

# Southwestern Oregon Community College

COUNSELING CENTER  
SOUTHWESTERN OREGON COMMUNITY COLLEGE  
COOS BAY, OR 97420

1983-1985 Catalog



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Southwestern Oregon Community College is an equal opportunity institution. No one because of race, religion, color, sex, national origin, political affiliation, marital status, parental status, handicap, or age shall be excluded from participation, denied benefits, or be subjected to discrimination or harassment in any educational or employment activity of the college community.

The provisions, as set forth in this catalog of Southwestern Oregon Community College, as of the time of publication and at all times thereafter, are not to be regarded as an irrevocable contract between the student and the college. The college hereby reserves the right to make any necessary changes with respect to any matter as discussed herein, including, but not limited to, procedures, policies, calendar, curriculum, equipment available for instruction, course content or emphasis and all costs. All prospective registrants must assume when registering in any course of credit that, because of failure to attract a sufficient number of students or for any reason to be judged solely by the college administration, courses may be cancelled at any time.

Any interested persons can obtain information as to the existence and location of services, activities and facilities that are accessible and usable by handicapped persons. Contact the Office of Admissions.

# THE COLLEGE

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Education is important to human development and growth — socially, economically, and politically. Learning job skills is important, but just as important is learning to live and work with other people, knowing how to get involved in society's work, understanding our history, art, science, and literature.

Southwestern Oregon Community College believes in helping each person develop individual potential. Men and women of all ages attend classes here. Because of the diversity of the student body, the college offers a wide selection of courses and programs.

We believe in education for everyone who may profit from it, and in the dignity of choice in finding your place in society.

### **Brief History**

Southwestern Oregon Community College is the only post-secondary institution serving a two-county district of 1,997 square miles with an estimated population of 70,550. For the first community college district formed in Oregon, September 25, 1961, was opening day, with an enrollment of 266 students.

During the early years of its existence, classes were held in surplus Navy facilities and Coos Bay public schools. An old hotel was the first administration building. The campus is now located on the shores of Empire Lakes, in a natural setting of coastal pine and shrubbery. It is on a 135-acre tract within the city of Coos Bay and adjacent to North Bend.

Construction began in 1963. Buildings have been named for historic post offices: Randolph, Umpqua, Coaledo, Sitkum, Dellwood, Prosper, Tioga, Empire, Eden, Sumner, Sunset, Fairview, and Lampa.

Recent construction on campus has improved both the livability of the campus and has provided new and remodeled shops and laboratories for instructional programs. Empire Hall, with a cafeteria, quiet study room, meeting rooms, and student recreation room, was opened early in 1980. Facilities for music, art, home economics, nursing, forestry, welding, machine tools, faculty offices, a learning center, and a 105-seat lecture hall were completed in 1983. Electronics, physics, and chemistry are in remodeled laboratories in Coaledo Hall.

During the 21 years of the college's existence, a comprehensive instructional program has evolved. Instruction is divided into four general areas: the two-year academic transfer program to complete a degree at a four-year institution; one- and two-year vocational programs; adult basic education/high school completion; and life enrichment courses.



There is an adult high school diploma program for students 18 or older who may complete up to four years of high school by taking SWOCC classes. Both high school and college credit may be earned at the same time.

Life enrichment classes are as varied as the interests of the residents in the district. A sample of offerings includes foreign languages, music, art, physical education, woodworking, welding, sewing, and foods courses.

Classes are also offered in towns throughout the district: Bandon, Coquille, Lakeside, Myrtle Point, Reedsport, and Powers, plus, through special arrangement with the Education Service District, in Curry County population centers.

The college was accredited by the Northwest Association of Schools and Colleges in 1966, and accreditation was reaffirmed in 1982. The curricula of courses are approved by the Oregon State Department of Education.

### **Statement of Purposes and Functions**

Southwestern Oregon Community College is an educational institution dedicated to the optimum development of individuals and its functions are stated in those terms. College educational programs and services provide learning experiences for individuals 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 parallel (freshman or sophomore level) courses 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.



## Community Services

A community college, as the name suggests, is an institution to serve the total community — men and women of all ages and many interests. The Board of Education seeks to encourage citizen participation in the college, and make campus services and facilities readily available to serve public needs.

College facilities are available to local organizations and citizen groups for meetings, workshops, and other events in the public interest.

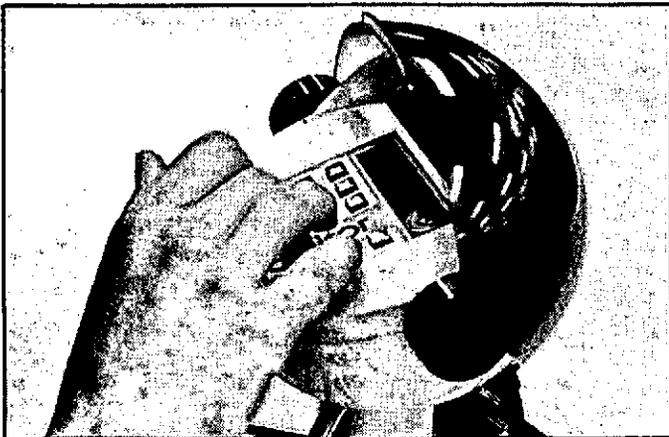
A speaker's bureau has been organized to provide lecturers and entertainment for meetings of local organizations and conventions.

The Library, which is housed on the second and third floors of Tioga Hall, is for community and college use alike. The card catalog, reference and book collection of over 51,000 volumes are located on the second floor where reference assistance is available. The periodical collection of over 500 titles and the Listening/Viewing Center containing over 5,000 record albums, cassettes, videotapes, slides, filmstrips, and motion pictures are found on the third floor. Photocopy machines are located on both floors. Through interlibrary loan, it is possible to obtain materials from other libraries upon special request. Students and non-students may use the services listed.

The Audiovisual Center is located on Tioga Hall's first floor east. It supports the instructional program through scheduling and distributing non-book media and through assisting faculty, administration, and students in media production. Non-students may make use of equipment and media programs by appointment.

## GENERAL EDUCATION DEVELOPMENT (GED) TESTS

For adults who have not graduated from high school who would like to earn a Certificate of Equivalency, the Office of Student Services offers GED examinations. The staff will explain requirements for taking the tests and recommend staff members to help prepare the student to take the tests. Counseling is also offered to assist in further educational or career development.



## ADULT BASIC EDUCATION

For adults whose education was interrupted before graduation from high school, the college provides classes in such basic skills as reading, writing, English, vocabulary, spelling, and arithmetic. Learning takes place in small groups, or through individual instruction. Tutoring and machine-learning are part of the process. It is not necessary to register at the beginning of a term; work may start at any time. Many students use this training to prepare for the General Education Development (GED) examinations.

### Cooperative Ventures:

- 1. Arts and Lectures** — The Arts and Lectures Committee is made up of students, administrators and faculty, and has the task of utilizing the resources of the college to promote the general welfare of the community. It has met this responsibility by providing free noontime lectures, called the "Contemporary Lecture Series," a series of concerts and plays, and brings to the community guest speakers for evening presentations. In addition, the Arts and Lectures Committee has taken a series of lectures to six communities in the college district and has provided a forum for an International Trade Conference.
- 2. Other Educational Opportunities** — Southwestern Oregon Community College cooperates with a number of other institutions, which have missions that complement our own. Upper division graduate classes are offered on campus by a variety of senior colleges and universities, including but not limited to: Southern Oregon State College, Linfield College, and Oregon State University. Information about these classes is available in the Office of Instruction. Activities by the senior institutions will vary from quarter to quarter.
- 3. Joint Agreements** — The college exists to serve the needs of the people of the area; however, there are some instances when the college serves those outside its district by special arrangement with another community.
  - Lane** — There is an agreement with Lane Community College that permits students in Fire Science, Criminal Justice, and Apprenticeship in the Florence and Reedsport areas to take classes at either institution without paying out-of-district tuition.
  - Umpqua** — There is an agreement with Umpqua Community College that permits residents of the area between Scottsburg and Elkton to take classes at either institution without paying out-of-district tuition. Further information about these two agreements may be obtained from the Office of Instruction.

4. **Umpqua/Rogue/Southwestern Oregon Community College** — An agreement in principle has been made between the three college Boards to permit students to register in certain specified programs without paying out-of-district tuition. The purpose of this program is to lessen unnecessary duplication and is only available for specified programs. Further information is available in the Office of Instruction.
5. **Curry County** — Southwestern Oregon Community College, in cooperation with Curry County and the Curry County Educational Services District, provides classes in Curry County. Funding for the classes comes from the State of Oregon and Curry County. Contact the Office of Instruction for details as to the current schedule of classes.
6. **Work Experience/Field Experience** — Students may enroll in supervised work/field experience and get practical on-the-job experience while earning credit. Work Experience is available for all programs at Southwestern Oregon Community College. Applications and information are available in Empire Hall, Room 207, or by calling 888-7441.
7. **Gold Card Club** — Residents of the college district who are 62 years of age or older are eligible for membership in the Gold Card Club and are entitled to the following benefits: (1) enrollment in college classes at half-price tuition on the campus and in Bandon, Coquille, Lakeside, Myrtle Point, Powers, and Reedsport. (The discount does not apply to special fees.); (2) free admission to athletic events, plays, concerts, lectures, and cultural events both at the college and in high schools throughout the district. Application forms for membership may be obtained from the Office of Community Services in Tioga Hall. There are no membership dues, meetings, or other obligations.
8. **Apprenticeship Training** — Courses specifically identified as apprenticeship are open to only registered apprentices. A requirement (under Oregon State Law) is attendance in related classes for 144 hours of each year of the apprenticeship. Classes are offered, as needed, for carpenters, plumbers, millwrights, sheet metal workers, inside wiring electricians, maintenance electricians, and power linemen. These classes are operated for the area in cooperation with local apprenticeship committees. Special classes may also be organized and operated for journeymen and other employed workers in the construction industry when the need exists.
9. **Occupational Skills Upgrading** — SWOCC offers full-term classes, workshops, and seminars in all vocational areas to upgrade needed skills. The college also offers training classes for volunteer firemen, volunteer emergency medical technicians, and reserve policemen. Most of these classes are tuition-free for paid firemen and policemen. Local industry is often prepared to pay either part or all of the tuition for employees. Check with your personnel department and/or supervisor.



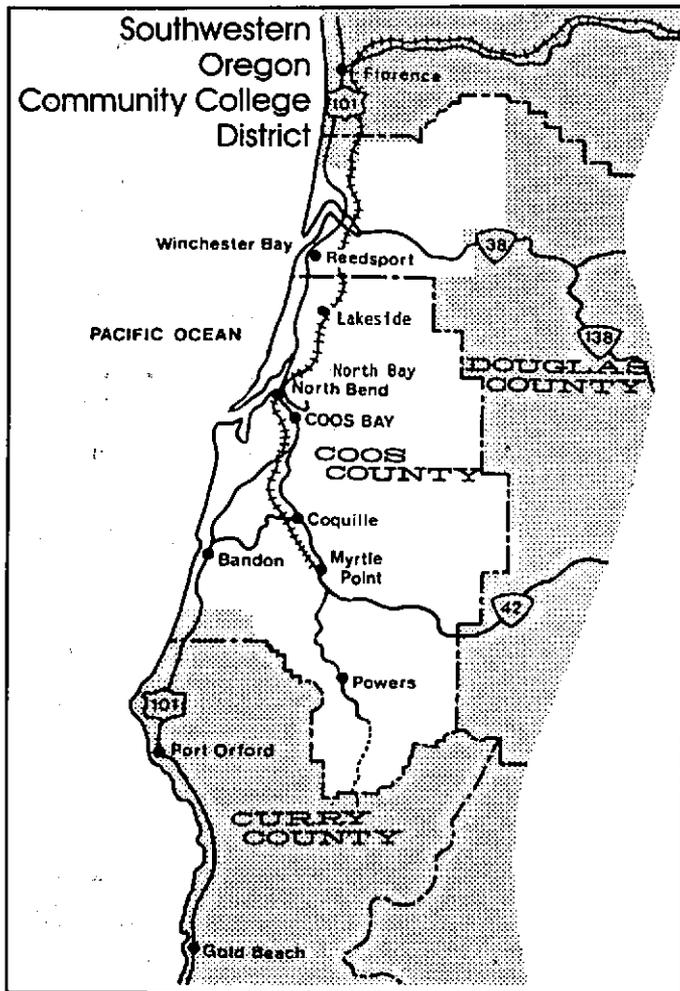
# HOW TO ENROLL

## THE COLLEGE DISTRICT

The college district is made up of Coos and western Douglas counties, an area of 1,997 square miles with an estimated population of 70,550. This campus is on a 125-acre site bordering Empire Lakes in Coos Bay, near the city limits of North Bend. The Bay Area urban community includes Coos Bay, North Bend, Eastside, and several unincorporated communities with a total population of about 40,000.

The campus is landscaped with native coastal Oregon trees and shrubs. Buildings are compatible architecturally with the natural scenic setting.

The region is noted for its mild climate and recreational opportunities. Principal industries include forest products, export shipping, fishing, farming and dairy products, and tourism. Coos Bay is a port of call for ships of many nations and is a major forest products shipping port.



1. Start planning now. If you are interested in only an occasional class rather than a degree or program, you can register by mail or at the college during registration times.
2. If you plan to work for a degree or complete a program, submit an application for admission along with a \$10 non-refundable fee.
3. Have your high school transcript forwarded to the college.
4. Take the placement test and attend one of the orientation sessions before registration. At that time, a faculty advisor will help you plan your schedule and give you details on registration procedures.
5. Counseling and vocational interest testing are available to help you decide upon the courses, program, or major best suited to your needs. For information or an appointment, call the Counseling Center, 888-7441.
6. If you have attended another college, forward a copy of your transcript(s) to the Admissions Office.
7. Tuition is payable each quarter when you register. If you need financial assistance, visit the Financial Aids Office, Room 14, Dellwood Hall.
8. Handicapped students can obtain special assistance in registering by identifying themselves to the Admissions Office or to the Counseling Center.

## WHO MAY ENROLL

Anyone who is a high school graduate or at least 18 years of age with the ability to profit from instruction may be admitted to the college. In special cases, high school students may be admitted. For entrance requirements to a specific certificate, diploma, or degree programs, read the description of requirements for that program.

## RESIDENCY GUIDELINES

You may qualify for in-district tuition rates by presenting proof that you:

1. Are 18 or older and have established permanent residency in Oregon for 90 days and in the college district 30 days prior to the beginning of the term for which you are registering.
2. Are a minor whose parents or legal guardian are legal residents of the college district; or
3. Have been graduated from one of the high schools in the college district within the past five years, and currently satisfy the in-district residency requirement; or
4. Are an emancipated minor, whose residency is independent of his parents or guardian, who has established permanent residency in Oregon 90 days and in the college district 30 days prior to the beginning of the term for which you are registering.

5. Are a United States military serviceman or service-woman on active duty in the college district, or a dependent thereof; or
6. Are a United States military service veteran, or dependent thereof, who established permanent residency in the college district within one year of separation from the service; or
7. Can show ownership of real property within the college district or evidence of being the legally dependent child of a person owning real property within the college district; or
8. Are a foreign exchange student (such as American Field Service or Rotary International student) residing with a host family within the boundaries of the college district.

Students who do not meet one of the above requirements, but who have lived in Oregon for 90 days, are classified as out-of-district residents; students from other states and countries are considered out-of-state residents for tuition purposes.

## TUITION AND FEES

The college reserves the right to make changes in tuition and fees at any time, but they may not be increased for any term after the date announced for 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.

Payment of tuition and fees entitles all students registered for academic credit to take advantage of services offered by the college, such as use of the library, laboratory equipment, and materials used in courses for which the student is registered, counseling and testing services, copies of the student newspaper, and admission to certain college-sponsored events. No reduction in tuition and fees is made to students who do not use these services.

## TUITION

Students enrolling for 1 to 10 credits:

In-district	\$19 per credit hour
Out-of-district	\$38 per credit hour
Out-of-state	\$57 per credit hour

Students enrolling for 11 or more credits pay maximum tuition:

In-district	\$200 per term
Out-of-district	\$400 per term
Out-of-state	\$600 per term

Students pay reduced tuition if they are enrolled for six or more credit hours and if their permanent (legal) address is in the college district and located:

1. within the Bandon, Coquille, or Reedsport school district or more than 15 miles from the campus... 25% reduction
2. within the Myrtle Point school district or more than 30 miles from the campus ..... 50% reduction
3. within the Powers school district or more than 50 miles from the campus..... 100% reduction

Students applying for tuition reductions in excess of those allowed for the school district of the permanent address may be required to submit evidence confirming the mileage to the Director of Admissions.

**Gold Card Club** members (62 or older and living within the college district) get a 50% reduction on tuition in all reimbursable courses (those numbered 0.500 or higher or those with a letter prefix). However, they pay full tuition for non-reimbursable courses (those numbered 0.000 to 0.499), as well as full special fees for all classes where those are levied.

**Auditors** Students taking class for audit participate fully in the activities of the class, but are not required to take tests since no grades are assigned. Tuition costs and fees are the same and regular registration procedures apply. After the second week of classes, permission of the instructor is required to enter the course for audit.

**Exceptions** Tuition charges are \$4 per clock hour for the following adult developmental classes:

0.745	Adult Basic Education
0.746	GED Preparation
0.750.1	Competency Lab: Adult High School Diploma Program
0.750.2	Life and Work Experience Assessment: Adult High School Diploma Program

There is no cost for tuition for enrollment in:

0.522.7, 0.522.8, 0.522.9	Music
0.506	Theater
0.528.3, 0.528.4	Sign Language
0.747	English as a Second Language

Tuition is waived on the following classes for police reservists, volunteer firefighters, ambulance volunteers, and emergency service volunteers not enrolled in a diploma or degree program in Law Enforcement, Criminal Justice Administration, Fire Science Technology, or Emergency Medical Technician.

9.360	First Responder
9.380	Cardiopulmonary Resuscitation
9.381	Multimedia First Aid
9.382	Basic First Aid
9.383	First Aid and Emergency Care
9.424	EMT/First Responder Continuing Education
9.428, 9.431, 9.432	Emergency Medical Technician I, II, III
9.433	Emergency Services Recertification
	Fire Science Technology or Firefighting courses
	Criminal Justice or Law Enforcement courses

Tuition shall be waived for paid police officers and firemen not pursuing a diploma or degree program in Law Enforcement, Criminal Justice Administration, Fire Science Technology, enrolling in:

9.360	First Responder
9.433	Emergency Service Recertification

Tuition shall be waived for governmental agency employees and volunteers not pursuing a diploma or degree program in Law Enforcement, Criminal Justice Administration, or Fire Science Technology who are taking law enforcement training or fire fighting training as part of their in-service training and enrolling in 9.390 Career Development courses.

## SPECIAL FEES

Special fees are assessed for some courses and are payable at the time of registration. These fees cover costs of material used or costs of off-campus facilities used for the classes. Other special fees include the following:

**Application Fee—\$10**

**Audit Fee—same as for regular tuition**

**Change of Program Fee (after first week of classes)—\$1**

**Check Irregularity Fee—\$5 plus \$2 per day**

**College Catalog Fee—\$2**

**Credit by Evaluation—10% of regular tuition for each credit (The charge, when the College Level Examination Program is used, is the actual cost of CLEP to the college.)**

**GED Testing Fee—\$15**

**Graduation Fee—\$10 (payable when application for graduation is submitted)**

**Late Registration—\$5 after the first week of the term**

\$5 plus \$2 per class after the second week of the term

\$5 plus \$3 per class after the third week of the term

**Malpractice Insurance Fee—\$12 (Nursing Students Only)**

**Performance Studies Fee—\$45 (Private study of voice or musical instrument; performance fees are not subject to free tuition for Gold Card Club members.)**

**Photography Darkroom—\$25 (per 20 hours of use)**

**Record Update Fee—\$5**

**Reinstatement Fee—\$5 (If registration is cancelled during the term but the student is allowed to re-enter later, a reinstatement fee is charged.)**

**Transcript Fee—\$3 for official transcript, plus \$1 for additional copies furnished simultaneously**

\$1 for unofficial transcript

**Vocational Guidance Testing Fee—\$5**

## REFUNDS

Students who withdraw from college or drop courses may be entitled to a refund if they file a completed drop form with the Admissions Office. In emergency circumstances, a phone call followed immediately by a signed letter will be accepted for withdrawal of a student from a class or classes.

The amount of refund is calculated from the date the written withdrawal application is received in the Admissions Office. Any money owed to the college will be deducted from the refund.



The Director of Admissions may adjust a claim for refund if it is determined that the student was delayed in filing for reasons beyond his/her control. The claim must be presented in writing.

The tuition refund schedule for fall, winter, and spring terms is as follows:

	<b>Maximum Tuition</b> (10 or more credits)
First week of term.....	100% less \$10
Second week of term .....	70% less \$10
Remainder of term .....	None

	<b>Part-time Tuition</b> (9 credits or fewer)
First week of term.....	100% less \$5
Second week of term .....	70% less \$5
Remainder of term .....	None

For special courses, seminars or workshops scheduled for six weeks or less:

	<b>Full-time</b>	<b>Part-time</b>
On or before the second scheduled class meeting.....	100% less \$10	100% less \$5
Remainder of the sessions....	None	None

### Refund of Special Fees

There is no refund for special fees after the first meeting of the class.

## CHANGE OF REGISTRATION

### Adding classes

You may add classes during the first two weeks of the term without the instructor's consent. After that, the instructor's signature is required on the Add form.

### Dropping classes or withdrawing from college

1. You may drop classes without responsibility for a grade through Friday of the sixth week in regular full-term courses. For eight-week terms, Tuesday of the fifth week is the cut-off date and a corresponding point for classes of irregular length.
2. After the above times, classes require a grade assignment and the signature of the instructor of the course from which withdrawal is sought. The instructor may use available grading options to evaluate completed work. He or she may assign credit for the portion of course work completed up to (but not to exceed) the credit approved for the course.
3. Upon request, the instructor may assign grades and credit, when appropriate, before the sixth week of the term.
4. A student may appeal the assigned credit or grade by petition to the Academic Standards Committee. Petitions and additional information are available from the Office of Admissions.

### Changing from audit to credit

A student may change enrollment from audit to credit by the drop/add process during the first two weeks of the term. After that, a petition requesting the change must be filed with the Admissions Office.

# ACADEMIC REGULATIONS

## FULL-TIME STUDENT

A student taking 12 or more credits in a regular term is classified as a full-time student. In summer term, students taking 8 or more credits are classified as full-time. (See special requirements for veterans on page 10)

## CREDITS

The academic year is made up of three quarters of approximately 11 weeks each, plus an accelerated summer term of approximately eight weeks.

The usual student load is 15 or 16 credit hours per quarter. To complete the 93 credits required for an Associate in Arts degree in two years, a student must average 15½ credits per quarter. Credit requirements for the Associate in Science degree may vary, but the average number of credits required is 96, and the average course load is 16 credits per quarter.

To take a course load of more than 18 credit hours, you must petition the Academic Standards Committee. The granting of permission is based upon consideration of previous academic records, outside employment, and other factors. Petition forms are available from the Admissions Office.

## GRADING SYSTEM

Grades	Grade Points
A Excellent degree of achievement in meeting course objectives; mastery of principles and skills.	4
B Above average degree of achievement.	3
C Average. The student is expected to be able to apply the subject matter in a practical situation.	2
D Minimal degree of achievement. Practical application ability doubtful.	1
F Unacceptable degree of achievement. No credit.	0
Y No basis for evaluation. (The student did not attend class or did not complete enough of the requirements to provide basis for a grade.)	0
U Unsatisfactory. No credit.	0
S Satisfactory. Credit as specified.	0
I Incomplete. No credit. The student has completed almost all requirements and can reasonably be expected to finish the remainder without having to repeat the course.	0
X Audit.	0
W Student initiated withdrawal.	0
Z Instructor has not turned in grades.	0

## SCHOLASTIC STATUS

The Honor Roll includes students who have completed 12 or more credits for the quarter with a grade point average of 3.50 or higher.

The Dean's List includes students who have completed 12 or more credits for the quarter with a grade point average of 3.00 to 3.49.

A student is not eligible for the Honor Roll or Dean's List during any quarter in which he/she gets a failing grade, a Y, or an I in any course.

**Academic Notification Policy**—Consistent with the purpose of Southwestern Oregon Community College to provide for the optimum development of individuals, an academic notification system has been developed to monitor the academic progress of students.

Full-time students and part-time students pursuing completion of a program are notified of possible lack of academic progress when:

- The term GPA is less than 2.0
- The student receives two or more Ys and/or Fs.

Full-time students and part-time students pursuing completion of a program are placed on probation when:

- During the second term of enrollment and thereafter, the cumulative GPA falls below 2.0.
- For two consecutive terms, the student receives two or more Ys and/or Fs.

The student will continue on probation until the cumulative GPA is 2.0 or better, provided that during this time satisfactory academic progress is maintained.

If during any term while on probation a student does not make satisfactory academic progress, that student and the advisor will be notified that the student is suspended. A suspended student may petition the Academic Standards Committee for a hearing. The Committee will then decide if the student will be reinstated and the conditions for such reinstatement.

**Change of Grade procedure**—A completed supplementary grade report must be submitted by the instructor, in person, to the Admissions Office. Copies are filed with the Admissions Office, and one copy is sent to the student.

**Course Repeat procedure**—Upon written request by the student, the grade for repeated course work will replace all former grades in the same course on the permanent academic record. This applies to A, B, C, D, or F grades for second



enrollment; a former grade may not be replaced with a Y, I, W, or X. A student may enroll for audit to refresh his mastery of the course without affecting earlier grades in the same course.

**Final Examinations** are a part of each course. Students are required to take the final test at the scheduled time to complete the course and receive credit.

**Credit by Challenge or Advanced Placement** may be options for students who wish to obtain credit without formal classwork in subjects in which they have special knowledge. Work or military experience or certain high school classes may earn credit. Contact the Admissions Office for details.

**CLEP**—The College Level Examination Program enables a student to demonstrate knowledge and proficiency and acquire credit in selected academic areas. A listing of the general and subject tests, and information about those that are accepted by the college, are available from the Student Services Office.

**AP**—Advanced Placement tests taken while in high school may be accepted for college credit. For information, contact the Admissions Office.

**Auditors**—Students enrolling for audit are not required to meet specific academic requirements to participate fully in activities of the class. Tuition costs are the same, but no college credit is given. Regular registration procedures apply. After formal registration time, permission of the instructor is required to enter a course for audit.

**Transfer Students**—Records of credits earned at other accredited colleges or universities are evaluated as though the credits had been earned at Southwestern Oregon Community College.

## VETERANS

The Veterans Administration requires information concerning each veteran student's enrollment, date of interruption or termination of training, changes 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 student to contact the Admissions Office and officially withdraw from the college if the student does not desire to attend classes. The veteran should then notify the Veterans' Services Office which will notify the Veterans Administration. Failure to do so may result in an overpayment to the student which the student must repay.

**Change in Credit Load**—When a veteran student changes credit load, the Veterans' Services Office should be notified and will in turn notify the Veterans Administration.

**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 both useful and necessary. If such a determination is not made, the student will not be certified for continued enrollment in these courses.

**Program of Study**—All veteran students must have a declared major and may receive payment only for courses which are a part of their program.



**Transfer 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 Admissions Office 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.

**Hour Requirements**—To receive full-time pay, the student must take a minimum of 12 credit hours; for  $\frac{3}{4}$ -time pay, the student must take a minimum of 9 credit hours; to receive  $\frac{1}{2}$ -time pay, the student must take a minimum of 6 credit hours. During the summer term, students must maintain 12 standard class sessions per week for full time, 9 standard class sessions per week for  $\frac{3}{4}$  time, and 6 standard class sessions per week for half-time.

## COURSE NUMBERS

College parallel courses are numbered to conform with courses offered at other institutions of the State System of Higher Education.

Transferrable classes are those beginning with an alphabetical prefix. (Wr 121, English Composition, or CH 104, General Chemistry, are examples.)

Numbers on these courses signify the following:

50-99 high school level subjects. Some of these may be acceptable as credit toward an Associate degree or a Baccalaureate degree.

100-199 freshman level college courses, which are applicable to an Associate degree or Baccalaureate degree.

200-299 sophomore level college courses, which are applicable to an Associate or a Baccalaureate degree.

Vocational/General Education courses have a number prefix (such as 1.111, Communications, or 4.150, Welding I). These are not ordinarily transferrable to a four-year institution, but may be applied to an Associate in Science degree at Southwestern Oregon Community College or other community colleges.

Adult Education courses—those courses with number prefixes from 0.000 to 0.999.

**108 Credit Limitation**—Senior institutions of the State System of Higher Education in Oregon usually accept no more than 108 transfer credits from a community college. Students contemplating taking more than 108 credits before transfer should seek advice from the major department of the transferring institution.

# ACADEMIC CALENDAR

## SUMMER TERM, 1983

June 20, Monday	Registration Day day and night classes begin
June 24, Friday	Last day for registration or to add classes without instructor's consent
July 4, Monday	Independence Day (holiday)
July 19, Tuesday	Last day to withdraw from classes without responsibility for grades
August 12, Friday	Summer session ends

## FALL TERM, 1983

Sept. 19, 20, 21, 22, 23, Monday-Friday	Advising and Orientation
Sept. 22, 23, Thursday, Friday	Formal registration Classes begin
Sept. 26, Monday	Last day for registration or to add classes without instructor's consent
October 7, Friday	Last day to withdraw from classes without responsibility for grades
November 4, Friday	Veterans' Day (holiday)
November 11, Friday	
November 24, 25, Thursday, Friday	Thanksgiving vacation
December 5, 6, 7, 8 Monday-Thursday	Advising for winter term
December 7, 8 Wednesday, Thursday	Early registration for winter term
December 12-16 Monday-Friday	Final examinations

## WINTER TERM, 1984

January 3, Tuesday	Registration Day night classes begin
January 4, Wednesday	Day classes begin
January 13, Friday	Last day to register or add classes without instructor's consent
February 10, Friday	Last day to withdraw from classes without responsibility for grades
March 5, 6, 7, 8 Monday-Thursday	Advising for spring term
March 7, 8 Wednesday, Thursday	Early registration for spring term
March 12-16 Monday-Friday	Final Examinations

## SPRING TERM, 1984

March 26, Monday	Formal registration and night classes begin
March 27, Tuesday	Day classes begin
April 6, Friday	Last day to register or to add classes without instructor's consent
May 4, Friday	Last day to withdraw from classes without responsibility for grades
May 28, Monday	Memorial Day (holiday)
June 4-8 Monday-Friday	Final examinations
June 8, Friday	Commencement

## SUMMER TERM, 1984

June 18, Monday	Registration Day day and night classes begin
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June 22, Friday

July 4, Wednesday  
July 17, Tuesday

August 10, Friday

## FALL TERM, 1984

Sept. 17, 18, 19, 20, 21 Monday-Friday	Advising and Orientation
September 20, 21 Thursday, Friday	Formal registration Day and night classes begin
Sept. 24, Monday	Last day to register or add classes without instructor's consent
October 5, Friday	Last day to withdraw from classes without responsibility for grades
November 2, Friday	Veterans' Day (holiday)
November 12, Monday	
November 22, 23 Thursday, Friday	Thanksgiving (holiday)
December 3, 4, 5, 6 Monday-Thursday	Advising for winter term
December 5, 6 Wednesday, Thursday	Early registration for winter term
December 10-14 Monday-Friday	Final examinations

## WINTER TERM, 1985

January 7, Monday	Registration Day night classes begin
January 8, Tuesday	Day classes begin
January 18, Friday	Last day to register or add classes without instructor's consent
February 15, Friday	Last day to withdraw from classes without responsibility for grades
March 11, 12, 13, 14 Monday-Thursday	Advising for spring term
March 13, 14 Wednesday, Thursday	Early registration for spring term
March 18, 22 Monday-Friday	Final Examinations

## SPRING TERM, 1985

April 1, Monday	Registration Day night classes begin
April 2, Tuesday	Day classes begin
April 12, Friday	Last day to register or add classes without instructor's consent
May 10, Friday	Last day to drop classes without responsibility for grades
May 27, Monday	Memorial Day (holiday)
June 10-14 Monday-Friday	Final examinations
June 14, Friday	Commencement

## SUMMER TERM, 1985

June 24, Monday	Registration Day day and night classes begin
June 28, Friday	Last day to register or add classes without instructor's consent
July 4, Thursday	Independence Day (holiday)
July 23, Tuesday	Last day to drop classes without responsibility for grades
August 16, Friday	Summer session ends

# STUDENT SERVICES

## STAFF

John Hunter, Dean of Student Services  
Robert Dibble, Counselor and Advisor to International Students  
Stephen J. Erickson, Counselor  
Jon Sapper, Coordinator of Work Experience and Counselor  
Shirley Gitchell, Financial Aids Advisor  
Beth Kuhn, Coordinator of Student Activities  
Jean von Schweinitz, Director of Admissions and Records  
Doris Wilson, Health Counselor  
Kirsten Hinton, Veterans' Advisor

The program of student services at Southwestern Oregon Community College supports, encourages and facilitates the educational development of each student. A professional staff offers advising, counseling, testing, financial aid and a variety of services. Offices are located in Empire Hall and Dellwood Hall.

## ADVISING

Advising is considered one of the most important guidance functions in the instructor-student relationship. Full-time students for regular terms (12 credit hours or more; 8 credit hours or more for summer term) and part-time students working for a degree or certificate, are assigned to a faculty member for advising. Although this is not required for the part-time student, consultation with an advisor is encouraged.

## COUNSELING AND TESTING

The Counseling Center, located on the second floor of Empire Hall, offers counseling and appropriate testing services to students and prospective students. Professional counseling is available in areas of education, career, health, and personal concerns.

Counselors work with students in their self-explorations to help them clarify their chief interests and to discover their potential for various careers. They also assist the student in identifying and resolving possible situational or personal difficulties for a more effective educational experience.

Counselors work closely with faculty advisors and the instructional divisions of the college. Students may be referred by any faculty member or make their own appointments on a "drop-in" basis.

The Counseling Center maintains a library of educational and career information. Catalogs from many educational institutions are available for reference.

## HEALTH SERVICES

A health counselor is on duty on a part time basis in the Health Center in Tioga Hall. Emergency assistance is pro-

vided for on-campus illness or accidents. The counselor also advises students on health problems and concerns, and acts as a liaison person between the college and the private health practitioners in the community.

## INTERNATIONAL STUDENT ADVISING

The college is authorized to enroll eligible non-immigrant international students. The Office of Admissions, in cooperation with the International Student Advisor, determines eligibility. These decisions are related to the student's proficiency in the English language, as well as academic achievement. Special assistance in English is available. The advisor is available to assist with academic, career or personal problems related to adjustment to college life in the United States.

Scores of the "Test of English as a Foreign Language" (TOEFL) or an acceptable substitute are used as the basis for determining language proficiency. Foreign students considering registration should also be aware of the fact that there is no campus housing available.

## VETERANS

All Southwestern Oregon Community College Associate in Arts and Associate in Science degree programs are approved by the Veterans Administration Office. Veterans must maintain a two-point grade average and complete the number of credits for which they were enrolled and paid. To obtain more information or establish eligibility for educational benefits, contact the Admissions Office.

## JOB PLACEMENT

Students who are prepared to enter the job market are assisted in locating positions. Information about part-time off-campus jobs, full-time employment and summer jobs is available from the work experience coordinator.

## STUDENT HOUSING

The college does not provide campus housing for students. Responsibility for securing adequate living arrangements rests with the student and/or parents.

## SERVICES FOR THE HANDICAPPED

It is recognized that some persons have special needs. Those who have been identified as having learning difficulties, or those who are physically handicapped, are encouraged to contact the Counseling Center to gain information about counseling, advising, testing, support services, instructional opportunities and special equipment and/or materials that might be of help to them.

# FINANCIAL AID

Financial aid programs at the college include student employment, grants, scholarships, and loans. The college Board of Education provides district funds for aid, and additional funds are provided by state and federal student assistance programs. The Financial Aid Office is located in Dellwood Hall, Room 14.

## DISTRICT FUNDS SCHOLARSHIPS

The college Board of Education has authorized tuition scholarships for two graduating seniors from each high school within the community college district: Bandon, Coquille, Marshfield, Myrtle Point, North Bend, Powers, and Reedsport. The Merit Scholarship is awarded on the basis of scholastic ability, academic achievement and general citizenship, while need is also considered for the district.

Tuition scholarships are awarded to returning Southwestern Oregon Community College students. These scholarships will be awarded on the basis of scholastic ability, academic achievement, and general citizenship. Financial need may be considered.

Scholarship recipients must be enrolled at Southwestern Oregon Community College as full-time students (12 or more credits). Applications are available from your high school counselor or the Financial Aid Office. Applications must be submitted before April 1. Students must apply each year for renewal.

## GENERAL SCHOLARSHIPS AND GRANTS

Various organizations and individuals contribute money to provide tuition scholarships for students who have financial need. Application forms are available from high school principals and counselors and the Financial Aid Office at the college.

## MUSIC SCHOLARSHIPS

Some music majors are offered \$45 scholarships to pay the extra tuition fee required each term for private music instruction. These scholarships are awarded on the basis of ability, interest and need. To qualify, students must maintain a "B" average in their private music study and participate in a college performance group such as choir, band, or orchestra.

## EMPLOYMENT

A few on-campus jobs are available to students through funds provided by the college Board of Education. Application forms may be obtained from the Financial Aid Office.

## EMERGENCY LOANS

The Scholarship and Loan Committee administers funds providing short-term (approximately 90 day) loans to eligible part-time and full-time students for the purpose of paying tuition, fees, books, and other educational expenses. Loans must be repaid. Students must be able to demonstrate the ability to repay the loan and all loans must be cosigned. Application forms are available from the Financial Aid Office.

## DEFERRED PAYMENT

Students enrolling for two or more credits may defer payment by paying one-third of the charges and processing fee at the time of registration, and the balance in two equal payments during the term. The maximum amount that can be deferred is two-thirds of the full-time, in-district tuition. Application for deferred payment must be made at the time of registration. Students registering after the first week of classes may not defer tuition payment.

All loans and deferred tuition payments must be repaid by the end of the term in which they are obtained. If a payment becomes 30 days delinquent, it will be turned over for collection and the student will be administratively withdrawn from classes unless satisfactory arrangement for repayment is made.

## TALENT GRANTS

Each year the Scholarship and Loan Committee administers the Talent Grant Program in approved areas of talent or study. Talent Grants are offered in areas such as music, art, athletics, student publications, student government, etc. Application forms are available from the Financial Aid Office.

## CONTRIBUTIONS

Organizations and individuals are invited to make contributions to Southwestern Oregon Community College Foundation to provide scholarships, grants, or loan funds for students attending the college. The foundation is a registered, non-profit organization.

Memorial Loan Funds established by contributors include:

Abraham Lipton Memorial	Laura Morgan Memorial
Barbara Simpson Memorial	Lilian Farley Memorial
Beauchemin-Swanson Memorial	Linda Koonce Memorial
Caren Cavanaugh Memorial	Mary Edith Taft Memorial
Dora Burr Memorial	Maurice Romig Memorial
Edna L. Morgan Memorial	Robert Croft Memorial
Floyd Griffey Memorial	Rodney Hichenlooper Memorial
George F. Burr Memorial	Russell Goodsell Memorial
Hazel Hanna Loan Fund	T.E. Dibble Memorial
Jeanette McCowan Memorial	Wooldridge Memorial Scholarship
Joe Kronsteiner Memorial	Young-Hansa Memorial
Kathleen Francis Memorial	

## FEDERAL AND STATE FUNDS

Southwestern Oregon Community College is a participating institution in the following federal and state assistance programs:

### FEDERAL PROGRAMS

College Work-Study (CWS)  
Guaranteed Student Loans (GSL) and PLUS Loans  
National Direct Student Loans (NDSL)  
Pell Grants  
Supplemental Educational Opportunity Grants (SEOG)

### STATE PROGRAMS

State Cash Awards  
State Need Grants (SNG)

Eligibility for these programs is based on need, which is established through completion of the Financial Aid Form (FAF), as defined by the Federal and State guidelines. This form is available from high school counselors and the Financial Aid Office at the college. Early application is advised, because some funds may become limited. To qualify, students must be enrolled at least half-time (6 credits) as a student taking course work toward fulfilling the requirements of a degree or certificate and making satisfactory progress. Eligible students must also be U.S. citizens or eligible non-citizens and may not be in default on a National Direct Student Loan, Guaranteed Student Loan, or PLUS loan nor owe a refund on a Pell Grant or Supplemental Educational Opportunity Grant at Southwestern Oregon Community College. All men who are at least 18 years old and were born after December 31, 1959, and not currently a member of the U.S. Armed Forces, must register with the Selective Service in order to be eligible to receive Federal Funds.

Follow these steps to apply for financial aid:

1. Complete the Financial Aid Form (FAF) accurately.
2. Mail it with fee to:  
College Scholarship Service  
P.O. Box 1907  
Berkeley, CA 94701

A fee is not required for processing an application for the Pell Grant. Other aid programs do require application fees.

3. Allow 3-4 weeks for processing the FAF and 6-8 weeks for the Pell Grant.
4. Your Pell Grant Student Aid Report (SAR) will come directly to you. Submit this report to the Financial Aid Office immediately.
5. Entering freshmen must take a placement test. This requirement may be waived for students who are transferring from other colleges. All transfer students must submit a transcript of their grades and a Financial Aid Record (transcript) from each school they have previously attended since leaving high school.

## PELL GRANT

The Pell Grant is an entitlement program that provides grants to eligible undergraduates. Grants are funds that do not require repayment. Application may be made by filing a Financial Aid Form through the College Scholarship Service when applying for other aid programs, or by using an Application for Federal Student Aid when applying for the Pell Grant only. Either form is available from the Financial Aid Office and high school counselors. Awards are based on education costs at each eligible post-secondary educational institution. Under current legislation, the maximum award is \$1,800. The average award for a student attending Southwestern Oregon Community College in 1982-83 was \$1,013. Awards will be



reduced proportionately for students attending less than full-time (12 credits). Pell Grants may be received for the period of time required to complete the first undergraduate course of study being pursued by the student. Pell Grants may be transferred to other eligible institutions. Students must reapply each year.

### **SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (SEOG)**

The Supplemental Educational Opportunity Grant is an aid program that is designed to assist undergraduate students whose need is indicated by the analysis of the completed Financial Aid Forms. These grants do not have to be paid back and may range from \$200 to \$2,000 depending on the student's need, the college's policies, the availability of funds, and the amount of other aid the student is receiving. Eligibility for a SEOG must be established each year and may be received for the period of time required for completion of the first undergraduate bachelor's degree.

### **COLLEGE WORK-STUDY (CWS)**

The College Work-Study Program provides part-time employment for students who have established eligibility through the Financial Aid Form. A student may be eligible to work up to 20 hours per week during the school term and a maximum of 40 hours per week during vacation periods. Eligibility is based on need, the availability of funds, and the amount of aid the student receives from other sources. Students are compensated monthly for work performed at the current federal minimum hourly wage.

### **NATIONAL DIRECT STUDENT LOAN (NDSL)**

The National Direct Student Loan is a program of borrowing established for students with financial need. The amount the student may borrow each year will vary with the individual's needs, the loan funds available, and the amount of other aid the student is receiving. The total borrowing limits are:

- a. \$3,000 if you are enrolled in a vocational program, or if you have completed less than 4 years of a program leading to a bachelor's degree.
- b. \$6,000 if you are an undergraduate student who has already completed 2 years of study toward a bachelor's degree and has achieved third-year status (this total includes any amount you borrowed under NDSL for your first 2 years of study).
- c. \$12,000 for graduate or professional study (this total includes any amount you borrowed under NDSL for your undergraduate study).

The student has an obligation to repay the loan, with interest charges of 5% per annum on the unpaid balance over a 10-year period, beginning six months after graduation or after leaving school for other reasons. Minimum quarterly payment is \$30. Contact the Financial Aid Office for further details regarding payment policies, cancellation, and deferment benefits, etc.

### **GUARANTEED STUDENT LOAN**

The Guaranteed Student Loan is a low-interest loan established for residents of Oregon through eligible lenders (such as a bank, loan association, or credit union) of the student's choice. These loans are insured by the state and re-insured by the federal government. A student cannot borrow more than the cost of education at Southwestern Oregon Community College, less any other financial aid the student receives. Depending on family income, the student may have to demonstrate need and the amount of that need may limit the amount of the loan. An undergraduate student may borrow up to \$2,500 a year. The total GSL debt you can have outstanding as an undergraduate is \$12,500. Graduate students can borrow up to \$5,000 a year. The total loan for graduate or professional study is \$25,000 including any loans made at the undergraduate level. Repayment begins 6 months after student ceases to be at least a half-time student.

A student obtains the application form from the Financial Aid Office and takes it to the lending institution after the college certifies: (a) the applicant is accepted or enrolled as a full-time student in good standing, (b) the applicant's estimated educational expenses are reasonable, and (c) the amount and types of financial aid and income the student received from other sources.

### **OREGON PLUS LOANS**

Under the Oregon PLUS Loan Program a dependent undergraduate student's parent may borrow a maximum of \$3,000 per year to a total of \$15,000 for each dependent child who is enrolled at least half-time in an eligible post-secondary institution.

Independent undergraduates may borrow up to \$2,500 per year. However, the PLUS Loan, combined with any GSL the independent undergraduate may also have, cannot exceed the yearly and total GSL undergraduate limits of \$2,500 and \$23,500. The interest rate is 12%. Repayment begins within 60 days of the date of the loan. Applications are available from the Financial Aid Office at the College.

### **STATE NEED GRANTS (SNG)**

The Oregon State Scholarship Commission provides State Need Grants to Oregon residents who are full-time students with financial need. These grants are transferable to other colleges and universities in Oregon. Application is made by completing a Financial Aid Form and requesting that a copy be sent to the State Scholarship Commission. The student must apply annually to be considered for renewal of the grant.

### **STATE CASH AWARD**

Cash awards are awarded by the State Scholarship Commission to outstanding high school seniors in need of financial assistance. The maximum award is \$648. These awards are renewable until graduation, as long as financial need exists and satisfactory academic progress is continued. The awards are transferable to other colleges and universities in Oregon. Students must apply annually to be considered for renewal. Interested students should contact their high school counselors.

# STUDENT ACTIVITIES

To promote and encourage the development of the whole person, students at Southwestern Oregon Community College are encouraged to participate in a variety of activities outside the classroom. A Director of Student Activities acts as coordinator and advisor.

## ASSOCIATED STUDENT GOVERNMENT

The SWOCC Associated Student Government (ASG) is a recognized platform for the development of student leadership. The student organization is directed by an Executive Council: president, vice president, and treasurer. The Senate is composed of the Executive Council, five senior senators, and five junior senators. Executive Council and senior senator elections are held in the late spring, while junior senators are elected in the early fall. The SWOCC Student Government is itself governed by a constitution and bylaws. The Coordinator of Student Activities is the advisor for ASG. Offices are located in Empire Hall on the second floor.

## STUDENT CLUBS

The following clubs and organizations are established on campus:

Folk Dance	Law Enforcement
KUSA Bicycling Club	Fisheries Technology Association
Forestry Club	Vocational Industrial Clubs of America
Outdoor Club	Iota Tau Kappa
Nursing Club	Campus Christian Fellowship
Drama Club	Laker Leaders (Cheerleaders)
Phi Beta Lambda	Big Brother/Big Sister

## PUBLICATIONS

Student publications include a campus newspaper, "The Southwester," which is published every three weeks, and a literary magazine, "The Beacon," which is published twice a year. "The Southwester" is a student-managed paper featuring local college news, national campus news, syndicated features, and paid advertising. Editorial content is strictly of student origin and opinion and in no way reflects college Board policy. "The Beacon" is a showcase for original poetry, stories, articles, photographs, and artwork. "The Southwester" is advised by the Coordinator of Student Activities, and "The Beacon" is advised by the English Department.

## INTRAMURAL PROGRAMS

SWOCC intramural programs offer organized sports competition and recreational activities in a balanced program of team games, individual and dual sports and co-recreational activities. Some of the scheduled activities are: flag football, volleyball, basketball, game room competition, soccer, badminton, and fun runs. Anyone wishing information on the intramural program may contact the Coordinator of Student Activities in Empire Hall.

In addition to the above activities, the Office of Student Activities offers other student services. These include voter

registration, a monthly calendar posted in Empire Hall, dances, graduation assistance, community event posting, for sale/hire/rent posting, coordination of students with community events, an annual awards assembly, gameroom management, liaison between students and college administration, student advocacy, and a future student handbook.

## INTERCOLLEGIATE ATHLETICS

Southwestern Oregon Community College offers four Intercollegiate Athletics programs for women and for men. Fall term features women's volleyball and co-ed cross country. Winter term features basketball for men and women as well as wrestling. Spring term brings co-ed track and field.

Teams compete in a league with the other Oregon community colleges, and in addition, schedule competition with community colleges and smaller four-year colleges from Washington, Idaho, and Northern California. Schedules are organized to minimize loss of class time.

Over the years, the athletic program has developed a strong following in the community on campus. SWOCC has won team championships several times in wrestling and basketball and developed numerous All-Star selections; All-Americans, and state, regional, and national record holders in the college's sports program.

SWOCC student athletes are called the "Lakers"; the college mascot is the raccoon, and the school and uniform colors are red and blue.

## CARPOOLING

A sign-up board is located on the second floor of Empire Hall. Those wishing to share rides may register and take down names and phone numbers of other students travelling to and from the same area. Information on the system may also be obtained by calling the Office of the Coordinator of Student Activities at 888-2525, extension 335.

## FOOD SERVICES

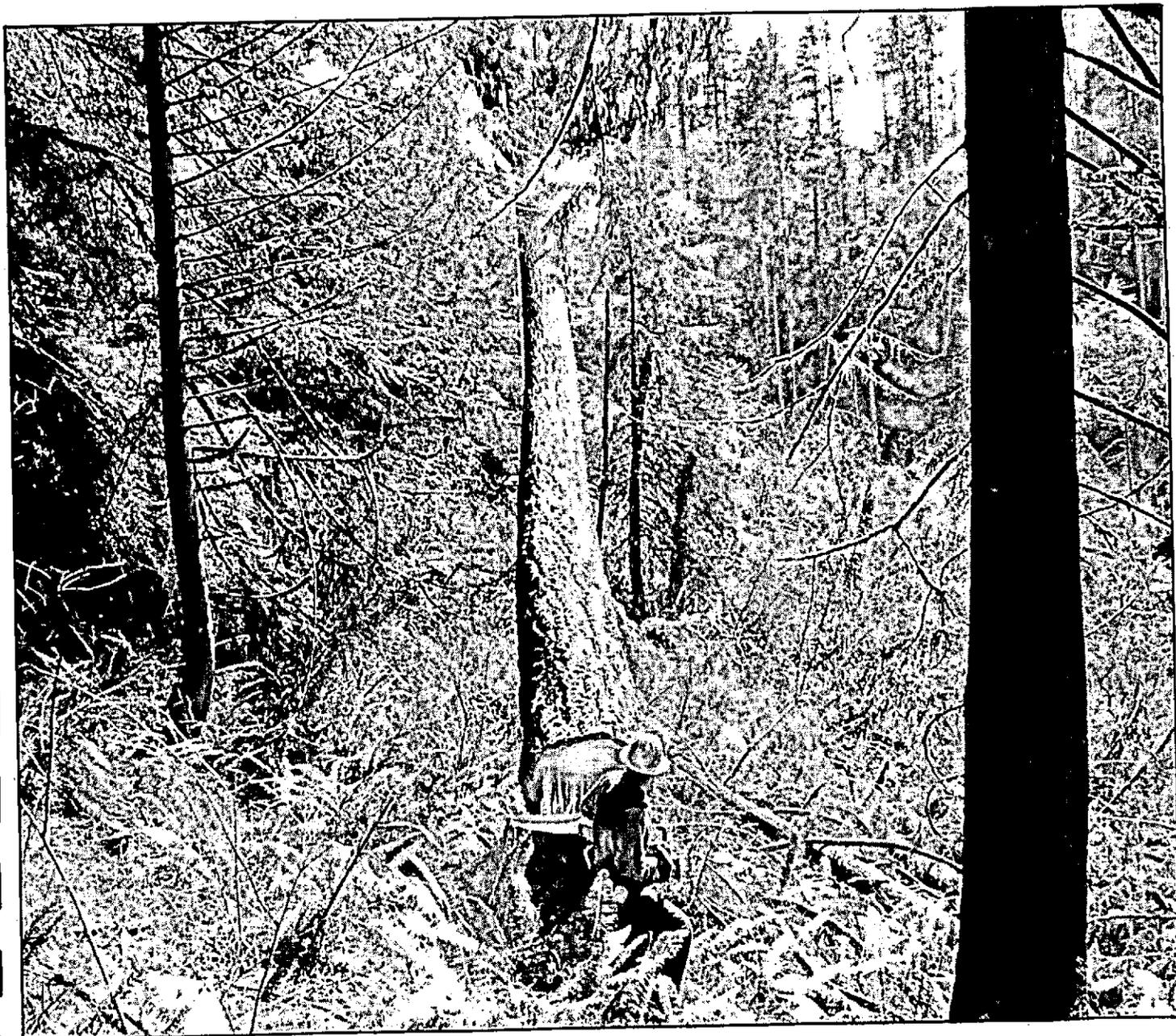
A cafeteria, vending machines, and a change machine are operated in Empire Hall, ground floor. The vending machines are available from 7 a.m. to 10 p.m. weekdays. The cafeteria is open during the day Monday through Friday and evenings excluding Friday. A daily luncheon special is served and meal tickets may be purchased.

## STUDENT CONDUCT AND APPEALS

The college assumes that its students will conduct themselves according to acceptable standards and will abide by policies and procedures established for all students. Students who are unwilling to comply with these regulations may be suspended or expelled. A student who is accorded disciplinary action may appeal by use of the grievance procedure. Students may receive assistance with the appeal process from the Dean of Student Services or the Director of Admissions and Records.

# DEGREE PROGRAMS

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## ASSOCIATE IN ARTS DEGREE

The Associate in Arts degree is nationally recognized and may be transferred to four-year colleges and universities and applied toward a baccalaureate degree. The requirements are designed to give the student a broad-based liberal arts and sciences background, as well as specific general education preparation for the student's chosen major at the baccalaureate level.

The college awards Associate in Arts degrees in four areas: General Liberal Arts and Sciences, Business Administration, Criminal Justice Administration, and Social Work.

### General Requirements:

1. Not less than 93 credits of college parallel courses approved by the Oregon Board of Education for transfer credit. (Students may transfer up to 108 community college credits to four-year Oregon state system institutions.)
2. Grade point average minimum of 2.0 (C average)
3. English Composition, 9 credits (Wr121, 122, 123 or 227)
4. Health Education, 3 credits, HE250
5. Physical Education, 5 credits, PE185. Courses must be in different activities or levels (i.e. beginning, intermediate, advanced). Exceptions may be allowed for the following reasons:  
 Health: A written statement by a physician must be filed with the Admissions Office.  
 Veterans: Students who have completed six months' active service in the U.S. armed forces are exempt from three terms of the Physical Education requirement. They must file official evidence of service with the Admissions Office.  
 Other: On rare occasions, an exemption may be granted for other reasons.
6. One-year sequence in each of the following three groups: Literature, Science or Mathematics, and Social Sciences, plus a fourth sequence chosen from one of these three groups or from "Additional Fourth Sequence Options" (See "Approved Sequences" below).
7. If the fourth sequence is taken in one of the social sciences, it must be in a different discipline.
8. At least one of the sequences must be numbered in the 200 series.
9. A student must have completed 24 credits and have attended Southwestern Oregon Community College for at least two terms (including the final term) before the Associate in Arts degree is awarded.

## APPROVED SEQUENCES LITERATURE

Eng101,102,103	Survey of English Literature
Eng104,105,106	Introduction to Literature
Eng107,108,109	World Literature
Eng201,202,203	Shakespeare
Eng253,254,255	Survey of American Literature

## SCIENCE AND MATHEMATICS

<b>General Science</b>	
GS104,105,106	Physical Science Survey
<b>Geology</b>	
G201,202,203	Geology
<b>Biology</b>	
Bi101,102,103	General Biology
<b>Botany</b>	
Bot201,202,203	General Botany
<b>Chemistry</b>	
Ch104,105,106	Elementary Chemistry
Ch201,202,203	General Chemistry
<b>Mathematics (any three sequential courses from the following)</b>	
Mth101,102,200	College Algebra, Trigonometry, and Calculus
Mth201,202,203	Calculus with Analytic Geometry
<b>Physics</b>	
Phy201,202,203	General Physics
Phy207,208,209	Engineering Physics
<b>Zoology</b>	
Z201,202,203	General Zoology

## SOCIAL SCIENCE

<b>Anthropology</b>	
Anth101,102,103	General Anthropology
Anth207,208,209	Introduction to Cultural Anthropology
<b>Criminal Justice Administration</b>	
CJ100,120,130	Survey of Criminal Justice, Judicial Process, Intro to Corrections
<b>Economics</b>	
Ec201,202,203	Principles of Economics
<b>History</b>	
Hst101,102,103	History of Western Civilization
Hst201,202,203	History of the United States
<b>Political Science</b>	
PS201,202,203	American Government
<b>Psychology</b>	
Psy201,202,203	General Psychology
<b>Sociology</b>	
Soc204,205,206	General Sociology

## ADDITIONAL FOURTH SEQUENCE OPTIONS

<b>Language/Philosophy</b>	
RL201,202,203	Second-year French
PHL201,202,203	Problems of Philosophy
<b>Mathematics</b>	
Mth191,192,193	Mathematics for Elementary Teachers
<b>Art and Music</b>	
Art211,212,213	Survey of Visual Arts
Mus201,202,203	Introduction to Music and Its Literature
Mus261,262,263	Music History
<b>Theater</b>	
TA201,202,203	History of the Theater

## GENERAL ARTS AND SCIENCES

This Associate in Arts degree option provides an opportunity for the student to focus on any academic area of special interest. General requirements previously outlined must be met, but the remaining credits required for the degree may be selected from any of the college transfer courses. The following is a listing of some academic majors (not necessarily exhaustive) to which this degree plan might be applied:

Agriculture  
 American Studies  
 Anthropology  
 Art  
 Art Education  
 Art History  
 Biology  
 Chemistry-Business  
 Community Service  
 Computer Science  
 Crop Science  
 Economics  
 Education, Elementary  
 Education, Secondary  
 Engineering  
 English  
 Fire Services Administration  
 Foreign Languages  
 General Science  
 General Social Science  
 Liberal Studies  
 General Studies in the Arts, Humanities, Arts and Letters  
 Geology  
 Gerontology  
 Health and Health Education  
 Health Care Administration  
 History  
 Hotel and Restaurant Management  
 International Studies  
 Interdisciplinary Studies  
 Journalism  
 Mathematics  
 Medical Technology  
 Music  
 Pharmacy  
 Philosophy  
 Physical Education  
 Physics  
 Political Science  
 Psychology  
 Recreation and Park Management  
 Resource Recreation Management  
 Religious Studies  
 Sociology  
 Speech  
 Theater

## ASSOCIATE IN ARTS BUSINESS ADMINISTRATION

This two-year degree 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 a four-year institution.\*\* (Consult with your faculty advisor for more detailed information on requirements for specific four-year institutions.)

### FRESHMAN YEAR

	F	W	B
Wr121, 122, 123	3	3	3
BA101	4		
Sp111	4	4	4
	3	3	3
	1	1	
PE185, PE185			3
HE 250	3-4	3-6	3-6
18-1917-2016-19			

### SOPHOMORE YEAR

	F	W	B
E201, 202, 203	3	3	3
BA111, 212, 213	3	3	3
BA226	3		
BA232			3
CS233			4
			4
	3	3	3
PE185	1	1	1
	2-3	3	3
16-16 16 17			

MAXIMUM TOTAL: 106 Credits

\*NOTE: MAJORS IN THIS PROGRAM MUST MAKE A GRADE OF 'C' OR BETTER IN ALL COURSES.

<sup>1</sup>BA131 recommended before taking CS233  
<sup>2</sup>MTH101 or above, not to include MTH191,192,193

\*\*If the Business Administration degree program at the four-year institution where the student plans to transfer has different requirements than above, the student may petition for adjustments in this program.

## CRIMINAL JUSTICE ADMINISTRATION

This program provides the student a choice of lower division specialization in one of three career tracks: Police, Corrections, or Interdisciplinary. It is transferable toward a four-year degree program.

### FRESHMAN YEAR

	F	W	B
CJ100	3		
CJ120		3	
CJ130			3
Wr121, 122, 123	3	3	3
Wr123			3
CJ220			3
PE185	1	1	1
Soc204, 206, 206	3	3	3
CJ218	3		
CJ110	3	3	3
16 16 16			

### SOPHOMORE YEAR

Sp111	Fundamentals of Speech	3		
Psy201, 202, 203	General Psychology	3	3	3
PE185	Physical Education	1		1
HE250	Personal Health		3	
	CJ Career Tracks (see following)	3	3	3
PS201	American Government or other Social Science			3
HE202	Standard First Aid Math/Science Sequence <sup>1</sup> Specific Electives (see following)	4	4	4
		3		3
17 16 17				

TOTAL: 98 Credits

## ELECTIVES AND CAREER TRACKS

### POLICE CAREER TRACK (9 hrs. required)

- CJ111 Concepts of Enforcement Services (4)
- CJ122 Oregon Law (3)
- CJ210 Criminal Investigation (3)
- CJ215 Criminal Justice Administration (3)
- CJ222 Procedural Law (3)
- CJ223 Rules of Evidence (3)
- CJ226/PS252 Constitutional Law (3)

### CORRECTIONS CAREER TRACK (9 hrs. required)

- CJ101/Soc244 Criminology (3)
- CJ131/Soc220 Introduction to Penology (3)
- CJ132 Introduction to Parole & Probation (3)
- CJ201/Soc221 Juvenile Delinquency (3)
- CJ202 Psychology of Violence & Aggression (3)
- CJ215 Criminal Justice Administration (3)
- CJ225 Correctional Law (3)

### INTERDISCIPLINARY STUDIES (9 hrs. required) Combination of Police and Corrections Career Track

**ELECTIVES (6 hrs. required)**  
May be taken from a career track other than your major.

- Suggestions:
- Psy213 Human Growth & Development (3)
  - CJ107/207 Criminal Justice Workshops (Special Topics) (1)
  - CJ103 Introduction to Family Law (3)
  - CJ115 Legal & Fundamental Aspects of Lethal Weapons (4)
  - CJ140 Criminalistics (3)
  - CJ243/Soc243 Narcotics & Dangerous Drugs (3)
  - CJ280 Field Experience

### SOCIAL WORK

This program is designed to prepare students for employment in such areas as social worker assistant, day care worker, mental health aide, psychiatric aide, juvenile case aide, and human resource aide. It may also be transferred as lower division credit toward a Baccalaureate program.

### FRESHMAN YEAR

	F	W	B
CJ100	3		
CJ120		3	
CJ130			3
Wr121, 122, 123	3	3	3
Wr123			3
PE185	1	1	1
Soc204, 206, 206	3	3	3
	3	3	2
	3	3	3
16 16 16			

TOTAL: 93 Credits

### SOPHOMORE YEAR

	F	W	B
Sp111	3		
SW201		3	
SW202			3
SW203			3
Psy201, 202, 203	3	3	3
PS201			3
PE185	1	1	
PE185			3
HE250	4	4	4
CJ107	1	1	1
CJ207			3
SW280			3
14 15 17			

TOTAL: 93 Credits

<sup>1</sup>MTH101 or above, not to include MTH191,192,193

## 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 include:

1. Minimum of 90 credits of specified courses (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 18 credits of approved general education subjects.
4. Attendance at the college for at least two terms (including the last term) before the degree is awarded and completion of 24 credits at the college.

The following majors are available:

- Banking and Finance
- Business, General
- Business Management
- Accounting Option
- Data Processing Option
- Marketing Option
- Office Management Option

Commercial Fishing Technology  
 Electronics Service  
 Electronics Technology  
 Fire Science Technology  
 Industrial Mechanics  
 Automotive Option  
 Machine Tool Practice Option  
 Welding Option  
 Industrial Technology  
 (Apprenticeship trades)  
 Nursing  
 Secretarial Technology  
 General Secretarial  
 Legal Secretarial  
 Supervisory Training

\*In some cases, the Associate in Science degree may be transferable to a college or university which has a four-year degree program in that particular technical area. For more information, consult your advisor or the Admissions Office.

## BANKING AND FINANCE

Banking and Finance is a two-year program primarily designed to improve and supplement the skills of those already in the banking profession as well as to prepare students for entry level in the banking field.

Course	Credits
Wr121, 122	6
Wr227	3
E201	3
Psy111	3
BA211	3(4)
2.768	3
2.773	3
9.771	3
<b>Total Required:</b>	
	<b>30</b>

### Suggested Electives

BA212, 213	Principles of Accounting II, III or 2.767, 2.768
E202, 203	Principles of Economics
Psy201, 202, 203	General Psychology
BA131	Intro to Business Data Processing
2.222	Business Math II

Plus — Any full term classes listed in the AIB student catalog under 'Functional Banking' or 'Banking Support.'

**Total Required:** 36

### General Electives

May be selected from Humanities, Social Sciences, Physical Sciences, Life Sciences, Business and Communications. Work Experience can be an option for a maximum of 12 credit hours.

**Total Required:** 24

**TOTAL: 90 Credits**

NOTE: MAJORS IN THIS PROGRAM MUST MAKE A GRADE OF 'C' OR BETTER IN ALL COURSES EXCEPT GENERAL ELECTIVES.

† All AIB courses taken prior to Fall 1974, apply toward an Associate in Science degree. In addition, advanced placement may be granted for other college work or appropriate work experience. Petitions required.

## BUSINESS, GENERAL

This is a two-year program designed for the student who wants a flexible program of study in the Business Technology area or wishes to combine a basic business background with a related occupational interest.

## OPTION I: ASSOCIATE OF SCIENCE IN GENERAL BUSINESS

To earn an Associate of Science in General Business under this option the student must fulfill the following requirements:

1. Complete the first year of any two-year Business Management or Secretarial program;
2. Complete 9 credits of Composition (Wr121, 122, 123 or 227) and 9 credits of Social Science/Humanities/Sciences;
3. Thirty additional Business credits; and
4. General electives in courses numbered 1.100 or above, or any lower division collegiate courses.
5. A total of 93 credits is required.

## OPTION II: ASSOCIATE OF SCIENCE IN GENERAL BUSINESS — INTERDISCIPLINARY

To earn an Associate of Science in General Business under this option the student must fulfill the following requirements:

1. Complete the first year of any two-year Business Management or Secretarial program;
2. Complete 9 credits of Composition (Wr121, 122, 123 or 227) and 9 credits of Social Science/Humanities/Science;
3. Thirty credits in another discipline or program with prior approval from the Division Chairperson responsible for that program or discipline and the Business Division Chairperson; and
4. General electives in courses numbered 1.100 or above, or any lower division collegiate courses.
5. A total of 93 credits is required.

## BUSINESS MANAGEMENT

Students interested in Business Management may choose from four areas of specialization — Accounting, Data Processing, Office Management, and Marketing.

## ACCOUNTING OPTION

This 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 re-

ports; 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.

### FIRST YEAR

Course	Credits	F	W	S
Wr121, 122, 123	9		3	3
BA211*, 212*, 213*	9	3-4	3-4	3-4
BA217*				
BA101	2.583		4	3
Wr214, BA131*			4	3
CS221*				3
OA220				2
<b>Total: 17-18 14-16 15-16</b>				

### SECOND YEAR

BA226, BA177*	2.27		3	3
BA215*	2.772*, 2.773*, 9.751*		3	3
BA223	2.695*		3	3
			1	6
<b>Total: 15 18 17</b>				

TOTAL: 94-97 Credits

\*NOTE: MAJORS IN THIS PROGRAM MUST MAKE A GRADE OF 'C' OR BETTER IN ALL COURSES DESIGNATED WITH AN ASTERISK (\*).

† Wr227 Report Writing may be substituted for Wr123 English Composition. ‡ 2.768, 7.8 and BA213 are equivalent to BA211, 2.3 and BA217. Student must petition to receive credit for BA211 and BA212. Contact advisor or accounting instructor for details.

§ Student must demonstrate ability to type or take typing.

¶ Student may substitute 2.331, 2.332 Federal Income Tax I, II.

## DATA PROCESSING OPTION

This option prepares the student for entry-level employment in the data processing field, which may lead to supervisory and management positions.

### FIRST YEAR

Course	Credits	F	W	S
Wr121, 122, 123	9		3	3
BA211*, 212*, 213*	9	3-4	3-4	3-4
BA217*				
BA101	4.202*		4	3
BA131*	Mth50*, 100*		4	4
CS221*				3
CS223*				3
<b>Total: 17-18 13-14 16-17</b>				

## SECOND YEAR

BA226, 227	W214	Business Law I, II	3	3	
BA231* 6.909*		Business English			3
		Business Data Processing	4		
BA232* 6.911*		Computer Operations	4		
		Business Statistics		3	
	BA110*	Computer Applications		4	
		Microcomputers or 6.910*			3-4
		Microcomputers or CS290*			
		Assembly Language Program			
6.902*		Systems and Procedures			3
6.908*		Special Problems in Data Processing			3
		Social Science/Humanities/Science	3	3	3
		Electives	1	1	1
			15	14	17

**TOTAL: 91-95 Credits**

\*NOTE: MAJORS IN THIS PROGRAM MUST MAKE A GRADE OF 'C' OR BETTER IN ALL COURSES DESIGNATED WITH AN ASTERISK (\*).

<sup>1</sup>W227 Report Writing may be substituted for W212 English Composition.  
<sup>2</sup>2.766, 7.8 and BA213 are equivalent to BA211, 2.3 and BA217.  
<sup>3</sup>If the student has math proficiency equivalent to at least Mth100, he may substitute 12 elective credits. Additional higher math is strongly recommended.  
<sup>4</sup>Student must demonstrate ability to type or take typing. Suggested Electives: 2.331, 2.332 Federal Income Tax I, II.

## MARKETING OPTION

This option provides the student with managerial skills in the marketing field and actual supervised work experience. The student then will be qualified to move into assistant manager positions.

### FIRST YEAR

W212*	W212*	W212*	English Composition <sup>1</sup>	3	3	3
BA211*	BA212*	BA213*	Principles of Accounting I, II, III and BA217*	3-4	3-4	3-4
			The Accounting Process or 2.766*, 2.767*, 2.768* Accounting I, II, III and BA213*			3
BA101*			Introduction to Business Algebra according to placement	4		
BA131*	W214		Business English			3
			Intro to Data Processing or 6.900* Data Processing Fundamentals		3	
	CS221		Digital Computers or 6.901			3
			Intro to Digital Computers			3
	2.583*		Human Relations in Business			3
	OA220		Electronic Calculators			2
			Electives <sup>3</sup>			3
				17	16	16

### SECOND YEAR

BA226*	BA227*	Business Law I, II	3	3		
BA236*		Sales		3		
	BA223*	Principles of Marketing			3	
	2.305*	Principles of Retailing			3	
	BA239*	Advertising			3	
6.900*		Elements of Supervision	3			
		Social Science/Humanities/Science	3	3	3	
2.280*	2.280*	2.280*	Work Experience or BA280* Field Experience	4	4	4
			Electives <sup>3</sup>			3
				18	16	16

**TOTAL: 94-97 Credits**

\*NOTE: MAJORS IN THIS PROGRAM MUST MAKE A GRADE OF 'C' OR BETTER IN ALL COURSES DESIGNATED WITH AN ASTERISK (\*).

<sup>1</sup>W227\* Report Writing may be substituted for W212\* English Composition.  
<sup>2</sup>2.766, 7.8 and BA213 are equivalent to BA211, 2.3 and BA217. Student must petition to receive credit for BA211, BA212. Contact advisor or accounting instructor.  
<sup>3</sup>Student must demonstrate ability to type, or take typing. Suggested Electives: 2.331, 2.332 Federal Income Tax I, II, Typing.

## OFFICE MANAGEMENT OPTION

This option prepares students for entry level positions in offices. Under the direction of management, the student may learn the total operations and become involved in formulating department policies, coordinating activities and directing personnel to attain operational goals.

## FIRST YEAR

W212	W212	W212	English Composition <sup>1</sup>	F	W	6
BA211*	BA212*	BA213*	Principles of Accounting and The Accounting Process or 2.766*, 2.767*, 2.768*	3-4	3-4	3-4
			Principles of Accounting <sup>2</sup>			3
BA101			Introduction to Business Algebra according to placement	4		
BA131*			Intro to Data Processing or 6.900* Data Processing Fundamentals		4	
	CS221*		Digital Computers or 6.901*			3
			Intro to Digital Computers			3
	2.583*	W214	Human Relations in Business			3
	OA220*		Business English			3
			Electronic Calculators			2
			Electives <sup>3</sup>			3
				17	18	16

## SECOND YEAR

BA226*	BA227*	Business Law I, II	3	3		
	BA223	Principles of Marketing			3	
6.900*		Elements of Supervision	3			
6.755		Word Processing Orientation	1			
BA177*		Payroll Accounting	3			
	2.586*	Office Simulation I and/or 2.280* Work Experience or BA280* Field Experience			6	
OA.116*	OA.117*	Office Procedures I, II			3	
		Social Science/Humanities/Science	3	3	3	
		Electives <sup>3</sup>	4	3	4	
				17	16	16

**TOTAL: 94-97 Credits**

\*NOTE: MAJORS IN THIS PROGRAM MUST MAKE A GRADE OF 'C' OR BETTER IN ALL COURSES DESIGNATED WITH AN ASTERISK (\*).

<sup>1</sup>W227 Report Writing may be substituted for W212 English Composition.  
<sup>2</sup>2.766, 7.8 and BA213 are equivalent to BA211, 2.3 and BA217. Student must petition to receive credit for BA211 and BA212. Contact advisor or accounting instructor for details.  
<sup>3</sup>Student must demonstrate ability to type or take typing. Suggested Electives: 2.331, 2.332 Federal Income Tax I, II, Typing.

## COMMERICAL FISHING TECHNOLOGY

This program is designed to provide entry-level skills/knowledge required of a crewman employed on a commercial fishing vessel. Successful completion of the first year entitles the student to a certificate and placement assistance. An Associate in Science degree will be awarded upon successful completion of the entire two-year program.

### FIRST YEAR

3.500	3.501	Basic Seamanship I, II	4	4	4
3.502	3.503	Basic Navigation I, II	4	4	4
3.507	3.508	Commercial Fisheries of the Northwest I, II	3	3	
3.505	3.506	Net Construction/Repair I, II	4	4	
3.504	3.509	First Aid/Marine Safety I, II	3	3	
	3.280	Cooperative Work Experience			6
			18	18	6

### SECOND YEAR

1.111	1.112	1.113	Communications	3	3	3
9.115			Heavy Duty Diesel Engine Maint.	1/2		
9.070	9.071		Refrigeration I, II	3	3	
9.150	9.154		Welding I, V	2	2	
	9.113		Heavy Duty Electrical Systems			3
	9.114		Heavy Duty Fuel Systems			1/2
	9.110		Hydraulics I			2
	9.514		Coast Control for Supervisors			3
			Social Science Electives	3	3	3
			Electives	3	3	2
				16 1/2	17	14 1/2

**TOTAL: 91 Credits**

## ELECTRONICS SERVICE

### AND TECHNOLOGY

These programs prepare students for jobs in electrical and electronic maintenance, equipment operation, manufacturing, construction, communications, and research. They can also enter the consumer repair industry in television, radio, electrical appliances, and in electronic and communications equipment.

### ELECTRONICS SERVICE—FIRST YEAR

1.111	1.112	1.113	Communications	3	3	3
4.251			Algebra for Electronics	4		
	4.252		Mathematical Concepts for Electronics			4
6.311			DC Electronic Concepts	10		
	6.312		AC Electronic Concepts			10
		6.313	Basics to Electronic Systems I			10
				17	17	13

### ELECTRONICS SERVICE—SECOND YEAR

			Social Science, Humanities or Suggested Electives	3	3	3
6.314			Basics to Electronic Systems II	10		
	6.315		Digital Logic Fundamentals			10
6.300		6.316	Microprocessor Architecture			10
	4.300	6.300	Electronic Theory & Lab	4		4
			Practical Physics			4
				17	17	17

### INDIVIDUALIZED ELECTRONICS SERVICE—FIRST YEAR

1.111	1.112	1.113	Communications	3	3	3
4.250	4.250	4.250	Math for Electronics	4	4	4
6.300	6.300	6.300	Electronic Theory & Lab	6	6	6
6.301			DC Electronic Concepts	4		
	6.302		AC Electronic Concepts			4
		6.303	Basics to Electronic Systems I			4
				17	17	17

### INDIVIDUALIZED ELECTRONICS SERVICE—SECOND YEAR

			Social Science, Humanities or Suggested Electives	3	3	3
	4.300		Practical Physics			4
6.300	6.300	6.300	Electronic Theory & Lab	10	6	10
6.304			Basics to Electronic Systems II	4		
	6.305		Digital Logic Fundamentals			4
		6.306	Microprocessor Architecture			4
				17	17	17

**TOTAL: 98-102 Credits**

### ELECTRONICS TECHNOLOGY—FIRST YEAR

Mth101	Mth102		College Algebra & Trigonometry <sup>1</sup>	F	W	6
			Calculus w/Analytic Geometry			4
W212	W212	W212	English Composition	3	3	3
6.311			DC Electronic Concepts	10		
	6.312		AC Electronic Concepts			10
		6.313	Basics to Electronic Systems I			10
				17	17	17

### ELECTRONICS TECHNOLOGY—SECOND YEAR

Phy201	Phy202	Phy203	General Physics	4	4	4
Phy204	Phy205	Phy206	General Physics Lab	1	1	1
			Social Science, Humanities or Suggested Electives	3	3	3
6.314			Basics to Electronic Systems II	10		
	6.315		Digital Logic Fundamentals			10
		6.316	Microprocessor Architecture			10
				18	18	18

## INDIVIDUALIZED ELECTRONICS TECHNOLOGY—FIRST YEAR

Mh101	Mh102	College Algebra & Trigonometry <sup>1</sup>	4	4	
	Mh200	Calculus w Analytic Geometry <sup>1</sup>			4
Wv121	Wv122	Wv123	English Composition	3	3
6.300	6.300	6.300	Electronic Theory & Lab	0	0
6.301			DC Electronic Concepts	4	4
	6.302		AC Electronic Concepts		
	6.303		Basics to Electronic Systems I		4
			17	17	17

## INDIVIDUALIZED ELECTRONICS TECHNOLOGY—SECOND YEAR

Phy201	Phy202	Phy203	General Physics	4	4	4
Phy204	Phy205	Phy206	General Physics Lab	1	1	1
			Social Science, Humanities or Suggested Electives	3	3	3
6.300	6.300	6.300	Electronic Theory & Lab	6	6	6
6.304			Basics to Electronic Systems II	4	4	4
	6.305		Digital Logic Fundamentals		4	4
	6.306		Microprocessor Architecture			4
			18	18	18	

**TOTAL: 105 Credits**

Suggested Electives: Ppy140 Career Planning, Rgd101/0.785 1 Developmental Reading, 6.380 Cooperative Work Experience, 9.340 Small Business Operations.

<sup>1</sup>Students should register in mathematics at level indicated by placement tests or advice of instructor. To complete this program, the student should take a sufficient number of mathematics courses to complete Mh200.

## FIRE SCIENCE TECHNOLOGY

This curriculum was developed in cooperation with the Southwestern Oregon Fire Chief and Firefighters Association, the college Fire Science Advisory Committee, and the Oregon Department of Education.

### FIRST YEAR

4.202		Elementary Algebra I	F	W	8
1.111,	1.112	Communications or Wv121, 122 English Composition	4		
5.250,	5.251	Wv227 Report Writing	3	3	3
5.252		Firefighting Skills II	3	3	
5.289		Fire Apparatus & Equipment	3		
	5.260	Legal Aspects of Fire Protection	3		
	6.257	Hazardous Materials I		3	
4.300		Fire Service Hydraulics		3	
		Practical Physics or 4.304 Practical Physics		4	
Ch100		Fundamentals of Chemistry or Ch104 General Chemistry		4	
	Ppy111	Personality & Development		4	
		Social Sciences Electives <sup>1</sup>			3
			4		
			17	17	15

### SECOND YEAR

PE185		Physical Education	1	1	1
Sp111		Fundamentals of Speech		3	
	PS203	American Government or Social Science Electives			3
5.237		Fire Investigation	3		
	5.262	Fundamentals of Fire Prevention		3	
5.261		Hazardous Materials II	3		
5.274		Firefighting Tactics & Strategy	3		
	5.258	Fire Company Organizations & Station Assignments		3	
	9.360	First Responder or HE260 First Responder or 9.428 Emergency Medical Technician I or HE257 HE256 EMT I and HE280 Field Experience			3
		Electives <sup>1</sup>	3	3	6
			16	16	16

**TOTAL: 97 Credits**

### Suggested Electives:

- 4.200 Basic Math (may be taken as refresher course if needed)
- 5.254 Intro to Fire Protection
- 5.263 Fire Pump Construction & Operation
- 5.264 Building Construction for Fire Protection
- 5.267 Fire Department Communications & Alerting Systems
- 5.268 Fire Service Rescue Practices
- 5.272 Fixed Systems and Extinguishers
- 5.282 Fire Codes and Related Ordinances
- 5.271 Intro to Fire Behavior S-190
- 5.273 Tractor Use/Tractor Boss S-213
- 5.276 Wildland Fire Management S-130
- 5.278 Portable Pumps and Water Use S-211
- 5.279 Power Saws S-212
- 5.281 Ground Tanker/Tanker Boss S-214
- 5.283 Firing Methods and Equipment/Firing Boss S-215
- 5.284 Crew Boss S-230
- 5.285 Basic Air Operations S-270
- 5.292 Organizing for Fire Suppression S-320
- 5.293 Sector Boss S-330
- 5.294 Maps & Records Officer S-341
- 5.296 Intermediate Air Operations S-370
- 5.297 Fire Behavior S-390
- 9.301 Fire Fighter IA
- 9.302 Fire Fighter IB
- 9.303 Fire Fighter IC
- 9.304 Fire Fighter ID
- 9.305 Fire Fighter IE

Volunteers who received tuition-waived credit for any of these courses must pay the tuition if they desire credit toward the degree.

## FOREST TECHNOLOGY

Forest Technology is a two-year program in which training in technical forestry is given in preparation for careers in government and industrial forestry. Students are prepared for entry-level positions as forestry technicians, scaler trainees, etc. These jobs can lead to supervisory and administrative positions.

Course work includes training in cruising, surveying, scaling, aerial photo interpretation, silviculture, and logging methods.

### FIRST YEAR

Wv121	Wv122	English Comp or 1.111, 1.112 Communications	F	W	8	Ba
	Wv123	English Comp or 1.113 Communication or Wv227 Report Writing	3	3	3	
6.900		Data Processing Fundamentals or BA131 Intro to Data Processing	3			
4.302	4.303	Elements of Algebra I, II	4	4		
6.401*		General Forestry	3			
6.409*		Forest Protection	3			
6.411*		Logging Operations	3			
	6.410*	Forest Products	3			
	6.407*	Manufacturing				
	6.408*	Forest Mensuration I, II	3	3		
	6.404*	Elementary Forest Surveying			3	
P254*	or	P254* Tree & Shrub Identification	4	or	(4)	
	6.280*	Work Experience				5-8
					3	
			16	16	16	6-8

### SECOND YEAR

6.419*		Social Sciences	3	3	3
	6.414*	Forest Recreation	3		
6.405*		Forest Contracts	3	3	
		Advanced Forest Surveying	3		
	6.408*	Forest Engineering		4	
	6.410*	Aerial Photo Interpretation		3	
	6.417*	Silviculture		3	
9.204*	6.420*	Advanced Silviculture	3	3	
		Small Business Operations		3	
	6.440*	Forest Botany <sup>1</sup> Electives <sup>2</sup>		4	
			15	14	17

**TOTAL: 99-102 Credits**

\*NOTE: MAJORS IN THIS PROGRAM MUST MAKE A GRADE OF 'C' OR BETTER IN ALL COURSES DESIGNATED WITH AN ASTERISK (\*).

<sup>1</sup>6.440 Forest Botany may be substituted with Bot201, 202 General Botany fall and winter term of 2nd year. This would reduce the electives fall term 2nd year by 2 credits. These credits may be added to fall term 1st year.

<sup>2</sup>Suggested electives: 5.278 Basic Wildland Fire Management; 6.430 Fish & Wildlife Resources; 9.623 Wildlife Management Lab Procedures; 9.628 Basic Land Surveying; SOL100 Intro to Soils; Criminal Justice Courses; Sp111 Fund. of Speech; HE282 St. First Aid; Small Engine Repair; 0.581/PE185 Physical Conditioning; Welding; 0.852.1 Chain Saw Maint.; Fire Science Courses; F222 Field Plant ID & Photography; HE257/9.428 EMT I.

## INDUSTRIAL MECHANICS

This program prepares students for entry-level jobs in the automotive and metal working fields. Typical jobs are service station attendants, auto mechanics, machinists and welders with opportunities for apprenticeship in the related trades.

Students planning to continue in Industrial Technology (Apprenticeable Trades) or transfer to OSU or OIT should discuss additional requirements with an advisor.

### FIRST YEAR (AUTOMOTIVE MAJOR)

3.304	3.306	3.300	Suspension and Brakes	F	W	8
			Internal Combustion Engines I, II	4	4	4
4.110			Blueprint Reading I	2		
4.150	4.151	4.154	Welding I, II, V	3	3	3
4.170	4.171	4.172	Machine Tool Practice I, II, III	3	3	3
4.200	4.202		Basic Math/El Algebra I	4	4	
	4.300	4.304	Practical Physics			4
			16	16	14	

### SECOND YEAR (AUTOMOTIVE MAJOR)

1.111	1.112	1.113	Communications or Wv121, 122, 123, English Composition	3	3	3
			Social Sciences	3	3	3
3.308	3.322*		Electrical I, II	4	3	
	3.310		Gasoline Fuel Systems		3	
	3.312		Diesel Fuel Systems		3	
3.318			Power Trains		3	
			Steering Controls	3		
	3.324*		Diagnostic Procedures			3
	3.326		Automatic Transmission			3
3.329	3.331	3.333*	Mechanical Systems Lab I, II, III	3	3	3
3.332			Service Management			2
			16	16	16	

**TOTAL: 102 Credits**

\*NOTE: 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. All students must provide a basic set of handtools in this program.

**FIRST YEAR  
(MACHINE TOOL MAJOR)**

	F	W	S
3.304 3.306 Internal Combustion Engines I, II	4	4	
4.110 4.112 Blueprint Reading I, II	2		2
4.150 4.151 4.154 Welding I, II, V	3	3	3
4.170 4.171 4.172 Machine Tool Practice I, II, III	3	3	3
4.200* 4.202* 4.203* Basic Math/El Algebra I,II	4	4	4
4.300 4.304 Practical Physics		4	4
	18	18	16

**SECOND YEAR  
(MACHINE TOOL MAJOR)**

1.111 1.112 1.113 Communications or Wr121, 122, 123 English Composition Social Sciences	3	3	3
4.158* 4.101 General Drafting Machine Tool Practice Lab Metals Application & Testing	2		2
4.173* 4.160* Basic Numerical Control Machine Tool Practice V, VI	3	3	3
4.176* 4.177* 4.178* Machine Tool Practice VII, VIII, IX	3	3	3
4.181* Machine Tool Practice XII		3	
	14	18	14

**TOTAL: 96 Credits**

\*NOTE: MAJORS IN THIS PROGRAM MUST MAKE A GRADE OF 'C' OR BETTER IN ALL COURSES DESIGNATED WITH AN ASTERISK (\*).

**FIRST YEAR  
(WELDING MAJOR)**

	F	W	S
3.304 Internal Combustion Engine I	4		
4.110* 4.112* Blueprint Reading I, II	2	2	
4.150 4.151 4.154 Welding I, II, V	3	3	3
4.170 4.171 4.172 Machine Tool Practice I, II, III	3	3	3
4.200* 4.202* 4.203* Basic Math/El Algebra I	4	4	4
4.300 4.304 Practical Physics		4	4
4.162 Welding III			3
4.166 Welding VII			3
	18	16	16

**SECOND YEAR  
(WELDING MAJOR)**

1.111 1.112 1.113 Communications or Wr121, 122, 123 English Composition Social Sciences	3	3	3
4.165* 4.163* Welding IV	3	3	
4.166* 4.167* Welding Lab A,B,C	3	3	3
9.154* 9.155* Electrical I, II	4	3	
4.155* 4.157* Welding VI, VIII	3	3	
4.159* Maintenance/Filter Welding Elective <sup>1</sup>			5
	16	18	17

**TOTAL: 99 Credits**

\*NOTE: MAJORS IN THIS PROGRAM MUST MAKE A GRADE OF 'C' OR BETTER IN ALL COURSES DESIGNATED WITH AN ASTERISK (\*).

<sup>1</sup>Work Experience may be substituted as applicable to course objectives.

<sup>2</sup>Suggested Elective: 9.156 Advanced Maintenance/Filter Welder.

**INDUSTRIAL  
TECHNOLOGY  
(ALL APPRENTICEABLE TRADES)**

This program establishes credit for trade and industrial experience toward an Associate Degree. Approximately one-half of the credits required for the degree are earned through achievement of Journeyman status; the remainder of the credits are earned through community college Apprentice Related Training Courses, First Aid courses, and 18 credits of General Education courses. Composition of the degree program is as follows:

1.111, 1.112, 1.113  
Communications ..... 9 credits  
Social Science..... 9 credits  
**9.1xx**

Apprentice Related Training  
27-36 credits  
(The number of credit of 9.1xx depends upon occupation.)

First Aid..... 1-3 credits  
Journeyman Status ..... 45 credits  
Total..... 91-102 credits

**APPRENTICESHIP  
TRAINING**

Apprentice related instruction courses are offered by the college as needed. Apprenticeship training periods vary from three to six years according to the individual occupation. Each course provides related classroom instruction for apprentices registered under the Oregon Law and Plan for Apprenticeship. Classroom instruction is related to on-the-job training experience outlined in apprenticeship standards.

**NURSING  
CAREER LADDER  
PROGRAM**

Three levels of attainment are possible to students in the Career Ladder Nursing Program, which is accredited by the Oregon State Board of Nursing. Program includes class instruction and clinical experience under the supervision of a college instructor.

The first quarter of study covers training for employment as a nurses' aide.

The first four quarters of study can lead to a Practical Nurse diploma and eligibility to take the State Board of Nursing examinations for Licensed Practical Nurse.

Successful completion of the two-year program qualifies the student for the Associate in Science degree and eligibility to take the State Board examinations for Registered Nurse.

**HOW TO APPLY**

To be eligible for admission in the fall, a student's file must be complete by April 30. Requirements for admission to both first and second year include:

1. A completed application for admission to the program/college.
2. A high school diploma or its equivalent (a GED certificate is acceptable).
3. Completion of one year of high school chemistry or its equivalent with a C grade or higher within the past five years.
4. Completion of high school algebra or the equivalent.

5. A copy of high school grade transcript or transcripts from other colleges attended submitted to the Office of Admissions.

6. Three letters of personal reference, preferably from employers or teachers, mailed to the Office of Admission.

7. Completion of placement tests with minimum standard scores on the basic skills subtests as follows:

reading ..... 50  
sentences ..... 50  
mathematics  
test C..... 50

8. An advising appointment with a nursing faculty member must be made before April 30.

The placement test may be retaken six months after the previous testing session. Exceptions in one or more of these subtests may occasionally be made if other indicators strongly suggest success in the program.

**ADMISSION PROCEDURE**

Enrollment is limited by the availability of facilities.

Names of applicants who have met the prerequisites of the program by April 30 for the next fall are placed in a candidate pool. A random drawing is held to select accepted applicants and alternates from the established pools in the following order with residency status being determined as of April 30:

1. Names shall be drawn first from the in-district pool until the openings have been selected or the pool is exhausted.
2. Names shall be drawn from the out-of-district/in-state pool from areas with no nursing program until the openings have been filled and five alternates have been selected or the pool is exhausted.
3. Names shall be drawn from the out-of-district/in-state with a nursing program pool.
4. Names shall be drawn from the out-of-state pool.

Alternates will be admitted in the order in which their names were drawn. A letter of acceptance or nonacceptance will be sent to the applicant following the lottery, which will be held within the first two weeks of May.

A letter will be sent to all the applicants by the first week in April indicating the status of their files.

Accepted applicants are required to:

1. Make a deposit of \$25 by July 1. This amount is not refundable, but applies to tuition upon registration.

2. Have a physical examination before July 1 and file the results with the Office of Admissions. This should indicate a level of good health sufficient to provide nursing care.

3. Attend an orientation session with nursing faculty in June, the date to be included in the letter of acceptance.

### ADVANCED PLACEMENT STUDENTS

#### LICENSED PRACTICAL NURSES

Licensed practical nurses desiring to enter the fall quarter of the program must meet all the prerequisites of first year students (see HOW TO APPLY). In addition, they need to supply a copy of their active Oregon license, have completed Anatomy & Physiology I & II (Bi121, 122) and Microbiology (Bi123), or their equivalent, with a grade of C or higher within the past five years, and have completed Wr121, Psy111, and Soc205.

All applicants meeting the above requirements by April 30 are placed in candidate pools for admission the following fall. Successful candidates are selected by random drawing according to the above admission procedures to fill any openings in the second year of the program.

#### CURRICULUM

##### Associate Degree Nursing Program

State Board Test Pool Examinations for licensure as a Practical Nurse may be taken upon completion of the first four quarters.

Graduates are eligible to write the State Board Test Pool Examinations for licensure as a Registered Nurse upon completion of six quarters.

#### FIRST YEAR

			F	W	S
Bi121,	Bi122	Anatomy & Physiology I,II	4	4	4
Nag101	Nag102,	Microbiology Fundamentals of Nursing	8	8	10
Wr121	Wr122	Nursing Science & Practice I, II	3		3
Soc205	Psy111	English Composition Personality & Development General Sociology		3	3
			15	15	17

#### SECOND YEAR

Nag201,	Soc202,	303	Nursing Science & Practice III, IV, V III, IV, V	10	10	10
Ch130	Wr122	Py203	El Physiological Chemistry English Composition General Psychology Electives	4	3	3
				3	3	3
				17	16	16

#### TOTAL: 96 Credits

<sup>1</sup>Anatomy & Physiology courses are prerequisites to Nursing Science & Practice II and all subsequent nursing courses.

<sup>2</sup>Microbiology is a prerequisite to Nursing Science & Practice III and all subsequent nursing courses. All science courses must be passed with a C grade or better within past 5 years. Each nursing course must be passed with a C grade or better.

<sup>3</sup>A student continuing from first year may elect to take only the Nursing Science & Practice III course in the fall and upon successful completion be eligible to take Practical Nursing Boards in April. The student will not be able to continue in the nursing program.

<sup>4</sup>Ch130 (El. Physiological Chemistry) is a prerequisite to Nag202.

<sup>5</sup>One of these electives must be chosen from the area of social science and humanities which includes Psychology, Sociology, Anthropology, Speech, English Comp and Lit. Recommended for the rest of the electives are Philology, Art201, Music201, FN225 Nutrition, PHC211 Advanced Pharmacology, Psy213 Human Growth & Development, Psy214 Aging in America.

## SECRETARIAL TECHNOLOGY GENERAL SECRETARY OPTION

This option prepares the student with skills and abilities to perform the clerical or stenographic tasks demanded in an office, and to assume secretarial responsibilities of an interpretive and decision-making nature.

#### FIRST YEAR

			F	W	S	
Wr121	Wr122	Wr227	English Composition Report Writing	3	3	3
OA111	OA112	OA113	Shorthand I, II, III, or 2.560, 2.562 Personal Shorthand I, II <sup>2</sup>	3	3	3
2.583			Human Relations in Business	3		
OA116	OA117		Office Procedures I, II	3	3	
9.755	2.591	OA122	Word Processing Orientation Pretranscription Skills <sup>1</sup>	1	3	
	OA123	OA123	Intermediate & Advanced Typing	3	3	
	OA220		Electronic Calculator Social Science/Humanities/ Sciences	2		3
	2.547		Shorthand Transcription Electives <sup>3</sup>	3	3	
				16	17	18

#### SECOND YEAR

2.766	2.767	2.768	Accounting I, II, III or BA211, 212 Princ. of Accounting I, II and BA217 The Accounting Process	4-3	4-3	4-3
BA131			Intro to Data Processing or 6.900 Data Processing Fundamentals	3		
	BA226	2.509	Business Law I Machine Transcription	3		3
	2.595		Office Simulation and/or Work Experience			4-4
	OA200		Introduction to Word Processing			3
BA101	Wr214		Business English Intro to Business Social Science/Humanities/ Sciences Electives <sup>3</sup>	4	3	3
				3	3	0-1
				15-17	15-16	14-17

#### TOTAL: 98-101 Credits

\*NOTE: MAJORS IN THIS PROGRAM MUST MAKE A GRADE OF 'C' OR BETTER IN ALL COURSES.

<sup>1</sup>English placement test must be taken prior to starting the program. Students who do not meet a minimum requirement will take English Fundamentals fall term.

<sup>2</sup>If student takes Gregg Shorthand only 10 credits of electives are required. Students taking Personal Shorthand will need electives as shown.

<sup>3</sup>Suggested Electives: 2.252 Business Math II, Sp111 Fundamentals of Speech, CS221 Intro to Digital Computers, OA101 Office Careers Survey, 9.751 Business Income Tax, BA177 Payroll Accounting, 2.511 Word Processing: Bas Operator Training, BA213 Princ. of Accounting III.

## LEGAL SECRETARY OPTION

This option, in addition to secretarial activities, trains the student to prepare papers and correspondence of a legal nature, including wills, complaints, contracts, and motions.

#### FIRST YEAR

			F	W	S	
Wr121	Wr122	Wr227	English Composition Report Writing	3	3	3
OA111	OA112	OA113	Shorthand I, II, III or 2.560, 2.562 Personal Shorthand I, II <sup>2</sup>	3	3	3
2.583			Human Relations in Business	3		
	OA220		Electronic Calculator	2		
9.755	OA116		Office Procedures I	3		
OA122	OA123		Word Processing Orientation Intermediate & Advanced Typing	1	3	3
	OA200		Intro to Word Processing Pretranscription Skills <sup>1</sup>		3	3
2.591	2.547		Shorthand Transcription Electives <sup>3</sup>	3	3	
				16	17	15

#### SECOND YEAR

9.735	9.736	9.737	Legal Secretarial Procedures I, II, III	3	3	3
BA226		2.509	Business Law I Machine Transcription Office Simulation I and/or Work Exp.	3		3
BA101			Intro to Business Accounting I or BA211 Principles of Accounting I	4	4-3	
2.766			Intro to Data Processing or 6.900 Data Processing Fundamentals			3
	BA131		Social Science/Humanities/ Sciences	3	3	3
	Wr214		Business English			3
	BA177		Payroll Records & Accounting Electives <sup>3</sup>			3
				3	3	3
				16-17	16	18

#### TOTAL: 98-101 Credits

\*NOTE: MAJORS IN THIS PROGRAM MUST MAKE A GRADE OF 'C' OR BETTER IN ALL COURSES.

<sup>1</sup>English placement test must be taken prior to beginning this program. Students who do not meet a minimum requirement will take English Fundamentals fall term.

<sup>2</sup>If student takes Gregg Shorthand 12 credits of electives are required. Students taking Personal Shorthand will need 16 credits of electives.

<sup>3</sup>Suggested Electives: 2.252 Business Math II, Sp111 Fundamentals of Speech, OA117 Office Procedures II, CS221 Intro to Digital Computers, OA101 Office Careers Survey, 2.767, 2.768 Accounting II, III, 2.511 Word Processing: Bas Operator Training, BA227 Business Law II, 2.331, 2.332 Federal Income Tax I, II.

## SUPERVISORY TRAINING

The Supervisory Training curriculum is designed for employed supervisors and others who wish to seek employment in a variety of supervisory positions. Most of the courses are scheduled during non-working hours. The courses required for completion of the program are equivalent to a full-time two-year program, but are extended over a period of years to meet the needs of fully employed persons. Students are prepared for entry level positions which can lead to supervisory and management positions. (See also Diploma and Certificate Programs)

*1.111, 1.112, 1.113		Communications or Wr121, Wr123 English Comp and Wr214 Business English or Wr227 Report Writing	9		
9.500		Elements of Supervision	3		
Psy202 or 203		General Psychology Social Sciences other than Economics	3		9
9.504		Developing the Employee through Training	3		
9.506		Human Relations for Supervisors	3		
9.508		Labor-Management Relations	3		
9.512		Methods of Improvement for Supervisors	3		
9.514		Cost Control for Supervisors	3		
9.778		Supervision and Personnel Administration	3		
9.518		Organization and Management	3		
9.524		Management Controls and the Supervisor	3		
HE252		Standard First Aid	3		
EC201, 202, 203		Principles of Economics or 9 credit hours composed of Princ. of Economics and/or any of the following: BA101 Intro to Business, BA211, 212, 213 Princ. of Accounting, 2.766, 2.767, 2.768 Accounting, BA225 Princ. of Marketing, 9.204 Small Business Operations Electives-occupational skills courses Electives from any area *	9		16
					12
					00

#### TOTAL: 90 Credits

\*Students taking the Communications sequence are advised to take Wr227 or Wr214 as part of their electives. Students taking English Composition courses are advised to take a speech course as part of their electives. 2.250 Cooperative Work Experience can be used for part of the electives (up to 12 credits).

## DIPLOMA PROGRAMS

Diploma programs are those that are at least one academic year and less than two academic years in length.

## BOOKKEEPING-CLERICAL PROGRAM

A one-year program designed to prepare students for entry level bookkeeping and clerical positions.

### ONE YEAR

		F	W	S
1.111	Communications or Wr121 English Composition	3		
OA116	Wr214 Business English		3	
2.252	OA117 Office Procedures I		3	
OA121*	OA124* Business Math II	3	3	
9.716*	9.716* Beginning Typing and/or Typing (Speed & Accuracy) <sup>1</sup>	2	2	
	OA220* Electronic Calculator			2
	BA177* Payroll Accounting			3
2.583*	2.596* Office Simulation I, II <sup>3</sup>	6	6	
6.900*	Human Relations in Business Data Processing Fundamentals or BA181 Intro to Data Processing	3	3	
	Electives <sup>4</sup>			3
		17	17	17

**TOTAL: 51 Credits**

\*NOTE: MAJORS IN THIS PROGRAM MUST MAKE A GRADE OF 'C' OR BETTER IN ALL COURSES DESIGNATED WITH AN ASTERISK (\*).

- <sup>1</sup>Advanced placement may be given.  
<sup>2</sup>May substitute 2.766\* Accounting I or BA211\* Principles of Accounting.  
<sup>3</sup>2.280\* Work Experience may be substituted for 2.596.  
<sup>4</sup>Suggested Electives: 6.910 Micro BASIC, CS221 Digital Computers, 2.560 Personal Shorthand I, OA200 Intro to Word Processing, OA101 Office Careers Survey.

## EMERGENCY MEDICAL TECHNOLOGY

This is a five-quarter program consisting of course work in pre-hospital care of the sick and injured, including immediate care and transportation of the victim(s). Classroom instruction and clinical practice in basic and advanced skills will be provided. Students will be able to certify at each level by passing state written and practical examinations. EMT courses are conducted in the evenings.

### FIRST YEAR

		F	W	S
HE257	HE258 Emergency Medical Technician I, II	8		3
9.723	9.726 9.728 Medical Terminology I,II,III <sup>1</sup>	3	3	3
BI121	BI122 Anatomy & Physiology I,II <sup>2</sup>	4	4	
HE280	HE280 Field Experience <sup>3</sup>	1	2	1
	HE262 Cardiopulmonary Resuscitation Instructor Certification			1
4.202	Elementary Algebra I			4
CJ243	Narcotics & Dangerous Drugs			3
	BA101 Introduction to Business			4
	Wr121 English Composition or 1.111 Communications Social Science Elective			3
		16	17	17

## SECOND YEAR

HE259	Emergency Medical Technician III (A&B)	8	8
5.268	Fire Service Rescue	3	
9.600	Elements of Supervision or 9.775 Supervision & Pers Administration	3	
CJ210	Criminal Investigations Human Relations in Business	3	3
2.583	Report Writing		3
Wr227	Electives		3
		17	17

**TOTAL: 84 Credits**

- <sup>1</sup>Medical Terminology I, II, must be taken prior to EMT IIIA.  
<sup>2</sup>Chemistry is a prerequisite to Anatomy & Physiology and Anatomy & Physiology must be completed prior to EMT IIIA.  
<sup>3</sup>Field Experience (HE280) must be taken concurrent with HE257 and HE258.  
 NOTE: All students wishing to enroll in HE257, 258 and/or 259 must make an appointment with the Director of Health Occupations prior to registering.

## LAW ENFORCEMENT

This one-year program provides the student with essential elements necessary for immediate employment through participation in Criminal Justice courses and other courses as listed.

		F	W	S
1.111*	1.112* Communications or Wr121, 122 English Composition	3	3	
HE252	Standard First Aid or *9.428/HE257 Emergency Medical Technician I	3-8		
4.202*	Psy111 Personality & Development			3
	EA Algebra I <sup>1</sup>			4
	OA121 Beginning Typing or OA124 Typing (Speed & Accuracy)			3
CJ110	CJ120 Intro to Law Enforcement	3		
	Intro to Judicial Process		3	
CJ210	CJ130 Intro to Corrections	3		
	Criminal Investigation		3	
CJ222	Procedural Law or CJ223 Rules of Evidence	3		
	CJ220 Criminal Law			3
CJ100	Criminal Justice Survey	3		
	Wr227 Report Writing			3
	Electives-Criminal Justice Area			2
		15-20	16	15

**TOTAL: 45-50 Credits**

<sup>1</sup>4.200 Basic Math may be taken as a refresher course if needed (as an elective) to qualify for entry into 4.202.

\*Note: The above courses may be applied to the Associate in Arts degree with the exception of those designated with an asterisk. (\*)

Students may select a criminal justice/social science elective if they can show typewriting competency.

## MEDICAL-CLERICAL

A one-year program designed to train students for initial clerical employment in hospitals, medical clinics, doctors' offices, and other medical facilities.

### ONE YEAR

		F	W	S
*2.591	Pretranscription Skills			
*OA124	OA122 Typing (Speed & Accuracy) and Intermediate Typing Office Procedures I	3	3	
	OA116 Electronic Calculators			3
OA220	9.724 9.725 9.730 Medical Secretary I,II,III	3	3	3
9.724	9.726 9.728 Medical Terminology I,II,III	3	3	3
9.723	9.727 9.729 Medical Transcription I,II	3	3	3
9.715	Elementary Bookkeeping I	2		
	9.731 9.732 Clinical Procedures I,II Office Simulation I or 2.280 Work Experience		3	3
				4
		16	18	16

**TOTAL: 50 Credits**

\*Advanced placement may be given

## STENO-CLERICAL

A one-year program designed to prepare students for entry positions as clerk-stenographers. Students are trained to take and transcribe dictation.

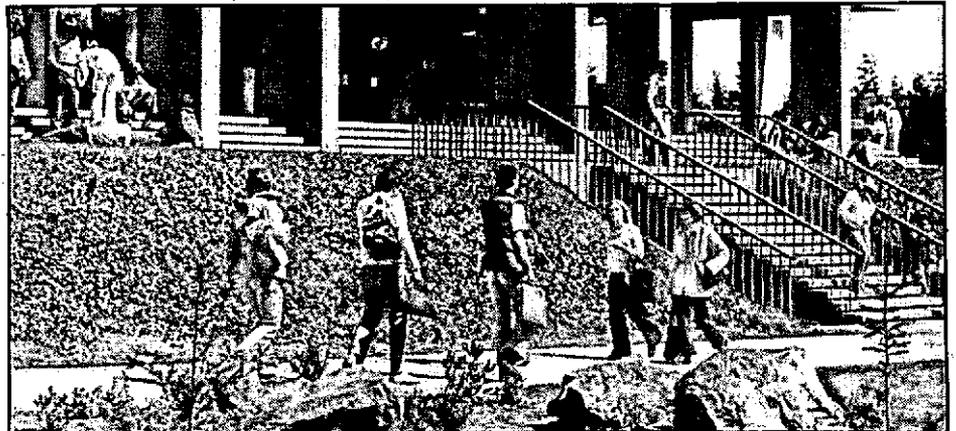
### ONE YEAR

		F	W	S
OA122	2.591 Pretranscription Skills <sup>2</sup> Intermediate Typing <sup>1</sup>	3	3	
OA111	OA123 Advanced Typing	3	3	
OA111	OA112 OA113 Shorthand I, II, III or 2.560, 2.562, Personal Shorthand I,II <sup>3</sup>	3	3	3
	OA220 Electronic Calculator			2
	Wr214 Business English			3
	2.609 Machine Transcription			3
	2.547 Shorthand Transcription			3
	2.585 Office Simulation or 2.280 Work Experience			4-6
OA116	OA117 OA200 Intro to Word Processing Office Procedures I,II	3	3	
2.683	Human Relations in Business			3
9.716	Elementary Bookkeeping I			2
9.735	Word Processing Orientation			1
	Electives <sup>4</sup>			3
		16	17	15

**TOTAL: 51-53 Credits**

\*NOTE: MAJORS IN THIS PROGRAM MUST MAKE A GRADE OF 'C' OR BETTER IN ALL COURSES.

- <sup>1</sup>Advanced placement may be given.  
<sup>2</sup>English placement test must be taken prior to starting the program. Students who do not meet a minimum requirement will take English Fundamentals fall term.  
<sup>3</sup>If student is taking Gregg Shorthand, no electives are required. Students taking Personal Shorthand will need 3 credits of electives.  
<sup>4</sup>Suggested Electives: 2.511 Word Processing Operator Training, OA101 Office Careers Survey.



## SUPERVISORY TRAINING

Completion of the following curriculum leads to a diploma. By meeting additional requirements, a student can earn an Associate of Science degree (See Degree Programs).

				Credits
1.111,	1.112,	1.113	Communications or Wr121,Wr122 English Comp and Wr214 Business English or 227 Report Writing	9
9.500			Elements of Supervision	3
Psy202	or 203		General Psychology	3
9.504			Developing the Employee through Training	3
9.506			Human Relations for Supervisors	3
9.508			Labor-Management Relations	3
9.512			Methods of Improvement for Supervisors	3
9.814			Cost Control for Supervisors	3
9.775			Supervision and Personnel Administration	3
HE252			Standard First Aid Elective-occupations skills course	3

**TOTAL: 45 Credits**

**\*\*NOTE: MAJORS IN THIS PROGRAM MUST MAKE A GRADE OF 'C' OR BETTER IN ALL COURSES DESIGNATED WITH AN ASTERISK (\*).**

## CERTIFICATE PROGRAMS

Certificate programs are less than one academic year in length, and very specific to a particular occupational area.

### FIRE FIGHTER TRAINING

The Fire Fighter Training Certificate Program is an aid to increase, improve, and professionalize training available to fire service personnel. The program is designed for volunteer firemen to better acquaint them with all phases of fire fighting.

#### FIRE FIGHTER I

		Total Hours	Credits
9.301	Fire Fighter IA	32	1.5
9.302	Fire Fighter IB	32	1.5
9.303	Fire Fighter IC	32	1.5
9.304	Fire Fighter ID	32	1.5
9.305	Fire Fighter IE	32	1.5
*9.382	Basic First Aid	20	1
<b>TOTAL:</b>		<b>180</b>	<b>8.5</b>

\*9.382 Basic First Aid may be substituted by HE252 Standard First Aid, 9.360 HE260 First Responder, or 9.428/HE257 Emergency Medical Technician I.

### NURSING ASSISTANT

This program prepares students to work as nursing assistants in nursing homes or convalescent care centers. It consists of 60-120 hours of intensive instruction and field visits to local care centers. For further information, consult your advisor or the Admissions Office.

### REAL ESTATE

The program outlined below is designed primarily to upgrade employed

realtors and other adults who wish to improve their knowledge of real estate. The courses are scheduled during evening hours and completion of 2-3 courses per term, offered on different evenings, will result in a Certificate of Completion after one year of enrollment. Courses should normally be taken in the sequences as shown.

			F	W	9
BA258		Real Estate Principles I	3		
	BA290	Real Estate Appraisal I			3
BA287		Real Estate Law I	3		
	BA291	Real Estate Law II		3	
	BA266	Supervision of Real Estate Sales Personnel			3
	BA285	Real Estate Finance I	3		
	BA265	Real Estate Office Management			3
			<b>6</b>	<b>6</b>	<b>9</b>

**TOTAL: 21 Credits**

**\*\*NOTE: MAJORS IN THIS PROGRAM MUST MAKE A GRADE OF 'C' OR BETTER IN ALL COURSES.**

## SUPERVISORY TRAINING

Completion of the following curriculum leads to a certificate of completion. By meeting additional requirements, a student can earn a diploma or degree (See Degree Programs or Diploma Programs).

			Credits
Wr227		Report Writing or Wr214 Business English	3
9.500		Elements of Supervision	3
Psy202	or 203	General Psychology	3
9.504		Developing the Employee through Training	3
9.506		Human Relations for Supervisors	3
9.508		Labor-Management Relations	3
			<b>18</b>

**TOTAL: 18 Credits**

**\*\*NOTE: MAJORS IN THIS PROGRAM MUST MAKE A GRADE OF 'C' OR BETTER IN ALL COURSES.**

## SPECIALIZED PROGRAMS

### FARM MANAGEMENT/ RECORDS ANALYSIS

Farm Management-Records Analysis is a specialized adult program designed for a minimum of three years for local farm families—including all members of the farm unit—who are now actively farming or ranching on a full-time basis. The program is a service as well as an educational program. Enrollment will be for a period of one year.

The three-year program consists of: scheduled class meetings, farm visits by

the instructor, keeping basic farm records for each farm business, annual computer analysis for each completed record, including group averages.

Application of analysis information to improving the management and organization of each business. Individual enrollment may extend beyond three years on a seminar basis if desired, providing continued analysis of farm records and assistance with management decisions. The frequency of class sessions and instructor visits would be reduced for an advanced group.

## SMALL BUSINESS MANAGEMENT

Small Business Management is a specialized program designed for a minimum of three years for local small business owners or managers and other members of the unit who assist in managing. All members of the unit attend.

Unit members attend monthly sessions and are visited by the instructor in the places of business for three hours each month. In addition, unit members will spend time needed to prepare or do other meaningful tasks as assigned.

The main emphasis will be on adequate records and analysis of those records. A computer printout of financial statements will be provided at the end of each year.

First emphasis will be on establishing an adequate basic accounting system, followed by studies for improvement of the various parts. With adequate data, an analysis of the accounting information is made to provide a basis for better business decisions. (Individual records are confidential.) The program can be completed in three years.

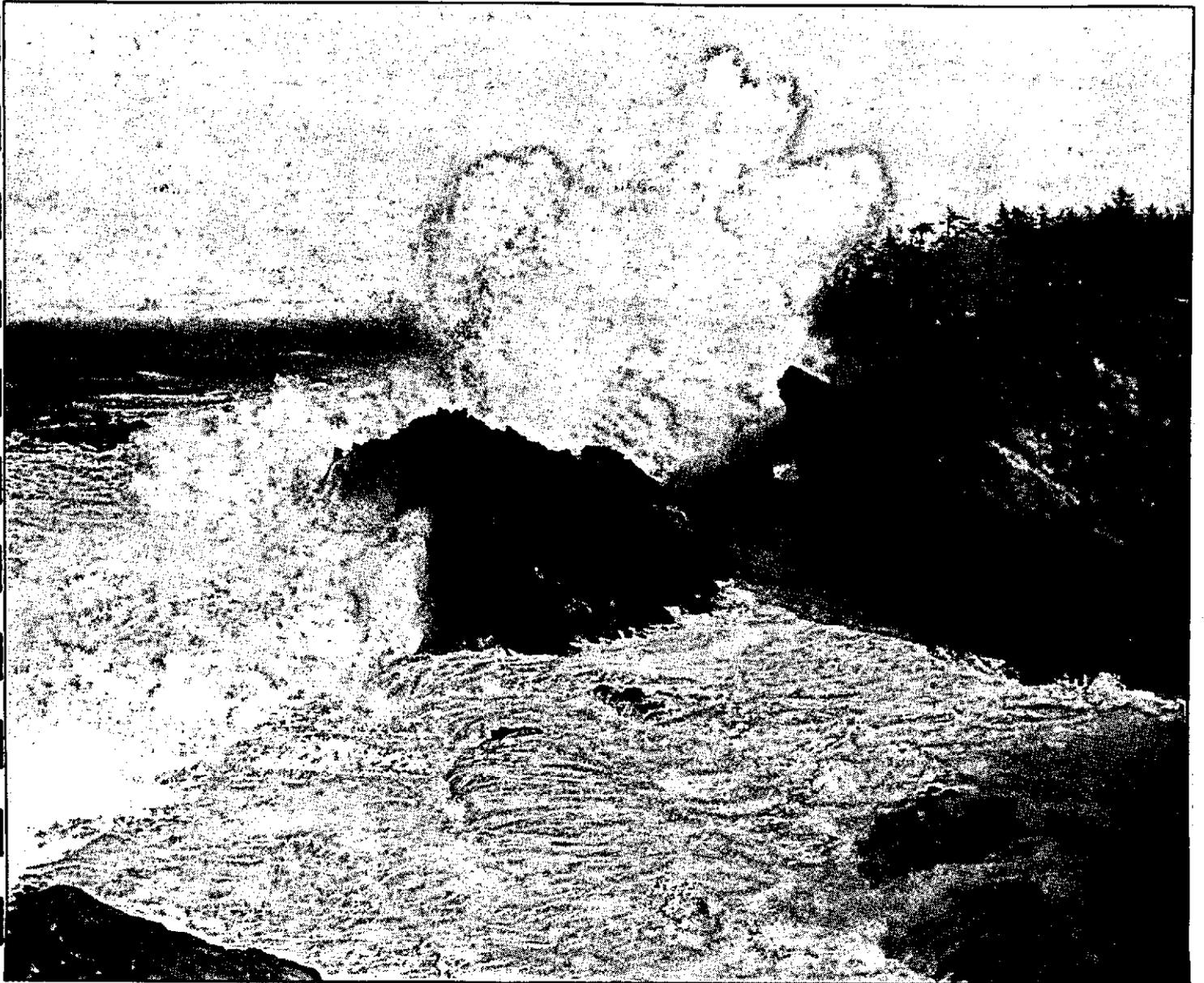
## ADULT HIGH SCHOOL DIPLOMA PROGRAM

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

To earn the SWOCC Adult High School Diploma, the student will complete 24 high school credits (or the equivalent) in a broad range of subject areas and will demonstrate competence in basic skills areas. Credit toward the diploma may also be granted for life and work experience. At least 2 high school credits (or 12 SWOCC credits) must have been earned at SWOCC.

# COURSE DESCRIPTIONS

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# COURSE DESCRIPTIONS

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

## ACCOUNTING AND BOOKKEEPING

**BA177 Payroll Records and Accounting** 3 Credits  
(3 Lec Hrs/Wk)

Provides practice in all payroll operations, the recording of accounting entries involving payroll and the preparation of payroll tax returns that are required of businesses. Prerequisites: Bookkeeping I (9.715), or Accounting I (2.766), or Principles of Accounting I (BA211), or instructor's consent.

**BA211 Principles of Accounting I** 3 Credits  
(3 Lec Hrs/Wk)

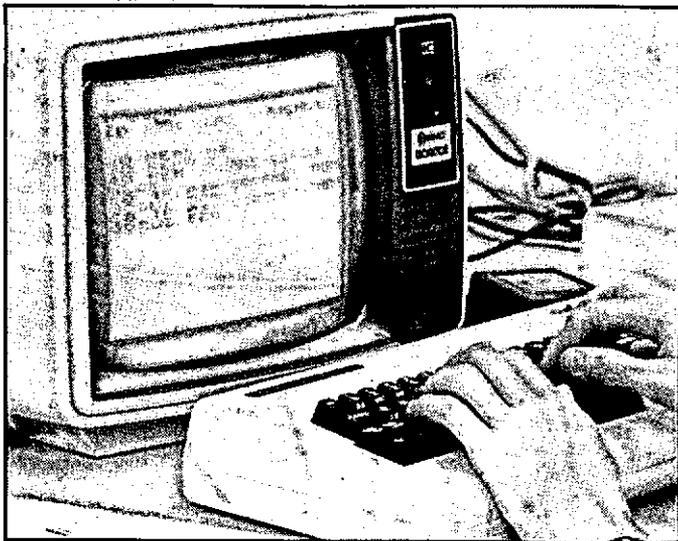
Will cover techniques of account construction and preparation of financial statements. Emphasis is on application of problems of recording, measuring, income, purchasing, sales, inventories, special journals, and internal control of cash.

**BA212 Principles of Accounting II** 3 Credits  
(3 Lec Hrs/Wk)

Accounting systems and management control, concepts and principles of depreciation, merchandise inventory, evaluation, partnership, corporate accounting, capital stock, investments, and dividends will be covered. Prerequisites: BA211, or equivalent.

**BA213 Principles of Accounting III** 3 Credits  
(3 Lec Hrs/Wk)

Covered are control accounting for departments and branches, cost accounting for manufacturing plants, income taxes and their effect on business decisions, and analysis of financial statements. Prerequisites: BA212 or equivalent.



**BA215 Cost Accounting** 3 Credits  
(3 Lec, 1 Lab Hrs/Wk)

Develops techniques for determining product costs under job order, process, and standard costing. Introduces cost analysis for decision making. Prerequisites: 2.766 and 2.767, BA211, or instructor's consent.

**BA217 The Accounting Process** 3 Credits  
(3 Lec Hrs/Wk)

Reviews and applies basic accounting systems in practical applications that range from working with journals and ledgers to analyzing financial statements. Prerequisites: Principles of Accounting I & II, (BA211, BA212), or Accounting I & II (2.766, 2.767).

**BA280 Field Experience** 1-8 Credits  
(3-24 Hrs/Wk)

Work setting that provides students with an opportunity to test knowledge learned in classroom. Prerequisites: instructor's consent.

**2.280 Cooperative Work Experience** 1-8 Credits  
(4-40 Lab Hrs/Wk)

Gain on-the-job experience in coordinator approved business situations that closely parallel with field of study. Work under supervisor and coordinator. Seminar arranged by supervisor. Prerequisites: instructor's consent.

**2.331/2.332 Federal and State Income Tax I, II** 3 Credits/Term  
(3 Lec Hrs/Wk)

Will 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. Prerequisites: Federal and State Income Tax I (2.331 for 2.332), or instructor's consent.

**2.766 Accounting I** 4 Credits  
(4 Lec, 1 Lab Hrs/Wk)

Prepares recordkeepers for employment and gives accounting student basic understanding of accounting field. Provides introduction to accounting cycle for a service enterprise and retail firm for a single proprietorship; the mass processing of transactions, internal and cash control, and an introduction to payroll. Prerequisites: adequate knowledge of business mathematics (can be taken concurrently).

**2.767 Accounting II** 4 Credits  
(4 Lec, 1 Lab Hrs/Wk)

Continues concepts of Accounting I. Introduces trade accounts, notes, inventories, treatment of long-term assets and depreciation, liabilities, investments, partnership accounting, accounting principles. Prerequisites: Accounting I (2.766) or equivalent.

**2.768 Accounting III** 4 Credits  
(4 Lec, 1 Lab Hrs/Wk)

Corporation accounting for organization; stock; earnings; present values; interest amortization funds flow and changes in financial position, introduction to managerial accounting with an in-depth analysis of a corporation. Prerequisites: Accounting II (2.767) or instructor's consent.

**2.772 Intermediate Accounting I** 3 Credits  
(3 Lec, 1 Lab Hrs/Wk)

Comprehensive study of accounting theory and concepts. Emphasis on how these concepts apply to financial accounting. Attention will also be focused on use of accounting information for management purposes. Prerequisites: Accounting I, II, III (2.766, 2.767, 2.768), Principles of Accounting I, II (BA211, BA212), or instructor's consent.

**2.773 Intermediate Accounting II** 3 Credits  
(3 Lec, 1 Lab Hrs/Wk)

Covered are accounting concepts, theory, and practices involving particular areas of the balance sheet, as well as reporting of income and changes in financial position. Prerequisites: Intermediate Accounting I (2.772).

**9.715/9.716 Elementary Bookkeeping I & II** 2 Credits/Term  
(2 Lec, 1 Lab Hrs/Wk)

Designed to help student develop an understanding of bookkeeping and recordkeeping as they affect a small business. Students will learn to analyze and record simple transactions using double entry bookkeeping methods. Prerequisites: Working knowledge of arithmetic including fractions, decimals, and simple equations.

**9.718 Bookkeeping and Records for Small Business** 3 Credits  
(3 Lec Hrs/Wk)

Designed for independent businessmen who wish to maintain their own accounting records or better understand records kept partially or entirely by an outside agency. Included will be overall theory of accounting, an analysis of financial statements, as well as routine accounting entries required to maintain a set of financial records. Course will be related to actual bookkeeping systems of students if possible.

**9.719 Governmental Accounting** 3 Credits  
(3 Lec Hrs/Wk)

Introduction to specialized theory and functions of governmental accounting and the budgeting process. Prerequisites: Accounting I (2.766), BA211, or instructor's consent.

**9.751 Business Income Taxes** 3 Credits  
(3 Lec Hrs/Wk)

Federal and State business income tax regulations for preparers and business owners. Prerequisites: BA211, Accounting I (2.766) or equivalent.



## ANTHROPOLOGY

**ANTH 101 General Anthropology** 3 Credits  
(3 Lec Hrs/Wk)

Introduces man as a living organism and his position in the animal kingdom; biological and human evolution and heredity, principles and mechanisms.

**ANTH 102 General Anthropology** 3 Credits  
(3 Lec Hrs/Wk)

Introduces human races and variation in man; prehistoric archaeology, techniques of field work and dating; spatial and temporal distribution of cultures of the world.

**ANTH 103 General Anthropology** 3 Credits  
(3 Lec Hrs/Wk)

Covers the development, structure, and organization of culture; the relationships between language, culture, and personality; the diversity of forms of cultural behavior, and the mechanisms of cultural change.

**ANTH 207/208/209 Cultural Anthropology** 3 Credits/Term  
(3 Lec Hrs/Wk)

Gives background in fundamentals of the field of anthropology with emphasis on cultural anthropology. Descriptive of particular cultures, and comparative, dealing with institutions on a cross-cultural basis. Attempts to interpret cultural phenomena with reference to their universality and how they function with reference to the individual human being; parallels are constantly drawn to modern American society.

**ANTH 270 Indians of the North Pacific Coast** 4 Credits  
(3 Lec Hrs/Wk, 2-day fieldtrip)

Examines Indian cultures of North Pacific Coast from Northern California to Southern Alaska. Combines classroom lecture, films, and fieldtrips in order to provide a view of the prehistory (archaeology) of the coastal area, a description of Indian cultures at the time of European contact, and acquaintance with present day Indian tribes and social issues.

**ANTH 199/299 Independent Study in Anthropology**  
To Be Arranged

## ART

### ART 101 Introduction to Visual Arts 3 Credits (2 Lec, 4 Lab Hrs/Wk)

For the person with little or no art experience, and who is usually not an art major. Includes slides, films, field trips, lectures, demonstrations, and actual student experimentation with elementary aspects of drawing, printmaking, painting, ceramics, and sculpture.

### ART 115/116/117 Basic Design 3 Credits/Term (2 Lec, 2 Lab Hrs/Wk)

Study of design through the introduction and creative use of the principles and elements of art. Employs exercises and projects developed to motivate individual research and exploration. Course work is presented in a manner designed to enable the student to gain an awareness of the nature and character of materials through investigation and experimentation in a variety of media. Prerequisites: ART 115, or instructor's consent for ART 116; ART 116, or instructor's consent for ART 117.

### ART 118/119 Beginning Calligraphy ART 218/219/220 Advanced Calligraphy 1 Credit/Term (3 Lab Hrs/Wk)

Course in art of freehand form. Study is made of historical and current usage of the letter form. May be repeated; each term will vary through the study of different letter forms.

### ART 131/132/133 Beginning Drawing ART 231/232/233 Advanced Drawing 3 Credits/Term (2 Lec, 4 Lab Hrs/Wk)

Involves active participation of individual student in art experiences aimed at developing visual and manipulative skills. Study of drawing through training in observation and selection of significant elements within the subject. Investigation of a variety of media, methods, techniques, and compositional devices is employed to enable the student to gain as wide a knowledge of drawing as possible.

### ART 154/155/156 Beginning Ceramics 3 Credits/Term (2 Lec, 4 Lab Hrs/Wk)

Involves active participation of individual student in art experiences designed as introduction to materials, methods, and techniques of pottery design and structure. Primary considerations of form together with experimentations and familiarization in hand construction, throwing, glazing, and firing.

### ART 254/255/256 Advanced Ceramics 3 Credits/Term (2 Lec, 4 Lab Hrs/Wk)

Involves active participation of the individual student in art experiences designed as an introduction to materials, methods, and techniques of pottery design and structure. Primary considerations of form together with experimentations and familiarization in hand construction, throwing, glazing, and firing. Emphasis is placed on creative, problem-solving approach through exercises and problems in ceramic design.

### ART 171/172/173 Printmaking ART 271/272/273 Printmaking 3 Credits/Term (2 Lec, 4 Lab Hrs/Wk)

Introduction to the major fine arts printmaking methods such as relief, silk screen, lithography, and intaglio prints. It com-

bines skills and techniques of the printmaking craft with individual expressive and compositional interests. Registration permitted any term. Open to nonmajors. Prerequisites: ART 115/116/117, Basic Design; ART 281/282/283, Painting; ART 231/232/233, Drawing; or instructor's consent.

### ART 181/182/183 Beginning Painting ART 281/282/283 Advanced Painting 3 Credits/Term (2 Lec, 4 Lab Hrs/Wk)

Instruction in the use of oil color, acrylic, watercolor, or other media. Registration permitted any term, but it is desirable that the work be started in the fall. Emphasis will be given to individual needs and interests in painting. Open to nonmajors.

### ART 184/185/186 Beginning Watercolor ART 284/285/286 Advanced Watercolor 3 Credits/Term (2 Lec, 4 Lab Hrs/Wk)

Involves active participation of each student in painting experiences aimed at developing visual and manipulative skills. Study of watercolor techniques is emphasized, with special attention given to the particular characteristics of the medium, emphasis on landscape material. May be substituted for a third term of ART 131/132/133, Drawing to meet lower division major requirements. Open to nonmajors. Prerequisites: ART 281/282/283, Painting; ART 231/232/233, Drawing; or instructor's consent.

### ART 191/192/193 Beginning Sculpture ART 291/282/293 Advanced Sculpture 3 Credits/Term (2 Lec, 4 Lab Hrs/Wk)

A studio introduction to the language of forms and elements of sculpture. The investigation of materials is stressed through compositional exercises in clay, plaster, wood, and stone. Familiarization, experimentation, and expression in volumes and mass. Primary considerations of media, methods and techniques in sculpture. Open to nonmajors.

### ART 199/299 Independent Studies in Art 1-3 Credits/Term

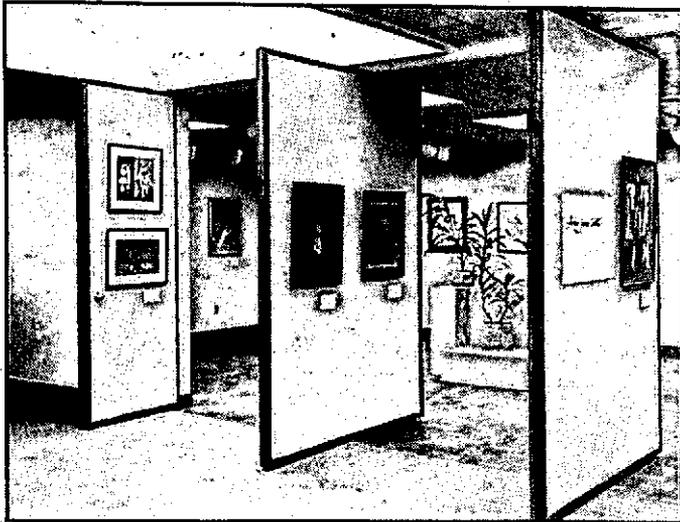
Individual studies course designed for art majors on a reading and conference basis with instructor's approval only. Provides research and advanced involvement in areas not covered in basic course curriculums.

### ART 211/212/213 Survey of the Visual Arts 3 Credits/Term (3 Lec Hrs/Wk)

Introduction to visual arts, designed to develop within the student an insight and comprehension of actual work of art. Study of historical and contemporary works of art are investigated through consideration of motives, media, and methods; art as it influences daily living, and art to live with become one theme for the course; the manual processes involved and the expression of experiences deeply felt become another motif. Cultivation of understanding and intelligent enjoyment of visual arts in all their diversity. Prerequisites: ART 211 for ART 212; ART 212 for ART 213, or instructor's consent on either.

### ART 280 Art Field Experience 1-3 Credits (Includes Seminar) (3-9 Hrs/Wk)

Nine credits maximum. Prerequisites: instructor's consent.



**0.501 Introduction to Art** 1 Credit  
(36 Hrs/Total)

Designed to acquaint student with mediums, methods, and techniques necessary for establishing a basic knowledge of painting.

**0.516.8 Glass Working (Stained Glass)** 1 Credit  
(36 Hrs/Total)

Basic techniques of stained glass construction, types and colors; use of glass and color in leaded and foiled glass panels and three-dimensional glass works; repair and restoration will be learned.

**0.512.1 Drawing I** 1 Credit  
(36 Hrs/Total)

Introduction to various approaches to drawing. Investigation of a variety of media, methods, techniques, and compositional devices is employed to enable student to gain as wide a knowledge of drawing as possible.

**0.512.2 Drawing II** 1 Credit  
(36 Hrs/Total)

Aims to develop within student a basic knowledge and insight within the area of figure analysis and introductory anatomy. Prerequisites: Drawing I (0.512.1)

**0.512.3 Drawing III** 1 Credit  
(36 Hrs/Total)

Designed to develop within individual an awareness and knowledge of landscape drawing and composition. Prerequisites: Drawing I, II (0.512.1, 0.512.2).

**0.512.4 Basic Calligraphy**  
**0.512.5 Advanced Calligraphy** 1 Credit/Term  
(36 Hrs/Total)

Involves art of freehand pen and brush written forms. Each term will consist of concentrated study of construction and history of one lettering style and calligraphic design.

**0.512.8 Life Drawing** 1 Credit  
(36 Hrs/Total)

Designed to present fundamentals of life figure drawing through introduction of a variety of approaches, methods, and media techniques.

**0.513.1 Oil Painting I** 1 Credit  
(36 Hrs/Total)

Designed to acquaint student with the medium of oil paint and methods and techniques necessary for establishing a basic knowledge of oil painting.

**0.513.2 Oil Painting II** 1 Credit  
(36 Hrs/Total)

Continues investigation of problems in painting related to color, methods, techniques, and composition. Prerequisites: Oil Painting I (0.513.1).

**0.513.3 Oil Painting III** 1 Credit  
(36 Hrs/Total)

Designed to further investigations and will introduce mural design and composition together with landscape painting. Prerequisites: Oil Painting I, II (0.513.1, 0.513.2).

**0.513.6 Experimental Painting** 1 Credit  
(36 Hrs/Total)

Designed to expose student to multi-mediums of art and the basic relationship of color, line, and composition.

**0.514.1 Watercolor Painting I** 1 Credit  
(36 Hrs/Total)

Designed as an investigation of medium and approaches possible with transparent watercolor.

**0.514.2 Watercolor Painting II** 1 Credit  
(36 Hrs/Total)

Continues investigation of medium through use of creative exercises and investigative method of problem solving. Prerequisites: Watercolor Painting I (0.514.1).

**0.514.3 Watercolor Painting III** 1 Credit  
(36 Hrs/Total)

Designed to develop within individual a keen awareness of particular qualities of this medium as compared to other media of painting. Prerequisites: Watercolor Painting I, II (0.514.1, 0.514.2).

**0.515.1 Ceramics I** 1 Credit  
(36 Hrs/Total)

Introduction to and investigation of clay and its plastic properties.

**0.515.2 Ceramics II** 1 Credit  
(36 Hrs/Total)

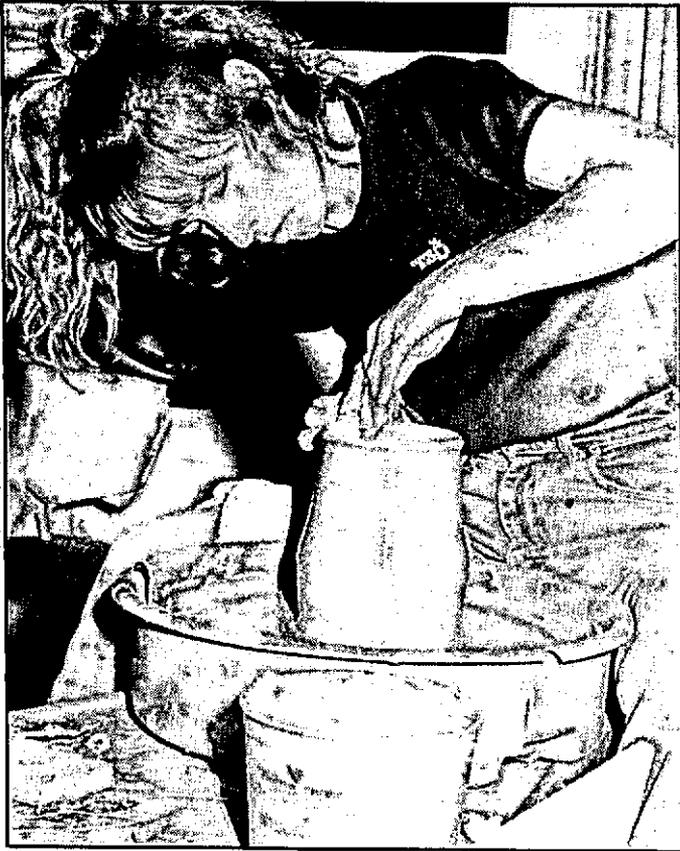
Introduces the throwing process and its creative possibilities for the potter. Prerequisites: Ceramics I (0.515.1), or instructor's consent.

**0.515.3 Ceramics III** 1 Credit  
(36 Hrs/Total)

Development of individual and traditional historic pottery as a background for research. Prerequisites: Ceramics I, II (0.515.1, 0.515.2), or instructor's consent.

**0.516.1 Elementary Sculpture I** 1 Credit  
(36 Hrs/Total)

Developed to give student experiences and exposure in sculpture; its form, media, tools, and techniques, to explore concepts both abstract and concrete.



**0.516.2 Elementary Sculpture II** 1 Credit  
(36 Hrs/Total)

Emphasizes problems and approaches of carving or subtractive method of sculpturing. Prerequisites: Elementary Sculpture I (0.516.1).

**0.516.3 Elementary Sculpture III** 1 Credit  
(36 Hrs/Total)

Introduces more advanced, creative design in sculpture as well as offering the opportunity for experiments in new media and methods. Prerequisites: Elementary Sculpture I, II (0.516.1, 0.516.2).

**0.517.1 Printmaking I** 1 Credit  
(36 Hrs/Total)

Relief processes in fine art of printmaking including: rubbings, embossing, linoleum cuts, woodcuts, wood engraving, collographs, and color painting.

**0.516.5 Woodcarving** 1 Credit  
(36 Hrs/Total)

Introduces student to skills in: tool care, working with grain, cutting wood to stated lines; choosing wood, pattern, style, techniques of finishing and sharpening of tools.

**2.290/2.291/2.292 Commercial Art I, II, III** 1 Credit  
(3 Lab Hrs/Wk)

Introduction to design principles as based on current problems in the commercial design field. Stresses investigation and execution of visual exercises from the rough to the finished comprehensive layout.

## ASTRONOMY

**ASTR101 Descriptive Astronomy** 3 Credits  
(3 Lec Hrs/Wk)

Descriptive treatment of solar system, stars, stellar evolution, galaxies, and cosmology. Emphasized will be results of current space missions. New discoveries first few years in stellar astronomy will be discussed. Fulfills one term of Physical Science Survey requirement.

**ASTR199/299 Independent Study in Astronomy**  
To Be Arranged

**0.638.3 Telescope Construction** 1 Credit  
(24 Hrs/Total)

A practical course during which the student will construct a telescope and learn to use it. Includes mirror grinding, polishing, testing, computing, parabola, magnification, eyepieces, finderscopes, diagonal mirror, tube assembly, mounting, celestial photography, cleaning. Sufficient physics theory needed for construction will be taught.

## BANKING

**9.768 Principles of Banking** 3 Credits  
(3 Lec Hrs/Wk)

Part of a structured curriculum designed to prepare persons for employment in banks and other financial institutions as well as to upgrade those already in the banking profession.

**9.769 Analyzing Financial Statements** 3 Credits  
(3 Lec Hrs/Wk)

This course reviews basic accounting principles, introduces concepts of the various financial statements and explains the basic methods of financial analysis. Prerequisite: BA211 Principles of Accounting I or 2.766 Accounting I, or instructor's consent.

**9.770 Bank Management** 3 Credits  
(3 Lec Hrs/Wk)

Designed to aid in developing managerial ability through an increased understanding of the problems confronting senior management. It is intended to provide the student with an "overall" perspective of the duties and responsibilities of upper management. The course is concerned more with management principles and their application than with the technical tools used to put management decisions into operation. Prerequisites: Satisfactory completion of 9.768, Principles of Banking; 9.789, Inside Commercial Banking, or consent of instructor.

**9.771 Law and Bank Transactions** 3 Credits  
(3 Lec Hrs/Wk)

An introduction to basic American law, presenting the rules of law which underlie banking. Topics include jurisprudence, the court system and civil procedures, contracts, quasi-contracts, property torts and crimes, agencies, partnerships, corporations, sales of personal property, commercial paper bank deposits and collections, documents of title, and secured transactions and consumer protection, including regulations, compliance, and penalties. Emphasis on Uniform Commercial Code.

**9.773 Money and Banking** 3 Credits  
(3 Lec Hrs/Wk)

Designed primarily to promote the appreciation and comprehension of the functions of money and banks in a modern economy, particularly in the United States. Includes the subjects of bank management and bank operations only as they affect monetary and credit conditions.

**9.775 Supervision and Personnel Administration** 3 Credits  
(3 Lec Hrs/Wk)

A study of the many aspects of responsibilities involved with the handling of personnel including supervision, human relations, training, discipline, appraisal, salary administration, cost control, equal employment opportunity, productivity, and affirmative action programs.

**9.778 Marketing for Bankers** 3 Credits  
(3 Lec Hrs/Wk)

An overview for all banking students in terms of what everyone in banking should know about the essentials of bank public relations and marketing, including communication, marketing and opinion research, advertising, government relations, etc.

**9.780 Trust Functions and Services** 3 Credits  
(3 Lec Hrs/Wk)

Study and discussion of trust department services offered by various banking agencies. Wills, property rights, estates, trusts, guardianships, corporate trusts and agencies are studied, analyzed, and discussed in relationship to laws and practices of general and local jurisdiction and application. Past or concurrent enrollment in 9.768, Principles of Banking, or 9.789, Inside Commercial Banking or instructor's consent.

**9.781 Installment Credit** 3 Credits  
(3 Lec Hrs/Wk)

An introduction to installment credit that places emphasis on the methods commonly used by banks. Concentration will be placed on: (1) the bank's objective in granting credit, (2) the function of a bank's credit department, (3) credit administration, (4) financing technique, and (5) collection procedures.

**9.782 Federal Reserve System** 3 Credits  
(3 Lec Hrs/Wk)

Reviews the background and history of the Federal Reserve System since its inception in 1913. Emphasis is placed on policy decisions in monetary, fiscal, and international areas. Prerequisites: 9.768, Principles of Banking; 9.789, Inside Commercial Banking, or instructor's consent.

**9.783 Credit Administration** 3 Credits  
(3 Lec Hrs/Wk)

Reviews credit policies of credit institutions. Method of credit investigation and analysis, credit techniques, specific credit problems, and regular and unusual types of loans are discussed and presented. Prerequisites: Completion of 9.768, Principles of Banking, or 9.789, Inside Commercial Banking, or instructor's consent.

**9.784 Writing for Results** 3 Credits  
(3 Lec Hrs/Wk)

Describes the various kinds of bank letters and reports between the bank and its customers, as well as between banks. Many examples of bank letters, memoranda, agenda, resolutions and reports are given for the student to use as a guide. Prerequisites: Wr121, or instructor's consent.

**9.785 Bank Cards** 3 Credits  
(3 Lec Hrs/Wk)

Presents an overview of the bank card industry; also discusses the evolution of credit cards into electronic funds transfer, legal developments affecting credit cards and the regulatory environment in which banks operate their cards business.

**9.786 Bank Investments** 3 Credits  
(3 Lec Hrs/Wk)

Investment functions including: risk, liquidity, yield, U.S. Treasury and federal issues, government securities, general obligations, revenue bonds, money market investments and securities markets. Prerequisites: 9.768, Principles of Banking, or 9.789, Inside Commercial Banking, or instructor's consent.

**9.787 Branch Management** 3 Credits  
(3 Lec Hrs/Wk)

Providing the student with a practical and conceptual grounding in bank management, this course examines the issues that bank managers deal with on a daily basis, including staffing, organizational planning and management controls.

**9.788 Introduction to Commercial Lending** 3 Credits  
(3 Lec Hrs/Wk)

Introductory overview of the commercial lending function, including types of commercial loans, the loan decision process, cost analysis, portfolio management, and regulatory and legal environment.

**9.789 Inside Commercial Banking** 3 Credits  
(3 Lec Hrs/Wk)

Designed to discuss contemporary issues, topics, and problems in commercial banking. Prerequisite: 9.768 Principles of Banking.

**9.791 Selling Bank Services** 3 Credits  
(3 Lec Hrs/Wk)

A program specifically designed to teach customer-contact people sales techniques.

**9.792 Safe Deposits** 1.5 Credits  
(15 Lec Hrs/Total)

Covers the rules and procedures of safe deposits, good customer relations and the interrelationship of the two.

**9.795 Loan Officer Development** 3 Credits  
(3 Lec Hrs/Wk)

Designed to teach practical nontechnical commercial lending skills needed by a loan officer in a bank.

**9.796 Negotiable Instruments and the Payment Mechanism** 3 Credits  
(3 Lec Hrs/Wk)

Designed to add knowledge of legal principles and reasoning for people interested in banking.

**9.798 Deposit Operations** 3 Credits  
(3 Lec Hrs/Wk)

Examines the deposit operations of banks in the context of the U.S. payments system. It explores how banks operate relative to their deposit-taking activities and management of deposited funds. Emphasis is on system rather than product or instrument. Also studied is the impact of the external environment on determining why banks operate the way they do. Government rules and regulations and the future of America's payments mechanisms are also covered.

## BIOLOGY

**BI101/102/103 General Biology** 4 Credits/Term  
(3 Lec, 3 Lab Hrs/Wk)

Biological principles applied to both plants and animals.

**BI121/122 Anatomy and Physiology I,II** 4 Credits/Term  
(3 Lec, 3 Lab Hrs/Wk)

Covers anatomical makeup and physiological aspects of mammals, with emphasis on humans. Prerequisites: high school chemistry or equivalent.

**BI123 Elementary Microbiology** 4 Credits  
(3 Lec, 3 Lab Hrs/Wk)

Study of microorganisms, their control and occurrence in everyday life. Pathogenic microbes and infections, and host resistance will be major consideration. Will learn some elementary microbiological techniques. Prerequisite: high school chemistry or equivalent.

**BI199/299 Independent Study in Biology** To Be Arranged

**0.621 Field Studies in Biology-Ornithology (Birds)** 1-2 Credits  
(15-30 Hrs/Total)

A field course involving the study of field identification, behavior, migration, and nesting of local birds.

**0.624 Mushroom Identification** 1 Credit  
(25 Hrs/Total)

Identification of local, wild mushrooms regarding basic characteristics, locations, and preparation as food.

**0.627 Marine Biology** .5-2 Credits  
(16-36 Hrs/Total)

Study of near shore oceanic environments and plants and animals that live therein.

## BOTANY

**BOT199/299 Independent Study in Botany**  
To Be Arranged

**BOT201/202/203 General Botany** 4 Credits/Term  
(3 Lec, 3 Lab Hrs/Wk)

Covers structure, physiology, and genetics of seed plants, how plants get food, grow, differentiate, and reproduce. Survey of plant kingdom. Includes identification of native plants, use of keys and morphology. Prerequisites: instructor's consent or background in biological sciences.

**6.449 Forest Botany** 4 Credits  
(3 Lec, 3 Lab Hrs/Wk)

Study of some basic principles of plant science as related to forestry.

## BUSINESS ADMINISTRATION

**BA101 Introduction to Business** 4 Credits  
(4 Lec Hrs/Wk)

Develops an awareness of nature of business in the capital system. Introduces field of ownership, organization, personnel, financing, marketing, management, production, insurance, foreign trade, and government regulations.

**BA 199/299 Independent Study in Business Administration**  
To Be Arranged

**BA 223 Principles of Marketing** 3 Credits  
(3 Lec Hrs/Wk)

General survey of the nature, significance, and scope of marketing. Emphasis upon the customers (marketing analysis and strategy); business marketing decisions in promotion, distribution, and pricing; and control of marketing programs.

**BA 226 Business Law I** 3 Credits  
(3 Lec Hrs/Wk)

Involves relationship of business law to our business and economic structure. Particular attention is paid to legal rights, social forces and government and business relations to society. Contracts are covered in detail.

**BA 227 Business Law II** 3 Credits  
(3 Lec Hrs/Wk)

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

**BA 229/0.841 Family Finance and Money Management** 1-3 Credits  
(1-3 Lec Hrs/Wk)

Involves decision making concerning management of financial resources and understanding financial management in marketplace, income taxes, financial institution, home owning and renting, insurance, investing, retirement, and estate planning.

**BA 232 Business Statistics** 3 Credits  
(3 Lec Hrs/Wk)

Modern business decision theory using statistics as a tool for business decision making. Primary emphasis on statistical description and elements of probability. Extensive coverage of sampling theory, tests of significance, and means by which data processing can be used in making statistical study. Prerequisites: one term college algebra or good high school background in math is mandatory.

**BA 236 Sales** 3 Credits  
(3 Lec Hrs/Wk)

Involves role of sales as integral part of total marketing function. Included is the application of selling to behavioral science. Emphasis on sales psychology, sales techniques, and fundamental principles of sales communications.

**BA 239 Advertising** 3 Credits  
(3 Lec Hrs/Wk)

Detailed examinations of purpose, preparation, placement, and analysis of various types of advertisements within each media: television, radio, and newspaper. Explored are merits of several media. Involves practice in planning and analysis of complete advertising campaigns and their coordination with other marketing strategies.

**BA 280 Field Experience** 1-8 Credits  
(3-24 Hrs/Wk)

Work setting, which provides students with opportunity to test knowledge learned in classroom. Prerequisites: instructor's consent matching needs of student with instruction offered.

**2.252 Business Mathematics II—** See Mathematics

**2.280 Cooperative Work Experience** 1-8 Credits  
(4-40 Lab Hrs/Wk)

On-the-job experience gained in coordinator approved business situations, which closely parallel student's field of study. Student works under supervisor and coordinator. Seminar arranged by supervisor. Prerequisites: instructor's consent.

**2.305 Principles of Retailing** 3 Credits  
(3 Lec Hrs/Wk)

General survey of principles of efficient store organization and management. Topics include location and layout, types of store organization, personnel management, operating activities, financial and budgetary control, coordinating policies, and store protection.

**9.204 Small Business Operation** 3 Credits  
(3 Lec Hrs/Wk)

Relates many factors to actual small business planning and operation. Includes budgets, use of records, governmental requirements, insurance, and financing.

**9.200 Small Business Management I** 8 Credits  
(510 Hrs/Total)

Assists business operators in achieving their professional and family goals through improved management, organization, and operation of their businesses. Prerequisites: currently operating a business and instructor's consent.

**9.201 Small Business Management II** 8 Credits  
(510 Hrs/Total)

Designed to prepare business owner to analyze his/her records for management information, and make a general interpretation of analysis. Prerequisites: Small Business Management I (9.200) and/or instructor's consent.

**9.830 Farm Management I—Records Analysis** 8 Credits  
(510 Hrs/Total)

Involves development of farm-records system, which is tailor-made for individual farm or ranch. Includes overview of farm management skills, inventories, depreciation, net worth statements, and tax management. Participating farm or ranch family, including both husband and wife, will attend series of scheduled class sessions. These sessions will be supplemented by scheduled farm visits by instructor. Subject matter will be keeping basic farm records.

**Farm Management II—Business Analysis** 8 Credits  
(510 Hrs/Total)

Teaches use of farm records in farm business analysis. Includes interpreting farm-records analysis, credit planning and management, budgeting, legal considerations in agriculture, tax planning, and estate planning. Prerequisites: Farm Management I (9.830).

**9.835 Advanced Farm Management** 2 Credits  
(1 Lab Hr/Wk)

Continuation of bookkeeping and financial management skills developed in Farm Management I, II. Emphasis will be placed on addressing specific needs for improvement of financial management as seen by individual participant. Instruction is on a one-to-one basis at farm. Prerequisites: Farm Management I, II (9.830, 9.831).



## CHEMISTRY

**CH100/101 Elementary Chemistry I,II** 4 Credits/Term  
(3 Lec, 3 Lab Hrs/Wk)

Develops understanding of fundamentals of chemistry. Emphasis on chemistry for life sciences and allied health professions. Includes atomic structure, chemical finding, stoichiometry, gases, solutions, acid-base theory, equilibrium, and organic chemistry. Does not prepare students for chemistry at sophomore level. Prerequisites: high school math or concurrent enrollment in Basic Mathematics (4.200).

**CH104/105/106 General Chemistry** 5 Credits/Term  
(4 Lec, 3 Lab Hrs/Wk)

Introduces general, inorganic chemistry. Provides introduction to concepts of atomic structure and effect on behavior of matter, laws of chemical change, and manipulation of scientific quantities. Prerequisites: high school algebra or concurrent enrollment in Elementary Algebra I (4.202).

**CH130 Elementary Physiological Chemistry** 4 Credits  
(3 Lec, 3 Lab Hrs/Wk)

Selected topics in inorganic, organic, biochemical, and physiological chemistry related to human organism. Prerequisites: high school chemistry or equivalent.

**CH199/299 Independent Study in Chemistry**  
To Be Arranged

**CH201/202/203 General Chemistry** 4 Credits/Term  
(3 Lec, 3 Lab Hrs/Wk)

Introduction of basic principles of chemistry including qualitative analysis. Qualitative analysis will be carried on in laboratory.

**CH226/227/228 Elements of Organic Chemistry**  
4 Credits/Term  
(3 Lec, 3 Lab Hrs/Wk)

Chemistry of carbon compounds; covers both mechanisms and reactions of aromatic and aliphatic compounds, with emphasis on structural theory and spectral properties. Prerequisites: General Chemistry (CH106) or General Chemistry (CH203).

**CH234 Quantitative Analysis** 5 Credits  
(3 Lec, 6 Lab Hrs/Wk)

Principles of gravimetric analysis, spectrophotometric analysis, and volumetric analysis. Designed for pre dental, premedical, and medical technology students. Prerequisites: General Chemistry (CH106) or General Chemistry (CH203).

## COMMUNICATIONS

**1.111 Communications** 3 Credits  
(3 Lec Hrs/Wk)

Stresses importance of communication activities. Emphasis placed on writing correctly, clearly, and concisely.

**1.112 Communications** 3 Credits  
(3 Lec Hrs/Wk)

Emphasizes importance of communications activities. Emphasis placed on listening, speaking, and using library. Prerequisites: Communications (1.111) recommended but not required.

**1.113 Communications** 3 Credits  
(3 Lec Hrs/Wk)

Emphasizes importance of communications activities. Emphasis placed on reading skills. Prerequisites: Communications (1.111, 1.112).

Also See **LITERATURE, COMPOSITION, AND DEVELOPMENTAL EDUCATION**

## COMPOSITION

**WR 100 English Grammar** 3 Credits  
(3 Lec Hrs/Wk)

Presents language structures by means of variety of grammatical concepts. It examines developments in language study and popular attitudes toward language, especially issue of correct usage. Applies grammatical knowledge to improving writing.

**WR 121/122/123 English Composition** 3 Credits/Term  
(3 Lec Hrs/Wk)

Teaches fundamentals of English composition through development and frequent exercise of writing abilities. Special attention given to correctness in fundamentals of usage, to organization of papers, and clear, logical expression of ideas. Prerequisites: satisfactory placement in entrance examinations. Course is sequential.

**WR 199/299 Independent Study in Writing**  
To Be Arranged

**WR 214 Business English** 3 Credits  
(3 Lec Hrs/Wk)

Study of practice in modern business communication, especially written communication. Prerequisites: WR 121, 1.111, or instructor's consent.

**WR 227 Report Writing** 3 Credits  
(3 Lec Hrs/Wk)

Study of practice in research and writing for technical and specialized disciplines. Emphasis on information gathering, problem solving, organization, and mechanics of reports including articles, abstracts, memoranda, and correspondence. Will write reports in chosen discipline. WR 227 may substitute for WR 123. Prerequisites: WR 121, 1.111, or instructor's consent.

**WR 241/242/243 Introduction to Imaginative Writing**  
3 Credits/Term  
(3 Lec Hrs/Wk)

Develops skills in writing prose, fiction, poetry, and plays. Work is discussed in class along with nonstudent work in order to demonstrate and develop techniques of imaginative writing. Course may be taken in any order.

**0.525 Basic College Writing** 5 Credits  
(5 Hrs/Wk)

Includes all phases of composition. Places heaviest emphasis on essential tools of writing: sentence structure, punctuation, and usage. Enables student to write intelligibly, analyze and correct own work. Involves frequent practice in writing.

**0.546 Creative Writing (Fall)** 1 Credit  
(36 Hrs/Total)

Concentrates on fiction writing techniques such as characterization, dialogue, scenes, and structure. Short stories are written and critiqued.

**0.543 Creative Writing (Winter)** 1 Credit  
(36 Hrs/Total)

Concentrates on creative writing techniques, particularly poetic techniques such as imagery, rhythm, poetic meaning, and structure. Poems are written and critiqued. Forms of fiction may also be written by some students who have instructor's consent.

**0.552 Creative Writing (Spring)** 1 Credit  
(36 Hrs/Total)

Concentrates on a combination of fiction and poetry writing techniques. Other forms such as prose, poem or nature writing may also be discussed. May experiment with a variety of these forms when writing for class critique.

**0.766 Spelling Improvement** 3 Credits  
(3 Lec Hrs/Wk)

Offers study of commonly misspelled words, spelling rules and practice in editing written work. Enables students to spell words correctly from dictation and to analyze and correct their own work.

**0.767 English Fundamentals** 3 Credits  
(3 Lec Hrs/Wk)

Teaches fundamentals of English grammar so students may identify sentence parts, types of sentences, and errors in sentence structure and punctuation. Designed for those who have general interest in language and those who need background skills to help them edit writing; their own or that of others.

## CRIMINAL JUSTICE ADMINISTRATION

### CJ100 Survey of Criminal Justice 3 Credits (3 Lec Hrs/Wk)

A contemporary view of the criminal justice system and its processes. Individual consideration will be given these specific areas: The Judiciary, Law Enforcement, Corrections, and Juvenile Systems.

### CJ101/Soc244 Criminology 3 Credits (3 Lec Hrs/Wk)

To provide a broad viewpoint of criminal behavior and the justice system. A consideration of human behavior and crime, the impact of early theoretical approaches to current, theoretical and practical treatment of crime and criminals.

### CJ103 Introduction to Family Law 3 Credits (3 Lec Hrs/Wk)

Under the direction of an attorney, the student will have an opportunity to prepare initial documents, pleadings associated with the action, findings of act, conclusion of law and orders for judgment as they relate to divorce, separation, custody, legitimacy, adoption, change of name, guardianship, support, and separation agreements.

### CJ107/207 Criminal Justice Workshops 1 Credit (10 Hrs/Total)

A study of the current criminal justice problems and methods of alleviating them.

### CJ110 Introduction to Law Enforcement 3 Credits (3 Lec Hrs/Wk)

An introduction to law enforcement. Specific identification of police responsibilities in job performance and to the community as public servants. Identification of area responsibilities to include: field operations, patrol procedures, community relations, police organization, and functional duties.

### CJ111 Concepts of Enforcement Services 4 Credits (4 Lec Hrs/Wk)

Concepts, theories, and principles of police operations.

### CJ115 Legal and Fundamental Aspects of Lethal Weapons and Laboratory 4 Credits (3 Lec, 2 Lab Hrs/Wk)

A study of the moral, legal, and ethical aspects of the use of lethal weapons as applied to society's need for protection. Laboratory will consist of actual use of lethal weapons.

### CJ120 Judicial Process 3 Credits (3 Lec Hrs/Wk)

Intended to provide the student with a thorough understanding of our justice system from the time of arrest through sentencing of a criminal offender. This approach includes present legal rules of procedure.

### CJ122 Oregon Law 3 Credits (3 Lec Hrs/Wk)

The elements, purpose, and functions of criminal, traffic, and juvenile laws for the state of Oregon.

### CJ130 Introduction to Corrections 3 Credits (3 Lec Hrs/Wk)

A study of contemporary correctional institutions and detention facilities, organization and personnel program and activities, inmate society and trends, and career orientation.

### CJ131/Soc220 Introduction to Penology 3 Credits (3 Lec Hrs/Wk)

A basic introduction and overview of imprisonment as a correctional tool. The study of treatment and basic procedures for receiving and discharging.

### CJ132 Introduction to Parole and Probation 3 Credits (3 Lec Hrs/Wk)

An introductory approach that includes: the historical development of probation and parole in England and the United States; 20th century development and current trends; and future possibilities in probation and parole.

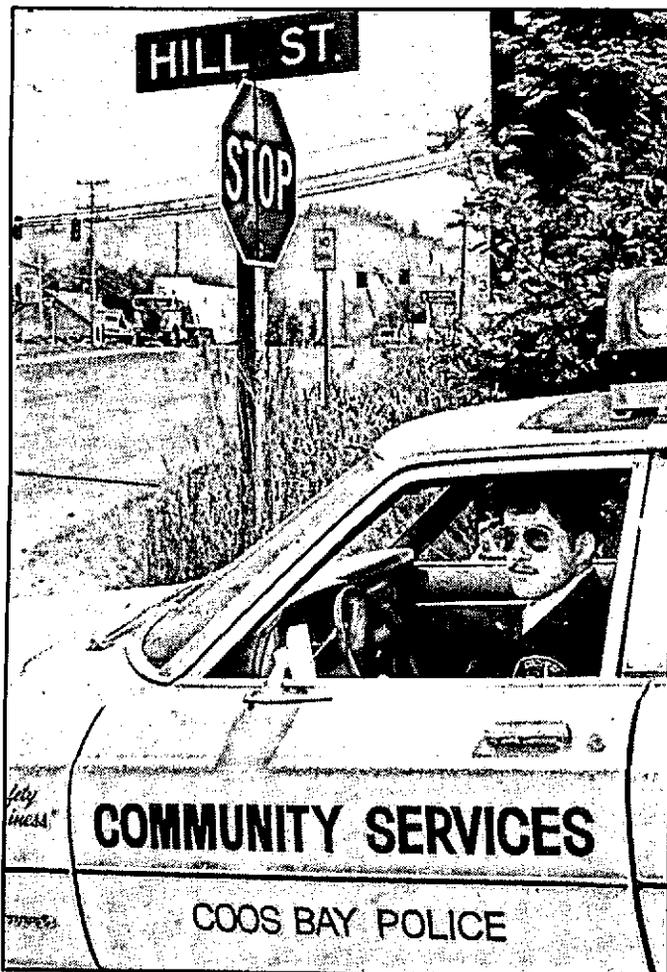
### CJ140 Criminalistics 3 Credits (3 Lec Hrs/Wk)

Provides instruction in the proper collection, preservation, and identification of physical evidence. Provides laboratory skills in field testing of some items of scientific evidence. This course familiarizes the student with crime laboratory services that are available on both state and federal levels.

### CJ199/299 Independent Study in Criminal Justice Administration To Be Arranged

### CJ201/Soc221 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.



**CJ202 Psychology of Violence and Aggression** 3 Credits  
(3 Lec Hrs/Wk)

An exploration and analysis of violence and aggression as viewed from a psychological, sociological, and anthropological perspective.

**CJ210 Criminal Investigation** 3 Credits  
(3 Lec Hrs/Wk)

A study of basic principles and theories of investigative routines. The course focuses upon the primary skills used in all justice agency investigations, both criminal and civil. Specific attention is given to: interviewing, crime scenes, handling and preparation of evidence, witnesses, surveillance, technical resources, and case preparation.

**CJ212 Introduction to Criminal Law** 3 Credits  
(3 Lec Hrs/Wk)

An in-depth study of the substantive laws commonly encountered by the municipal, county, or state police, investigators or other criminal justice employees. The scope of the course includes misdemeanor and felony violations of the criminal statutes.

**CJ215 Criminal Justice Administration** 3 Credits  
(3 Lec Hrs/Wk)

Attempts to exhibit the need for management skills in police work. A functional approach will be utilized in development of administration concepts: planning, organization, staffing, directing, and controlling.

**CJ218 Police and Public Policy** 3 Credits  
(3 Lec Hrs/Wk)

Contemporary study of the American police. Emphasis on the study of the factors involved in policy making, nature of decisions, and political consequences for these various policies.

**CJ220 Criminal Law** 3 Credits  
(3 Lec Hrs/Wk)

Historical development, philosophy of law, and constitutional provisions; definitions, and classification of crime and their application to the system of administration of justice; legal research, study of case law, methodology, and concepts of law as a social force.

**CJ222 Procedural Law** 3 Credits  
(3 Lec Hrs/Wk)

Theory and practice of the criminal justice system from arrest to release, including: due process, right of counsel, arrest, search and seizure, wire-tapping, and electronic eavesdropping, confession, and lineups. Case method.

**CJ223 Rules of Evidence** 3 Credits  
(3 Lec Hrs/Wk)

A study of the nature and types of criminal evidence; rules governing admissibility, competency and relevancy. Presentation of physical and other material evidence; direct and circumstantial evidence, hearsay rules and exceptions.

**CJ225 Correctional Law** 3 Credits  
(3 Lec Hrs/Wk)

Explores several historical and current cases involving inmate crimes and/or malpractice with inmates. Prisoners' rights as well as correctional staff rights are examined, along with emerging trends resulting from recent court cases.

**CJ226/PS252 Constitutional Law** 3 Credits  
(3 Lec Hrs/Wk)

A study of basic principles of the U.S. Constitution with emphasis on leading Supreme Court cases and the Bill of Rights.

**CJ243/Soc243 Narcotics and Dangerous Drugs** 3 Credits  
(3 Lec Hrs/Wk)

The history of drug use and drug problems that relate to our society: the causes of drug addiction and the identification of illegal drugs.

**CJ280 Field Experience** 1-3 Credits  
(3-9 Hrs/Wk)

Supervised field experience in one of the agencies of criminal justice. An inservice student may pursue a research project instead of work in the field. Includes a seminar for discussion of problems and experience gained.

## RESERVE POLICE OFFICER COURSES

**9.370 Basic Law Enforcement I** 3 Credits  
(3 Lec Hrs/Wk)

An introduction to criminal justice and the judicial system, the U.S. Constitution, civil-legal liabilities, Oregon Criminal Code elements, and motor vehicle laws.

**9.371 Basic Law Enforcement II** 3 Credits  
(3 Lec Hrs/Wk)

A continuation of Basic Law Enforcement I. It will cover law of search and seizure, laws of evidence, testimony in court and investigative techniques, and motor vehicle laws.

**9.372 Basic Law Enforcement III** 3 Credits  
(3 Lec Hrs/Wk)

The study of patrol techniques, safe vehicle operation, vehicle stop skills, and safe firearm skills.

**9.273 Basic Law Enforcement IV** 4 Credits  
(4 Lec Hrs/Wk)

A basic training course designed to acquaint a new reserve police officer with the policies and administrative rules of the particular agency.

**9.390 Career Development** 0-3 Credits  
(1-90 Hrs/Total)

An inservice training program designed to study current issues and problems within the public service areas and methods of alleviating them.

## DATA PROCESSING

**BA110 Microcomputers (Advanced BASIC)** 3 Credits  
(2 Lec, 3 Lab Hrs/Wk)

Second term programming microcomputers in BASIC language. Some interfacing with assembler and machine languages included. Some solutions to business problems programmed, including creation and maintenance of disk files. Prerequisites: Microprocessors and Microcomputers (6.910) or instructor's consent.

**BA110 Microcomputers-Machine Language 3 Credits**  
(2 Lec, 3 Lab Hrs/Wk)

Principles of programming microprocessors in machine language. Examples and applications in the area of industrial control and monitoring. Prerequisites: 6.903 or instructor's consent.

**BA131 Introduction to Business Data Processing 3 Credits**  
(2 Lec, 1 Lab Hrs/Wk)

Introduction to data processing. Includes concepts, methods, equipment, language fundamentals, and applications related to business.

**BA231 Business Data Processing 4 Credits**  
(3 Lec, 2 Lab Hrs/Wk)

Application of computers to business data processing using business-oriented language. Examples and applications taken from area of business information processing. Prerequisites: Introduction to Business Data Processing (BA131) or equivalent.

**CS150 Selected Topics in Data Processing 3 Credits**  
(3 Lec Hrs/Wk)

Covers computer applications and capabilities and limitations of computers. Social, vocational, and educational implications of computers. Information storage and retrieval. Content varies from term to term. Prerequisites: Introduction to Business Data Processing (BA131).

**CS199/299 Independent Study in Computer Science Variable**

**CS221 Introduction to Digital Computers 3 Credits**  
(2 Lec, 1 Lab Hrs/Wk)

Introduction to theory and operation of digital computers. Includes basic theory and concepts, input and output, storage devices, central processing units, programming systems, operating systems, procedures, and introduction to problem-oriented language.

**CS280 Field Experience 1-3 Credits**  
(3-9 Hrs/Wk)

Work on job that may be credited at college under specific arrangement between employer and college for each student.

**CS233 Introduction to Programming/Numerical Computation 3 Credits**  
(3 Lec Hrs/Wk)

Basic principles of numerical computation, programming computer in subject-oriented languages with major emphasis on programming in algebraic language. Prerequisites: Elementary Algebra (4.202).

**CS290 Assembly Language Programming 3 Credits**  
(3 Lec Hrs/Wk)

Principles of programming in assembly language and translating from assembly language to machine language. Programming variety of problems in both languages. Prerequisites: Introduction to Business Data Processing (BA131) or equivalent.

**0.615.1 Introduction to Microcomputers .5-1 Credits**  
(15-36 Hrs/Total)

Introduction to use and operation of microcomputers, including history, components, terminology, applications, and computer languages.

**6.900 Data Processing Fundamentals 3 Credits**  
(2 Lec, 1 Lab Hrs/Wk)

Introduction to field of data processing. Includes history, basic concepts, computer systems, programming systems, introduction to programming languages, current development, implications and applications.

**6.901 Introduction to Digital Computers 3 Credits**  
(2 Lec, 1 Lab Hrs/Wk)

Introduction to theory and operation of digital computers including basic theory and concepts, input and output, storage devices, central processing units, programming systems, operating systems, procedures, and introduction to problem-oriented language.

**6.902 Systems and Procedures I 3 Credits**  
(1 Lec, 4 Lab Hrs/Wk)

Introduction to systems and procedures. Includes organizational theory, documentation, coding and card design and control. Graphic devices, feasibility studies, work analysis, and applications. Prerequisites: sophomore standing in data processing or instructor's consent.

**6.903 Introduction to Programming 3 Credits**  
(3 Lec Hrs/Wk)

Included are programming concepts, programming systems, programming computer in subject-oriented languages. Prerequisites: Elementary Algebra (4.202).

**6.906 Data Processing Management 3 Credits**  
(3 Lec Hrs/Wk)

Basic management concepts, organization of data processing staff, facilities, hardware, documentation, operation, control, cost analysis, management systems, management case studies and projects. Prerequisites: instructor's consent.

**6.908 Special Problems in Data Processing 3 Credits**  
(1 Lec, 3 Lab Hrs/Wk)

Provides students with individual project experience. Provides general framework in terms of requirement or basic system design and student, acting as member of data processing staff, implements and checks assignment with systems, programs, procedures, and documentation. Projects can be from any area of data processing. Choice of project should be a function of needs of student. May be desirable to allow student to participate in selection of problem. Should provide problems that demand integration of training and experience and some research. Prerequisites: instructor's consent.

**6.909 Electronic Computer Operations 4 Credits**  
(2 Lec, 4 Lab Hrs/Wk)

Basic concepts and procedures, computer operations, peripheral devices, operating systems, terminals, timesharing, operational management, operations projects. Prerequisites: Introduction to Digital Computers (CS221, 6.901) or instructor's consent.

**6.910 Microprocessors and Microcomputers 3 Credits**  
(2 Lec, 2 Lab Hrs/Wk)

Basic principles of microprocessors and microcomputers. Includes hardware, firmware, comparison and selection of microprocessor, microcomputer systems, and applications.

**6.911 Computer Applications** 4 Credits  
(2 Lec, 4 Lab Hrs/Wk)

Applications of electronic computers to solution of data processing in areas such as inventory control, sales, analysis, payroll, production scheduling, banking, insurance, utilities, government, and manufacturing. Prerequisites: instructor's consent.

**9.005 Computer Applications** Variable

An introduction to computer applications in a particular occupational area. The seminar is designed to introduce that participant to the computer concepts and methods that are a necessary prerequisite to using the computer in a particular field. The course is designed primarily for professionals in an occupational field with no training or experience with computers.

## DEVELOPMENTAL EDUCATION

**0.528.3/4 Beginning & Intermediate American Sign Language (ASL or Ameslan)** 1 Credit/Term  
(20 Hrs/Total)

In-depth introduction to American Sign Language, deaf idioms, body language, facial expressions, manual alphabet, finger spelling, number, and counting.

**0.528.3/4 Beginning & Intermediate Sign Language (Signed English)** 1 Credit/Term  
(20 Hrs/Total)

Covers Signed English skills of the manual alphabet, finger spelling, and basic signs so that students can communicate receptively and expressively with the hearing impaired.



**0.529.1 Speed Reading** 1 Credit  
(20 Hrs/Total)

Designed for the mature reader who is serious about improving his reading speed. The course includes step-by-step instruction to modify reading habits and adapt special techniques (S-pattern, recall, speculations) that will significantly increase the rate of effective reading. "High speed" reading is the objective and comprehension is developed during the process.

**0.593 Writing Laboratory** 0 Credit  
(Variable)

Designed for the drop-in or referred writing student needing: (1) individual advising about his writing, and/or (2) needing individual instruction in writing skills, from basic to advanced levels. Designed to assist the student to develop writing skills for use in college classes, English and other subjects, and to assist the student to develop writing skills for use in non-academic settings. Student will have access to individual and small group tutorial in a broad range of writing skills. Instructors and individualized instructional materials will help the student deal with skill problems associated with course requirements and other needs.

**0.747 English as a Second Language** 0 Credits  
(Variable)

A course for students whose first language is other than English. The audio-lingual approach of teaching English will be emphasized rather than instruction about the language.

**0.760 Mathematic Laboratory** 0 Credits  
(Variable)

Includes all levels of math ranging from basic arithmetic to calculus. Uses individualized programmed materials, enabling students to work at their own speeds and levels.

**0.768 Study Skills** 1-2 Credits  
(1-2 Lec Hrs/Wk)

Will offer study in the following areas: time management, cognitive mapping, note-taking, vocabulary, studying textbooks, outlining, underlining, listening, handling stress, improving memory, and studying for and taking exams.

**0.745 Adult Basic Education** 0 Credits  
(Variable)

An open-entry, open-exit course designed to provide an opportunity for students below ninth grade level to develop their skills in reading, writing, grammar, vocabulary, spelling, expression, and math. Students receive individualized instruction with tutorial assistance and small group learning.

**0.746 High School Equivalency Preparation (GED)** 0 Credits  
(Variable)

A study of the basic skills in written communication, mathematics, vocabulary, and reading comprehension in the subject areas. Emphasis will be placed on acquiring those skills necessary to pass the five General Education Development tests.

**0.756.1/2/3 Reading Skills** 1-3 Credits/Term  
(1-3 Lec Hrs/Wk)

A systematic approach for correcting reading difficulties and improving reading efficiency through individual instruction for those with a reading level below 12th grade. From the results of informal reading tests taken at the beginning of the term, an individually prescribed assignment sheet is compiled for each student. Multilevel materials are used to improve basic skills, vocabulary, spelling, comprehension, and speed.

**RDG101/102/103 Developmental Reading**  
1-3 Credits/Term  
(1-3 Lec Hrs/Wk)

A college transfer course designed on an individualized basis to help improve reading speed and comprehension. It is also possible to work on improvement of vocabulary, spelling, memory, and content area skills.

(ALSO SEE ENGLISH COMPOSITION)

**DO-IT-YOURSELF COURSES**

**0.636.1 Amateur Radio Theory & Code I** 1 Credit  
(36 Hrs/Total)

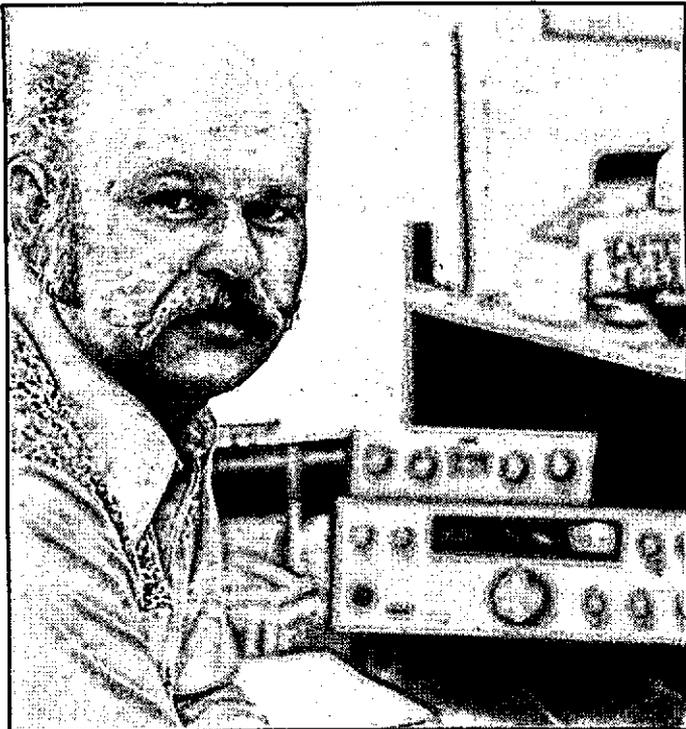
Covers basic electrical and electronic theory, radio circuit components, practical radio circuitry and operation, Federal Communication (FCC) amateur regulations, and International Morse Code.

**0.636.2 Amateur Radio Theory & Code II** 1 Credit  
(36 Hrs/Total)

Emphasizes basic electrical and electronic theory, radio circuit components, practical radio circuitry and operation. Also increases proficiency and speed with International Morse Code. Prerequisites: Amateur Radio Theory and Code I (0.636.1) or instructor's consent.

**0.775 Auto Maintenance** .5-1.5 Credits  
(15-36 Hrs/Total)

Designed for student who knows nothing or very little about operation of automobile. Emphasis on identification and operation of components, systems, and preventative maintenance. Seasonal service and emergency roadside repairs are also covered.



**0.776 Automotive Survival for Women I** .5-1.5 Credits  
(15 Hrs/Total)

Includes theory and hands-on orientation to various automotive systems, diagnosis, maintenance and repair procedures, use of tools, how to intelligently relate to repair technicians, how to purchase and sell a car, how to research information. Provides instructional time to meet needs and desires of majority of students, based upon their abilities.

**0.763.1 General Metals** 1 Credit  
(36 Hrs/Total)

Introduction to field of metal working. Includes basic arc, gas welding, bending metal, foundry processes, and sheet metal.

**0.802 Beginning Woodshop** 1 Credit  
(36 Hrs/Total)

Instruction in basic operation of tools and equipment and safety techniques. Will work on individual projects under direction of instructor. Instruction will be given in basic cabinet and/or furniture construction.

**0.850.1 Basic Solar Heating** 1 Credit  
(36 Hrs/Total)

Teaches basic solar heating systems for water, greenhouses, and/or air heaters, and the basic principles of heat storage.

**0.862 Landscape Architecture** 1 Credit  
(36 Hrs/Total)

Introduction to residential landscape architecture; site planning and landscape design principles, nature and adapted ornamental plant materials, emphasis on practical application and solution of student problems. Prerequisites: drafting/graphic skills are helpful.

**0.778 Basic Bicycle Repair** 1 Credit  
(36 Hrs/Total)

Bicycle care, maintenance, and basic repair with common tools.

**0.638.3 Telescope Construction** 1 Credit  
(24 Hrs/Total)

A practical course during which the student will construct a telescope and learn to use it. Includes mirror grinding, polishing, testing, computing, parabola, magnification, eyepieces, finderscopes, diagonal mirror, tube assembly, mounting, celestial photography, cleaning. Sufficient physics theory needed for construction will be taught.

**DRAFTING**

**4.101 Drafting** 2 Credits  
(1 Lec, 3 Lab Hrs/Wk)

Designed to give the student a basic understanding of drawing techniques. Emphasis is placed on the use of drafting instruments, orthographic projection, layout, and ASA approved lettering technique. Drawing techniques involve geometric construction, selection of views, sectional and auxiliary views, and standard dimensioning practices.

**4.110/4.112 Blueprint Reading I, II** 2 Credits/Term  
(1 Lec, 3 Lab Hrs/Wk)

Introduction to blueprint reading and sketching.

## DRIVER TRAINING

### 0.600 Defensive Driving 1 Credit (10 Hrs/Total)

Designed to acquaint students with techniques of defensive driving; how various types of motor vehicle accidents occur and recommended methods of prevention. Prerequisites: instructor's consent only.

### 0.601 Driving Instruction 3 Credits (3 Lec, ½ Lab Hrs/Wk)

Designed to provide adults with the knowledge necessary to operate an automobile safely and efficiently. The class will meet minimum state requirements of 30 hours classroom instruction and 6 hours B.T.W., and will include Oregon Motor Vehicle Laws, defensive driving, and financial responsibilities involved.

## ECONOMICS

### EC199/299 Independent Study in Economics To Be Arranged

### EC201/202/203 Principles of Economics 3 Credits/Term (3 Lec Hrs/Wk)

Introduction to economic theory, policy, and institutions.

### EC216 Labor Economics—See Labor Studies

## EDUCATION

### ED207 Tutoring Principles and Practices 3 Credits (15 Lec, 25 Lab Hrs/Total)

Provides a structure in which education majors, prospective tutors and aides gain proficiency in teaching basic reading and math skills. The field experience in an elementary or secondary classroom provides an opportunity to apply and acquire knowledge and skills. Principles of tutoring and methods in teaching are developed.

### ED209 Practicum in Tutoring 1-3 Credits (36-108 Lab Hrs/Total)

Provides supervised tutoring/teaching experience in the elementary or secondary classroom. In addition to direct participation as a tutor in a one-to-one and/or small group situation, the student will write learning objectives, consider philosophies of discipline and practice observational techniques.

### 9.025 Instructor Training 3 Credits (3 Lec Hrs/Wk)

Designed to provide the part-time teacher with methods of instruction. Materials would be applicable to teaching on grade levels 13-14, and instructing occupational preparatory classes.

## ELECTRONICS

### 4.250 Math for Electronics 4 Credits (4 Lec, 1 Lab Hr/Wk)

A three term sequence, individualized so that the student may proceed independently. Covers the concepts of arithmetic, algebra, trigonometry, and vectors used to describe characteristics of the simple A.C. and D.C. circuits and circuit elements.

### 4.251 Algebra for Electronics 4 Credits (4 Lec Hrs/Wk)

Covers algebraic concepts and includes electronic applications. Covered are products, quotients, factoring, fractions, linear equations, quadratic equations, determinants, and matrices. Will develop proficiency in algebra by applying algebraic concepts to problem solving. Application of electronic calculators is stressed. Prerequisites: Elementary Algebra (4.202) or instructor's consent.

### 4.252 Mathematical Concepts for Electronics 4 Credits (4 Lec Hrs/Wk)

Covers mathematical concepts and application in Electronics. Covered are trigonometry, complex number algebra, periodic functions, logarithms, exponential functions, non-decimal numbering systems and Boolean algebra. Will gain proficiency in these concepts through problem solving. Application of electronic calculators is stressed. Prerequisites: Algebra for Electronics (4.251).

### 6.300 Electronic Theory and Lab Variable

The program, Individualized Curriculum for Electronics (ICE) encompasses the important phases of Electronics Technology, and is subdivided into approximately 200 individual learning packages. Since the student, with the help of the instructor, selects the individual learning packages according to the student's needs, there is no set sequence of packages nor is a given set of packages assigned to a given course. Certain sequences are recommended, however, and credit is given for each package completed. The course can be started at any time, at a level commensurate with the prior knowledge and experience of the student.

The following are typical package groups:

**RELATED SKILLS**—Ten or more packages dealing with the skills needed by the technician—color codes, soldering, using tools, and the like.

**INSTRUMENT OPERATION**—There are several packages covering reading and using meters and various types of test equipment.

**CONCEPTS**—Basic theory is covered by more than 15 packages while over 20 packages deal with advanced theory and practice. The use of special projects allows the student to specialize.

**DEVICES**—Tubes, transistors, and other solid state devices are covered in several packages. Most work beyond the basics is covered by special projects.

**CIRCUITS**—Twenty or more packages cover the basic circuitry needed by technicians including those for interfacing tube and transistor amplifiers, oscillators, and control and signal processing functions.

**SYSTEMS**—A number of packages are devoted to TV systems, home entertainment systems, communication systems, and industrial control.

**DIAGNOSIS/REPAIR**—A number of packages deal with diagnosis and repair, though most learning of this type occurs as special projects.

**SPECIAL PROJECTS**—The student strikes out more or less on his own. He works on projects of his own selection with the approval and guidance of the instructor. A grade and credit hours are assigned according to how well the student conducts himself in completing the project and how long the student works on the project.

**6.301 D.C. Electronic Concepts** 4 Credits  
(3 Lec, 3 Lab Hrs/Wk)

Deals with electronic components and the basic parameters used in D.C. circuits: voltage, current and resistance. Minimal lab work is accomplished and 6.300, Electronic Theory and Lab is recommended concurrently. Prerequisites: Math 4.202 or equivalent.

**6.302 A.C. Electronic Concepts** 4 Credits  
(3 Lec, 3 Lab Hrs/Wk)

Deals with electronic components and the basic parameters used in A.C. circuits: sine wave generation, frequency, capacitance, inductance, and frequency response. Lab work is minimal, and it is recommended that 6.300, Electronic Theory and Lab, be taken concurrently. Prerequisites: 6.301 or instructor's consent.

**6.303 Basics to Electronic Systems I** 4 Credits  
(3 Lec, 3 Lab Hrs/Wk)

Deals with semiconductor devices: Bipolar Junction Transistor, Field Effect Transistor, and Diodes, as well as basic amplifier circuits. It is recommended that 6.300, Electronic Theory and Lab, be taken concurrently. Prerequisites: 6.302 or instructor's consent.

**6.304 Basics to Electronic Systems II** 4 Credits  
(3 Lec, 3 Lab Hrs/Wk)

Deals with the application of semiconductor devices in basic electronic circuits such as Regulators, Audio Amplifiers, Operational Amplifiers, and Oscillators. It is recommended that 6.300, Electronic Theory and Lab, be taken concurrently. Prerequisites: 6.303 or instructor's consent.

**6.305 Digital Logic Fundamentals** 4 Credits  
(3 Lec, 3 Lab Hrs/Wk)

Deals with the internal circuitry, data sheets, and possible application of digital ICs such as gates, clocks, shift registers, D/A converters, and flip-flops. It is recommended that 6.300, Electronic Theory and Lab, be taken concurrently. Prerequisites: 6.304 or instructor's consent.

**6.306 Microprocessor Architecture** 4 Credits  
(4 Lec Hrs/Wk)

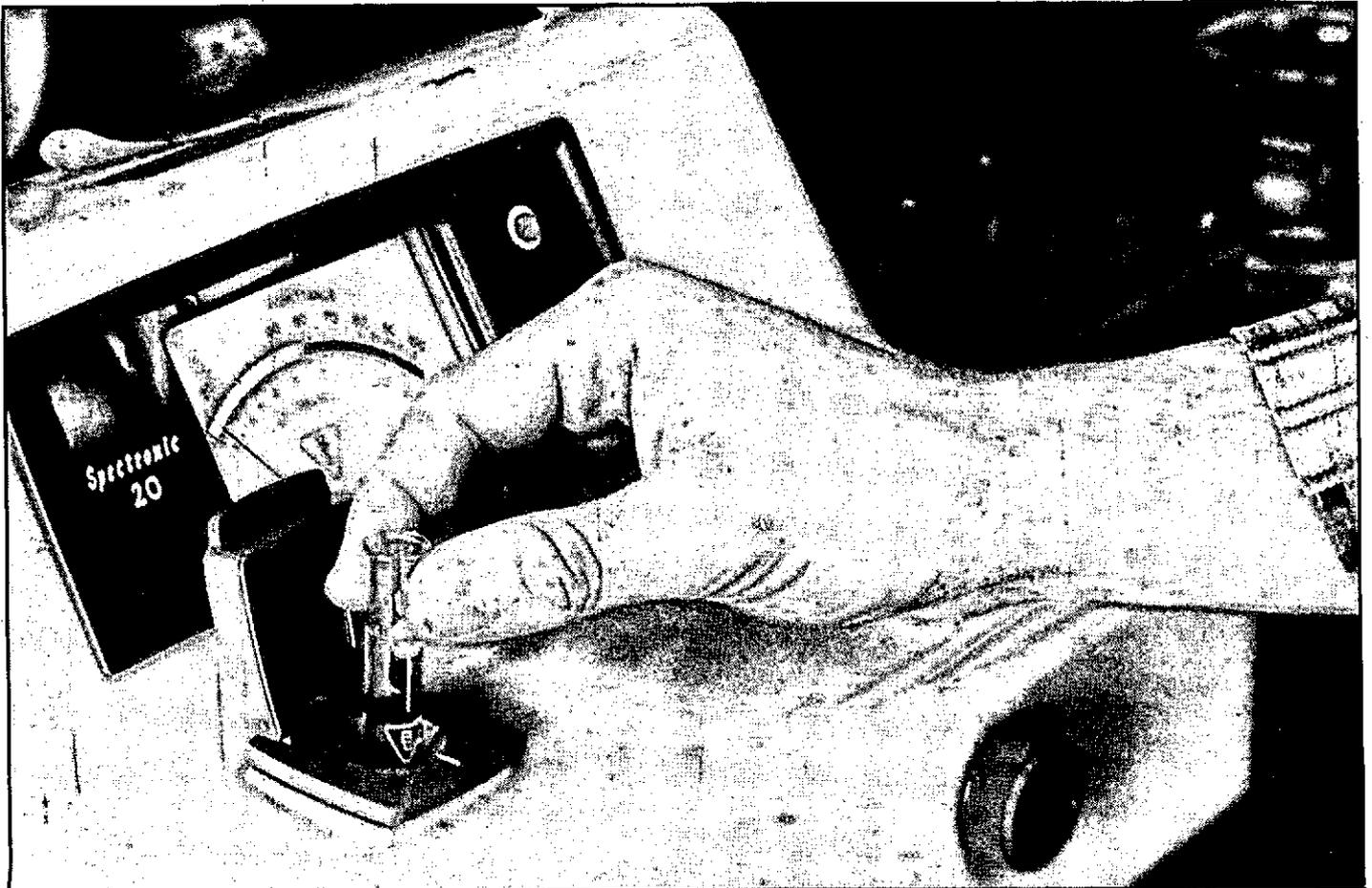
Develops the fundamental principles of digital microprocessors. Topics covered include number systems and binary coding internal structure, instruction cycles and formats, addressing modes, memories, input/output transfers, programmable interfaces and converters. Laboratory projects will be coordinated with this course. Prerequisites: 6.305, or instructor's consent.

**6.311 D.C. Electronic Concepts** 10 Credits  
(4 Lec, 18 Lab Hrs/Wk)

Deals with electronic components, and the basic parameters used in D.C. circuits: voltage, current, and resistance. Students also gain experience in the use of test equipment such as volt/ohm meters, digital multimeters, electronic multimeters, and vacuum tube voltmeters. Extensive lab work is integrated into the course. Prerequisites: Math 4.202 or equivalent.

**6.312 A.C. Electronic Concepts** 10 Credits  
(4 Lec, 18 Lab Hrs/Wk)

Deals with the electronic components and their associated parameters as they are used in A.C. circuits. Among the topics are sine waves, (representation and generation), frequency, capacitance, inductance, and frequency response. Extensive lab work is integrated into the course. Prerequisites: 6.311 or instructor's consent.





**6.313 Basics to Electronic Systems I** 10 Credits  
(4 Lec, 18 Lab Hrs/Wk)

Deals with semiconductor devices: Bipolar Junction Transistor, Field Effect Transistor, and Diodes, as well as basic amplifier circuits. Prerequisites: 6.312 or instructor's consent.

**6.314 Basics to Electronic Systems II** 10 Credits  
(4 Lec, 18 Lab Hrs/Wk)

Deals with the application of semiconductor devices in basic electronic circuits such as Regulators, Audio Amplifiers, Operational Amplifiers, and Oscillators. Prerequisites: 6.313 or instructor's consent.

**6.315 Digital Logic Fundamentals** 10 Credits  
(4 Lec, 18 Lab Hrs/Wk)

Deals with the internal circuitry, data sheets, and possible application of digital ICs such as gates, clocks, shift registers, D/A converters, and flip-flops. Prerequisites: 6.314 or instructor's consent.

**6.316 Microprocessor Architecture** 10 Credits  
(4 Lec, 18 Lab Hrs/Wk)

Develops principles of digital microprocessors. Topics covered include number systems and binary coding, internal structure, instruction cycles and formats, addressing modes, memories, input/output transfers, programmable interfaces and converters. Laboratory projects/exercises will be accomplished which develop the operational theory of the microprocessor and interface the microprocessor with various I/O devices. Prerequisites: 6.305 or 6.315.

**6.280 Cooperative Work Experience** 1-5 Credits  
(4-20 Hrs/Wk)

Maximum credits toward degree is 5 credits. Prerequisites: Consent of coordinator.

## EMERGENCY MEDICAL SERVICES

**HE 257/9.428 Emergency Medical Technician I** 8 Credits  
(72 Lec, 60 Lab Hrs/Total)

Designed to prepare individuals for State Certification as Emergency Medical Technician, Level I, as required by ORS 485.500. Emergency Medical Technician as defined by state statute means, "a person who attends any ill, injured, or disabled person in connection with his transportation by ambulance." Police officers, firemen, funeral home employees, and other personnel serving in a dual capacity, one of which meets definition of "Emergency Medical Technician" are Emergency Medical Technicians within meaning of this law. Prerequisites: Concurrent enrollment in Field Experience (HE280), and have taken or be enrolled in Medical Terminology (9.723). 9.428 is for volunteers/reserves with Fire, Police, Ambulance, etc., not pursuing a degree.

**HE 258/9.431 Emergency Medical Technician II** 3 Credits  
(30 Lec, 11 Lab Hrs/Total)

Designed for graduates of Emergency Medical Technician I. Includes Intravenous Therapy and Advanced Respiratory Care. Qualifies graduate to take state written exam for certification. Prerequisites: Current certification as Emergency Medical Technician I. If EMT I certificate acquired beyond 1 year, student must have proof of practice at I level. 9.431 (same as HE258) is for volunteers/reserves with Fire, Police, Ambulance, etc., not pursuing a degree.

**HE259/9.432 Emergency Medical Technician III** 16 Credits  
(184-200 Hrs/Total)

Covers assessment, pharmacology, respiratory, and cardiac pathophysiology, pediatric emergency, and assisting disturbed client. Graduate is eligible to take written and practical exam for EMT III certification. Prerequisites: Current Oregon certification as EMT II; one year experience as EMT II; or consent of Director of Health Occupations. 9.432 (same as HE259) is for volunteers/reserves with Fire, Police, Ambulance, etc., not pursuing a degree.

**HE260/9.360 First Responder Course** 3 Credits  
(28 Lec, 12 Lab Hrs/Total)

Training program in emergency medical care for first responders to traffic accidents, including all procedures required for providing basic care to accident victims and removing them from vehicle if necessary. For volunteers/reserves with Fire, Police, Ambulance, etc., not pursuing a degree.

**HE262 CPR Instructor Training** 1 Credit  
(5 Lec, 5 Lab Hrs/Total)

Heart Association-approved course to train instructors in standards of cardiopulmonary resuscitation and the choking victim. Current CPR card required.

**HE 280 EMT Field Experience** 1-2 Credits  
(3-6 Hrs/Wk)

Designed to give students increased opportunities to utilize EMT skills learned in classroom. Prerequisites: must be enrolled or have completed transferable EMT I, II, or III class and be certified at each level.

**9.433 Emergency Services Recertification Course** 1-2.5 Credits  
(10-20 Lec, 5-10 Lab Hrs/Total)

Developed as part of career structure for emergency medical technicians (EMTs) and first responders. Designed to assure maintenance of uniformly high level of training and skill among emergency service personnel who have successfully completed basic training program. Prerequisites: EMT or First Responder Certificate.

## ENGINEERING—GENERAL

**GE101/102/103 Engineering Orientation** 3 Credits/Term  
(3 Lec Hrs/Wk)

GE101 is extensive introduction to nature of engineering process of representation, optimization, and design. Discussed

are opportunities found in field of engineering. Introduces computer. Learn to program computer in FORTRAN language. GE102 continues FORTRAN—Introduces Boolean Algebra and logic. GE103 introduces Vectors in three-space; used in solutions of engineering problems. Prerequisites: Math 101 taken previously or concurrently.

**GE199/299 Independent Study in General Engineering**  
To be Arranged

## FARM MANAGEMENT AND RECORDS ANALYSIS

**9.830 Farm Management I-Records Analysis 8 Credits**  
(510 Hrs/Total/12 Months)

Involves development of farm-records system, which is tailor-made for individual farm or ranch. Includes overview of farm management skills, inventories, depreciation, net worth statements, and tax management. Participating farm or ranch family, including both husband and wife, will attend series of scheduled class sessions. Sessions supplemented by scheduled farm visits by instructor. Subject matter will be keeping basic farm records.

**9.831 Farm Management II-Business Analysis 8 Credits**  
(510 Hrs/Total/12 Months)

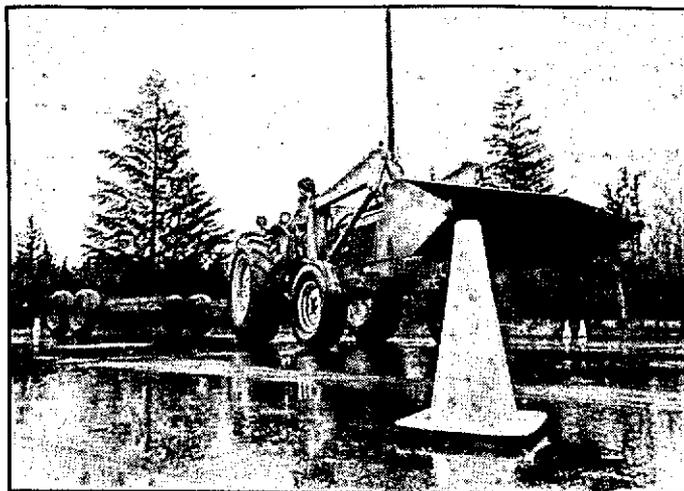
Teaches use of farm records in farm business analysis. Includes interpreting farm-records, analysis, credit planning and management, budgeting, legal considerations in agriculture, tax planning, and estate planning. Prerequisites: Farm Management I (9.830).

**9.832 Farm Management III-Organizing 8 Credits**  
(510 Hrs/Total/12 Months)

Designed to teach student use of farm records for evaluating farm as business. Includes enterprise analysis and computers in agriculture. Prerequisites: Farm Management I, II (9.830, 9.831)

**9.835 Advanced Farm Management 2 Credits**  
(5 Hrs/Month/12 Months)

Continuation of bookkeeping and financial management skills developed in Farm Management I and II. Emphasis placed on addressing specific needs for improvement of financial management as seen by individual participant. Instruction on one-to-one basis at farm. Prerequisites: Farm Management I, II (9.830, 9.831).



## FIRE SCIENCE TECHNOLOGY

**5.237 Fire Investigation 3 Credits**  
(3 Lec Hrs/Wk)

Study of burning characteristics of flammables and combustible materials; interpret clues, burn patterns leading to point of origin; identify incendiary indications, sources of ignition, and materials ignited; and how to preserve fire scene evidence.

**5.250 Firefighting Skills I 3 Credits**  
(3 Lec Hrs/Wk)

Develops skills in using small tools and minor equipment; practice in forceable entry; the use of breathing apparatus, salvage, overhaul, and safety practices.

**5.251 Firefighting Skills II 3 Credits**  
(3 Lec Hrs/Wk)

Practice of individual and team skills used in fireground operation including hose and ladder evolutions, salvage, overhaul, rescue, fire attack, and other activities requiring team and individual effort. Prerequisites: Firefighting Skills I (5.250) or instructor's consent.

**5.253 Fire Apparatus and Equipment 3 Credits**  
(3 Lec Hrs/Wk)

Familiarization with fire apparatus; principles of application; care and preventive maintenance; safe operating practices, emergency and non-emergency; National Standards concerning fire apparatus, construction, and design.

**5.254 Introduction to Fire Protection 3 Credits**  
(3 Lec Hrs/Wk)

Development of fire services, safety, and security movements; the role of fire services, protection and safety personnel, and ancillary organizations.

**5.257 Fire Service Hydraulics 3 Credits**  
(3 Lec Hrs/Wk)

Review of basic mathematics, hydraulic laws, and formulas as applied to the fire service. Application of formulas and mental calculations to hydraulic problems, the study of fire ground water supply problems, and Underwriter's requirements for pumps and accessories. Prerequisites: Basic Math (4.200) or instructor's consent.

**5.258 Fire Company Organization, Station Assignment 3 Credits**  
(3 Lec Hrs/Wk)

Study of fire company organization and operation, company responsibilities in station, recordkeeping, station communications and watch, housekeeping and house privileges, tours and public relations, company organization for response to alarms, and company morale.

**5.260 Hazardous Materials I 3 Credits**  
(3 Lec Hrs/Wk)

Develops basic understanding of hazardous materials, including flammable liquids, liquified gases, cryogenics, oxidizing agents and numerous other materials. Designed to provide basic guidelines in proper handling and emergency actions.

**5.261 Hazardous Materials II 3 Credits**

(3 Lec Hrs/Wk)

Study of electrical, exotic metal, and space-age fuel fires; the effect of the atomic age on the fire service; handling of radioactive materials involved in fire; the use of monitoring equipment; and personnel safety practices. Prerequisites: Hazardous Materials I (5.260) or instructor's consent.

**5.262 Fundamentals of Fire Prevention 3 Credits**

(3 Lec Hrs/Wk)

Fundamentals of fire inspections including standards, techniques of evaluation of hazards as to degree of the hazard, and practical recommendations. Student will write reports, which includes maps and sketches of each building inspected. They will conduct on-the-site inspections of building to locate hazards and to recommend safe practices and improvements.

**5.263 Fire Pump Construction and Operation 3 Credits**

(3 Lec Hrs/Wk)

Designed for pump operators and firefighters. Provides basic understanding in fire pump hydraulics and measurement, including velocity of flow, friction loss, engine and nozzle pressure, discharge, steam range, drafting water, pumping from hydrants, and relaying by hose or tanker. Prerequisites: Fire Service Hydraulics (5.257) or instructor's consent.

**5.264 Building Construction for Fire Protection 3 Credits**

(3 Lec Hrs/Wk)

Classification of buildings, structural features affecting fire spread, effect of fire on structural strength, fire stops and ratings of materials, fire retardants, Sanborn maps.

**5.268 Fire Service Rescue Practices 3 Credits**

(1.5 Lec, 4.5 Lab Hrs/Wk)

Trains fire company personnel to render emergency service in life saving and rescue work. Study of development and organization of a rescue service, practices, and procedures. Prerequisites: instructor's consent.

**5.271 Introduction to Fire Behavior S-190 2 Credits**

(24 Lec Hrs/Term)

Designed to provide identification of factors that affect start and spread of wildfire, how basic suppression methods apply to breaking fire triangle, and situations that are potentially hazardous to life and property.

**5.272 Fixed Systems and Extinguishers 3 Credits**

(3 Lec Hrs/Wk)

Study of portable extinguisher equipment, fire alarm and detection systems, sprinkler systems and standpipes, protection systems for special hazards, explosion release, ventilation systems, inert atmospheres, and static bonding.

**5.273 Tractor Use/Tractor Boss S-213 2 Credits**

(18 Lec, 6 Lab Hrs/Total)

Designed to provide students with tactics, organization, safety, and management of tractor use in the field.

**5.274 Firefighting Tactics and Strategy 3 Credits**

(3 Lec Hrs/Wk)

Demonstration response and size-up, fire ground tactics, analysis, and post-mortem, prefire survey and planning, combined operations, mutual aid, disaster planning problems in unusual fire operations.

**5.276 Basic Wildland Fire Management S-130 3 Credits**

(24 Lec, 30 Lab Hrs/Total)

Designed to provide student with basic fire suppression methods related to forest fires.

**5.278 Portable Pumps and Water Use S-211 1.5 Credits**  
(12 Lec, 12 Lab Hrs/Total)

Designed to cover all aspects of portable pump operations, water use, and pumper operations.

**5.279 Power Saws S-212 1.5 Credits**

(8 Lec, 16 Lab Hrs/Ttal)

Designed to provide student with knowledge of detailed operation of power saws, safety, and maintenance.

**5.280 Cooperative Work Experience 1-3 Credits**

(4-12 Hrs/Wk)

Maximum of 9 credits applicable to degree. Instructor's consent.

**5.281 Ground Tanker/Tanker Boss S-214 2 Credits**

(2 Lec Hrs/Wk)

Designed to provide student with basic knowledge in assignment of tanker crews, tactics, and shift planning. Student will receive instruction in administration, safety, maintenance, and related operations.

**5.282 Fire Codes and Related Ordinances 3 Credits**

(3 Lec Hrs/Wk)

Study of fire codes, building exit, flammable liquid, and other codes as related to fire prevention. Designed primarily for students interested in jobs as fire service inspectors. Prerequisites: Introduction to Fire Protection (5.254), or instructor's consent.

**5.283 Firing Methods and Equipment Firing Boss S-215 2 Credits**

(2 Lec Hrs/Wk)

Designed to instruct people that are responsible for burn out on fire line and those responsible for prescribed burning.

**5.284 Crew Boss S-230 2 Credits**

(2 Lec Hrs/Wk)

Designed to provide students with knowledge that will allow advancement in job placement. Will cover fire-line duties, fire organization, authority, and responsibility as it relates to position of crew boss.

**5.285 Basic Air Operations S-270 2 Credits**

(2 Lec Hrs/Wk)

Designed to provide personnel who are exposed directly or indirectly to aircraft with knowledge in organizational safety, tactics, and logistics.

**5.289 Legal Aspects of Fire Protection 3 Credits**

(3 Lec Hrs/Wk)

History and background of laws relating to fire service; tort liability of municipalities; municipal employees, and members of the fire service; clarification of legal terminology; civil service laws and requirements; pensions, mutual aid, and fire prevention codes.

**5.292 Organizing for Fire Suppression S-320 2 Credits**

(2 Lec Hrs/Wk)

Designed to train suppression personnel in management practices and activities at a fire at the initial attack level.

**5.293 Sector Boss S-330 3 Credits**

(3 Lec Hrs/Wk)

Designed to identify specific sector boss responsibilities and to show their relationship to successful and economical fire management. Prerequisites: 5.292 and 5.297.

**5.294 Maps and Records Officer S-341** 2 Credits  
(2 Lec Hrs/Wk)

Designed to train an individual as a Maps and Records Officer. Includes planning, organizing and preparing materials required for an efficient and effective maps and records section on major fires.

**5.296 Intermediate Air Operations S-370** 2 Credits  
(2 Lec Hrs/Wk)

Presents planning phase and coordinating phase as necessary considerations to develop safe and effective air operation plans for Class I and II project fires.

**5.297 Fire Behavior S-390** 3 Credits  
(3 Lec Hrs/Wk)

Designed to meet training needs in fire behavior knowledge up through Class I fires, overhead positions. Includes rate of fire spread, fire-line intensity, flame length and fire behavior calculations.

**VOLUNTEER FIREMEN COURSES (Public Service)**

**9.301 Firefighter I-A** 1.5 Credits  
(1 Lec, 2 Lab Hrs/Wk)

Develops understanding in fire department organization as it pertains to industrial fire fighters. Proper attitude of responsibility of station care and maintenance, and basic skills for team work in use of tools and their utilization under fire fighting conditions.

**9.302 Firefighter I-B** 1.5 Credits  
(1 Lec, 2 Lab Hrs/Wk)

Designed to train student in use of portable fire extinguishers in methods of overhaul and salvage, in principles of fire control in natural cover crops, in forcible entry tactics, and ventilation and rescue procedures.

**9.303 Firefighter I-C** 1.5 Credits  
(1 Lec, 2 Lab Hrs/Wk)

Develops responsible attitudes toward fire apparatus and safe, skillful handling of fire equipment; an understanding of fundamental characteristics of flammable liquids, LPG, and the methods of extinguishment; an awareness of value of good prefire planning and systematic procedures of prefire planning.

**9.304 Firefighter I-D** 1.5 Credits  
(1 Lec, 2 Lab Hrs/Wk)

Review fire control tactics and apply principles to specific types of buildings and hazards. Includes air crash and rescue, mills, factories, large structure fires, and motor vehicle fires.

**9.305 Firefighter I-E** 1.5 Credits  
(1 Lec, 2 Lab Hrs/Wk)

Study forcible entry, fire ventilation practices, rescue, protective breathing practices, and related procedures.

**9.311 Fire Tactics by Simulator** 1 Credit  
(5 Lec, 10 Lab Hrs/Total)

Familiarizes student with use and operation of fire simulator as training tool. Improves fire suppression tactics and ability to function in actual fire conditions. Exposes student to stress conditions that will condition each to perform critical assignments under emergency situations.



**9.326 Apparatus Operator I** 1.5 Credits  
(10 Lec, 20 Lab Hrs/Total)

Designed to provide auxiliary and regular fire service personnel with basic operation of fire apparatus and related equipment.

**9.327 Apparatus Operator II** 1.5 Credits  
(10 Lec, 20 Lab Hrs/Total)

Provides student with advanced training in fire apparatus and pump operation. Will receive basic knowledge in water hydraulics and methods of water movement related to fire service. Prerequisites: Apparatus Operator I (9.326).

**9.328 Apparatus Operator III** 2 Credits  
(15 Lec, 15 Lab Hrs/Total)

Designed to acquaint fire fighters with basic operation and limitations of aerial trucks, water tower, and related apparatus. Prerequisites: Apparatus Operator II (9.327).

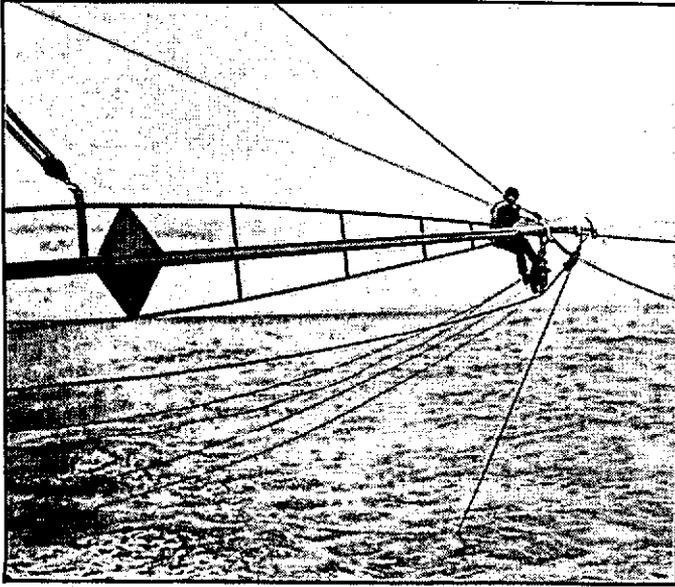
**9.390 Career Development** 0-3 Credits  
(1-90 Hrs/Total)

An inservice training program to study current issues and problems within the public service areas, and methods for alleviating them.

**FISHERIES TECHNOLOGY**

**3.500 Basic Seamanship I** 4 Credits  
(3 Lec, 3 Lab Hrs/Wk)

Introduces and develops knowledge and skills necessary to perform duties expected of crewmen on commercial fishing boats. Proper work habits and backdeck relationships/attitudes will be stressed as responsibilities. Skills are defined and applied. History of seamanship will also be explored. Prerequisites: basic reading/retention skills.



**3.501 Basic Seamanship II** **4 Credits**  
(3 Lec, 3 Lab Hrs/Wk)

In-depth instruction aimed at furthering the student's understanding and ability to perform complete range of on-board duties. Technical skills directly related to a vessel's smooth operation will be developed along with a working knowledge of mechanical systems and preventative maintenance associated with those systems. Prerequisites: Seamanship I (3.500) or documented fishing experience.

**3.502 Basic Navigation I** **4 Credits**  
(3 Lec, 3 Lab Hrs/Wk)

Designed to acquaint student with tools, principles, and skills that apply to the art of navigation. Prerequisites: basic reading/retention skills.

**3.503 Basic Navigation II** **4 Credits**  
(3 Lec, 3 Lab Hrs/Wk)

Advanced instruction geared to equip student with working knowledge of modern electronic navigational systems, on-board demonstration/use of equipment. Provides valuable pre-employment experience. Prerequisites: Basic Navigation I (3.502).

**3.505 Net Construction/Repair I** **4 Credits**  
(2 Lec, 5 Lab Hrs/Wk)

Introduction to basic skills of net repair, tools of the trade, and components that complete a trawl when assembled. Brief history of net development and trawl/net designs associated with variety of fisheries presented. Long hours of practice are devoted to mastery of sewing skills. Prerequisites: basic reading/retention skills.

**3.506 Net Construction/Repair II** **4 Credits**  
(2 Lec, 5 Lab Hrs/Wk)

Continuation of knowledge and skills presented in Net Construction/Repair I, focusing on more difficult repair situations requiring a higher degree of skill and accuracy. Students individually construct a model trawl to better prepare for industry involvement. Prerequisites: Net Construction/Repair I (3.505) or equivalent.

**3.507/3.508 Commercial Fisheries of the Northwest** **3 Credits/Term**  
(3 Lec Hrs/Wk)

Study of fishing industry from historical standpoint to development of new fisheries on the horizon. Time-honored methods will be viewed and compared to modern day techniques (with a focus on gear, vessel, and species identification) along with economics and growth potential of individual fisheries.

**3.504/3.509 First Aid/Marine Safety I, II** **3 Credit/Term**  
(2 Lec, 3 Lab Hrs/Wk)

Basic first aid instruction designed to equip student with ability to respond to medical situations as they arise on a fishing vessel. Marine safety is presented as a means of avoiding emergency situations through conscientious operation of the vessel and its gear. Prerequisites: basic reading/retention skills.

**FOREIGN LANGUAGES**

**RL101/102/103 First-Year French** **4 Credits**  
(4 Lec Hrs/Wk)

Introduction to French that stresses reading and speaking along with exercises in elementary composition and grammar. Prerequisites: RL 101 or equivalent for RL 102, and RL 102 or equivalent for RL 103.

**RL199/299 Independent Study in French** **To Be Arranged**

**RL201/202/203 Second-Year French** **4 Credits**  
(4 Lec Hrs/Wk)

Study of selections from representative authors; review of grammar; considerable attention to oral use of the language. Prerequisites: RL 103 or two years high school French or equivalent for RL 201; RL 201 or equivalent for RL 202; and RL 202 or equivalent for RL 203.

**0.557.5/0.557.6/0.557.7 Conversational French I, II, III** **1 Credit/Term**  
(36 Hrs/Total)

Develops capability for spoken communication on everyday topics, current events, and cultural material.

**0.558.1/0.558.2/0.558.3 Conversational German I, II, III** **1 Credit/Term**  
(36 Hrs/Total)

Provides student with skills sufficient for spoken communication on everyday topics, current events, and cultural activities.

**0.560.1 Conversational Japanese I** **1 Credit**  
(36 Hrs/Total)

Develops 500 word vocabulary including phrases and simple sentences. Emphasis will be on pronunciation.

**0.560.2 Conversational Japanese II** **1 Credit**  
(36 Hrs/Total)

Develops increased speaking and reading vocabulary to approximately 900 words. Emphasis will be on pronunciation and conversational flow of sentences and everyday phrases. Prerequisites: 0.560.1.

**0.560.3 Conversational Japanese III** 1 Credit  
(36 Hrs/Total)

Develops increased speaking and reading vocabulary to approximately 1400 words. Emphasis will be on pronunciation and conversational flow of sentences and everyday phrases. Prerequisites: Conversational Japanese I, II (0.560.1, 0.560.2) or instructor's consent.

**0.561.1/0.561.2/0.561.3 Conversational Norwegian I, II, III** 1 Credit/Term  
(36 Hrs/Total)

Introduction to conversational Norwegian. Provides opportunities for practical conversation on everyday topics, current events, and cultural materials.

**0.562.1 Conversational Spanish I** 1 Credit  
(36 Hrs/Total)

Develops conversational Spanish vocabulary including necessary grammar.

**0.562.2/0.562.3 Conversational Spanish II, III** 1 Credit/Term  
(36 Hrs/Total)

Develops skill in use of Spanish language and understanding of fundamental conversational Spanish vocabulary including necessary grammar. Prerequisites: Conversational Spanish I (0.562.1) or instructor's consent.

## FOREST TECHNOLOGY

**F199 Independent Studies-Project** 1-3 Credits  
(3-9 Hrs/Wk)

Designed so student will have an opportunity to conduct independent research in an area of his particular interest. The project will be agreed upon prior to course registration. The student will have a choice of working on an ongoing project for the Forest Service, B.L.M., Coos County, or private industry.

**F254 Tree and Shrub Identification** 4 Credits  
(3 Lec, 4 Lab Hrs/Wk)

Characteristics, classification, and identification of woody plants of Oregon. Principal timber trees of the United States and many introduced species will also be covered.

**SOILS100 Introduction to Soils and Their Relation to Forest Land Management** 3 Credits  
(3 Lec Hrs/Wk/2 all day Fieldtrips)

Study of nature and properties of soils; classification and formation; features and behavior in relation to land use; interpretations, watersheds, and forest land management. Prerequisites: high school general science and chemistry desirable.

**6.280 Cooperative Work Experience** 1-5 Credits  
(4-20 Hrs/Wk)

Maximum of 5 credits toward a degree. Seminar will be arranged by the coordinator. Prerequisite: instructor's consent.

**6.401 General Forestry** 3 Credits  
(3 Lec Hrs/Wk)

The development of forestry in the United States is reviewed with reference to its European heritage. The course will also explore the history of forest management and multiple use concepts. Exposure to various forestry organizations both public and private, and basic forestry tools and terms will be covered.

## COUNSELING CENTER

### SOUTHWESTERN OREGON COMMUNITY COLLEGE

COOS BAY, OR 97420

**6.404 Elementary Forest Surveying** 3 Credits  
(2 Lec, 4 Lab Hrs/Wk)

An elementary course in the basic fundamentals of plane surveying, as well as the use of various surveying instruments. The theory of field measurements, bearings, angles, and azimuths is emphasized.

**6.405 Advanced Forest Surveying** 3 Credits  
(2 Lec, 4 Lab Hrs/Wk)

Designed to follow Elementary Forest Surveying. The application and use of more precise engineering instruments will be developed. Engineering procedures used in property subdivision and road surveying will be covered. Prerequisite: 6.404 Elementary Forest Surveying.

**6.406 Forest Engineering** 4 Credits  
(3 Lec, 4 Lab Hrs/Wk)

The study of forest engineering procedures with particular emphasis on road design and location. Prerequisites: Elementary Forest Surveying, 6.404 and Advanced Forest Surveying, 6.405.

**6.407/6.408 Forest Mensuration I & II** 3 Credits/Term  
(2 Lec, 4 Lab Hrs/Wk)

Designed to teach the student the basic skills and principles of forest measurements. The course will include cruising, scaling, volume measurements, log and tree grading, and the use of laboratory will include application of classroom principles in the field to measure actual forest stands. Prerequisite: 6.401 General Forestry.

**6.409 Forest Protection** 3 Credits  
(2 Lec, 4 Lab Hrs/Wk)

Describes the destructive agents in the forest including disease, insects, animals, and fire. Emphasis will be placed on the identification of insect and disease organisms and control measures. Fire will be discussed as it relates to prevention, suppression, and suppression. Laboratory periods will examine these agents and various control procedures.

**6.410 Forest Products Manufacturing** 3 Credits  
(2 Lec, 4 Lab Hrs/Wk)

Covers the basic forms of products derived from timber resources and how they relate to the economy. Emphasis on the type of products obtained and their relative importance to our economic system.

**6.411 Logging Operations** 3 Credits  
(2 Lec, 4 Lab Hrs/Wk)

Basic logging methods, costs, and techniques. The laboratory portion will include observation of various local woods operations and types of logging systems.

**6.414 Forest Contracts (Mapping)** 3 Credits  
(2 Lec, 4 Lab Hrs/Wk)

The basic forms of forest contracts and their functional administration. Also covered will be forest mapping as it relates to forest contracts.

**6.416 Aerial Photointerpretation** 3 Credits  
(2 Lec, 4 Lab Hrs/Wk)

Provides the student with the basic knowledge of using aerial

photographs in general forestry work, as well as an update on the latest techniques used in remote sensing.

**6.417 Silviculture** 3 Credits  
(2 Lec, 4 Lab Hrs/Wk)

An introductory course to describe and observe the biological influences on a forest stand. Principles involve the nature of forest trees and stands, their growth, reproduction, environment, composition, nutrition, and various responses. Prerequisites: General Forestry (6.401).

**6.419 Forest Recreation** 3 Credits  
(2 Lec, 4 Lab Hrs/Wk)

An introductory course in outdoor recreation which covers the needs and demands of the general public for use of forest resources for recreation. The economic factors involved in recreation as well as the planning and design of recreational facilities will be discussed. Prerequisite: General Forestry (6.401) or instructor's consent.

**6.420 Advanced Silviculture** 3 Credits  
(2 Lec, 4 Lab Hrs/Wk)

The application of principles previously learned to the improvement of forest stands through basic silviculture practices. Laboratory and field exercises will include actual stand treatments. Prerequisites: Silviculture, 6.417.

**6.430 Introduction to Oregon's Fish and Wildlife Resources** 3 Credits  
(3 Lec Hrs/Wk)

Introduces the student to the economically and recreationally important fish and wildlife forms found in Oregon. Also included are some of the basic management techniques related to these resources.

**6.449 Forest Botany** 4 Credits  
(3 Lec, 3 Lab Hrs/Wk)

Study of some of the basic principles of plant science as related to forestry.

**9.621 Fish and Forest Practices** 3 Credits  
(3 Lec Hrs/Wk)

Introduction to the aquatic stream environment and stream management with emphasis on the relationship between water quality and fish and forest practices. Pertinent state and federal statutes will be presented and discussed. The latest studies will be presented and analyzed in relations to physical and economic feasibility.

**9.623 Wildlife Management Laboratory Procedures** 3 Credits  
(3 Lec Hrs/Wk)

Exposing the student to first-hand knowledge and laboratory experience related to some of Oregon's fish and wildlife resources, and will provide the opportunity to participate in some of the techniques and tests applied to a particular resource.

**9.624 Fish and Wildlife Management Principles** 3 Credits  
(3 Lec Hrs/Wk)

Covers some of the basic methods and techniques used to manage Oregon's fish and wildlife resources and will demonstrate the reasons why such management techniques are used for the species.



**9.628 Basic Land Surveying** 3 Credits  
(3 Lec Hrs/Wk)

Basic fundamentals of plane surveying, the use of various surveying instruments, theory of field measurements, bearings, angles, and azimuths.

**0.629 Oregon's Fish & Wildlife** 1 Credit  
(1 Lec, 2 Lab Hrs/Wk)

Familiarizes student with fish and wildlife resources of Oregon, including history of wildlife and discussions of wildlife management practices.

## GEOLOGY AND EARTH SCIENCES

**G114 Field Geology of Southwest Oregon** 3 Credits  
(6 Lec, 24-27 Lab Hrs/Total)

A field study of significant geological features of Southwest Oregon. The course consists of a sequence of field trips arranged to illustrate various geological aspects of the Coos Bay area, the Coast Range Province, the Klamath Mountain Province, and the Cascade Province. In addition to special features unique to each area, each trip will include studies of the geologic setting, age, and origin, stratigraphy and structure, topography, and a summary of significant historical events. The course will conclude with an on-campus meeting to summarize the geology of Southwest Oregon.

**G115 Regional Field Geology** 1-2 Credits  
(6 Lec, 24-27 Lab Hrs/Total)

A field study of significant geologic features of selected region. The heart of the course consists of a field trip to the region. The trip is arranged to illustrate various aspects and special features unique to the selected region, and includes studies of the age and origin, geologic setting, stratigraphy and structure, topography, and significant events through geologic time. These observations are correlated with contemporaneous geologic events of special significance elsewhere. The course will begin with an on-campus meeting prior to the field trip, and all students will be expected to become familiar with the geologic section for the selected region. Students registering for one credit will be expected to demonstrate a knowledge of the geologic section for the region. Students registering for two credits will, in addition to the work listed above, be expected to initiate a rigorous study of the geologic literature pertaining to the region prior to the field trip, and on return to campus, will continue with a detailed study of selected features seen on the trip. The results of these studies will also be submitted in a report.

**G117 The Natural Environment of Coos Bay 3 Credits**  
(2 Lec, 2 Lab Hrs/Wk)

A totally integrated study of the natural environment of the Coos Bay region, and man's relationship with this environment. Introductory topics include major geographical aspects and significant historical events of the region. Succeeding topics fall into four major areas of study: hydrology, the estuary, the modern environments, and the ancient environments. The physical, chemical, biological, geological, social, and economic aspects of these topics are integrated into a variety of field and laboratory investigations. Field investigations and lectures are conducted during the normal time period scheduled for the course. These are supplemented during the following week by laboratory studies of data and samples collected. In addition to lectures related to scientific studies, experts familiar with various aspects of the local environment and the local economy are also invited to speak.

**G123 Volcanology 3 Credits**  
(3 Lec Hrs/Wk)

A systematic study of volcanic processes and volcanic phenomena, including the nature and origin of magmas, volcanic materials, lava flows, volcanic cones, craters and calderas, volcanic eruptions, and geothermal features such as geysers and hot springs. Volcanic features of the Pacific Northwest and the relationship of volcanic activity to society will be emphasized.

**G200 General Geology 3 Credits**  
(3 Lec Hrs/Wk)

An elective course on basic geologic principles and processes, rocks and minerals, internal and surficial features of the earth, and geologic time.

**G199/299 Independent Study in Geology To Be Arranged**

**G201/202/203 Geology 4 Credits/Term**  
(3 Lec, 3 Lab Hrs/Wk)

**G201/202 Physical Geology** — A systematic study of fundamental geologic principles and the natural processes acting within and upon the earth, basic earth materials, the origin of the earth and its oceans, the nature of the interior and surficial features of the earth, geologic time, natural resources and the interrelationships of man and his natural environment. Laboratory exercises include studies of minerals, rocks, topographical maps, and geologic maps, as well as field trips to areas of geologic interest.

**G203 Historical Geology** — a study of the methods and principles of historical geology, the nature of geologic change and geologic time, the progression of plant and animal life through time, and the value and significance of fossil plants and animals. The course also includes a study of sequence of tectonic changes, stratigraphic relations, paleogeographic environments, and major events throughout geologic time; the processes involved in these changes; and the implications of these and present changes for the future environment. Laboratory exercises and field trips are included.

**G207/0.620.2 Geology of the Pacific Northwest 3 Credits**  
(3 Lec Hrs/Wk)

Since there is no prerequisite, the nature of this course is two-fold. It begins with studies of basic earth materials, fundamental geologic principles and processes, geologic time, and the nature of internal and surficial features of the earth. It continues with a systematic study of the geologic history of the Pacific Northwest, emphasizing the sequence of geologic events for different regions, including stratigraphic relations, the structural framework, and the origin and development of landforms. Field trips to areas of geologic significance are included.

**G218 Prehistoric Life 3 Credits**  
(3 Lec Hrs/Wk)

A systematic study of the nature of prehistoric life, including fossilization, classification, evolutionary mechanisms and patterns, adaptation and functional morphology, paleogeography, paleocology, and stratigraphic situations. Major groups of fossils to be studied in detail include trace fossils, invertebrate fossils, plant fossils, and vertebrate fossils. The identification of significant invertebrate fossil genera will be emphasized. The course will also include discussions of methods used in the study of fossils, fossil collecting, and studies of exceptional fauna.

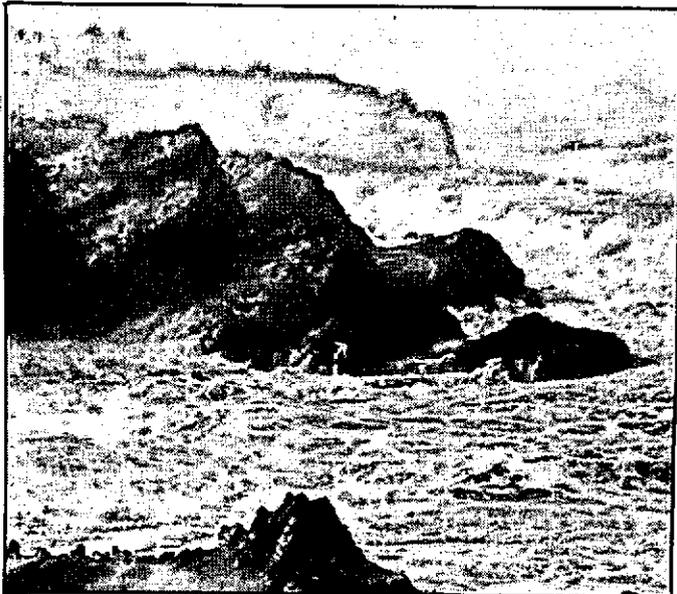
**G245 Scenic Geology of the United States 3 Credits**  
(3 Lec Hrs/Wk)

A systematic study of the fundamental processes involved in the origin and evolution of landforms, including gradational processes and landforms, climatic morphogenesis, volcanic processes and landforms, tectonic processes, and structural control of landforms. The course also includes concurrent studies of the various geomorphic provinces of the United States and the landscape features unique to each, emphasizing the National Parks and Monuments. The course concludes with a summary of the interrelationship of man and the natural landscape.

**G291 Minerals and Rocks 4 Credits**  
(4 Lec Hrs/Wk)

A systematic study of the nature, origin, and use of minerals and rocks and their identification. Specific topics for the section on minerals include: crystallography, mineral chemistry, physical properties, mineral descriptions and identification. Specific topics for the section on rocks include: rock-forming processes, rock composition and textures, rock structures, and the classification, description, and identification of rocks. This course concludes with a study of some important ore-deposits, the use of earth materials, and the significance of minerals and rocks in human affairs.





**Oc133 Oceanography** 4 Credits  
(3 Lec Hrs, 3 Lab Hrs/Wk)

A systematic study of the basic chemical, physical, geological, and biological aspects of oceans, including origin of ocean basins and sea water. The significance of the interrelationships of man and the ocean is emphasized. Laboratory and field investigations of the properties of sea water and oceanic processes are also conducted.

**Oc275 Uses and Resources of the Oceans** 3 Credits  
(3 Lec Hrs/Wk)

A study of the vital significance of the world's oceans to society, and our contemporary role in the utilization of the marine environment. Specific topics include history, civilization, and the oceans: food and mineral resources, water and energy resources, pollution and waste disposal, coastal processes and coastal activities, ocean law and management, technology and instrumentation, navigation and positioning, and miscellaneous uses. Local marine-related activities and problems will be emphasized.

**HEALTH AND FIRST AID**

(Also see Health Occupations)

**HE199/299 Independent Study in Health** To be arranged

**HE250 Personal Health** 3 Credits  
(3 Lec Hrs/Wk)

Study of personal health problems of college students with emphasis on wellness, behavior, sexuality, substance use and abuse, physical fitness, consumer health issues, and current health concerns.

**HE252 Standard First Aid** 3 Credits  
(3 Lec Hrs/Wk)

Follows the Red Cross Standard First Aid and Personal Safety Guide Requirements. The additional course hours are spent in practical application of content areas. The class is designed to prepare the student with First Aid knowledge and skills necessary for the immediate and temporary care of the sick and/or injured until qualified medical help assumes responsibility.

**HE262 CPR Instructor Training** 1 Credit  
(5 Lec, 5 Lab Hrs/Total)

Heart Association-approved course to train instructors in the standards of cardiopulmonary resuscitation and the choking victim. Current CPR card required.

**9.380 Cardiopulmonary Resuscitation** .5 Credits  
(5 Lec, 5 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 situations. Red Cross and/or American Heart Association Certification.

**9.381 Multimedia First Aid** 0.5 Credits  
(5 Lec, 5 Lab Hrs/Total)

Designed for the businesses, industries, and organizations who need First Aid training, yet have little time to release employees or can devote only a short time to the course. Multimedia system meets the standard requirements of OSEA (OSHA) yet exceeds CPR (Cardiopulmonary Resuscitation) requirements.

**9.382 Basic First Aid** 1 Credit  
(10 Lec, 10 Lab Hrs/Total)

Designed to prepare general public with first aid knowledge and skills necessary to care for emergency accidents or illnesses. Upon completion of course requirements in knowledge and skills, student will be issued a Standard First Aid and Personal Safety card from the American Red Cross good for three years. Student must repeat course to renew card after three years.

**HISTORY**

**HST 101/102/103 History of Western Civilization** 3 Credits/Term  
(3 Lec Hrs/Wk)

Introduces student to western world's knowledge, culture, and traditions. Traces rise of civilization in Near East to emergence of medieval European civilization. Traces from waning of medieval European culture and rise of European nation states through eighteenth century. Follows course of western civilization from nineteenth century to present.

**HST 199/299 Independent Study in History** To Be Arranged

**HST 192 China Since Mao** 3 Credits  
(3 Lec Hrs/Wk)

Introduces history of background and development of The People's Republic of China from 1949 to the present.

**HST 201/202/203 History of the United States** 3 Credits/Term  
(3 Lec Hrs/Wk)

Survey in history of United States. Introduces major social, economic, political, and cultural developments. Each term may be taken independently and will cover a major chronological period, topical area, or both.

**HST 210 Futurism** 3 Credits  
(3 Lec Hrs/Wk)

Designed to inform student of projected trends in world today and their significance. Will explore literature on subject and be given opportunity to make a forecast.

**HST 219 Introduction to East Asian History 3 Credits**  
(3 Lec Hrs/Wk)

Historical overview from prehistoric times to present of eastern part of Asia inhabited by Mongoloid man, and dominated by civilization established in ancient China. Emphasizes histories of China, Japan, Korea, and Vietnam.

**HST 220 Labor History**  
See Labor Studies

**HST 221 Labor Today**  
See Labor Studies

**HST 226 Labor and Legislation**  
See Labor Studies

**HST 238/239/240 Oregon History 3 Credits/Term**  
(3 Lec Hrs/Wk)

Introduction to geography, history, economics, and social life of Oregon. Development of Oregon's South Coast will be studied in relation to rest of state.

**1.123/1.124/1.125 The Pacific Northwest 3 Credits/Term**  
(3 Lec Hrs/Wk)

Introduction to geography, history, and cultural life of the Pacific Northwest region from early explorations to present day. Region includes present day Oregon, Washington, Idaho, and for historical purposes, western Montana and Wyoming. Historic growth of Oregon's South Coast will be related to history of Pacific Northwest region.

**0.678.2 Prehistory of Southern Oregon Coast 1 Credit**  
(36 Hrs/Total)

Survey of coastal prehistory, tracing man's entry into Northwest migration to Oregon Coast, adaptation from upland to marine environment, and development of culture described by early explorers, historians, and ethnographers. Covers approximately eight thousand years of development with emphasis on late prehistoric period.

**0.678.3 Tracing Your Family Tree (Genealogy) 1 Credit**  
(36 Hrs/Total)

Provides step by step guide to beginning genealogy, emphasizing place of each generation within the framework of religious, social, economic, and political events of the day. Use of original records and of microfilm sources available through the L.D.S. branch library will be covered.

**0.678.3 Intermediate Genealogy 1 Credit**  
(36 Hrs/Total)

Provides opportunity for intermediate to advanced genealogist to increase knowledge of research methods and sources. Evaluation and analysis of evidence and use of primary source material will be stressed. Students will be expected to share knowledge of geographical areas, sources, and research problems. Prerequisites: previous experience in genealogical research is necessary.

## HOME ECONOMICS

The majority of the courses listed below are offered on a rotating term basis. A few specialized courses are provided only when specific community need has been indicated.

**CT210 Clothing Construction 3 Credits**  
(2 Lec, 3 Lab Hrs/Wk)

Study of the principles of selection, construction, and fitting with emphasis on management. Clothing construction as a creative expression is also recognized. Laboratory work included.

**CT211 Clothing and Man 3 Credits**  
(3 Lec Hrs/Wk)

Includes study of artistic, economic, and psychological factors affecting the selection of adult clothing. Designed for the student majoring in fashion merchandising, apparel design, home economics, and related areas. Also open to nonmajors.

**CT250 Textiles 2 Credits**  
(2 Lec Hrs/Wk)

A study of textiles and fabrics, their origin, manufacture and use. Chemical and physical aspects including testing methods will be covered.

**FL222 Marriage Preparation 2 Credits**  
(2 Lec Hrs/Wk)

Open to men and women. Marriage, nature and motives; marriage readiness. Courtship period, factors in mate selection.

**FL223 Family Living 2 Credits**  
(2 Lec Hrs/Wk)

Open to men and women. Marriage and relationships in the beginning family. A study and analysis of the social, physical, educational, economic, psychological, and other factors of family behavior.

**FL225 Child Development 3 Credits**  
(3 Lec Hrs/Wk)

Principles of child growth and development. Influences of culture, family, and community on physical, social, emotional, and mental growth.

**FN225 Nutrition 4 Credits**  
(4 Lec Hrs/Wk)

Study of nutrition and the newer scientific investigations of optimal diet for health; present day nutritional problems for home economic majors, nursing students, physical education majors, and food service majors.

**HEc101 Perspectives in Home Economics 1 Credit**  
(1 Lec, 1 Lab Hrs/Wk)

An orientation course for Home Economic majors and nonmajors interested in developing greater understanding of Home Economics as a profession. This course explores philosophy, contributions, trends and interdisciplinary nature of the field as well as the services to families. Employment opportunities, training required, and new developments in related career fields.

**HEc199/299 Independent Studies in Home Economics**  
To be arranged

**HEc280, FN280, CT280, or FL280 Field Experience**  
1-3 Credits  
(Includes seminar)

Nine credits maximum. Prerequisite: Instructor's permission.

**0.624 Mushroom Identification** 1 Credit  
(25 Hrs/Total)

Identification of local wild mushrooms, their basic characteristics and location. Stressed will be positive identification of edible and nonedible species, preparation for food and methods of preserving.

**0.624.1 Wild Edible Plants** 1 Credit  
(25 Hrs/Total)

This course emphasizes successful identification of a variety of wild edible plants and foods, as well as methods of preparation and preserving them.

**0.841 Family Finance and Resource Management** .5-1 Credit  
(15-36 Hrs/Total)

A study of new ideas for family money management, including use of credit, income tax procedures, teaching children how to manage money, and study of consumer buying ability. Attitudes, values, and decision-making ability will be emphasized.

**0.846 Home Management** .5-1 Credit  
(15-36 Hrs/Total)

A course in general home management designed for the student with special needs. The course covers management of time, energy, money, and other family resources. Explores the decision-making process and includes specific techniques for increasing management skills in the areas of clothing, food, housing, and family health. Cost-cutting techniques are emphasized in each area.

**0.853 Consumer Education** .5-1 Credit  
(15-36 Hrs/Total)

A series designed to aid homemakers in their role as consumers. Each session, a part of a complete program, will present a selected topic relating to areas such as clothing and textiles, foods and nutrition, home management, or family living.

**0.860 Interior Decorating** .5-1 Credit  
(15-36 Hrs/Total)

The fundamentals of home decorating, including the use of design, color, texture, space, and form. The selection and use of floor coverings, window treatments, wall finishes, furniture, lighting, and accessories will be covered.

**0.870 Food For Your Family** .5-1 Credit  
(15-36 Hrs/Total)

Covers creative meal preparation for the modern family with lessons on effective food buying, meal planning, time-saving food preparation, special diet needs, and some specialty and holiday cookery.

**0.873 Home Canning and Food Preservation.** .5-1 Credit  
(15-36 Hrs/Total)

Presents a variety of food preservation methods: canning, freezing, drying, pickling, jams, jellies, and curing meats.

**0.874 Small Appliance Cooking** .5-1 Credit  
(15-36 Hrs/Total)

Designed for homemakers interested in learning techniques of preparing foods in microwave ovens, woks, convection ovens, slow cookers, and ovens. Stresses selection and preparation of ingredients for basic foods as well as gourmet recipes.

**0.875 Baking With Yeast** .5-1 Credit  
(15-36 Hrs/Total)

Presents various methods of making yeast breads, emphasizing variety in basic doughs and special pastries leavened with yeast.

**0.881 The Changing Role of Today's Parents.** .25-1 Credit  
(10-36 Hrs/Total)

Understanding parent-child relationships and developing effective communications with children and adolescents.

**0.925 Beginning Sewing** .5-1 Credit  
(15-36 Hrs/Total)

Introduces basic sewing procedures such as pattern selection and adjustment, fabric selection, cutting, marking, and operation of sewing machine. Features demonstrations of easy methods for sewing sleeves, collars, facings, hems, darts, and zippers.

**0.926 Basic Sewing** .5-1 Credit  
(15-36 Hrs/Total)

Designed for men and women who wish to learn basic techniques of sewing and want to improve and learn new methods. Covers fabric selection, pattern alterations, selection and use of equipment, pressing techniques, as well as basic techniques of clothing construction needed to enter more advanced classes.

**0.927 Sewing With Knits** .5-1 Credit  
(15-36 Hrs/Total)

Includes selection, use, and care of knit fabrics, special construction techniques for garments made from knit fabrics such as T-shirts, knit tops, skirts, and dresses. Includes use of iron-on interfacings, fusibles, and other techniques for use with knits. Prerequisites: basic knowledge of simple sewing and use of machine.



**0.928 Children's Clothing** .5-1 Credit  
(15-36 Hrs/Total)

Emphasizes application of basic sewing methods in construction of clothing for children; dresses, sportswear, sleepwear, and outerwear will be constructed. Pattern adjustment, trims, applique, and finishing techniques will be demonstrated.

**0.940 Intermediate Sewing** .5-1 Credit  
(15-36 Hrs/Total)

Designed for those interested in developing skill in using many new types of fabric in construction of quality clothing. Emphasizes pattern and fabric coordination, pattern alteration and techniques for cutting, stitching, and pressing new types of fabrics. Prerequisites: Basic Sewing (0.926) or instructor's consent.

**0.943 Sportswear Construction** .5-1 Credit  
(15-36 Hrs/Total)

Methods for sewing shirt style apparel for men and women will be demonstrated. Unit on pattern alteration and fitting of pants for women will be featured. Prerequisites: Basic Sewing (0.926).

**0.955 Advanced Sewing with Knits** .5-1 Credit  
(15-36 Hrs/Total)

Demonstrations of construction techniques used in sewing more complicated styles and tailored type ensembles in knit fabrics. Prerequisites: Sewing With Knits (0.927).

**0.956 Tailoring** .5-1 Credit  
(15-36 Hrs/Total)

Beginning and advanced tailoring techniques applied to men's and women's clothing methods for coats, suits, and jackets. Includes use of fusible and traditional interfacings, bound buttonholes, shoulder shaping, linings, pockets, and other details found in tailored styles. Prerequisites: Basic Sewing (0.926) or instructor's consent.

**0.957 Sewing Men's Clothing** .5-1 Credit  
(15-36 Hrs/Total)

Emphasizes tailoring techniques used in constructing men's clothing. Men's sport coats, slacks, and casual jackets may be constructed. Prerequisites: Basic Sewing (0.926), equivalent, or instructor's consent.

**0.965 Understanding Today's Fabrics** .5-1 Credit  
(15-36 Hrs/Total)

Identifying and using fabrics. Weaving, felting, and dyeing. For anyone interested in textiles or involved in production or sale of textile products.

**0.966 Clothing Selection and Coordination** .5-1 Credit  
(15-36 Hrs/Total)

Includes selection of becoming and appropriate colors, lines, and fabrics emphasizing coordination of wardrobe. Includes selection of accessories.

**0.968 Pattern Drafting** .5-1 Credit  
(15-36 Hrs/Total)

Designed for individual interested in learning flat pattern drafting techniques that will be useful in altering commercial patterns, drafting new patterns, and restyling patterns and apparel terms. Prerequisites: Beginning Sewing (0.925) or instructor's consent.

**0.969 Pattern Alterations and Fitting** .5-1 Credit  
(15-36 Hrs/Total)

Covers techniques for making basic dress from percale for use as fitting shell. Garments are used as guide in drafting basic pattern of pellon to use as model for making perfectly fitted clothes and base for creating original designs.

**0.970 Sewing Unlimited** .5-1 Credit  
(15-36 Hrs/Total)

Features clothing construction methods used in sewing current styles. Special techniques for new fabrics and speed methods using new fusibles and adhesives. Some sewing in class.

**0.971 Sewing Something From Nothing** .5-1 Credit  
(15-36 Hrs/Total)

Demonstrates the "how to" in remaking, remodeling clothing and using remnants to create new garments and other household articles. Includes combining fabrics and patterns for original garments, quilts, etc.

**0.972 Sewing For The Home** .5-1 Credit  
(15-36 Hrs/Total)

Techniques of sewing and fusing applied to window treatments, pillows, slipcovers, and table covers for the home.

**7.101 Introduction to Early Childhood Education Services** 2 Credits

(1 Lec, 2 Lab Hrs/Wk)

Study of various types of early childhood education programs focusing on facilities, staff, and program content.

**7.138 Practical Nutrition** 2 Credits  
(2 Lec Hrs/Wk)

Designed for students enrolled in nursing, food service, and child care programs and others interested in study of basic nutrition. Covers functions of food and relation to health and wellness, various nutrients, bodily requirements, and processes involved in utilization of food.

**7.150 Sewing for Profit** 2 Credits  
(1 Lec, 2 Lab Hrs/Wk)

Designed for individual who is interested in sewing for others for a profit. Alteration techniques, special construction techniques, as well as business aspects, including recordkeeping, advertising, customer relations, business regulations, establishment of prices are included. Prerequisites: Basic Clothing Construction, Intermediate Sewing Skills, or instructor's consent.

**7.153/7.154 Child Development I, II** 2 Credits/Term  
(2 Lec Hrs/Wk)

Study of developing child, and physical, emotional, social, motor, ethical, and intellectual aspects of development.

**7.155 Programs for Preschools** 2 Credits  
(2 Lec Hrs/Wk)

Developing curriculum for schools for young children. Includes mathematics, science concepts, social studies, intellectual curiosity, mental health, and development of realistic self-concepts, moral and spiritual values. Outdoor play and its importance to child's development. Parent-school relationships and community services.

**7.162 Infant and Child Care** 2 Credits  
(2 Lec Hrs/Wk)

General principles of development and care of infant and child under six.

**7.166 Working with Young Children in Groups** 2 Credits  
(Guidance and Discipline)  
(2 Lec Hrs/Wk)

Planned to give experience in observing and working with children in groups to gain insight and understanding of their behavior and needs in order that these needs may be met. Techniques for recording and reporting behavior, use of positive guidance techniques, and evaluation of the role of teacher and aide are included.

**7.167 Observation and Guidance I** 2 Credits  
(1 Lec, 2 Lab Hrs/Wk)

Emphasis on understanding of child behavior and needs in group situations.

**7.170 Parent-Child Relationships I** 2 Credits  
(2 Lec Hrs/Wk)

Study of interaction process between parent and child and various styles of parent/child relationships. Emphasis on various reinforcers the growing child received in the home and how they determine his behavior tendencies, personality, characteristics, and general life adjustment will be discussed.

**7.171 Parent-Child Relationships II** 2 Credits  
(2 Lec Hrs/Wk)

Designed for individuals who intend to work with children. Effect of parental feelings upon child, effect of child's development upon parents' feelings, and how parents' attitudes, problems, and feelings affect child.

**7.172 Creative Activities for Children I** 2 Credits  
(2 Lec Hrs/Wk)

Provides overview of creative activities for young children in arts, crafts, games, and music. Description of and experimentation with variety of materials included.

**7.173 Creative Activities II** 2 Credits  
(1 Lec, 2 Lab Hrs/Wk)

Introduction to variety of media to use with young children. Basic instruction in use of tools for creating play equipment with young children. Emphasis placed on ways to use creative activities to stimulate experiences for children. Prerequisites: Creative Activities I (7.172).

**7.174 Directed Participation I** 2 Credits  
(1 Lec, 3 Lab Hrs/Wk)

Designed to provide students an opportunity to observe experienced preschool teacher working with a group of children and to gain practical experience working with children under teacher's supervision.

**7.175 Directed Participation II** 2 Credits  
(1 Lec, 3 Lab Hrs/Wk)

Provides supervised experience in working with young children in group situation in day care centers, nursery schools, and kindergartens. Prerequisites: Directed Participation I (7.174).

**7.177 Health and Safety** 2 Credits  
(2 Lec Hrs/Wk)

Emphasizes necessary safety procedures for child care facilities and routine health practices to be observed in work with groups of young children.

**7.178 Child Nutrition and Health** 2 Credits  
(2 Lec Hrs/Wk)

Explores basic nutritional needs and sources for meeting these requirements for normally developing children, including prenatal nutritional influences. Nourishment in relationship to other areas of development, behavior, diseases and health problems will be studied.

**7.179 Operation of Child Care Centers** 2 Credits  
(1 Lec, 2 Lab Hrs/Wk)

Study of operation of day care centers, nursery schools, and kindergartens. Program planning, organizational structure, budgeting, personnel, interviewing, operational codes, and licensing will be covered. Emphasis on information needed for future job opportunities with preschool children.

**7.280 Work Experience** 1-4 Credits  
(Includes Seminar)

Nine credits maximum. Prerequisites: instructor's consent. May be used to fulfill certification requirements in selected areas such as food service and child day care.

**9.016 Creating a Professional Image** 1-2 Credits  
(15-36 Hrs/Total)

Designed to help students pursuing a business career to present a positive professional image, with emphasis on improving personal appearance.

**9.900 Clothing and Textiles Seminars** 0-3 Credits  
(1-30 Hrs/Total)

Series of seminars aimed at improving competency and updating knowledge and skills in clothing and textiles area.

**9.920 Foods and Nutrition Workshop** 0-1.5 Credits  
(1-15 Hrs/Total)

Presents current information related to food preparation and nutrition as applied to needs of nurses, day care providers, child care persons, senior nutrition centers, home health, nurses and aides, and home catering services.

**9.933 Food Service Workshop** 0-3 Credits  
(1-30 Hrs/Total)

Designed to provide food service employees with an opportunity to obtain current information in areas of nutrition, management, safety, and food preparation. Provides opportunity to learn new techniques, current standards, and share useful information in developing and conducting effective food service programs. Prerequisites: Experience in food service field.

**9.935 Food for Special Diets** .5-1 Credit  
(15-36 Hrs/Total)

Emphasis on cooking creatively for person who must avoid certain foods such as wheat, milk, eggs, sugar. Recipe modification, menu planning, sources of information, new recipes, food substitutions in recipes, and nutrition information included. Designed for dietitians and institutional workers.



**9.940 Home and Family Management Workshop** .5-1.5 Credit  
(3-15 Hrs/Total)

Concerns money management, family management, stress, time management, and basic principle decision making for the employed homemaker, to help deal with second jobs and the incurred problems.

**9.941 Exploring Family Relationships** .5-1 Credit  
(15-36 Hrs/Total)

Covers interpersonal relationships within family. Emphasis on practical methods for development of positive interaction between family members. Methods for dealing with common family problems such as parent-child relations, family responsibilities, parental roles, communication and handling times of stress will be covered. Provides information geared towards persons working with family units (i.e., social workers).

**9.942 Parenting Seminar** .5-1 Credit  
(15-36 Hrs/Total)

Designed to teach persons a variety of parenting skills from four different parenting approaches. Provides educational growth opportunities for persons working with children and parents.

**9.943 Home and Family Management** .5-1 Credit  
(15-36 Hrs/Total)

Emphasis on effective decision making methods necessary to function adequately with newly assumed occupational roles that are in addition to regular home-family responsibilities. Includes ways to cope constructively during periods of expanded stress. Relates various learnings from implementation of economical management of home considering resources of time, talent, energy, and money. Looks at course from social worker's point of view.

**9.969 Orientation to Food Services** 3 Credits  
(3 Lec Hrs/Wk)

Designed to train students in food service supervision, sub-professional dietary work, and general food service. Explores requirements of various food service jobs, covers organization of food service departments, functions of food service department and administrative, therapeutic, and educational aspects of the department. Management of food service department including menu planning, food purchasing, production, sanitation, personnel, and equipment are included on survey basis as preparation for more advanced courses in food service.

**9.970 Food Preparation I** 3 Credits  
(3 Lec Hrs/Wk)

Includes principles of food preparation with emphasis on scientific aspects of cookery. Demonstrations and experiments presented to illustrate effects of such factors as type of ingredient used in recipe and variations in proportion of ingredients techniques, and will emphasize critical steps in preparation of basic food products. Serves as background for quantity foods courses and will emphasize scientific aspects of food preparation for individual employed in quantity food service in hospitals, schools, nursing homes, restaurants, and cafeterias.

**9.971 Food Preparation II** 3 Credits  
(3 Lec Hrs/Wk)

Develops ability to plan correct food preparation techniques and equipment used for each dish. Basic understanding of food preparation principles, time management. Prerequisites: Orientation to Food Services (9.769) and Food Preparation I (9.970), or instructor's consent.

**9.973 Diet Therapy** 3 Credits  
(3 Lec Hrs/Wk)

Designed to give hospital cooks background and understanding in planning, preparing, and serving therapeutic diets, especially in absence of dietitian.

**9.974 Nutrition-What Can You Believe?** .5-1 Credit  
(15-36 Hrs/Total)

Overview of nutrition with emphasis on food choices for nutritive values and how to recognize food fads, harmful diets, and quackery in nutritional writings and lectures. Can serve as supplemental training for persons employed in jobs related to food industry or related dietary needs.

## INDUSTRIAL MECHANICS

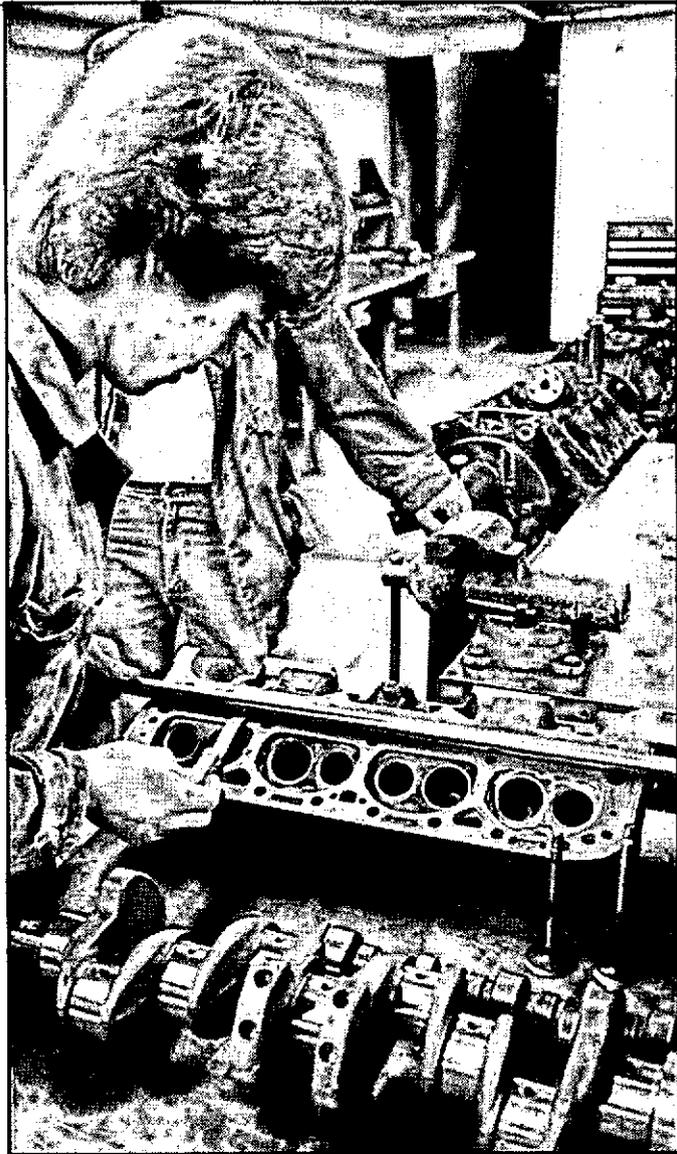
(Automotive, Machine Tool, Small Engines, Welding, Refrigeration)

### AUTOMOTIVE

Students must provide their own hand tools for all automotive courses. A list of required tools is available from instructor.

**0.775 Auto Maintenance** 0.5 to 1.5 Credits  
(15-36 Hrs/Total)

Included in the course is orientation to the various automotive systems, consumerism in automotive parts and services, noise and air pollution, warning signals, seasonal service and minor repairs.



**0.776 Automotive Survival for Women** 0.5 to 1.5 Credits  
(15-36 Hrs/Total)

Content includes simple orientation to various automotive systems, basic routine maintenance, how to recognize problem warning signs, basic use of tools for emergency situations on the road, how to relate to repair technicians, how to purchase a car, how to research information, and how not to be "ripped off" at the garage.

**3.280 Cooperative Work Experience** 1-8 Credits  
(4-24 Hrs/Wk)

Instructor's consent only.

**3.300 Brakes and Suspension Systems** 4 Credits  
(2 Lec, 8 Lab Hrs/Wk)

Designed to prepare students for all phases of automotive and light truck brake system, service, and diagnosis. The basic operation, diagnosis, and service of suspension systems is covered also. Stresses proper use of tools of the trade, including special tools and equipment, individual and shop safety practices, use of reference materials, development of proper work habits, and repair techniques.

In laboratory students perform complete disassembly, inspection, and reassembly of brake system components and suspension systems. Using accepted trade practices and equipment, students perform brake drum, rotor turning, and grinding operations, brake system overhaul, and suspension system component replacement. Prerequisite: Internal Combustion Engines I (3.304), or instructor's consent.

**3.304 Internal Combustion Engines I** 4 Credits  
(2 Lec, 8 Lab Hrs/Wk)

Basic automotive class - first in a sequence. Stresses proper use of tools of the trade, including special tools and equipment, individual and shop safety practices, use of reference materials, work habits, and repair techniques. Complete operation, construction, and theory of internal combustion engines applicable to current use is covered. In lab students will do complete disassembly inspection and reassembly of engines.

**3.306 Internal Combustion Engines II** 4 Credits  
(2 Lec, 8 Lab Hrs/Wk)

Designed to provide students with skills and knowledge necessary to diagnose and repair internal combustion engines consistent with current trade practices. Complete engine overhaul and machining operations including all phases of head work, cylinder block boring, sleeving and honing, connecting rod and piston precision honing, and other basic practices. Operation and theory of ignition, fuel, and emission control systems will be covered as well as use of various types of testing equipment. Prerequisites: Internal Combustion Engines I (3.304), or instructor's consent.

**3.307 Internal Combustion Engines III** 2 Credits  
(6 Lab Hrs/Wk)

Designed to provide additional experience in engine overhaul and rebuilding techniques, diagnosis of engine problems, and repair. Prerequisites: Internal Combustion Engines II (3.306) or instructor's consent.

**3.308 Electrical I** 4 Credits  
(34 Lec, 51 Lab Hrs/Total)

Covers fundamentals of electricity, theory of operation, servicing of automobile batteries, starting motors, ignition systems (conventional), D.C. charging systems, and automobile wiring systems. Prerequisites: Physics (4.304), or instructor's consent.

**3.310 Gasoline Fuel Systems** 3 Credits  
(30 Lec, 30 Lab Hrs/Total)

Designed to provide students with a basic working knowledge of automotive gasoline fuel systems including storage, pumpings, and distribution. Carburetion and fuel injection theory, fundamentals of operation, diagnosis, repair, and adjustment will be covered. Prerequisites: Internal Combustion Engines I (3.304), or instructor's consent.

**3.312 Diesel Fuel Systems** 3 Credits  
(2 Lec, 3 Lab Hrs/Wk)

Designed to provide students with a fundamental working knowledge of the diesel fuel systems found on passenger cars and light trucks. Fuel nozzles and injection pumps found on both foreign and domestic vehicles will be covered. Basic service and repairs that can be completed without a flow bench will be stressed. Prerequisites: 3.310 Gasoline Fuel Systems or instructor's consent.

**3.316 Power Trains 3 Credits**

(2 Lec, 3 Lab Hrs/Wk)

Covers fundamentals of automotive manual transmissions and power trains, including construction, operation, and servicing of friction type clutch assemblies, three speed, four speed, and overdrive transmissions, drive lines, and universal joints, differential, and drive axles. Prerequisites: 5th term standing, or instructor's consent.

**3.318 Automotive Steering Controls 3 Credits**

(30 Lec, 30 Lab Hrs/Total)

Designed to provide students with basic working knowledge of suspension systems and skills necessary to perform front-end alignments, related repair, and service involved. Covers vehicle control, handling problems, wheel balance, alignment factors, manual and power steering. Wheel balance and alignment equipment will be used. Students will be exposed to foreign and domestic vehicles and light trucks. Prerequisites: Brakes and Suspension Systems (3.300), or instructor's consent.

**3.322 Automotive Electrical Systems II 3 Credits**

(20 Lec, 30 Lab Hrs/Total)

Covers alternating current charging systems, standard type and electronic controlled, and electronic controlled ignition systems. Prerequisites: Electrical I (3.308), or instructor's consent.

**3.324 Diagnostic Procedures and Emission Controls 3 Credits**

(20 Lec, 30 Lab Hrs/Total)

Covers development of a systematic approach to engine tune-up and servicing exhaust emission controls. Prerequisites: Electrical I (3.308), Electrical II (3.322), and Fuel Systems (3.110).

**3.326 Automatic Transmissions 3 Credits**

(20 Lec, 30 Lab Hrs/Total)

Covers theory of operation, routine service procedures, and overhaul of popular automatic transmissions currently being used by American auto manufacturers. Prerequisites: 3.316 Power Trains or instructor's consent.

**3.329 Mechanical Systems Laboratory I 3 Credits**

(110 Lab Hrs/Total)

Designed to give students additional experience and understanding of the automobile by giving training in diagnosis and repair of common and unusual problems, and use of professional type repair equipment. Conditions and practices of industry shop situations will be emphasized. Engine repair, brake system repair, front-end alignment, wheel balancing, electrical systems troubleshooting, and minor engine tune-up will be areas stressed. Prerequisites: 3.330 Brakes & Suspension Systems, 3.306 Internal Combustion Engines II or instructor's consent.

**3.331 Mechanical Systems Laboratory II 3 Credits**

(110 Lab Hrs/Total)

Continuation of Mechanical Systems Lab (3.329) in further developing student's skills and knowledge. Will improve skills with emphasis placed on power train diagnosis and repair, fuel systems, and charging systems service. Prerequisites: 5th term standing, Mechanical Systems Lab (3.329), or instructor's consent.

**3.332 Automotive Service Management 2 Credits**

(25 Lec, 13 Lab Hrs/Total)

Designed to provide general working knowledge of automotive service industry. Will learn basic customer relations and skills necessary to deal with general public in context of automotive service and repair. Will analyze shop operation and safety procedures, as well as gain overall view of all phases of automotive industry. Prerequisites: 4th term standing, or instructor's consent.

**3.333 Mechanical Systems Laboratory III 3 Credits**

(110 Lab Hrs/Total)

Further knowledge and mechanical skills through on-line service work. Lab projects center around, but not restricted to, engine tune-up emission controls, automatic transmission service, and more advanced techniques of diagnosis and testing. Prerequisites: Mechanical Systems Laboratory I & II, or instructor's consent.

**9.110 Automotive Fuel Systems and Tune-Up 1.5 Credits**

(1 Lec, 2 Lab Hrs/Wk)

Consists of theory, operation, and maintenance of automotive fuel systems. Prerequisites: Mechanic or service station experience, or instructor's consent.

**9.111 Automotive Electrical Systems and Tune-Up I 1.5 Credits**

(1 Lec, 2 Lab Hrs/Wk)

Consists of theory, maintenance, and service of automotive electrical systems including minor engine tune-up. Prerequisites: Mechanic or service station experience, or instructor's consent.

**9.112 Automotive Electrical Systems and Tune Up II 1.5 Credits**

(1 Lec, 2 Lab Hrs/Wk)

Covers basic to advanced methods of automotive engine testing tune-up and emission control servicing. Prerequisites: Automotive Electrical Systems and Tune-Up I (9.111).

**9.113 Heavy Duty Equipment Electrical 3 Credits**

(2 Lec, 4 Lab Hrs/Wk)

A trouble-shooting course in heavy duty electrical units such as starters, series parallel switches, alternators, point-type regulators, generators, and transistor regulators.

**9.114 Automotive Diesel Fuel Systems 1.5 Credits**

(1 Lec, 2 Lab Hrs/Wk)

Designed to provide automotive mechanics the latest information on diesel-powered passenger cars and light trucks. Servicing procedures, diagnosis of problems, and adjustments.

**9.115 Heavy Duty Diesel Engine Maintenance 1.5 Credits**

(1 Lec, 2 Lab Hrs/Wk)

Disassembling and reassembling of diesel engines, measuring parts, determining faults and correcting them to restore engine to original condition. Engine starting and final readjustments.

**9.116 Hydraulics I 2 Credits**

(1.5 Lec, 1.5 Lab Hrs/Wk)

A study of the basic laws that govern hydraulic power; a study of a majority of industrial hydraulic components, their nomenclature, operation, and function.

## SMALL ENGINES

### 3.536, 3.537, 3.538, 3.539 Small Engine Repair I, II, III, IV 3 Credits/Term

(1 Lec, 4 Lab Hrs/Wk each)

Includes 2-cycle and 4-cycle engine theory, practice on assembly and disassembly, repair, and applications such as motorcycles, lawn mowers, and chain saws.

### 9.054 Small Engines V 3 Credits (1 Lec, 4 Lab Hrs/Wk)

Gives experience in marine accessories and drive units. Includes repair techniques and operational information on controls, lower unit, gear case, and major components of a marine engine. Prerequisite: Small Engine Repair I, II, III (3.536, 3.537, 3.538).

### 9.055 Small Engine Repair VI 3 Credits (1 Lec, 4 Lab Hrs/Wk)

Gives service training and operational information of industrial application of various small engines. Includes training on the drive units in particular. Prerequisites: Small Engine Repair I, II, III (3.536, 3.537, 3.538).

## WELDING

### 0.763.1 General Metals 1 Credit (36 Hrs/Total)

An introduction course for those interested in investigating the field of metal working. Course includes basic arc and gas welding, bending, foundry processes and sheetmetal.

### 4.150 Welding I 3 Credits (1 Lec, 4 Lab Hrs/Wk)

Introduction to oxyacetylene welding. Will cover theory and history of welding, safety, operations of oxyacetylene equipment on light gauge metal in flat and horizontal positions with introduction to oxyacetylene burning.

### 4.151 Welding II 3 Credits (1 Lec, 4 Lab Hrs/Wk)

Introduction to oxyacetylene welding in overhead and vertical positions (with light gauge plate). Continued development in welding and burning techniques emphasizing safety, efficiency of operations on various sizes and types of material. Introduction to welding on some of the exotic metals. Development of an understanding of welding metallurgy. Prerequisites: Welding I (4.150), or instructor's consent.

### 4.152 Welding III 3 Credits (1 Lec, 4 Lab Hrs/Wk)

Introduction to oxyacetylene welding of pipe and tubing and the development of pipe templates for various pipe joints. Prerequisites: Welding I and II (4.150, 4.151), or instructor's consent.

### 4.153 Welding IV 3 Credits (1 Lec, 4 Lab Hrs/Wk)

Introduction to pipe arc welding stressing techniques, methods, and safety. Prerequisites: Welding I, II, III (4.150, 4.151, 4.152), or instructor's consent.

### 4.154 Welding V 3 Credits (1 Lec, 4 Lab Hrs/Wk)

Beginning arc welding covering safety and power supplies, arc metallurgy, rod selection, and techniques for flat and horizontal positions. Prerequisites: Welding I, II, III, IV (4.150, 4.151, 4.152, 4.153), or instructor's consent.

### 4.155 Welding VI 3 Credits (1 Lec, 4 Lab Hrs/Wk)

Advanced arc welding covering overhead and vertical positions with introduction of specialty rods. Safety and welding quality is stressed. Prerequisites: Welding I, II, III, IV, V (4.150, 4.151, 4.152, 4.153, 4.154), or instructor's consent.

### 4.156 Welding VII 3 Credits (1 Lec, 4 Lab Hrs/Wk)

Introduction to TIG welding of mild steel, aluminum, and stainless steel. Prerequisites: Welding I, II, III, IV, V, VI (4.150, 4.151, 4.152, 4.153, 4.154, 4.155), or instructor's consent.

### 4.157 Welding VIII 3 Credits (1 Lec, 4 Lab Hrs/Wk)

Introduction to MIG welding with emphasis on various types of wire and cover gases and their application to modern practices. Prerequisites: concurrent enrollment in Welding V, VI, VII, or consent of instructor.

### 4.159 Maintenance/Fitter Welding 5 Credits (2 Lec, 9 Lab Hrs/Wk)

Introduction to maintenance and fitting procedures needed for safe occupational skills in welding trades. Prerequisites: Second year welding majors.

### 4.165, 4.166, 4.167 Welding Lab A, B, C 3 Credits/Term (9 Lab Hrs/Wk)

Emphasis on development of welding skills, job shop techniques, and related welding areas. Prerequisites: Enrollment in one of the welding classes, and consent of the instructor.

### 4.280 Cooperative Work Experience 1-4 Credits (4-16 Hrs/Wk)

Instructor's consent only.

### 9.150 Welding I 2 Credits (1 Lec, 3 Lab Hrs/Wk)

Introduction to welding, covering theory, practices, safety, and operation of oxyacetylene equipment on light gauge materials and the history of welding and forming metals.

### 9.151 Welding II 2 Credits (1 Lec, 3 Lab Hrs/Wk)

Introduction to oxyacetylene burning. Covers theory, practices, and safe operations of burning equipment on various types of materials, positions, and welding in heavy plates. Prerequisites: Welding I (9.150), or instructor's consent.

### 9.152 Welding III 2 Credits (1 Lec, 3 Lab Hrs/Wk)

Introduction to oxyacetylene pipe welding and cutting. Prerequisites: Welding I and II (9.150, 9.151) or instructor's consent.

### 9.153 Welding IV 2 Credits (1 Lec, 3 Lab Hrs/Wk)

Introduction to oxyacetylene, heavy plate, and pipe welding, testing of welds and reasons for testing. Prerequisites: Completion of or concurrent enrollment in Welding II or III.



**9.154 Electrical I 4 Credits**  
(3 Lec, 3 Lab Hrs/Wk)

Covers elementary principles of electricity as applied to welding.

**9.155 Electrical II 3 Credits**  
(2 Lec, 3 Lab Hrs/Wk)

Covers principles of electricity as applied to welding. Prerequisites: Electrical I (9.154) and welding majors.

**9.161 Welding V 2 Credits**  
(1 Lec, 3 Lab Hrs/Wk)

Introduction to arc welding in flat and horizontal positions. Prerequisites: Welding I, II, III, IV (9.150, 9.151, 9.152, 9.153), or instructor's consent.

**9.162 Welding VI 2 Credits**  
(1 Lec, 3 Lab Hrs/Wk)

Introduction to advanced arc welding in vertical and overhead positions. Prerequisites: Welding I, II, III, IV, V (9.150, 9.151, 9.152, 9.153, 9.161), or instructor's consent.

**9.163 Welding VII 2 Credits**  
(1 Lec, 3 Lab Hrs/Wk)

Introduction to pipe arc welding using safe theories and practices. Prerequisites: Completion of or concurrent enrollment in Welding I, II, III (9.150, 9.151, 9.152).

**9.164 Welding VIII 2 Credits**  
(1 Lec, 3 Lab Hrs/Wk)

Introduction to TIG safe welding procedures and practices. Prerequisites: Welding I, II, III, IV, V, VI (9.150, 9.151, 9.152, 9.153, 9.161, 9.162), or instructor's consent.

**9.165 Welding IX 2 Credits**  
(1 Lec, 3 Lab Hrs/Wk)

Introduction to MIG safe welding procedures and practices. Prerequisites: Concurrent enrollment in Welding V, VI, VII (9.161, 9.162, 9.163), or instructor's consent.

**9.158 Advanced Maintenance/Fitter Welding 5 Credits**  
(2 Lec, 9 Lab Hrs/Wk)

Emphasizes safety, job techniques, safe material handling, and set up. Prerequisites: Completion of Maintenance Fitter Welding (4.159).

**MACHINE TOOL PRACTICE**

**4.158 Machine Tool Practices 2 Credits**  
(1 Lec, 3 Lab Hrs/Wk)

Designed to give industrial mechanics students additional experience in metals fabrication with machine tools. Prerequisites: Machine Tool Practice I (4.170), or instructor's consent.

**4.160 Metals Application Treatment and Testing 3 Credits**  
(2 Lec, 3 Lab Hrs/Wk)

Practical guide to heat treating and testing of standard steels and alloys, including some theory in physical metallurgy. Prerequisites: 2nd year standing or instructor's consent.

**4.170, 4.171 Machine Tool Practices I & II 3 Credits/Term**  
(1 Lec, 4 Lab Hrs/Wk)

Introduces basic shop procedures, handtools, and machines. Powertools introduced are bench grinders, lathes, drill presses, vertical milling machines, horizontal milling machines.

**4.172 Machine Tool Practices III 3 Credits**  
(1 Lec, 4 Lab Hrs/Wk)

Gives student opportunity to apply skills developed in prerequisite courses 4.170 and 4.171 in individual or group projects.

**4.173 Basic Numerical Controlled Machines 3 Credits**  
(2 Lec, 3 Lab Hrs/Wk)

Introductory course in numerical controlled machines, shop practices, industrial applications and economics, and manufacturing processes. Prerequisites: Machine Tool Practices I, II, III (4.170, 4.171, 4.172), or instructor's consent.

**4.174 Machine Tool Practices V 3 Credits**  
(3 Lec Hrs/Wk)

Provides technical information applicable to inspection of work, gauges, special tools, and measuring devices. Subjects covered are nomenclature, tolerances, fits, use of handbooks, and methods of inspection. Prerequisites: 2nd year standing, or instructor's consent.

**4.175 Machine Tool Practices VI** 3 Credits  
(2 Lec, 3 Lab Hrs/Wk)

Study of machine tools and their function in present day manufacturing process. Machineability of materials, tooling, gauging, heat treating used are included. Students required to do precision work on all machines in shop. Prerequisites: Machine Tool Practices I, II, III (4.171, 4.172, 4.170), or instructor's consent.

**4.176 Machine Tool Practices VII** 3 Credits  
(9 Lab Hrs/Wk)

Emphasizes manipulation of the lathe, milling machines, and grinder in both set up work and operations. Projects provide practices in skills for tool grinding, turning, boring, screw threads, and milling operations including dovetail and angular work. Prerequisites: 2nd year standing, or instructor's consent.

**4.177 Machine Tool Practices VIII** 3 Credits  
(9 Lab Hrs/Wk)

Includes milling machines, grinding practices, gear cutting, hardening and tempering of steel, and gauge and fixture work. Prerequisites: 2nd year standing in Machine Tool Practices, or instructor's consent.

**4.178 Machine Tool Practices IX** 3 Credits  
(9 Lab Hrs/Wk)

Emphasizes operation of machine tools as applied to machine

and manufacturing of simple blanking, piercing, and forming dies also second operation work for production shops. Prerequisites: 2nd year standing, or instructor's consent.

**4.181 Machine Tool Practice XII** 3 Credits  
(2 Lec, 3 Lab Hrs/Wk)

Second in series, continuation to Machine Tool Practice IV, which is basic course, in numerical control. Prerequisites: Basic Numerical Controlled Machines (4.173)

**4.280 Cooperative Work Experience** 1-6 Credits  
(4-24 Hrs/Wk)

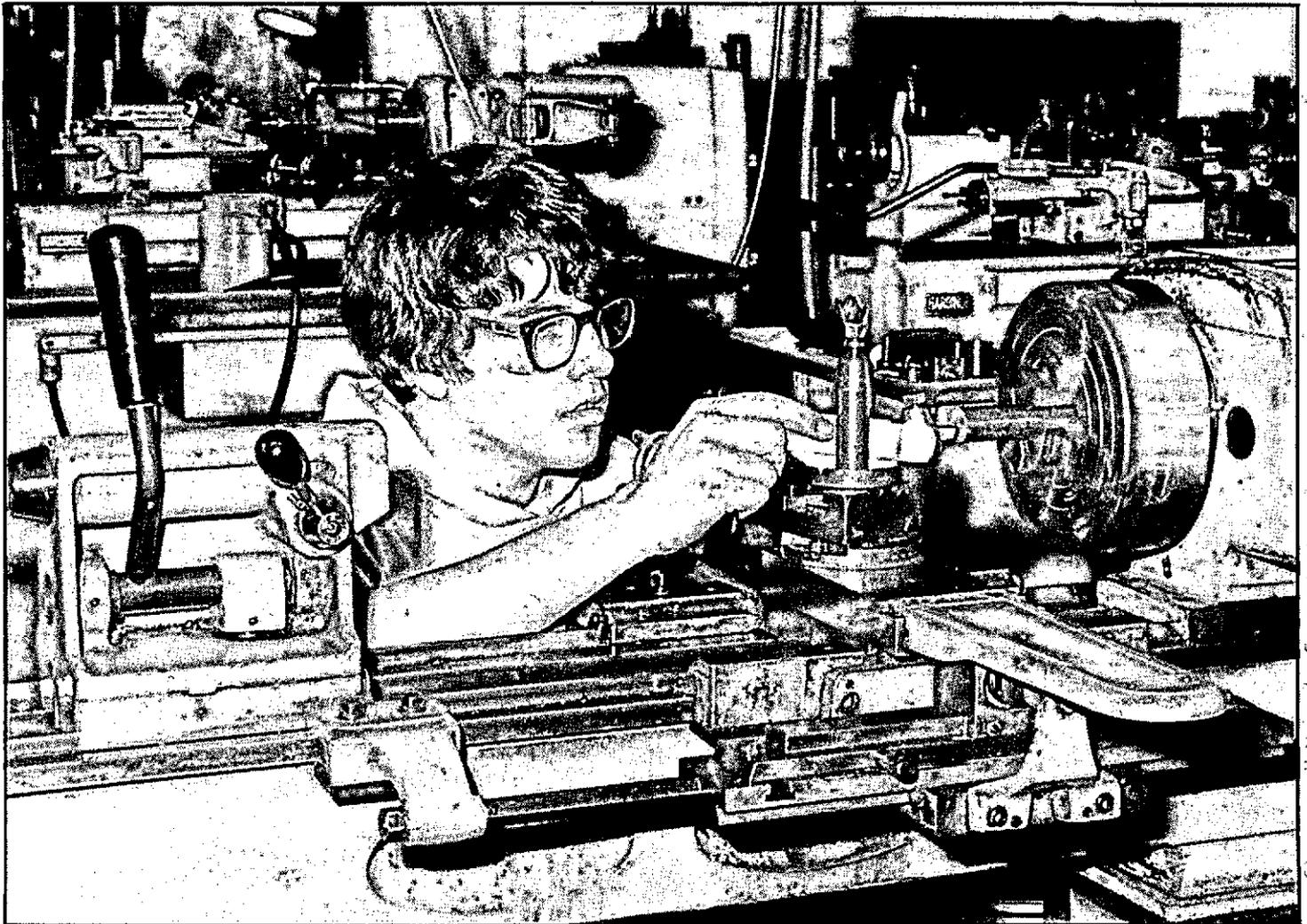
Instructor's consent only.

**9.166/9.167 Machine Tool Practice I & II** 2 Credits/Term  
(1 Lec, 3 Lab Hrs/Wk)

Introduction to basic shop procedures, handtools, and machines. Powertools introduced are bench grinders, lathes, drill presses, vertical milling machines, and horizontal milling machines.

**9.168 Machine Tool Practices III** 2 Credits  
(1 Lec, 3 Lab Hrs/Wk)

Gives opportunity to apply skills developed in prerequisite courses Machine Tool Practice I & II (9.166, 9.167) through use of individual or group projects.



## REFRIGERATION

**9.070 Refrigeration Servicing I** 3 Credits  
(3 Lec Hrs/Wk)

Covers principles of refrigeration systems: job placement, fundamentals, history of refrigeration, compression systems, refrigerants, flow controls.

**9.071 Refrigeration Servicing II** 3 Credits  
(3 Lec Hrs/Wk)

Covers principles of evaporators, compressors, condensers, and flow equipment. Prerequisites: Refrigeration Servicing I (9.070), or instructor's consent.

## JOURNALISM

**J199/299 Independent Study in Journalism**  
To Be Arranged

**J211/212/213 Introduction to Mass Communications**  
2 Credits/Term  
(2 Lec Hrs/Wk)

Introduces student to television, radio, newspapers, magazines, and other media forms as part of environment and calls attention to impact of these media. Covers history and development of the American newspaper, from large city daily to small town weekly. Alternate media, specialized press, broadcasting, and film are surveyed. Examines technology of producing newspapers, magazines, and radio and television broadcasts. Fieldtrips to local printing and broadcast facilities are included. Examines contemporary issues as related to mass media: violence on TV, governmental regulation, public access, minority groups and media. May be taken in any order.

**J215 Journalism Laboratory** 1 Credit  
(1 Lec Hr/Wk)

Training in techniques of reporting and editing, carried on in conjunction with publication of student newspaper. May be repeated for credit.

**J216 Reporting I** 2 Credits  
(2 Lec Hrs/Wk)

Basics of gathering and reporting news, with emphasis on accuracy and clarity of writing. Prerequisites: Journalism Laboratory (J215) required in conjunction with this course.

**J217 Reporting II** 2 Credits  
(2 Lec Hrs/Wk)

Continued study of writing news and news features, with emphasis on accuracy and objectivity. Considered are methods of gathering and organizing materials for multiple source, multi-dimensional stories. Prerequisites: Journalism Laboratory (J215) required in conjunction with course, Reporting I (J216), or instructor's consent.

**J218 Copy Editing and Makeup** 2 Credits  
(2 Lec Hrs/Wk)

Copyreading, headline writing, proofreading and makeup.

**J280 Field Experience** Variable  
(Includes Seminar)

Combined work and study projects in fields of writing, reporting, editing, public relations and other mass media-related activities. Nine credits maximum. Prerequisites: Instructor's consent.

## LABOR STUDIES

(These courses will be offered on an irregular basis.)

**Ec216 Labor Economics** 3 Credits  
(3 Lec Hrs/Wk)

Study of American economic system with emphasis on role of labor in economy for layman. Contemporary issues of inflation, labor resources, unemployment, poverty, and economic growth will be studied.

**Hst220 U.S. Labor History** 3 Credits  
(3 Lec Hrs/Wk)

Survey of history of work and development of labor movement in the United States.

**Hst221 Labor Today** 3 Credits  
(3 Lec Hrs/Wk)

Introduction to interactions of unions, management, and government; issues of wages, worker security, managerial authority, and the role of government in labor relations process.

**Hst226 Labor and Legislation** 3 Credits  
(3 Lec Hrs/Wk)

Introduction to operation and functions of the State Legislature and Congress with emphasis on labor issues.

**PS244 Labor Law** 3 Credits  
(3 Lec Hrs/Wk)

Survey of major laws affecting labor with emphasis on laws relating to collective bargaining, working conditions, job security, civil rights, safety, and other labor issues.

**PS245 Collective Bargaining** 3 Credits  
(3 Lec Hrs/Wk)

Introduction to the process of negotiating a labor contract, the nature of a written agreement, content of the labor agreement, and the tactics and strategies of bargaining.

**LAW ENFORCEMENT - See CRIMINAL JUSTICE**

## LITERATURE AND LANGUAGE

**Eng101/102/103 Survey of English Literature**  
3 Credits/Term  
(3 Lec Hrs/Wk)

Develops broad view of literature of British Isles, beginning with the Middle Ages and continuing to the Twentieth Century. Study focuses on characteristic works of giants of each period with additional attention paid to minor figures and works.

**Eng104/105/106 Introduction to Literature** 3 Credits/Term  
(3 Lec Hrs/Wk)

Designed to prepare student for further study, appreciation and enjoyment of literature. Fall quarter concerned with fiction, novels, short stories, essays, and biographies. Winter quarter concerned with drama, both ancient and modern. Spring quarter concerned with poetry, lyric, narrative, and epic. Includes English, American, and European literature.

**Eng107/108/109 World Literature** 3 Credits/Term  
(3 Lec Hrs/Wk)

Designed to introduce student to the literary works of the western world. Students are encouraged to take History of Western Civilization concurrently.

**Eng199/299 Independent Study in Literature**  
To Be Arranged

**Eng201/202/203 Shakespeare** 3 Credits/Term  
(3 Lec Hrs/Wk)

Introduction to Shakespeare's dramatic literature. Emphasis on timelessness of his ideas and themes, formal demands of drama, and development of artist. Selection of plays will follow the chronology of the canon and will be grouped to enhance discussion of formal and generic concepts; i.e., comedy, tragedy, and history. Recurrent themes will be discussed and analyzed with reference to their timelessness and in relation to culture from and for which Shakespeare wrote.

**Eng204 Special Topics in Literature** 1-4 Credits  
(1-4 Lec Hrs/Wk)

Designed to allow in-depth exploration of theme, problem, or mode in literature for students who have a special interest in the issue. Subtitled to identify special subject of study each time offered. Examples: "Literature of Oregon," "Men and Women in Literature."

**Eng253/254/255 Survey of American Literature** 3 Credits/Term  
(3 Lec Hrs/Wk)

Helps student investigate what is "American" in selections of native literature. Encourages student, through reading and intensive discussion, to answer questions such as: do works share common themes, techniques, characters, and mythical



foundations? Should have prior experience in reading and discussing literature. May choose to take concurrently with History of the United States. Sequence order recommended but not required.

**Eng273 Language and People** 3 Credits  
(3 Lec Hrs/Wk)

Wide-range study of language that introduces student to variety of language-related topics, which will be studied in terms of student's developing sense of himself/herself as a language user. Includes the origin and acquisition of language, nonhuman languages, invention of writing, formal systems of languages, relationship between language and thought, varied use of language, and contemporary language issues.

**0.531 Literature of Contemporary Concerns** 2-3 Credits  
(24-36 Hrs/Total)

Offered for those with a special interest in contemporary themes, problems, and personalities who wish to study these as they are reflected and represented in literature. May utilize all genre, stressing contemporary literature, but not being confined to it. Other periods of literature may be used to trace historical development and to provide larger contexts.

**0.532 Literature of Oregon** 2 Credits  
(24 Hrs/Total)

Survey of literature written by or about Oregonians, or set in Oregon. Will familiarize students with neglected regional literature of his own state, and with kinds of literary activity that has been predominant in the state of Oregon.

**0.534 Appreciation of Literature** 1-3 Credits  
(15-36 Hrs/Total)

Surveys literature to stimulate and increase enjoyment and understanding through studying a variety of literary works and writing periods.

**0.536 Shakespeare: Ashland** 1-3 Credits  
(15-36 Hrs/Total)

Detailed examination of Shakespeare plays being produced at Ashland with emphasis on understanding and appreciating Elizabethan culture. Students have the option of attending the plays in Ashland as a group.

## MARINE NAVIGATION

**9.615 Marine Navigation-Piloting** 3 Credits  
(3 Lec Hrs/Wk)

Designed to give the recipient a basic understanding of the principles involved in navigation, as well as a working knowledge on navigation techniques. The course consists of an element of studies on weather, dead-reckoning, piloting, electronic navigation, and the utilization of these concepts as a means of navigation. It involves the use of various navigational instruments to obtain lines of position and the use of required publications necessary to interpret these lines of position to navigational fixes. Also an amount of Rules of the Road, radio communications, and distress signals will be covered, as well as a distant look at celestial navigation.

**9.616 Marine Celestial Navigation** 3 Credits  
(3 Lec Hrs/Wk)

Designed to give the recipient a basic understanding of the principles involved in celestial navigation, as well as a working knowledge of celestial navigational techniques. Course enables recipient to meet licensing requirements set forth by the U.S. Coast Guard to prepare operators of ocean-going vessels (more than 200 feet off-shore) and for examinations in celestial navigation. The course consists of a study of celestial sightings, time, and the utilization of these concepts as a means of navigation. It involves the use of various instruments to obtain lines of position, and the use of required publications necessary to reduce these lines of position to navigational fixes.

## MATHEMATICS

**MTH50 Intermediate Algebra I** 4 Credits  
(4 Lec Hrs/Wk)

Acquaints student with logical system as it appears in theoretical science, in general, or in particular, mathematics. Is coherent; whole of algebra is being developed from basic assumptions. Sufficient experience with elementary functions is gained by student who intends to take more advanced work in mathematics or needs experience in general courses in the sciences. Prerequisites: Elementary Algebra I (4.202), Elementary Algebra II (4.203), or equivalent.

**MTH60 Introductory Trigonometry** 4 Credits  
(4 Lec Hrs/Wk)

Introduction to plane trigonometry emphasizing practical applications. Prerequisites: Intermediate Algebra II (MTH100), or instructor's consent.

**MTH100 Intermediate Algebra II** 4 Credits  
(4 Lec Hrs/Wk)

Enriches concepts presented earlier. Presents more advanced aspects of notations introduced. Serves as terminal course in algebra for students preparing for nonscientific studies, and as foundation for those preparing for advanced college mathematics. Prerequisites: Intermediate Algebra I (MTH50), 1 year high school algebra, or instructor's consent.

**MTH101 College Algebra** 4 Credits  
(4 Lec Hrs/Wk)

Covers sets, algebraic logic, inequalities, absolute value, functions ordered pairs, linear and quadratic equations, exponential and logarithmic functions, and other topics depending on time available. Demands mastery of algebraic tools covered earlier. Prerequisites: Intermediate Algebra II (MTH100) and 2 years high school algebra, or instructor's consent.

**MTH102 Trigonometry** 4 Credits  
(4 Lec Hrs/Wk)

Covers Trigonometry to include circular functions, inverse functions, applications, and angles. Demands competence in algebraic operations covered earlier. Prerequisites: MTH101, College Algebra.

**MTH191/192/193 Mathematics for Elementary Teachers** 3 Credits/Term  
(3 Lec Hrs/Wk)

A foundation course in arithmetic for elementary teachers. Topics include set theory, logic, systems of numeration, and basic operations with subsets of the real numbers. Other subjects included are measurement and right triangle trigonometry. This course is a requisite for majors in elementary education at Oregon State University.

**MTH99/199/299 Independent Study in Math**  
To Be Arranged

**MTH200/201/202/203 Calculus with Analytic Geometry** 4 Credits/Term  
(4 Lec Hrs/Wk)

Differentiation and integration: applications to rates, area volumes. Applications in mechanics; plane analytic geometry, elementary transcendental functions. Techniques of integration, vectors, solid analytic geometry. Partial differentiation, multiple integration, infinite series. Standard sequence for students in science and engineering. Prerequisites: MTH102 Trigonometry or instructor's consent.

**0.605 Pre-Basic Math** 5 Credits  
(5 Lec Hrs/Wk)

Basic operations of addition, subtraction, multiplication, and division with whole numbers, fractions, and decimals for students not having background to enter four hour basic math course. Prerequisites: instructor's consent.

**0.760 Mathematics: Math Lab** 0 Credit

Individualized instruction on all levels of math from basic arithmetic to calculus. Student works at own speed and level.

**2.250 Business Mathematics I** 3 Credits  
(3 Lec Hrs/Wk)

Reviews basic arithmetic. Includes increase in speed and accuracy in four fundamentals of percentage. Business problem solving through algebraic formulas.

**2.252 Business Mathematics II** 3 Credits  
(3 Lec Hrs/Wk)

Study interest, discount, negotiable instruments, and payroll mathematics individually. Covered are business mathematics in management decisions. Includes cash and trade discounts, determining profit and loss, depreciation, and taxes. Prerequisites: Business Mathematics I (2.250) or equivalent.

**4.200 Basic Mathematics** 4 Credits  
(4 Lec Hrs/Wk)

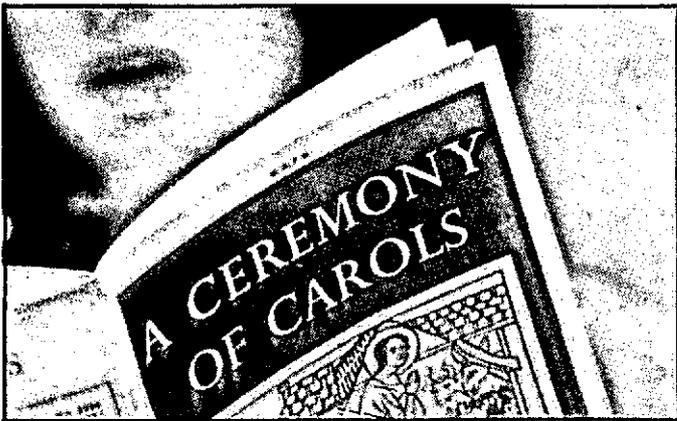
Designed for those whose knowledge of basic arithmetic is deficient. Prepares students for successful completion of science sequence or other program requiring knowledge of basic mathematics.

**4.202 Elementary Algebra I** 4 Credits  
(4 Lec Hrs/Wk)

Stresses transition from arithmetic to algebra for students with little or no previous experience in algebra. Includes concepts of numbers, natural numbers, integers, and rational numbers, their generalization and simple algebraic procedures. Includes applications in other fields such as metals and automotive mechanics. Prerequisites: Basic Mathematics (4.200) or instructor's consent.

**4.203 Elementary Algebra II** 4 Credits  
(4 Lec Hrs/Wk)

Class varies depending on interest of class or individual student. Usually covers topics in trigonometry and algebra related to practical applications. Prerequisites: instructor's consent.



**MUSIC**

**MuP171/272 Individual Performance Study in Piano** 1 Credit/Term  
(1 Lab Hr/Wk)

**MuP174/274 Individual Performance Study in Voice** 1 Credit/Term  
(1 Lab Hr/Wk)

**MuP175/275 Individual Performance Study in Violin** 1 Credit/Term  
(1 Lab Hr/Wk)

**MuP180/280 Individual Performance Study in Guitar** 1 Credit/Term  
(1 Lab Hr/Wk)

**MuP181/281 Individual Performance Study in Flute** 1 Credit/Term  
(1 Lab Hr/Wk)

Private lessons are given on a one-to-one basis in the areas of piano, voice, violin, guitar, and other instruments when requested by the student and an instructor is available. Student may be asked to audition for the instructor. Student may also be asked to perform in recitals or in college ensembles.

**Mus101/102/103 Music Fundamentals** 1-3 Credits/Term  
(1-3 Lec Hrs/Wk)

Designed for student who wishes to learn more about basics of music centering around music terminology, how to build scales, how to create chords, and how sound is arranged.

**Mus 111/112/113 Music Theory I** 4 Credits/Term  
(4 Lec, 1 Lab Hrs/Wk)

Designed to develop and strengthen basic musicianship through study of music fundamentals, chords, scales, keys, and intervals. Concentration on composition and composition analysis of present and past styles and forms. Stressed are sight-reading and ear-training. Students will be advised how to improve keyboard skills with their theory studies.

**Mus131/132/133 Basic Group Piano** 1 Credit/Term  
(1 Lec, 1 Lab/Wk)

**Mus134/135/136 Basic Group Voice** 1 Credit/Term  
(1 Lec, 1 Lab/Wk)

**Mus137/138/139 Basic Group Guitar** 1 Credit/Term  
(1 Lec, 1 Lab/Wk)

Offers classroom instruction for music students not prepared for individual instruction in the same areas, and basic concepts that are required if the student wishes to take music performance studies.

**Mus 161/162/163 Jazz Improvisation** 1 Credit  
(3 Lab Hrs/Wk)

Designed to offer student basic rudiments required to perform jazz effectively. Jazz is a musical form that appeals to astute musicians and a medium that requires not only a basic knowledge in music fundamentals but an above average ability on the instruments of their choice.

**Mus 294/0.522.9 String Ensemble** 0-1 Credit  
(2 Lab Hrs/Wk)

Introduction to string ensemble playing for elementary-level players (violin, viola, cello, bass). Maximum of 12 credits may be applied towards AA degree.

**Mus 295/0.522.7 Band** 1-3 Credits  
(2-9 Lab Hrs or equivalent/Wk)

Concert Band, Jazz-Rock Band, Pep Band, The Southwesters, and other ensemble experiences are offered to musicians in the community and at the college who wish an outlet for their talents and to improve techniques and skills, music reading, notation and terminology, and musical literature of all styles and periods. Maximum of 12 credits may be applied towards AA degree.

**Mus 297/0.522.8 Chorus** 1-3 Credits  
(2-9 Lab Hrs/Wk)

Chorus, Swing Choir, The Southwesters, and other ensemble experiences are offered to singers in the community and at the college who desire an outlet for their singing talents and to improve their performing ability. Includes voice placement and proper use, music reading, notation and terminology, and choral literature of all periods, styles, and cultures. Maximum of 12 credits may be applied towards AA degree.

**Mus 298/0.522.9 Orchestra** 1-3 Credits  
(2-9 Lab Hrs/Wk)

Offered to musicians in community and at the college who wish an outlet for their talents and to improve their performing ability. Includes instrument techniques and skills, music reading, notation and terminology and musical literature of all periods, styles, and cultures. Maximum of 12 credits may be applied towards AA degree.

**Mus 199/299 Independent Study in Music**  
To Be Arranged

**Mus 201/202/203 Introduction to Music and Its Literature** 3 Credits/Term  
(3 Lec Hrs/Wk)

Develops understanding and intelligent enjoyment of music through a study of its elements, forms, and historical styles.

**Mus 211/212/213 Music Theory II 4 Credits/Term**  
(4 Lec, 1 Lab Hrs/Wk)

Continuation of Music Theory I, taking in-depth look at the arrangement of sound, harmony, melody, rhythm, various arrangements, forms, and styles. Emphasis is placed on understanding composition and analysis of works of major composers. Stresses ear-training and sight-reading.

**Mus 261/262/263 Music History 3 Credits/Term**  
(3 Lec Hrs/Wk)

Basic stylistic concepts of ancient to baroque periods, from baroque to classical, and from romantic to contemporary periods.

**Mus 298 Music Theatre or Opera 1-6 Credits**  
(1 Lec, 1-9 Lab Hrs/Wk)

Each year the college offers in conjunction with the Drama Department a dramatic production in which the college students and community performers are invited to participate.

**0.523.1 Beginning Guitar 1 Credit**  
(1 Lec, 1 Lab Hrs/Wk)

Introduction of guitar techniques and fundamentals with increasing concentration on improving skills.

## NURSING

**Nsg 101 Fundamentals of Nursing 8 Credits**  
(5 Lec, 9 Lab Hrs/Wk)

Deals with beginning concepts in area of fundamentals of nursing. Skills are learned and the student is taught how to adjust them for all age groups. Major concepts in communications, mental health, body mechanics, alignment, asepsis, nutrition, fluids, pharmacology, growth, development, and maternal health are introduced. After practice sessions in laboratory on campus, the student performs skills and applies concepts in the care of patients in the hospital or long-term care setting. Prerequisites: admission to SWOCC's Nursing program.

**Nsg 102 Nursing Science and Practice I 8 Credits**  
(5 Lec, 9 Lab Hrs/Wk)

Continuation of building upon skills and concepts learned, and introduction of new skills and concepts. Concepts relate to crisis, mobility, homeostasis, elimination, and oxygenation. Care of the patient of any age in pain, with hearing and/or vision problems, with cleft lip and palate, with skin problems, with neurotic disturbances, diabetes, and respiratory is taught. Communications, emphasis on needs of aged are integrated. Observation is expanded to include total assessment, nursing diagnosis, interventions and rationales. Student continues to apply knowledge and skills in hospital setting. Prerequisites: admission to SWOCC's Nursing program.

**Nsg 103 Nursing Science and Practice II 10 Credits**  
(5 Lec, 15 Lab Hrs/Wk)

Covers maternity nursing and care of patients of all ages undergoing surgery and cardiac, gastrointestinal, and fluid and electrolyte problems. Evaluation as part of nursing process is introduced. Pharmacology, nutrition, and communications are integrated throughout the course. Students spend time in a hospital setting, applying skills and concepts learned

with obstetrics being one focus. Prerequisites: Completion of Nsg 101 with a "C" grade or better or consent of Director of Nursing, and completion of Anatomy and Physiology (Bi 121, 122) with a grade of "C" or better within the past 5 years.

**Nsg 201 Nursing Science and Practice III 10 Credits**  
(5 Lec, 15 Lab Hrs/Wk)

Covered are alterations in physiological and psychological functioning with needed nursing interventions in relation to orthopedics, urinary, cancer, blood dyscrasias, and neurological problems. Stressed is nursing process in care of patients with these disorders. Student will also study acute psychiatric disorders, including psychoses, substance abuse, and suicide. I.V. therapy is taught as far as maintenance, medications, and blood administration. Students will study Practical Nurse's transition from student to graduate working after graduation, legal-ethical aspects of LPN practice, and giving medications to groups of patients. (IXA-XC plus LPN Module) Prerequisites: completion of first year of program or admission into second year via advanced placement as an LPN.

**Nsg 202 Nursing Science and Practice IV 10 Credits**  
(5 Lec, 15 Lab Hrs/Wk)

Covers complications of all aspects of pregnancy, including acute neonatal care, and acute GYN problems. Care of patient in CCU along with ER admission, airway insertion and physical assessment of heart and lungs is stressed. Team-leading, ethics, legal terminology, and transition from student to RN role is discussed. Another major unit covered is acute neurology, including medical and traumatic conditions of the head and spinal cord. Pharmacology, nutrition, pediatrics, and nursing process continues to be integrated. Prerequisites: Completion of Nursing 201, Nursing Science and Practice III, Chemistry 130 (Physiological Chemistry) with a grade of "C" or better.

**Nsg 203 Nursing Science and Practice V 10 Credits**  
(5 Lec, 15 Lab Hrs/Wk)

Covered are acute respiratory care including tracheal suctioning, arterial blood gases, ventilators, and ICU care for medical-surgical problems of circulation (e.g., open heart surgery). Role of E.R. nurse including care of patient of any age with any system failure (e.g., burns, respiratory, and cardiac failure) as well as care of abused person and DIC is introduced. A unit of material is taught covering ICU for pediatric patient, including play therapy, death, cystic fibrosis, G.I. problems, R.D.S., and hydrocephalus. Poisoning, care of patients with endocrine problems, communicable diseases, eye and ear surgery are covered. Roles of community health nurses as well as nurses in long-term care facilities are explored. Unit on history of nursing, costs of health care, and roles of professional organization sums up the quarter. Prerequisites: completion of Nursing Science and Practice IV with a grade of "C" or better.

**PhC 211 Advanced Pharmacology 3 Credits**  
(3 Lec Hrs/Wk)

Designed to equip student with competent level of knowledge of drugs currently in use in medical practice, with emphasis on drug implications, which specifically pertain to nursing. Prerequisites: second-year student (RN's, LPN's, and EMT II's) or instructor's consent.

**Nsg 280 Field Experience: Basic Cardiac Nursing Care  
Clinical Experience** .5 Credits

(15 Hrs/Total)

Optional addition to basic lecture course. Under supervision, student will have opportunity to use EKG monitoring equipment, drug infusion equipment, and cardioversion/defibrillation equipment. Whenever possible, students will have experience with hemodynamic monitoring equipment and artificial cardiac pacemakers. Each student will be assigned preceptor in Intensive Care Unit at Bay Area Hospital. With assistance of preceptor, student will apply principles of nursing assessment and management of acutely ill cardiac patient. Prerequisites: enrollment in Basic Cardiac Nursing Care (Nsg 298).

**Nsg 298 Basic Cardiac Nursing Care** 4 Credits  
(40 Lec Hrs/Term)

Designed to present nursing-care concepts that are fundamental to provision of safe and effective nursing care for acutely ill cardiac patients. Program content focuses on cardiovascular physiology, pathophysiology, and clinical manifestations of alterations in that system. The overall objective is to develop learner's knowledge, technical skill, and assessment ability in order to make appropriate decisions regarding the nursing care problems of acutely ill cardiac patients and their families. Prerequisites: Registered Nurse (EMT III or IV by permission).

**5.460 Basic Nursing Assistant** 2-4 Credits  
(40-80 Lec, 20-40 Lab Hrs/Total)

Two-level course. First level prepares student to give physical care in structured environment to patients with non-complex problems. Second level builds upon first level skills and introduces disease processes to prepare student to give physical care in acute care facilities under supervision of licensed personnel. First level meets State Board of Nursing requirements for certification.

**9.414 LPN Reentry Course** 14 Credits  
(40-80 Lec, 20-40 Lab Hrs/Total)

Enables graduate practical nurse who has not been employed for five years or more to become relicensed. A self-paced course that employs self-instructional, individualized learning process that includes both seminar and clinical segments. Prerequisites: completion of practical nurse program, temporary license from Oregon State Board of Nursing and, evidence of malpractice insurance.

**9.415 R.N. Reentry Course** 14 Credits  
(100 Lec, 140 Lab Hrs/Total)

Enables inactive graduate nurse to update her nursing knowledge and skills enabling her to return to practice with proper institutional orientation. The self-instructional, individualized learning process that includes both seminar and clinical experience segments. Prerequisites: completion of generic nursing course and a limited license from Oregon State Board of Nursing.

**9.416 Intravenous Therapy for Health Professionals** 1.5 Credits  
(12 Lec, 8 Lab Hrs/Total)

Provides learner with skills, knowledge, and attitudes to perform venipuncture, maintain and discontinue intravenous



solutions, medications, and blood components. Prerequisites: licensed LPN or RN, Oregon certified EMT II or consent of instructor.

## OCEANOGRAPHY - see GEOLOGY

## PHILOSOPHY

**Ph1199/299 Independent Study in Philosophy**  
To Be Arranged

**Ph1201, 202, 203 Problems of Philosophy** 3 Credits/Term  
(3 Lec Hrs/Wk)

Designed to introduce the student to some of the major philosophical problems that have always been of concern to reflective people. The class will pursue reasoned answers to questions about such topics as ethics, human nature, reality, freedom, knowledge, and religion. It is the primary goal of the class to employ philosophical methods to enable the student to move beyond wonder to serious reflection on and thoughtful examination of these topics. In doing so, it is hoped that the student will begin to develop a framework for an articulated personal philosophy. Each term will have different topics for study, thus a student may choose to take the sequence without repetition.

## PHOTOGRAPHY

**ART161/162/163 Photography I, II, III** 3 Credits/Term  
(2 Lec, 3 Lab Hrs/Wk)

Introduction to basic photography and darkroom techniques.

**ART260 Photography Workshop** 1-3 Credits  
(Variable Hrs)

Special course for people who have some knowledge of photographic techniques and desire specialized knowledge in zone technique, printing, photography, etc. Includes fieldtrips of architectural and geological sites, nature trips, etc. Prerequisites: instructor's consent.

**0.200 Darkroom Techniques** 0 Credits  
(10-40 Hrs/Total)

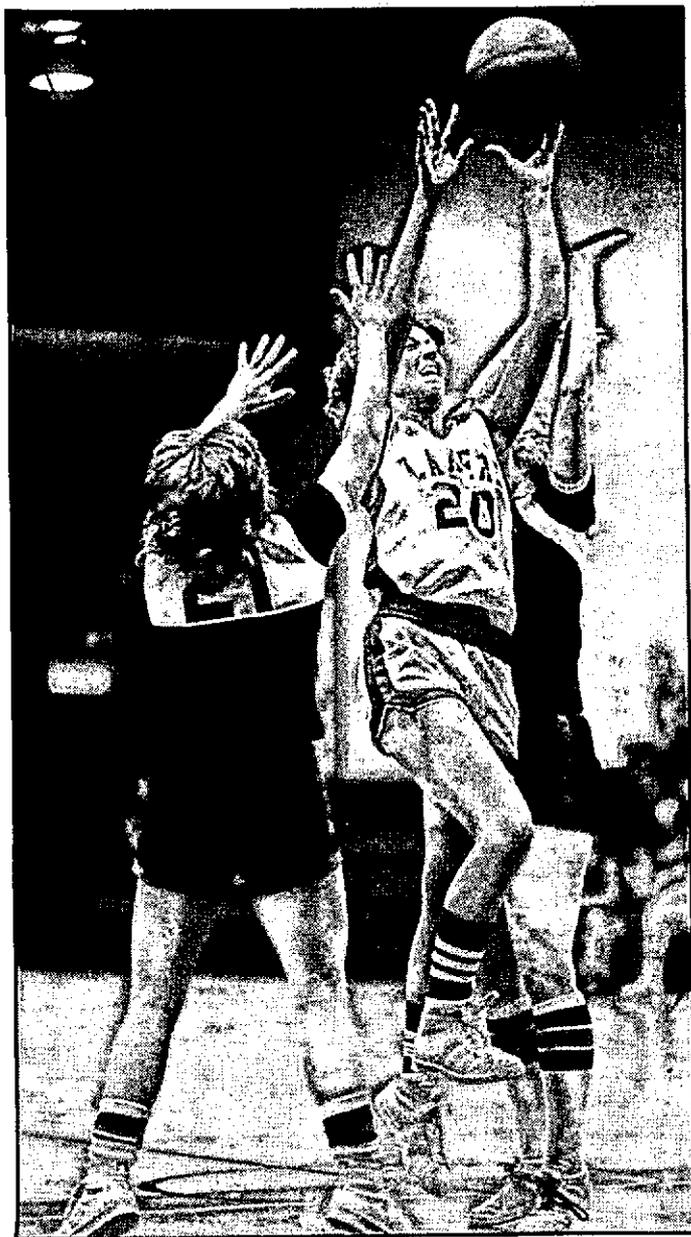
This lab will assist students registered in photography classes to use and further their skills in darkroom techniques.

**0.519.1 How to Use Your Camera .5-1 Credit  
(10-15 Hrs/Total)**

Introduction to basic principles of the camera. Goals are to help individual become more knowledgeable about his/her camera, possibilities and limitations. Emphasized are understanding shutter speeds, lenses and their characteristics, and techniques of manipulating camera.

**0.519.1/0.519.2 Basic Photography I, II 2 Credits/Term  
(36 Hrs/Total Each)**

Introduction to basic principles of photography. Includes instruction in camera use, including lenses and their applications; process of developing and processing negatives; dark-room procedures; printing and enlarging techniques, which include special applications (e.g. dodging, toning, etc.). Includes analysis of different types of film and developing procedures. Present basic components of composition, etc., which lead to advanced courses in photography.



## PHYSICAL EDUCATION

Five credits of physical education courses are required for an Associate in Arts degree. Physical Education and Health majors must begin course work in the professional activities (PE 195 or PE 295).

**PE 131 Introduction to Health and Physical Education  
3 Credits**

(3 Lec/Hrs/Wk)

Professional orientation, basic philosophy and objectives, professional opportunities, and qualifications. Course taught fall term each year.

**PE 185 Physical Education 1 Credit  
(3 Lab Hrs/Wk)**

Designed to provide student with an activity which will provide physical and emotional well-being. Each course provides knowledge and skill building which enables the student to develop and/or pursue life-long physical activity. Classes meet three hours a week. Some of the courses have prerequisites or require permission of the instructor. Special arrangements may be made for restricted or corrective work.

Aerobic Dance	Jazz Aerobics
Archery	Jogging
Badminton	Lifesaving
Basketball	Personal Defense I, II
Bowling	Physical Conditioning
Creative Dance I, II	Racquetball
Creative Exercise	Slimnastics
Cycling	Soccer
Flag Football	Social Dancing
Folk Dance	Softball
Golf	Square Dancing
Gymnastics	Swimnastics
Swimming	Water Safety Instruction
Tennis	Weight Training
Track & Field	Wrestling
Tumbling	Volleyball

**PE 195 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 activities classes. The following sequence is offered every other year.

Fall Term: Volleyball and Fundamentals of Movement  
Winter Term: Gymnastics  
Spring Term: Track and Field

**PE 199/299 Independent Study in Physical Education  
To be arranged**

**PE 280 Field Experience 1-3 Credits  
(Includes seminar with teaching strategy)**

Prerequisite: Instructor's permission - 9 credits maximum. Students have the opportunity to experience working with K-12 students in a physical activity setting.

**PE295 Professional Activities 1-2 Credits  
(3-6 Lab Hrs/Wk)**

Designed for Physical Education majors. Students will learn methods, teaching techniques, and basic skills. Courses include: fall term, field sports; winter term, badminton and basketball; spring term, conditioning and tennis. This sequence of classes is offered every other year.

**0.510.1/0.510.2 Classical Ballet I, II** 1 Credit/Term  
(36 Hrs/Total)

Nontransfer course containing the fundamental exercises, movements, and techniques necessary to discipline the body for expression in all forms of ballet. (Prerequisite: Ballet I or instructor's consent for 0.510.)

**0.580 Physical Conditioning - Women** .5-1 Credit  
(15-36 Hrs/Total)

Designed for women interested in figure control, trimming, and toning activity and knowledge. (i.e. Slimnastics, Jazz Aerobics, Jazz Dance Exercise, Self-Defense, Swimnastics, Therapeutic Swimming.)

**0.581 Physical Conditioning - Men** .5-1 Credit  
(15-36 Lab Hrs/Total)

Designed for men interested in conditioning their bodies through various physical activities. (i.e., Physical Conditioning, Weight Training)

**0.582 Physical Conditioning - Coed** .5-1 Credit  
(15-36 Hrs/Total)

A class designed to develop physical fitness through a specific sport, dance, or activity. (i.e. Racquetball, Bowling, Square Dance, Gymnastics for Adults, Round Dance, Kayaking, Physical Fitness, Fitness and Exercise, Tennis, Golf, and Yoga for Relaxation.)

**0.916 Fitness and Exercise** .5-1 Credit  
(15-36 Hrs/Total)

Mobility exercises for older persons so they can keep fit, agile, and flexible.

## PHYSICS

**PHY 199/299 Independent Study in Physics**  
To Be Arranged

**PHY 201/202/203 General Physics** 4 Credits/Term  
(4 Lec Hrs/Wk)

Intended for nonscience majors and life sciences majors and related areas. Concepts in mechanics, thermodynamics, sound, electromagnetism, light, relativity, quantum physics, atomic and nuclear physics are developed from fundamental approach. Prerequisites: MTH 101/102, equivalent, or instructor's consent.

**PHY 204/205/206 Physics Laboratory** 1 Credit/Term  
(2 Lab Hrs/Wk)

Gives student laboratory and research experience on projects selected from classical mechanics, wave motion, sound, thermodynamics, electricity and magnetism, light, relativity, quantum mechanics, and nuclear physics.

**PHY 207/208/209 Engineering Physics** 4 Credits/Term  
(4 Lec Hrs/Wk)

Covered are classical mechanics, wave motion, sound, thermodynamics, electricity, and magnetism, light, relativity, quantum mechanics, and nuclear physics. Calculus and vector algebra used in development of theories and models of these physical phenomena. For students majoring in engineering or physical sciences. Prerequisites: previous or concurrent enrollment in introductory course in calculus or instructor's consent.

**4.300 Practical Physics (Mechanics)** 4 Credits  
(3 Lec, 3 Lab Hrs/Wk)

Noncalculus physics for vocational students. Deals with mechanic properties of matter as related to motion, force, momentum, energy, and power. Application to machines and their processes is emphasized. Theory is developed through lecture/discussions and practical applications stressed in lab experiences.

**4.304 Practical Physics (Electrical)** 4 Credits  
(3 Lec, 3 Lab Hrs/Wk)

Noncalculus physics intended for vocational students. Deals with electrical properties of matter and concepts of electricity and magnetism as related to electrical devices and machines. Theory developed through lecture/discussions and applications stressed in laboratory experience.

## POLITICAL SCIENCE

**PS199/299 Independent Study in Political Science**  
To Be Arranged

**PS201/202/203 American Government** 3 Credits/Term  
(3 Lec Hrs/Wk)

Survey of principles of American constitutional system; political process and organization of national government; foreign policy and national security; and state and local government.

**PS205 International Relations** 3 Credits  
(3 Lec Hrs/Wk)

Introduction to making American foreign policy. Shows causes of international conflict and degree to which conflicts might be predictable and manageable for individual nation.

**PS252/CJ226 Constitutional Law** 3 Credits  
(3 Lec Hrs/Wk)

Study of basic principles of U.S. Constitution with emphasis on leading supreme court cases and Bill of Rights.

**PS244 Labor Law**  
See Labor Studies

**PS245 Collective Bargaining**  
See Labor Studies

## PSYCHOLOGY

**PSY 111 Personality and Development** 3 Credits  
(3 Lec Hrs/Wk)

Introductory course in personality and development. Emphasis on aiding student toward self-understanding and personal development. Stresses theories of personality, interpersonal relations, interpersonal communications, and small group interactions.

**PSY 140 Career Planning** 3 Credits  
(3 Lec Hrs/Wk)

Provides opportunity to explore ability, interest, aptitude, and personality factors involved in setting personal life goals and making educational and career decisions.

Ph 211  
212  
213

**PSY 199/299 Independent Study in Psychology**  
To Be Arranged

**PSY 201/202/203 General Psychology 3 Credits/Term**  
(3 Lec Hrs/Wk)

Introductory survey of human behavior. Includes such areas as physiological factors, perception, learning, motivation, developmental factors, personality, social interactions and influences, and effective and ineffective functioning. May be taken out of sequence.

**PSY 213 Human Growth and Development 3 Credits**  
(3 Lec Hrs/Wk)

Provides indepth study of human development, from conception to death. Involves four major areas of development: biological, intellectual, emotional, and social. Prerequisites: General Psychology (PSY 201/202/203) or instructor's consent.

**PSY 214 Aging in America 3 Credits**  
(3 Lec Hrs/Wk)

Designed to explore process of aging in contemporary America. Investigates aging in reference to psychological, sociological, and physiological factors, seeking to identify what is "normal" and to be expected, as contrasted to "abnormal" factors. Prerequisites: Human Growth and Development (PSY 213) recommended but not required.

**PSY 280 Field Experience 1-3 Credits**  
(3-9 Hrs/Wk)

**0.880.1 Single Again: Aftermath of Divorce 1 Credit**  
(36 Hrs/Total)

Designed to assist recently divorced to work through psychological and physical realities of divorce, and do some constructive planning for future.

## REAL ESTATE

**BA258 Real Estate Principles I 3 Credits**  
(3 Lec Hrs/Wk)

Study of the nature, importance, and character of real property, the real estate business, the real estate market, the real estate brokerage, taxes and assessments, and contracts and ownership.

**BA265 Real Estate Office Management 3 Credits**  
(3 Lec Hrs/Wk)

Survey of methods for establishing and operating a small real estate office. Emphasis placed on organizational formats, planning, office facilities, financial records, non-financial records, financial reports, office personnel, office manuals, and public relations. This course meets Oregon State law pre-license requirements. Prerequisites: Real Estate Law I (BA287), Real Estate Finance I (BA288), and Real Estate Principles I (BA258).

**BA266 Real Estate Supervision of Sales Personnel 3 Credits**  
(3 Lec Hrs/Wk)

Survey of methods for supervising the activities of real estate sales personnel with emphasis on planning, selection, training and evaluation of sales personnel, motivation, authority,

communications, disciplines, and public relations. Prerequisites: Real Estate Law I (BA287), Real Estate Finance I (BA288), and Real Estate Principles I (BA258).

**BA287 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. Emphasis is placed on classes of property, legal description, instruments of conveyance, estates, liens, easements, deed restrictions, and contracts. Prerequisites: should be taken concurrently with Real Estate Principles I (BA258).

**BA288 Real Estate Finance I 3 Credits**  
(3 Lec Hrs/Wk)

Survey of methods for financing acquisition and transfer of real property. Emphasis placed on money, mortgage market, mortgage loan procedures, lending instruments, foreclosures and remedies, governmental loan programs, and non-governmental loan programs. Prerequisites: Real Estate Principles I (BA258).

**BA290 Real Estate Appraising I 3 Credits**  
(3 Lec Hrs/Wk)

Study methods of estimating value of real property in residential form. Survey of methods for estimating value of real property. Emphasis placed on appraisal process, definition of appraisal problem, appraisal plan, data collection, market approach to value, cost approach to value, income approach to value, correlations of estimates, and writing the appraisal report. Prerequisites: basic knowledge of real estate.

**BA291 Real Estate Law II 3 Credits**  
(3 Lec Hrs/Wk)

Continuation of Real Estate Law I with emphasis on title insurance, earnest money receipts, options, closing statements, loan applications, escrow instructions, lending instruments, misrepresentation and insurable liability, subdivision and building codes, broker-attorney relationships, subdivision laws, and the landlord-tenant act. Prerequisites: Real Estate Law I (BA287).

## SCIENCE - GENERAL

**GS 104/105/106 Physical Science 4 Credits/Term**  
(3 Lec, 2 Lab Hrs/Wk)

Fundamental principles of physics, chemistry, astronomy, and geology; development and application of scientific method. Prerequisites: one year of high school algebra and/or instructor's consent.

## SECRETARIAL TECHNOLOGY

**OA 111 Shorthand I 3 Credits**  
(2 Lec, 3 Lab Hrs/Wk)

Emphasis on learning theory and brief forms. Development of fluent reading skills will be stressed. Areas of concentration include beginning dictation, transcription from text, and punctuation exercises. Prerequisites: good skills in language—grammar, spelling, punctuation, and reading.

**OA 112 Shorthand II** 3 Credits  
(2 Lec, 3 Lab Hrs/Wk)

Emphasis on building dictation ability on previewed, new materials. Stressed is speed development. Typewritten transcription from the text will begin, with emphasis on speed of transcription. Spelling, punctuation, and grammar will be emphasized in addition to review of language structure. Prerequisites: Shorthand I (OA 111) or instructor's consent.

**OA 113 Shorthand III** 3 Credits  
(2 Lec, 3 Lab Hrs/Wk)

Emphasizes development of shorthand speed with dictation goals of 80 to 100 words per minute. Stressed are transcription skills with emphasis on mailable copy. Prerequisites: Shorthand II (OA 112) or instructor's consent. Must have typing skills (Typing II, OA 122) or equivalent.

**OA116 Office Procedures I** 3 Credits  
(2 Lec, 3 Lab Hrs/Wk)

First of two-term survey of supportive office activities. Emphasizes preparation for office employment and internal support necessary within organization.

**OA117 Office Procedures II** 3 Credits  
(2 Lec, 3 Lab Hrs/Wk)

Second of two-term survey of supportive office activities. Prerequisites: Typing I (OA 121) or instructor's consent.

**2.560 Personal Shorthand I** 3 Credits  
(2 Lec, 3 Lab Hrs/Wk)

Notetaking technique using only 26 letters of alphabet.

**2.562 Personal Shorthand II** 3 Credits  
(2 Lec, 3 Lab Hrs/Wk)

Includes theory and brief form mastery, dictation and transcription of more advanced methods of abbreviation, additional skill development in reading and writing of notes, review of grammar, spelling, and punctuation; vocabulary specialization in vocational area of special interest to student. Prerequisites: Personal Shorthand I (2.560).

**2.547 Shorthand Transcription** 3 Credits  
(2 Lec, 3 Lab Hrs/Wk)

Designed to train student for stenographic work on production basis. Prerequisites: Typing II (OA 122) or equivalent, Shorthand III (OA 113), or Personal Shorthand II (2.562), or permission of instructor.

**9.722 Shorthand Refresher** 3 Credits  
(2 Lec, 2 Lab Hrs/Wk)

Reviews shorthand theory and techniques for students who have already studied shorthand but would like to extend and/or update their ability. Speed building in dictation will be emphasized. Prerequisites: previous shorthand training (any system) and a reasonable typing skill. Good language skills are required.

**OA 121/2.501 Typing I (Beginning)** 3 Credits  
(1 Lec, 4 Lab Hrs/Wk)

For those with no previous typing instruction. Covers basic

techniques of touch system of typewriting, building speed and accuracy, machine manipulation, letters, tables, manuscripts.

**OA 122/2.503 Typing II (Intermediate)** 3 Credits  
(2 Lec, 3 Lab Hrs/Wk)

Review and advanced instruction on manuscripts, business forms, special correspondence, tabulation, centering techniques, and secretarial typing. Preparation of business documents includes arrangement of material and problem-solving. Intensive drills to increase speed and accuracy are included. Prerequisite: minimum typing speed of 40 words per minute or instructor's consent. Speed and Accuracy (OA 124) is recommended but not required.

**OA 123/2.505 Typing III (Advanced)** 3 Credits  
(2 Lec, 3 Lab Hrs/Wk)

Emphasis on speed, accuracy, and secretarial standards in typing production assignments including specialized correspondence, duplication, research manuscripts, statistical tables, and specialized professional units. Emphasis on development of skill number proficiency. Student receives individualized instruction and completes course at own pace. Prerequisites: minimum typing speed of 50 words per minute or instructor's consent. Intermediate Typing (OA122) recommended but not required.

**OA 124/2.507 Typing IV (Speed and Accuracy)** 3 Credits  
(1 Lec, 4 Lab Hrs/Wk)

Designed to develop speed and accuracy beyond beginning level with review of simple production work including letters, tables, and manuscripts. Prerequisites: Typing I (Beginning) (OA 121) or equivalent. May only be taken once toward a degree.

**2.509 Machine Transcription** 3 Credits  
(1 Lec, 4 Lab Hrs/Wk)

Learn to operate transcribing machines to produce mailable copy from predicated material. Prerequisites: WR121, OA122, or equivalent.

**OA 200 Introduction to Word Processing** 3 Credits  
(2 Lec, 3 Lab Hrs/Wk)

Introduces various types of correspondence support activities, primarily keyboarding of documents on electronic typewriters that utilize a memory. Emphasizes word processing techniques and use of features available on modern text-editing equipment. Prerequisites: Intermediate Typing (OA 122), equivalent, or instructor's consent.

**2.511 Word Processing: Basic Operator Training** 1 Credit  
(1 Lec, 4 Lab Hrs/Wk/5 Wks)

Introduction to use of IBM Displaywriter. Student gains basic knowledge of most operational features of this text-editor. Prerequisites: typing skill, able to set up letters, memos, reports, and tables without instruction. Good communication skills. Intermediate Typing (OA 122) and Intro to Word Processing (OA 200) are recommended but not required.

**9.750 Word Processing: Intermediate Operator Training** 1 Credit  
(1 Lec, 4 Lab Hrs/Wk/5 Wks)

For those with basic knowledge of operation of IBM Displaywriter and who want to continue training on text-editor to

gain proficiency in operating it, either for entry into field or for current job situation. Prerequisites: Word Processing: Basic Operator Training (2.511) or demonstrated ability on IBM Displaywriter.

**9.752 Word Processing: Advanced Operator Training** 1 Credit  
(1 Lec, 4 Lab Hrs/Wk/5 Wks)

For those who can operate IBM Displaywriter well enough to produce variety of basic business documents and want to continue training in specialized features of text-editor, either for entry into field or for current job situation. Prerequisites: Word Processing: Basic Operator Training (2.511) or demonstrated ability on IBM Displaywriter.

**9.753 Word Processing: Implementation** 1 Credit  
(1 Lec, 4 Lab Hrs/Wk/5 Wks)

Designed to study processes used in analyzing organization and management of information systems with emphasis on how word processing and text-editors can be integrated into total system. Interrelationships between personnel and information systems are examined as well as systems themselves.

**9.755 Word Processing Orientation** 1 Credit  
(2 Lec Hrs Wk/5 Wks)

Provides insight into Word Processing Specialist/Technology field including historical development of secretarial/clerical work, automation and systems approach to office paperwork, definitions, and concept of word processing, and careers and job opportunities in word processing.

**9.760 Electronic Editing Typewriter** 1 Credit  
(1 Lec, 4 Lab Hrs/Wk/5 Wks)

Develops use of IBM Electronic Typewriter 75 to produce basic business documents. Gain basic knowledge of all operational features of machine. Prerequisites: Reasonable typing skill and ability to set up letters, memos, reports, and tables without instruction. Intermediate Typing (OA 122) recommended but not required.

**OA220/2.519/0.596 Electronic Calculators** 2 Credits  
(1 Lec, 3 Lab Hrs/Wk)

Learn ten-key touch system for machine operation and use of electronic calculator (desk-top type) in four fundamentals of mathematics. Four operations are used to solve applied business problems with speed and accuracy. Prerequisites: Basic Mathematics (4.200) or Business Math I (2.250), equivalent, or instructor's consent.

**2.280 Cooperative Work Experience** 1-8 Credits  
(4-40 Lab Hrs/Wk)

Gain on-the-job experience in coordinator-approved business situations, which closely parallel field of study. Work under supervisor and coordinator. Seminar arranged by supervisor. Prerequisites: instructor's consent.

**2.583 Human Relations in Business** 3 Credits  
(Business Psychology)  
(2 Lec, 3 Lab Hrs/Wk)

Study of personal relations within office, including values, goal planning, and communication. Emphasis on importance

of personal behavior, adjustments in office situation, and development of desirable work climate.

**2.591 Pretranscription Skills** 3 Credits  
(2 Lec, 3 Lab Hrs/Wk)

Designed to prepare students for field of shorthand transcription and machine transcription. Includes thorough study of punctuation, capitalization, grammar, and spelling as applied to transcribing and editing commonly used documents found in business office. Will edit rough-draft material, and type in mailable form. Prerequisites: passing score on English fundamentals placement test and Beginning Typing (OA 121), or equivalent.

**2.595/2.596 Office Simulation I, II** 6 Credits/Term  
(1 Lec, 9 Lab Hrs/Wk)

Designed to provide situation in which business students can practice business skills they have acquired and develop work habits, character traits and attitudes accepted in business world.

**9.016 Creating a Professional Image** 1-2 Credits  
(15-36 Hrs/Total)

This course is designed to help students pursuing a business career to present a positive professional image, with emphasis on improving personal appearance.

**9.723 Medical Terminology I** 3 Credits  
(3 Lec Hrs/Wk)

Introduction to medical terminology including medical prefixes, suffixes, word stems and combining forms. Study of each system is categorized into additional prefixes and suffixes, diagnostic, symptomatic, and operative terminology.

**9.726 Medical Terminology II** 3 Credits  
(3 Lec Hrs/Wk)

Attention paid to anatomical detail, primarily in essentials of human anatomy and physiology, a more intensified coverage of anatomy, structures, glands, and organs. It will cover all systems introduced in Medical Terminology I. Includes intensified spelling drills of terms pertinent to each system. Medical lectures given by physicians of community on given body systems.

**9.728 Medical Terminology III** 3 Credits  
(3 Lec Hrs/Wk)

Attention paid to anatomical detail, primarily in essentials of human anatomy and physiology, more intensified coverage of anatomy, structures, glands, and organs. Covers systems introduced in Medical Terminology I and II. Includes intensified spelling drills of terms pertinent to each system. Lectures will be given by physicians of community on given body systems.

**9.724 Medical Secretary I** 3 Credits  
(3 Lec Hrs/Wk)

Introduction to medical office: telephone management, appointment book, recognizing medical emergencies, art of handling patient's problems in medical ethics, legal responsibility, patient's financial records, basic medical records, collections, and insurance forms.

**9.725 Medical Secretary II** 3 Credits

(3 Lec Hrs/Wk)

Consists of packet simulating paper flow in office of two physicians. Practice materials and activities are closely adapted from actual records kept and procedures followed in offices of practicing physicians. Supplies are included for 35 jobs and packet, plus instructor, helps student to work through jobs as outlined. Prerequisites: Typing I (OA121) or equivalent.

**9.730 Medical Secretary III** 3 Credits

(3 Lec Hrs/Wk)

Includes diseases and operations most often used in office, office housekeeping, money management, sterilization, grooming, medical emergencies, letters, mail management, examination of patient, payroll, and drugs and medications.

**9.727 Medical Transcription I** 3 Credits

(3 Lec Hrs/Wk)

Introduces student to simpler forms of medical transcription, terminology, emphasizing fast, accurate typing. Prerequisites: Medical Terminology I (9.723), Typing I (OA121) or equivalent, or instructor's consent.

**9.729 Medical Transcription II** 3 Credits

(3 Lec Hrs/Wk)

Specialized and complex medical terminology for typing and transcription. Prerequisites: Medical Transcription I (9.727) or instructor's consent.

**9.735 Legal Secretarial Procedures I** 3 Credits

(3 Lec Hrs/Wk)

Covers background and basic operation of law office, including ethics, responsibilities, and duties of legal secretary and career opportunities in field of law. Structure of court system is covered along with basic form preparation in personal injury litigation. Prerequisites: Typing.

**9.736 Legal Secretarial Procedures II** 3 Credits

(3 Lec Hrs/Wk)

Provides basic knowledge of preparation of pleadings in criminal law, family law, and probate. Prerequisites: Legal Secretarial Procedures I (9.735).

**9.737 Legal Secretarial Procedures III** 3 Credits

(3 Lec Hrs/Wk)

Covers preparation of basic court documents in bankruptcy, real property document preparation, and administrative agencies (i.e., Workers Comp and Social Security). Prerequisites: Legal Secretarial Procedures I, II (9.735, 9.736).

**9.731 Clinical Procedures I** 3 Credits

(3 Lec Hrs/Wk)

Provides clinical orientation, initial instruction, and basic skills for medical/clerical assistant. Prerequisites: Medical Terminology I (9.723) or instructor's consent.

**9.732 Clinical Procedures II** 3 Credits

(3 Lec Hrs/Wk)

Provides indepth simulation of clinical experience in procedures practiced by office nurses. Prepares clinical assistant to substitute for physician's nurse, without major changes in office routine, for safety, security, and comfort of patient, physician, and self. Prerequisites: Clinical Procedures I (9.731).

## SOCIAL WORK

**SW201 The Field of Social Welfare** 3 Credits

(3 Lec Hrs/Wk)

Provides brief social historical development of helping services within framework of western civilization. Provides perspective that enables student to understand historical shift of social values that encourage movement from punishment to treatment. Provides understanding of cultural-historical roots that produce present societal ambivalence towards social services. Professionals within community will present basic concepts, techniques, and information concerning respective professional occupations.

**SW202 Introduction to Social Work Practice** 3 Credits

(3 Lec Hrs/Wk)

Utilizes readings, lectures, audio-visual aids, guest experts, and participatory exercises to teach and demonstrate helping process. Prerequisites: The Field of Social Welfare (SW 201) recommended but not required.

**SW203 Introduction to Interviewing** 3 Credits

(3 Lec Hrs/Wk)

Emphasizes nature of helping relationship as basic to interviewing situation. Techniques of interacting in helpful manner taught within context of relationship. Basic text supplemented by use of video-tapes, which stress same points. Prerequisites: The Field of Social Welfare (SW 201) and Introduction to Social Work Practice (SW 202) are recommended but not required.

**SW207 Social Welfare Workshops** 1-3 Credits

(10-36 Lec Hrs/Total)

Study of current social work problems and methods of alleviating them.

**SW280 Field Experience** 3 Credits

(9 Hrs/Wk)

Supervised field experience in two social work agencies. Consent of instructor is required.

## SOCIOLOGY

**SOC199/299 Independent Studies in Sociology**  
To Be Arranged

**SOC204/205/206 General Sociology** 3 Credits/Term  
(3 Lec/Wk)

Designed as introduction to field of sociology, attempting to give student grounding in research methods of discipline and understanding of society in which he lives and operates. Consideration given to main aspects of field: social organization, culture, socialization, primary groups, stratification, associations and institutions, collective behavior, population, and ecology as elements of social analysis, followed up by analysis of such areas as family, religion, education, minorities, crime, delinquency, and discussion of major social problems in modern society, with emphasis on solutions.

**SOC210 Marriage and the Family** 3 Credits  
(3 Lec Hrs/Wk)

Examines processes of sex roles, courtship, mate selection, marriage and family systems, changing roles in contemporary society. Guest speakers and panels will be used when appropriate.

**SOC220/CJ131 Introduction to Penology 3 Credits**  
(3 Lec Hrs/Wk)

Introduction and overview of imprisonment as correctional tool. Study of treatment and basic procedures for receiving and discharging.

**SOC221 Juvenile Delinquency 3 Credits**  
(3 Lec Hrs/Wk)

Study of deviant behavior and current criminological theories, with emphasis on crime prevention. Phenomena of crime as it relates to juveniles and criminal justice applications.

**SOC243/CJ243 Narcotics and Dangerous Drugs 3 Credits**  
(3 Lec Hrs/Wk)

History of drug use and problems that relate to our society; the causes of drug addiction and identification of illegal drugs.

**SOC244/CJ101 Criminology 3 Credits**  
(3 Lec Hrs/Wk)

Provides broad viewpoint of criminal behavior and justice system. Consideration of human behavior and crime, the impact of early theoretical approaches to current, theoretical, and practical treatment of crime and criminals.

**0.673.2 Death: The Challenge and Change 3 Credits**  
(4 Lec Hrs/8 Wks)

Examines philosophical and practical meanings of death from multi-disciplinary, humanistic perspective. Designed to help better understand people who are dying, what the living can learn from death, and own eventual deaths.

## **SPEECH**

**SP111/112/113 Fundamentals of Speech 3 Credits/Term**  
(3 Lec Hrs/Wk)

Introduction to forms of public and private communication. Emphasis on content, organization, student adjustment, delivery, and language of speaking in public and private communication. Interpersonal communications may be included.

**SP199/299 Independent Study in Speech To Be Arranged**

**SP229 Oral Interpretation 3 Credits**  
(3 Lec Hrs/Wk)

Interpretation designed to help student improve and enjoy reading aloud from prose, poetry, and drama. Serves to aid in communication of intellectual and emotional values and to enhance one's appreciation of literature.

**SP270 Projects in Public Speaking 3 Credits**  
(3 Lec Hrs/Wk)

Offers opportunity to further develop communications skills by participation in debate, forum, symposium, and panel discussion. Designed to develop confidence, qualities for leadership, and art of conversation as aid to business and social success. Particular emphasis is placed on recognizing problems, exploring solutions, and projecting one's ideas clearly through effective public speaking.

## **SUPERVISORY TRAINING**

**9.500 Elements of Supervision 3 Credits**  
(3 Lec Hrs/Wk)

Covers in general terms total responsibility of supervisors in industry such as organization, duties and responsibilities, human relations, grievances, training, rating, promotion, quality-quantity control, and management-employee relations.

**9.504 Developing the Employee Through Training 3 Credits**  
(3 Lec Hrs/Wk)

Supervisor's responsibility for developing employees through training, orientation, and induction. On the job techniques, apprenticeship, technical training, supervisory and management development.

**9.506 Human Relations for Supervisors 3 Credits**  
(3 Lec Hrs/Wk)

Practical application of basic psychology in building better employer-employee relationships by studying human relations techniques.

**9.508 Labor-Management Relations 3 Credits**  
(3 Lec Hrs/Wk)

Traces development of unionism in United States with attention to roles of labor and management in collective bargaining. Review of labor and management legislation is correlated with development of unionism. Labor organization disagreement, arbitration, conciliation, and problems of labor are also studied.

**9.512 Methods Improvement for Supervisors (Work Simplification) 3 Credits**  
(3 Lec Hrs/Wk)

Supervisor's responsibility for job methods improvement and basic principles of work simplification are main components of course. Motion study fundamentals for supervisors and time study techniques are studied.

**9.514 Cost Control for Supervisor 3 Credits**  
(3 Lec Hrs/Wk)

Covers such topics as how costs are determined in industry, and cost control and functions. Supervisor's responsibility for costs, factors in cost control including costs, materials, waste, salvage, quality control, and control of time. Prerequisites: Elements of Supervision (9.500) or instructor's consent.

**9.518 Organization and Management 3 Credits**  
(3 Lec Hrs/Wk)

Supervisor's responsibility for planning, organizing, directing, controlling, and coordinating. Acquaints supervisor with basic functions of organization and responsibility in carrying them out in accordance with organization's plan. Establishing lines of authority, functions of departments or units, duties and responsibilities, policies and procedures, rules and regulations.

**9.524 Management Control and the Supervisor 3 Credits**  
(3 Lec Hrs/Wk)

Basic principles of control. Delegation of responsibility through use of controls. Purpose and objectives of control: manufacturing costs, quality control, production control, control over materials, control over personnel and organization.

**9.775 Supervision and Personnel Administration**  
3 Credits  
(3 Lec Hrs/Wk)

Study of aspects of responsibilities involved with handling of personnel; including supervision, human relations, training, discipline, appraisal, salary administration, cost control, equal employment opportunity, productivity, and affirmative action programs.

**THEATRE ARTS**

**SP 229 Oral Interpretation** 3 Credits  
(3 Lec Hrs/Wk)

Designed to help student improve and enjoy reading aloud from prose, poetry, and drama. Aids in communication of intellectual and emotional values and to enhance one's appreciation of literature.

**TA 101 Introduction to Theatre** 3 Credits  
(3 Lec Hrs/Wk)

Broadens insight, whether for reading plays, viewing dramatic art in theatre, or participation in production of dramatic works.

**TA 121/122/123 Fundamentals of Acting Technique** 3 Credits/Term  
(3 Lec Hrs/Wk)

Methods, techniques, and theory of acting as art form.

**TA 126 Basic Movement** 1-3 Credits  
(1-3 Lec Hrs/Wk)

Increases awareness of physical-visual aspects of drama. Improves ability to express through movement.



**TA 161/162/163 Fundamentals of Technical Theatre** 4 Credits/Term  
(3 Lec, 2 Lab Hrs/Wk)

Techniques of mounting various styles of production for presentation. Includes basic principles and techniques in stage design, lighting, properties, and stage management.

**TA 182/282 Theatre Rehearsal and Performance** 1-3 Credits/Term  
(3-9 Lab Hrs/Wk)

Designed to reflect practical application of classroom theory. May be taken by any participant in current theatre productions scheduled for public performance. May be repeated for maximum of nine credits. Credits adjusted to reflect magnitude of responsibility in performance and quantity of clock hours applied to performance.

**TA190/290 Projects in Theatre (Makeup)** 1-9 Credits  
(3-27 Lab Hrs/Wk)

Individually arranged projects. Project proposals in areas of technical theatre, production, or performance. Must meet standards of instructor involved. Must be clearly defined in relation to requirements, and deadline for completion. Requirements must be mutually agreed upon by student and instructor.

**TA 201/202/203 Theatre History** 3 Credits/Term  
(3 Lec Hrs/Wk)

Demonstrates development of theatre from classical Greek times to present. Influence of past theatre on current theatre practice will be studied. Students will be introduced to major works of dramatic literature.

**TA 230/231/232 Acting I** 3 Credits/Term  
(3 Lec Hrs/Wk)

Study of methods, techniques, and theory of acting as art form. Performance of laboratory exercises and cuttings from plays are basic teaching approaches.

**TA 280 Field Experience** 1-4 Credits  
(3-12 Hrs/Wk)

On-site work experience in theatre productions. Prerequisites: instructor's consent.

**0.506 Introduction to Theatre** 0-3 Credits  
(Variable)

Designed to orient student to theatre art for better appreciation and understanding through participation. May be repeated for credit with instructor's consent. Prerequisites: instructor's consent.

**TA 199/299 Special Studies in Theatre To Be Arranged**

**WRITING - see Composition**

**ZOOLOGY**

**Z 201/202/203 General Zoology** 4 Credits/Term  
(3 Lec, 3 Lab Hrs/Wk)

Study of biology of animals including their classification, structure, physiology, ecology, behavior, and genetics.

# ADMINISTRATION

Citizens of the district are represented in all aspects of the college operation by the Board of Education, seven men and women from the towns and cities of the district who are elected by the people. The Board, assisted by three ex-officio board members representing students, faculty, and staff, determines the policy to be administered by the college president. In budget preparation, the Board is assisted by a seven-member Budget Committee. The committee is appointed by the Board.

## Board of Education

Barbara Brown, Charleston  
Charles Brummel, Myrtle Point  
Marcella Dailey, Reedsport  
Jon Dowers, North Bend  
Jon Littlefield, Coos Bay  
Dr. Sheldon Meyer, Coos Bay  
Gordon Ross, Coos Bay

## Budget Committee

LaVerne Brodie, Myrtle Point  
Uvah Carlson, Coquille  
Charles Reigard, Coos Bay  
John Spring, North Bend  
Bob Sund, Reedsport  
Walt Woodward, Bandon

## ADMINISTRATIVE OFFICERS AND STAFF

### Office of the President

James Love, Administrative Assistant  
Ann Hunt, Director of Community Services  
Suzanne Street, Director of Data Processing  
Mary VanPulliam, Executive Secretary

### Office of Business Affairs

Harvey Crim, Business Manager  
Charles Bliss, Finance Director/Assistant  
Business Manager  
Irma Barth, Bookstore Manager  
Don Neuharth, Superintendent of Buildings and Grounds



Jack Brookins, President of the College

### Office of Instructional Services

John Rulifson, Dean of Instructional Services  
Bonnie Koreiva, Director of Special Instructional Programs  
Dortha McCarthy, Director of the Learning  
Resource Center  
Jack Stevenson, Director of Career Education  
Donald Strahan, Coordinator of Community Education  
Marlis Houghton, Assistant to the Dean of  
Instructional Services  
Pat Alvey, Instructional Materials Technician

### Office of Student Services

John Hunter, Dean of Student Services  
Jean von Schweinitz, Director of Admissions and Records  
Shirley Gitchell, Financial Aids Advisor

# FULL-TIME FACULTY

**JOHN C. ANDERSON**, Associate Professor of Technical Vocational Education  
B.S.E.E. in Engineering, 1960, Oregon State University  
M.A. in Mathematics, 1971, University of Oregon

**PHILLIP M. ANDERSON**, Associate Professor of English  
B.A. in English Literature, 1964, San Francisco State University  
M.A. in English Literature, 1966, San Francisco State University

**JOSEPH BABCOCK**, Associate Professor of Industrial Mechanics  
Approved Vocational Instructor

**RODGER BARBER**, Associate Professor of Industrial Mechanics  
A.S. in Industrial Technology, 1977, Southwestern Oregon Community College  
Approved Vocational Instructor

**ROBERT P. BOWER**, Associate Professor of English  
B.A. in English, 1969, Lycoming College  
M.A. in English, 1971, Western Illinois University

**JACK E. BROOKINS**, Professor and President of the College  
B.Ed. in Trade and Industrial Education, 1950, Colorado State University  
M.Ed. in Vocational Education, 1954, Colorado State University

**DONALD E. BURDG**, Associate Professor of Mathematics  
B.S. in Mathematics, 1951, Colorado State College  
M.A. in Mathematics, 1952, Colorado State College  
M.S. in Mathematics, 1966, Oregon State University

**BRUCE R. CASE**, Assistant Professor of Physical Education and Business Administration  
B.A. in Business Administration, 1972, University of Washington  
M.Ed. in Business Education, 1981, Oregon State University

**EDWARD M. CHILLA**, Associate Professor of Speech and Drama  
B.A. in Drama, 1962, San Jose State College  
M.F.A. in Theatre Direction, 1969, University of Oregon

**JOANNE E. COOPER**, Assistant Professor of Developmental Reading  
B.A. in Education, 1967, Oregon State University  
M.A. in Speech Pathology & Audiology, 1969, University of Oregon  
M.A. in Curriculum & Instruction, 1981, University of Oregon

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Ph.D. in History, 1972, University of California

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- LANNY R. LESLIE**, Associate Professor of Forest Technology  
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M.S. in Organic Chemistry, 1961, Oregon State University  
Ph.D. in Chemistry, 1971, Louisiana State University
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B.A. in English, 1965, Kansas State University  
M.A. in Comparative Literature, 1968, University of Oregon
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M.Div. in Religion, 1962, Pacific School of Religion  
M.B.A. in Economics/Quantitative Methods/Finance, 1976, University of Oregon
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B.A. in Philosophy, 1966, Seattle University  
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Ph.D. in Higher Education, 1967, University of Washington
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B.A. in Psychology, 1969, Humboldt State University  
M.S. in Education, Curriculum & Instruction, 1976, University of Oregon
- SUZANNE STREET**, Director of Data Processing  
A.S. in Data Processing, 1974, Southwestern Oregon Community College  
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M.A. in Anthropology, 1966, University of Montana
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M.A. in English, 1954, University of Texas  
Ph.D. in English, 1968, University of Texas
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B.A. in Psychology, 1967, Austin College  
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- TERRY D. WEAVER**, Professor, Media Specialist  
B.A. in Religion, Chemistry, Mathematics, 1963, Graceland College  
M.S.Ed. in AV Communication, 1965, Indiana University  
Ed.D. in AV Communication & Information Science, 1971, Indiana University
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B.S. in Business Education, 1973, Oregon State University  
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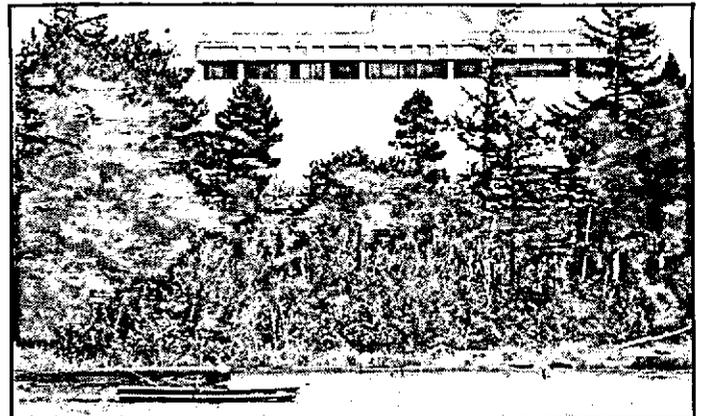
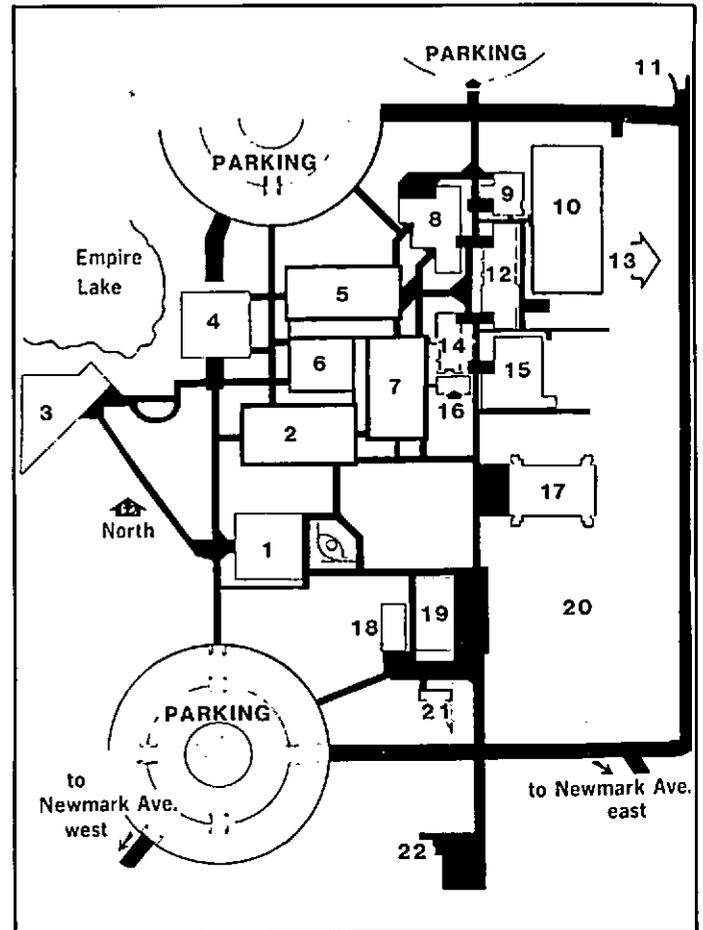
#### PROFESSORS EMERITI (Retired)

- CARROLL K. AUVIL**, Associate Professor Emeritus, Electronics  
**SAM E. CUMPSTON**, Professor Emeritus, Mathematics, Physics, Computer Science  
**HELEN FERGUSON**, Associate Professor Emeritus, Business  
**RAYMOND KELLEY**, Professor Emeritus, Physics and Mathematics  
**BERNELL MEACHAM**, Associate Professor Emeritus, English and Journalism  
**DONALD R. MOFFITT**, Associate Professor Emeritus, Business  
**PHILIP RYAN**, Professor Emeritus, Business, Computer Science  
**WILLIAM W. SHARP**, Associate Professor Emeritus, Business  
**VERNON C. SORENSON**, Associate Professor Emeritus, Languages



# CAMPUS DIRECTORY

- |                                  |                           |
|----------------------------------|---------------------------|
| 1 Dellwood                       | 8 Eden Hall               |
| Campus information               | Art Gallery               |
| Employment and Personnel         | Ceramics/sculpture        |
| Office of Business Services      | Lecture hall              |
| Office of Instructional Services | Painting lab              |
| Office of the President          | Printmaking lab           |
| Office of Student Services       | 9 Sunset Hall             |
| Office of Admissions and Records | Music                     |
| Financial Aid Office             | 10 Tennis Courts          |
| 2 Randolph Hall                  | 11 Fire Training Facility |
| Business classes                 | 12 Sumner Hall            |
| Data Processing                  | Forestry                  |
| 3 Empire Hall                    | Home Economics            |
| Counseling                       | Nursing                   |
| Food service                     | 13 Softball Field         |
| Lounge and study space           | Lampa Hall                |
| Associated Student Government    | Faculty offices           |
| 14 Southwestern news office      | Media center              |
| 4 Tioga Hall                     | 15 Fairview Hall          |
| Adult Basic Education            | Machine shop              |
| Audiovisual Center               | Welding shop              |
| Bookstore                        | 16 College Playhouse      |
| Fishing Technology               | 17 Prosper Hall           |
| Library                          | Gymnasium                 |
| Listening/Viewing Center         | Physical Education        |
| Math Lab                         | 18 B-3                    |
| Nurse's office/health counselor  | 19 Umpqua Hall            |
| Office of Community Services     | Automotive shop           |
| Reading Lab                      | Small engine repair shop  |
| 5 Sitkum Hall                    | 20 Playing Field          |
| Classrooms                       | 21 Photography Lab        |
| 6 Quad Area                      | 22 Maintenance            |
| 7 Coaledo Hall                   |                           |
| Electronics Learning Center      |                           |
| Science labs                     |                           |



# Southwestern Oregon Community College

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COUNSELING CENTER  
SOUTHWESTERN OREGON COMMUNITY COLLEGE  
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