering procedures with particular emphasis on road design and location.
Prerequisites: FE222A Elementary Forest Surveying and FE222B Advanced Forest Surveying.

FP210 Wood Products Utilization (Forest Products)
4 credits (2 lec, 4 lec-lab hrs/wk)
Emphasis on the basic forms of products derived from timber resources and how they relate to the economy.

FW251 Principles of Wildlife Conservation
3 credits (3 lec hrs/wk)
Provides firsthand knowledge and laboratory experience related to some of Oregon's fish, wildlife and forest resources with an emphasis on the relationships between water quality, fish and forest practices. The latest studies are presented and analyzed in relation to physical and economic feasibility.

FW252 Wildlife Resources: Mammals
3 credits (3 lec, 1.5 lab hrs/wk)
Provides detailed information on identification, life histories, taxonomy, morphology and characteristics of mammals in general and of Oregon mammals in particular.

FW253 Wildlife Resources: Birds
3 credits (3 lec hrs/wk)
Provides detailed information on identification, life histories, taxonomy, morphology and characteristics of birds in general and Oregon birds in particular. Several field trips emphasizing identification of local birds.

FW255 Techniques in Wildlife Science
3 credits (3 lec hrs/wk)
A review of a variety of fish and wildlife populations and various management techniques. Classroom sessions will include slide programs, videos, illustrated handouts, and the use of actual specimens. The field trip will provide a "hands on" opportunity for the students to use a variety of sampling equipment.

FW6430 Introduction to Oregon's Fish and Wildlife
3 credits (3 lec, 1.5 lab hrs/wk)
Basic information on the life histories and habits of Oregon's game and non-game wildlife species including fish, reptiles and amphibians, birds, and mammals. History, legislation, and wildlife management practices will also be discussed. One full day Saturday field trip is included to view wildlife habitat and management techniques.

RR251 Recreation Resource Management
4 credits (2 lec, 4 lec-lab hrs/wk)
Introductory course in outdoor recreation exploring the needs and demands of the American public for recreational opportunities, stressing importance and management of forest and wild lands for recreational use. Economic factors of planning, design, development and management of our recreational resources will be covered.

GEOLOGY

G145 Regional Field Geology
1-5 credits (variable lec/field/lab wk)
A field study of significant geologic features of selected regions. Arranged to illustrate the geologic setting, stratigraphy and structure, topography, age and origin, significant events through geologic time, and special features unique to the region. Students are expected to demonstrate a knowledge of the geologic section for the region and to submit a report of their studies.

G146 Geology of Southwestern Oregon
3 credits (3 lec hrs/wk)
Studies the physical and historical features of southwestern Oregon. Examines the geologic setting, age and origin, stratigraphy, structure and topography. Includes the sequence of events and geologic features of the Coast Range and Klamath Mountain provinces of southwestern Oregon. The major geologic aspects of each city in the region are emphasized.

G198/298 Independent Study in Geology
1-6 credits (1-6 hrs/wk)
Introduces geologic research methods. Research project, under professional guidance, is required.

G201/202 Physical Geology
4 credits (3 lec, 3 lab hrs/wk)
A study of the nature of the earth and earth materials, geologic structures, fundamental geologic principles, and physical processes acting within and upon the earth. Laboratory exercises and field trips are required.
Required concurrent: G145 Regional Field Geology.

G203 Historical Geology
4 credits (3 lec, 3 lab hrs/wk)
A study of the physical and historical nature of the earth. Includes principles of historical geology, geologic time, the sequence of tectonic changes, stratigraphic relations, paleogeographic environments and major events through time; and the progression of plant and animal life through time. Laboratory exercises and field trips are included.

G207 Geology of the Pacific Northwest
3 credits (3 lec hrs/wk)
Regional study of the geologic history of the Pacific Northwest: the stratigraphic relations, the structural framework, the origin and development of landforms, other significant geologic features and the sequence of geologic events for each of the major provinces.

G220 Prehistoric Life

3 credits (3 lec hrs/wk)

Nature and classification of prehistoric life, its stratigraphic significance, fossilization, evolutionary mechanisms and patterns, functional morphology and paleoecology. Identification of significant fossil invertebrate genera is emphasized.

G221 General Geology

3 credits (3 lec hrs/wk)

or 4 credits (3 lec, 3 lab hrs/wk)

Introduces the physical aspects of geology. Includes rocks and mineral formation and identification, volcanos, earthquakes, plate tectonics and glaciation. Also includes other gradational processes, other aspects of volcanism, geologic time, a brief survey of prehistoric life and sequence of major changes and events through time. Laboratory exercises included if taken for 4 credits.

G291 Minerals and Rocks

3 credits (3 lec hrs/wk)

Nature and origin of rocks and minerals; crystallography; the chemical and physical properties, description and identification of minerals; rock-forming processes; rock composition, textures, structures; and the classification, description and identification of rocks.

G299A Earth Resources: Ore Deposits and Fossil Fuels

3 credits (3 lec hrs/wk)

The nature, origin and occurrence of metallic and non-metallic deposits of economic value; the origin, migration and entrapment of petroleum, the geology of coal deposits; the relation of earth resources to plate tectonics; utilization of earth resources and the development of civilization; and earth resources of Oregon.

G299B Geological Hazards and Natural Catastrophes

3 credits (3 lec hrs/wk)

The causes and effects of earthquakes, tsunamis, landslides, ground subsidence and collapses, floods, storms, coastal erosion and volcanic eruptions. The possibilities for prediction and mitigation, and the potential risks for hazards in Oregon, are included.

G0621 Geology of Western Oregon

1 credit (3 lab hrs/wk)

Introduction to geology principles and processes with an emphasis on local geology, including topographical and geologic maps and field trips to observe local geology.

G0622 Geology of Southwestern Oregon

0 credit (3 lab hrs/wk)

Introduction to geology principles and processes with an emphasis on local geology. Includes use of topographical and geologic maps and field trips to observe local geology.

G0623 Minerals and Rocks of Oregon

0 credit (3 lec/lab hrs/wk)

A study of the nature, origin and use of minerals and semi-precious minerals. Concentrates on identification, sampling and collection methods of common rock-forming minerals and semi-precious minerals located in Oregon.

GS108 Oceanography

3 credits (3 lec, 3 lab hrs/wk)

Studies the ocean and its phenomena. Discusses the chemical, biological, geological and physical nature of the oceans; the ocean floor and shorelines. The course also includes sedimentation, volcanism, plate tectonics, and other geological aspects of the oceans.

HEALTH and FIRST AID**HE198/298 Independent Study in**

Health - to be arranged.

HE201/HE0575 Exploring Death and Dying

3 credits (3 lec hrs/wk)

This class deals with death on a personal level. Historical, psychological, socio-cultural, epidemiological, and developmental aspects including current issues on death and dying are discussed by the class as a group and sharing personal experience is encouraged. HE0575 is non-credit.

HE250 Personal Health

3 credits (3 lec hrs/wk)

Study of personal health issues with emphasis on wellness, behavior, substance use and abuse, physical fitness, consumer health issues and current health concerns, sexuality, mental health, stress management and nutrition awareness.

HE262 CPR Instructor Training (AHA)

2 credits (22 lec hrs total)

Learn how to teach CPR. Review basic life support, both theory and application. Practice methods, materials and techniques used in CPR courses. Successful completion provides Instructor Certification/Recertification.

Prerequisite: Current certification in Cardiopulmonary Resuscitation by the Oregon Heart Association (BLS Course - Level C).

HE9359 Responding to Emergencies

1 credit (23 total hours)

Teaches First Aid skills the citizen responder needs to act as first link in EMS system. Covers skills to sustain life, reduce pain and minimize consequences of injury or sudden illness until professional medical help arrives. Emphasizes prevention of injuries and illness, with a focus on personal safety, CPR.

HE9380 Cardiopulmonary

Resuscitation (AHA or Red Cross)

0.5 credit (4 lec, 6 lab hrs total)

Developed to teach skills and background of application of CPR in cardiac arrests, clearing an airway obstruction of a choking victim and recognizing the aforesaid situation. Red Cross and/or American Heart Association certification.

HE9381 Basic First Aid (Red Cross)

0.5 credit (5 lec- 5 lab/hrs)

Designed to teach a good basic knowledge of First Aid for the immediate and temporary care of the sick and injured prior to the arrival of summoned medical treatment.

HEALTH OCCUPATIONS and E.M.T.**HE257/928 Enhanced Emergency**

Medical Technician - Basic (A/B)

10 credit (80 lec, 60 lab, 10 field study hrs total)

This course prepares individuals for certification in Oregon as an Emergency Medical Technician-Basic. Develops skills in recognition of symptoms of illness and injuries and proper procedures of emergency care. HE928 is for volunteers not pursuing the EMT 1 year Certificate.

Prerequisites: Students are required to complete a special application and meet minimum entrance requirements to register for the course. Application information can be obtained through the EMT Program Coordinator's Office or the Student Services Office.

HE258/931 Emergency Medical Technician - Intermediate (A/B)

9 credits (76 lec, 44 lab hrs total)

Prepares individuals for certification in Oregon as Emergency Medical Technician-Intermediate. Covers theory and practice of procedural responsibilities delegated to the EMT-Intermediate. Incorporates discussion, demonstration, and practical application of roles and responsibilities, patient assessment and management, airway management, shock, intravenous and intraosseous infusions, defibrillation and basic ECG monitoring, pharmacology and medications, and protocols.

Prerequisites: EMT Program Course Enrollment Application and Prerequisite Verification Form, EMT-Intermediate pre-test, Current EMT-B Certification, and current CPR card.

HE260/9360 First Responder Course

3 credits (30 lec, 10 lab hrs total)

Prepares students for certification as a First Responder. Course offers training designed to improve the quality of emergency care rendered to victims of accidents and illness.

HE 252 - ST 1st Aid + PS

Students are taught to be proficient in providing basic life support and to take action necessary to minimize patient discomfort and to prevent further complications. Must be at least 16 years of age.

HE262 CPR Instructor Training (AHA)
2 credits (22 lec hrs total)

Learn how to teach CPR. Review basic life support, both theory and application. Practice methods, materials and techniques used in CPR courses. Successful completion provides Instructor Certification/Recertification.

Prerequisite: Current certification in Cardiopulmonary Resuscitation by the Oregon Heart Association (BLS Course-Level C).

HE280E EMT Field Experience
1 credit (30 lab hrs total)

A planned program of observation and practical experience with an organization providing emergency medical services, designed to provide students with experience and an opportunity to apply emergency medical concepts and theory in a field situation.

Prerequisites: HE257 EMT-Basic or HE258 EMT-Intermediate. May be taken concurrently. Instructor consent required.

HE942 Introduction to Emergency Medical Services
3 credits (3 lec hrs/wk)

This course covers the role and responsibilities of the paramedic, emergency medical services systems, medical-legal considerations, major incident response, hazardous materials awareness and stress management.

HE943 Emergency Medical Technology Rescue
3 credits (2 lec, 4 lab hrs/wk)

This course covers elementary procedures of rescue practices, systems, components, support and control of rescue operations including ladder procedures and basic rescue tools. Introduction to techniques and tools of patient extrication, emphasizing application to traffic accidents, as required for paramedic certification.

HE944 Emergency Communication and Patient Transport
3 credits (2 lec, 3 lab hrs/wk)

This course covers ambulance operation, laws, maintenance, and safety; emergency response driving and route planning; communication systems, radio types, HEAR system; codes and correct techniques.

HE9456 Therapeutic Touch
1 credit (1 lec hrs/wk)

Therapeutic Touch is a nursing intervention which is an interpretation of the ancient healing practice of laying on of hands. It is

based on compassion and the intent to use oneself and one's hands as an instrument of healing. Therapeutic Touch promotes relaxation and pain relief. It can be used in a variety of settings both in and out of the hospital. This one credit course will outline the theory, the historical perspectives, and the method of Therapeutic Touch. The participants will gain sufficient experience to be able to use it in daily practice. Therapeutic Touch is currently being practiced by many nurses and allied health professionals throughout the world and is taught in nursing schools along with traditional curricula.

HISTORY

HST101 History of Western Civilization
3 credits/term (3 lec hrs/wk)

Introduces the knowledge, culture and traditions of the Western World from the rise of civilization in the Near East to the emergence of medieval European civilization. Sequence with HST102, HST103, need not be taken in order.

HST102 History of Western Civilization
3 credits/term (3 lec hrs/wk)

This course traces the Western World's history from the Protestant Reformation of the 16th century through the French Revolution of the late 18th century. Sequence with HST102, HST103, need not be taken in order.

HST103 History of Western Civilization
3 credits/term (3 lec hrs/wk)

Traces the knowledge, culture and political-economic development of the Western World from the early 19th century to the present. Sequence with HST101, HST102, need not be taken in order.

HST201 History of the United States
3 credits/term (3 lec hrs/wk)

The United States from colonial times to the mid-19th century just prior to the Civil War. Introduces students to major themes of American social, economic, cultural and political history. Sequence need not be taken in order.

HST202 History of the United States
3 credits/term (3 lec hrs/wk)

Major social, economic, political and cultural developments from the mid-19th century to the 1920s. Sequence need not be taken in order.

HST203 History of the United States
3 credits/term (3 lec hrs/wk)

Major social, economic, political and cultural developments from the 1920s to the present. Sequence need not be taken in order.

HOME ECONOMICS

Some of the following listed courses are offered on a rotating basis. A few specialized courses are provided only when specific community need has been indicated. Check with the Office of Extending Learning.

FN225 Nutrition
4 credits (4 lec hrs/wk)

Study of nutrition and the newer scientific investigations of optimal diet and health; present-day nutritional problems for home economics majors, nursing students, physical education, food service, dental hygiene and early childhood education majors.

HEC0785 Home Maintenance and Repair
2 credits (1 lec, 2 lec/lab hrs/wk)

A course designed to teach the basic principles of home repair and maintenance based on an understanding of basic home construction techniques and the correct selection of methods, materials and tools to use to correct and repair basic problems and to develop a home maintenance and care plan.

HEC0798 Home Design
2 credits (2 lec hrs/wk)

This course is designed to introduce basic principles of home design including architectural style, site planning, home furnishing and decorating for residential building or remodeling.

HEC0850 Introduction to Furniture Making
1.5 credits (3 lec/lab hrs/wk)

An introductory course that will expose the student to the tools, techniques and materials involved in the construction of solid wood furniture. Topics include design, hand and power tool use, joint making and finishing. This course is a blend of lectures, demonstrations and hands-on experiences for the students. The development of sound woodworking techniques and skills is emphasized.

HEC0874 Portable Appliance Cooking
0.5-1 credit (15-36 hrs total)

Techniques of preparing foods in microwave ovens, woks, convection ovens, slow cookers, portable grills and ovens. Stresses selection of ingredients for basic foods as well as gourmet recipes.

HEC9944 Balancing Work and Family
0-2 credits (1-24 lec hrs total)

Designed to help each participant develop strategies for managing the stress accompanying the dual roles and implementing sound strategies to accomplish tasks and responsibilities involved in maintaining a family and home while working outside the home or in a home-based business.

HEC9946 Skills for Success

0.5 credit (18 lab hrs total)

Focuses on the skills and knowledge needed to make the transition from homemaker to the dual role involved when also working outside the home. Addresses goal setting, self-esteem, management of the home, family and personal resources including time and energy, human relations, personal development and strategies for gaining employment.

HUMAN DEVELOPMENT and FAMILY STUDIES

HD90 Life Transitions (Life 101)

3 credits (25 lec-lab, 5 lab hrs wk for 6 weeks)

Focuses on self-exploration and development of life planning skills through a process of analyzing predictable life transition. Emphasizes developing and integrating skills in goal setting, decision making and plan implementation. Designed to assist students in career planning and in the development of the communication, personal and basic skills necessary for self-sufficiency. Includes the development of work place skills such as interpersonal and team-building skills, adapting to change, recognizing diversity and balancing work and family issues. This will be accomplished using written assignments, class activities, group projects and various reading materials.

HD91 Life and Career Planning (Workforce 2000 Skills)

3 credits (95 lec-lab, 20-40 lab hrs total)

Describes planning for life careers. Includes self-assessment and decision-making techniques. Emphasis of the course is on adult career planning; identification of individual career goals and development of communication, personal and basic skills necessary for obtaining education/training in the chosen occupational area and workplace issues. Course emphasizes development of skills employers want such as communication, human relations, valuing diversity, dependability and critical thinking coupled with basic skill development in mathematics, writing and computer awareness.

Prerequisite: Intake process.**HD100 College Success and Survival**

1 credit (2 lec-lab hrs/wk)

New and returning students will be assisted in the academic, personal and social adjustments needed to succeed in college. This course is considered a supportive course.

HD112 Study Skills

3 credits (3 lec hrs/wk)

Designed for students to develop practical and efficient study strategies in order to succeed in college. Topics include note taking, listening, textbook study reading, time management, improving objective and essay test taking skills, reducing anxiety, concentration and memory improvement. Campus resources and learning styles are also included. This course is considered a supportive course.

HD208 Career/Life Plan (PSY 140)

3 credits (3 lec hrs/wk)

Students learn a process for career selection, emphasizing development as an on-going process. Attention is given to self-assessment (skills, interests, values, attitudes, motivational patterns), decision making models, job and career research techniques (including electronic resources), and development of a personal action plan. This course is considered a supportive course.

HDFS140 Contemporary American Families

3 credits (3 lec hrs/wk)

This course provides an introduction to family studies. Focus is on the diversity of the American family today and a historical overview of changes in the family environment and structure over time. Students will become familiar with a variety of internal and external factors influencing families such as parenting, violence, gender, divorce, remarriage, economics and culture.

Prerequisites: WR121 English Composition with a C or better and appropriate score on reading placement test.

HDFS222 Family Relations

3 credits (3 lec hrs/wk)

A practical and theoretical course examining communication patterns and relationships between adults, adults and children and within intimate personal relations (marriage, families, and couple relations). Emphasis is on understanding the role of the family and its consequent role in the development of the child.

Prerequisites: HDFS140 Contemporary American Families with a C or better and appropriate score on reading placement test.

HDFS225 Prenatal, Infant, and Toddler Development

3 credits (3 lec hrs/wk)

This course introduces the principles of development, prenatal through two years of age. Emphasis will be on physical, intellectual, emotional, and social growth and development of young children.

Prerequisite: Appropriate score on reading placement test.

HDFS229 Development in Middle Childhood

3 credits (3 lec hrs/wk)

This course includes the study of growth and development in six through twelve year old children. Emphasis will be on physical, cognitive, emotional and social growth of the school-aged child.

Prerequisites: WR121 English Composition with a C or better and appropriate score on reading placement test.

HDFS247 Preschool Child Development

3 credits (3 lec hrs/wk)

The principles of development as they apply to the young child ages two and one-half through five. Emphasis is placed on physical, cognitive, emotional and social growth in children in this age group. Students gain experience in observation and assessment.

Prerequisites: Appropriate score on reading and writing placement test.

ECE 285

HDFS285 Professional Issues in Early Childhood Education

3 credits (3 lec hrs/wk)

Early childhood educators fulfill a diverse role in present society. This course prepares students to meet the many professional roles requiring knowledge of ethics, conflict resolution, advocacy, and understanding of how to influence the government process. Also covers the latest information available in child development, family studies and changes in rules and regulations governing early childhood education programs.

Prerequisites: PSY228 Introduction to Social Science Research with a grade of C or better, WR121 English Composition with a C or better and appropriate score on reading placement test.

HEC9942 Parent Seminar (STEP)

1 credit (2 lec-lab hrs/wk)

Help for parents dealing with the everyday difficulties of raising children in a rapidly changing world.

WKPL4350 Workplace Issues

2 credits (2 lec hrs/wk)

Designed to assist the student in acquiring the interpersonal and human relations (including effective and clear speaking, inquiry and listening) skills, adapting to change, valuing diversity, developing intellectual tolerance and balancing the needs of work, family and self. This is accomplished by utilizing examinations, written assignments, class activities and various reading materials.

HUMAN SERVICES

HS100 Introduction to Human Services

3 credits (3 lec hrs/wk)

An introductory course in the nature and

scope of selected problems in America and the relationship of these problems to the historical development of the human service system and human services organizations.

HS102 Drug Use, Misuse and Addiction
3 credits (3 lec hrs/wk)

Examines drugs, their physiological and psychological effects, and implications of treatment and prevention. Covers food additives, prescription medication and chemicals in the environment.

HS154 Community Resources
3 credits (3 lec hrs/wk)

Addresses the history and organizational perspective of the development of Human Services institutions. Students explore Human Service work as it relates to the client, worker and work place. Community resources are identified and students learn the appropriate methods of identifying client needs and referring the client to available resources. There is an introduction to interviewing and relationship development.

HS155 Interviewing Theory and Techniques
4 credits (4 lec hrs/wk)

Theoretical background and specific interviewing techniques. Practice in interviewing situations with peers and professional observation and feedback.

HS167 Gerontology
3 credits (3 lec hrs/wk)

Presents aging as an active developmental process which occurs throughout life. Examines social, physical, emotional and cultural dynamics which influence the aging process. Examines ways of promoting positive involvement throughout life.

HS168 Mental Health and Aging
3 credits (3 lec hrs/wk)

Presents basic information regarding issues in mental health and aging that is grounded in an integrated, bio psychosocial approach to human behavior. Specific organic and functional mental disorders will be studied within the context of the family and community. The course will present an interdisciplinary approach to the care of the elder client. HS0668 Mental Health and Aging is non-credit and non-graded.

HS170 Introduction to Practicum
3 credits (3 lec hrs/wk)

Provides the background and specific skills needed to select and succeed in a Human Services practicum placement.
Prerequisite: HS100, HS154 and 155 with a grade of C or better.

HS200 Understanding Addictive Behavior
3 credits (3 lec hrs/wk)

Presents a concept for understanding addictions of any kind, examining a unifying

addictions model and determining the implications this has for recovery. The majority of the course concentrates on effects of addiction with youth and families focusing on family dynamics and treatment of addictive families, with emphasis on principles of intervention with youth, juvenile assessment and the addiction process for youth and families. The material is presented in lectures, class exercises, reading assignments, group discussions and explanations.

HS202 Counseling the Chemically Dependent Client **PSY 240**
4 credits (4 lec hrs/wk)

Students develop skills for counseling chemically dependent clients in individual sessions.

Prerequisite: HS266 Intervention Strategies II with a grade of C or better.

HS260 Group Dynamics **/SP 219**
3 credits (3 lec hrs/wk)

Introduction to theory of small group behavior and skills in working with groups. Includes styles of group leadership, roles played by various group members and supervisor/ subordinate relationships.

HS261 Counseling the Older Adult
3 credits (3 lec hrs/wk)

How to work with and/or provide services for older adults. Covers physical, emotional, environmental and developmental issues unique to older persons. Includes discussion and practice of communication and counseling skills emphasizing empathy, respect, and genuineness.

HS265 Intervention Strategies I
4 credits (4 lec hrs/wk)

First in a series of three designed to provide students with skills necessary for the provision of Mental Health Human Services. Students learn to work with clients using a Biopsychosocial Cultural Environmental perspective, and to think about, interpret, and use Psychoanalytic, Adlerian, Existential and Person Centered theories and therapies while providing therapeutic interventions and counseling services.

Prerequisite: HS155 Interviewing Theory and Techniques.

HS266 Intervention Strategies II
4 credits (4 lec hrs/wk)

Second in a three-part series providing students with knowledge and development of skills to provide therapeutic interventions to persons in need of mental health/human services. Students will understand and be able to describe and utilize, in class and in the field, all aspects of Gestalt, Reality, Behavior, Cognitive-Behavior and Family Systems theory and therapy.

Prerequisite: HS265 Intervention Strategies I.

HS267 Intervention Strategies III
4 credits (4 lec hrs/wk)

Third of the three course series providing students with knowledge of theory and practice skills enabling them to establish warm therapeutic relationships and provide therapeutic interventions to persons in need of mental health services. Students learn to address the changing family and to consider the various non-traditional family forms existing in today's society from a multi-cultural perspective.

Prerequisite: HS266 Intervention Strategies II.

HS291 Practicum: Human Services
3-5 credits (90-150 hours per quarter at a pre-approved practicum site)

On-site clinical and community experience with human services organizations plus weekly one-hour seminars integrating field and classroom experiences.

Prerequisite: HS170 and approval from program coordinator.

INTERNATIONAL STUDIES

DEV0605 Computer Assisted English for International Students

1 credit (3 lab hrs/wk)

Methods of guided self-study are used to improve language skills. Begins with an assessment of a student's ability in speaking, learning, grammar, vocabulary and pronunciation of English. A prescription of exercises from selected computer modules are given to the student by the instructor. Students work on the material at their own pace. Students are re-assessed every two weeks to assist them in progressing toward their goals and to assign additional exercises.

JOURNALISM

Students in the Journalism Program learn the techniques and concepts of modern communication in classes that emphasize practical publishing experience. In all classes, students apply their skills by writing, editing, and designing publications, including *the Southwester*, a twice-monthly newspaper serving the College and regional community and World Wide Web pages distributed electronically. Second-year students learn advanced editing and publication management skills by serving on the editorial staffs of these publications.

J202 Information Gathering/Applied Electronic Publishing

4 credits (3 lec, 2 lec-lab hrs/wk)

Students research, annotate, and analyze information on a chosen public policy issue.

Researchers will utilize libraries, computer databases, and personal interviews to create an annotated bibliography, from which they will digest and publish a research report on the World Wide Web.

Prerequisite: WR122.

J203 Writing for the Media

4 credits (3 lec, 2 lec-lab hrs/wk)

This class introduces the basic skills and responsibilities required of writers working in print and electronic media, with a focus on writing informative news articles.

Students learn to write with objectivity, clarity and style by publishing articles in the student newspaper and on the College's World Wide Web page.

J204 Visual Communication for Mass Media: Applied Desktop Publishing

4 credits (3 lec, 2 lec-lab hrs/wk)

Students learn the basic concepts, skills, and tools of visual communication, with a focus on applied desktop publishing. Students study and practice the aesthetics of page layout, page design and the use of text, photography and graphic art. Using desktop publishing software, students design and publish pages in the student newspaper and on the Worldwide Web.

J215 Publishing Lab: Print and Electronic

2 credits (1 lec, 2 lec-lab hrs/wk)

Students practice journalism and publishing skills by publishing the student newspaper and other publications, including magazine and World Wide Web pages. Staff duties include writing, editing, photography, graphic design, computer network management, advertising, and business management. This lab is required for all staff members on the *Southwester*.

Prerequisites: Any one of the following: J202, J203, J204, J217, WR241, WR242, WR243, or WR222.

J217 Feature Writing

3 credits (3 lec hrs/wk)

Students write non-fiction feature articles for print and electronic media. After studying basic models of narrative and explanatory feature writing, students write feature articles for the student newspaper, magazine and World Wide Web page.

J280 Field Experience

9 credits maximum (variable hours)

Nine credits maximum (includes seminar). Combined work and study projects in the fields of writing, reporting, editing, public relations and other mass media-related activities.

Prerequisite: WR122 with a C or better.

JUSTICE SERVICES

CJ100 Foundations of Criminal Justice

3 credits (3 lec hrs/wk)

A contemporary view of the criminal justice system and its processes. The structural and theoretical framework of the system is examined and the function, role and practices of police, courts and corrections components of the system are surveyed. Career opportunities in the criminal justice field are explored.

CJ101/SOC244 Criminology

3 credits (3 lec hrs/wk)

An interdisciplinary perspective of crime and criminal behavior in relation to the criminal justice system. Theoretical approaches to explaining crime, criminal statistics, typologies and victimology will be assessed. Influence of crime theory on public policy will be explored.

CJ107/SW207 Criminal Justice

Workshops

1 credit (10 hrs total)

Current criminal justice problems and methods of alleviating them.

CJ110 Introduction to Law Enforcement

3 credits (3 lec/hrs wk)

A comprehensive look at law enforcement in America ranging from the historical evolution of police systems to an analysis of the work of police officers. Topics addressed include law enforcement jurisdiction and field operation, patrol procedures, organization of law enforcement agencies, selection and socialization of police officers, and current issues related to law enforcement.

CJ120 Judicial Process

3 credits (3 lec hrs/wk)

Presents a thorough overview of the American courts and judicial stage of justice administration from the time of arrest to the point of sentencing criminal offenders. Topics to be considered include the structure, function, and processes of the courts, the court room work group, and issues relevant to the courts.

CJ130 Introduction to Corrections

3 credits (3 lec hrs/wk)

Introduces students to the philosophy and history of corrections in the United States. Sentencing, corrections institutions, and community corrections are addressed along with critical issues in the field. A field trip to a correctional facility is scheduled as part of this course.

CJ131/SOC220 Institutional Corrections

3 credits (3 lec hrs/wk)

A detailed exposure to correctional facilities used for the punishment of those convicted of crimes. The evolution of the penal

institution, levels of custodial security, and issues relating to custody, treatment, and programs within penal institutions will be explored. Field trips to correctional facilities.

CJ140 Criminalistics

3 credits (3 lec hrs/wk)

Introduces students to the application of science to criminal investigation. Scientific techniques useful in preventing and recognizing crime, and in identifying perpetrators of crimes are addressed. Students are introduced to proper techniques for collecting, preserving, and identifying physical evidence and are introduced to the services offered by state and federal crime laboratories.

Prerequisite: CJ210 Criminal Investigation is recommended (not required).

CJ198/298 Independent Study in

Criminal Justice Administration - to be arranged.

CJ200 American Crime Policy

3 credits (3 lec hrs/wk)

Offers a critical review of crime policy in the United States from both the liberal and conservative perspectives. Current programs and issues are addressed that relate to criminal justice administration. Factors influencing the development of public crime policy are explored, along with factors crucial to the development of successful crime prevention programs.

Prerequisite: CJ100 Foundations in Criminal Justice.

CJ201/SOC221 Juvenile Delinquency

3 credits (3 lec hrs/wk)

A philosophical, historical, and practical survey of juvenile justice administration in the United States. Considered in the context of an interdisciplinary framework, theories, factors, and characteristics of delinquency will be presented and treatment and delinquency prevention programs will be surveyed.

CJ203 Crisis Intervention

3 credits (3 lec hrs/wk)

Focuses on crises encountered in a variety of settings related to public safety. Techniques and approaches to intervention and working with persons experiencing crisis are addressed. Presents material on initial intervention, defusing and assessment, resolution and/or referral, with emphasis on safety.

CJ210 Criminal Investigation

3 credits (3 lec hrs/wk)

Basic principles and theories of investigative routines focusing on the primary skills used in all justice agency investigation. Specific attention is given to crime scenes, interviewing, handling and preparation of evidence, witnesses, surveillance, technical resources and case preparation.

CJ215 Criminal Justice Administration
3 credits (3 lec hrs/wk)

Surveys the complexities of organizing and managing a police agency. Topics covered include principles of organizing and operating police agencies, leadership, policy formulation, and human resource management along with traditional management functions such as planning and budgeting. Traditional and non-traditional management principles are addressed.

Prerequisite: CJ110 Introduction to Law Enforcement with a C or better.

CJ219 Police and the Community
3 credits (3 lec hrs/wk)

The role of the police in maintaining positive interaction with the community is presented. Interrelationships between agencies and citizens are explored including community tension, minority group interests relative to crime, social forces affecting policing, and police image. The central focus is on community-oriented policing.

Prerequisite: CJ110 Introduction to Law Enforcement with a grade of C or better.

CJ220 Criminal Law
3 credits (3 lec hrs/wk)

An introductory analysis of the criminal law and the development and philosophy of criminal law, criminal law as a social force, definitions and concepts, constitutional principles and the classification of crimes in relation to criminal justice administration. Students are introduced to legal research, the study of case law and methodology, and specific criminal offenses.

CJ222 Procedural Law I
3 credits (3 lec hrs/wk)

An examination of procedural considerations related to the investigation of crime, processing of accused persons, and maintenance of order in American society. Rights of individuals and obligations of criminal justice practitioners will be analyzed. The course focuses on First, Fourth, Fifth and Fourteenth Amendments to the United States Constitution and is designed to precede Procedural Law II.

CJ225 Corrections Law
3 credits (3 lec hrs/wk)

An analysis of the legal principles related to the rights and status of persons convicted of crimes in the United States. Constitutional principles related to probation, incarceration, and parole will be addressed along with legal obligations and liabilities of corrections agencies and their employees.

CJ229 Community-Based Corrections
3 credits (3 lec hrs/wk)

Examines a variety of community corrections services and treatment options as historically and presently practiced. Focus

is on probation and parole systems and services, community-based release programs and alternatives to incarceration.

CJ232 Procedural Law II (CJ242)
3 credits (3 lec hrs/wk)

A continuation of CJ222, Procedural Law I, focussing on Sixth and Eighth Amendment issues, civil rights matters and rules of evidence.

Prerequisite: CJ222 Procedural Law I.

CJ243/SOC243 Narcotics and Dangerous Drugs
3 credits (3 lec hrs/wk)

Introduction to the relationship of substance abuse to crime and criminal justice administration. Emphasis is on illicit drugs and alcohol. Drug effects, theories of abuse, legislation, enforcement strategies, policy options, and treatment and prevention strategies relative to substance abuse are addressed.

CJ280 Field Experience
1-3 credits (3-9 hrs/wk)

Supervised field experience in one of the agencies of criminal justice. Includes a seminar for discussion of problems and experience gained.

CJ5401 ROTA Module 1: Legal Concepts I
3 credits (3 lec hrs/wk)

The first module of the Reserve Officer Training Academy. A basic overview of the criminal justice system in Oregon. Focuses on the Oregon Criminal Code and laws police officers enforce while carrying out their responsibilities. Course content is based on Oregon Board of Public Safety, Standards and Training performance objectives.

Prerequisite: Students must be sponsored by a law enforcement agency.

CJ5402 ROTA Module 2: Legal Concepts II
3 credits (3 lec hrs/wk)

Second module of the Reserve Officer Training Academy. Exposes reserve officers to the Oregon Motor Vehicle Code, the juvenile in the administration of the law, and related matters. Course content is based on Oregon Board of Public Safety, Standards and Training performance objectives.

Prerequisite: Students must be sponsored by a law enforcement agency.

CJ5403 ROTA Module 3: Human Behavior
3 credits (3 lec hrs/wk)

Third module of the Reserve Officer Training Academy, focusing on topics related to the variety of incidents and people encountered in policing, including professionalism, domestic conflict management, cultural dy-

namics, communication strategies, traumatic incident awareness and dealing with mentally ill persons. Course content is based on Oregon Board of Public Safety, Standards and Training performance objectives.

Prerequisite: Students must be sponsored by a law enforcement agency.

CJ5404 ROTA Module 4: Patrol Procedures
3 credits (3 lec hrs/wk)

Fourth module of the Reserve Officer Training Academy, focusing on procedures and practices used in carrying out law enforcement responsibilities, including patrol and traffic enforcement procedures, DUI enforcement, hazardous materials awareness and contemporary issues in community policing. Course content is based on Oregon Board of Public Safety, Standards and Training performance objectives.

Prerequisite: Students must be sponsored by a law enforcement agency.

CJ9355 Private Security Services Provider Training - Unarmed Private Security Officer
1 credit (10 lec, 4 lec-lab hrs/total)

Covers all phases of training required for unarmed private security providers to become certified by the Oregon Board on Public Safety Standards and Training.

CJ9375 Search and Rescue Training
2.5 credits (2 lec, 2 lab hrs/wk)

Provides all the training and skills needed to meet state search and rescue certification standards.

CJ9390 Career Development: Criminal Justice Administration
0 credit (up to 324 hrs total/term)

A variety of in-service training activities conducted within criminal justice agencies in the college district. Current issues and problems are addressed along with methods of alleviating them.

LIBRARY

LIB127 Introduction to the Library
1 credit (3 independent study hrs/wk)

Introduction to using the fundamental resources of a library: its catalogs, periodical indexes, electronic resources, and special collections. Includes an integrated set of skills and knowledge in assessing, evaluating, and using various kinds of information. This course is considered a supportive course.

LITERATURE

ENG104 Introduction to Literature - Fiction

3 credits (3 lec hrs/wk)
Reading analysis and appreciation of significant works of fiction, especially short stories, with emphasis on the fiction writer's craft. Presents methods of in-depth critical reading that serve as a basis for further study and enjoyment of literature. Sequence with ENG105, ENG106. Need not be taken in order.

ENG105 Introduction to Literature - Drama

3 credits (3 lec hrs/wk)
Reading, analysis and appreciation of significant works of drama and the elements of dramatic literature (setting, theme, characterization and language) serve as a basis for further study and enjoyment of drama. Sequence with ENG104, ENG106. Need not be taken in order.

ENG106 Introduction to Literature - Poetry

3 credits (3 lec hrs/wk)
Reading, analysis and appreciation of significant poems, how they are written and how they speak to human concerns. Presents those elements of poetry, language, form, metrics, style, and voice that serve as a basis for further study and enjoyment of poetry. Sequence with ENG104, ENG105. Need not be taken in order.

ENG107 World Literature

3 credits (3 lec hrs/wk)
Introduces key literary works and authors of world literature from the Ancient and Classical foundations to the Middle Ages. Students should consider taking History of Western Civilization concurrently. Sequence with ENG108, ENG109. Need not be taken in order.

ENG108 World Literature

3 credits (3 lec hrs/wk)
Introduces key literary works and authors of world literature from the late Middle Ages and Renaissance to the Enlightenment. Students should consider taking History of Western Civilization concurrently. Sequence with ENG107, ENG109. Need not be taken in order.

ENG109 World Literature

3 credits (3 lec hrs/wk)
Introduces key literary works and authors of world literature from Romanticism to modern and contemporary writings. Students should consider taking History of Western Civilization concurrently. Sequence with ENG107, ENG108. Need not be taken in order.

ENG 198/298 Independent Study in Literature - to be arranged

Allows accomplished literature students to pursue their own interests on a reading and conference basis under the tutorship of faculty members.
Prerequisite: Instructor consent.

ENG201/202/203 Shakespeare

3 credits/term (3 lec hrs/wk)
This course is an introduction to Shakespeare's early dramatic literature with an emphasis on the timelessness of his ideas and themes, the formal demands of drama, and the development of the artist.
ENG201 The plays for this term are drawn from early histories and comedies.
ENG202 The plays for this term are drawn from the middle comedies and tragedies.
ENG203 The plays for this term are drawn from the later comedies, tragedies and romances.

ENG204 Survey of English Literature

3 credits/term (3 lec hrs/wk)
Discusses literary documents and authors of the British Isles from Anglo-Saxon beginnings through the sixteenth century. Study focuses on, but is not limited to, characteristic works and major figures of the period. Sequence with ENG205, ENG206. Need not be taken in order.

ENG205 Survey of English Literature

3 credits (3 lec hrs/wk)
Discusses literary documents and authors of the British Isles from the sixteenth century through the early nineteenth century. Study focuses on, but is not limited to, characteristic works and major figures of the period. Sequence with ENG204, ENG206. Need not be taken in order.

ENG206 Survey of English Literature

3 credits (3 lec hrs/wk)
Discusses literary documents and authors of the British Isles of the nineteenth and twentieth centuries. Sequence with ENG204, ENG205. Need not be taken in order.

ENG253 Survey of American Literature

3 credits (3 lec hrs/wk)
Introduction to the development of American Literature from the colonial beginnings through the Romantic Period. Special attention is given to helping students develop a sense of what is "American" in literature and thought. Sequence with ENG254, ENG255. Need not be taken in order.

ENG254 Survey of American Literature

3 credits (3 lec hrs/wk)
Introduction to the development of American Literature in the middle and latter

parts of the nineteenth century (often referred to as the Age of Realism). Special attention is given to helping students develop a sense of what is "American" in literature and thought. Sequence with ENG253, ENG255. Need not be taken in order.

ENG255 Survey of American Literature

3 credits (3 lec hrs/wk)
Introduction to the development of American Literature of the twentieth century. Special attention is given to helping students develop a sense of what is "American" in literature and thought. Sequence with ENG253, ENG254. Need not be taken in order.

ENG299 Special Topics in Literature

3 credits (3 lec hrs/wk)
In-depth exploration of theme, problem and mode in literature for students who have a special interest in the issue. Each time the course is offered, it will be subtitled to identify the special subject of study.

ENG299A Mythical and Biblical Background in Literature

3 credits (3 lec hrs/wk)
Trains students in the larger structural patterns that inform mostly narrative and dramatic literature. The course involves a consideration of the archetypal nature of the earliest myths, their role in the earliest civilizations, and the part they play in shaping the canon of the Bible as "mythopoeic history." The course introduces students to such typical patterns as the problems of good and evil, innocence and experience, the quest, death and rebirth, and the character types which dominate the symbolic landscape of literature: the scapegoat, the wise-fool, the tempter/temptress, the hero... The modern world is built upon the ruins of the ancient. Even more so it is the case with the human psyche, the modern surface of which is underlaid with telltale layers of earlier materials. The earlier "mythoi" or tales inform and give shape to the modern as a river bed does to the surface flow of a river. This course explores the relationship of the mythopoeic imagination to mundane consciousness.

ENG299H Grandfather's California

3 credits (3 lec hrs/wk)
Students will read four regional novels (of Central and Coastal California) by three significant Western writers to develop (1) an understanding of the universal and regional elements of each novel and (2) better insight into the character of a time and place that many students in Curry County might know either first-hand or through stories passed down by their parents or grandparents. Classes will consider how each work might be a product both of its time and its author's

history, and students will be encouraged to explore both other works by the same authors (to compare styles and themes) and nonfiction records (to compare the historical views presented).

ENG299J Twentieth Century Utopian Literature

3 credits (3 lec hrs/wk)
Offers the opportunity to explore a major literary genre, the novel, while addressing one of the most persistent and compelling themes of C20 literature, the vision of possible futures. A look at both utopian and dystopian themes and their roots in the aspirations and anxieties of human nature. Also offered as ENG0537 for no credit or grade.

ENG0536 Shakespeare: Ashland
1-3 credits (15-36 hrs/total)
Presents detailed examination of Shakespeare plays produced at Ashland with emphasis on understanding and appreciating Elizabethan culture. Students have the option of attending the plays in Ashland as a group.

MACHINE TOOL TECHNOLOGY

MT101 Machine Tool Processes I
2 credits/term (1 lec, 3 lab hrs/wk)
Basic introduction to benchwork, drill presses, power saws, grinders and lathes. General overview of tools, materials and procedures used in the machine shop.

MT101 Machine Tool Processes II
2 credits/term (1 lec, 3 lab hrs/wk)
Introduction to vertical and horizontal milling machines, tool sharpening and threading on the lathe. Machine tool theory and precision measurement is emphasized.
Prerequisite: MT101 Machine Tool Processes I.

MT103 Machine Tool Processes III
2 credits (1 lec, 3 lab hrs/wk)
Provides student with an opportunity to apply the skills developed in Machine Tool Processes I and II, and gain additional experience in the machine tool field. More advanced machine set-ups will be studied.

MT201 Manufacturing Process
2 credits (2 lec hrs/wk)
Production processes used in industry and technical problems relating to mass production of metallic and non-metallic products.

MT202 Basic Metallurgy
2 credits (2 lec hrs/wk)
A practical approach to metals and non-metallic materials, their physical properties, heat treatment of steels, testing of some physical properties and machinability of metals.

MT203 Machine Tool References
2 credits (2 lec hrs/wk)
Provides the experience and knowledge needed to retrieve the technical information from machine manuals, *Machinery's Handbook*, tool and equipment manufacturers' catalogs and to practically apply the information in machine shop situations.

MT204 Machine Tools IV
3 credits (2 lec, 3 lab hrs/wk)
First course in the second year sequence covers advanced setups and operations for lathes, milling machines, grinders, saws and drill presses. Emphasis is placed on higher precision in machining parts.
Prerequisite: MT103 Machine Tool Processes III.

MT205 Machine Tools V
3 credits (2 lec, 3 lab hrs/wk)
A continuation of Machine Tools IV including advanced setups and operations on milling machines and lathes. Basic tool and fixture making is studied with more emphasis on closer tolerances.
Prerequisite: MT204 Machine Tools IV.

MT206 Machine Tools VI
3 credits (2 lec, 3 lab hrs/wk)
Final course of six-course sequence designed to consolidate topics and machines studied and to relate this information to industrial applications. Setup and operation of production machines is studied.
Prerequisite: MT205 Machine Tools V.

MT211 Computer Numerical Control Machining I
3 credits (2 lec, 3 lab hrs/wk)
Introduces the field of numerical control for metalworking machines. Students study point-to-point programming, setup and operation of NC Machines; the preparation of NC program tapes and tooling for various types of NC machines. Introduction to computer numerical control systems.
Prerequisites: MT103 Machine Tool Processes III.

MT212 Computer Numerical Control Machining II
3 credits (2 lec, 3 lab hrs/wk)
Second course in the numerical control series continues the study of NC and CNC operations including manual programming of CNC machines. The use of computers in programming is introduced for CNC milling machines and CNC lathes. Tooling and fixturing for CNC machining is emphasized.
Prerequisite: MT211 Computer Numerical Control Machining I.

MT213 Computer Numerical Control Machining III
3 credits (2 lec, 3 lab hrs/wk)
Continuing the training in CNC machining

and CNC programming through advanced programming and machining techniques. Students will design, program and machine actual parts of moderate complexity.
Prerequisite: MT212 CNC Machining II.

MT4179 Advanced Studies Project
3 credits (9 lab hrs/wk)
Provides additional lab experience. Students will, with instructor's approval and supervision, design and produce a special tool using any of the tools and machines available in the machine shop.
Prerequisite: MT102 Machine Tool Processes II.

MT4280 Cooperative Work Experience
1-9 credits (4-36 lab hrs/wk)
Gain on-the-job experience in coordinator-approved shop situations that closely parallel field of study. Work overseen by supervisor and coordinator. Seminar arranged by supervisor. May be substituted for MFG280. See Manufacturing Technology degree.
Prerequisite: Instructor consent.

MT9228 Machine Tool Technology Workshop
.25-3 credits (1-9 lab hrs/wk)
Operation and setup of lathes, milling machines, grinders and other machines in the shop. Opportunity to advance skills in applications common to those in industry. Special tools and materials provided by student.
Prerequisite: Instructor consent.

MANUFACTURING TECHNOLOGY

MFG002 Introduction to Electronics DC-AC Concepts
4 credits (8 lec-lab hrs/wk)
Provides a foundation for the understanding of basic electrical and electronic concepts, units, terminology and circuit analysis of Direct Current electronics, basic electrical and electronic concepts, units, terminology and circuit analysis of Alternating Current electronics. Covers good safety practices, identifying and understanding circuits and circuit diagrams, and proper measurement techniques. Study of electronic schematics and diagrams; identification of electronic components, their symbols and valve testing; and elementary assembly techniques.
Prerequisites: MTH70 with a C or better or equivalent, can be taken concurrently.

MFG101 Electrical/Electronic Principles
3 credits (2 lec, 2 lec-lab hrs/wk)
Introduces the concepts and applications of various technologies found in the manufacturing industry, including actuators, transducers, drives, motors, and combinations of devices used for control and monitoring of industrial processes. Empha-

sis on hands-on applications of electrical/electronic measurement of physical properties, sensing and control of motion, fault diagnosis, and preventative maintenance.
Prerequisites: MTH70 or MTH30 with a grade of C or better or equivalent.

MFG 102 Mechanical Principles

3 credits (2 lec, 2 lec-lab hrs/wk)
The study of principles, concepts and applications of various mechanisms encountered in industry, including belt drives, chain drives, gears and transmissions, and linkages. Subject matter on mechanical components and devices covers operational principles, uses, preventative and periodic maintenance, troubleshooting, and procedures for repair and replacement. Emphasis on hands-on setup of various drive systems, use of common precision measuring equipment and the properties of sealant materials.

MFG103 Hydraulic/Pneumatic Principles

3 credits (2 lec, 2 lec-lab hrs/wk)
An overview of fluid power technology and a basic working knowledge of the components used in fluid power circuits with emphasis on hydraulic and pneumatic systems and the differences between the two. Hands-on setups of various fluid circuits, using standard hydraulic/pneumatic schematics will be an important part of the laboratory applications. The subject matter on fluid power includes operational principles, uses, preventative and periodic maintenance, troubleshooting and procedures for repair and replacement.

MFG201 Computer Integrated Manufacturing I

3 credits (2 lec, 2 lec-lab hrs/wk)
Introduces manufacturing technology students to the concepts and technologies of Computer Integrated Manufacturing in a lecture/lab environment. CIM I is presented by lecture/discussion, audio visual presentations, demonstrations, lab team experiences, and research activities. Emphasis is on the development of high performance skills and standards specified by businesses, achieved by means of individual and team activities. Included are operational principles of a complete manufacturing system, manufacturing models of CIM, modern aids for planning and setting up of complex manufacturing systems, and operations of modern flexible manufacturing assembly systems, control structures of CIM systems, enterprise communication technologies and concepts, computer aided design and its impact on manufacturing.

MFG202 Computer Integrated Manufacturing II

3 credits (2 lec, 2 lec/lab hrs/wk)
Continuation of CIM I, and introduction to concepts and technologies of Computer Integrated Manufacturing. Instruction includes planning and scheduling of manufacturing operations, introduction to robotics in manufacturing, materials handling, expanded quality assurance concepts, and strategies for planning and implementing computer integrated manufacturing.

MFG211 Foundations of QA, ISO9000, and TQM

3 credits (2 lec, 2 lec/lab hrs/wk)
Introduces the second-year manufacturing technology student to the basics of Quality Control and Assurance, the ISO9000 standards, and an overview of Total Quality Management as it affects everyone in the manufacturing industry. Gives the student the foundation needed to be successful in the technical trades and professions where standards are globally applicable.

MFG280 Field Experience

3 credits (12 lab hrs/wk)
Students will gain on-the-job experience in coordinator-approved shop situations that closely parallel field of study. Work overseen by supervisor and coordinator. Seminar arranged by supervisor.
Prerequisite: Instructor consent.

MARINE NAVIGATION

IND9615 Marine Piloting and Plotting

3 credits (3 lec hrs/wk)
Provides a basic understanding of the principles involved in plotting. Electronic navigation instruments will be covered. Information will include weather; dead reckoning, and lines of position; various means for determining course and position; standard publications and their uses; marine rules of the road, and aids to navigation; and use of marine radio systems for communication.

IND9616 Marine Celestial Navigation

2 credits (2 lec, 1 lec-lab hrs/wk)
This class teaches the basic principles of celestial navigation and correct use of navigational tools to a means of navigation. Enables students to prepare for U.S. Coast Guard examinations for ocean-going vessels.

MATHEMATICS

MTH0760 Math Lab

(0 credit)
Individualized instruction in all levels of math from basic arithmetic to calculus.

Student works at own speed and level.
Prerequisite: Registration in any math course.

MTH20 Basic Mathematics

4 credits (4 lec hrs/wk)
Prepares students for successful completion of any program requiring knowledge of basic mathematics.
Prerequisite: Appropriate score on placement test.

MTH30 Math for Industrial Mechanics

3 credits (3 lec hrs/wk)
Basic arithmetic operations with an emphasis on applications. Offered by the math department in cooperation with the professional technical program areas.
Prerequisites: Appropriate score on placement test.

MTH31 Applied Algebra and Geometry for Industrial Mechanics

3 credits (3 lec hrs/wk)
Basic geometric concepts, graphing in a rectangular system and basic algebra concepts with applications. Offered by the math department in cooperation with the professional technical program faculty.
Prerequisite: Successful completion of MTH30 or MTH 20 with a C or better.

MTH33 Applied Trigonometry

3 credits (3 lec hrs/wk)
Introduction to plane trigonometry emphasizing practical applications. Offered by the math department in cooperation with the vocational preparation program areas.
Prerequisite: Successful completion of MTH31 with a C or better.

MTH60 Beginning Algebra I

4 credits (4 lec hrs/wk)
The transition class from arithmetic to algebra for students with NO previous experience in algebra or who were marginally successful in basic math classes. Topics include rational numbers, ratio, proportion, percent, geometry of regular polygons, signed numbers, exponents, linear equations, introduction to polynomials, and graphs of linear equations.
Prerequisites: MTH20 or MTH30 with a D or better or appropriate score on placement test.

MTH65 Beginning Algebra II

4 credits (4 lec hrs/wk)
Second term in a sequence of Basic Algebra. Topics include polynomial operations, factoring polynomials, rational expressions, systems of equations, radicals and fractional exponents.
Prerequisites: MTH60 with a C or better.

MTH70 Elementary Algebra

4 credits (4 lec hrs/wk)

The transition from arithmetic to algebra for students with little or no previous experience in algebra. Includes concepts of numbers, natural number integers, and rational numbers; their generalization and simple algebraic procedures.

Prerequisite: Appropriate score on placement test or successful completion of MTH20 or MTH 30 with a B or better.

MTH94 Intermediate Algebra I

4 credits (4 lec hrs/wk)

A study of the general concepts of intermediate algebra including Exponents and Polynomials, Linear Functions and their Graphs, Rational Functions and their Graphs, Linear Inequalities, Radicals and Complex Numbers.

Prerequisite: MTH65 or MTH70 with a C or better, or appropriate score on placement test..

MTH95 Intermediate Algebra II

4 credits (4 lec hrs/wk)

A study of the general concepts of intermediate algebra including Radicals and Complex Numbers, Quadratic Equations, Lines, Conics, Variation, Systems of Equations, Exponential and Logarithmic Functions.

Prerequisite: MTH94 with a C or better.

MTH105 Introduction to Contemporary Mathematics

4 credits (4 lec hrs/wk)

For students who have completed 1.5 to 2 years of high school algebra and a year of geometry, who have a "non-science" major and need to complete a term of college level mathematics. Subject areas: algebraic concepts applied to business situations, relations, functions, statistics, equations, geometry, inequalities and graphing.

Prerequisite: Appropriate score on placement test, MTH95 with a C or better.

MTH111 College Algebra

4 credits (4 lec hrs/wk)

Topics include polynomial and rational functions and an introduction to logarithms.

Prerequisite: Appropriate score on placement test, MTH95 or MTH105 with a C or better.

MTH112 Elementary Functions

4 credits (4 lec hrs/wk)

Topics include exponential, logarithmic functions, trigonometric functions, inverse functions, applications.

Prerequisite: Appropriate score on placement test or successful completion of MTH111 with a C or better.

MTH211 Fundamentals of Elementary Mathematics I

3 credits (3 lec hrs/wk)

A foundation in mathematics for elementary

teachers. Topics include introduction to problem solving, number systems, number theory, logic, sets, relations and functions.

Prerequisite: MTH95 with a C or better.

MTH212 Fundamentals of Elementary Mathematics II

3 credits (3 lec hrs/wk)

A foundation in mathematics for elementary teachers. Topics include rational numbers, exponents, decimals and applications.

Probability and statistics will be introduced.
Prerequisite: MTH211 with a C or better.

MTH213 Fundamentals of Elementary Mathematics III

3 credits (3 lec hrs/wk)

A foundation in mathematics for elementary teachers. Topics include euclidean geometry, constructive geometry, measurement, motion and tessellation.

Prerequisite: MTH212 with a C or better.

MTH241 Calculus for Business and Social Science I

4 credits (4 lec hrs/wk)

Introduction to differential and integer calculus of polynomial, rational, exponential, and logarithmic functions with applications in the social and business sciences. The emphasis will be on an intuitive approach and on the applications of differentiation.

Prerequisite: MTH111 with a C or better, or appropriate score on placement test.

MTH242 Calculus for Business and Social Science II

4 credits (4 lec hrs/wk)

Introduction to differential and integer calculus of polynomial, rational, exponential, and logarithmic functions with applications in the social and business sciences. The emphasis will be on an intuitive approach and on the applications of integration.

Prerequisite: MTH241 or MTH251 with a C or better.

MTH243 Introduction to Probability and Statistics

4 credits (4 lec hrs/wk)

Introduces elementary statistics techniques to aid decision-making in the business environment. Emphasis is on statistical inference, probability, sampling, estimation, hypothesis testing and chi-square.

Prerequisite: MTH95 Intermediate Algebra II, with a C or better.

MTH251 Calculus I (Differential Calculus)

4 credits (4 lec hrs/wk)

Topics include rates of change, the derivative, velocity, acceleration, algebraic rules of differential calculus, applications to maximum and minimum problems, curve sketching and analytic geometry.

Prerequisite: Appropriate score on placement test or MTH112 with a C or better.

MTH252 Calculus II (Integral Calculus)

4 credits (4 lec hrs/wk)

Topics include definite and indefinite integrals with applications to area, force, work, and growth and decay problems.

Prerequisite: MTH251 with a C or better.

MTH253 Calculus III (Infinite Series and Sequences)

4 credits (4 lec hrs/wk)

Topics include indeterminant forms, infinite sequences and series, improper and multiple integrals, conic sections and the formal definition of limit.

Prerequisite: MTH252 with a C or better.

MTH254 Vector Calculus I (Introduction to Vectors and Multidimensional Calculus)

4 credits (4 lec hrs/wk)

Topics include vectors, vector functions, parametric curves, applications to motion, surface area, partial derivatives, gradients, and directional derivatives. Multiple integrals with applications.

Prerequisite: MTH253 with a C or better.

MTH255 Vector Calculus II (Vector Analysis)

4 credits (4 lec hrs/wk)

Introduction to vector analysis, divergence, curl, line, surface integrals, and the theorems of Gauss and Stokes. Multiple integrals.

Prerequisite: MTH254 with a grade of C or better.

MTH256 Differential Equations

4 credits (4 lec hrs/wk)

First and second order linear equations, first order nonlinear equations, Laplace transform, and systems of differential equations.

Prerequisite: MTH255 Vector Calculus II with a C or better.

MISCELLANEOUS

Note: The courses listed below are offered on a rotating basis. Contact the Office of Extended Learning for more information.

ANTH0682 Genealogy for Beginners

0 credit (2 lec, 1 lec-lab hrs/wk for 5 wks)

Gives beginning genealogists the tools to organize their research, focus their direction and begin the task of researching their ancestor's history.

ANTH0683 Genealogy-Census Sources or Beginners

0 credit (2 lec, 1 lec-lab hrs/wk for 5 wks)

A five week course to teach beginning genealogists how to use census records to develop family histories.

DRIV0620 "55 ALIVE" Defensive Driving

.5 credits (8 lec hrs total)

The AARP program of classroom instruction that defines current driving skills

and teaches preventative measures to develop safe, defensive driving techniques. A driver improvement course for persons 50 years and older developed by American Association for Retired Persons.
Prerequisite: Must be age 50 or older.

IND4100 Flagger Certification & Work Zone Traffic Control

.4 CEUs (4 lec hrs total)
Provides participants with the knowledge to become certified in traffic control and flagging. Participants will learn the fundamental principles of traffic control and gain a good understanding of Oregon Department of Transportation regulations.

IND9230 OSHA Safety Supervisor Training and Safety Committee Development.

.8 CEUs (8 lec hrs total)
Designed to provide safety supervisors with an overview of their compliance responsibilities, gaining an understanding of supervisory responsibilities for employee safety, hazard abatement, employee rights and protection from reprisal. Basic OSHA standards and accident/injury prevention tools that can be integrated into every workday activity will be covered.

MISC0260 Beginning American Trap Shooting

0 credit (3 lec, 18 lab hrs total)
A class teaching the basic skills of the sport of Trap Shooting, including shotgun selection, care, maintenance and safety.

MISC0661 Amateur Radio for Beginners (No-code Technician Licensing)

0 credit (18 lec-lab hrs total)
Covers basic electrical and electronic theory, radio circuit components, practical radio circuitry and operation, Federal Communications Commission (FCC) and amateur regulations.

MISC0861 Home Landscaping

0 credit (3 lab hrs/wk)
Introduces home landscaping design, layout, plant selection and care, pruning, shaping, irrigation systems, soils and fertilizers, traffic patterns, turf installation and maintenance.

MISC0862 Introduction to Landscape Architecture

2 credits (2 lec-.5 lab hrs/wk)
Introduction to landscape architecture, history, site planning and landscape design; natural and adapted ornamental plant materials; emphasis on practical application and solution of student problems.

MISC6500 Aviation Introduction

2 credits (2 lec hrs/wk and 2 field hrs total)
Introduces students to the history and development of the aviation industry,

theories and applications of aerodynamics, aviation operations and management, careers and employment in aviation industries.

MUSIC

All music ensemble credits are transferable and can be used as elective credits up to 12 credits. Most music programs require 12 ensemble credits.

MUP105/205 Jazz Band

1 credit (2 lec-lab hrs/wk)

MUP0526 Jazz Band

0 credit (2 lec-lab hrs/wk)

The sounds of the "Big Band" era. This group performs on a regular basis throughout the state. Only advanced musicians are admitted.

Prerequisite: Instructor consent required.

MUP114 Stage Band

1 credit (3 lec-lab hrs/wk)

MUP0544 Stage Band

0 credit (3 lec-lab hrs/wk)

Pop ballads to traditional and non-traditional jazz. Intermediate and advanced musicians are admitted. Instructor consent is not required but students may be asked to audition.

MUP121 Symphonic Choir

1 credit (2 lec-lab hrs/wk)

MUP0528 Community Choir

0 credit (2 lec-lab hrs/wk)

A large choral ensemble performing the works of major composers, encompassing all musical periods and styles. Instructor consent is not required but students may be asked to audition.

MUP123/223 Opera Workshop

0-3 credits (2-8 lec-lab hrs/wk)

MUP0523 Opera Workshop

0 credit (2-8 lec-lab hrs/wk)

Operas, opera selections, operatic arias or operettas done in costumes, staging and concert style. Instructor consent is not required but students may be asked to audition.

MUP125 Vocal Jazz (Southwesters)

2 credits (4 lec-lab hrs/wk)

MUP0525 Vocal Jazz

0 credit (4 lec-lab hrs/wk)

Pop ballads, early rock and roll, traditional jazz and blues. Instructor consent is not required but students may be asked to audition.

MUP131 Chamber Choir 6x

2 credits (4 lec-lab hrs/wk)

MUP0513 Chamber Choir

0 credit (4 lec-lab hrs/wk)

Small choral ensemble performing the major works and the octavo literature of prominent composers of every musical period. Instruc-

tor consent is not required but students may be asked to audition.

MUP142/242 Orchestra

1 credit (2 lec-lab hrs/wk)

MUP0529 Orchestra

0 credit (2 lec-lab hrs/wk)

Strings, woodwinds, brass and percussion. Performing the works of major composers of every musical period. Intermediate and advanced musicians admitted. Instructor consent is not required but students may be asked to audition.

MUP202A Concert Band 6x

1 credit (3 lec-lab hrs/wk)

MUP0546 Concert Band

0 credit (3 lec-lab hrs/wk)

A college ensemble performing marches, traditional band literature, classical literature arranged for concert band. Intermediate and advanced musicians are admitted. Instructor consent is not required but students may be asked to audition.

MUP202B Community Band

1 credit (2 lec-lab hrs/wk)

MUP0527 Community Band

0 credit (2 lec-lab hrs/wk)

An ensemble performing marches, traditional band literature, classical literature arranged for concert band. Intermediate and advanced musicians are admitted. Students may be asked to audition.

Prerequisite: Instructor consent required.

Private lessons are based on request and instructor availability. Student may be asked to audition, to perform in recitals or college ensembles.

Individual Lessons 7x

1-3 credits (.50-1.50 lec-lab hr/wk)

Individual lessons are arranged with the instructor based upon available time and space. Instructor consent is required for all private lessons. All credits for private lessons are transferable. Music majors are expected to have a primary instrument of performance and be enrolled for individual instruction. Lessons are given for all levels of musicianship: beginning, intermediate and advanced.

Prerequisite: Instructor consent.

MUP171/271 Piano

MUP174/274 Voice

MUP175/275 Violin

MUP176/276 Viola

MUP177/277 Cello

MUP180/280 Guitar

MUP 121/222 Concert Choir 20W.

Class Piano - MUS 131, 132, 133

MUP181/281 Flute

MUP183/283 Clarinet

MUP184/284 Saxophone

MUP186/286 Trumpet

MUP187/287 French Horn

MUP188/288 Trombone

MUP191/291 Percussion

MUP0537 Barbershop Singing for Women: Four-part Harmony for Women

0 credit (2.5 lec-lab hrs/wk)
Introduction to women's barbershop harmony stressing musical elements peculiar to the barbershop style. Includes vocal technique, stage presence, and principles of vocal harmonization.

Lecture Courses

Many music courses can be used for Distribution and Elective requirements for degree programs. Music History may also be used as a sequence requirement for the Associate in Arts Block Transfer degree.

MUS101/102/103 Music Fundamentals

3 credits/term (3 lec hrs/wk)
Music fundamentals: scales, key signatures, meter, notation, chords, non-harmonics, introduction to piano and sight-singing. Music minors, beginning musicians, and preparatory music majors.

MUS111/112/113 Music Theory I

4 credits/term (4 lec hrs/wk)
Music fundamentals, figured bass analysis, four-part composition, seventh chords, secondary dominants, modulation and basic music forms. Music majors, music minors and intermediate musicians.
Co-requisite: MUS114, or MUS115 Sight Reading and Ear Training.

MUS114/115/116 Sight Reading and Ear Training

1 credit/term (1 lec hr/wk)
MUS0514/0515/0516 Sight Reading and Ear Training

0 credit (1 lec hr/wk)

Develop the ability to read music notation using only the singing voice. Learn to hear music, identify tones and transfer them to music notation.

NOTE: Required for music majors and minors.

MUS134/135/136 Voice Class

1 credit/term (1 lec hr/wk)
Vocal basics and music fundamentals. Learn tone production, breathing, vowel-consonant clarity and relaxation techniques.

MUS137/138/139 Guitar Class

1 credits/term (1 lec hr/wk)
Guitar basics and music fundamentals. Learn to read notes, basic music symbols and perform simple chords and strumming-picking techniques.

MUS198/298 Independent Study in Music - to be arranged.

MUS211/212/213 Music Theory II

4 credits/term (4 lec hrs/wk)
A study of polyphony, counterpoint, chromatic chords and 20th century composition. Music majors, music minors, intermediate and advanced musicians.

Prerequisite: MUS113 Music Theory I.

Corequisite: MUS115 or MUS116 Sight Reading and Ear Training.

MUS261/262/263 Music History I, II, III

3 credits/term (3 lec hrs/wk)
Early music, Renaissance, Baroque 350 to 1750; Classical and Romantic 1750-1900; Post-Romantics, Impressionistic, Contemporary 1900 to present. Emphasis is placed on composers, musical literature, music form and a wide range of listening. This course can be used to fulfill the Arts and Humanities Sequence requirement for the Associate in Arts degree.

MUS299A FINALE: Music Printing (Computer Composition)

2 credits (2 lec, 1 lec-lab hr/wk)
Learn to use *Finale*, a music printing program and secondarily a sequencing program. A wide range of musical capabilities will be put at the disposal of the student. This program will benefit every musician from the elementary to the most advanced. Students will learn to enter both vocal and instrumental music into the computer; how to use musical markings and terminology; how to transpose and arrange; how to prepare a musical composition to be a professional-looking sheet of music. Students will be expected to schedule computer time outside of the class and to maintain personal disks with all of their assignments.

NURSING

NUR101 Fundamentals of Nursing

9 credits (5 lec, 12 lab hrs/wk)
First quarter of a six-quarter associate degree nursing program. Successful completion of the first four quarters qualifies the student to take the National Licensure Examination for Practical Nurse (LPN); successful completion of the remaining two quarters qualifies the student to take the National Examination for Registered Nurse (RN). NUR101 introduces the student to fundamental concepts in nursing including nursing process, health and physical assess-

ment; communication, diversity, growth and development, the basis for professionalism in nursing, legal and ethical foundations, caring, basic skills and critical thinking. Students will be expected to apply knowledge and skills learned in this term to successive nursing courses.

This course involves 5 hours of theory and 12 hours of skills lab/clinical experience weekly. Independent study, skills and computer lab practice will require additional unscheduled time as well as scheduled time. **Prerequisite:** Admission to the Nursing Program.

NUR102 Nursing Science and Practice I

9 credits (5 lec, 12 lab hrs/wk)
This course builds on concepts and skills learned in the previous term. Selected functional health patterns are explored in greater depth. Areas addressed in this term are: fluid balance problems which affect multiple body systems; problems with protection (integumentary); oxygenation (respiratory); circulatory (cardiac); visual and auditory (ear/eye); neurologic and mental health systems. As novice practitioners of nursing, students apply learned concepts and skills to selected aspects of client care in a hospital setting.

Prerequisites: NUR101 with a grade C or better.

NUR103 Nursing Science and Practice II

9 credits (5 lec, 12 lab hrs/wk)
Builds on material learned in NUR101 and NUR102. Previously learned concepts and skills are integrated and applied to the planning and delivery of nursing care to clients of all ages undergoing surgery, and to clients experiencing common disorders in the endocrine and gastrointestinal systems. Care of childbearing women and families is also a focus. Basic human need for sleep and rest is studied and applied to a variety of patient care situations. Clinical experiences include operating room, maternity and medical surgical nursing.

Prerequisites: NUR101 and NUR102 with a grade C or better.

NUR201 Nursing Science and Practice III

9 credits (5 lec, 12 lab hrs/wk)
Builds on concepts learned in NUR101, 102, and 103. The student will learn to care for clients experiencing acute alterations in functional health patterns related to orthopedics, the renal system, cancer, the pediatric client and family and the geriatric client and family. Students will complete this course with the LPN Capstone, the beginning of their professional status as a licensed practitioner.

Prerequisites: NUR101, NUR102 and NUR103 with a grade of C or better, or admission into NUR201 through advanced placement as an LPN, and BI231, BI232, and BI233 with a grade of C or better.

MUS 201, 202 + 203 - Intro to music Lit₈₂

NUR202 Nursing Science and Practice IV
9 credits (5 lec, 12 lab hrs/wk)

Builds on concepts and skills learned in NUR101, 102, 103, and 201. The student has studied basic nursing skills and the issues surrounding chronic and acute illness. The student will explore these concepts as applied to patients experiencing acute alterations in fluid and electrolyte balance, the hemopoietic system, the liver, skin and tissue integrity following a major burn and the endocrine system. The student will learn about caring for the high-risk child bearing family, and the acutely mentally ill patient, and will be introduced to basic concepts in Community Health Nursing and how they are applied to his/her practice in clinical nursing. **Prerequisite:** NUR201 with a grade C or better.

NUR203 Nursing Science and Practice V
10 credits (5 lec, 15 lab hrs/wk)

Introduces students to theoretical and practical applications related to the care of clients requiring high acuity nursing care. Primary focus is on critical thinking, decision making and client care management. Students learn how to apply patient/client care in a variety of health care management settings. Concepts such as managed care, case management and delegation are covered. **Prerequisite:** NUR202 with a grade of C or better.

NUR546 Basic Nursing Assistant
8 credits (45 lec, 150 lab hrs/total)

Prepares a Basic Nursing Assistant to be eligible for certification as outlined by the Oregon State Board of Nursing, to care for clients in a variety of settings including long-term and intermediate care, home health, hospice care, foster care and assisted living situations.

Prerequisites: CPR level C card, pre-application testing, health assessment and immunization status.

NUR951 Certified Medication Aide Training

5 credits (40 lec, 40 lab hrs/total)

The Medication Aide Training Program shall consist of a minimum of 80 hours of instruction divided into at least 40 hours classroom instruction and at least 40 hours supervised clinical experience of which at least 20 hours must be in a long-term care nursing facility. Students learn to utilize principles of safety in the administration of medication; define terms related to the administration of medications; correctly interpret abbreviations commonly used in administration of medication; demonstrate the ability to correctly calculate doses of medications; keep accurate records; and identify legal parameters of the Certified Medication Aide (CMA) role.

Prerequisite: Must be Certified Nursing

Assistant (Oregon); be on the CNA registry for nine months prior to the first day of the Medication Aide Training Program; provide documentation of at least nine months full-time experience or the equivalent in part-time experience as a CNA in the last five years.

HE5280 CNA Cooperative Work Experience

0-3 credits (up to 360 lab hrs total)

The CNA Work Experience provides clinical experience between SWOCC and a local clinical site that operates from mid-June until the beginning of fall term. It is a position that nursing students may apply for during spring quarter of the first year of the nursing program. Students work under the direction of a registered nurse and function as a support person on designated nursing units in the hospital. Students are expected to safely practice within their scope of knowledge and in accordance with the policies and procedures of the designated clinical site.

Prerequisite: NUR103, Nursing Science and Practice II.

HE9424/HE0574 Hospice/WAC

Training

3 credits (3 lec hrs/wk)

This is a training course for persons interested in becoming hospice volunteers. Basic hospice principles and history of the hospice movement are presented as are skills needed by the volunteers to carry out their roles. The process of dying is discussed, including needs of clients/families. The major focus of the class is on helping others. The class is conducted in group format and sharing personal experiences is encouraged. HE0574 is non-credit.

HE9427 Career Development Seminars: Health and Wellness-General

0-3 credits (1-90 lec and/or lab hrs/total)

Inservice training program and seminars designed to study current issues and problems within health and wellness areas and methods of alleviating them.

OFFICE ADMINISTRATION

OA116 Office Procedures

3 credits (3 lec, 1 lab hrs/wk)

Methods, concepts and procedures for business office operation. Includes practice in setting priorities, coordinating mail, organizing work, developing human relations and communication skills, budgeting and planning.

OA121 Keyboarding I

3 credits (2 lec, 3 lab hrs/wk)

Presents principles of keyboarding, manuscript writing, tabulation, centering, correspondence, speed and accuracy

development. This course is considered a supportive course.

OA122 Keyboarding II

3 credits (2 lec, 3 lab hrs/wk)

Preparation of business reports, letters, tabulated materials, business forms, and advanced materials, including arrangement of problems with minimum instruction.

Prerequisites: OA121 Keyboarding I, or equivalent. Typing skill level at 25-35 wpm.

OA131 Legal Secretarial Procedures I
4 credits (3 lec, 2 lec-lab hrs/wk)

Introduces students to the law office, to the courts, and to the law library; ethics and duties of the legal secretary; familiarization with national, state and local professional organizations; qualifications, duties, and responsibilities of a notary public; the purpose, the form and the disposition of selected non-court documents operative in Oregon; practice given to office-style documents and legal correspondence.

Prerequisite: OA201 Word Processing I with a C or better. Offered concurrently with OA132 Legal Secretarial Procedures II.

OA132 Legal Secretarial Procedures II
4 credits (3 lec, 2 lec-lab hrs/wk)

As an extension of Legal Secretarial Procedures I, this course emphasizes legal fundamentals, purposes, form and disposition of court documents as they apply to specialized areas of personal injury, dissolutions, probate, guardianships, bankruptcy, criminal, workers' compensation and adoptions. Practice will be given in office-style preparation of documents as they pertain to court documents and court procedures.

Prerequisites: OA201 Word Processing I with a C or better.

Concurrent Course: OA131 Legal Secretarial Procedures I, or may be prerequisite.

OA201 Word Processing I

3 credits (3 lec hrs/wk)

Introduces principles and concepts of a Windows word processing software system. Includes the procedures and techniques used to operate the system and produce mailable copy documents. Emphasis is on production. This course is considered a supportive course.

OA202 Word Processing II

3 credits (3 lec hrs/wk)

Advanced word processing training for persons with basic skills and knowledge of Windows IBM-compatible computers. Emphasis is on production of mailable copy and use of advanced formatting features.

Prerequisite: OA201 Word Processing I.

OA240 Filing/Records Management
3 credits (2 lec, 3 lab hrs/wk)
A comprehensive study of filing systems, equipment and criteria by which records are created, classified, stored and retrieved.

OA2221 Medical Terminology I
3 credits (3 lec hrs/wk)
Introduction to medical terminology including medical prefixes, suffixes and word stems. Study in each system is categorized into additional prefixes and suffixes, diagnostic, symptomatic and operative terminology. Basic coverage of body systems and of skeletal structures. Must be taken in sequence.

OA2222 Medical Terminology II
3 credits (3 lec hrs/wk)
A complete study of medical terminology of body systems, i. e. respiratory, endocrine, eye/ear, digestive, muscle structures, reproductive - male/female, and medical abbreviations.

Prerequisite: OA2221 Medical Terminology I with a grade of C. Must be taken in sequence.

OA2231 Clinical Procedures I
4 credits (3 lec, 2 lec-lab hrs/wk)
Provides clinical orientation, initial instruction and basic skills for a medical/ clerical assistant. Provides in-depth simulation of office nurse's duties. Prepares the medical office assistant to substitute for the physician's nurse, without major changes in office routine for the safety, security, and comfort of the patient, physician and the medical assistant.

Prerequisites: OA2221 Medical Terminology I and OA5401 Body Structure and Function I and concurrent enrollment in HE9380 CPR. Must be taken in sequence.

OA2232 Clinical Procedures II
4 credits (3 lec, 2 lec-lab hrs/wk)
Provides theoretical knowledge, skills and practical experience which enables the student to attain and maintain safe, intelligent, quality patient care under supervision of licensed personnel. Emphasis on medical and surgical asepsis, in preparation for office surgery. Primarily for students already employed in the health care field.

Prerequisite: OA2231 Clinical Procedures I with a grade of C or better.

OA2241 Medical Transcription I
3 credits (2 lec, 3 lab hrs/wk)
Introduces simpler forms of medical transcription from hospital dictation. Utilization of terminology with emphasis on accuracy.

Prerequisites: OA2221 Medical Terminology I with a grade of C or better. Must be taken in sequence.

OA2242 Medical Transcription II
3 credits (2 lec, 3 lab hrs/wk)
Specialized/complex medical dictation by actual physicians for the development of transcription skills.
Prerequisite: OA2241 Medical Transcription I with a grade of C or better.

OA2280 Cooperative Work Experience
1-8 credits (4-40 lab hrs/wk)
Students gain on-the-job experience in coordinator-approved business situations closely paralleling field of study, working under supervisor and coordinator. Seminar arranged by supervisor.
Prerequisite: Instructor consent.

OA2365 Legal Transcription
3 credits (2 lec, 2 lec-lab hrs/wk)
Practice in the conversion of legal audio-recorded dictation to hard copy. Uses legal terminology to produce mailable legal documents.
Prerequisites: OA225 Machine Transcription, OA201 Word Processing I and OA131 Legal Secretarial Procedures I.

OA2591 Proofreading and Editing
3 credits (2 lec, 2 lec-lab hrs/wk)
Prepares students for the fields of medical and machine transcription; a thorough review of punctuation, capitalization, grammar, word usage and spelling as applied to transcribing and editing commonly used documents found in the business office.
Prerequisite: ASSET writing score of 43 or better, WR0525 with a C or better.

OA2597 Medical Office Coding I
3 credits (2 lec, 2 lec-lab hrs/wk)
Provides the student with a basic knowledge of the fundamental coding systems used between the medical community and insurance carriers (private and government). Includes coding health related conditions and diseases, descriptive terms and abbreviations for reporting medical services and procedures performed by physicians, and other coding systems in use.
Prerequisite: OA2221 Medical Terminology I, OA5401 Body Structure and Function with a C or better.

OA2598 Medical Office Coding II
3 credits (2 lec, 2 lec-lab hrs/wk)
Provides the student with a basic knowledge of the fundamental coding systems used between the medical community and the insurance carriers, private and government. Includes coding health conditions and diseases; descriptive terms; and abbreviations for reporting medical services and procedures performed by physicians and other coding systems.
Prerequisite: OA2597 Medical Office Coding I with a C or better.

OA2725 Reimbursement Management
3 credits (3 lec hrs/wk)
Medical insurance terminology, familiarity with types of insurance programs. Insurance claim processing with introduction to forms, assignment and coordination of benefits, credit and collection procedures with federal and Oregon laws, credit applications, basic billing cycles, coding introduction.
Prerequisites: OA5401 Body Structure and Function I and OA2221 Medical Terminology I with a grade of C or better.

OA5401 Body Structure and Function
3 credits (2 lec, 2 lec-lab hrs/wk)
A general survey of human anatomy and physiology. It is designed for medical office students, pharmacy technicians, and other students who desire a broad review of body systems. Normal structure and functions of the human body systems, characteristics of the cell as the basis for life, and organization of tissues and organs will be covered. The lecture/lab segment will give students the opportunity to use other than the lecture/discussion modality to visualize through the use of models of the body systems. Must be taken in sequence.

OA5402 Body Structure and Functions II
3 credits (2 lec, 2 lec-lab hrs/wk)
A continuation of Body Structure I. Must be taken in sequence.
Prerequisite: OA5401.

OA5533 Medical Law and Ethics
2 credits (2 lec hrs/wk)
Survey of the manner in which the law and codes of ethics affect the practice of health occupations para-professionals. Includes introduction to concepts of litigation, consent, introduction to law, ethics and bioethics, genetic engineering, sterilization, abortion, and death and dying.

PHARMACY TECHNICIAN

Note: Students must successfully complete all courses (attain a grade of C or better) in a quarter of the Pharmacy Technician curriculum before advancing to the next quarter.

PHAR5470 Introduction to Pharmacy

Law: Practice and Law
4 credits (3 lec, 2 lec-lab hrs/wk)
Introduces students to the career of Pharmacy Technician, explores history and personnel related to pharmaceutical services and includes standards of pharmacy ethics. A variety of practice environments and technician roles are identified. An introduction to Federal and State laws regulating pharmacy practice and the roles of professional associations and regulatory agencies is provided. A general overview of

the knowledge base required for the occupation and introduction to standard pharmacy references prepare the student for the remainder of courses in the Pharmacy Technician certificate program.
Prerequisite: Appropriate reading placement test score or admission to the Pharmacy Technician Program.

PHAR5472 Pharmacology I
 3 credits (3 lec hrs/wk)
 Basic course introducing common generic and trade names of therapeutic drugs and drug categories, discusses their uses to prevent or interfere with disease processes, and important contraindications in the treatment of disease states. Included are common over-the-counter (OTC) drugs.
Prerequisites: OA2221 Medical Terminology I and RD101 Effective Reading with a grade of C or better or appropriate score on the reading placement test. OA2222 Medical Terminology II with a grade of C or better, or may be taken concurrently.

PHAR5473 Pharmacology II
 3 credits (3 lec hrs/wk)
 Basic course introducing common generic trade names of therapeutic drugs and drug categories, discusses their uses to prevent or interfere with disease processes, and important contraindications in the treatment of disease states. Included are common over-the-counter (OTC) drugs.
Prerequisite: PHAR5472 Pharmacology I with a grade of C or better.

PHAR5474 Pharmacy Calculations
 2 credits (2 lec hrs/wk)
 Basic mathematics review with an introduction to application in Pharmacy Technician duties. Covers systems of weight, measure, and temperature, practice converting from one to another and the understanding of retail accounting. Students develop the basic capabilities needed to calculate percent concentrations, drug dosages, and milliequivalents.
Prerequisites: MTH70 with a grade of C or better or appropriate score on math placement test.

PHAR5475 Pharmacy Technician Procedures I
 4 credits (3 lec, 3 lab hrs/wk)
 Provides knowledge and skills needed in the performance of technical pharmacy tasks. Included are ambulatory, prescription processing, hospital dispensing systems, compounding and prepacking, communications, computer operations, aseptic technique, IV prep admixtures and oncology preparations.
Prerequisite: PHAR5470 with a grade of C or better.

PHAR5476 Pharmacy Technician Procedures II
 4 credits (3 lec, 3 lab hrs/wk)
 Provides knowledge and skills needed in the performance of technical pharmacy tasks. Included are ambulatory, prescription processing, hospital dispensing systems, compounding and prepacking, communications, computer operations, aseptic technique, IV prep admixtures and oncology preparations.
Prerequisite: PHAR5470 with a grade of C or better.

PHAR5477 Pharmacy Records Management
 3 credits (3 lec hrs/wk)
 Provides knowledge and skills in preparing, maintaining and storing a multiple of pharmacy records. Students practice typing a variety of instructional and retail prescription labels, and producing at a predetermined, satisfactory rate.
Prerequisite: PHAR5470 and PHAR5474 with a grade of C or better.

PHAR5478 Pharmacy Technician Practicum
 3 credits (9 lab hrs/wk)
 Pharmacy experience in retail and/or institutional pharmacy practice. Instruction and supervision provided by staff or participating agencies. Concurrent classroom activities are included.
Prerequisites: PHAR5470, PHAR5472, PHAR5474 and PHAR5475 with a grade of C or better.

PHILOSOPHY

PHL101 Introduction to Philosophy: Philosophical Problems
 3 credits (3 lec hrs/wk)
 Introduces problems and systems of philosophy of concern to reflective people. Focus is on metaphysics (the nature of reality), mind and body, free will, determinism, and meaning and purpose. This course will broaden and enrich the scope of traditional introductory courses by incorporating a multi-cultural and feminist perspective, including historical comparisons from different cultures, for example when philosophy began in the Eastern Mediterranean and in India and China. Sequence with PHL102, PHL 103. Need not be taken in order.
Prerequisite: WR121 with a grade of C or better.

PHL102 Ethics
 3 credits (3 lec hrs/wk)
 Develops the idea of man as a moral agent and considers critically various interpretations of the ideals and standards of moral conduct, including those of non-Western origin. Introduces ethical problems which have resulted from advances in science,

technology and medicine. Attention is given to environmental and business ethics. Sequence with PHL101, PHL 103. Need not be taken in order.
Prerequisite: WR121 with a grade of C or better.

PHL103 Critical Thinking
 3 credits (3 lec hrs/wk)
 Focuses on improving reasoning and critical assessment ability. Emphasizes practical methods, involves study of editorials, essays, propaganda, advertisements, etc. Examples are taken from the mass media, literature, political sources, philosophy and history. Includes introduction to logic, deductive and inductive arguments. Sequence with PHL101, PHL 102. Need not be taken in order.
Prerequisite: WR121 with a grade of C or better.

PHOTOGRAPHY

ART0515 Art of Photography: Seeing Photographically
 0 credits (3 lec hrs/wk for 4 wks, 4 lec/lab hrs/wk for 2 wks)
 A course in the introduction to the "Art of Photography," which serves as a means toward artistic expression through the medium of photography. Lecture/discussions, slide shows and two outdoor nature photography work sessions will develop the student's ability for personal expression by delving deeper into the visual aspects of his/her personal vision. *It is expected that students will have a basic understanding of the manual controls of their cameras- such as aperture, shutter speed and film speed- prior to taking this course.*

ART0519 Basic Photography I
 0.5-2 credits (15-36 hrs total)
 Introduction to basic principles of photography, including instruction in camera use, including lenses and their applications. Includes analysis of different types of film. Presentation of basic components of composition, etc., leading to advanced courses in photography.

ART0593 Introduction to Photography Basics
 1 credit (1 lec 1 lab hr/wk.)
 Learning techniques of photography and creativity in photographic processes.

PHYSICAL EDUCATION

No more than 9 credits of Physical Activity (PE180, 185, 190) may be used in meeting the total credit requirement or counted in the GPA. Courses must be in different activities (basketball, volleyball,

tennis, etc.) or levels (i.e., beginning, intermediate, advanced). Progressive courses such as Super Circuit, Physical Conditioning, and Slimnastics may each be taken up to 3 times for credit. See Physical Education requirement for each degree.

PE131 Introduction to Health & Physical Education

3 credits (3 lec hrs/wk)
Professional orientation, basic philosophy and objectives, professional opportunities and qualifications. Required for P.E. majors. Offered fall term only.

PE180 Women's Athletic Team

1 credit (5 lab hrs/wk)
Volleyball
Volleyball Techniques
Basketball
Basketball Techniques
Golf
Soccer
Softball

PE185 CoEd Athletics

1 credit (5 lab hrs/wk)
Track & Field
Track & Field Techniques
Cross Country
Cross Country Techniques
Fundamentals of Track & Field
Physical Conditioning for Track

PE185 Physical Education

1 credit (3 lab hrs/wk)
Provides students with an activity that will promote physical and emotional well-being. Enables the student to develop and/or pursue life-long physical activity. Class meets three hours a week. Some courses have prerequisites or require instructor consent. Special arrangements may be made for restricted or corrective work.
Aerobic Exercise
Badminton
Basketball
Dance Fundamentals
Golf
Jogging
Judo
Kayaking
Personal Defense
Physical Conditioning
Racquetball
Sailing
Slimnastics
Softball
Super Circuit
Swimming
Swimnastics
Tennis
Volleyball
Weight Training

PE190 Men's Athletic Team

1 credit (5 lab hrs/wk)
Basketball
Basketball Techniques
Baseball
Golf
Soccer
Wrestling

PE195/295 Professional Activities

1-2 credits (3-6 lab hrs/wk)
Designed to provide Physical Education majors with opportunities to learn and develop teaching techniques and gain basic skills in the activity. Sequence is offered every other year:

Fall Term:

PE295 Field Sports and
PE195 Track & Field
Required for P.E. majors.

Winter Term:

PE295 Basketball, Badminton,
PE195 Fundamentals of Movement and
Volleyball. Required for P.E. majors.

Spring Term:

PE195 Gymnastics,
PE295 Conditioning and Tennis
Required for P.E. majors.

PE198/298 Independent Study in Physical Education - to be arranged.

PE199A Athletic Orientation

2 credits (2 lec hrs/wk)
Designed for all members of the athletic team. Students are introduced to a wide variety of information as it relates to student/athletes, and various problems faced due to participation in the Athletic program. Areas covered will include financial aid, registration and scheduling to avoid time conflicts, NWAACC eligibility rules, time management, and functions of the Athletic Department.

Prerequisite: Must be a member of one of the College's athletic teams.

PE231 Wellness for Life

3 credits (3 lec hrs/wk)
Lifetime fitness activities and wellness strategies.

PE280 Field Experience

1-3 credits (3-9 lab hrs/wk)
9 credits maximum.
Includes seminar with teaching strategy.
Prerequisite: Instructor consent. Students have the opportunity to experience working with K-12 students in physical activity setting.

PHYSICS

PH121 Elementary Astronomy

3 credits (3 lec hrs/wk)
A descriptive treatment of the solar system: stars, stellar evolution, galaxies and cosmology. The results of current space missions are emphasized. Recent discoveries in stellar astronomy will be discussed.
Prerequisite: MTH70 with a grade of C or better.

PH201/202/203 General Physics

5 credits (4 lec, 3 lab hrs/wk)
Study of the physical properties and interactions of mechanics, sound, heat, light, electricity, magnetism, and optics. Includes laboratory activities. Must be taken in sequence.
Prerequisites: MTH112.

PH211/212/213 General Physics with Calculus

5 credits (4 lec, 3 lab hrs/wk)
Study of the physical properties and interactions of mechanics, sound, heat, light, electricity, magnetism and optics. For science and engineering majors. Must be taken in sequence.
Co-requisites: MTH251 with PH211, MTH252 with PH212, and MTH253 with PH213.

POLITICAL SCIENCE

PS198/298 Independent Studies in Political Science - to be arranged, under professional guidance.

PS201 American Government: Institutions

3 credits (3 lec hrs/wk)
An introduction to American political institutions, processes and ideology in relation to politics and public policy.

PS202 American Government: Policy Issues

3 credits (3 lec hrs/wk)
This course continues study of civil liberties and practical application of powers of the federal government to society's problems. Current issues in American politics and the application of federal government powers to society's problems will be addressed.

PS205 International Politics: Global Issues

3 credits (3 lec hrs/wk)
Analysis of current relations between nations, international and regional organizations, and non-governmental agencies. Emphasis on international political economy, global environment, human rights and security issues. Major world regions as well as developed and developing third world countries will be studied.

PSY 235 - Human Development } theoretical perspectives, social, physiological
 PSY 114 - College Orient. } forces that impact on the stages of develop-
 PSY 236 - From Adolescence to old age } from conception to Puberty.

PSYCHOLOGY

PSY111 Introduction to Personality and Development

3 credits (3 lec hrs/wk)
 Introductory course in personality and development. Emphasis on aiding student toward self-understanding and personality development. Stresses theories of personality, interpersonal relations, interpersonal communications and small group interactions.

PSY115 Career Workshops

1 credit (10-13 lec hrs total)
 Discussions of present and future job opportunities, labor market changes, how to communicate effectively at the workplace and job search strategies focusing on how to market yourself to potential employers.

PSY201 General Psychology

3 credits (3 lec hrs/wk)
 Introduces principles and theories of human behavior. Stresses scientific methodology, brain and other physiological influences on behavior, learning, sensory and perceptual processes.

PSY202 General Psychology

3 credits (3 lec hrs/wk)
 Focuses on memory, language and thought, consciousness, motivation and lifespan development.

PSY203 General Psychology

3 credits (3 lec hrs/wk)
 Focuses on emotion, stress, health, intelligence, personality, mental disorders, treatment of mental disorders and social psychology.

PSY228 Introduction to Social Science Research

3 credits (3 lec hrs/wk)
 Introduction to the basic research methods used by social scientists. Includes an introduction to statistical analysis, observational studies, survey research and experimental design.
 Prerequisites: MTH 60 with a grade of C or better.

PSY239 Introduction to Abnormal Psychology

3 credits (3 lec hrs/wk)
 Discusses the diagnosis, etiology and therapy of emotional disturbances and behavioral disorders.

PSY240 Introduction to Psychopharmacology

3 credits (3 lec hrs/wk)
 Basic introduction to the principles of drug action on the mind and body. Focuses on drug metabolism, the nervous system and neuron physiology. Includes some psychopharmacological research findings on

alcohol, psychotherapeutic drugs, benzodiazepines, barbiturates, stimulants, marijuana, opiates, caffeine, nicotine and hallucinogens.

WKPL4350 Workplace Issues

2 credits (2 lec hrs/wk)
 Assists students in acquiring the interpersonal and human relations (including effective and clear speaking, inquiry and listening) skills, adapting to change, valuing diversity, developing intellectual tolerance and balancing the needs of work, family and self. This will be accomplished utilizing examinations, written assignments, class activities and various reading materials.

WKPL9033 Career Workshops (General)

0-1 credit (1-10 lec hrs total)
 Discussions of present and future job opportunities, labor market changes, how to communicate effectively at the workplace and job search strategies focusing on how to market yourself to potential employers.

READING (See Academic Skills)

REAL ESTATE

Most real estate courses are offered on an individual basis. Contact the Office of Extended Learning for more information.

RE112 Real Estate Law I

3 credits (3 lec hrs/wk)
 Survey of Oregon Real Estate Law as it applies to ownership, use and transfer of real property, classes of property, legal description, instruments of conveyance, estates, liens, easements, deed restrictions and contracts. Partially fulfills the educational requirements for the Oregon Real Estate Salesperson License. Self-study uses a textbook and a related series of slide-tape programs. Students are required to accumulate 30 hours of library preparation time to be eligible to take the final exam.
 Prerequisite: Instructor consent.

RE113 Real Estate Principles I

3 credits (3 lec hrs/wk)
 Examines the nature of real property and real estate business, markets, brokering, ownership contracts, taxes and assessments. Partially fulfills the educational requirements for the Oregon Real Estate Salesperson License. Students are required to accumulate 30 hours in the library using a self-study course that includes a textbook and a series of slide-tape programs.
 Prerequisite: Instructor consent.

RE116 Real Estate Finance I

3 credits (3 lec hrs/wk)
 Describes methods for financing the acquisition and transfer of real property. Includes the mortgage market, money, mortgage loan procedures, lending instruments, foreclosures and remedies, government loan programs and nongovernment loan programs. Partially fulfills the educational requirements for the Oregon Real Estate Salesperson License. A self-study course uses a series of slide-tape programs in conjunction with the textbook. Thirty hours of preparation time in the library qualifies student to take the final.
 Prerequisite: Instructor consent.

RE118 Real Estate Appraising I

3 credits (3 lec hrs/wk)
 Methods for estimating the value of real property in residential form. Emphasis will be placed on appraisal process, definition of problem, appraisal plan, data collection, market approach to value, cost approach to value, income approach to value, correlations of estimates and writing the report.
 Prerequisite: Instructor consent.

RE222 Real Estate Law II

3 credits (3 lec hrs/wk)
 Continuation of Real Estate Law I with emphasis on employment contracts, title insurance, earnest money receipts, options, closing statements, loan applications, escrow instructions, lending instruments, misrepresentation, insurable liability, subdivision and building codes, broker-attorney relationships, subdivision laws and landlord-tenant act.
 Prerequisite: RE112 Real Estate Law I.

RE230 Real Estate Office Management and Supervision of Sales Personnel

3 credits (3 lec hrs/wk)
 Methods of supervising activities of real estate sales personnel emphasizing planning, selection, training and evaluation of sales personnel, motivation, authority, communications, discipline and public relations. Students will examine methods for establishing and operating a small real estate office with focus on organizational formats, planning, office facilities, financial reports, non-financial records, office personnel, office manuals and public relations.
 Prerequisites: RE112 Real Estate Law I, RE113 Real Estate Principles I, and RE116 Real Estate Finance I.

RE9290 Oregon Real Estate

1 credit (12 lec hrs total)
 A review of the financing program available in the marketplace today. Emphasis on conventional real estate loans, government finance programs, finance regulations and alternate and seller financing. Provide continuing education for realtors.

PSY 140 - Career Planning (25/86 cat)
 HD - 208

SCIENCE, GENERAL

PHYSICAL SCIENCE

A sequence in Physical Science must include 104 and 105 plus either 106, 107 or 108.

GS104/105 Physical Science

4 credits (3 lec, 3 lab hrs/wk)

An overview of the essential ideas in physics and chemistry and their application to either astronomy or geology. Laboratory exercises illustrate important principles and provide experience with measurement and scientific method.

Prerequisite: One year of high school algebra or instructor consent.

GS104 Introduction to the laws of motion, the principles of work and energy, electricity and magnetism.

GS105 Introduction to chemistry, emphasizing atomic structure, chemical change and chemical bonding.

GS106 Introduction to Earth Science

4 credits (3 lec, 3 lab hrs/wk)

Includes basic terminology, fundamental processes and respective interrelationships. Exercises may be added.

GS107 Astronomy

4 credits (3 lec, 3 lab hrs/wk)

A descriptive treatment of the solar system, stars, stellar evolution, galaxies and cosmology. The results of current space missions are emphasized. Recent discoveries in stellar astronomy will be discussed. Fulfills one term of Physical Science Survey requirement. Includes lab component.

Prerequisite: MTH70 with grade of C or better.

GS108 Oceanography

3 credits (3 lec hrs/wk) or

4 credits (3 lec, 3 lab hrs/wk)

Studies the ocean and its phenomena. Discusses the chemical, biological, geological and physical nature of the oceans, the ocean floor and shoreline. The course also includes sedimentation, volcanism, plate tectonics and other geological aspects of the oceans. Laboratory exercises included if taken for 4 credits.

GS198/298 Independent Studies - General Science

1-3 credits (1-9 hrs/wk)

Provides opportunities for studies of special interest, under professional guidance.

Prerequisite: Instructor consent.

GS275 Uses and Resources of the Ocean

3 credits (3 lec hrs/wk)

Studies the significance of the oceans to society and our role in the utilization of the marine environment. Includes history, food

and mineral resources, water and energy resources, pollution and waste disposal, coastal processes and activities, ocean law and management, technology and instrumentation, navigation and positioning, and miscellaneous issues. Local marine-related activities and problems are emphasized.

SOCIOLOGY

SOC198/298 Independent Studies in

Sociology - to be arranged, under professional guidance.

SOC204 General Sociology

3 credits/term (3 lec hrs/wk)

Focuses on sociology as a science, examines concepts related to human social structure, culture, socialization, status and role, gender roles, social groups, organizations, social stratification, race and ethnic relations.

SOC205 General Sociology

3 credits/term (3 lec hrs/wk)

Applies sociological perspectives to the study of recent social changes, trends in social institutions of the family, religion, education, economics, politics, medical sociology, plus selected topics.

SOC206 General Sociology

3 credits/term (3 lec hrs/wk)

Discusses identification and analysis of social problems. Explores addictions, crime and delinquency, group discrimination, inequality, poverty, alienation, domestic and international violence, environment and energy from sociological perspectives focusing on feasible solutions.

SOC210 Marriage and the Family

3 credits (3 lec hrs/wk)

Examines intimate relationship, courtship, marriage and family patterns - old, new, and unconventional. The course focuses on how relationships are built, maintained, changed, and how people cope with love, sexuality, children, conflict, divorce, blended families, disabilities and death of family members.

SOC220/CJ131 Institutional Corrections

3 credits (3 lec hrs/wk)

A detailed exposure to correctional facilities used for the punishment of those convicted of crimes. The evolution of the penal institution, levels of custodial security, and issues relating to custodial, treatment, and programs within penal institutions will be explored. Field trips to correctional facilities.

SOC221/CJ201 Juvenile Delinquency

3 credits (3 lec hrs/wk)

Study of deviant behavior and current criminological theories with emphasis on criminal justice applications, crime prevention and phenomena of crime as it relates to juveniles.

SOC243/CJ243 Narcotics and Dangerous Drugs

3 credits (3 lec hrs/wk)

Presents facts, attitudes, opinions, and perspectives (medical, social, legal) necessary to understand what psycho-active drugs do, how they do it, who uses them and why.

SOC244/CJ101 Criminology

3 credits (3 lec hrs/wk)

Provides a broad viewpoint of criminal behaviors and the justice system, consideration of human behaviors and crime, the impact of early theoretical approaches to current, theoretical and practical treatment of crime and criminals.

SPEECH

SP100 Basic Speech Communications

3 credits (3 lec hrs/wk)

Applies general communication theories of intrapersonal, interpersonal and group communication. Develops an awareness of interpersonal communication as it relates to employment and informational interviewing, groups problem solving and communication climates.

SP111 Fundamentals of Public Speaking (Podium)

3 credits (3 lec hrs/wk)

Students prepare and present original, informative speeches with emphasis on content, organization, delivery and technique.

SP112 Persuasive Speech (Podium)

3 credits (3 lec hrs/wk)

Students examine persuasion in a variety of contexts. Students will prepare and present original persuasive speeches. The study of theory includes critical thinking, persuasive techniques, organization patterns and audience analysis.

SP217 Understanding Media: The Persuasive Image

3 credits (3 lec hrs/wk)

Focus is on the effects of mass media on society. Special discussions include media violence studies, children and television, sexism, ageism, racism in the media and social movements. The agenda setting functions of the media and critical consumer awareness is also presented.

SP218 Interpersonal Communication

3 credits (3 lec hrs/wk)

Focuses on improving communication with oneself in order to improve relationships. Addresses perception, emotions, language, non-verbal communication, listening and conflict resolution skills.

SP1101, 1102, 1103
Communications
(not college level
speech classes)

SP219 Small Group Discussion

3 credits (3 lec hrs/wk)
Focuses on skill building and theory in decision making, goal setting, presentation planning and knowledge of group processes. Students learn and practice effective small group techniques in a variety of settings.

SP229 Oral Interpretation

3 credits (3 lec hrs/wk)
Introduces techniques of delivery including diction, vocal intonations and gestures. Students apply techniques of literature and audience analysis. Class requires analysis and oral interpretation of several pieces of literature.

SUPERVISORY TRAINING**SDP101 Principles of Management/Supervision**

3 credits (3 lec hrs/wk)
Total responsibility of the supervisor is covered, including self-development, communication, employee development, human relations, discipline, giving of orders and discipline, organization, planning, quality control and grievances. Course is taught as beginning level in supervision.

SDP113 Human Relations for Supervisors

3 credits (3 lec hrs/wk)
The practical application of basic psychology in building better employer-employee relationships by studying human relations techniques.

SDP204 Labor-Management Relations

3 credits (3 lec hrs/wk)
History and development of the labor movement and both union and management roles in labor relations. Discusses federal and state legislation, contracts, negotiation, conciliation, arbitration, grievances and disciplinary procedures.

SDP208 Personnel Administration

3 credits (3 lec hrs/wk)
Aspects of personnel administration responsibilities including general supervisory practices, recruitment, selection, interviewing, performance appraisal, motivation techniques, training, and equal employment opportunity and affirmative action programs.

THEATRE**TA100 Introduction to Theatre**

3 credits (3 lec hrs/wk)
Studies the development, theory and processes of creating live performances through human expression.

TA141 Acting I: Monologues

3 credits (3 lec hrs/wk)
Studies the methods, techniques and theory of acting as an art form. Performance of laboratory exercises and cuttings from plays are the basic teaching approaches.

TA142 Acting II: Vocal Expression

3 credits (3 lec hrs/wk)
Studies the methods, techniques and theory of acting as an art form. Performance of laboratory exercises and cuttings from plays are the basic teaching approaches.

TA143 Acting III: Scenework

3 credits (3 lec hrs/wk)
Studies the methods, techniques and theory of acting as an art form. Performance of laboratory exercises and cuttings from plays are the basic teaching approaches.

TA241 Intermediate Acting Techniques: Styles

3 credits (3 lec hrs/wk)
Surveys styles and techniques of acting including mime, improvisation, voice, stage combat and physical preparation.

TA242 Intermediate Acting Techniques: Improvisation

3 credits (3 lec hrs/wk)
Surveys styles and techniques of acting including mime, improvisation, voice, stage combat and physical preparation.

TA243 Intermediate Acting Techniques: Rehearsal Process

3 credits (3 lec hrs/wk)
Surveys styles and techniques of acting including mime, improvisation, voice, stage combat and physical preparation.

TA0507 Stage Presence

0 credit (3 hrs per week)
Prepares individuals in the art of stage presence and understanding audience behavioral patterns.

WELDING TECHNOLOGY**WELD101 Welding Processes I**

2 credits (1 lec, 3 lab hrs/wk)
Emphasizes oxy-acetylene welding and cutting. Topics include mechanical fastening, brazing, silver soldering, joint design, OA welding and cutting. Introduction to electric eye and trace cutting machines along with computer numeric controlled cutting machines. Industrial safety, weld techniques, joint design and proper care of equipment will be stressed.

WELD102 Welding Processes II

2 credits (1 lec, 3 lab hrs/wk)
Further develops knowledge and skill in the set-up, shutdown, electrode selection, and uses of shielded metal arc welding (SMAW). Students will gain working knowledge of SMAW to industry safety and procedural standards. Welding metallurgy, alternative uses of the arc for cutting and plasma arc cutting will be discussed in lecture and demonstrated in lab.

WELD103 Welding Processes III

2 credits (1 lec, 3 lab hrs/wk)
Knowledge and skill development in principles of gas metal arc welding (GMAW). Students learn principles of GMAW using solid and flux-cored wire on a variety of metals. Gun manipulation, metal transfer methods, equipment needs, welding gasses, use of industrial robotics welders will be discussed. Safety, joint design, limitations and equipment maintenance will be stressed.

WELD201 Welding and Joining Processes I

2 credits (4 lec-lab hrs/wk)
Covers up-to-date welding and joining processes. The focus is on new welding and joining processes of non-ferrous materials, i.e.: plastics, graphite composites, and lamination and metal alloys. Students will learn from lecture/discussion, audio visual presentations, lab experiences, demonstrations and research activities. Emphasis is on new emerging technologies.

WELD202 Welding and Joining Processes II

2 credits (1 lec, 2 lec-lab hrs/wk)
Continuation of Welding and Joining Processes I with the focus switched to ferrous materials and the newer processes of welding and joining, i.e.: laser beam welding, robotics welding, electron beam welding, explosion welding. Students will learn through lecture/discussion, audio visual presentations, lab experiences, demonstrations and research activities.
Prerequisite: WELD201.

WELD211 Shielded Metal Arc Welding I

3 credits (1 lec, 4 lec-lab hrs/wk)
Covers shielded metal arc welding including safety, arc welding fundamentals, polarity, amperage ranges, weld defects, causes and cures. Students learn through lecture, demonstration, and practical application of skills and concepts. Lab activities will cover flat, horizontal and vertical welds using 1/8 inch E6010 and 1/8 inch 7018.
Prerequisite: WELD101, 102, 103 (any of the three) or equivalent experience.

**WELD212 Shielded Metal Arc
Welding II**

3 credits (1 lec, 4 lec-lab/hrs wk)
Continuation of SMAW I, with emphasis on operating characteristics of E6010 and E7018 electrodes, constant current type power sources, metallurgical and chemical composition of steel and steel alloys, properties of metals, manipulative techniques, proper joint design preparation and AWS certification standards and testing methods. Lab activities will cover overhead E6010 and flat, horizontal and vertical welds using E7018.

Prerequisite: WELD211.

WELD250 Gas Tungsten Arc Welding

3 credits (1 lec, 4 lec-lab hrs/wk)
Covers all aspects of gas tungsten arc welding from safety and process operation through qualification and certification. Students learn through lecture demonstration and practical application of concepts from shielding gasses to metallurgy. Emphasis is on safety, equipment set-up, manual welding techniques and procedures for both ferrous and non-ferrous materials, quality control and inspection and industrial codes and procedures.

**WELD255 Gas Metal/Flux Cored Arc
Welding**

3 credits (1 lec, 4 lec-lab hrs/wk)
Covers advanced uses of wire processes. Students learn advanced techniques in wire welding through lecture/demonstration and practical application of industry methods. Automatic, semi-automatic, robotics and manual techniques will be presented. Joint design, filler materials, gasses and safety and metallurgy will be stressed.
Prerequisite: WELD101, 102, 103 (any of the three).

WELD260 Pipe Fitting and Welding

3 credits (1 lec, 4 lec-lab hrs/wk)
An introduction to pipe arc welding. Through lecture, demonstration and practical application, students learn the skills needed to weld pipe in the 1G rolled position, 2G and 5G fixed position using 6010 and 7018 electrode. Safety, quality, and proper weld technique is stressed according to industry standards for appearance and weld soundness.
Prerequisite: WELD101, 102, 103 (any of the three).

WELD265 Fitting and Fabrication

3 credits (1 lec, 4 lec-lab hrs/wk)
The welding skills specialty of the manufacturing technology program. Designed to give students experiences of fabricating a product using all skills learned throughout the manufacturing course work. Emphasis is on producing a product from design through

models to final production. Students learn in a lecture/lab which will emphasize problem solving and cooperation within a work-like environment. Safety, quality and a commitment to excellence is the major emphasis.
Prerequisite: WELD101, 102, 103 (any of the three).

**WELD270 The Welder and
Manufacturing**

2 credits (1 lec, 2 lec-lab hrs/wk)
Outlines the role of the welder in the manufacturing process, both today and tomorrow. Emphasis will be on problem solving and cooperation using individual and group projects. Students learn through lecture/discussion, audiovisual presentation, lab experiences, demonstrations and research activities.

WELD4165 Welding Lab A

3 credits (9 lab hrs/wk)
This course leads students toward AWS structural certification on 3/8 plate using E6010 electrodes. Students will free bend test coupons in each position starting in flat, progressing toward overhead. Emphasis on welding techniques that meet or exceed industrial standards.
Prerequisites: WELD101, 211 and 250 with a grade C or better. May be taken concurrently.

WELD4166 Welding Lab B

3 credits (9 lab hrs/wk)
An extension of Lab A where students continue welds with E6010 electrodes, progressing through overhead position. Students will start welding with E7018 low hydrogen electrodes. All testing will be according to AWS structural codes. Emphasis on quality welding, not quantity.
Prerequisites: WELD4165, Welding Lab A, with a grade C or better.

WELD4167 Welding Lab C

3 credits (9 lab hrs/wk)
An extension of Welding Lab B, allowing students the opportunity to finish welding and testing with E7018 low hydrogen electrodes. Options for welding with hard wire and flux core will be available. Emphasizes welding according to structural codes.
Prerequisites: WELD4166, Welding Lab B, with a grade C or better.

WELD4280 Work Experience

1-6 credits (4 lec, 24 lec-lab hrs/wk)
Gain on-the-job experience in coordinator-approved shop situations that closely parallel field study. Work with supervisor and coordinator. Seminar arranged by supervisor.
Prerequisite: Instructor consent.

**WELD9225 Welding Workshop:
Argon/TIG Welders Only**

0.25 credit (12 lab hrs/total)
Provides experienced welders with practice in basic welding techniques for skills upgrading and/or certification.
Prerequisite: Instructor consent.

**WELD9225 Welding Workshop:
Certification for Non-Majors**

0.25 credit (12 lab hrs/total)
Provides experienced welders with practice in basic welding techniques for skills upgrading and/or certification.
Prerequisite: Instructor consent.

**WELD9225 Welding Workshop:
Certification for Majors**

0.25 credit (12 lab hrs/total)
Provides experienced welders with practice in basic welding techniques for skills upgrading and/or certification.
Prerequisite: Instructor consent.

WRITING

WR60 Writing for Foreign Students

5 credits (5 lec hrs/wk)
Writing for Foreign Students focuses on improving sentence construction and variety as well as paragraph and essay development. All reading and writing practice is done using texts from various disciplines in the humanities and science for the purpose of preparing foreign students for success in mainstream college courses.
Prerequisite: Minimum TOEFL score of 450.

WR90 Paragraph Fundamentals

3 credits (3 lec hrs/wk)
Designed to help students write clear, correct paragraphs in standard English. A final goal is to have students organize paragraphs in an extended essay. Will include discussion of grammar, punctuation and conventions of style and usage.
Prerequisites: WR0525 with a grade of C or above, placement test score.

WR121 English Composition

3 credits (3 lec hrs/wk)
Presents the fundamentals of expository prose through the development and frequent exercise of writing abilities. Designed to help students learn the use of unity, clarity, coherence and detail in the development of written ideas. Sequence with WR122, WR123 or WR227. Must be taken in sequence.
Prerequisites: WR90 with a grade of C or better, or placement test score.

WR122 English Composition

3 credits (3 lec hrs/wk)

Fundamentals of expository prose with special emphasis on rhetorical principles of argumentation. Special attention is given to audience and style. Basic principles and use of logic in argumentative/persuasive writing are introduced. Must be taken in sequence with WR121, WR123 or WR227.

Prerequisite: WR121 with a grade of C or better.

WR123 English Composition

3 credits (3 lec hrs/wk)

Designed to teach the research process; the conventions of writing and documenting a research paper; and the discourse conventions, audience expectations, and bibliographic formats of selected disciplines. Emphasis is on developing a method for planning, researching, and writing papers based on collected information. The research paper develops an argumentative or analytical thesis; it necessitates critical reading and persuasive writing.

Prerequisite: WR122 with a grade of C or better.

WR199A Writing Your Autobiography

3 credits (3 lec hrs/wk)

Introduces students to the techniques of writing an autobiography. Includes method, style and organization. Both student and non-student works are discussed in class in order to develop writing techniques.

WR214 Business English

3 credits (3 lec hrs/wk)

For Business and Office Occupations majors, WR214 consists of the study of and practice in modern business communication, especially written communication. Emphasis is on persuasive and routine correspondence, rhetorical strategies, and appropriate conventions. The class will shape students' language skills, focusing on conciseness, correctness, and consistent and appropriate tone. Students learn to use style sheets and current conventions in punctuation.

Students will use their knowledge of human behavior, business environments, and business organization and apply it to effective written and oral business communication. **Prerequisite:** WR121, with a grade of C or better.

WR214T Professional/Technical Writing

3 credits (3 lec hrs/wk)

Professional/Technical Writing will familiarize students with various strategies for accomplishing professional goals through communication. The course stresses the application of higher order thinking in routine and persuasive correspondence, memos and reports by teaching rhetorical strategies and the importance of

appropriate style and conventions.

Prerequisites: WR121 with a grade of C or better.

WR222 Advanced Composition

3 credits (3 lec hrs/wk)

Explores approaches to writing that are beyond the scope of traditional composition offerings. Emphasis is on sophisticated or experimental methods and abundant student writing.

Prerequisites: WR121 and WR122 with a grade of C or better.

WR227 Report Writing

3 credits (3 lec hrs/wk)

Report Writing studies the principles of composition applied to the writing of reports required in the technical and business professions. Includes procedures for fact gathering, organization, graphic layout and other methods of compiling data. Students learn to quote, paraphrase and summarize sources correctly and effectively, and to cite those sources and list them with the aid of a style sheet. Students write reports in their chosen disciplines. Report Writing may be substituted for WR123 English Composition.

Prerequisite: WR122 English Composition, or WR214 Business English, or WR214T Professional/Technical Writing with a grade of C or better.

WR241 Imaginative Writing: Fiction

3 credits (3 lec hrs/wk)

Introduces the theory, techniques and practice of fiction writing to beginning students. Emphasizes the short story. Beginning of the term is spent reading and analyzing published work for writing techniques in characterization, scenes, dialogue, thematic content and structure. Writing exercises, in class and homework, complement these discussions and are critiqued. Remainder of the term is spent in a writers' workshop in which class members and the instructor analyze and critique student writing. Sequence with WR242, WR243. Need not be taken in order.

WR242 Imaginative Writing: Poetry Writing

3 credits (3 lec hrs/wk)

Introduces the theory, techniques and practices of poetry writing to the beginning student through reading published work and through written classroom exercises. Part of the term is spent in a writers' workshop discussing, analyzing and critiquing student writing by the class and instructor. Sequence with WR241, WR243. Need not be taken in order.

WR243 Imaginative Writing:**Explorations**

3 credits (3 lec hrs/wk)

Discussion of the techniques of play writing, nature writing, and other selected non-fiction, poetry, and fiction through the reading and analysis of published work and through classroom writing exercises. Areas to be explored depend upon student and teacher interest. Part of the term is spent in a writers' workshop discussing, analyzing and critiquing student writing by the class and instructor. Sequence with WR241, WR242. Need not be taken in order.

WR0525 Sentence Fundamentals

5 credits (5 lec hrs/wk)

Designed to teach the skills of writing well-formed, grammatically correct and varied sentences, and of using punctuation. Credits do not count toward graduation.

WR0542 Writing Your Autobiography

3 credits (3 lec hrs/wk)

Introduces students to the techniques of writing an autobiography. Includes method, style and organization. Both student and non-student works are discussed in class in order to develop writing techniques.

WR0543 Creative Writing: Fiction

1 credit (3 lec hrs/wk)

Concentrates on fiction writing techniques of characterization, thematic content, dialogue, scenes and structure. Exercises are written and critiqued.

WR0546 Creative Writing: Poetry

1 credit (3 lec hrs/wk)

Introduces the theory, techniques, and practices of poetry writing to the beginning student through reading published work and through written classroom exercises. Part of the term is spent in a writers' workshop discussing, analyzing and critiquing student writing by the class and instructor.

WR0552 Creative Writing: Explorations

1 credit (3 lec hrs/wk)

Discussion of the techniques of play writing, nature writing, and other selected non-fiction, poetry, and fiction through the reading and analysis of published work and through classroom writing exercises. Areas to be explored depend upon student and teacher interest. Part of the term is spent in a writers' workshop discussing, analyzing and critiquing student writing by the class and instructor.

WR0593 Writing Center

0 credit (variable hrs/wk)

Writing Lab is a support service for SWOCC students for all their college writing, providing individual assessment and instruction in specific writing problems in the writing process, as well as in grammar

and mechanics. Students must be enrolled in at least one college course.

WR0667 Getting Published

2 credits (2 lec hrs/wk)

Presents students with proper formats for submitting their letters, columns, articles, poems, fiction, books, and screenplays to publishers. Topics will include queries, electronic submissions, desktop publishing, vanity publishers and agents. Will enable students to use resource materials to locate proper publisher for their writing. Includes marketing tips. Course will also be a workshop in which actual works are submitted and/or published.

WR0759 Writing and Editing

0 credit (2 lec hrs/wk)

Individualized writing instruction teaches students the writing process; invention, revision, and editing, with the focus on students analyzing and improving their own writing process and writing.

HONORS IN ENGLISH

Students who have completed 15 hours of transfer classes at Southwestern with a cumulative GPA of 3.25 or better are eligible to enter the Honors in English program. This program encourages exceptional achievement in reading, literature and writing. Completion of the program will be recognized at graduation and on the transcript with the designation *Honors in English*. See your English instructor for more information.

SMALL BUSINESS MANAGEMENT PROGRAM

The Business Management Program (BMP) is designed to improve the management skills of small business owner/managers. The program consists of seminars, class discussions and individual on-site consultations with the BMP business counselors.

Individual business consultations include a management audit of the business, recommendations and technical assistance with specific issues, and on-going counseling on individual challenges facing

the business or manager.

Only a limited number of businesses can be accommodated in the BMP program. Therefore, admittance and commitment to the program is at the discretion of the BMP director and is based on the commitment of the business owner to the program, the number of years in business, payment of fees, cooperation with requests for information and space availability.

Confidentiality of the business records of every participant is strictly assured, and on this basis the records must be open to the program instructor.

Registration for the BMP program is for one year at a time. Full payment of the tuition is due upon receipt of the appropriate registration forms.

Registration can be renewed for a maximum three years but is dependent upon readmittance each year.

In order to keep the program content current and manageable for the participants, the college reserves the right to modify the program.

For further information, contact the Business Development Center, at 2110 Newmark, Coos Bay, 888-7100.

ADMINISTRATION

Board of Education

Citizens of the college district are represented in all aspects of the college operation by the Board of Education - seven men and women elected, from the towns and cities of the district, by the people.

The Board, assisted by five ex-officio Board members representing the students, faculty, classified and administrative staff, determines the policy to be administered by the College President. A seven member appointed Budget Committee assists the Board with annual budget preparation.

The Board

| | |
|-------------------|---------------------|
| Nancy Brouhard | Clint Laird |
| Kathleen Grossman | Dan Smith |
| Dorothy Heagy | Cathy Vesper-Wilson |
| Kay Heikkila | |

Budget Committee

| | |
|----------------|---------------------|
| John Babin | Robert Scully |
| Stephen Doty | James Lawton Verger |
| James Fox | Richard Voellinger |
| Robert Olstrom | |

Office of the President

Dr. Stephen Kridelbaugh, President
Christy Sutton, Administrative Assistant

Office of Instruction

Phillip Anderson, Dean of Instructional and Student Services

John Berman, TPAD Curriculum Coordinator

Kathy Blake, Educational Talent Search Specialist

Joanna Blount, Associate Dean of Student Services/Registrar

Robert Bower, Division Director, Arts and Humanities

Kelley Brayton, Coordinator of International Student Programs

Brenda Brecke, Director, Adult Learning Skills

Sharilyn Brown, Educational Talent Search Specialist

Barbara Davey, Associate Dean of Professional/Technical Education

Hunter Fales, ADA Coordinator

Mary Jane Fisher, CCLS Extended Services Coordinator

Melody Gillard-Juarez, Director of the Retired Senior Volunteer Program

Peggy Goergen, Associate Dean of Curry County

Karen Helland, Child Care Resource/Referral Coordinator

Margallee James, SOI Academic Assessment Specialist

Barbara Miles, Coordinator of Regional Workforce Quality Council

Connie Nelson, Director, Educational Talent Search

Jan Newlander, Director of Special Programs

Debra Nicholls, Office Manager/Administrative Assistant to the Dean of Instructional and Student Services

Tom Nicholls, Coordinator of Student Activities/Recruiting

Judy Ocobock, Registration/Records Supervisor

Patricia Parker, Mentor/Tutor/Transfer/Retention Specialist, Student Support Services

Janet Pretti, Curry County Coordinator/Assistant

Ronald Pullen, Division Director, Math/Science/Social Science

Frank Ramer, Division Director, Business and Technology

Beth Rehm, Director of Corrections Education

Paul Reynolds, Coordinator, Fire/Health/Safety Career Development

Jon Richards, Director, Business Development Center

Willie Sadler, Point of Entry Coordinator, Newmark Center

Sheila Ward, Placement Specialist

Jeff Whitey, Director of Housing/Conferencing

Deborah Wright, Associate Dean of Extended Learning

ADMINISTRATION

Administrative Services
Sheldon Meyer, Dean of Administrative Services
Greg Barker, Director of Plant Services
Robin Bunnell, Director of Financial Aid
Jill Christiana, Bookstore Manager
Michael Gaudette, Director of College Advancement

Carole Kelly, Human Resources Assistant
Dan Kelly, Director, Administrative Information Technology/Planning/Research
Dan Kiewert, Maintenance Supervisor
Phyllis Love, Printshop Supervisor/Graphic Artist

Peggy McAnally, Administrative Assistant to the Dean of Administrative Services
Ron Olson, Special Projects Accountant
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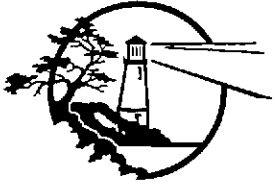
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THE CATALOG

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Rocky Raccoon -
Southwestern mascot



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