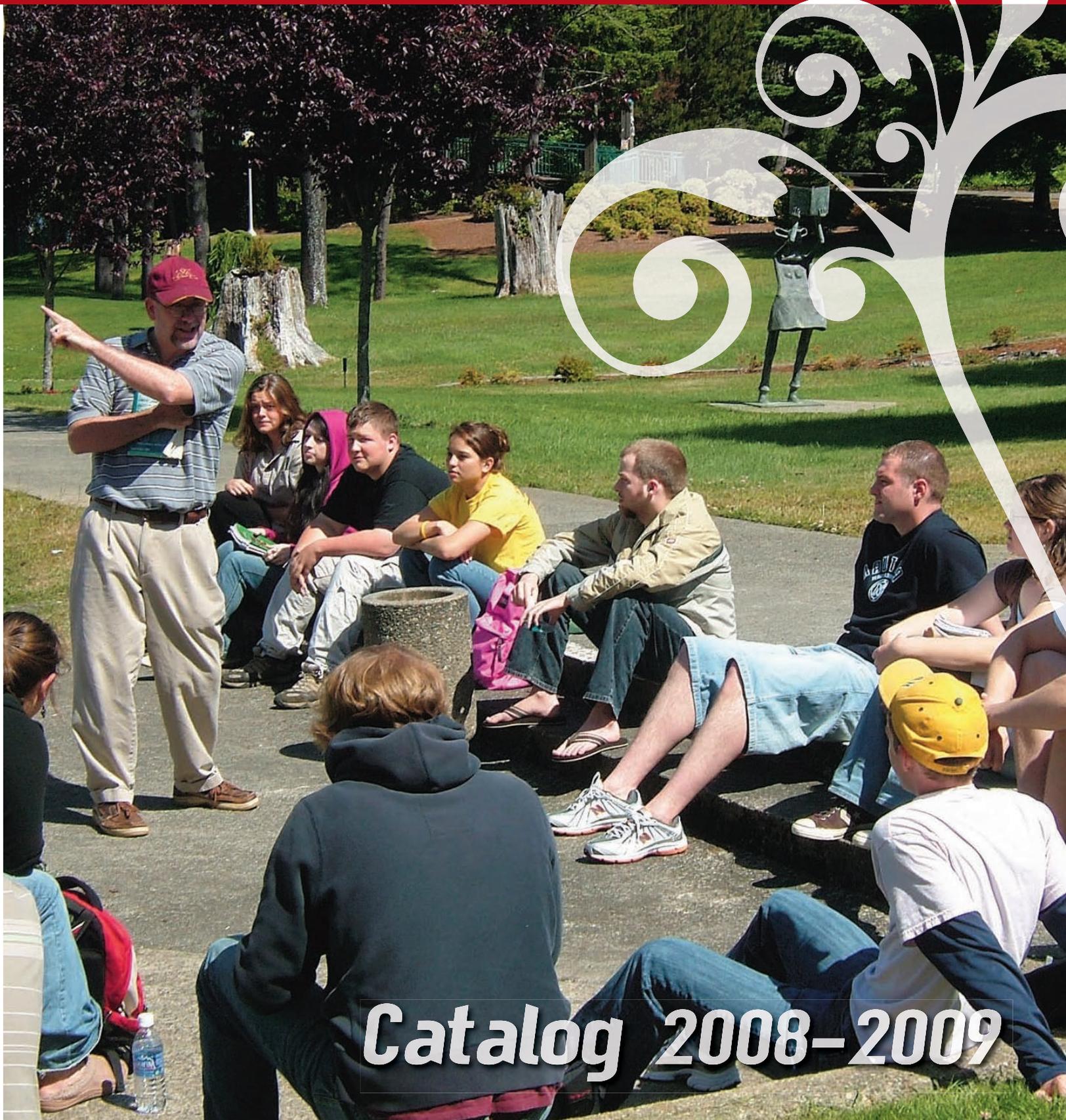


# SOUTHWESTERN

Oregon Community College



***Catalog 2008-2009***

**SOUTHWESTERN  
OREGON COMMUNITY COLLEGE  
1988 NEWMARK AVE., COOS BAY OR 97420  
www.socc.edu**

<b>Southwestern Main Campus</b> .....	<b>(541) 888-2525</b>
.....	<b>(800) 962-2838</b>
<b>Admissions</b> .....	<b>(541) 888-7636</b>
<b>Athletic Department</b> .....	<b>(541) 888-7452</b>
<b>Community/Distance Education</b> .....	<b>(541) 888-7415</b>
<b>Educational Support Programs and Services</b> .....	<b>(541) 888-7405</b>
<b>Counseling, Testing, and ADA</b>	
<b>Financial Aid Office</b> .....	<b>(541) 888-7337</b>
<b>Federal Work Study/General Student Employment</b> .....	<b>(541) 888-7337</b>
<b>Student Loan Coordinator</b> .....	<b>(541) 888-7413</b>
<b>Oregon Student Assistance Commission</b> .....	<b>(800) 452-8807</b>
<b>Federal Student Aid</b> .....	<b>(800) 433-3243</b>
<b>International Student Program</b> .....	<b>(541) 888-7185</b>
<b>Student First Stop</b> .....	<b>(541) 888-7352</b>
<b>Registration, Student Records, and Transcripts</b>	
<b>Cashier and Student Accounts Receivable</b>	
<b>Student Housing</b> .....	<b>(541) 888-7635</b>
<b>Student Support Services</b> .....	<b>(541) 888-7419</b>
<b>Southwestern Curry County Brookings campus</b> .....	<b>(541) 469-5017</b>
<b>Southwestern Curry County Gold Beach campus</b> .....	<b>(541) 247-2741</b>
<b>Southwestern Curry County Port Orford campus</b> .....	<b>(541) 253-7553</b>

# Southwestern Oregon Community College Catalog

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# 08-09



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# Southwestern Oregon Community College



## *President's Welcome*

Dear Southwestern Oregon Community College Student,

Congratulations on your choice of Southwestern Oregon Community College! Our half century tradition of top-notch college education for our students, echoed in this catalog, will strengthen your future, too. This catalog defines our promise of excellence to you. Please take the time to plan your future at Southwestern through these pages.

Your investment in your future combined with the Southwestern promise of excellence provides for a solid base for your career choice. We are prepared to join you in your personal pursuit.

Welcome to your great Southwestern journey!

Judith M.L. Hansen, Ph.D.  
President

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## *Vision Statement*

**Southwestern leads and inspires lifelong learning.**

## *Mission Statement*

**Southwestern provides quality learning opportunities!**

## *Core Values*

<b>Quality</b>	<b>Student Satisfaction</b>
<b>Access and Opportunity</b>	<b>Sense of Community</b>
<b>Teaching and Learning</b>	<b>Social Responsibility</b>
<b>Innovative Change</b>	

It is the policy of the Southwestern Oregon Community College Board of Education that there will be no discrimination or harassment on the grounds of race, color, gender, marital status, sexual orientation, religion, national origin, age, political affiliation, parental status, veteran status, or disability in any educational programs, activities, or employment. Persons having questions about equal opportunity and non-discrimination should contact the Vice President of Administrative Services in Tioga Hall, Room 512. Phone (541) 888-7206 or TDD (541) 888-7368. All other issues, concerns, and complaints should also be directed to the Vice President of Administrative Services for referral to the appropriate administrator.

La política del Concejo de Educación del Southwestern Oregon Community College, es que no existe discriminación ni acoso por motivos de color, género, estado civil, orientación sexual, religión, nacionalidad, edad, afiliación política, estado paterno, condición de veterano, o incapacidad en ninguno de los programas educativos, ni en las actividades, ni en el empleo. Las personas que tienen preguntas acerca de la igualdad de oportunidad y de la no discriminación deben contactar al Vice President de Servicios Administrativos en Tioga Hall, Room 512. Llame al Teléfono (541) 888-7206 o TDD (541) 888-7368. Todos los otros asuntos, preocupaciones, y quejas deben ser dirigidas también al Vice President de Servicios Administrativos para referencia del apropiado administrador.

**Information in this publication was believed to be correct at press time; however, information is subject to change without notice.**

# 2008-2009

## Quick Reference Calendar\*

Term	Summer 2008	Fall 2008	Winter 2009	Spring 2009	Summer 2009 (tentative)
Registration	*Please check each term's Schedule of Classes for registration information, including online classes, or find information online at <a href="http://www.socc.edu">www.socc.edu</a> .				
<b>Move-in day for housing residents</b>	All students - June 21	All students - September 25	New students - Jan 2  Returning students - Jan 4	New students - March 27	All students -June 20
<b>Day and Night classes begin</b>	June 23	September 29	January 5	March 30	June 22
<b>Last day to register or add classes without instructor consent</b>	June 26	October 3	January 9	April 3	June 25
<b>Last day for refunds and to withdraw without being assigned a "W"</b>	July 3	October 10	January 16	April 10	July 2
<b>Holidays/ Office Closures/ and Session Breaks</b>	Independence Day July 3  Campus Offices Closed on Fridays during the summer beginning June 20 through August 29	Veteran's Day - November 11  Thanksgiving - November 27-28  Term Break - Dec 12 - Jan 2  Campus Offices Closed -Dec 23 -Jan 1	MLK Day - Jan 19  Presidents Day - February 16  Spring Break - March 23-27	Memorial Day - May 25  Term Break - June 15-19	Independence Day - July 2
<b>Last day to withdraw from a class</b>	August 6	December 3	March 11	June 3	August 5
<b>Final exams</b>	August 11-14	December 8-11	March 16-19	June 8-11	August 10-13
<b>Last day of term</b>	August 14	December 11	March 19	June 11	August 13
<b>Commencement</b>				June 12	



# Getting Started at Southwestern

# Steps for Success

## 1 General Admission Information

Southwestern has an open-door admission policy and welcomes students who wish to obtain a quality education. In general, students may enroll in classes if they meet any one of the following requirements and have the ability to profit from instruction:

- Are 18 years of age or older.
- Have graduated from an accredited high school.
- Have completed a General Education Development (GED) certificate or an Adult High School Diploma.
- Were home schooled and have met state requirements for high school equivalency/completion.

If you need assistance with any part of this process, see the Admissions Office in Dellwood Hall, Room 4, or call (541) 888-7636 or (800) 962-2838, ext. 7636 to schedule an appointment.

Si usted necesita mas ayuda, por favor, llame a Educational Support Programs and Services (ESPS) al teléfono (541) 888-7408 o (541) 888-7407.

Students under the age of 18, who have not graduated from high school or earned a GED, should meet with an advisor/counselor and his or her parent(s), to fill out the "Underage Student Orientation to College" and "Underage Agreement" Forms. Please contact the Educational Support Programs and Services (ESPS) office in Stensland Hall or call (541) 888-7405.

Curry County residents have three locations to contact for assistance, the Brookings-Harbor Center, 420 Alder Street, (541) 469-5017, the Gold Beach Center, 29392 Ellensburg Ave, PO Box 590, (541) 247-2741 and the Port Orford Center, (541) 253-7553.

### Career Pathways

#### *What is a Career Pathways Certificate?*

A Career Pathways Certificate opens the door to a solid start in obtaining your employment and educational goals. Each certificate requires just a few courses at a pace that is comfortable for you. The first certificate gives you a competitive edge when applying for an entry level position in a given industry or career pathway. As you move up the ladder in your career, you'll find that each new Career Pathways Certificate will give you an advantage as you apply for better positions. These Certificates will lead to an Associate of Applied Science or an Associate of Science Degree – or even beyond! ([www.socc.edu/pathways](http://www.socc.edu/pathways))

#### *How do students enroll in Pathways?*

All courses included in Pathways are college courses. Students register for courses through the usual Southwestern registration process. See [www.socc.edu](http://www.socc.edu) and click on WebAdvisor or see the Southwestern Oregon Community College Schedule of Classes.

#### *When are courses offered?*

Courses included in Certificates of Completion are offered at a variety of times including daytime, evenings, and online. See the Southwestern Oregon Community College Schedule of Classes or [www.socc.edu](http://www.socc.edu). Click on WebAdvisor, then click on Prospective Student and search for classes.

#### *How do students learn more about the certificates they want to pursue?*

Students can find more information about certificates on the SOCC website ([www.socc.edu/pathways](http://www.socc.edu/pathways)) or by contacting the SOCC Student First Stop Center on the main campus in Coos Bay at (541) 888-7352 or in Curry County at (541) 469-5017.

#### *Do students have to take a placement test?*

Students who will be full-time, who will be pursuing a degree or certificate program or receiving financial aid, must complete a placement test prior to registration. The placement test determines the student's entry levels for reading, writing and math. If the student has prior college work, has taken a placement test at another college, or has recent ACT or SAT scores, check with ESPS in Stensland Hall on the main campus in Coos Bay at (541) 888-7405.

Placement tests are given in Stensland Hall between the hours of 8:15 a.m. and 3:00 p.m., Monday through Friday, and take approximately two hours to complete. At the end of the testing session, the student will receive a copy of the test results. Either the student's advisor or a counselor will discuss the results and assist the student in selecting classes based on the student's placement scores.

**Note:** High scores may allow the student to 'test out' of some course work. Placement tests are also scheduled by appointment through the local Southwestern Oregon Community College Curry sites in Brookings, Gold Beach and Port Orford.

#### *How do students pay for college credit while in high school?*

Check with the guidance counselor at your high school for specific options, which may include 2+2, dual credit, expanded options, personal payment and other opportunities.

#### *Are employers willing to assist employees in attaining the courses necessary for the certificate?*

Some employers are willing to provide flexible schedules, partial tuition, and other support. For example, hospitals and other healthcare businesses are funding professional development at higher levels now than in previous years. Larger retail chains are willing to assist employees who show management potential. See the individual employer for more information.

#### *Is financial aid available for students studying toward a certificate?*

Financial aid may be available. If you have any questions, contact [fao@socc.edu](mailto:fao@socc.edu) or (541) 888-7337 for assistance.

#### *How much does it cost to earn a certificate?*

The cost varies depending upon how many courses are in the certificate. The cost of tuition and fees can be found in the printed Southwestern Oregon Community College Schedule of Classes or online at [www.socc.edu](http://www.socc.edu).

For more information contact ESPS at 1-800-962-2838 or (541) 888-7405 or e-mail at [advisingquestions@socc.edu](mailto:advisingquestions@socc.edu). In Curry County call (541) 469-5017.

## 2 Complete an Application for Admission

### First-time students

Students who will be taking 12 credits or more in a term, receiving financial aid, and/or pursuing a degree or certificate are required to submit an Application for Admission.

- Apply online at [www.socc.edu/admissions/ApplicationforAdmission.pdf](http://www.socc.edu/admissions/ApplicationforAdmission.pdf) and submit the application fee online, or
- Pick up an application at the Student First Stop Center in Dellwood Hall and submit it with the application fee, in person or by mail.

Students who will be taking less than 12 credits in a term or attending for personal interest are only required to complete a Student Record form. The Student Record form is located at [www.socc.edu/admissions/sturecordform](http://www.socc.edu/admissions/sturecordform). Once the required information is submitted, please allow three working days to receive your user ID and password by email.

### International Student Admission ext. 7185

Students who are citizens of other countries must meet federal immigration and college requirements before being admitted to Southwestern. International students who present Test of English as a Foreign Language (TOEFL) scores with a minimum score of 450 may be admitted to Southwestern. Other tests accepted are listed online at [www.socc.edu/isp/admissions.html](http://www.socc.edu/isp/admissions.html).

Students must complete the International Application for Admission form and submit it along with TOEFL scores and a financial statement to the Coordinator of International Student Programs before the I-20 and acceptance letter are issued. Students are also required to send any international transcripts to a third party evaluator for translation.

#### *S OCC Fact*

International transcripts must be mailed to a third party evaluation party. A fee is charged for this service.

World Education Services, Inc. – ask for a “Course by Course Report”. WES Inc, PO Box 26879, San Francisco, CA 94126, (800)414-0147, [www.wes.org](http://www.wes.org).

Or

Academic Evaluation Institute, Inc. ask for a “Comprehensive Report.” ACEI Inc., PO Box 6908, Beverly Hills, CA 90212, (310)275-3530, [www.acei1.com](http://www.acei1.com).

For more information please contact the Coordinator of International Student Programs at (541) 888-7185 or (800) 962-2838, ext. 7185.

Southwestern provides a comprehensive array of services. Aside from the special orientation process designed specifically to familiarize our international students with the college and community, we offer TOEFL preparation on campus, personal and academic counseling, special tutoring services to help students progress in their courses, a mentor program that brings international students together with American conversation partners, and a bridge course (Writing 60: College Writing for International Students) designed to provide international students with writing practice in most disciplines. In addition, there is housing assistance, advice about immigration regulations, and activities and field trips which are periodically organized to acquaint our students with the recreational opportunities available in this scenic area. For additional information, the International student web page is located at: [www.socc.edu/intrnat\\_stu/index.html](http://www.socc.edu/intrnat_stu/index.html).

### Special Admissions Programs

There are additional admission processes for restricted-entry courses, programs, and training opportunities which include:

- Culinary Arts ext 7700
- Nursing, Perioperative Nursing, Nursing Assistant and Medical Aide ext 7340
- Emergency Medical Technician ext 7432
- Adult Learning Skills - ABE/GED ext 7116

These programs may require separate applications. Call the extensions indicated or the Admissions Office in Dellwood Hall, Room 4, (541) 888-7636.

### Transfer Students

Students who transfer to Southwestern and plan to complete a degree and/or receive financial assistance must complete the application process and have official transcripts sent to Southwestern. Course credits transferred from other accredited colleges or universities are evaluated in terms of equivalency to Southwestern courses and/or applicability to Southwestern programs. All credits of the cumulative grade point average (GPA) are transferred; however, some of the credits may not apply to a student's Southwestern program.

#### *S OCC Fact*

Send all Official Grade Transcripts to Southwestern Oregon Community College, Attn: Transcript Evaluator, 1988 Newmark Avenue, Coos Bay, OR 97420.

## 3 Declare a Major

Degree seeking students must declare a major on the Application for Admission. If you wish to change your declared major, you must go to the ESPS office and complete a Major Change form. Advisors are unable to declare or change a student's major. Changes to majors made within the second week of the term will apply to the current term. Changes made after the third week of the term will apply to the following term. Refer to the catalog in which you declared your major.

## Statute of limitations on AS, AGS and AAS degrees and certificates

To earn an Associates degree or Certificate of Completion, students must meet the requirements in the catalog year in which they first declare their major at Southwestern Oregon Community College. Students who are not enrolled in at least one course towards their degree for more than one year will lose the right to complete the degree under the original catalog requirements. A student must then meet the requirements in the program from the catalog that is current at the time he/she re-enrolls at Southwestern.

The application of existing coursework will be evaluated on an individual basis by the transcript evaluator and the appropriate instructors. Modifications or exceptions may be made in certain circumstances; for example, if the student has been employed in the skill area and has thus been able to keep up with developments in the field or if the time lapse is marginally outside accepted limits. All exceptions will be made with the knowledge and consent of the appropriate instructors.

An edition of the catalog is valid for five academic years. For example, a catalog that takes effect in summer of 2008 is valid only through spring of 2013. Students should regularly consult an advisor in their major field. Failure to complete the requirements within that timeline will require students to move to the current catalog year or to petition the Academic Standards Committee, using the Academic Standards Committee Petition form, for an exception to the policy. Students taking more than five years to complete their degree program must have coursework evaluated by the transcript evaluator and the program department before graduation. Students may have to retake courses or take additional coursework in order to graduate.

### *S OCC Fact*

Students receiving Financial Aid are required to declare a valid major.

A declared major contains a list of required courses a student needs in order to graduate with a degree or certificate.

Your catalog year is the academic year you declared your major. A catalog is your guide book for success at any college. Always refer to your catalog when planning your following term's course schedule. Your catalog will assist you in keeping on track for graduation by helping you determine the courses you need and do not need.

Some programs may impose shorter time limits for accepting credits for degree or certificate requirements. Occasionally, the college may change courses and course numbers within a program. Southwestern Oregon Community College has the right to terminate or reinstate programs. The college will assist students enrolled in these programs to complete the degree or certificate requirements whenever possible.

## 4 Apply for Financial Aid

All students interested in receiving any type of financial assistance, including loans, must complete the FAFSA (Free Application for Federal Student Aid). The application is available on line at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Southwestern's school code is 003220.

Southwestern's Financial Aid office will contact you by mail to inform you of your next step in the financial aid process. For further information visit us online at [www.socc.edu](http://www.socc.edu), at the Financial Aid office in Dellwood Hall, or call (541) 888-7337.

### *S OCC Fact*

A FAFSA is required every academic year. Starting January 1, the FAFSA and the renewal FAFSA is available online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

All students seeking student loans must complete a FAFSA and go through the financial aid and loan process.

Degree seeking students taking less than 12 credits in a term may still have financial assistance available to them. Complete the FAFSA and contact the Financial Aid office for more information.

## 5 Arrange for Housing

All full-time students have the privilege to live in Student Housing. Students who are from out of district or from out of state are required to live in housing for their freshman year. Living in student housing is the best way to ensure academic success, to collaborate with other students, faculty and staff and to get the full "college experience." Prospective residents must be 18 years of age before December 15 of the current academic year to live in housing. The room and board agreement and the housing application are available online at [www.socc.edu](http://www.socc.edu) or visit the Housing office in the Lighthouse Depot, Room A-1.

Students who are required to live in student housing may request a waiver from the Student Housing office. Pre-approved exemptions include having a dependent, being 21 years of age prior to the first day of class, being a veteran or transferring with 45 or more quarter credits. The college does not grant waivers for reasons other than those listed.

## 6 Take a Placement Test

The purpose of a placement test is to determine a student's entry level for reading, writing, and math. The tests are given in Stensland Hall between 8:15 a.m. and 3:00 p.m., Monday through Friday, and take an average of two hours to complete. Students will receive a copy of their test results, and students' advisors will discuss the results with

them as well as assist them in selecting classes based on their placement. Call Educational Support Programs and Services (ESPS) located in Stensland Hall at (541) 888-7371 for more information.

**Applicants who have ACT/SAT scores are asked to submit them to the Admissions Office in Dellwood Hall, Room 4.**

#### *S OCC Fact*

High scores may allow students to "test out" of some coursework. If students have prior college work or have taken a placement test at another college, they should check with ESPS located in Stensland Hall.

### Determining Mandatory Reading

A reading skills class is required for all full time (12 credit) or degree seeking students whose test scores are between 30-38 on the ASSET Placement test or 36-68 on the COMPASS Placement test. These students are required to attend reading skills classes until their test scores are 39 or higher on the ASSET or 69 or higher on the COMPASS. Students may take other courses needed to complete their programs or degrees while enrolled in reading skills classes. Students with disabilities will not be excluded from this policy based on disability alone.

## 7 Meet with an Advisor

Degree seeking students must see their advisor each term before they are able to register. Students will discuss their educational goals with their advisors and receive help in completing their class schedules. A student may make an appointment to see a counselor or can be assigned an advisor at Educational Support Programs and Services (ESPS) in Stensland Hall. Students who are unsure of their educational goals can receive help from counselors to determine a college major and career goal.

Students can use the internet to log onto Southwestern's website at [www.socc.edu/academics/](http://www.socc.edu/academics/) to find a listing of classes. Students can register online at [www.socc.edu](http://www.socc.edu) (click on WebAdvisor) or in person at the Student First Stop Center. For assistance please call (541) 888-7352.

#### *S OCC Fact*

Degree seeking students must meet with their advisors each term they attend to be approved to register for the following term.

Students who need further assistance in determining their educational goals should visit ESPS to use the Oregon Career Information System (CIS). CIS is a free online aptitude test. An aptitude test is a resource that offers career fields based on your interests.

## 8 Register for Classes

Degree seeking students are required to meet every term with their advisor to be approved to register. Register online at [www.socc.edu](http://www.socc.edu) (click on WebAdvisor), or in person at the Student First Stop Center in Dellwood Hall.

### What WebAdvisor can do for you at SOCC!

- **Access:**
  - Get a user ID
  - How to use/receive a password
  - Learn your SOCC student ID
  - Use your SOCC e-mail address
- **Registration:**
  - Search for classes
  - Register for classes
  - Check your preferred list
  - Add/drop classes
  - Manage your waitlist
- **Financial:**
  - Check your account summary
  - Make a payment
  - Set up a payment plan
  - Check your financial aid status
  - Apply for a student loan
- **Academic needs:**
  - E-mail your advisor
  - Print an unofficial transcript
  - View your GPA and grades
  - Print an enrollment verification
- **Difficulties with WebAdvisor?**
  - Contact the SOCC Student First Stop at [firststop@socc.edu](mailto:firststop@socc.edu) or (541) 888-7352
  - or
  - 24/7 Online Support Center at [www.socc.edu/support](http://www.socc.edu/support) or (866) 548-8523.

### Distance Education



Distance education is any type of learning where student and instructor are separated by time and/or place. It can be delivered using a variety of methods or technologies.

The Office of Distance and Community Education is located on the Southwestern Oregon Community College (SOCC) campus in Randolph Hall, Room 10, and can be contacted by e-mail at [esocc@socc.edu](mailto:esocc@socc.edu). Additional Distance Education information can be found on the SOCC website at [www.socc.edu/dist\\_learn/index.html](http://www.socc.edu/dist_learn/index.html).

Students must be sure to formally remove themselves from their online class within the second week of the term to avoid being charged for the class if they do not feel they can complete the course.

Students who take courses via distance education at SOCC are expected to adhere to the policies and procedures as stated in the Southwestern Student Handbook located at [www.socc.edu/student\\_life/handbook](http://www.socc.edu/student_life/handbook).

## Technical help and support^

For help with online courses, e-mail the Student Help Desk at [webctsupport@socc.edu](mailto:webctsupport@socc.edu), Monday - Friday from 8:00 a.m. to 5:00 p.m.

Additional information and services are on the web at [www.socc.edu/dist\\_learn](http://www.socc.edu/dist_learn). Students will find tutorials, FAQs, self-assessment tests and the hardware and software required to take online classes.

*^If you are enrolled in another Oregon community college course, you must contact the tech support at that community college. You can find links at [www.socc.edu/dist\\_learn/gettoclass.html](http://www.socc.edu/dist_learn/gettoclass.html).*

## 9 Pay for Classes

Current tuition and fees are listed online at [www.socc.edu](http://www.socc.edu) and in the quarterly Schedule of Classes. All courses carry a per credit tuition charge, per credit fee, and a per course fee.

Payment in full or a payment plan is required at the time of registration. Financial Aid students should verify their funding with the Student First Stop Center.

### *SOCC Fact*

Tuition for out-of-state students and Oregon resident students is the same.

### Understanding Your Responsibility for Payment

Southwestern accepts cash, checks, money orders, VISA, MasterCard, and Discover. Students may set up payment plans and make convenient equal monthly payments. Contact the Student First Stop Center for more information.

Refer to Southwestern's website, the quarterly Schedule of Classes and the catalog for the refund and withdrawal periods. Refer to the Financial Aid section if you will be receiving any type of Financial Aid assistance.

### *SOCC Fact*

All students seeking a student loan must complete a FAFSA and complete the Financial Aid process.

## 10 Purchase Your Textbooks

The Southwestern Bookstore is the one-stop shop for students. It carries everything from new and used textbooks, computer accessories, and software, to art supplies and office supplies. A variety of snacks, clothes, Southwestern memorabilia, and gifts are also available.

**If the Bookstore does not have what a student needs, they will order it right away!**

The Bookstore is located in Stensland Hall. Business hours are Monday-Friday, 8:30 a.m. to 4:30 p.m. Students can also find the Bookstore on the web at [www.socc.edu/bookstore](http://www.socc.edu/bookstore).

The Bookstore offers online purchasing at [www.socc.bkstr.com](http://www.socc.bkstr.com).

### *SOCC Fact*

Book buy-back is held during finals week of each term. Check the Bookstore or term schedule for exact times and dates.

## 11 Attend Orientation to College

New Student Orientation is held each year during the week before fall term begins and attendance is highly recommended. Visit Educational Support Programs and Services (ESPS) in Stensland Hall for more information.

## 12 Student Information

### Academic Honors

To graduate with honors, students must meet the criteria for graduation and have a 3.75 cumulative GPA. Cumulative GPA includes all transfer credits from other colleges. All coursework from other colleges will be included in the cumulative GPA, regardless of applicability to current coursework.

Southwestern Oregon Community College offers a number of options to achieve honors. To be recognized, students must meet the following criteria:

#### Academic Excellence

- Earn a 4.0 grade point average for the quarter.
- Complete 12 or more credits in which letter grades were earned.\*

#### Honor Roll

- Earn a grade point average between 3.5 and 3.99 for the quarter.
- Complete 12 or more credits in which letter grades were earned.\*

#### Dean's List

- Earn a grade point average between 3.0 and 3.49 for the quarter.
- Complete 12 or more credits in which letter grades were earned.\*

#### Southwestern Scholar

- Appear on the honor roll or achieve academic excellence for the entire academic year (Fall, Winter and Spring terms).

\*Letter Grades (A, B, C, D and F).

## Academic Notification System

To help students be successful, the Academic Notification System has been developed to monitor the academic progress of students.

The Academic Notification System is a three-step process designed to alert students to potential lack of progress during their academic career.

- **Step 1 - Academic Notification** - This status results when the student's term grade point average (GPA) is below satisfactory progress (2.0) or the student has received two or more "U", "R", or "F" grades in one term.
- **Step 2 - Academic Probation** - If the student has received academic notification status and the term GPA is again below 2.0 or the student has received two or more "U", "R", or "F" grades in one term, the student is placed on academic probation. (The student will continue on probation until the cumulative GPA is 2.0 or higher, provided that satisfactory progress is maintained during this time.)
- **Step 3 - Academic Suspension** - If, during any term while on probation (or previous suspension), the student does not make satisfactory progress, the student will be suspended. This status results when the term GPA and current cumulative GPA are below 2.0.

## Administrative Withdrawal

A student who fails to attend classes during the first week of the term may, at the instructor's request, be administratively withdrawn unless the student has made prior arrangements with the instructor. Students may also be withdrawn due to inappropriate or disruptive behavior or for non-payment of tuition and fees. Being administratively withdrawn may not relieve the student of his/her financial responsibility.

## Disability Services

The mission of the Disability Services for Students Office (DSS) is to create a barrier-free environment, to support and celebrate the uniqueness and individualism of students, and to challenge stereotypes and myths about disability. For more information visit [www.socc.edu/serv\\_resrc/disability](http://www.socc.edu/serv_resrc/disability).

## Grades

- A** (4 grade points) Excellent
- B** (3 grade points) Above average
- C** (2 grade points) Average
- D** (1 grade point) Below average
- F** (0 grade point) Failing
- R** (0 grade point) Satisfactory effort. Student attended class regularly and did assigned work but did not meet course learning objectives. Credits apply for course load but do not apply toward completion of a program and are not used in computing grade point average for that term. Students must repeat the course

within one year or the "R" changes to an "F". This grade applies only to the following developmental courses: MTH20, MTH25, MTH70, WR0525, WR60 and WR90. For more information on the "R" grade, refer to Financial Aid rules and the Academic Notification System.

- S** (0 grade point) Satisfactory - equivalent to a "C" or better. Credit as specified. Course credit is not used in computing grade point average.
- U** (0 grade point) Unsatisfactory - no credit earned. Course credit is not used in computing grade point average.
- I** Incomplete "I" grade is given for work that could not be completed during the finals week of the term because of circumstances beyond the student's control. "I" grades require the student's current earned letter grade to be attached to the "I" grade and the date when the Incomplete contract is to expire. If the student does not fulfill her/his contract within the designated time, the grade will automatically revert to the given grade.
- IB** (3 grade points) Incomplete: "B" earned.
- IC** (2 grade points) Incomplete: "C" earned.
- ID** (0 grade point) Incomplete: "D" earned.
- IF** (0 grade point) Incomplete: "F" earned.
- IU** (0 grade point) Unsatisfactory earned.
- M** Multi-term course. Class begins in one term and ends in another. Grades are issued at a later date.
- Z** Grades were not received from instructor. Student will be notified when grade is posted to the transcript.

## Graduation

Students earning a degree or a one-year Certificate of Completion from Southwestern Oregon Community College must process an application for graduation, available at the Student First Stop Center in Dellwood Hall.

Students should apply at least one term prior to expected graduation; for graduation Summer term, submit by the first Friday in May; for graduation Fall term, submit by the first Friday in August; for graduation Winter term, submit by the first Friday in November; and for graduation Spring term, submit by the first Friday in February.

Official transcripts from accredited colleges and universities previously attended, that apply toward a Southwestern degree or certificate, must be on file with the transcript evaluator. All coursework from other colleges will be included in the cumulative GPA, regardless of applicability to current coursework. The cumulative GPA, including transfer work, is used to determine eligibility for graduation honors. Final approval of the Application for Graduation is given only after grades have been posted for the final term's work. Degrees or certificates are mailed to the student following this process and may take two to four months to receive.

The Application for Graduation requires an advisor's signature. Advisors are available to assist students in selecting coursework that applies to the degree or certificate, but students have final responsibility for satisfying graduation requirements. The graduation ceremony is held annually in June. The process above must be completed to be eligible to participate in the

graduation ceremony. A valedictorian will be chosen for the commencement ceremony held annually. To be considered, a student must meet the following criteria:

- Meet the requirements for graduation with an Associates degree.
- Plan to participate in commencement.
- Have the highest GPA for the students graduating with an Associates degree.
- Current grades will be verified and co-valedictorians may be named if more than one student meets all criteria.

### Honors in English

Students who have completed 15 credits of transfer classes at Southwestern, with a cumulative GPA of 3.25 or better, are eligible to enter the Honors in English program. This program encourages exceptional achievement in reading, literature, and writing. Completion of the program will be recognized at graduation and on the transcript with the designation "Honors in English". See your English instructor for more information.

### Library *ext. 7270*

The Library, located on the second and third floors of Tioga Hall, provides an array of resources for the information needs of students, staff, and community members. The collection consists of reference materials, books, electronic databases, periodicals, maps, videos, and other audio-visual materials. A variety of electronic information retrieval methods are available including the online catalog (COASTLINE), online databases, and Internet access. Many of the databases provide full-text articles. Inter-library loan is available for materials that are not locally available.

Introduction to the Library (LIB127) is a self-paced, one-credit transferable course that is taught by librarians. It is offered online Fall, Winter, and Spring terms.

Library hours\* during Fall, Winter, and Spring terms:

Monday - Thursday	8 a.m. - 7 p.m.
Friday	8 a.m. - 5 p.m.
Saturday and Sunday	Closed

*\*Hours for Summer term, holidays, and breaks will be posted.*

### Southwestern Student Handbook

The Student Handbook is produced by Southwestern Oregon Community College and is a publication for students containing college policies and procedures.

Students are responsible for the information contained in the handbook and will be held accountable for adhering to the policies and procedures\* outlined. The handbook can be found online at [www.socc.edu/student\\_life/handbook/](http://www.socc.edu/student_life/handbook/).

Students can also obtain copies, during New Student Orientation, from the Student First Stop Center in Dellwood Hall and from Educational Support Programs and Services (ESPS) in Stensland Hall.

*\*Note: policies and procedures listed are subject to change.*

### Supplemental Instruction *ext. 7301*

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

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

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

**Group Tutoring** - The purpose of this program is to provide all Southwestern students with the academic assistance they need to successfully complete their courses. The program is staffed by students who have successfully completed the courses in which they are tutoring. The tutors specialize in specific subjects. Most tutoring leaders attend the classes in which they are tutoring. Many take notes, which they make available to the students. Tutoring hours are determined at the beginning of each term. Most of the leaders hold three one-hour sessions per week.

**Learning Resource Center (Tutoring Lab)** - This is a program designed to provide all students with the academic assistance they need to complete their courses. The service is offered free of charge to all Southwestern students. The center is staffed with highly qualified tutors who have successfully completed the courses they are tutoring. The tutors are available to students who may need additional help with their classes. The Learning Resource Center currently offers a drop-in program along with tutoring by appointment. Appointment-based tutoring is available for students whose class and work schedules do not allow them to receive help during scheduled business hours.

The Learning Resource Center is located in Randolph Hall, Room 4. Regular tutoring center hours are: Monday through Thursday, 8:00 a.m. to 9:00 p.m., Friday 8:00 a.m. to 4:00 p.m., and Sunday 1:00 p.m. to 5:00 p.m. For more information contact (541) 888-7301.

**Writing Center** - This is provided for students in all classes, not just in writing or literature classes. The Writing Center, located in Randolph Hall, Room 6, is open daily and staffed by writing instructors. It offers help with all aspects of writing, from developing and organizing ideas, to editing for grammar and punctuation. The center also sponsors weekly workshops on specific writing tasks and problems and provides students access to computer exercises and word processing.

## Terms for Success

**Academic Advisor** - Specializes in matters pertaining to students educational program, college policies, placement/assessment test interpretation, degree requirements, transferability, schedule planning, and graduation checks. Faculty perform ongoing advising.

**Add/Drop** - A period of time in which students may change schedules by adding or dropping classes without penalty.

**Administrative Withdrawal** - A student who fails to attend classes during the first week of the term may, at the instructor's request, be administratively withdrawn unless the student has made prior arrangements with the instructor. Students may also be withdrawn due to inappropriate or disruptive behavior or for non-payment of tuition and fees.

**Audit** - Registering for a course, paying appropriate tuition and fees, receiving instruction and evaluation, but no grade is issued and no credit awarded.

**Cancelled Class** - A class that is removed from the schedule due to low enrollment or for other reasons.

**Certificate of Completion** - Awarded for a specific curriculum of fewer than 90 credits and is approved by the State Board of Education. Programs that are at least 45 credits are considered one-year Certificates of Completion and are eligible for federal financial aid (15 of the last 30 credits must be completed at Southwestern). Programs that are fewer than 45 credits are considered less than one year Certificates of Completion. These programs are state approved but may not be eligible for federal financial aid (9 of the last 24 credits must be completed at Southwestern).

**Class Fee** - In addition to tuition, fees cover materials, services, insurance, facility use, and other costs. Current fees are listed in each term's Schedule of Classes.

**Cooperative Work Experience** - Instructional program designed for students to apply skills and concepts developed in the classroom to actual job situations. Cooperative work experience is available for all programs at the college with instructor consent.

**Corequisite** - A second, related course in which a student must be simultaneously enrolled, in addition to the primary course.

**Counselors** - Individuals professionally trained to address personal issues, resolve academic anxieties, assist students in choosing career fields and majors, and problem solve other academic difficulties. If students are on restricted academic or financial aid status, counselors work to develop individual success plans that address the specific issues inhibiting academic success.

**Credit Hours** - Approximate number of hours in class each week (e.g., 3 credit hours = 3 lecture hours per week); determines tuition.

**Credit Load** - Number of credits taken each term. Students may not take more than 18 credit hours per term without advisor or counselor consent.

**Cultural Diversity** - A course taken to meet the Cultural Diversity requirement which can also be used to satisfy other degree requirements. The credits for such courses will only be counted once toward the 90 credits required to complete the degree. See the Associate of Arts/Oregon Transfer degree requirements for the approved list of courses.

**Curriculum** - Organized program of study arranged to provide integrated cultural or professional education.

**Distribution Requirements** - Three areas of study required for an Associate degree: Arts and Letters (Humanities), Social Science and Math/Science.

**Division** - Grouping of disciplines. Divisions include Adult Learning Skills, Arts and Sciences, Health and Human Development and Professional Technology.

**Drop Date** - The last date on which a student may drop a class and receive a refund.

**Elective** - A course that may be selected from a list of alternatives in order to fulfill requirements.

**Full-time student** - Enrollment in 12 or more credit hours per term.

**Hybrid** - Course sections with a required WebCT online component that replaced some of the face-to-face instruction time. Hybrid course sections are marked with HB at the end of the section number. The dates and times of the class are listed, but online replacements are indicated by TBS.

**Instructor Consent** - Written permission from the course instructor, granted prior to enrollment in a course.

**Lower-Division Courses** - Courses typically numbered between 100 and 299.

**Major** - Primary field of study (e.g., Human Services, Culinary Arts); all students must declare a major in AAS and certificate programs.

**Part-time student** - Enrollment in less than 12 credit hours per term.

**Payment Plan** - Contract to pay one-third of total charges at time of registration, the balance payable in three equal installments during the term. A finance charge is assessed for this service.

**Petition** - Request for exception to accepted practice or for special consideration. The Financial Aid office accepts petitions for exception to satisfactory academic progress. The Student First Stop Coordinator accepts petitions for special consideration relative to tuition and related charges. Exceptions to program requirements are heard by the Academic Standards Committee. See the Student First Stop Center for information on the appropriate office to petition.

**Placement Test** - Students who will be full-time, pursuing a degree or certificate program or are receiving financial aid must have completed a placement test in reading, writing and math before they may register.

**Prerequisite** - Course, or other educational requirement, that must be completed prior to another course or before proceeding to more advanced study. Instructor consent may override a prerequisite requirement.

**Quarter** - Another word for “term.” There are four quarters each year. Summer term is eight weeks and Fall, Winter, and Spring terms are eleven weeks each.

**Reading and Conference (R and C)** - Coursework completed outside the classroom through discussions with the instructor.

**Registered** - Completed registration form turned into the Student First Stop Center or completed through WebAdvisor.

**Schedule of Classes** - Publication listing courses offered each term, published prior to each quarter. The schedule is mailed to each household in Coos County and is available at most offices on campus; the pamphlet also lists important dates, deadlines, and current figures for tuition, fees, and other charges.

**Sequence** - Set of related courses that consists of two or three successive terms of a course (e.g. English 104, 105, 106, etc.)

**Staff** - Listed in the Schedule of Classes as an indicator that instructor’s name was not available at press time.

**Syllabus** - Given to students the first day of class to provide detailed information about the course requirements. The syllabus may include detailed information about a course. It should include the grading system, attendance policies, as well as test and assignment due dates.

**Synonym/Term Line Number (TLN)** - Official identifying number for each course, lab, or section.

**TBA/TBS** - An abbreviation for “to be announced” and “to be scheduled”. This indicates that a course is available but the specific time or place has not been determined at press time.

**Term** - see **Quarter**.

**Transcript** - Official record of all courses taken; a copy may be obtained from the Student First Stop Center.

**Training Opportunities**- Offered by Southwestern Oregon Community College to prepare students for further career options. These training opportunities are not available for financial aid funding, nor are they approved as degree or certificate programs by the State Board of Education.

**Web Enhanced:** Course sections that are face-to-face instruction, but use WebCt for additional work outside of class, such as quizzes.

**Withdraw(al)** - The official process of stopping attendance in a class after the drop date. Student receives “W” for a grade.

# Southwestern Oregon Community College Curry Campus

(541) 469-5017

## History

In 1995, citizens in Curry County spearheaded an initiative to include Curry County in the Southwestern Oregon Community College district. Prior to this effort, the college provided classes in Curry County as part of a contract with the Educational Service District.

Under Measure 5, Curry County residents recognized a unique opportunity to bring the benefits of college services to Curry County at almost no direct cost to the taxpayers of the county. An initiative to annex Curry County into the Southwestern district was added to the ballot.

Through the diligent efforts of the citizens of Curry County, in cooperation with the state legislature, the annexation was approved. As a result, Curry County citizens have access to comprehensive student services in Brookings, Gold Beach, and Port Orford. Enrollment in Curry County has tripled since the annexation.

As the College plans for the construction of a new campus in Brookings, programs and course offerings will continue to expand to meet community needs.

## Locations

The Brookings-Harbor Center (420 Alder Street; telephone (541) 469-5017, fax (541) 412-0150) has offices, three classrooms, a computer instructional lab, and student study lab.

The Gold Beach Center (29392 Ellensburg Avenue, PO Box 590; telephone (541) 247-2741, fax (541) 247-6247) contains a small computer lab for instruction and student use, with limited Internet access, and a large classroom.

In Port Orford, classrooms are located in local school and community buildings. Office hours are by appointment only. Call locally at (541) 253-7553 for an appointment and/or information, or contact the Gold Beach Office at (541) 247-2741.

## Distance Education

Distance Education courses are available to supplement courses offered in Curry County. Classes are available through the Internet or by video taken at the student’s home, their office or at Curry centers. Students may also attend classes on the Coos Bay campus when classes are not available locally.

## Registration Information

The Schedule of Classes is mailed to all Curry County residents quarterly, and is available at local centers. The class schedule is also available online. Student services are available in Brookings and Gold Beach including academic advising, placement testing, financial aid and book sales.

## Programs/Courses

Southwestern provides an extensive array of college classes leading to degree or certificate programs, as well as testing (including GED), Business Development Center services and workshops, professional and continuing education classes and a variety of enrichment and life-long learning opportunities.

Check out the website links to see what classes and workshops are available at [www.socc.edu/curry](http://www.socc.edu/curry).

Degree and certificate programs listed in this catalog may not be offered at the Curry sites in the sequence shown. Consider such course listings as a guide, and work with an advisor to help you schedule as many local classes as possible. While it is possible to complete a degree or certificate in Curry County, students may need to attend classes on the main campus or via Distance Education to complete their program. Check the Curry Schedule of Classes for course availability.

Library services are linked to Southwestern's main campus and local community libraries using online databases for periodicals and journals. Also, each community library has Internet service and an online database for easy student accessibility. Students registered in classes can use the computers at the Brookings and Gold Beach Centers.

## Southwestern Oregon University Center

**(541) 888-1518 or  
(800) 962-2838 ext. 1518**

For many residents of the South Coast, obtaining a Bachelor's or higher degree from one of Oregon's universities has been a costly process requiring a move to the university, but now students can do it without leaving home. Through a collaborative venture between the Oregon University System and Southwestern Oregon Community College, the University Center coordinates and brokers courses and programs from Oregon's universities. Residents of communities along the South Coast can take courses and complete a range of undergraduate and graduate degrees without leaving home. Course delivery methods include limited on-site instruction, interactive television courses for Education majors only, web-based or Internet courses, and other technologies.

The University Center is located in Tioga Hall, Room 318, (541) 888-1518, and is here to help! Whether students plan to stay on the South Coast or to go away to a university, the University Center exists as an advocate to assist and support local students with advisement, information, and referral to appropriate programs and advisors at the various universities.

For students entering Southwestern, a visit to the University Center can open up a world of options beyond the Associate's degree. With careful planning, beginning in the freshman year, students can build programs that can lead to an Associate's degree, a Bachelor's degree, or even a Master's degree.

The University Center can also arrange for special programs for schools and businesses and for cohorts or groups of students.

### Partners in the University Center include:

- Eastern Oregon University
- Linfield College
- Oregon Health and Sciences University
- Oregon Institute of Technology
- Oregon Institute of Marine Biology
- Oregon State University
- Portland State University
- Southern Oregon University
- University of Oregon
- Western Oregon University

### Programs include:

- BA Arts and Humanities
- BA/BS Accounting
- BA/BS Business Administration
- BA/BS Business Economics
- BA/BS Business Information Systems
- BA/BS Criminology/Criminal Justice
- BA/BS Fire Services Administration
- BA/BS International Business
- BA/BS Liberal Studies
- BA/BS Management
- BA/BS Multidisciplinary Studies (Teacher Certification - Elementary)
- BA/BS Philosophy, Economics and Political Science
- BA/BS Psychology
- BA/BS Social and Behavioral Sciences
- BS Environmental Studies
- BS General Agriculture
- BS Natural Resources
- BS Nursing
- BS Physical Education and Health
- Certificate Accounting
- Certificate Computer Information Systems
- Certificate Human Resource Management
- Certificate Marketing
- MBA Master of Business Administration
- MS Marine Biology
- MAT Master of Arts in Teaching (Elementary and Secondary)
- MS/M.Ed. Master's in Education (Continuing License)
- Ed.D. Doctor of Education (Community College Leadership)
- or complete your degree in:
  - Echocardiography
  - Dental Hygiene
  - Radiologic Science
  - Vascular Technology
  - and more



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# About the Program pages

The diagram and information below is provided to assist the student and advisor in creating a customized educational plan utilizing the reformatted degree and program pages. Sample worksheets (Weekly Course Schedule, Registration/Course Schedule and Educational Development and Career Plan) are available to assist in the planning process.

## Certificates of Completion Web Production Specialist, Web Site Fundamentals, Internet Fundamentals

**Recommended Sequence for Full-time Students**  
(Students should see an advisor or counselor to customize their educational plans.)

Prerequisites	First Year Fall	First Year Winter	First Year Spring
CS101 or pass waiver test (for all CS/IS courses)	BA285 (3)  Human Relations in Organizations	CS125DB (3) Database Applications	BA288 (3) Customer Service
MTH94 with a "C" or better or placement test score.	CS120 (4)  Concepts of Computing <sup>1</sup>	CS125DM (3)  Digital Media Applications	CS125WE (3)  Web Editor Applications
WR90 with a "C" or better or placement test score.	CS125W (3)  Word Processing Applications <sup>1</sup>	CS125H (3)  HTML Applications	CS133WS (4)  Computer Lang I Client-side Web Scripting
	CS178I (3)  Internet	MTH95 (4) Intro Contemporary Math or higher	CIS2880 (1) Work Experience <sup>2</sup> or CS280
	WR121 (3)  English Composition		Specific Elective <sup>3</sup> (6)
	<b>Term credits = 16</b>	<b>Term credits = 13</b>	<b>Term credits = 17</b>
			<b>Total credits= 46</b>

Credits earned in a certificate may be applied towards other certificates and degrees. See your advisor for more information.

= Course available through Distance Learning (see pages 12-13).

(3) = Number of course credits.

**●Certificate of Completion Web Site Fundamentals**  
CS120<sup>1</sup>  
CS125W  
CS178I  
CS125DM  
CS125H  
BA285  
CS125WE

**●Certificate of Completion Internet Fundamentals**  
CS120<sup>1</sup>  
CS125H  
CS125WE  
CS178I  
Total credits = 13

**Prerequisite** - This column lists prerequisites required to enter the program. Prerequisites are courses or other educational requirements that must be completed prior to another course or before proceeding to more advanced study. Prerequisites are also listed at the end of a course description (course descriptions are listed alphabetically by subject).

**Distance Education Option** - Courses offered through distance education are indicated with the mouse icon.

**Program Heading** - Please check the Degree Index for specific names. (Note: many areas of study are listed within larger programs; for example, Web Production is under Computers and Technology).

**Certificates within a Degree** - The information in this area provides certificates and courses offered within a degree. **See the Terms for Success for the definition of Certificates of Completion and Training Opportunities.**

**or**

**Program Notes**- which can be information regarding special requirements for the degree or certificate and whom to contact for more information or advisement.

**Recommended Course Sequence** -The information in this area details the courses, terms and number of credits (per course and term) needed to complete a degree or certificate.

Southwestern Oregon Community College 2006-07 Catalog [www.socc.edu](http://www.socc.edu) Programs 2

# Program Information

## Weekly Course Schedule

Name: \_\_\_\_\_

ID: \_\_\_\_\_

Term: \_\_\_\_\_

\*PLEASE NOTE: There are 10 minutes between classes to allow for students to make room changes.

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00 am					
8:30 am					
9:00 am					
9:30 am					
10:00 am					
10:30 am					
11:00 am					
11:30 am					
12:00 pm					
12:30 pm					
1:00 pm					
1:30 pm					
2:00 pm					
2:30 pm					
3:00 pm					
3:30 pm					
4:00 pm					
4:30 pm					
5:00 pm					
5:30 pm					
6:00 pm					
6:30 pm					
7:00 pm					
7:30 pm					

# Program Information

## Registration/Course Schedule

TLN	Course #	Section #	Course Title	Credits	Days	Location

# Program Information

## Educational Development and Career Plan

Name: \_\_\_\_\_

ID: \_\_\_\_\_

Degree/Certificate: \_\_\_\_\_

First Year Fall	Credit	First Year Winter	Credit	First Year Spring	Credit	First Year Summer	Credit
Second Year Fall	Credit	Second Year Winter	Credit	Second Year Spring	Credit	Second Year Summer	Credit
Third Year Fall	Credit	Third Year Winter	Credit	Third Year Spring	Credit	Third Year Summer	Credit

I, the student, understand this is a provisional plan for the above stated degree/certificate as suggested by my advisor and is subject to change. I take responsibility for this plan and changes that I may initiate. I understand that I must review and/or amend my EDP with my advisor if I change my major and/or am within 45 credits of a degree or 20 credits of a certificate for graduation. It is strongly recommended that I check with my advisor at any time to discuss my progress.

Student \_\_\_\_\_ Date \_\_\_\_\_ Advisor \_\_\_\_\_ Date \_\_\_\_\_

# Associate of Arts/Oregon Transfer (AA/OT)

## Associate of Arts/Oregon Transfer (AA/OT)

The **Associate of Arts Oregon Transfer (AA/OT)** degree provides an opportunity for the student to focus on any academic area of special interest. The Oregon University System (OUS) institutions and some private schools will accept the AA/OT as meeting their lower division, general education requirements. Students transferring with an AA/OT degree will have junior standing for registration purposes. The AA/OT does not necessarily meet specific institutional, departmental, or major requirements with regard to courses or grade point average. Students may transfer between 108 and 124 community college credits to four-year OUS institutions (30 of the last 45 credits must be completed at Southwestern).

Guidelines for transferring into specific programs of study with the AA/OT are listed. The general education requirements for four-year institutions in the Oregon University System are also listed so that the student may, whenever possible, match his/her choices of courses in the Southwestern AA/OT to the recommendations of the institutions to which he/she might transfer. Students should plan carefully with the four-year institution to which they plan to transfer in order to meet individual institutional requirements.

### Program notes

**Students must complete a minimum of 90 credit hours with a minimum Grade Point Average (GPA) of 2.0 (C) average or better. Complete 30 of the last 45 credits at Southwestern before the AA/OT is awarded.**

#### Arts and Letters (12)

Minimum 12 credits chosen from approved lists.  
At least two disciplines, with no more than nine credits from one discipline.  
Minimum two courses from the same discipline.  
Foreign language must be second-year.

#### Social Sciences\* (15)

Minimum 15 credits chosen from approved list.  
At least two disciplines, with no more than nine credits from one discipline.  
Minimum two courses from the same discipline.

*\*Students planning to transfer before completing the AA/OT degree or transfer to a college that does not recognize the AA/OT should consult with their advisor to determine if courses\* on the next page will meet the social science requirements of the college/university they plan to attend.*

#### Mathematics/Science/Computer Science\*/Engineering (15)

Minimum 15 credits chosen from approved list.  
At least two disciplines, with a minimum of 12 credits of laboratory courses in the biological or physical sciences.

#### Cultural Diversity (3)

A course taken to meet the Cultural Diversity requirement can also be used to satisfy other degree requirements. The credits for such courses will only be counted once toward the 90 credits required to complete the degree.

#### Electives (Remaining credits to total minimum of 90)

All lower division collegiate courses numbered 100 to 299 may apply towards electives as well as 12 credits of professional technical courses (excluding remedial, developmental, courses with prefixes CE/CEU/PDU, and zero credit courses.). Additionally **ECE100, ED114, ED126, ED127, ED128, HE260, HE262, HS291** and other professional technical courses with prefixes of **DRFT, ELEC, ENV, F, FE, FP, FS, HEC, HORT, MFG, MISC, MT, NUR, OA, PET, RE, RR, WLD** numbered 100 to 299, may only be used as part of the 12 credits of professional technical courses. No more than nine credits of **PE185** may be applied towards an AAOT degree.

#### Supportive Courses: (will count as electives)

The college has determined that the following supportive courses may be necessary to assist students to successfully complete their programs: **CS125W, HD100, HD112, HD140, HD147, HD152, HD154, HD204, HD208, HE112, LIB127, OA121, RD101, RD102, RD103.**

#### Developmental/Remedial Courses:

**ENL0747, HD90, MTH0520, MTH20, MTH70, MTH94, MTH95, RD0751, RD0752, RD0753, WR0525, WR90.** Maximum number of credits allowable for basic, developmental, or supportive courses under federal financial aid guidelines is 45.

**Note:** Effective for everyone graduating from high school in 1997 or later, all OUS institutions will require two years of high school second language for admission. This admission requirement can also be satisfied by two quarters (or semesters) of a college-level second language or demonstrated proficiency in a second language. Students who graduated from a high school in spring 1997 or later and have not completed two years of a high school second language should complete at least two quarters of a second language sequence at Southwestern. For additional information, contact an advisor or counselor.

# Associate of Arts/Oregon Transfer (AA/OT)

General Education Requirements (16 credits)	Distribution Requirements (42 credits) <i>Courses must be at least three credits each.</i>			Cultural Diversity Requirements (3 credits)	Electives (Remaining to total minimum of 90 credits)
<p><b>Writing (9)</b> WR121, WR122, and WR123 or WR227 (Must complete with grade "C" or better)</p>	<p><b>Arts and Letters (12)</b></p> <p>ART115, 116, 117, 131, 132, 133, 191, 192, 204, 205, 206, 244, 250, 251, 252, 253, 254, 255, 281, 282, 283, 284, 285, 286, 291, 292, 199, 299</p> <p>ENG104, 105, 106, 107, 108, 109, 199, 201, 202, 203, 204, 205, 206, 253, 254, 255, 256, 258, 260, 299</p> <p>FR201, 202, 203</p> <p>GER201, 202, 203</p> <p>HUM204, 205, 206</p> <p>J199, 203, 204, 215, 217, 299</p> <p><b>MUP105</b></p> <p>MUS101, 102, 103, 111, 112, 113, 199, 205, 211, 212, 213, 261, 262, 263, 299</p> <p>PHL101, 102, 103, 199, 299</p> <p>SP100, 111, 112, 199, 217, 218, 219, 220, 299</p> <p>SPAN201, 202, 203</p> <p>TA100, 141, 142, 143, 241, 242, 243</p> <p>WR214, 214T, 222, 241, 242, 243</p>	<p><b>Social Sciences (15)</b></p> <p>ANTH101, 102, 103, 221, 222, 223, 230, 231, 232</p> <p>CJ100, CJ101/SOC244, CJ201/SOC221, CJ220, CJ243/SOC243</p> <p>ECON201, 202</p> <p>*ED169, 258</p> <p>GEOG105</p> <p>*HD208</p> <p>*HDFS140, 222, 225, 229, 247</p> <p>*HS100, 154, 155, *HS167/SOC230, 213, 261, 265, 266, 267</p> <p>HST101, 102, 103, 201, 202, 203</p> <p>PS201, 202, 203</p> <p>PSY201, 202, 203, 228, 237, 239, 240</p> <p>SOC204, 205, 206, 210, 213, SOC221/CJ201, SOC243/CJ243, SOC244/CJ101</p> <p>WS101</p>	<p><b>Mathematics/Science/Computer Science/Engineering (15)</b></p> <p><b>Laboratory Courses:</b></p> <p>BI101, 102, 103; 201, 202, 203; 231, 232, 233</p> <p>CHEM121, 122, 123; 221, 222, 223</p> <p>G201, 202, 203</p> <p>GS104, 105, 106, 107, 108</p> <p>PH201, 202, 203; 211, 212, 213</p> <p><b>Other Approved Courses:</b></p> <p>BI140, 149, 234</p> <p>BOT201</p> <p>CHEM110</p> <p>CS133VB, 133WS, 160, 161, 162, 233VB, 261</p> <p>ENGR111, 112, 201, 202, 203, 211, 212, 213</p> <p>G146, 207, 220, 221, 246</p> <p>MTH105, 111, 112, 212, 213, 231, 232, 241, 242, MTH243/BA232, 251, 252, 253, 254, 255, 256, 260, 265</p> <p>PH121</p>	<p>ANTH103, 221, 222, 223, 230, 231, 232</p> <p>ED258</p> <p>ENG107, 108, 109, 240, 256, 258, 260</p> <p>GEOG105</p> <p>HDFS140</p> <p>HS167/SOC230, 213</p> <p>HST104</p> <p>HUM204, 205, 206, 225</p> <p>SOC210, 213, SOC230/ HS167</p> <p>SP217, 220</p> <p>WS101</p>	<p>Refer to AAOT Elective information on the previous page</p>
<p><b>Math (3-4)</b> MTH105 or higher, excluding MTH211 (Must complete with grade "C" or better)</p>					
<p><b>Oral Communication/Rhetoric (3)</b> SP100, SP111, SP112, SP217, SP218 or SP219 (Must complete with grade "C" or better)</p>					

# Oregon Transfer Module (OTM)

## Oregon Transfer Module (OTM)

Any student holding an **Oregon Transfer Module (OTM)** will have met the requirements for the Transfer Module at any Oregon community college or institution in the OUS.

Upon transfer, the receiving institution may specify additional coursework that is required for a major or for degree requirements or to make up the difference between the Transfer Module and the institution's total general education requirements.

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### Program notes

**Complete a minimum of 45 credit hours with a minimum Grade Point Average (GPA) of 2.0 ("C") average or better. Complete 15 of the last 30 credits at Southwestern before the OTM is awarded.**

#### Arts and Letters (9)

Three courses from the AA/OT Distribution Requirement list.

#### Social Sciences (9)

Three courses from the AA/OT Distribution Requirement list.

#### Mathematics/Science/Computer Science/Engineering (15)

Three courses from the AA/OT Distribution Requirement list, including at least one biological or physical science with a lab.

#### Electives (Remaining credits to total minimum of 45)

Courses must be from the Distribution Requirements areas, Arts and Letters, Social Science, or Mathematics/Science/Computer Science/Engineering.

#### Notes:

1. Courses that are designed to prepare students for college-level work are not applicable to the transfer module.
2. When choosing courses in science and mathematics, students and advisors should check the specific requirements at receiving college/university. Courses that include a laboratory component or that deal with specific subjects may be required for majors or degrees.
3. Computer Science courses used in the Math/Science/Computer Science area must meet Oregon Council of Computer Chairs criteria for a science course. See list of courses at <http://cs.bmcc.cc.or.us/occc/>.
4. In Arts and Letters, the second year of a foreign language may be included, but not the first year. American Sign Language (ASL) is considered a foreign language.
5. All Oregon community colleges and OUS institutions will offer students the opportunity to complete an Oregon Transfer Module (OTM). The OTM designation will be posted on the transcript by the issuing institution upon request. Regionally accredited private colleges and universities within the state are also welcome to offer and issue Transfer Modules, which will be accepted at any Oregon public college or university.
6. OTM credits may not match program requirements in the receiving college/university. The OTM supplements, but does not supplant, existing articulation agreements and does not replace effective advising.

# Oregon Transfer Module (OTM)

General Education Requirements (12 credits)	Distribution Requirements (33 credits) <i>Courses must be at least three credits each.</i>			Electives (Remaining to total minimum of 45 credits)
<p><b>Writing (6)</b> Two courses <b>WR121</b> or higher. (Must complete with grade "C" or better)</p>	<p><b>Arts and Letters (9)</b></p>	<p><b>Social Sciences (9)</b></p>	<p><b>Mathematics/Science/Computer Science/Engineering (15)</b></p>	<p>Courses must be from the Distribution Requirements areas, Arts and Letters, Social Science, or Mathematics/Science Computer Science/Engineering</p>
<p><b>Math (3-4)</b> One course <b>MTH105</b> or higher. (Must complete with grade "C" or better)</p>	<p>Three courses from the AA/OT Distribution Requirement list.</p>	<p>Three courses from the AA/OT Distribution Requirement list.</p>	<p>Three courses from the AA/OT Distribution Requirement list, including at least one biological or physical science with a lab.</p>	
<p><b>Oral Communication/Rhetoric (3)</b> <b>SP100, SP111, SP112, SP217, SP218 or SP219</b> (Must complete with grade "C" or better)</p>				



# AA/OT College Transfer Programs Recommended Course Work

The sample transfer curricula on the following pages indicate programs of study that help prepare students for Bachelor's degrees at four-year institutions. These are suggested guidelines for using the Associate of Arts Oregon Transfer (AA/OT) for transfer. **See an advisor to help create an educational plan to fit a chosen program of study and the transfer requirements for the Oregon University System (OUS) institution where you plan to complete a Bachelor's degree.** Transfer requirements vary at private or out-of-state institutions. Southwestern also offers Associate of Science degrees for students who plan to transfer. **Please note:** 90 credits are required for an Associate's degree; some transfer programs suggest more credits. For more information about transfer course sequences, visit the University Center in Tioga Hall, Room 318.

## ANTHROPOLOGY

<b>**Suggested courses to meet AA/OT requirements and electives</b>	<b>Credits</b>
ANTH101/102/103 General Anthropology	9
ART204/205/206 History of Western Art	9
BI101/102/103 General Biology	12
G201/202/203 Physical Geology	12
GEOG105 Cultural Geography	3
MTH111 College Algebra <b>or</b>	4
MTH105 Intro to Contemporary Mathematics	
PSY201/202/203 General Psychology	9
WR121/122/123 English Composition	9
Arts and Letters Course (different prefix than ART)	3
Electives (check transfer college/university requirements)	17
Speech Course*	3
<b>Total</b>	<b>90</b>

## ARCHITECTURE

<b>**Suggested courses to meet AA/OT requirements and electives</b>	<b>Credits</b>
ART115/116/117 Basic Design	9
ART204/205/206 History of Western Art	9
CS120 Concepts of Computing	4
DRFT110/111/112 Computer Assisted Drafting	9
MTH112 Elementary Functions	4
PH201/202/203 General Physics	15
WR121/122/123 English Composition	9
Literature Course	3
Social Science Courses (two different prefixes)	15

\* Speech courses include SP100, 111, 112, 217, 218, 219, excludes SP220.

\*\* One course must meet the cultural diversity requirement.

## ARCHITECTURE (Continued)

<b>**Suggested courses to meet AA/OT requirements and electives</b>	<b>Credits</b>
Speech Course*	3
Electives (check transfer college/university requirements)	10
<b>Total</b>	<b>90</b>

## ART

<b>**Suggested courses to meet AA/OT requirements and electives</b>	<b>Credits</b>
ART115/116/117 Basic Design	9
ART131/132/133 Drawing	9
ART204/205/206 History of Western Art	9
CS120 Concepts of Computing	4
MTH105 Intro to Contemporary Mathematics	4
WR121/122/123 English Composition	9
Lab Science (Biological or Physical)	12
Literature Course	3
Social Science Courses (two different prefixes)	15
Speech Course*	3
Electives (Studio Art courses recommended)	13
<b>Total</b>	<b>90</b>

## ART HISTORY

<b>**Suggested courses to meet AA/OT requirements and electives</b>	<b>Credits</b>
ART115/116/117 Basic Design	9
ART131/132/133 Drawing	9
ART204/205/206 History of Western Art	9

# AA/OT College Transfer Programs Recommended Course Work

## ART HISTORY (Continued)

<b>**Suggested courses to meet AA/OT requirements and electives</b>	<b>Credits</b>
CS120 Concepts of Computing	4
ENG107/108/109 World Literature	9
HST101/102/103 History of Western Civilization	9
MTH105 Intro to Contemporary Mathematics	4
WR121/122/123 English Composition	9
Lab Science (Biological or Physical)	12
Social Science Courses (different prefix than HST)	6
Speech Course*	3
Electives (check transfer college/university requirements)	7
<b>Total</b>	<b>90</b>

## ARTS AND LETTERS

<b>**Suggested courses to meet AA/OT requirements and electives</b>	<b>Credits</b>
CS120 Concepts of Computing	4
ENG104/105/106 Introduction to Literature or ENG107/108/109 World Literature	9
HST101/102/103 History of Western Civilization	9
MTH105 Intro to Contemporary Mathematics	4
WR121/122/123 English Composition	9
Lab Science (Biological or Physical)	12
Second-Year Foreign Language Sequence	12
Social Science Courses (different prefix than HST)	6
Speech Course*	3
Electives (200-level literature courses recommended)	22
<b>Total</b>	<b>90</b>

## ATHLETIC TRAINING

See the Associate of Science Athletic Training Emphasis for program information.

\* Speech courses include SP100, 111, 112, 217, 218, 219, excludes SP220.

\*\* One course must meet the cultural diversity requirement.

## BIOCHEMISTRY/BIOPHYSICS

<b>**Suggested courses to meet AA/OT requirements and electives</b>	<b>Credits</b>
BI201/202/203 Introductory Biology or CHEM221/222/223 General Chemistry	12-15
MTH251/252/253 Calculus I, II and III	12
PH211/212/213 General Physics with Calculus	15
WR121/122/123 English Composition	9
Arts and Letters Courses (two different prefixes)	12
Social Science Courses (two different prefixes)	15
Speech Course*	3
Electives (check transfer college/university requirements)	12
<b>Total</b>	<b>90-93</b>

## BIOLOGY

<b>**Suggested courses to meet AA/OT requirements and electives</b>	<b>Credits</b>
BI201/202/203 Introductory Biology	12
CHEM221/222/223 General Chemistry	15
MTH251/252 Calculus I and II	8
PH201/202/203 General Physics	15
WR121/122/123 English Composition	9
Arts and Letters Courses (two different prefix)	12
Social Science Courses (two different prefixes)	15
Speech Course*	3
Elective	1
<b>Total</b>	<b>90</b>

## BUSINESS

See the Associate of Science/Oregon Transfer in Business for program information.

# AA/OT College Transfer Programs Recommended Course Work

## CHEMISTRY

<b>**Suggested courses to meet AA/OT requirements and electives</b>	<b>Credits</b>
CHEM221/222/223 General Chemistry	15
MTH251/252/253 Calculus I, II and II	12
MTH256 Differential Equations	4
PH211/212/213 General Physics with Calculus	15
WR121/122/123 English Composition	9
Arts and Letters Courses (two different prefixes)	12
Social Science Courses (two different prefixes)	15
Speech Course*	3
Electives (check transfer college/university requirements)	5
<b>Total</b>	<b>90</b>

## CHILDHOOD EDUCATION AND FAMILY STUDIES

See the Associate of Science Childhood Education and Family Studies Emphasis for program information.

## CHILD AND FAMILY STUDIES

<b>**Suggested courses to meet AA/OT requirements and electives</b>	<b>Credits</b>
CS120 Concepts of Computing	4
ECE102 Practicum	3
ECE150 Introduction and Observation	3
ECE154 Children's Literature and Literacy	3
ECE209 Theory and Practicum	3
ED169 Overview of Students with Special Needs	3
ED258 Multicultural Education	3
ED280 Field Experience in Education	3
ENG104/105 Introduction to Literature	6
HDFS225 Prenatal, Infant and Toddler Development	3
HDFS229 Development in Middle Childhood	3
HDFS247 Preschool Child Development	3
MTH111 College Algebra	4
MTH211/212 Elementary Mathematics	6

\* Speech courses include SP100, 111, 112, 217, 218, 219, excludes SP220.

\*\* One course must meet the cultural diversity requirement.

## CHILD AND FAMILY STUDIES (Continued)

<b>**Suggested courses to meet AA/OT requirements and electives</b>	<b>Credits</b>
PHL101/102/103 Philosophy	9
PSY201/202 General Psychology	6
SOC204 General Sociology	3
WR121/122/123 English Composition	9
Lab Science (Biological or Physical)	12
Speech Course*	3
<b>Total</b>	<b>92</b>

## CHIROPRACTIC

<b>**Suggested courses to meet AA/OT requirements and electives</b>	<b>Credits</b>
BI201/202/203 Introductory Biology <b>or</b>	12
BI231/232/233 Human Anatomy and Physiology	
CHEM221/222/223 General Chemistry	15
MTH251 Calculus I	4
PH201/202/203 General Physics	15
PSY201/202/203 General Psychology	9
WR121/122/123 English Composition	9
Arts and Letters Courses (two different prefixes)	12
Social Science Courses (different prefix than PSY)	6
Speech Course*	3
Electives (check transfer college/university requirements)	12
<b>Total</b>	<b>97</b>

## COMMUNICATIONS/SPEECH

<b>**Suggested courses to meet AA/OT requirements and electives</b>	<b>Credits</b>
BI101/102/103 General Biology	12
CS120 Concepts of Computing	4
HST101/102/103 History of Western Civilization	9
MTH111 College Algebra <b>or</b>	4
MTH105 Intro to Contemporary Mathematics	
SP100 Basic Speech	3

# AA/OT College Transfer Programs Recommended Course Work

## COMMUNICATIONS/SPEECH

<b>**Suggested courses to meet AA/OT requirements and electives</b>	<b>Credits</b>
SP111 Public Speaking	3
SP112 Persuasive Speech	3
SP218 Interpersonal Communications	3
SP219 Small Group Discussion	3
SP220 Gender and Communication	3
TA141/142/143 Acting	9
WR121/122/123 English Composition	9
Arts and Letters Courses (two different prefixes)	9
Social Science Courses (different prefix than HST)	6
Electives (check transfer college/university requirements)	10
<b>Total</b>	<b>90</b>

## COMPUTER SCIENCE

<b>**Suggested courses to meet AA/OT requirements and electives</b>	<b>Credits</b>
CS120 Concepts of Computing	4
CS160 Computer Science Orientation	4
CS161 Intro to Computer Science I	4
CS162 Intro to Computer Science II	4
MTH231/232 Discrete Math I and II	8
MTH251/252/253/254 Calculus	12
SP111 Fundamentals of Public Speaking	3
PH211/212/213 General Physics w/Calculus	15
WR121/122/227 English Composition	9
Arts and Letters Courses (two different prefixes)	12
Social Science Courses (two different prefixes)	15
<b>Total</b>	<b>90</b>

## CORRECTIONS

<b>**Suggested courses to meet AA/OT requirements and electives</b>	<b>Credits</b>
BI101/102/103 General Biology	12
CS120 Concepts of Computing	4
CJ101 Criminology	3
CJ110 Introduction to Law Enforcement	3

\* Speech courses include SP100, 111, 112, 217, 218, 219, excludes SP220.

\*\* One course must meet the cultural diversity requirement.

## CORRECTIONS (Continued)

<b>**Suggested courses to meet AA/OT requirements and electives</b>	<b>Credits</b>
CJ130 Introduction to Corrections	3
CJ201 Juvenile Delinquency	3
CJ213 Interview and Interrogation	3
CJ222 Procedural Law	3
CJ230 Juvenile Justice System	3
CJ232 Corrections, Counseling and Casework	3
CJ280 Field Experience Corrections	6
MTH105 Intro to Contemporary Mathematics	4
PHL101/102/103 Philosophy	9
PSY201/202/203 General Psychology	9
SOC204/205/206 General Sociology	9
WR121/122/123 English Composition	9
Speech Course*	3
Arts and Letters Courses (different prefix than PHL)	3
<b>Total</b>	<b>92</b>

## CRIMINAL JUSTICE

See the Associate of Science Criminal Justice Emphasis for program information.

## DENTAL HYGIENE

<b>**Suggested courses to meet AA/OT requirements and electives</b>	<b>Credits</b>
BI231/232/233 Human Anatomy and Physiology	12
BI234 Microbiology	4
CHEM121/122/123 Introductory College Chemistry I,II,III	15
CS120 Concepts of Computing	4
FN225 Nutrition	4
HUM204/205/206 World Mythology and Religion	9
MTH112 Elementary Functions	4
PSY201/202/203 General Psychology	9
SOC204/205 General Sociology	6
SP219 Small Group Discussion	3
WR121/122/123 English Composition <b>or</b> WR227 Report Writing	9

# AA/OT College Transfer Programs Recommended Course Work

## DENTAL HYGIENE (Continued)

<b>**Suggested courses to meet AA/OT requirements and electives</b>	<b>Credits</b>
Arts and Letters Course (different prefix than HUM)	3
Electives (check transfer college/university requirements)	8
<b>Total</b>	<b>90</b>

## DENTISTRY

<b>**Suggested courses to meet AA/OT requirements and electives</b>	<b>Credits</b>
BI201/202/203 Introductory Biology	12
CHEM221/222/223 General Chemistry	15
MTH111 College Algebra	4
MTH112 Elementary Functions	4
MTH251 Calculus	4
PH201/202/203 General Physics	15
PSY201/202/203 General Psychology	9
WR121/122/123 English Composition	9
Arts and Letters Courses (two different prefixes)	12
Social Science Courses (different prefix than PSY)	6
Speech Course*	3
Electives (check transfer college/university requirements)	12
<b>Total</b>	<b>105</b>

## EDUCATION, ELEMENTARY

<b>**Suggested courses to meet AA/OT requirements and electives</b>	<b>Credits</b>
BI101/102/103 General Biology	12
ED280 Field Experience	3
GEOG105 Cultural Geography	3
GS104/105/106 Physical Science	12
HST201/202/203 History of the United States	9
MTH211/212/213 Fundamentals of Elementary Mathematics	9
WR121/122/123 English Composition	9

\* Speech courses include SP100, 111, 112, 217, 218, 219, excludes SP220.

\*\* One course must meet the cultural diversity requirement.

## EDUCATION, ELEMENTARY (Continued)

<b>**Suggested courses to meet AA/OT requirements and electives</b>	<b>Credits</b>
Arts and Letters Course (PHL and Art History)	12
Social Science Course (recommend PSY)	3
Speech course*	3
Electives (ART, MUS, ED258 recommended)***	15
<b>Total</b>	<b>90</b>

## ENGLISH

<b>**Suggested courses to meet AA/OT requirements and electives</b>	<b>Credits</b>
CS120 Concepts of Computing	4
ENG107/108/109 World Literature	9
ENG253/254/255 Survey of American Literature or ENG204/205/206 Survey of English Literature	9
MTH105 Intro to Contemporary Mathematics	4
WR121/122/123 English Composition	9
Lab Science (Biological or Physical)	12
Second-Year Foreign Language Sequence	12
Social Science Courses (two different prefixes)	15
Speech Course*	3
Electives (check transfer college/university requirements)	13
<b>Total</b>	<b>90</b>

## ENGINEERING

See the Associate of Science Engineering Emphasis for program information.

\*\*\*Contact the University Center, Tioga Hall, Room 318, for specific requirements for the Eastern Oregon University on-site Elementary Education program.

# AA/OT College Transfer Programs Recommended Course Work

## ENVIRONMENTAL HEALTH and SAFETY

<b>**Suggested courses to meet AA/OT requirements and electives</b>	<b>Credits</b>
BI101/102/103 General Biology	12
CHEM121/122/123 Introductory College Chemistry I,II,III	15
HE250 Personal Health	3
MTH111 College Algebra	4
MTH241 Calculus for Business and Social Science or MTH112 Elementary Functions	4
PH201 General Physics	5
WR121/122/123 English Composition	9
Arts and Letters Courses (two different prefixes)	12
Social Science Courses (two different prefixes)	15
Speech Course*	3
Electives (check transfer college/university requirements)	8
<b>Total</b>	<b>90</b>

## ENVIRONMENTAL SCIENCE

<b>**Suggested courses to meet AA/OT requirements and electives</b>	<b>Credits</b>
BI201/202/203 Introductory Biology	12
CHEM221/222/223 General Chemistry	15
CS120 Concepts of Computing	4
ECON201/202 Microeconomics/Macroeconomics	8
MTH111 College Algebra	4
MTH243 Intro Probability and Statistics	4
PH201/202/203 General Physics	15
PHL102 Ethics	3
WR121/122 English Composition	6
WR227 Report Writing	3
Speech Course*	3
Arts and Letters Courses	9
Social Science Courses (different prefix)	9
<b>Total</b>	<b>95</b>

## FOREIGN LANGUAGE

<b>**Suggested courses to meet AA/OT requirements and electives</b>	<b>Credits</b>
ANTH103 Cultural Anthropology	3
ART204 History of Western Art	3
CS120 Concepts of Computing	4
ENG107/108/109 World Literature	9
HST101/102/103 History of Western Civilization	9
HUM204/205/206 World Mythology and Religion	9
MTH105 Intro to Contemporary Mathematics	4
WR121/122/123 English Composition	9
Lab Science (Biological or Physical)	12
Second-Year Foreign Language Sequence	12
Social Science Courses (different prefix than HST)	6
Speech Course*	3
Elective (check transfer college/university requirements)	7
<b>Total</b>	<b>90</b>

## FORESTRY/FISHERIES/WILDLIFE MANAGEMENT

<b>**Suggested courses to meet AA/OT requirements and electives</b>	<b>Credits</b>
BI201/202/203 Introductory Biology	12
CHEM221/222/223 General Chemistry	15
CS120 Concepts of Computing	4
ECON201/202 Microeconomics/Macroeconomics	8
MTH251 Calculus I	4
PH201 General Physics	5
SP111 Public Speaking	3
WR121/122 English Composition	6
WR227 Report Writing	3
Arts and Letters Courses (two different prefixes)	12
Social Science Courses (different prefix than ECON)	9
Electives (check transfer college/university requirements)	9
<b>Total</b>	<b>90</b>

\* Speech courses include SP100, 111, 112, 217, 218, 219, excludes SP220.

\*\* One course must meet the cultural diversity requirement.

# AA/OT College Transfer Programs Recommended Course Work

## GEOGRAPHY

<b>**Suggested courses to meet AA/OT requirements and electives</b>	<b>Credits</b>
CS120 Concepts of Computing	4
GEOG105 Cultural Geography	3
MTH111 College Algebra	4
MTH243 Introduction to Probability and Statistics	4
WR121/122/123 English Composition	9
Arts and Letters Courses (two different prefixes)	12
Lab Science (Biological or Physical)	12
Social Science Courses (two different prefixes)	12
Speech Course*	3
Electives (check transfer college/university requirements)	27
<b>Total</b>	<b>90</b>

## GEOLOGY

<b>**Suggested courses to meet AA/OT requirements and electives</b>	<b>Credits</b>
CHEM221/222/223 General Chemistry	15
G145 Regional Field Geology	3
G201/202/203 General Geology	12
MTH251/252/253 Calculus with Analytic Geometry	12
PH201/202/203 General Physics <b>or</b>	15
PH211/212/213 General Physics with Calculus	
WR121/122/123 English Composition	9
Arts and Letters Courses (two different prefixes)	12
Social Science Courses (two different prefixes)	15
Speech Course*	3
<b>Total</b>	<b>96</b>

## HEALTH CARE ADMINISTRATION

<b>**Suggested courses to meet AA/OT requirements and electives</b>	<b>Credits</b>
BA211 Principles of Accounting I	4
BI101 General Biology	4
BI234 Microbiology	4
CHEM121/122/123 Introductory College Chemistry I,II,III	15
ECON201/202 Microeconomics/Macroeconomics	8
HE250 Personal Health	3
MTH111 College Algebra	4
WR121/122 English Composition	6
WR227 Reporting Writing	3
Arts and Letters Courses (two different prefixes)	12
Social Science Courses (different prefixes than ECON)	7
Speech Course*	3
Electives (check transfer college/university requirements)	17
<b>Total</b>	<b>90</b>

## HISTORY

<b>**Suggested courses to meet AA/OT requirements and electives</b>	<b>Credits</b>
CS120 Concepts of Computing	4
ECON201/202 Microeconomics/Macroeconomics	8
HST101/102/103 History of Western Civilization	9
HST201/202/203 History of the United States	9
MTH243 Introduction to Probability and Statistics	4
WR121/122/123 English Composition	9
Arts and Letters Courses (different prefixes than language )	6
Lab Science (Biological or Physical)	12
Speech Course*	3
Second-Year Foreign Language Sequence	12
Electives (check transfer college/university requirements)	14
<b>Total</b>	<b>90</b>

\* Speech courses include SP100, 111, 112, 217, 218, 219, excludes SP220.

\*\* One course must meet the cultural diversity requirement.

# AA/OT College Transfer Programs Recommended Course Work

## HORTICULTURE

<b>**Suggested courses to meet AA/OT requirements and electives</b>	<b>Credits</b>
BA211/213 Principles of Accounting I & III	8
BI201/202/203 Introductory Biology and/or	12
CHEM121/122/123 Introductory College Chemistry (Check transfer college for science requirement)	15
HORT112 Intro to the Green Industry	2
HORT210 Landscape Design Theory	2
HORT226 Landscape Plant Materials (Fall)	3
HORT227 Landscape Plant Materials (Winter)	3
HORT228 Landscape Plant Materials (Spring)	3
HORT255 Herbaceous Plant Materials (May take additional Horticulture courses)	3
MTH111 College Algebra	4
MTH112 Elementary Functions	4
PE185 Physical Education	1
PE231 Wellness for Life or HE250 Personal Health	3
SP218 Interpersonal Communication	3
WR121/122/123 or WR227 English Composition	9
Arts and Letters Courses (two different prefixes)	12
Social Science Courses (two different prefixes)	15
<b>Total</b>	<b>91</b>

## HOSPITALITY, TOURISM and RECREATION

<b>**Suggested courses to meet AA/OT requirements and electives</b>	<b>Credits</b>
CS120 Concepts of Computing	4
MTH111 College Algebra	4
WR121/122/123 English Composition <b>or</b> WR227 Report Writing	9
Arts and Letters Courses (two different prefixes)	12
Lab Science (Biological or Physical)	12
Social Science Courses (two different prefixes)	15
Speech Course*	3
Electives (check transfer college/university requirements)	31
<b>Total</b>	<b>90</b>

\* Speech courses include SP100, 111, 112, 217, 218, 219, excludes SP220.

\*\* One course must meet the cultural diversity requirement.

## HUMAN DEVELOPMENT/FAMILY SERVICES

<b>**Suggested courses to meet AA/OT requirements and electives</b>	<b>Credits</b>
CS120 Concepts of Computing	4
MTH111 College Algebra	4
WR121/122/123 English Composition <b>or</b> WR227 Report Writing	9
Arts and Letters Courses (two different prefixes)	12
Social Science Courses (two different prefixes)	15
Speech Course*	3
Lab Science (Biological or Physical)	12
Electives (check transfer college/university requirements)	31
<b>Total</b>	<b>90</b>

## HUMAN SERVICES

See the Associate of Science Human Services Emphasis for program information.

## HUMAN SERVICES/SOCIAL WORK

<b>**Suggested courses to meet AA/OT requirements and electives</b>	<b>Credits</b>
BI101, 102, 103 General Biology	12
CS120 Concepts of Computing	4
HS100 Intro to Human Services	3
HS155 Interviewing Theory and Techniques	3
HUM204, 205, 206 or Literature sequence	9
MTH243 Intro to Probability and Statistics <b>or</b> MTH105 Intro to Contemporary Mathematics <b>or</b> MTH111 College Algebra	4
PSY201, 202, 203 General Psychology	9
WR121/122/123 English Composition <b>or</b> WR227 Report Writing	9
Arts and Letters Courses	3
Speech Course*	3
Electives (HS265, 266, 267, or Sociology courses recommended. Check transfer school requirements. Students should consider taking three credits of internship in a human services agency)	31
<b>Total</b>	<b>90</b>

# AA/OT College Transfer Programs Recommended Course Work

## INTERIOR DESIGN

<b>**Suggested courses to meet AA/OT requirements and electives</b>	<b>Credits</b>
ART204/205/206 History of Western Art	9
CS120 Concepts of Computing	4
MTH111 College Algebra	4
WR121/122/123 English Composition <b>or</b> WR227 Report Writing	9
Arts and Letters Course (different prefix than ART)	3
Lab Science (Biological or Physical)	12
Social Science Courses (two different prefixes)	15
Speech Course*	3
Electives (check transfer college/university requirements)	31
<b>Total</b>	<b>90</b>

## INTERNATIONAL STUDIES

<b>**Suggested courses to meet AA/OT requirements and electives</b>	<b>Credits</b>
CS120 Concepts of Computing	4
HUM204/205/206 World Mythology and Religion	9
MTH111 College Algebra <b>or</b> MTH105 Intro to Contemporary Mathematics	4
PS205 International Relations	3
WR121/122/123 English Composition	9
Lab Science (Biological or Physical)	12
Social Science Courses (two** from list below)	6
Speech Course*	3
Two Second-Year Foreign Language Sequences	24
Electives from the following:	16
ANTH101/102/103 General Anthropology**	
ART204/205/206 History of Western Art	
ECON201/202 Microeconomics/Macroeconomics**	
ENG107/108/109 World Literature**	
HST101/102/103 History of Western Civilization**	

\* Speech courses include SP100, 111, 112, 217, 218, 219, excludes SP220.

\*\* One course must meet the cultural diversity requirement.

## INTERNATIONAL STUDIES

<b>**Suggested courses to meet AA/OT requirements and electives</b>	<b>Credits</b>
PSY201 General Psychology**	
SOC204/205/206 General Sociology	
<b>Total</b>	<b>90</b>

## JOURNALISM

<b>**Suggested courses to meet AA/OT requirements and electives</b>	<b>Credits</b>
CS120 Concepts of Computing	4
ECON201/202 Microeconomics/Macroeconomics	8
ENG104/105/106 Introduction to Literature	9
HST101/102/103 History of Western Civilization	9
J202 Information Gathering/Applied Electronic Publishing	4
J203 Writing for the Media	4
J204 Visual Communication for Mass Media	4
J215 Publishing Lab	2
J217 Feature Writing	3
J220 Digital Media	4
MTH111 College Algebra <b>or</b> MTH105 Intro to Contemporary Mathematics	4
WR121/122/123 English Composition	9
Lab Science (Biological or Physical) (Biology or Geology)	12
Speech Course*	3
Electives (check transfer college/university requirements)	11
<b>Total</b>	<b>90</b>

## MATHEMATICS

See the Associate of Science Mathematics Emphasis for program information.

# AA/OT College Transfer Programs Recommended Course Work

## MEDICAL IMAGING

<b>**Suggested courses to meet AA/OT requirements and electives</b>	<b>Credits</b>
BI231/232/233 Human Anatomy and Physiology	12
CHEM121/122/123 Introductory College Chemistry I,II,III	15
CS120 Concepts of Computing	4
HUM204/205/206 World Mythology and Religion	9
MTH111 College Algebra	4
MTH112 Elementary Functions	4
PH201 General Physics	5
PSY201/202/203 General Psychology	9
SP111 Public Speaking	3
SP219 Small Group Discussion	3
WR121/122 English Composition	6
WR227 Report Writing	3
Social Science Courses (different prefix than PSY)	6
Business Course	3
Elective	4
<b>Total</b>	<b>90</b>

## MEDICINE

<b>**Suggested courses to meet AA/OT requirements and electives</b>	<b>Credits</b>
BI201/202/203 Introductory Biology	12
CHEM221/222/223 General Chemistry	15
MTH251/252 Calculus I and II	8
PH201/202/203 General Physics	12-15
PSY201/202/203 General Psychology	9
WR121/122/123 English Composition	9
Arts and Letters Courses (two different prefixes)	12
Social Science Courses (different than PSY)	6
Speech Course*	3
Electives (check transfer college/university requirements)	4
<b>Total</b>	<b>90-93</b>

## MICROBIOLOGY

<b>**Suggested courses to meet AA/OT requirements and electives</b>	<b>Credits</b>
BI201/202/203 Introductory Biology	12
CHEM221/222/223 General Chemistry	15
CS120 Concepts of Computing	4
MTH251/252 Calculus I and II	8
PH201/202/203 General Physics	15
WR121/122/123 English Composition	9
Arts and Letters Courses (two different prefixes)	12
Social Science Courses (two different prefixes)	15
Speech Course*	3
<b>Total</b>	<b>93</b>

## MUSIC

<b>**Suggested courses to meet AA/OT requirements and electives</b>	<b>Credits</b>
MTH105 Intro to Contemporary Mathematics	4
MUP105 Jazz Band♦	1
MUP121 Symphonic Choir♦	1
MUP125 Vocal Jazz♦	2
MUP131 Chamber Choir♦	2
MUP171-191 and MUP271-291 Individual Lessons♦	3
MUP202A Concert Band♦	1
MUS111/112/113 Music Theory I	9
MUS114/115/116 Sight Reading/Ear Training	3
MUS131/132/133 Piano Course	3
MUS211/212/213 Music Theory II	9
SP111 Fundamentals of Public Speaking	3
WR121/122/123 English Composition	9
Arts and Letters Course (different than MUP or MUS)	3
Lab Science (Biological or Physical)	12
Math/Science/Computer Science course	3
Social Science Courses (two different prefixes)	15
Electives (check transfer college/university requirements)	7
<b>Total</b>	<b>90</b>

♦Six terms of appropriate ensemble participation and three terms of private study are required.

\* Speech courses include SP100, 111, 112, 217, 218, 219, excludes SP220.

\*\* One course must meet the cultural diversity requirement.

# AA/OT College Transfer Programs Recommended Course Work

## NATURAL SCIENCE

See the Associate of Science Natural Science Emphasis for program information.

## NUTRITION and FOOD MANAGEMENT

<b>**Suggested courses to meet AA/OT requirements and electives</b>	<b>Credits</b>
CHEM221/222/223 General Chemistry	15
CS120 Concepts of Computing	4
ECON201/202 Microeconomics/Macroeconomics	8
FN225 Nutrition	4
MTH112 Elementary Functions	4
PSY201/202/203 General Psychology	9
WR121/122/123 English Composition	9
Arts and Letters Courses (two different prefixes)	12
Speech Course*	3
Electives (check transfer college/university requirements)	22
<b>Total</b>	<b>90</b>

## OCCUPATIONAL THERAPY

<b>**Suggested courses to meet AA/OT requirements and electives</b>	<b>Credits</b>
BI201 Introductory Biology	4
BI231/232/233 Human Anatomy and Physiology	12
CS120 Concepts of Computing	4
MTH112 Elementary Functions	4
MTH243 Introduction to Probability and Statistics	4
PH201 General Physics	5
PSY201/202/203 General Psychology	9
SOC204/205 General Sociology	6
WR121/122/123 English Composition	9
Arts and Letters Courses (two different prefixes)	12
Speech Course*	3
Electives (check transfer college/university requirements)	18
<b>Total</b>	<b>90</b>

## OPTOMETRY

<b>**Suggested courses to meet AA/OT requirements and electives</b>	<b>Credits</b>
BI201 Introductory Biology	4
BI231/232/233 Human Anatomy and Physiology	12
BI234 Microbiology	4
CHEM221/222/223 General Chemistry	12
CHEM241/242 Organic Chemistry	8
MTH112 Elementary Functions	4
MTH243 Introduction to Probability and Statistics	4
MTH251 Calculus I	4
PH201/202/203 General Physics	15
PSY201/202/203 General Psychology	9
WR121/122 English Composition	6
WR227 Report Writing	3
Arts and Letters Courses (two different prefixes)	12
Speech Course*	3
Social Science Courses (different prefix than PSY)	6
<b>Total</b>	<b>106</b>

## PHARMACY

<b>**Suggested courses to meet AA/OT requirements and electives</b>	<b>Credits</b>
BI201/202/203 Introductory Biology	12
BI234 Microbiology	4
CHEM221/222/223 General Chemistry	15
ECON201/202 Microeconomics/Macroeconomics	8
MTH251 Calculus	4
PH201/202/203 General Physics	15
PSY201/202/203 General Psychology	9
WR121/122 English Composition	6
WR227 Report Writing	3
Arts and Letters Courses (two different prefixes)	12
Speech Course*	3
Electives (check transfer college/university requirements)	12
<b>Total</b>	<b>103</b>

\* Speech courses include SP100, 111, 112, 217, 218, 219, excludes SP220.

\*\* One course must meet the cultural diversity requirement.

# AA/OT College Transfer Programs Recommended Course Work

## PHILOSOPHY

<b>**Suggested courses to meet AA/OT requirements and electives</b>	<b>Credits</b>
CS120 Concepts of Computing	4
MTH111 College Algebra <b>or</b> MTH105 Intro to Contemporary Mathematics	4
PHL101/102/103 Philosophy	9
WR121/122/123 English Composition	9
Lab Science (Biological or Physical)	12
Second Year Foreign Language Sequence	12
Social Science Courses (two different prefixes)	15
Speech Course*	3
Electives (check transfer college/university requirements)	22
<b>Total</b>	<b>90</b>

## PHYSICAL THERAPY

<b>**Suggested courses to meet AA/OT requirements and electives</b>	<b>Credits</b>
BI201 Introductory Biology	4
BI231/232/233 Human Anatomy and Physiology	12
BI234 Microbiology	4
CHEM221/222/223 General Chemistry	15
MTH112 Elementary Functions	4
MTH243 Introduction to Probability and Statistics	4
MTH251 Calculus I	4
PH201/202/203 General Physics	15
PSY201/202/203 General Psychology	9
WR121/122 English Composition	6
WR227 Report Writing	3
Arts and Letters Courses (two different prefixes)	12
Social Science Courses (different prefix than PSY)	6
Speech Course*	3
Electives (check transfer college/university requirements)	8
<b>Total</b>	<b>109</b>

## PHYSICAL EDUCATION

See the Associate of Science Physical Education Emphasis for program information.

## PHYSICS

<b>**Suggested courses to meet AA/OT requirements and electives</b>	<b>Credits</b>
CHEM221/222/223 General Chemistry	15
MTH251/252/253 Calculus I, II, III	12
MTH254/255 Vector Calculus	8
MTH256 Differential Equations	4
PH211/212/213 General Physics with Calculus	15
WR121/122/123 English Composition	9
Arts and Letters Courses (two different prefixes)	12
Social Science Courses (two different prefixes)	15
Speech Course*	3
<b>Total</b>	<b>93</b>

## POLITICAL SCIENCE

<b>**Suggested courses to meet AA/OT requirements and electives</b>	<b>Credits</b>
CS120 Concepts of Computing	4
MTH111 College Algebra <b>or</b> MTH105 Intro to Contemporary Mathematics	4
PHL101,102,103 Philosophy	9
PS201/202/205 Political Science	9
WR121/122/123 English Composition	9
Arts and Letters Course (different than PHL)	3
Lab Science (Biological or Physical)	12
Social Science Courses (different than PS)	6
Speech Course*	3
Electives (Social Science Courses recommended)	31
<b>Total</b>	<b>90</b>

\* Speech courses include SP100, 111, 112, 217, 218, 219, excludes SP220.

\*\* One course must meet the cultural diversity requirement.

# AA/OT College Transfer Programs Recommended Course Work

## PSYCHOLOGY

<b>**Suggested courses to meet AA/OT requirements and electives</b>	<b>Credits</b>
CS120 Concepts of Computing	4
MTH111 College Algebra	4
MTH243 Introduction to Probability and Statistics	4
PSY201/202/203 General Psychology	9
WR121/122/123 English Composition	9
Arts and Letters Courses	12
(different prefix and PHL102 Ethics recommended)	
Lab Science (Biological or Physical) (Biology recommended)	12
Social Science Courses (different than PSY)	6
Speech Course*	3
Electives (Science, Math, PSY recommended)	27
<b>Total</b>	<b>90</b>

## PUBLIC RELATIONS

<b>**Suggested courses to meet AA/OT requirements and electives</b>	<b>Credits</b>
BA285 Human Relations in Organizations	3
CS120 Concepts of Computing	4
J215 Publishing Lab	2
J217 Feature Writing	3
J220 Digital Media	4
J280 Journalism/CWE	3
MTH111 College Algebra <b>or</b>	4
MTH105 Intro to Contemporary Mathematics	
WR121/122/123 English Composition	9
Arts and Letters Courses	6
Lab Science (Biological or Physical)	12
Social Science Courses (two different prefixes)	15
Speech Course*	3
Electives (check transfer college/university requirements)	22
<b>Total</b>	<b>90</b>

## RELIGIOUS STUDIES

<b>**Suggested courses to meet AA/OT requirements and electives</b>	<b>Credits</b>
CS120 Concepts of Computing	4
GEOG105 Cultural Geography	3
HST101/102/103 History of Western Civilization	9
HUM204/205/206 World Mythology and Religion	9
MTH111 College Algebra <b>or</b>	4
MTH105 Intro to Contemporary Mathematics	
PHL102/103 Philosophy	6
PSY201/202/203 General Psychology	9
WR121/122/123 English Composition	9
Lab Science (Biological or Physical)	12
Speech Course*	3
Electives (check transfer college/university requirements)	22
<b>Total</b>	<b>90</b>

## SCIENCE

<b>**Suggested courses to meet AA/OT requirements and electives</b>	<b>Credits</b>
CHEM221/222/223 General Chemistry	15
CS120 Concepts of Computing	4
MTH111 College Algebra	4
MTH112 Elementary Functions	4
PSY201/202/203 General Psychology	9
WR121/122/123 English Composition	9
Arts and Letters Courses (two different prefixes)	12
Social Science Courses (different than PSY)	6
Select one of the following options:	24-28
<b>Physical Science Option</b>	
PH201/202/203 General Physics <b>or</b> PHI211/212/213 General Physics with Calculus	
<b>and</b> BI201/202/203 General Biology	
<b>Biological Science Option</b>	
BI201/202/203 General Biology	
<b>Earth Science Option</b>	
PH201/202/203 General Physics and G201/202/203 General Geology	
Speech Course*	3
<b>Total</b>	<b>90-94</b>

\* Speech courses include SP100, 111, 112, 217, 218, 219, excludes SP220.

\*\* One course must meet the cultural diversity requirement.

# AA/OT College Transfer Programs Recommended Course Work

## SOCIAL SCIENCE

<b>**Suggested courses to meet AA/OT requirements and electives</b>	<b>Credits</b>
CS120 Concepts of Computing	4
MTH111 College Algebra	4
MTH243 Introduction to Probability and Statistics	4
WR121/122/123 English Composition	9
Arts and Letters Courses (two different prefixes)	12
Lab Science (Biological or Physical)	12
Social Science Courses (two different prefixes)	15
Speech Course*	3
Electives (additional Social Science courses)	27
<b>Total</b>	<b>90</b>

## SOCIOLOGY

<b>**Suggested courses to meet AA/OT requirements and electives</b>	<b>Credits</b>
CS120 Concepts of Computing	4
ENG107/108/109 World Literature	9
GEOG105 Cultural Geography	3
HST201/202/203 History of the United States	9
MTH243 Introduction to Probability and Statistics	4
SOC204/205/206 General Sociology	9
WR121/122/123 English Composition	9
Arts and Letters Course (different than ENG)	3
Lab Science (Biological or Physical)	12
Speech Course*	3
Electives (additional Sociology courses)	25
<b>Total</b>	<b>90</b>

## THEATRE ARTS

<b>**Suggested courses to meet AA/OT requirements and electives</b>	<b>Credits</b>
BI101/102/103 General Biology	12
CS120 Concepts of Computing	4
ENG104/105/106 Introduction to Literature	9
HST101/102/103 History of Western Civilization	9
MTH111 College Algebra <b>or</b> MTH105 Intro to Contemporary Mathematics	4
TA111 Fundamentals of Technical Theatre	3
TA141/142/143 Acting	9
TA153 Rehearsal and Performance	3
TA241/242/243 Intermediate Acting Techniques	9
WR121/122/123 English Composition	9
Social Science Courses (different than HST)	6
Speech Course*	3
Electives (check transfer college/university requirements)	10
<b>Total</b>	<b>90</b>

## VETERINARY MEDICINE

<b>**Suggested courses to meet AA/OT requirements and electives</b>	<b>Credits</b>
BI201/202/203 Introductory Biology	12
CHEM221/222/223 General Chemistry	15
MTH112 Elementary Functions	4
PH201/202/203 General Physics	15
WR121/122/123 English Composition	9
Arts and Letters Courses (two different prefixes)	12
Social Science Courses (two different prefixes)	15
Speech Course*	3
Electives (check transfer college/university requirements)	12
<b>Total</b>	<b>97</b>

\* Speech courses include SP100, 111, 112, 217, 218, 219, excludes SP220.

\*\* One course must meet the cultural diversity requirement.

Requirements	Credit hours	Southwestern courses which satisfy requirements
<b>Aesthetics &amp; Humanities (AEH):</b>	6-20 credits in 2 disciplines	<b>ART</b> 204, 205, 206; <b>ENG</b> 104, 105, 106, 107, 108, 109, 201, 202, 203, 204, 205, 206, 253, 254, 255; <b>GER</b> 101, 102, 103, 201, 202, 203; <b>HUM</b> 204, 205, 206; <b>MUS</b> 111, 112, 113; <b>PHIL</b> 101, 102; <b>SPAN</b> 101, 102, 103, 201, 202, 203
<b>Social Science (SSC):</b>	6-20 credits in 2 disciplines (Must include 1 physical or biological course)	<b>ANTH</b> 101, 102, 103, 221, 222, 223; <b>ECON</b> 201, 202; <b>GEOG</b> 105; <b>HST</b> 101, 102, 103, 104, 201, 202, 203; <b>PS</b> 201, 202, 205; <b>PSY</b> 201, 202, 203; <b>SOC</b> 204, 205, 206
<b>Natural, Mathematical &amp; Information Sciences (SMI):</b>	6-20 credits in 2 disciplines	<b>BI</b> 101, 102, 103, 149, 201, 202, 203; <b>BOT</b> 201; <b>CHEM</b> 121, 122, 123, 221, 222, 223; <b>CS</b> 120; <b>G</b> 201, 202; <b>GS</b> 104, 105, 106, 107, 108; <b>MTH</b> 211, 212, 213, 241, 242, 243, 251, 252, 253, 254; <b>PH</b> 201, 202, 203, 211, 212, 213
<b>Artistic Process &amp; Creation (APC):</b>	6-20 credits in 2 disciplines	<b>ART</b> 115, 116, 117, 131, 132, 133, 184A, 184B, 184C, 185A, 185B, 186C, 191, 192, 193, 199, 250, 251, 252, 253, 254, 255, 281, 282, 283, 284, 285, 286, 291, 292, 293; <b>MUS</b> 101, 102, 103; <b>TA</b> 141, 142, 143
<b>Gateway (GTW):</b>	Up to 15 credits	<b>LIB</b> 127; <b>PHL</b> 103; <b>SP</b> 111, 112; <b>WR</b> 121

**Notes:**

1. A maximum of 120 credit hours earned at community colleges may be applied toward a Baccalaureate degree.
2. Students with the Associate of Arts Transfer Degree (AA/OT) from an accredited Oregon community college will be considered as having met the general education requirements at Eastern.
3. Courses in which "D" grades have been earned will transfer to Eastern.
4. For a Bachelor of Science (BS) degree: In addition to completing the General Education Distribution Requirements, students are required to demonstrate the application of mathematics at the college level. Means for satisfying this requirement are described in each major at Eastern.
5. For a Bachelor of Arts (BA) degree: In addition to completing the General Education Distribution Requirements, students are required to demonstrate proficiency in a single foreign language (completion of a second-year foreign language course sequence or equivalency).
6. Courses in the major will meet General Education Distribution Requirements. Example: a history major can use an approved history course to fulfill the social science requirement.
7. Students entering Eastern beginning fall 2004 must complete a Writing course at or above the 200 level.
8. Only courses with a letter prefix and a number of 100 or higher are considered transferable.

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Requirements	Semester hours	Southwestern courses which satisfy requirements	Quarter hours
Inquiry Seminar	3	WR 121 and 122	6
Vital Past*	3	All <b>History</b> courses; <b>ART</b> 204, 205, 206; <b>ENG</b> 107, 108, 109, 201, 202, 203, 204, 205, 206, 253, 254, 255; <b>MUS</b> 261, 262, 263	6
Creative Studies	3	All <b>Literature</b> courses; <b>ART</b> = All studio, theory, and history courses; <b>MUS</b> = theory, history, or literature courses; <b>TA</b> = All performance, technical and history courses; <b>WR</b> 241, 242, 243	6
Ultimate Questions	3	<b>HUM</b> 204, 205, 206; <b>PHL</b> 101, 102, 103	6
Individuals, Systems, and Societies	3	<b>ANTH</b> 101, 102, 103, 221, 222, 223, 230, 231, 232; <b>ECON</b> 201, 202; <b>PS</b> 201, 202, 203; <b>PSY</b> 201, 202, 203; <b>SOC</b> 204, 205, 206; <b>SP</b> 218; <b>WS</b> 101	6
Natural World	3	All courses in <b>Chemistry, Environmental Technology, General Science, Physics, Geology, and Biology</b>	4-6
Math Proficiency	3	<b>MTH</b> 95	4
Quantitative Reasoning	3	<b>MTH</b> 243/ <b>BA</b> 232	
U.S. Pluralisms	3	<b>ANTH</b> 230, 231, 232; <b>ENG</b> 240, 253, 254, 255; <b>HST</b> 201, 202, 203	
Global Pluralisms	3	<b>ANTH</b> 101, 102, 103, 221, 222, 223; <b>ENG</b> 107, 108, 109	

**Notes:**

1. A maximum of 108 quarter credits earned at a community college can be transferred to Linfield College.
2. In general, only courses with letter prefixes and numbers above 100 are accepted at Linfield.
3. Courses in which a grade of "C" or better has been earned are transferable to Linfield.
4. Courses used to fulfill Linfield Curriculum requirements must be at least three credit hours. A course that transfers as a two semester hour course will not on its own serve as an equivalent to a three semester hour course.
5. While no single course can fill more than one Area of Inquiry, many courses may contribute simultaneously to an Area of Inquiry and the major. Careful records should be kept by students and their advisors each semester regarding the LC designations of selected courses.

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Requirements	Credit hours	Southwestern courses which satisfy requirements
<p><b>Communication:</b></p> <p><b>Speech</b> <b>English Composition</b></p> <p>Nine additional credits from Speech/Writing courses having <b>WR122</b> or <b>SP111</b> as a prerequisite; specified by the major department</p>	<p>3 6 9</p>	<p><b>SP</b> 111 <b>WR</b> 121 and 122  <b>WR</b> 123, 214, 227; <b>SP</b> 219</p>
<p><b>Humanities</b> Nine credits selected by student or specified by a major department*</p>	9	<b>ART</b> 115, 131, 204, 205, 206, 251, 252; <b>ENG</b> 104, 105, 106, 107, 108, 109, 201, 202, 203, 204, 205, 206, 253; <b>HUM</b> 204, 205, 206; <b>MUS</b> 101, 261, 262, 263; <b>PHL</b> 102; <b>SPAN</b> 201, 202, 203
<p><b>Social Science</b> Twelve credits selected by student or specified by a major department</p>	12	<b>ANTH</b> 101, 102, 103, 221, 222, 223, 230, 231, 232; <b>ECON</b> 201, 202; <b>GEOG</b> 105; <b>HST</b> 101, 102, 103, 201, 202, 203; <b>PS</b> 201, 202; <b>PSY</b> 201, 202, 203, 239, 240, 243; <b>SOC</b> 204, 205, 206
<p><b>Science/Mathematics</b> One college-level mathematics course for which at least intermediate algebra is the course prerequisite.</p> <p>Twelve credits selected by student or specified by a major department from biological science, mathematics, or physical science</p>	<p>4 12</p>	<p><b>MTH</b> 105, 111, 112, 211, 241, 243, 251, 252, 253, 254, 255, 256, 265  <b>BI</b> 101, 102, 103, 149, 201, 202, 203, 231, 232, 233, 234; <b>CHEM</b> 122, 123; <b>G</b> 201, 202, 203; <b>MTH</b> 112, 211, 241, 243, 251, 252, 253, 254, 255, 256, 265; <b>PH</b> 201, 202, 203, 211, 212, 213</p>
<p><b>Technology</b></p>		Specific requirements for demonstrating computer proficiency may be established by the academic department.

**Notes:**

1. A transfer student is one who has previously earned credits at another regionally accredited institution of higher education. A student must have earned at least 36 college-level credit hours (24 semester credits) to be admitted on the basis of his/her college record alone.
2. Transfer applicants must have a cumulative 2.25 GPA or better in college-level classes unless they hold an associates or bachelors degree already, in which case, only a cumulative 2.0 GPA is required.
3. In order to be admitted to OIT, transfer applicants must complete the equivalent of Math 95 Intermediate Algebra (or higher) and WR115 Introduction to Writing (or higher) with grades of C- or better.
4. Applicants who do not have an Associates or Bachelors degree must have at least 36 college-level credits, no more than 3 of these credits can be in Physical Education and no more than 10 percent of an applicant's total credits may be in Physical Education.
5. Records from all postsecondary institutions must be submitted for consideration. Applicants who graduated from high school after 1996 must also submit official high-school transcripts, unless they have completed two terms of college-level study in a second language.

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Requirements	Credit hours	Southwestern courses which satisfy requirements
Writing I	3	WR 121
Writing II	3	WR 122, 123, 214, 214T, 222, 227, 241, 242
Writing III/Speech	3	SP 111, 112, 218, 219; WR 122, 123, 214, 222, 227, 241, 242
Mathematics	3	MTH 105, 111, 112, 211, 241, 242, 251 (must be completed before transferring)
Fitness	3	PE 231
Physical Science including Lab	4	CHEM 121, 122, 123, 221, 222, 223; G 201, 202, 203; GS 104, 105, 106, 107, 108; PH 201, 202, 203, 211, 212, 213
Biological Science including Lab	4	BI 101, 102, 103, 201, 202, 203, 234
One additional Physical or Biological Science course	4	Any courses listed for Physical or Biological Science above.
Western Culture	3	ART 204, 205, 206; ENG 107, 108, 109, 201, 202, 203, 204, 205, 206, 253, 254, 255; HST 101, 102, 103, 201, 202, 203; PHL 101, 102
Cultural Diversity	3	ANTH 230, 231, 232; HST 104, 110, 112; HUM 204, 205, 206
Literature and the Arts	3	ART 204, 205, 206; ENG 104, 105, 106, 107, 108, 109, 201, 202, 203, 204, 205, 206, 253, 254, 255; MUS261, 262, 263
Social Processes and Institutions	3	ANTH 103, 221, 222, 223; ECON 201, 202; HST 101, 102, 103; PS 201, 202, 205; PSY 201, 203; SO C204, 205;
Difference, Power and Discrimination	3	HST 201, 202, 203; SOC 206

**Notes:**

1. Transfer students are students who have successfully completed at least 36 quarter hour (24 semester) graded, transferable credits from one or more regionally accredited colleges and universities.
2. Submit completed insight resume. (See website for information)
3. Minimum cumulative GPA of 2.25 on transferable credits.
4. Grade of C- or better in the following courses: College-level writing beginning with WR 121 (English Composition) or equivalent, and Mathematics with course content of College Algebra.
5. Students who graduated from high school in 1997 or later must meet a foreign language requirement with either two years of high school level study in the same language or two quarters/semesters of college level study with a minimum grade of C-.
6. Transfer students must be eligible to return to the most recent college or university attended.

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University Studies placement for transfer students:

- You are placed in the University Studies program according to the number of transfer credits completed once you enroll in classes at Portland State University (PSU) as a formally admitted student. Once you are registered for courses at PSU as a formally admitted student, additional credits completed at another institution will not change this placement. Note that Quick Entry admission is not formal admission, so courses completed at PSU as a Quick Entry student are considered transfer credits for University Studies placement.
- Your placement in the University Studies program will be reflected on your Transfer Evaluation and/or your DARS report. Also see the table below. As the table indicates, if you transfer with 90 or more credits, the lower-division portion of the University Studies courses will be waived. You will still be responsible for completing the Upper Division Cluster of your choice and Senior Capstone, a total of 18 credits.

Please Note: The Upper Division Cluster requirement is a PSU requirement. There are no equivalent courses offered at other institutions. Your three cluster courses must be chosen from the list of approved courses and may not come from your major department.

Credits Transferred	Class Standing	University Studies Requirements*
0 - 29	Freshman	Freshman Inquiry - UNST 1X1, 1X2, 1X3
30 - 44	Freshman	Transfer Transition** - UNST 201 - 210
45 - 59	Sophomore	Three Sophomore Inquiry Courses - UNST 211 - 299
60 - 74	Sophomore	Two Sophomore Inquiry Courses - UNST 211 - 299
75 - 89	Sophomore	One Sophomore Inquiry Course - UNST 211 - 299
90 +	Junior	Three Upper-Division Cluster Courses (12 credits) and Senior Capstone (6 credits)

\* You must begin with indicated course(s) and complete the remainder of the UNST program.

\*\* Transfer Transition courses may be used to complete a Sophomore Inquiry requirement if you are not required to complete it as a third-term freshman (30-44 credits transferred).

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Requirements	Credit hours	Southwestern courses which satisfy requirements
<b>Writing and Oral Communication</b>	Complete all three with a grade of C- or better.	<b>WR 121</b> <b>WR 122</b> <b>SP 111, 218 or 219</b>
<b>Quantitative Reasoning</b>	Complete at least one course, four credits minimum	<b>MTH 105</b> <b>MTH 111</b> <b>MTH 211 + 212</b> <b>MTH 241</b> <b>MTH 243 (or BA 232)</b> <b>MTH 251</b>
<b>Exploration Courses</b> (A minimum of three courses are required in Humanities, Science and Social Science. Students with less than the required 36 credits may complete additional courses in any of the three areas to bring the total amount of required credits to 36)	36 Credit Hours Required	<ul style="list-style-type: none"> <li>• <b>Humanities:</b> Complete at least three courses (9-12 hours) from: <b>ART 204, 205, 206; ENG 104, 105, 106, 107, 108, 109, 204, 205, 206, 253, 254, 255; GER 202, 203; HUM 204, 205, 206; MUS 261, 262, 263; PHL 101, 102; SPAN 202, 203</b></li> <li>• <b>Social Sciences:</b> Complete at least three courses (9-12 hours) from: <b>ANTH 101, 102, 103, 221, 222, 223, BA 101; CJ 100, 101; ECON 201, 202; HE 250; HST 101, 102, 103, 201, 202, 203; PE 231; PS 201, 202; PSY 201, 202, 203; SOC 204, 205, 206, 244; WS101</b></li> <li>• <b>Science:</b> Complete at least three courses (9-12 hours) from: at least two courses must have labs. <b>BI 101, 102, 201, 202, 203; CHEM 121, 122, 221, 222; G 201, 202; GS 104, 106, 107, 108; PH 201, 202.</b></li> </ul>
<b>Upper Division Integration University Studies Requirements</b>	Students must complete three upper division integration courses at SOU from each of the following areas: <ul style="list-style-type: none"> <li>• Science, Technology &amp; Society</li> <li>• Citizenship &amp; Social Responsibility</li> <li>• Diversity &amp; Global Awareness.</li> </ul>	

A seamless transfer to Southern Oregon University can be achieved by matching courses you have completed at your community college with the requirements of SOU's University Studies (general education) program. Use this guide to choose courses that satisfy SOU's Lower Division General Education requirements. You can satisfy SOU Lower Division General Education requirements by completing an Associate of Arts-Oregon Transfer Degree (AAOT), or Oregon Transfer Module (OTM), but these options are not required and may take longer. Students with an Associate of Arts or Science (AA or AS) may need to complete *additional* coursework at SOU to satisfy all Lower Division General Education requirements. For more information, please contact the Office of Admissions.

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Requirements	Credit hours	Southwestern courses which satisfy requirements
<b>Written English</b>	6	<b>WR</b> 121 (must be completed before transferring) and <b>WR</b> 122 or <b>WR</b> 123 (with grade "C-" or better)
<b>Arts and Letters*</b> **These courses must be completed in at least two subjects, and a minimum of two courses must be completed in one subject.	15	<b>ART</b> 204, 205, 206; <b>ENG</b> 104, 105, 106, 107, 108, 109, 201, 202, 203, 204, 205, 206, 253, 254, 255, 260; <b>GER</b> 201, 202, 203; <b>MUS</b> 261, 262, 263; <b>PH L</b> 101, 102, 103
<b>Social Science*</b> **These courses must be completed in at least two subjects, and a minimum of two courses must be completed in one subject.	15	<b>ANTH</b> 102, 103, 221, 222, 223, 230, 231, 232; <b>BA</b> 101; <b>ECON</b> 201, 202; <b>ED</b> 101; <b>GEOG</b> 105; <b>HST</b> 101, 102, 103, 104, 201, 202, 203, 215; <b>PS</b> 201, 202, 203, 205; <b>PSY</b> 202, 228, 237, 239, 240; <b>SOC</b> 204, 205, 206, 210, 213, 221, 230, 244; <b>WS</b> 101
<b>Science*</b> **These courses must be completed in at least two subjects, and a minimum of two courses must be completed in one subject.	15	<b>ANTH</b> 101; <b>B I</b> 101, 102, 103, 149, 201, 202, 203, 231, 232, 233, 234; <b>CHEM</b> 121, 122, 123, 221, 222, 223; <b>CS</b> 101, 133VB, 233VB; <b>G</b> 201, 202, 203, 207, 220, 221, 246; <b>GS</b> 104, 105, 106, 107, 108; <b>MTH</b> 111, 112, 251, 252, 253, 254, 260, 265; <b>PH</b> 121, 201, 202, 203, 211, 212, 213; <b>PSY</b> 201
<b>Multiculture</b> Same course may be chosen to meet this requirement and one of the requirements listed above.	6	Choose two courses - at least three credits each - from two different areas Area 1 - American Cultures: <b>ANTH</b> 230, 231, 232; <b>ENG</b> 256; <b>SOC</b> 206, 213 Area 2 - Identity, Pluralism, and Tolerance: <b>ENG</b> 260; <b>SP</b> 220; <b>WS</b> 101 Area 3 - International Cultures: <b>ANTH</b> 103, 221, 222, 223; <b>ENG</b> 107, 108, 109; <b>GEOG</b> 105; <b>HST</b> 104

**\*The above General Education Requirements apply to Bachelor of Arts\*\*, Bachelor of Science\*\*, and Bachelor of Fine Arts degrees**

To be considered for admission as a transfer student, you must have:

1. Completed one college-level composition course with a grade of C- or better, P (pass), or S (satisfactory)
2. Completed one college-level mathematics course with a prerequisite of intermediate algebra or a higher-level course and a grade of C- or better, P, or S
3. Earned a minimum GPA of 2.25 if you are an Oregon resident, 2.50 if you are a nonresident
4. Verified your second-language proficiency if you graduated from high school spring 1997 or later. Second-language proficiency is demonstrated by submitting a transcript or score report verifying one of the following:
  - Two years of the same second language in high school, or
  - Two college terms of the same second language, or
  - Proficiency test (for example, SAT Subject Tests or BYU Foreign Language Assessment)

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Requirements	Credit hours	Southwestern courses which satisfy requirements
<b>Writing</b>	3-4	<b>WR</b> 121. Must be passed with a "C-" or better.
<b>Speech</b>	3	<b>SP</b> 111, 112.
<b>Health and Physical Education</b>	4	<b>PE</b> 231 plus one activity course from <b>PE</b> 185
<b>Creative Arts</b> Choose at least one credit hour in three of the four disciplines: Art, Dance, Music, Theater.	9	<b>ART</b> 115, 116, 117, 131, 132, 204, 205, 206; <b>MUS</b> 111, 134, 135, 136; <b>TA</b> 100, 141, 142, 153
<b>Laboratory Science</b> At least two courses from the same sequence.	12	<b>BI</b> 101, 102, 103, 201, 202, 203; <b>CHEM</b> 121, 221, 222, 223; <b>G</b> 201, 202, 203; <b>PH</b> 201, 202, 203, 211, 212, 213
<b>Social Science</b> Choose one eight or nine hour sequence, then add one three or four credit course.	11-12	<b>ANTH</b> 101, 102, 103, 222, 223; <b>ECON</b> 201, 202; <b>GEOG</b> 105; <b>HST</b> 101, 102, 103, 201, 202, 203; <b>PS</b> 201, 203, 205; <b>SOC</b> 204
<b>Literature</b>	8	<b>ENG</b> 104, 105, 106, 107, 108, 109
<b>Philosophy or Religion</b>	3	<b>PHL</b> 101, 102, 103

**Notes:**

1. A maximum of 124 credit hours earned at a community college may be applied toward a baccalaureate degree. A maximum of 24 quarter hours of vocational-technical course work may be accepted as elective credit toward part of the 124 hours.
2. In general, only courses with letter prefixes and numbers above 100 are accepted at WOU.
3. There is a 2.00 GPA requirement on all college-level course work. Students with less than 24 hours have other special requirements.
4. There is a foreign language requirement for all transfer students who graduated from high school in 1997 or later.
5. Courses in which D grades have been earned may be accepted at WOU.
6. Students who have not completed all of the Liberal Arts Core Curriculum (LACC) requirements listed above at the time they transfer will be expected to complete them with courses among those specifically required of freshmen beginning their work at WOU.
7. Associate of Arts transfer degree (AA/OT) from SOCC will be considered as having met the LACC requirements at WOU.
8. In the absence of an AA degree, students must check with their major department to determine if courses required in the major may also be used to fulfill LACC requirements. Such courses may be used to meet major requirements or LACC, but not both.
9. Courses numbered 198, 199, 298, and 299 and Cooperative Work Experience (CWE) credits transfer to WOU as general elective credits and are not applied to the major or LACC requirement. Up to 12 hours of CWE can be accepted.

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## Associate of Science/Oregon Transfer in Business (AS/OT in Business) Prerequisites

Institution	Prerequisites	Recommendations
Eastern Oregon University	WR 227 Technical Report Writing The Business Law course for the AS/OT-Business is required	
Oregon Institute of Technology	The Business Law course for the AS/OT-Business is required	PSY 201 General Psychology BUS 215 ( <b>equivalent to SOCC BA 206 Management Fundamentals</b> ) WR 227 Technical Writing
Oregon State University	BA 271 Information Technology in Business BA 275 Business Quantitative Methods MTH 241 Calculus for Biological/Management/Social Sciences <b>(equivalent to SOCC MTH 242 Calculus for Business and Social Science I)</b> MTH 245 Math for Biological/Management/Social Sciences The Business Law course for the AS/OT-Business is required	
Portland State University	CS 106 Computing Fundamentals II BA 205 Business Communications Using Technology Stat 244 Introduction to Probability and Statistics II GPA: 2.75 overall and 2.75 in pre-business core	
Southern Oregon University	BA 271 <b>or</b> BA 282 Applied Business Statistics GPA: 2.0 overall and 2.5 in all business courses Students must apply for admission to the Business School/Program	
University of Oregon	DSC 199 Special Studies: Business Applications Software MTH 241, MTH 242 Calculus for Business Social Science I, II Multicultural requirement GPA: 2.90 overall and 2.75 in pre-business core Students must apply for admission to the Business School/Program	
Western Oregon University	The Business Law course for the AS/OT-Business is required	

# Associate of Science/Oregon Transfer in Business (AS/OT in Business)

## Associate of Science/Oregon Transfer in Business (AS/OT in Business) Degree Requirements

The **Associate of Science/Oregon Transfer degree in Business (AS/OT-Business)** is a degree that is intended to prepare students for transfer into a Baccalaureate business program at an OUS institution. Students who receive this degree will have met all lower-division general education requirements of that institution's Baccalaureate degree programs. Students transferring with this degree will have junior standing for registration purposes. Admission to the business school/program of any OUS institution is not guaranteed upon completion of the AS/OT-Business degree.

It is strongly recommended that students review the list of university-specific prerequisites and recommendations and contact the specific OUS campus business school/program early in the first year of their AS/OT-Business program at Southwestern to be advised about additional requirements and procedures for admission consideration to the OUS institution and the business school/program (30 of the last 45 credits must be completed at Southwestern)

### Program notes

Complete a minimum of 90 credit hours with a minimum Grade Point Average (GPA) of 2.0 ("C") average or better.

#### Arts and Letters (12)

A minimum of twelve credits, chosen from at least two disciplines. The second year of a foreign language may be included but not the first year. American Sign Language is considered a foreign language.

#### Social Sciences\* (12)

A minimum of twelve credits \*Students should consult with their advisor to determine if these courses will meet the social science requirements of the college/university they plan to attend.

#### Science\*(Must be Lab Science) (12)

A minimum of twelve credits of laboratory courses in the biological or physical sciences. \*Students should consult with their advisor to determine if these courses will meet the lab science requirements of the college/university they plan to attend.

### Electives (Remaining credits to total minimum of 90 depending on choice of transfer institution)

**Notes:** Students should discuss any possible course substitution/petition and elective choice with their advisor and/or the intended transfer institution. University-specific prerequisites and recommendations are subject to change without notice. At time of admission, consult the university catalog for binding course requirements.

Lower-division courses taken at the community college may not meet the requirements of an upper-division course with a similar title and content offered by an Oregon University System Business School/Program. In such cases, the courses in question will normally transfer as electives. The AS/OT-Business degree may include up to 12 approved professional-technical credits as electives. Courses that are developmental in nature, designed to prepare students for college transfer courses, are not applicable to this degree.

Effective for everyone graduating from high school in 1997 or later, all OUS institutions will require two years of high school second language for admission. This admission requirement can also be satisfied by two quarters (or semesters) of a college-level second language or demonstrated proficiency in a second language. If you graduated from high school in spring 1997 or later and have not completed two years of a high school second language, you should complete at least two quarters of a second-language sequence at Southwestern. For additional information, contact your advisor or counselor.

# Associate of Science/Oregon Transfer in Business (AS/OT in Business)

General Education Requirements (28 credits)	Distribution Requirements (36 credits) <i>Courses must be at least three credits each.</i>			Business Specific (20 credits)	Electives (Remaining to total minimum of 90 credits)
<p><b>Writing (9)</b> WR121, WR122, and WR227 (Must complete with grade "C" or better)</p>	<p><b>Arts and Letters (12)</b></p> <p><b>ART</b>115, 116, 117, 131, 132, 133, 191, 192, 204, 205, 206, 244, 250, 251, 252, 253, 254, 255, 281, 282, 283, 284, 285, 286, 291, 292</p> <p><b>ENG</b>104, 105, 106, 107, 108, 109, 199, 201, 202, 203, 204, 205, 206, 253, 254, 255, 256, 258, 260, 299</p> <p><b>FR</b>201, 202, 203</p> <p><b>GER</b>201,202, 203</p> <p><b>HUM</b>204, 205, 206</p> <p><b>J</b>203, 204, 215, 217</p> <p><b>MUP</b>105</p> <p><b>MUS</b>101, 102, 103, 111, 112, 113, 205, 211, 212, 213, 261, 262, 263</p> <p><b>PHL</b>101, 102, 103</p> <p><b>SPAN</b>201, 202, 203</p> <p><b>TA</b>100, 141, 142, 143, 241, 242, 243</p> <p><b>WR</b>123, 214, 214T, 222, 241, 242, 243</p>	<p><b>Social Sciences* (12)</b></p> <p><b>Economics (8)</b> ( With grade "C" or better)</p> <p><b>ECON</b>201, 202,</p> <p><b>Remaining credits from the following:</b></p> <p><b>ANTH</b>101, 102, 103, 221, 222, 223, 230, 231, 232</p> <p>*<b>CJ</b>100,<b>CJ</b>101/<b>SOC</b>244, <b>CJ</b>201/<b>SOC</b>221, <b>CJ</b>220, <b>CJ</b>243/<b>SOC</b>243</p> <p>*<b>ED</b>169, 258</p> <p><b>GEOG</b>105</p> <p>*<b>HDFS</b>140, 222</p> <p>*<b>HS</b>100,154, 155, 167, 261</p> <p><b>HST</b>101, 102, 103, 104, 201, 202, 203</p> <p><b>PS</b>201, 202, 203, 205</p> <p><b>PSY</b>201, 202, 203, 228, 237, 239, 240</p> <p><b>SOC</b>204, 205, 206, 210, 213, 220, <b>SOC</b>221/<b>CJ</b>201, <b>SOC</b>243/<b>CJ</b>243, <b>SOC</b>244/<b>CJ</b>101</p> <p><b>WS</b>101</p>	<p><b>Science (12)</b></p> <p><b>BI</b>101, 102, 103, 201, 202, 203, 231, 232, 233, 234</p> <p><b>CHEM</b>121, 122, 123, 221, 222, 223</p> <p><b>G</b>201, 202, 203</p> <p><b>GS</b>104, 105,106,107, or <b>GS</b>108</p> <p><b>PH</b>201, 202, 203, 211, 212, 213</p>	<p><b>BA</b>101, 211, 212, 213, 230 (Must complete with grade "C" or better)</p>	
<p><b>Math (10-12)</b> 2 courses <b>MTH</b>111 or higher and <b>MTH</b>243/<b>BA</b>232 (Must complete with grade "C" or better)</p>					
<p><b>Oral Communication/ Rhetoric (3)</b> <b>SP</b>100, <b>SP</b>111, <b>SP</b>112, <b>SP</b>217, <b>SP</b>218 or <b>SP</b>219 (Must complete with grade "C" or better)</p>					
<p><b>Computer Applications (4)</b> <b>CS</b>120 (Must complete with grade "C" or better)</p>					



# Associate of General Studies (AGS)

## Associate of General Studies (AGS) Degree Requirements

The **Associate of General Studies (AGS)** degree is intended to give individual students flexibility in using a variety of college-level courses (generally 100-level or above), academic or collegiate-level professional technical courses to meet the college-level associate degree requirements.

The AGS is tailored to the student's needs and interests while maintaining high general education standards. Students planning to transfer to a four-year institution within Oregon should complete the AA/OT degree, which is articulated statewide (30 of the last 45 credits must be completed at Southwestern).

### Program notes

Complete a minimum of 90 credit hours with a minimum Grade Point Average (GPA) of 2.0 ("C") average or better. Complete 30 of the last 45 credits at Southwestern before the AGS degree is awarded.

#### Arts and Letters (9)

Minimum three courses, nine credits from approved lists.

#### Social Sciences (9)

Minimum three courses, nine credits from approved lists.

#### Mathematics/Science/Computer Science/Engineering (12)

Minimum three courses, twelve credits from approved lists with a minimum of eight credits of laboratory courses in the biological or physical sciences.

#### Electives (Remaining credits to total minimum of 90)

Combination of lower division transfer and/or professional technical education courses not to include remedial, developmental, four-digit courses that begin with a zero, courses with prefixes CE/CEU/PDU, and no more than nine credits of PE185.

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

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

#### Supportive Courses:

The college has determined that the following supportive courses may be necessary to assist students to successfully complete their programs: **CS125W, HD100, HD112, HD140, HD147, HD152, HD154, HD204, HD208, HE112, LIB127, OA121, RD101, RD102, RD103.**

The maximum number of credits allowable for basic, developmental, or supportive courses under federal financial aid guidelines is 45.

# Associate of General Studies (AGS)

General Education Requirements (20 credits)	Distribution Requirements (30 credits)			Electives (Remaining to total minimum of 90 credits)
<p><b>Writing (6)</b> WR121 and WR122 or WR214 or WR214T</p>	<p><b>Arts and Letters (9)</b></p> <p>ART115, 116, 117, 131, 132, 133, 191, 192, 204, 205, 206, 244, 250, 251, 252, 253, 254, 255, 281, 282, 283, 284, 285, 286, 291, 292, 199, 299</p> <p>ENG104, 105, 106, 107, 108, 109, 199, 201, 202, 203, 204, 205, 206, 253, 254, 255, 256, 258, 260, 299</p> <p>FR201, 202, 203</p> <p>GER201, 202, 203</p> <p>HUM204, 205, 206</p> <p>J199, 203, 204, 215, 217, 299</p> <p>MUP105</p> <p>MUS101, 102, 103, 111, 112, 113, 199, 205, 211, 212, 213, 261, 262, 263, 299</p> <p>PHL101, 102, 103, 199, 299</p> <p>SP100, 111, 112, 199, 217, 218, 219, 220, 299</p> <p>SPAN201, 202, 203</p> <p>TA100, 141, 142, 143, 241, 242, 243</p> <p>WR123, 214, 214T, 222, 241, 242, 243</p>	<p><b>Social Sciences (9)</b></p> <p>ANTH101, 102, 103, 221, 222, 223, 230, 231, 232</p> <p>(Three courses from CJ): CJ100, CJ101/SOC244, CJ201/SOC221, CJ220, CJ243/SOC243</p> <p>ECON201, 202</p> <p>*ED169, 258</p> <p>GEOG105</p> <p>*HD208</p> <p>*HDFS140, 222, 225, 229, 247</p> <p>*HS100, 154, 155, *HS167/SOC230, 261, 265, 266, 267</p> <p>HST101, 102, 103, 201, 202, 203</p> <p>PSY201, 202, 203, 228, 237, 239, 240</p> <p>SOC204, 205, 206, 210, 213, SOC221/CJ201, SOC243/CJ243, SOC244/CJ101</p> <p>WS101</p>	<p><b>Mathematics/Science/Computer Science/Engineering (12)</b></p> <p><b>Laboratory Courses:</b></p> <p>BI101, 102, 103; 201, 202, 203; 231, 232, 233</p> <p>CHEM121, 122, 123; 221, 222, 223</p> <p>G201, 202, 203</p> <p>GS104, 105, 106, 107, 108</p> <p>PH201, 202, 203; 211, 212, 213</p> <p><b>Other Approved Courses:</b></p> <p>BI140, 149, 234</p> <p>BOT201</p> <p>CHEM110</p> <p>CS133VB, 133WS, 160, 161, 162, 233VB, 261</p> <p>ENGR111, 112, 201, 202, 203, 211, 212, 213</p> <p>G146, 207, 220, 221, 246</p> <p>MTH105, 111, 112, 212, 213, 231, 232, 241, 242, MTH243/BA232, 251, 252, 253, 254, 255, 256, 260, 265</p> <p>PH121</p>	
<p><b>Math (3-4)</b> MTH105 or above, excluding MTH211.</p>				
<p><b>Oral Communication/Rhetoric (3)</b> SP100 or higher</p>				
<p><b>Health (3)</b> HE250 or PE231</p>				
<p><b>Computer Literacy (4)</b> CS120</p>				

# Associate of Science Emphasis (AS)

## Associate of Science Emphasis (AS) Degree Requirements

The **Associate of Science (AS)** degree is a college transfer degree designed for the student who intends to transfer to four-year programs at senior institutions of the Oregon University System and whose program requirements are more specific than those of the AA/OT degree plan. **There are no majors within the AS degree, and the student's transcript will designate only that he/she has received an AS degree.** The areas of emphasis listed in the catalog are provided for advising purposes only, to assist students in planning their transition into Baccalaureate programs. Courses taken in an emphasis area may not transfer to all colleges and universities. Students may petition for adjustments in the Southwestern Oregon Community College AS degree if course requirements for the first two years of any regionally accredited four-year institution offering a degree in the student's emphasis area are met (30 of the last 45 credits must be completed at Southwestern).

### Associate of Science Emphasis degree programs offered at Southwestern:

Athletic Training Emphasis  
Childhood Education and Family Studies Emphasis  
Criminal Justice Administration Emphasis  
Engineering Emphasis  
Human Services Emphasis  
Mathematics Emphasis  
Natural Science Emphasis  
Physical Education Emphasis

## Program notes

Complete a minimum of 90 credits of specified courses with a grade of "C" or better with a minimum Grade Point Average (GPA) of 2.0 ("C") average or better. Complete 30 of the last 45 credits at Southwestern before the AS is awarded.

### General Education Requirements (19)

(Courses are specified in each area of emphasis.)

#### Health Education\*:

No more than six credits of PE185 may be used in meeting the total credit requirement or counted in the student's final AS degree. Courses must be in different levels (i.e., beginning, intermediate, advanced).

#### \*Exceptions may be allowed for the following reasons:

-**Veterans:** Students who have completed six months active service in the U.S. armed forces are exempt from the PE185 requirement if they file official evidence of service with the Transcript Evaluator.

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

### Emphasis Area Requirements (21)

A minimum of six credits from each of the Emphasis Area Requirements.

### Electives (Remaining credits to total minimum of 90)

All lower division collegiate courses numbered 100 to 299 may apply towards electives as well as 12 credits of professional technical courses (excluding remedial, developmental, courses with prefixes CE/CEU/PDU, and zero credit courses.). Additionally **ECE100, ED114, ED128, ED127, ED128, HE260, HE262, HS291** and other professional technical courses with prefixes of **DRFT, ELEC, ENV, F, FE, FP, FS, HEC, HORT, MFG, MISC, MT, NUR, OA, PET, RE, RR, WLD** numbered 100 to 299, may only be used as part of the 12 credits of professional technical courses.

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

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

### Supportive Courses:

The college has determined that the following supportive courses may be necessary to assist students to successfully complete their programs: **CS125W, HD100, HD112, HD140, HD147, HD152, HD154, HD204, HD208, HE112, LIB127, OA121, RD101, RD102, RD103.**

The maximum number of credits allowable for basic, developmental, or supportive courses under federal financial aid guidelines is 45.

# Associate of Science Emphasis (AS)

General Education Requirements (19 credits)	Emphasis Area Requirements (21 credits) <i>Courses must be at least three credits each.</i>			Electives (Remaining to total minimum of 90 credits)
<b>Writing (9)</b> WR121 or higher (Must complete with grade "C" or better).	<u><b>Arts and Letters</b></u>  <b>ART</b> 115, 116, 117, 131, 132, 133, 191, 192, 204, 205, 206, 244, 250, 251, 252, 253, 254, 255, 281, 282, 283, 284, 285, 286, 291, 292, 199, 299 <b>ENG</b> 104, 105, 106, 107, 108, 109, 199, 201, 202, 203, 204, 205, 206, 253, 254, 255, 256, 258, 260, 299 <b>FR</b> 201, 202, 203 <b>GER</b> 201, 202, 203 <b>HUM</b> 204, 205, 206 <b>J</b> 199, 203, 204, 215, 217, 299 <b>MUP</b> 105 <b>MUS</b> 101, 102, 103, 111, 112, 113, 199, 205, 211, 212, 213, 261, 262, 263, 299 <b>PHL</b> 101, 102, 103, 199, 299 <b>SP</b> 100, 111, 112, 199, 217, 218, 219, 220, 299 <b>SPAN</b> 201, 202, 203 <b>TA</b> 100, 141, 142, 143, 241, 242, 243 <b>WR</b> 214, 214T, 222, 241, 242, 243	<u><b>Social Sciences</b></u>  <b>ANTH</b> 101, 102, 103, 221, 222, 223, 230, 231, 232 <b>CJ</b> 100, <b>CJ</b> 101/ <b>SOC</b> 244, <b>CJ</b> 201/ <b>SOC</b> 221, <b>CJ</b> 220, <b>CJ</b> 243/ <b>SOC</b> 243 <b>ECON</b> 201, 202 * <b>ED</b> 169, 258 <b>GEOG</b> 105 * <b>HD</b> 208 * <b>HDFS</b> 140, 222, 225, 229, 247 * <b>HS</b> 100, 154, 155, * <b>HS</b> 167/ <b>SOC</b> 230, 261, 265, 266, 267 <b>HST</b> 101, 102, 103, 201, 202, 203 <b>PS</b> 201, 202, 203 <b>PSY</b> 201, 202, 203, 228, 237, 239, 240 <b>SOC</b> 204, 205, 206, 210, 213, <b>SOC</b> 221/ <b>CJ</b> 201, <b>SOC</b> 243/ <b>CJ</b> 243 <b>SOC</b> 244/ <b>CJ</b> 101 <b>WS</b> 101	<u><b>Mathematics/Science/Computer Science/Engineering</b></u>  <u><b>Laboratory Courses:</b></u> <b>BI</b> 101, 102, 103; 201, 202, 203; 231, 232, 233 <b>CHEM</b> 121, 122, 123; 221, 222, 223 <b>G</b> 201, 202, 203 <b>GS</b> 104, 105, 106, 107, 108 <b>PH</b> 201, 202, 203; 211, 212, 213  <u><b>Other Approved Courses:</b></u> <b>BI</b> 140, 149, 234 <b>BOT</b> 201 <b>CHEM</b> 110 <b>CS</b> 133VB, 133WS, 160, 161, 162, 233VB, 261 <b>ENGR</b> 111, 112, 201, 202, 203, 211, 212, 213 <b>G</b> 146, 207, 220, 221, 246 <b>MTH</b> 105, 111, 112, 212, 213, 231, 232, 241, 242, <b>MTH</b> 243/ <b>BA</b> 232, 251, 252, 253, 254, 255, 256, 260, 265 <b>PH</b> 121	Refer to Associate of Science Emphasis Elective information on preceding page.
<b>Math (3-4)</b> <b>MTH</b> 105 or above, excluding <b>MTH</b> 211 (Must complete with grade "C" or better).				
<b>Oral Communication/Rhetoric (3)</b> (As specified in each area of emphasis)				
<b>Health Education (3)</b> (As specified in each area of emphasis)				

# Associate of Applied Science (AAS)

## Associate of Applied Science (AAS) Degree Requirements

The **Associate of Applied Science (AAS)** degree is intended to prepare students for direct entry into the workforce. It develops a student's employment skills while maintaining a recognizable core of general education courses. The student's transcript will designate the occupational program in the degree title.

It is a nationally recognized degree, approved by the State Board of Education and is granted upon completion of a two-year designated professional/technical program (30 of the last 45 credits must be completed at Southwestern).

The **Certificate of Completion** is awarded for a specific curriculum of fewer than 90 credits and is approved by the State Board of Education. Programs that are at least 45 credits are considered one-year Certificates of Completion and are eligible for federal financial aid (15 of the last 30 credits must be completed at Southwestern).

Programs that are fewer than 45 credits are considered **Less Than One Year Certificates of Completion**. These programs are state approved but may not be eligible for federal financial aid (9 of the last 24 credits must be completed at Southwestern).

A **Career Pathway Certificate of Completion** gives students a competitive edge when applying for an entry level position in a given industry or career pathway. Certificates can lead to an Associate of Applied Science or an Associate of Science Degree. These programs are state approved but may not be eligible for federal financial aid (9 of the last 12 credits must be completed at Southwestern).

### Program notes

Complete a minimum of 90 credits of specified courses (see individual curriculum for listing) with a minimum grade point average (GPA) of 2.0. However, the student must achieve at least a "C" grade for each course in the major. The program areas may designate other courses in which the student must achieve a "C" or better. Complete 30 of the last 45 credits at Southwestern before the AAS is awarded.

#### General Education Requirements (18-19)

(Courses are specified in each program.)

**Writing (3):** Writing 100 level or above (usually WR115) with a grade of "C" or better.

**Oral Communication/Rhetoric (3):** SP100 or higher.

**Math (3-4):** MTH70 or higher with a grade of "C" or better. (Course must have a prerequisite of MTH20, MTH25 or MTH55 with a grade of "C" or better.)

**Health and Wellness\* (3):** HE250, PE231 or PE185.

\*No more than six credits of PE185 may be used in meeting the total credit requirement or counted in the student's final AAS degree. PE185 courses must be in different levels (i.e., beginning, intermediate, advanced).

**\*Exceptions may be allowed for the following reasons:**

**-Veterans:** Students who have completed six months active service in the U.S. armed forces are exempt from the PE185 requirement if they file official evidence of service with the Transcript Evaluator.

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

**Computers (4):** CS120 or demonstrated proficiency.

**Human Relations (3):** BA285 or as specified in program.

#### Electives (3):

The balance of the requirements (minimum one course) may not be a prerequisite course to the degree/program requirements and may not include remedial or developmental courses. (Prerequisite courses are designated in each program.)

#### Supportive Courses: (will count as electives)

The college has determined that the following supportive courses may be necessary to assist students to successfully complete their programs: CS125W, HD100, HD112, HD140, HD147, HD152, HD154, HD204, HD208, HE112, LIB127, OA121, RD101, RD102, RD103.

#### Developmental/Remedial Courses:

ENL0747, HD90, MTH0520, MTH20, MTH70, MTH94, MTH95, RD0751, RD0752, RD0753, WR0525, WR90.

Maximum number of credits allowable for basic, developmental, or supportive courses under federal financial aid guidelines is 45.

**Note:** Effective for everyone graduating from high school in 1997 or later, all OUS institutions will require two years of high school second language for admission. This admission requirement can also be satisfied by two quarters (or semesters) of a college-level second year language or demonstrated proficiency in a second language. If you graduated from high school in spring 1997 or later and have not completed two years of a high school second language, you should complete at least two quarters of a second year language sequence at Southwestern. For additional information, contact your advisor or counselor.

# Business and Office Occupations

**Description:** The Business and Office Occupation programs provide students with the knowledge and skills they need for careers in fields such as accounting, finance, marketing, management and sales. The Business Department at Southwestern Oregon Community College offers two types of degrees.

The Associate of Science Oregon Transfer in Business degree is designed to provide the student with the first two years of a four-year business degree. After completion of the first two years, a student transfers to a four-year institution.

The Associate of Applied Science is designed for the student who wants to be employed in two years and does not intend to transfer to a four-year institution. Southwestern also offers several certificates for students who need specific skills to enter the workforce.

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

The **Accounting Certificate of Completion** is a one-year certificate to prepare students for entry level bookkeeping and accounting clerk positions. The courses required are applicable toward an Associate of Applied Science in Accounting.

The **Bookkeeping Clerical Certificate of Completion** is a one-year certificate to prepare students for entry-level bookkeeping and clerical positions.

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## Program notes

### Associate of Applied Science Accounting

**Notes:**

1. AC2766 and AC2767 are equivalent to BA211. Students must petition if they wish to have AC2766 and AC2767 changed to BA211.
2. Four credits of ECON201 **or** ECON202 may be substituted for BA156.
3. HE250 or three credits of PE185 may be substituted for PE231.
4. SP112, SP218 **or** SP219 may be substituted for SP111.
5. AC2331 and AC2332 may be substituted for BA220.
6. Developmental and remedial courses and CS101 will not fulfill elective requirement.

### Certificate of Completion Accounting

**Notes:**

1. AC2766 and AC2767 are equivalent to BA211. Students must petition if they wish to have AC2766 and AC2767 changed to BA211. Students choosing this option will also need to take BA212 and BA213. Students should contact an advisor or accounting instructor for details.
2. AC2331 and AC2332 may be substituted for BA220.

### Certificate of Completion Bookkeeping Clerical

**Note:**

1. AC2766 and AC2767 are equivalent to BA211. Students must petition if they wish to have AC2766 and AC2767 changed to BA211. Students choosing this option will also need to take BA212 and BA213. Students should contact an advisor or accounting instructor for details.

**This program is currently under revision. Please check with your advisor for current program requirements.**

# Associate of Applied Science Accounting (including Certificate)

## Prerequisites

All courses in this program must be completed with a "C" or better

CS101 or pass waiver test (for all CIS/CS courses)

MTH70 with a "C" or better or placement test score.

Reading Score of ASSET 39  
COMPASS 69

WR90 with a "C" or better or placement test score.

## Recommended Sequence for Full-time Students

(Students should see an advisor or counselor to customize their educational plans.)

First Year Fall	First Year Winter	First Year Spring	Second Year Fall	Second Year Winter	Second Year Spring
BA101 (4)  Introduction to Business	BA212 (4)  Principles of Accounting I <sup>1</sup>	BA156 (3) Essentials of Economics <sup>2</sup>	AC2772 (3) Intermediate Accounting I	AC2773 (3) Intermediate Accounting II	AC240 (3) Fund Accounting
BA211 (4)  Principles of Accounting I <sup>1</sup>	BA277 (3)  Business Ethics	BA213 (4)  Principles of Accounting III <sup>1</sup>	BA177 (3)  Payroll Records and Accounting	BA220 (3) Tax Accounting <sup>5</sup>	BA217 (3) Accounting Process
CS120 (4)  Concepts of Computing	BA285 (3)  Human Relations in Organizations	PE231 (3)  Wellness for Life <sup>3</sup>	BA206 (3)  Management Fundamentals	BA230 (4) Business Law	BA222 (3)  Finance
MTH94 (4)  Intermediate Algebra I	CS125S (3) Spreadsheet Applications	SP111 (3) Fundamentals of Public Speaking <sup>4</sup>	BA215 (3) Cost Accounting	Elective <sup>6</sup> (3)	BA280 (3) Field Experience or BA2280
OA220 (1) Electronic Calculators	WR115 (3)  Intro to Expository Writing or Higher	OA240 (3) Filing/Records Management	BA223 (3)  Principles of Marketing		Elective <sup>6</sup> (3)
Term credits = 17	Term credits = 16	Term credits = 16	Term credits = 15	Term credits = 13	Term credits = 15
					<b>Total credits= 92</b>

● Certificate of Completion Accounting  
 BA101  
 BA211<sup>1</sup>  
 CS120  
 MTH70 or higher  
 OA220  
  
 BA212<sup>1</sup>  
 BA220<sup>2</sup>  
 BA2280 or BA280  
 BA285  
 WR115 or Higher  
  
 BA177  
 BA213<sup>1</sup>  
 BA217  
 CS125S  
  
 Total credits = 46

- = Credits earned in a certificate may be applied towards other certificates and degrees. See your advisor for more information.
- = Course available through Distance Learning.
- (3) = Number of course credits.

# Certificate of Completion Bookkeeping Clerical

## Prerequisites

All courses in this program must be completed with a "C" or better

CS101 or pass waiver test (for all CIS/CS courses)

MTH20 or MTH55 with a "C" or better or placement test score.

WR90 with a "C" or better or placement test score.

## Recommended Sequence for Full-time Students

(Students should see an advisor or counselor to customize their educational plans.)

Fall	Winter	Spring
BA211 (4)  Principles of Accounting I <sup>1</sup>	BA212 (4)  Principles of Accounting II	BA177 (3) Payroll Records and Accounting
MTH70 (4)  Elementary Algebra or higher	BA285 (3)  Human Relations in Organizations	BA217 (3) Accounting Process
OA116 (3) Office Procedures	CS120 (4)  Concepts of Computing	BA2280 (3) Field Experience or BA280
OA124 (3) Keyboard Skillbuilding	CS125W (3)  Word Processing Applications	CS125S (3) Spreadsheet Applications
OA220 (1) Electronic Calculators	WR115 (3)  Intro to Expository Writing or Higher	OA240 (3) Filing and Records Management
Term credits = 15	Term credits = 17	Term credits = 15
Total credits= 47		

● = Credits earned in a certificate may be applied towards other certificates and degrees. See your advisor for more information.

 = Course available through Distance Learning.

(3) = Number of course credits.



# Business and Office Occupations

**Description:** The Business and Office Occupation programs provide students with the knowledge and skills they need for careers in fields such as accounting, finance, marketing, management and sales. The Business Department at Southwestern Oregon Community College offers two types of degrees.

The Associate of Science Oregon Transfer in Business degree is designed to provide the student with the first two years of a four-year degree. After completion of the first two years, a student transfers to a four-year institution.

The Associate of Applied Science is designed for the student who wants to be employed in two years and does not intend to transfer to a four-year institution. Southwestern also offers several certificates for students who need specific skills to enter the workforce.

The **Associate of Applied Science in Marketing** prepares students to enter the marketing field and provides supervised work experience. Students then may be qualified to move into assistant manager positions.

The **Marketing Certificate of Completion** is for those who wish to update skills or increase advancement potential. The courses are designed to provide students with a strong basic understanding of fundamentals and current practices in the field of marketing. Businesses will find this short-term certificate especially helpful in quickly training present and new employees in basic subject matter pertinent to the marketing function.

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## Program notes

### Associate of Applied Science Marketing

#### Notes:

1. AC2766 and AC2767 are equivalent to BA211. Students must petition if they wish to have AC2766 and AC2767 changed to BA211. Students choosing this option will also need to take BA212 and BA213. Students should contact an advisor or accounting instructor for details.
2. Four credits of ECON201 or ECON202 may be substituted for BA156.
3. HE250 or three credits of PE185 may be substituted for PE231.
4. SP112, SP218, or SP219 may be substituted for SP111.
5. Developmental and remedial courses, and CS101 will not fulfill elective requirement.

# Associate of Applied Science Marketing (including Certificate)

## Prerequisites

All courses in this program must be completed with a "C" or better

CS101 or pass waiver test (for all CIS/CS courses)

MTH70 with a "C" or better or placement test score.

Reading Score of ASSET 39  
COMPASS 69

WR90 with a "C" or better or placement test score.

## Recommended Sequence for Full-time Students

(Students should see an advisor or counselor to customize their educational plans.)

First Year Fall	First Year Winter	First Year Spring	Second Year Fall	Second Year Winter	Second Year Spring
BA101 (4)  Introduction to Business	BA212 (4)  Principles of Accounting II <sup>1</sup>	BA156 (3) Essentials of Economics <sup>2</sup>	BA206 (3)  Management Fundamentals	BA230 (4) Business Law	BA222 (3)  Finance
BA211 (4)  Principles of Accounting I <sup>1</sup>	BA277 (3)  Business Ethics	BA213 (4)  Principles of Accounting III <sup>1</sup>	BA223 (3) Principles of Marketing	BA236 (3)  E-Commerce Fundamentals	BA233 (3)  E-Marketing
CS120 (4) Concepts of Computing	BA285 (3)  Human Relations in Organizations	PE231 (3)  Wellness for Life <sup>3</sup>	CS125P (1) Presentation Applications	BA239 (3) Advertising	BA238 (3) Sales
MTH94 (4)  Intermediate Algebra I	CS125S (3) Spreadsheet Applications	SP111 (3) Fundamentals of Public Speaking <sup>4</sup>	CS195 (3) Web Development I	CS125W (3) Word Processing Applications	BA280 (3) Field Experience or BA2280
OA220 (1) Electronic Calculators	WR115 (3)  Intro to Expository Writing or Higher	Elective <sup>5</sup> (3)	Elective <sup>5</sup> (3)	Elective <sup>5</sup> (3)	CS135W (3) Adv Word Processing
Term credits = 17	Term credits = 16	Term credits = 16	Term credits = 13	Term credits = 16	Term credits = 15
					Total credits= 93

● Certificate of Completion Marketing

BA 101  
BA 223  
BA 238  
BA 239  
CS 125P  
CS 195  
OA 220  
WR 115 or Higher  
Total credits = 21

- = Credits earned in a certificate may be applied towards other certificates and degrees. See your advisor for more information.
- = Course available through Distance Learning.
- (3) = Number of course credits.

# Business and Office Occupations

**Description:** The Business and Office Occupation programs provide students with the knowledge and skills they need for careers in fields such as accounting, finance, marketing, management and sales. The Business Department at Southwestern Oregon Community College offers two types of degrees.

The Associate of Science Oregon Transfer in Business degree is designed to provide the student with the first two years of a four-year degree. After completion of the first two years, a student transfers to a four-year institution.

The Associate of Applied Science is designed for the student who wants to be employed in two years and does not intend to transfer to a four-year institution. Southwestern also offers several certificates for students who need specific skills to enter the workforce.

The **Retail Management Certificate of Completion** is a one-year certificate recommended for students who would like to work in retail sales or students who are currently working in retail sales and are interested in advancing in their careers.

Upon completion of this certificate, students will demonstrate skills necessary to successfully work in the field of retail sales and be in a position to advance to higher levels of responsibility including supervisory management.

Career opportunities include retail clerks, management trainees, sales associates and other similar retail positions.

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## Program notes

### Certificate of Completion Retail Management

**Note:**

1. Requires course prerequisite, appropriate placement test score or instructor consent.



# Certificate of Completion Retail Management

## Prerequisites

CS101 or pass waiver test (for all CIS/CS courses)

MTH20 or MTH55 with a "C" or better or placement test score.

WR121 with a "C" or better or placement test score.

## Recommended Sequence for Full-time Students

(Students should see an advisor or counselor to customize their educational plans.)

Fall	Winter	Spring
BA206 (3) ● ☞ Management Fundamentals	BA211 (4) ● ☞ Principles of Accounting I	BA249 (3) Retailing
BA223 (3) ● ☞ Principles of Marketing	BA224 (3) ● ☞ Human Resource Management	BA285 (3) ● ☞ Human Relations in Organizations
MTH70 (4) ● ☞ Elementary Algebra <sup>1</sup> or higher	CS120 (4) ● ☞ Concepts of Computing <sup>1</sup>	SP111 (3) Fundamentals of Public Speaking
		WR214 (3) ● ☞ Business English <sup>1</sup>
Term credits = 10	Term credits = 11	Term credits = 12
		Total credits= 33

● = Credits earned in a certificate may be applied towards other certificates and degrees. See your advisor for more information.

☞ = Course available through Distance Learning.

(3) = Number of course credits.

# Business and Office Occupations

**Description:** The Business and Office Occupation programs provide students with the knowledge and skills they need for careers in fields such as accounting, finance, marketing, management and sales. The Business Department at Southwestern Oregon Community College offers two types of degrees.

The Associate of Science Oregon Transfer in Business degree is designed to provide the student with the first two years of a four-year degree. After completion of the first two years, a student transfers to a four-year institution.

The Associate of Applied Science is designed for the student who wants to be employed in two years and does not intend to transfer to a four-year institution. Southwestern also offers several certificates for students who need specific skills to enter the workforce.

The **Associate of Applied Science in Office Management** prepares students for entry-level positions in an office. Students are introduced to office operations, formulating departmental policies, coordinating activities, and directing personnel to attain operational goals.

The **Office Administration/Office Occupations Certificate of Completion** is a one-year certificate designed to prepare students to perform administrative/secretarial tasks in a variety of office settings.

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## Program notes

### Associate of Applied Science Office Management

**Notes:**

1. AC2766 and AC2767 are equivalent to BA211. Students must petition if they wish to have AC2766 and AC2767 changed to BA211. Students choosing this option will also need to take BA212 and BA213. Students should contact an advisor or accounting instructor for details.
2. Four credits of ECON201 **or** ECON202 may be substituted for BA156.
3. HE250 **or** three credits of PE185 may be substituted for PE231.
4. SP112, SP218, **or** SP219 may be substituted for SP111.
5. Developmental and remedial courses and CS101 will not fulfill elective requirement.

**This program is currently under revision. Please check with your advisor for current program requirements.**

### Certificate of Completion Office Occupations

**Note:**

1. AC2766 and AC2767 are equivalent to BA211. Students must petition if they wish to have AC2766 and AC2767 changed to BA211.

# Associate of Applied Science Office Management (including Certificate)

## Prerequisites

All courses in this program must be completed with a "C" or better

CS101 or pass waiver test (for all CIS/CS courses)

MTH70 with a "C" or better or placement test score.

Reading Score of ASSET 39  
COMPASS 69

WR90 with a "C" or better or placement test score.

## Recommended Sequence for Full-time Students

(Students should see an advisor or counselor to customize their educational plans.)

First Year Fall	First Year Winter	First Year Spring	Second Year Fall	Second Year Winter	Second Year Spring
BA101 (4)  Introduction to Business	BA212 (4)  Principles of Accounting II <sup>1</sup>	BA156 (3) Essentials of Economics <sup>2</sup>	BA177 (3) Payroll Records and Accounting	BA230 (4) Business Law	BA217 (3) Accounting Process
BA211 (4)  Principles of Accounting I <sup>1</sup>	BA277 (3)  Business Ethics	BA213 (4)  Principles of Accounting III <sup>1</sup>	BA206 (3)  Management Fundamentals	BA280 (3) Field Experience or BA2280	BA280 (3) Field Experience or BA2280
CS120 (4)  Concepts of Computing	BA285 (3)  Human Relations in Organizations	PE231 (3)  Wellness for Life <sup>3</sup>	BA223 (3)  Principles of Marketing	OA240 (3) Filing and Records Management	CS125DB (3)  Database Applications
MTH94 (4)  Intermediate Algebra I	CS125S (3) Spreadsheet Applications	SP111 (3) Fundamentals of Public Speaking <sup>4</sup>	CS125W (3)  Word Processing Applications	Elective <sup>5</sup> (3)	CS135W (3) Adv Word Proc: Desktop Publishing
OA220 (1) Electronic Calculators	WR115 (3)  Intro to Expository Writing Or Higher	Elective <sup>5</sup> (3)	OA116 (3) Office Procedures		OA2591 (3) Proofreading/ Editing
Term credits = 17	Term credits = 16	Term credits = 16	Term credits = 15	Term credits = 13	Term credits = 15
					Total credits= 92

- Certificate of Completion Office Occupations
- AC2766<sup>1</sup>
- MTH70 or higher
- OA116
- OA124
- OA220
- WR115 or higher
- AC2767<sup>1</sup>
- BA285
- CS120
- CS125W
- OA240
- BA177
- BA2280 or BA280
- CS135W
- OA2591
- Total credits = 47

● = Credits earned in a certificate may be applied towards other certificates and degrees. See your advisor for more information.

= Course available through Distance Learning.

(3) = Number of course credits.

# Business and Office Occupations

**Description:** The Business and Office Occupation programs provide students with the knowledge and skills they need for careers in fields such as accounting, finance, marketing, management and sales. The Business Department at Southwestern Oregon Community College offers two types of degrees.

The Associate of Science Oregon Transfer in Business degree is designed to provide the student with the first two years of a four-year degree. After completion of the first two years, a student transfers to a four-year institution.

The Associate of Applied Science is designed for the student who wants to be employed in two years and does not intend to transfer to a four-year institution. Southwestern also offers several certificates for students who need specific skills to enter the workforce.

The **Associate of Applied Science in Small Business Management/Entrepreneurship** exposes students to all aspects of operating a business. The program prepares students for positions such as management trainee, first-line supervisor, and higher levels of management for either profit or non-profit organizations. Focus is also placed on entrepreneurship for those interested in starting/operating a business or applying this managerial approach in a medium to large organization.

The **Supervision Certificate of Completion** prepares the individual for careers in supervision and management. Its objective is to assist students in learning the newest supervisory and management skills and to help businesses save money on training costs.

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## Program notes

### Associate of Applied Science Small Business Management/Entrepreneurship

#### Notes:

1. AC2766 and AC2767 are equivalent to BA211. Students must petition if they wish to have AC2766 and AC2767 changed to BA211. Students choosing this option will also need to take BA212 and BA213. Students should contact an advisor or accounting instructor for details.
2. Four credits of ECON201 or ECON202 may be substituted for BA156.
3. HE250 or three credits of PE185 may be substituted for PE231.
4. SP112, SP218, or SP219 may be substituted for SP111.
5. Developmental and remedial courses and CS101 will not fulfill elective requirement.

### Certificate of Completion Supervision

#### Note:

1. SP112, SP218, or SP219 may be substituted for SP111.



# Associate of Applied Science Small Business Management/Entrepreneurship (including Certificate)

## Prerequisites

All courses in this program must be completed with a "C" or better

CS101 or pass waiver test (for all CIS/CS courses)

MTH70 with a "C" or better or placement test score.

Reading Score of ASSET 39  
COMPASS 69

WR90 with a "C" or better or placement test score.

## Recommended Sequence for Full-time Students

(Students should see an advisor or counselor to customize their educational plans.)

First Year Fall	First Year Winter	First Year Spring	Second Year Fall	Second Year Winter	Second Year Spring
BA101 (4)  Introduction to Business	BA212 (4)  Principles of Accounting II <sup>1</sup>	BA156 (3) Essentials of Economics <sup>2</sup>	BA177 (3) Payroll Records and Accounting	BA224 (3) Human Resources Management	BA217 (3) Accounting Process
BA211 (4)  Principles of Accounting I <sup>1</sup>	BA277 (3)  Business Ethics	BA213 (4)  Principles of Accounting III <sup>1</sup>	BA206 (3)  Management Fundamentals	BA230 (4) Business Law	BA222 (3)  Finance
CS120 (4)  Concepts of Computing	BA285 (3)  Human Relations in Organizations	PE231 (3)  Wellness for Life <sup>3</sup>	BA223 (3)  Principles of Marketing	CS125W (3)  Word Processing Applications	BA250 (3) Sm Business Mgmt Entrepreneurship
MTH94 (4)  Intermediate Algebra I	CS125S (3) Spreadsheet Applications	SP111 (3) Fundamentals of Public Speaking <sup>4</sup>	OA116 (3) Office Procedures	Elective <sup>5</sup> (3)	BA280 (3) Field Experience or BA2280
OA220 (1) Electronic Calculators	WR115 (3)  Intro to Expository Writing Or Higher	Elective <sup>5</sup> (3)	Elective <sup>5</sup> (3)		BA288 (3)  Customer Service
Term credits = 17	Term credits = 16	Term credits = 16	Term credits = 15	Term credits = 13	Term credits = 15
					Total credits= 92

● Certificate of Completion Supervision

BA101  
BA206  
BA224  
BA285  
OA220  
SP111<sup>1</sup>  
WR115 or higher  
Total credits = 20

● = Credits earned in a certificate may be applied towards other certificates and degrees. See your advisor for more information.

= Course available through Distance Learning.

(3) = Number of course credits.

# Medical Office and Office Occupations

**Description:** These programs provide students with the skills they need to perform clerical work in the medical field. These positions may be available in hospitals, medical clinics, and other medical facilities. The medical field requires employees who are conscientious, responsible and respect the confidential nature of medical information.

Medical assistants help physicians examine and treat patients, as well as perform routine tasks needed to keep the office running smoothly. Although medical assistants can perform both clinical and administrative tasks, the nature of the work varies from office to office. The size of the practice affects the scope of the job, as does the physician's view of medical assisting responsibilities. Medical assistants must not only be good at putting patients at ease but also be good listeners and interpret a physician's instructions correctly the first time they are given.

**Typical job tasks may include:**

- Take/record vital signs and medical histories
- Complete and submit insurance claim forms
- Maintain and file patient medical records
- Prepare professional correspondence
- Telephone prescriptions to the pharmacy
- Manage billing and bookkeeping
- Explain treatment procedures to patients
- Arrange for hospital admission and laboratory services
- Schedule and receive patients
- Perform basic laboratory tests
- Order and maintain supplies
- Answer the telephone
- Assist in examinations
- Annotate incoming mail

The **Associate of Applied Science in Medical Assistant** prepares students in the first year of the curriculum to perform initial clerical duties in hospitals, medical clinics, and other medical facilities. The second year adds skills in medical terminology, management, and clinical skills with emphasis on the role of the medical assistant in the medical care delivery team.

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## Program notes

### Associate of Applied Science Medical Assistant

**Notes:**

1. HE250 or PE231 may be substituted for three credits of PE185.
2. Developmental and remedial courses and OA121 and CS101 will not fulfill elective requirement.



# Associate of Applied Science Medical Assistant (including Certificate)

## Prerequisites

All prerequisites in this program must be completed with a "C" or better

CS101 or pass waiver test (for all CIS/CS courses)

MTH20 or MTH55 with a "C" or better or placement test score.

Reading Score of ASSET 39  
COMPASS 69

WR90 with a "C" or better or placement test score.

## Recommended Sequence for Full-time Students

(Students should see an advisor or counselor to customize their educational plans.)

First Year Fall	First Year Winter	First Year Spring	Second Year Fall	Second Year Winter	Second Year Spring
CS120 (4) Concepts of Computing	AC2766 (4) Accounting I or BA211	BA2280 (2) Cooperative Work Experience	BA177 (3) Payroll Records and Accounting	OA2222 (3) Medical Terminology II	BA2280 (2) Cooperative Work Experience
MTH70 (4) Elementary Algebra or higher	BA285 (3) Human Relations in Organizations	CS135W (3) Adv Word Proc: Desktop Publishing	OA2221 (3) Medical Terminology I	OA2231 (4) Clinical Procedures I	OA2232 (4) Clinical Procedures II
SP218 (3) Interpersonal Comm. or SP219	CS125W (3) Word Processing Applications	OA5533 (2)  Medical Law and Ethics	OA5401 (3) Body Structures and Functions I	OA2725 (3) Reimbursement Management	OA2597 (3) Medical Office Coding
OA124 (3) Keyboard Skillbuilding	OA240 (3) Filing and Records Management	OA116 (3) Office Procedures	PE185 (1) Physical Education <sup>2</sup>	OA5402 (3) Body Structures and Functions II	OA2591 (3) Proofreading and Editing
OA220 (1) Electronic Calculators	WR115 (3) Intro to Expository Writing or Higher	Elective <sup>2</sup> (3)	Elective <sup>2</sup> (3)	PE185 (1) Physical Education <sup>1</sup>	PE185 (1) Physical Education <sup>1</sup>
				PHAR5472 (3) Pharmacology I	Elective <sup>2</sup> (3)
Term credits = 15	Term credits = 16	Term credits = 13	Term credits = 13	Term credits = 17	Term credits = 16
					Total credits= 90

● = Credits earned in a certificate may be applied towards other certificates and degrees. See your advisor for more information.

 = Course available through Distance Learning.

(3)= Number of course credits.

# Medical Office and Office Occupations

**Description:** These programs provide students with the skills they need to perform clerical work in the medical field. These positions may be available in hospitals, medical clinics, and other medical facilities. The medical field requires employees who are conscientious, responsible and respect the confidential nature of medical information.

Medical clerical staff are at the center of communications within the office. The secretary processes and transmits information to physicians, patients, other office personnel, and outside organizations. This position requires a good command of both the English language and medical terminology. Medical secretaries must be tactful in their dealings with many different people and therefore should possess excellent interpersonal skills. Discretion, judgment, organizational ability and initiative are important, as well as versatility and adaptability.

**Typical job tasks may include:**

- Prepare correspondence
- Answer phones
- Maintain technical library
- Transcribe dictation
- Schedule appointments
- Greet and direct patients
- Maintain files
- Assist physicians or medical scientists with procedures, reports, speeches, articles
- Arrange for hospital admission and laboratory
- Utilize knowledge of medical terminology
- Run spreadsheets, database software, graphics programs

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

Medical transcriptionists must have an excellent command of both the English language and medical terminology in order to proofread documents with accuracy. He or she must be a proficient typist and be familiar with hospital and office procedures. The medical transcriptionist uses word processing equipment to transcribe medical reports according to established guidelines for format, accuracy, and speed. These reports become part of the patient's medical record.

**Typical job tasks may include:**

- Read charts prepared by dictator
- Transcribe letters, medical reports, and other data
- Operate a transcribing machine with ease
- Receive and route calls
- Operate word processing software
- Operate a cassette player

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

The **Medical Aide Certificate of Completion** prepares students to work in a medical office or as an aide in a health care setting. Medical clerical workers or aides will process and transmit information to physicians, patients, office personnel and outside organizations. These activities require a good command of the English language, medical terminology and a basic understanding of the structure and functions of the human body. Medical clerical workers or aides must be tactful in their dealings with many different people, and therefore should possess excellent interpersonal skills. Discretion, judgment, organizational ability, and initiative are important, as well as versatility and adaptability. Conscientiousness, a sense of responsibility, and respect for the confidential nature of medical information are also required. Sample jobs/titles include: Home Health Aide, Caregiver, Personal Care Attendant, Residence Assistant, Office Clerk/Receptionist.

# Certificate of Completion Medical Clerical (including Certificates of Completion Medical Transcription and Medical Aide)

## Prerequisites

All courses in this program must be completed with a "C" or better

CS101 or pass waiver test (for all CIS/CS courses)

MTH20 or MTH55 with a "C" or better or placement test score.

WR90 with a "C" or better or placement test score.

## Recommended Sequence for Full-time Students

(Students should see an advisor or counselor to customize their educational plans.)

Fall	Winter	Spring
OA124 (3) Keyboard Skillbuilding	CS125W (3) <sup>DL</sup>	BA2280 (2) Work Experience or BA280
OA2221 (3) <sup>DL</sup> Medical Terminology I	OA240 (3) Filing and Records Management	BA285 (3) <sup>DL</sup> Human Relations in Organizations
OA5401 (3) Body Structure and Functions I	OA2222 (3) <sup>DL</sup> Medical Terminology II	CS135W (3) Advanced Word Processing
OA5533 (2) <sup>DL</sup> Medical Law and Ethics	OA2597 (3) Medical Office Coding	MTH70 (4) Elementary Algebra or higher
WR115 (3) Intro to Expository Writing or higher	OA5402 (3) Body Structure and Functions II	OA2725 (3) Reimbursement Management
		OA116 (3) Office Procedures
<b>Term credits = 14</b>	<b>Term credits = 15</b>	<b>Term credits = 18</b>
		<b>Total credits= 47</b>

### ● Certificate of Completion Medical Transcription

BA285  
OA124  
OA2221  
OA5401  
WR115

CS125W  
OA2222  
OA2241  
OA5402  
PHAR5472

BA2280 or BA280  
MTH70 or higher  
OA2242  
OA2591  
OA5533  
Total credits = 44

### ● Certificate of Completion Medical Aide

BA285  
OA124 or CS125W  
OA2221  
OA2222  
OA5401  
OA5402

Total credits = 18

- = Credits earned in a certificates may be applied towards other certificates and degrees. See your advisor for more information.
- <sup>DL</sup> = Course available through Distance Learning.
- (3) = Number of course credits.

# Childhood Education and Family Studies

**Description:** Students pursuing a career in early childhood, elementary or secondary education have several career options. Opportunities are available in a variety of public and private educational and child care settings. The curriculum offers opportunities for career training as an educational assistant in preschool, elementary, or secondary school settings as well as preparation for teacher positions in preschool, day care, kindergarten, or Head Start settings. Pathways and career ladder opportunities are available within the program leading from various entry points to certificates, associate degrees, completion of teacher certification or university degrees.

**Employment Opportunities:** Childhood Education and Family Studies opportunities range from fair to excellent with occupational titles that include Child Care Worker, Day Care Aide, Child Care Attendant, Preschool Teacher Aide, Preschool Teacher, Lead Teacher, Classroom Assistant, Classroom Assistant/Special Education, Instructional Assistant, Teacher Assistant, Teacher Aide, Teacher, Family Advocate, and Child Development Specialist.

The **Associate of Science** degree, with an emphasis in Childhood Education and Family Studies, leads to the Baccalaureate degree in Human Development or Early Childhood Education. Students may petition for adjustments in the Southwestern Associate of Science degree if course requirements are met for the first two years of any regionally accredited four-year institution offering a degree in Education, Early Childhood Education, Family Studies, Human or Child Development. An advising agreement is in place with Eastern Oregon University for students working towards teacher certification and Eastern's newest distance education degree of Liberal Studies with an Early Childhood Education emphasis. This degree is articulated with Portland State University through their external degree program.

All coursework specific to Childhood Education and Family Studies degrees and certificates is offered online through Southwestern's e-SOCC WebCT platform. Additional elective topics are offered as program enhancement through a partnership with Educatorcredits.com professional development for educators.

For further program information, please contact the Childhood Education Director.

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## Program notes

### Associate of Science Childhood Education and Family Studies Emphasis

#### Notes:

1. Course must be selected from Social Sciences AS Requirements list. Students seeking teacher licensure are advised to choose a minimum of one course from 100 and 200 level HST.
2. ECE209, ECE102, and ED280 must be taken in sequence. A criminal history check is required prior to enrollment in ECE209.
3. Developmental and remedial courses and CS101 will not fulfill elective requirement.
4. Eastern Oregon University requires WR227.
5. Course must be selected from Arts and Letters AS Requirements list. Students planning to attend Eastern Oregon University should take one course from 100 level PHL..
6. Students may substitute MTH212, 213, 243. Students who plan to obtain a degree in Elementary Education through the Oregon University System should take Math 211, 212, 213. Students are encouraged to take any required math prerequisites during their first year.
7. Course must be selected from Sciences AS Requirement list. Students seeking teaching licensure are advised to take GS104,105 and either GS106 or GS108.
8. Prerequisite of CS101 or equivalent.
9. Specific electives: ECE240, FN225, HDFS222, HDFS285, HS154, HS167, MTH211, MTH212, MTH213.
10. SP100, 111, 112, 217, 218, 219.
  - Students who have not completed two years of high school foreign language are encouraged to take approved language course.
  - Students who wish to complete the requirements for the One-Year Certificate of Completion in Childhood Education and Family Studies should take ECE240, FN225, and HS154.
  - Students seeking teaching licensure are advised to plan their academic program jointly with their Southwestern advisor and an advisor from the Southwestern University Center to be best prepared for transfer requirements. With careful advising, this degree will meet requirements for both the AS and AA/OT degrees.

# Associate of Science Childhood Education and Family Studies Emphasis

## Prerequisites

All prerequisites in this program must be completed with a "C" or better

CS101 or pass waiver test (for all CIS/CS courses)

MTH95 with a "C" or better or placement test score.

Reading Score of ASSET 39  
COMPASS 69

WR90 with a "C" or better or placement test score.

## Recommended Sequence for Full-time Students

(Students should see an advisor or counselor to customize their educational plans.)

First Year Fall	First Year Winter	First Year Spring	Second Year Fall	Second Year Winter	Second Year Spring
ECE150 (3) <sup>~</sup> Intro & Observation in ECE	ECE154 (3) <sup>~</sup> Children's Literature and Literacy	ECE102 (3) <sup>~</sup> Practicum <sup>2</sup>	ED169 (3) <sup>~</sup> Overview of Student w/ Special Needs	CS120 (4) <sup>~</sup> Concepts of Computing <sup>8</sup>	HDFS140 (3) <sup>~</sup> Contemporary American Families
HDFS225 (3) <sup>~</sup> Prenatal, Infant and Toddler Develop.	ECE209 (3) <sup>~</sup> Theory and Practicum <sup>2</sup>	HDFS229 (3) <sup>~</sup> Development in Middle Childhood	ED280 (3) Cooperative Work Experience <sup>2</sup>	ED258 (3) <sup>~</sup> Multicultural Education	Arts and Letters Courses <sup>5</sup> (6) <sup>~</sup>
LIB127 (1) <sup>~</sup> Introduction to the Library	HDFS247 (3) <sup>~</sup> Preschool Child Development	HE250 (3) <sup>~</sup> Personal Health or PE231	MTH111 (4) College Algebra <sup>6</sup>	Science Course <sup>7</sup> (4) <sup>~</sup>	Science Course <sup>7</sup> (4) <sup>~</sup>
WR121 (3) <sup>~</sup> English Composition	WR122 (3) <sup>~</sup> English Composition	WR123 (3) <sup>~</sup> English Composition or WR 227 <sup>4</sup>	Arts and Letters Course <sup>5</sup> (3) <sup>~</sup>	Specific Elective <sup>9</sup> (3) <sup>~</sup>	Specific Elective <sup>9</sup> (3) <sup>~</sup>
Social Science Course <sup>1</sup> (3) <sup>~</sup>	Elective <sup>3</sup> (3) <sup>~</sup>	Arts and Letters Course <sup>5</sup> (3) <sup>~</sup>	Science Course <sup>7</sup> (4) <sup>~</sup>	Speech Course <sup>10</sup> (3) <sup>~</sup>	
Term credits = 13	Term credits = 15	Term credits = 15	Term credits = 17	Term credits = 17	Term credits = 16
					Total credits= 93

● = Credits earned in a certificate may be applied towards other certificates and degrees. See your advisor for more information.

<sup>~</sup> = Course available through Distance Learning.

(3)= Number of course credits.

# Childhood Education and Family Studies

The *Associate of Applied Science in Childhood Education and Family Studies* prepares students to work in a variety of educational and child care settings, including preschool, day care, private kindergarten and as a para-professional in the public schools. This degree offers students the opportunity to gain enhanced practical experience through practicum and student teaching courses.

This degree program is closely aligned with Southern Oregon University's Early Childhood Development program. Students who transfer to Southern Oregon University, and are accepted into the program, should be able to complete requirements for the baccalaureate degree in Early Childhood Development with two additional years of course work.

This degree is also offered as a distance learning degree through Southwestern Oregon Community College and is articulated with the distance education department at Portland State University leading to a Bachelors of Social Science with an Early Childhood certificate; with careful coursework choices, all lower division requirements will be met at transfer.

The *Childhood Education and Family Studies Certificate of Completion* is a one-year certificate that prepares students for entry level positions as child care workers, preschool attendants, preschool teacher aides, and day care assistants. This certificate fulfills the requirements for the first year of the AAS in Childhood Education and Family Studies degree.

The *Childhood Education and Family Studies Certificates of Completion (30 and 15 credits)* are intended to provide students with the skills needed to begin a career in Childhood Education and Family Studies. These certificates can also assist the student in earning a Child Development Associate Certificate (CDA). Students enroll in these programs for a variety of reasons including upgrading skills and knowledge, obtaining a degree or retraining for a new profession. The credits earned can be laddered into a Childhood Education and Family Studies Certificate of Completion, an Associate of Applied Science Childhood Education and Family Studies or Associate of Science with an emphasis in Childhood Education and Family Studies which will transfer to a university.

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## Program notes

### Associate of Applied Science Childhood Education and Family Studies

#### Notes:

1. Students planning to transfer to the Oregon University System will be required to have a minimum of MTH105. Only Portland State University will accept MTH211 for transfer.
  2. HE250 or PE231 may be substituted for three credits of PE185 and are both offered online.
  3. ECE209, ECE102, ECE163, ECE261, and ECE262 must be taken in sequence. A criminal history check is required prior to enrollment in ECE209.
  4. Prerequisite of WR121.
  5. Students planning to transfer to the Oregon University System are recommended to consult with a Childhood Education and Family Studies advisor when choosing electives. It is also recommended that transfer students fulfill science and math requirements with electives.
  6. Developmental and remedial courses and CS101 will not fulfill elective requirement.
- All students are required to obtain a valid first aid and CPR card.

### Certificate of Completion Childhood Education and Family Studies (50 credits)

#### Notes:

1. ECE209, ECE102 must be taken in sequence. A criminal history check is required prior to enrollment in ECE209.
- All students are required to obtain a valid first aid and CPR card.

### Certificate of Completion Childhood Education and Family Studies (30 credits and 15 credits)

#### Note:

All Early Childhood Education students are required to obtain a valid first aid and CPR card, a Food Handlers Card and enroll in HDFS9284 Child Abuse and Neglect Reporting. They are also required to have a criminal background check.

# Associate of Applied Science Childhood Education and Family Studies (including Certificates)

## Prerequisites

All courses in this program must be completed with a "C" or better

CS101 or pass waiver test (for all CIS/CS courses)

MTH20 or MTH55 with a "C" or better or placement test score.

Reading Score of ASSET 39  
COMPASS 69

WR90 with a "C" or better or placement test score.

## Recommended Sequence for Full-time Students

(Students should see an advisor or counselor to customize their educational plans.)

First Year Fall	First Year Winter	First Year Spring	Second Year Fall	Second Year Winter	Second Year Spring
CS120 (4) <sup>~</sup> Concepts of Computing	ECE154 (3) <sup>~</sup> Children's Literature and Literacy	ECE102 (3) <sup>~</sup> Practicum <sup>3</sup>	ECE152 (3) <sup>~</sup> Creative Activities	BA285 (3) <sup>~</sup> Human Relations in Organizations	ECE262 (6) <sup>~</sup> Student Teaching II ECE <sup>3</sup>
ECE150 (3) <sup>~</sup> Introduction and Observation in ECE	ECE209 (3) <sup>~</sup> Theory and Practicum <sup>3</sup>	FN225 (4) <sup>~</sup> Nutrition	ECE163 (3) <sup>~</sup> Preschool Practicum <sup>4</sup>	ECE261 (6) <sup>~</sup> Student Teaching I, Early Childhood Edu. <sup>4</sup>	HDFS285 (3) <sup>~</sup> Professional Issues in ECE <sup>4</sup>
HDFS225 (3) <sup>~</sup> Prenatal, Infant and Toddler Dev.	ECE240 (3) <sup>~</sup> Lesson and Curriculum Plng	HDFS140 (3) <sup>~</sup> Contemporary American Families	ED169 (3) <sup>~</sup> Overview Students w/ Special Needs	ED258 (3) <sup>~</sup> Multicultural Education	HS267 (4) <sup>~</sup> Intervention Strat III or Elective <sup>5,6</sup>
MTH70 (4) Elementary Algebra or higher <sup>1</sup>	HDFS247 (3) <sup>~</sup> Preschool Child Development	HDFS229 (3) <sup>~</sup> Development in Middle Childhood	MTH94 or higher <sup>1</sup> (4) <sup>~</sup>	HDFS222 (3) <sup>~</sup> Family Relations	Elective <sup>5,6</sup> (3) <sup>~</sup>
PE185 (1) Physical Education <sup>2</sup>	PE185 (1) Physical Education <sup>2</sup>	HS154 (3) <sup>~</sup> Community Resources	Elective <sup>5,6</sup> (3) <sup>~</sup>	Elective <sup>5,6</sup> (3) <sup>~</sup>	
SP100 or higher (3) <sup>~</sup>	WR121 (3) <sup>~</sup> English Composition	PE185 (1) Physical Education <sup>2</sup>			
Term credits = 18	Term credits = 16	Term credits = 17	Term credits = 16	Term credits = 18	Term credits = 16

● = Credits earned in a certificate may be applied towards other certificates and degrees. See your advisor for more information.

<sup>~</sup> = Course available through Distance Learning.

(3)= Number of course credits.

● Certificate of Completion  
CS120  
ECE150  
ED169  
HDFS225  
MTH70 or higher  
ECE154  
ECE209<sup>1</sup>  
ED258  
HDFS247  
HDFS9284  
WR121  
ECE102<sup>1</sup>  
ECE240  
HDFS140  
HDFS229  
HS154  
SP219 or SP100  
Total credits = 50

● Certificate of Completion  
ECE 240  
ED258  
HDFS 225  
HDFS 229  
HDFS 247  
Total credits = 30  
(15 credits plus the 15 credits from below)

● Certificate of Completion  
ECE 102  
ECE 150  
ECE 154  
ECE 209  
ED 169  
Total credits = 15

Total credits= 101

# Childhood Education and Family Studies

**Description:** Students pursuing a career in early childhood, elementary or secondary education have several career options. Opportunities are available in a variety of public and private educational and child care settings. The curriculum offers opportunities for career training as an educational assistant in preschool, elementary, or secondary school settings as well as preparation for teacher positions in preschool, day care, kindergarten, or Head Start settings. Pathways and career ladder opportunities are available within the program leading from various entry points to certificates, associate degrees, completion of teacher certification or university degrees.

**Employment Opportunities:** Childhood Education and Family Studies opportunities range from fair to excellent with occupational titles that include Child Care Worker, Day Care Aide, Child Care Attendant, Preschool Teacher Aide, Preschool Teacher, Lead Teacher, Classroom Assistant, Classroom Assistant/Special Education, Instructional Assistant, Teacher Assistant, Teacher Aide, Teacher, Family Advocate, and Child Development Specialist.

The **Para Educator/Educational Assistant Certificate of Completion** is a one-year certificate that prepares students to work in public or private elementary and secondary schools. Para Educators/educational assistants serve in positions for which a teacher or another professional has ultimate responsibility for the design and implementation of educational programs and services. Emphasis is placed on competency-based skill development in child growth and development, classroom management, technology, individuals with disabilities, working with families, and basic instructional techniques. Students will be required to participate in a distance education or online course through Chemeketa Community College to complete this certificate. The certificate is subject to change pending Chemeketa Community College's program. Many of this program's courses also fulfill requirements toward an Associate of Science or Associate of General Studies degree. Students should meet with an advisor to evaluate professional experience and previous coursework prior to beginning this course of study.

## Program notes

### Certificate of Completion Para Educator/ Educational Assistant

#### Notes:

1. This course is offered through Chemeketa Community College as part of a collaborative agreement between Southwestern and Chemeketa. ECE150 may be substituted for ED101.
  2. Students pursuing an AS degree should take MTH95 or higher.
  3. A criminal history check is required prior to enrollment in ED270. This course is offered through Chemeketa Community College's distance education.
- All students are required to obtain a valid first aid and CPR card.



# Certificate of Completion Para Educator/Educational Assistant

## Prerequisites

CS101 or pass waiver test (for all CIS/CS courses)

MTH20 or MTH55 with a "C" or better or placement test score.

WR90 with a "C" or better or placement test score.

## Recommended Sequence for Full-time Students

(Students should see an advisor or counselor to customize their educational plans.)

Fall	Winter	Spring
CS120 (4) Concepts of Computing	BA285 (3) Human Relations in Organizations	ED130 (3) Comprehensive Classroom Mgmt <sup>1</sup>
ED101 (3) Intro Observation and Experience <sup>1</sup>	ED114 (3) Inst. Strategies in Math and Science <sup>1</sup>	ED131 (3) Instructional Strategies <sup>1</sup>
ED258 (3) Multicultural Education	ED133 (3) Instructional Media and Materials <sup>1</sup>	ED266 (3) Current Issues in Special Ed. <sup>1</sup>
ED113 (3) Inst. Strategies in Lang Arts & Reading <sup>1</sup>	MTH70 (4) Elementary Algebra or higher <sup>2</sup>	ED270 (3) <sup>DL</sup> Practicum I <sup>3</sup>
ED169 (3) Overview Students w/ Special Needs	WR121 (3) English Composition	HDFS229 (3) Development in Middle Childhood
Term credits = 16	Term credits = 16	Term credits = 15
		Total credits= 47

● = Credits earned in a certificate may be applied towards other certificates and degrees. See your advisor for more information.

<sup>DL</sup> = Course available through Distance Learning.

(3)= Number of course credits.

# Computers and Technology/Computer Networking

**Description:** "Network technicians make sure the network hardware and software are operating properly so people in your organization get the information they need when they need it. Using cable, fiber optics or even wireless communication, you connect users to your company's computer system. You will thoroughly understand networking technology for local area networks (LANs), and for connecting to larger networks and the Internet. You learn to quickly identify, document and solve problems. Because you work with the users all the time, you know the needs of your company and can recommend improvements based on user needs and technology advances. You will probably need to keep measurements on how the network is performing, charting network usage and downtime to help plan for the future. You document the network configuration and prepare backup plans and procedures. You will be responsible for adding users, making sure they have access to the files and network-connected equipment they need, while maintaining security and confidentiality of other files and data. You install upgrades with a minimum of disruption." (From the **NWCET Skill Standards for Information Technology at Bellevue Community College, Bellevue, Washington**)

## **Typical Work Functions:**

- Perform analysis of customer needs and prepare overall design.
- Plan the system configuration in detail.
- Implement the system.
- Test the system for problems.
- Perform monitoring and management tasks.
- Maintain the system with upgrades.
- Perform administrative duties.

## **Sample Titles**

- Network Specialist.
- Network Technician.
- PC Network Engineer.
- Information Systems Administrator.
- Information Systems Operator.
- Network Administrator.
- Systems Administrator.

The **Associate of Applied Science in Network Design and Administration** degree is intended to prepare the student with the knowledge and skills to design, implement, monitor, maintain, and manage computer network systems. The network administrator's goal is to keep hardware and software operating without interruption. The student will understand networking technology for local area networks (LANs), connecting networks, and connecting networks to the Internet. The student will learn to create a new network and how to maintain an existing system. Knowledge and skills taught in this program include how to gather user information for analysis, design an appropriate network configuration, implement the system, perform system testing, monitor the system, maintain the system, and perform administrative tasks of adding users, system security, and documentation. Additionally, the program will prepare students to interface with users and function as an integral part of the management team.

Three certificates are contained within the AAS in Network Design and Administration. The certificates will ladder to the AAS, as each is completely contained within the next.

- The **Network Technician Certificate of Completion** is intended to prepare the student for an entry-level job in networking and hardware customer support. The network technician will provide technical assistance and training to computer system users, investigate and resolve computer software and hardware problems of users, and answer clients' inquiries in person and via telephone concerning the use of computer hardware and software.
- The **Network Fundamentals Certificate of Completion** is intended to prepare the student for entry-level work in data communications and networking.
- The **Network Certification Examination Preparation Certificate of Completion** is intended to prepare the student for the first-level industry examination in networking.

## Program notes

### Associate of Applied Science Network Design and Administration (including Certificates of Completion)

#### Notes:

1. Students may substitute a higher level Network Academy Fundamentals course.
2. OA121 Keyboarding is strongly recommended.
3. SP100, 111, 112, or 218 may be substituted for SP219.
4. HE250 or three credits of PE185 may be substituted for PE231.

5. Developmental and remedial courses and CS101 will not fulfill elective requirement.
6. CS280 or CIS2280 may be taken over several terms but only after completion of the first year computer courses. See CS advisor for instructor consent.
7. Specific electives: Any CS or CIS course, except CS101; or any BA course; ART115, 116, 117; DRFT110, 111, 112; J203, 204, 220; ELEC102; other: See CS instructor.

# Associate of Applied Science Network Design and Administration (including Certificates)

## Prerequisites

CS101 or pass waiver test (for all CIS/CS courses)

MTH95 with a "C" or better or placement test score.

Reading Score of ASSET 39 COMPASS 69

WR90 with a "C" or better or placement test score.

## Recommended Sequence for Full-time Students

(Students should see an advisor or counselor to customize their educational plans.)

First Year Fall	First Year Winter	First Year Spring	Second Year Fall	Second Year Winter	Second Year Spring
CIS6243 (3) Network Academy Fundamentals I <sup>1</sup>	CIS6244 (3) Network Academy Fundamentals II <sup>1</sup>	CIS6245 (3) Network Academy Fundamentals III <sup>1</sup>	BA285 (3) Human Relations in Organizations	CS188 (3) Wireless Technologies I	CS184 (3) Workstation Security
CS120 (4) Concepts of Computing <sup>2</sup>	CIS6260 (3) Computer Tech Theory I	CIS6261 (3) Computer Tech. Theory II (Server+)	CS278 (3) Data Communications	CS245 (3) Project Management	CS280 (2) or CIS2280 <sup>6</sup>
CS140 (4) Intro to Operating Systems	CS240U (3) Adv. Operating Systems: Unix	CS225 (4) End User Support	PE231 (3) Wellness for Life <sup>4</sup>	CS279 (4) Network Management I	CS288 (4) Network Management II
ELEC101 (3) Electronic Processes I	CS195 (3) Web Development I	MTH105 (4) Contemporary Math or higher	WR115 (3) Intro to Expository Writing or Higher	CS280 (2) Field Experience <sup>6</sup> or CIS2280	CS297 (3) Professional Capstone
	Elective <sup>5</sup> (3)		Specific Elective. <sup>7</sup> (3)	Specific Elective. <sup>7</sup> (3)	SP219 (3) Small Group Discussion <sup>3</sup>
Term credits = 14	Term credits = 15	Term credits = 14	Term credits = 15	Term credits = 15	Term credits = 15
		First Year Summer			
		CIS6246 (3) Network Academy Fundamentals IV <sup>1</sup>			

● = Credits earned in a certificate may be applied towards other certificates and degrees. See your advisor for more information.

DL = Course available through Distance Learning.

(3)= Number of course credits.

● Network Technician  
 CS120  
 CS140  
 ELEC101  
 WR115 or higher  
 BA285  
 CIS6244  
 CIS6260  
 CS188  
 CS240U  
 CIS6245  
 CIS6261  
 CS225  
 CS280 or CIS2280<sup>6</sup> (1 cr)  
 MTH95 or higher  
 CIS6246  
 Total credits = 47

● Network Fundamentals  
 CIS6243<sup>1</sup>  
 CS140  
 ELEC101  
 CIS6244<sup>1</sup>  
 CIS6260  
 CS120<sup>2</sup>  
 BA285  
 CIS6245<sup>1</sup>  
 CIS6246<sup>1</sup>  
 Total credits = 29

● Network Cert Exam Prep)  
 CIS6243  
 CIS6244  
 CIS6245  
 CIS6246  
 Total credits = 12

Total credits= 91

# Computers and Technology/CIS: Software Support

**Description:** "Computer programmers design and create software applications. You may analyze, design, develop, test and maintain computer and Internet-based applications. Possibly, you'll write specialized applications or make custom programs to satisfy a user's particular needs. Not all programmers write code all day. You may evaluate the project requirements, participate in design meetings, determine the best solution to a problem or feature, and develop detailed design specifications. You use development tools and programming languages in creating and testing the software. You must also be good at documenting your work so others will know what you did and how. And of course, you have to test your work with real users to make sure it's free of errors and meets specifications." (From the **NWCET Skill Standards for Information Technology at Bellevue Community College, Bellevue, Washington**)

## **Typical Work Functions:**

- Perform needs analysis with the users.
- Develop models to meet the needs of the project.
- Design and develop the software application.
- Test and validate the application.
- Implement the application and train the users.
- Help users with software problems.
- Perform minor hardware upgrades.

## **Sample Titles**

- Software Support Specialist.
- Software Applications Specialist.
- Computer Programmer Aides.
- Software Engineer.
- Applications Analyst.

The **Associate of Applied Science in Computer Information Systems: Software Support** is intended to prepare the student for a career as a software support specialist. The software support specialist has a strong foundation in computer systems concepts with an emphasis in microcomputer applications, programming, and practical experience. In general, a person in this occupation applies computer software and technology to business-related activities and problems. This position may have the responsibility of managing microcomputer information systems in a small business. Typical software support specialist job tasks include analyzing and solving business problems by creating a computerized system using microcomputer application software such as a word processor, spreadsheet, database, presentation, web development, other application system, writing a custom program, or integrating several software applications. This is a very creative process and uses problem solving techniques and analysis. Additionally, the program will prepare the student to interface with users and function as an integral part of the information technology support team.

Two Certificates of Completion are contained within the AAS in Computer Information Systems. The certificates will ladder to the AAS, as each is completely contained within the next.

•The **Software Applications Specialist Certificate of Completion** is intended to prepare the student for an entry-level job in software customer support. The software applications specialist provides technical assistance and training to computer system users, investigates and resolves computer software problems of users, and answers clients' inquiries in person and via telephone concerning the use of computer software.

•The **Software Certification Examination Preparation Certificate of Completion** is intended to prepare the student for the industry examination in software applications.

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## Program notes

### Associate of Applied Science CIS: Software Support (including Certificates)

#### Notes:

1. Students may substitute a higher level Network Academy Fundamentals course.
2. OA121 Keyboarding is strongly recommended.
3. SP100, 111, 112, or 218 may be substituted for SP219.
4. HE250 or three credits of PE185 may be substituted for PE231.
5. Developmental and remedial courses and CS101 will not fulfill elective requirement.

6. CS280 or CIS2280 may be taken over several terms but only after completion of the first year computer courses. See CS advisor for instructor consent.
7. Specific electives: Any CS or CIS course, except CS101; or any BA course; ART115, 116, 117; DRFT110, 111, 112; J203, 204, 220; ELEC102; other: See CS instructor.

# Associate of Applied Science CIS: Software Support (including Certificates)

## Prerequisites

CS101 or pass waiver test (for all CIS/CS courses)

MTH95 with a "C" or better or placement test score.

Reading Score of ASSET 39 COMPASS 69

WR90 with a "C" or better or placement test score.

## Recommended Sequence for Full-time Students

(Students should see an advisor or counselor to customize their educational plans.)

First Year Fall	First Year Winter	First Year Spring	Second Year Fall	Second Year Winter	Second Year Spring
CIS6243 (3) Network Academy Fundamentals I <sup>1</sup>	CIS6260 (3) Computer Tech. Theory I (A+)	CS125DB (3) Database Applications	BA285 (3) Human Relations in Organizations	CS233VB (4) Computer Lang. II: Visual Basic	CS133WS (4) Computer Lang. I: Web Scripting
CS120 (4) Concepts of Computing <sup>2</sup>	CS125DM (3) Digital Media Applications	CS135W (3) Adv. Word Processing	CS125M (1) PIM Applications	CS245 (3) Project Management	CS184 (3) Workstation Security
CS125W (3) Word Processing Applications	CS125P (1) Presentation Applications	CS225 (4) End-User Support	CS133VB (4) Computer Lang. I: Visual Basic	CS280 (2) Field Experience <sup>6</sup> or CIS2280	CS280 (2) Field Experience <sup>6</sup> or CIS2280
CS140 (4) Intro to Operating Systems	CS125S (3) Spreadsheet Applications	MTH105 (4) Intro Contemporary Math or higher	ELEC101 (3) Electronic Processes	SP219 (3) Small Group Discussion <sup>3</sup>	CS297 (3) IT Professional Capstone
	CS195 (3) Web Development I	Elective <sup>5</sup> (3)	Specific Elective <sup>7</sup> (3)	Specific Elective <sup>7</sup> (3)	PE231 (3) Wellness for Life <sup>4</sup>
	WR115 (3) Intro to Expository Writing or Higher				
Term credits = 14	Term credits = 16	Term credits = 17	Term credits = 14	Term credits = 15	Term credits = 15

● = Credits earned in a certificate may be applied towards other certificates and degrees. See your advisor for more information.

DL = Course available through Distance Learning.

(3)= Number of course credits.

● Certificate of Completion Software Application Specialist

CS120  
CS125M  
CS125W<sup>1</sup>  
CS140  
WR115 or Higher  
CS125DM  
CS125P  
CS125S  
CS195  
BA285  
SP219  
CS125DB  
CS135W  
CS225  
CS280 or CIS2280<sup>7</sup> (1 cr)  
MTH105  
Total credits = 46

● Certificate of Completion Software Certification Examination Prep.

CS120  
CS125M  
CS140  
CS125P  
CS125S  
CS125W  
CS125DB  
Total credits = 19

Total credits= 91

# Computers and Technology/Technical Support

**Description:** “As a technical support representative, you are a vital part of the contact between customers and your company. Educating users is part of your job, as well as solving hardware and software operation and application problems. Experience with the problems users face in daily operations is a valuable asset. When a problem occurs, you listen carefully, ask the appropriate questions to gather needed information and then take steps to solve it. Dealing directly with customer issues, you are one of the best sources of information on the product and are consulted for information about what customers want and what gives them the most trouble. You may start out on the help desk, walking users through the steps required to solve a problem over the telephone. As your experience and training increase, you may work with hardware and software installation and configuration.” (From the NWCET Skill Standards for Information Technology at Bellevue Community College, Bellevue, Washington)

## Typical Work Functions:

- Troubleshoot and resolve problems.
- Provide customer service.
- Perform hardware and software installation, configuration, and upgrades.
- Perform system operations.
- Perform monitoring tasks.
- Maintain the system with upgrades.

## Sample Titles

- Technical Support Specialist.
- PC Support Specialist.
- Technical Support Engineer.
- Technical Support Representative.
- Customer Service Representative.
- Customer Support Professional.
- Help Desk Technician.
- Call Center Support Representative.

The **Associate of Applied Science in Technical Support** degree is intended to prepare the student with the knowledge and skills to provide technical assistance and training to computer system users and investigate and solve computer hardware and software problems. The technical support person answers users' inquiries in person, by e-mail, and via telephone concerning the use of computer hardware and software. The technical support program prepares the student with the knowledge and skills to work with users; provide customer support; troubleshoot problems; perform hardware and software installations, configurations; and upgrades; and monitor and maintain computer systems. Additionally, the program will prepare the student to interface with users and function as an integral part of the information technology support team.

Two Certificates of Completion are contained within the AAS in Technical Support. The certificates will ladder to the AAS, as each is entirely contained within the next.

- The **Computer Technician Certificate of Completion** is intended to prepare the student for entry-level jobs in software and hardware customer support. The computer technician will provide technical assistance to computer system users, investigate and resolve computer software and hardware problems of users, and answer clients' inquiries in person and via telephone concerning the use of computer hardware and software. Typical job functions include performing hardware and software installation, configurations, and upgrades.

- The **Computer Technician Certification Examination Preparation Certificate of Completion** is intended to prepare the student for the first-level industry examination in hardware technical support.

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## Program notes

### Associate of Applied Science Technical Support (including Certificates)

#### Notes:

1. Students may substitute a higher level Network Academy Fundamentals course.
2. OA121 Keyboarding is strongly recommended.
3. SP100, 111, 112, or 218 may be substituted for SP219.
4. HE250 or three credits of PE185 may be substituted for PE231.
5. Developmental and remedial courses and CS101 will not fulfill elective requirement.

6. CS280 or CIS2280 may be taken over several terms but only after completion of the first year computer courses. See CS advisor for instructor consent.
7. Specific electives: Any CS or CIS course, except CS101; or any BA course; ART115, 116, 117; DRFT110, 111, 112; J203, 204, 220; Other: See CS instructor.

# Associate of Applied Science Technical Support (including Certificates)

## Prerequisites

CS101 or pass waiver test (for all CIS/CS courses)

MTH95 with a "C" or better or placement test score.

Reading Score of ASSET 39 COMPASS 69

WR90 with a "C" or better or placement test score.

## Recommended Sequence for Full-time Students

(Students should see an advisor or counselor to customize their educational plans.)

First Year Fall	First Year Winter	First Year Spring	Second Year Fall	Second Year Winter	Second Year Spring
CIS6243 (3) Network Academy Fundamentals I <sup>1</sup>	CIS6260 (3) Computer Tech. Theory I (A+)	CIS6261 (3) Computer Tech. Theory II (Server)	CS133VB (4) Computer Lang. I: Visual Basic	CS188 (3) Wireless Technologies I	BA285 (3) Human Relations in Organizations
CS120 (4) Concepts of Computing <sup>2</sup>	CS125DM (3) Digital Media Applications	CS125DB (3) Database Applications	PE231 (3) Wellness for Life <sup>4</sup>	CS233VB (4) Computer Lang. II: Visual Basic	CS184 (3) Workstation Security
CS140 (4) Intro. to Operating Systems	CS195 (3) Web Development I	CS225 (4) End User Support	SP219 (3) Small Group Discussion <sup>3</sup>	CS245 (3) Project Management	CS280 (2) Work Experience <sup>6</sup> or CIS2280
ELEC101 (3) Electronic Processes I	CS240U (3) Adv. Operating Systems - Unix	MTH105 (4) Intro Contemporary Math or higher	Specific Elective <sup>7</sup> (3)	CS280 (2) Work Experience <sup>6</sup> or CIS2280	CS297 (3) Professional Capstone
	ELEC102 (3) Electronic Processes II	WR115 (3) Intro to Expository Writing or Higher	Elective <sup>5</sup> (3)	Elective <sup>5</sup> (3)	Specific Elective <sup>7</sup> (3)
Term credits = 14	Term credits = 15	Term credits = 17	Term credits = 16	Term credits = 15	Term credits = 14
					<b>Total credits= 91</b>

● Certificate of Completion Computer Technician

CIS6243  
CS120<sup>1</sup>  
CS140  
ELEC101  
WR115 or Higher  
CIS6260  
CS188  
CS240U  
ELEC102  
MTH95 or higher  
BA285  
CIS6261  
CS184  
CS225  
CS280 or CIS2280<sup>6</sup> (1 cr)  
Total credits = 47

● Certificate of Completion Computer Technician Examination Prep.

CS120<sup>1</sup>  
CS140  
ELEC101  
CIS6260  
CS240U  
CS6261  
Total credits = 20

● = Credits earned in a certificate may be applied towards other certificates and degrees. See your advisor for more information.

 = Course available through Distance Learning.

(3)= Number of course credits.

# Computers and Technology/Web Development and Administration

**Description:** "You will play a vital role in your company's presence on the World Wide Web. You may use web page development software to create or change web pages, inserting text content, graphics and interactive modules that are often supplied by others in your organizational team. Before you start, you will probably talk to the many stakeholders in your company who depend on the organization's web presence. You'll also look at successful models and research software tools to help design the look, feel and navigation. In some organizations you may be responsible for making sure the web pages and updates get installed, and work with the hardware associated with the web pages." (From the NWCET Skill Standards for Information Technology Bellevue Community College, Bellevue, Washington)

## **Typical Work Functions:**

- Perform content and technical analysis
- Develop models to meet the needs of the project
- Design and develop site map and application models
- Implement the application
- Maintain web applications
- Manage web environment
- Manage enterprise-wide web activities.
- Communicating effectively with customers and supervisors

## **Sample Titles:**

- Web Administrator
- Web Specialist
- Web Architect
- Web Designer
- Web Page Developer
- Web Producer
- Webmaster

The **Web Production Specialist Certificate of Completion** is intended to prepare students for an entry-level position job in website production, design and graphic design. The web production specialist is able to design, implement, and maintain websites using web editors, HTML, and other contemporary software, interface with users, provide customer support, and have an appreciation for the importance of web presence for the company.

The **Certificate of Completion Web Site Fundamentals** is intended to prepare students for basic web site development with an emphasis in HTML construction. The program will assist in achieving the very basic skills necessary to begin a career in web design. The credits earned in this certificate can be included in achieving a Web Production Specialist Certificate of Completion. The skills learned in these courses can also be used by individuals working for companies or for themselves who need to develop web pages as part of their work.

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## Program notes

### Certificate of Completion Web Production Specialist

#### Notes:

1. OA121 Keyboarding is strongly recommended.
2. CS Specific Elective: Any CS course, BA Course or ART117.

**\*Some courses may be available via distance education as an online course only.**

### Certificate of Completion Web Site Fundamentals

#### Note:

1. OA121 Keyboarding is strongly recommended.

**\*Some courses may be available via distance education as an online course only.**

# Certificates of Completion Web Production Specialist and Web Site Fundamentals

## Prerequisites

CS101 or pass waiver test (for all CIS/CS courses)

MTH70 with a "C" or better or placement test score.

WR90 with a "C" or better or placement test score.

## Recommended Sequence for Full-time Students

(Students should see an advisor or counselor to customize their educational plans.)

Fall	Winter	Spring	
Art 115 (3) Basic Design	ART116 (3) Basic Design	BA285 (3) <sup>⌘</sup> Human Relations in Organizations	<ul style="list-style-type: none"> <li>● Certificate of Completion Web Site Fundamentals</li> <li>CS120<sup>1</sup></li> <li>CS125WE</li> <li>CS125DM</li> <li>CS195</li> <li>Total credits = 13</li> </ul>
CS120 (4) <sup>⌘</sup> Concepts of Computing <sup>1</sup>	CS125DM (3) <sup>⌘</sup> Digital Media Applications	CS125DB (3) <sup>⌘</sup> Database Applications	
CS140(4) <sup>⌘</sup> Intro to Operating Systems	CS195 (3) Web Development I	CS133WS (4) Comp. Lang. I: Web Scripting	
CS125WE (3) <sup>⌘</sup> Web Editor Applications	MTH70 (4) <sup>⌘</sup> Intro Contemporary Math or higher	CS280 (1) Work Experience or CIS2280	
CIS6243 (3) <sup>⌘</sup> Network Academy Fundamentals I	Specific Elective <sup>2</sup> (3)	WR115 (3) Intro to Expository Writing Or Higher	
Term credits = 17	Term credits = 16	Term credits = 14	
		Total credits= 47	

● = Credits earned in a certificate may be applied towards other certificates and degrees. See your advisor for more information.

⌘ = Course available through Distance Learning.

(3)= Number of course credits.



# Criminal Justice Administration

**Description:** Students pursuing a career in Criminal Justice Administration have several career options in public and private corrections and law enforcement arenas. Law enforcement officers may be responsible for protection of life and property, prevention of crimes, and the arrest of violators. Corrections officers may be responsible for maintaining discipline and order in prisons, jails, detention centers, and halfway houses through the supervision and control of residents. Management opportunities in criminal justice and criminal justice administration can include local, state, and federal agency work. Persons competing for entry-level criminal justice employment will generally be required to complete an employment application, written and oral exam, drug and psychological screen, background investigation, polygraph, medical exam, and physical ability/agility testing.

**Employment Opportunities:** Criminal justice administration employment opportunities range from fair to excellent with occupational titles that include Police Officer, Corrections Officer, Criminalist, Crime Scene Investigator, Deputy Sheriff, Crime Scene Evidence Technician, Community Inmate Post-Release Supervisor, Victim Assistance Coordinator, Juvenile Facility Officer, Community Service Officer.

The **Associate of Science** degree with an emphasis in criminal justice is for students who intend to transfer and earn a Bachelor's degree from a four-year college or university. The curriculum will lead to an Associate of Science degree upon completion from Southwestern and will satisfy most of the lower-division requirements of transfer institutions. This degree program is articulated with both Western Oregon University and Governor's State University at University Park, Illinois (online degree completion) for Bachelor's degrees in criminal justice.

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## Program notes

### Associate of Science Criminal Justice Emphasis

#### Notes:

1. SP100, SP112, **or** SP219 may be substituted for SP111.
2. Specific electives: Two courses selected with the assistance of advisor from the following: CJ131/SOC220, CJ140, CJ198/298, CJ203, CJ214, CJ229, CJ243.
3. PE231 or HE250 may be substituted for three credits of PE185.
4. Select Arts and Letters courses from the following: ART204, 205, 206, ENG104, 105, 106, 107, 108, 109, 201, 202, 203, 204, 205, 206, 253, 254, 255, HUM204, 205, 206, MUS261, 262, 263, PHL101, 102, 103.
5. Select Math/Science/Computer Science/Engineering courses from the following: BI101, 102, 103, 201, 202, 203, 231, 232, 233; CHEM121, 122, 123, 221, 222, 223; CS160, 161, 162; ENGR201, 202, 203, 211, 212, 213; G201, 202, 203; GS104, 105, and 106 or 107 or 108; MTH112, 212, 213, 231, 232, 241, 242, 243 /BA232, 251, 252, 253, 254, 255, 256, 260, 265; PH201, 202, 203, 211, 212, 213.

# Associate of Science Criminal Justice Administration Emphasis

## Prerequisites

All CJ courses in this program must be completed with a "C" or better

CS101 or pass waiver test (for all CIS/CS courses)

MTH95 with a "C" or better or placement test score.

Reading Score of ASSET 39  
COMPASS 69

WR90 with a "C" or better or placement test score.

## Recommended Sequence for Full-time Students

(Students should see an advisor or counselor to customize their educational plans.)

	First Year Fall	First Year Winter	First Year Spring	Second Year Fall	Second Year Winter	Second Year Spring
	CJ100 (3) Foundations of Criminal Justice	CJ110 (3) Introduction to Law Enforcement	CJ220 (3) Criminal Law	CJ210 (3) Criminal Investigation	CJ226 (3) Constitutional Law	CJ215 (3) Criminal Justice Admin
	CJ101/SOC244 (3) Criminology	CJ201/SOC221(3) Juvenile Delinquency	CJ280 (2) Field Experience	CJ222 (3) Procedural Law	CS120 (4) Concepts of Computing	CJ225 (3) Corrections Law
	CJ130 (3) Introduction to Corrections	SOC205 (3) General Sociology	SOC 206 (3) General Sociology	PE185 (1) Physical Education <sup>3</sup>	PE185 (1) Physical Education <sup>3</sup>	CJ247 (3) Criminal Justice Ethics
	SOC204 (3) General Sociology	SP111 (3) Fundamentals of Public Speaking <sup>1</sup>	WR123 (3) English Composition or WR227	PS201 (3) American Govt: Political Inst.	Arts and Letters Course <sup>4</sup> (3)	CJ280 (2) Field Experience
	WR121(3) English Composition	WR122 (3) English Composition	Specific Elective <sup>2</sup> (3)	MTH111 (4) College Algebra	Math/Science/Computer Science/Engineering Course <sup>5</sup> (4)	PE185 (1) Physical Education <sup>3</sup>
			Math/Science/Computer Science/Engineering Course <sup>5</sup> (4)	Arts and Letters Course <sup>4</sup> (3)	Specific Elective <sup>2</sup> (3)	
	Term credits = 15	Term credits = 15	Term credits = 18	Term credits = 17	Term credits = 18	Term credits = 12
						Total credits= 95

● = Credits earned in a certificate may be applied towards other certificates and degrees. See your advisor for more information.

∞ = Course available through Distance Learning.

(3)= Number of course credits.

# Criminal Justice Administration

The **Associate of Applied Science Corrections Officer Administration** prepares students to perform a variety of safety, enforcement, care, custody, and control of inmate-detainee functions within a correctional facility setting. The graduate will have the necessary training to work in corrections officer capacities including detention, prison, and corrections facility settings; local, county, and regional jails; state prison/corrections facilities; and some federal correction facility appointments. Many occupational opportunities also exist in the area of post-release supervision (community corrections) of offenders. This degree program is articulated with both Southern Oregon University and Governor's State University in University Park, Illinois (online degree completion) for Bachelor's degrees in criminal justice.

The **Associate of Applied Science Criminal Justice Administration Law Enforcement** prepares students to perform a variety of safety, enforcement, and service functions within a city, county or special designated region. The graduate will have the necessary training to work in such law enforcement officer capacities as police officer, deputy sheriff, and some federal commissioned appointments. This degree program is articulated with both Southern Oregon University and Governor's State University at University Park, Illinois (online degree completion) for Bachelor's degrees in criminal justice.

The **Certificate of Completion Juvenile Corrections** program, developed in cooperation with the Oregon Youth Authority and juvenile corrections practitioners in local college districts, is available and transferable among the participating colleges throughout the State of Oregon. Students completing the program will obtain a competitive advantage to fill available positions with the Oregon Youth Authority and with other providers of youth corrections services. Students will be trained in enforcement, care, custody, and control of juvenile and youth-detainee functions within a secure facility setting.

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## Program notes

### Associate of Applied Science Corrections Officer Administration

**Notes:**

1. HE250 may be substituted for PE231.
2. SP100, SP112, **or** SP219 may be substituted for SP111.
3. Select two courses from PSY201, 202, 203, 239.
4. Developmental and remedial courses and CS101 will not fulfill elective requirement.

### Associate of Applied Science Criminal Justice Administration Law Enforcement

**Notes:**

1. HE250 may be substituted for PE231.
2. SP100, SP112, **or** SP219 may be substituted for SP111.
3. Developmental and remedial courses and CS101 will not fulfill elective requirement.

# Associate of Applied Science Corrections Officer Administration

## Prerequisites

All CJ courses in this program must be completed with a "C" or better

CS101 or pass waiver test (for all CIS/CS courses)

MTH94 with a "C" or better or placement test score.

Reading Score of ASSET 39  
COMPASS 69

WR90 with a "C" or better or placement test score.

## Recommended Sequence for Full-time Students

(Students should see an advisor or counselor to customize their educational plans.)

	First Year Fall	First Year Winter	First Year Spring	Second Year Fall	Second Year Winter	Second Year Spring
	CJ100 (3) Foundations of Criminal Justice	CJ230 (3) Juvenile Justice System	BA285 (3) Human Relations in Organizations	CJ232 (3) Corrections Counseling & Casework	CJ201/SOC221 (3) Juvenile Delinquency	CJ203 (3) Crisis Intervention
	CJ101/SOC244 (3) Criminology	CJ280 (1) Field Experience	CJ131/SOC220 (3) Institutional Corrections	CJ280 (1) Field Experience	CJ229 (3) Community-Based Corrections	CJ225 (3) Corrections Law
	CJ130 (3) Introduction to Corrections	PE231 (3) Wellness for Life <sup>1</sup>	CJ220 (3) Criminal Law	CS120 (4) Concepts of Computing	CJ243 (3) Narcotics and Dangerous Drugs	CJ247 (3) Criminal Justice Ethics
	CJ280 (1) Field Experience	SOC205 (3) General Sociology	CJ280 (1) Field Experience	PS201 (3) American Govt: Political Inst.	Elective <sup>4</sup> (3)	Elective <sup>4</sup> (3)
	SOC204 (3) General Sociology	SP111 (3) Fundamentals of Public Speaking <sup>2</sup>	MTH95 (4) Intermediate Algebra II	Psychology Course <sup>3</sup> (3)		Psychology Course <sup>3</sup> (3)
	WR115(3) Intro to Expository Writing Or Higher	Elective <sup>4</sup> (3)	SOC206 (3) General Sociology			
	Term credits = 16	Term credits = 16	Term credits = 17	Term credits = 14	Term credits = 12	Term credits = 15
						Total credits= 90

● = Credits earned in a certificate may be applied towards other certificates and degrees. See your advisor for more information.

∞ = Course available through Distance Learning.

(3)= Number of course credits.

# Associate of Applied Science Criminal Justice Administration Law Enforcement

## Prerequisites

All CJ courses in this program must be completed with a "C" or better

CS101 or pass waiver test (for all CIS/CS courses)

MTH94 with a "C" or better or placement test score.

Reading Score of ASSET 39  
COMPASS 69

WR90 with a "C" or better or placement test score.

## Recommended Sequence for Full-time Students

(Students should see an advisor or counselor to customize their educational plans.)

	First Year Fall	First Year Winter	First Year Spring	Second Year Fall	Second Year Winter	Second Year Spring
	CJ100 (3) Foundations of Criminal Justice	CJ110 (3) Introduction to Law Enforcement	CJ203 (3) Crisis Intervention	CJ210 (3) Criminal Investigations	BA285 (3) Human Relations in Organizations	CJ140 (3) Criminalistics
	CJ101/SOC244 (3) Criminology	CJ201/SOC221 (3) Juvenile Delinquency	CJ220 (3) Criminal Law	CJ222 (3) Procedural Law	CJ213 (3) Interview and Interrogation Skills	CJ215 (3) Criminal Justice Administration
	CJ280 (1) Field Experience	CJ280 (1) Field Experience	CJ280 (1) Field Experience	CJ280 (3) Field Experience	CJ226 (3) Constitutional Law	CJ247 (3) Criminal Justice Ethics
	SOC204 (3) General Sociology	PE231 (3) Wellness for Life <sup>1</sup>	MTH95 (4) Intermediate Algebra II	CS120 (4) Concepts of Computing	CJ243 (3) Narcotics and Dangerous Drugs	Elective <sup>4</sup> (3)
	WR115(3) Intro to Expository Writing Or Higher	SOC205 (3) General Sociology	SOC206 (3) General Sociology	PS201 (3) American Govt: Institutions	CJ280 (1) Field Experience	Elective <sup>4</sup> (3)
		SP111 (3) Fundamentals of Public Speaking <sup>2</sup>			Elective <sup>4</sup> (3)	
	Term credits = 13	Term credits = 16	Term credits = 14	Term credits = 16	Term credits = 16	Term credits = 15
						Total credits= 90

● = Credits earned in a certificate may be applied towards other certificates and degrees. See your advisor for more information.

∞ = Course available through Distance Learning.

(3)= Number of course credits.

# Certificates of Completion Juvenile Corrections

## Prerequisites

All CJ courses in this program must be completed with a "C" or better

CS101 or pass waiver test (for all CIS/CS courses)

MTH20, MTH25 or MTH55 with a "C" or better or placement test score.

WR90 with a "C" or better or placement test score.

## Recommended Sequence for Full-time Students

(Students should see an advisor or counselor to customize their educational plans.)

Fall	Winter	Spring
CJ101/SOC244 (3) Criminology	CJ201/SOC221 (3) Juvenile Delinquency	CJ203 (3) Crisis Intervention
CJ232 (3) Corrections Counseling & Casework	CJ230 (3) Juvenile Justice System	CJ280 (3) Field Experience
MTH70 (4) Elementary Algebra or higher	HS200 (3) Understanding Addictive Behavior	CS101 (2) Computers in Society
PSY201 (3) General Psychology	PSY202 (3) General Psychology	HDFS229 (3) Development in Middle Childhood
WR121 (3) English Composition	PSY239 (3) Intro to Abnormal Psychology	PSY203 (3) General Psychology
		SOC206 (3) General Sociology
Term credits = 16	Term credits = 15	Term credits = 17
		Total credits= 48



- = Credits earned in a certificate may be applied towards other certificates and degrees. See your advisor for more information.
- ☞ = Course available through Distance Learning.
- (3) = Number of course credits.

# Culinary Arts

**Description:** The restaurant industry is one of the most dynamic in the U.S. today. The service sector is the most rapidly growing part of the American economy, and the \$460 billion hospitality segment already represents one-seventh of the nation's Gross National Product (GNP) and 15 million jobs. It is estimated that, by 2010, food service operations will need more than 100,000 new managers annually to keep pace with growth. Career options for Culinary Arts graduates range from employee to owner and from manager to team leader. Culinary professionals need to have skills in financial management to control profits and losses, marketing finesse to successfully reach customers, management abilities to lead a team in a fast-paced work environment, and the scientific know-how to prepare and serve food safely. Culinary professionals work in quick service venues, family-owned operations, fine cuisine restaurants, as well as multi-million dollar companies providing food service at industrial, school, hospital, resort, or hospitality locations.

**Employment Opportunities:** Culinary Arts career opportunities range from good to excellent with occupational titles that include Cook, Chief Cook, Kitchen Cook, Kitchen Chef, Kitchen Supervisor, Restaurant Cook, Station Chef, Sous Chef, Chef DeFroid, Garde Manger, and Restaurant Manager.

The **Associate of Applied Science in Baking and Pastry Arts** provides a broad foundation of baking and pastry theory and practical training necessary for success in the food service industry. Students will learn the art of creating exquisite baked goods, pastries, and confections, from traditional bread baking to masterful showpieces fit for the most elegant dessert finales imaginable. Students will also learn to use sugar, syrups, icings, and chocolate to create feasts for the eye and palate. Prepare for a career as a professional baker or pastry chef in a bakery, fine restaurant, resort, or on a cruise ship. This is a restricted program. For application and fee information, contact the Director of Student Recruiting in Dellwood Hall, Room 4, (541) 888-7611.

The **Associate of Applied Science in Culinary Arts** program offers chef training (basic and advanced) as well as restaurant management skills. After studying the fundamentals of classical and contemporary cuisine and restaurant procedures, students will develop advanced skills in garde manger and a la carte cooking. Students will have the opportunity to choose between a local or distant externship during their final term in the program. The graduate will have the necessary training to work in a variety of culinary establishments as Sous Chef, Garde Manger, Kitchen Supervisor, and Restaurant Manager. This is a restricted program. For application and fee information, contact the Director of Student Recruiting in Dellwood Hall, Room 4, (541) 888-7611.

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## Program notes

### Associate of Applied Science Baking and Pastry Arts

•All courses intended for transfer toward a degree at the University of Las Vegas College of Hotel Administration must be completed with a grade of "C" or better. Students intending to transfer should complete MTH105.

**Notes:**

1. PE231 or three credits of PE185 may be substituted for HE250.
- Program and course offerings subject to change without notice.

### Associate of Applied Science Culinary Arts

•All courses intended for transfer toward a degree at the University of Las Vegas College of Hotel Administration must be completed with a grade of "C" or better. Students intending to transfer should complete MTH105.

**Notes:**

1. PE231 or three credits of PE185 may be substituted for HE250.
- Program and course offerings subject to change without notice.

# Associate of Applied Science Baking and Pastry Arts

## Prerequisites

CS101 or pass waiver test (for all CIS/CS courses)

MTH20 or MTH55 with a "C" or better or placement test score.

Reading Score of ASSET 39 COMPASS 69

WR90 with a "C" or better or placement test score.

## Recommended Sequence for Full-time Students (Students should see an advisor or counselor to customize their educational plans.)

First Year Fall	First Year Winter	First Year Spring	Second Year Summer	Second Year Fall
CRT2015 (3) Sanitation and Safety for Mgrs	CRT2023 (4) Syrups, Icings, and Sauces	CRT2007 (1) Inventory Control and Purchasing	CRT2017 (3) Restaurant Mgmt and Supervision	CRT2280 (12) Work Experience Culinary Externship
CRT2031 (6) Baking & Pastry Fundamentals I	CRT2033 (5) Baking and Pastry Cakes	CRT2018 (1) Culinary Arts Career Planning	CRT2034 (3) Sugar, Marzipan and Pastillage	
CRT2032 (7) Baking & Pastry Fundamentals II	CRT2040 (6) Culinary Arts for Baking & Pastry Majors	CRT2024 (3) Frozen Desserts	CRT2035 (3) Chocolate and Confections	
CRT2038 (1) Applied Visual Principles	CS120 (4) Concepts of Computing	CRT2026 (1) Dessert Menu Dev	CRT2036 (3) Baking and Pastry Centerpieces	
MTH81 (4) Applied Math for Culinary Arts		CRT2030 (3) Bakery Design	SP218 (3) Interpersonal Communication	
HE250 (3) Personal Health <sup>1</sup>		CRT2042(3) Wedding Cakes		
		CRT2044 (5) Afternoon Tea and Other Beverage Celebrations		
		WR115 (3) Intro to Expository Writing		
Term credits = 24	Term credits = 19	Term credits = 20	Term credits = 15	Term credits = 12
				Total credits= 90



- = Credits earned in a certificate may be applied towards other certificates and degrees. See your advisor for more information.
- Ⓜ = Course available through Distance Learning.
- (3) = Number of course credits.

# Associate of Applied Science Culinary Arts

## Prerequisites

CS101 or pass waiver test (for all CIS/CS courses)

MTH20 or MTH55 with a "C" or better or placement test score.

Reading Score of ASSET 39  
COMPASS 69

WR90 with a "C" or better or placement test score.

## Recommended Sequence for Full-time Students

(Students should see an advisor or counselor to customize their educational plans.)

First Year Fall	First Year Winter	First Year Spring	Second Year Summer	Second Year Fall
CRT2000 (5) Intro. Professional Cooking	CRT2003 (6) Intro. Pastry and Baking	CRT2012 (6) A La Carte Cooking I	CRT2004 (2) Intro. Vineyards and Beverages	CRT2280 (12) Work Experience Culinary Externship
CRT2001 (6) Basic Food Preparation	CRT2005 (1) Menu Planning and Design	CRT2013 (6) A La Carte Cooking II	CRT2006 (2) Restaurant Layout and Interior Design	
CRT2002 (1) Intro. Food and Beverages Industry	CRT2007 (1) Inventory Control and Purchasing	CRT2017 (3) Restaurant Mgmt & Supervision	CRT2060 (8) Garde Manger	
CRT2015 (3) Sanitation and Safety for Managers	CRT2016 (3) Culinary Nutrition	CRT2018 (1) Culinary Arts Career Planning	SP218 (3) Interpersonal Communication	
CRT2038 (1) Applied Visual Principles	CRT2050 (6) Regional & International Cuisine	WR115 (3) Intro to Expository Writing		
HE250 (3) Personal Health <sup>1</sup>	CS120 (4) Concepts of Computing			
MTH81 (4) Applied Math for Culinary Arts				
Term credits = 23	Term credits = 21	Term credits = 19	Term credits = 15	Term credits = 12
				Total credits= 90



● = Credits earned in a certificate may be applied towards other certificates and degrees. See your advisor for more information.

ℳ = Course available through Distance Learning.

(3) = Number of course credits.

## Certificate of Completion Employment Skills Training

**Description:** The *Employment Skills Training (EST) Certificate of Completion* provides opportunities for individual students to receive a state-approved credential for completion of an individualized program of 12 to 44 credits that leads to the skills and knowledge necessary for employment in an identified occupation or career field.

**Career Description:** This competency-based, short-term training program is designed to provide the learning experience for a wide variety of occupations. The EST program is designed to prepare each participant for an entry-level position in an area in which an employer will provide the training and for which there is a viable local labor market.

**Wage and Employment Forecast:** Information will be based on forecasts that are published in the Oregon Labor Market Information System (OLMIS) and will vary according to the specific occupational interest area. The focus of each EST program is on the development of an individualized program for each student that leads to successful employment in a demand occupation. Under the EST, the labor market information will be addressed for each individualized EST program.

The *Employment Skills Training Certificate of Completion* is a less than one-year program consisting of 12 to 44 credits, of which up to one-third may be on-the-job training (work experience). The remainder of the curriculum is based on the needs of the particular occupation and the assessment of the individual student. This program is approved by the State Board of Education and is on the Eligible Training Provider List. Contact the Professional Technical Transition Specialist at (541) 888-7001 for further information.

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## Apprenticeship Training

Southwestern Oregon Community College is discontinuing the Associate of Applied Science (AAS) degree in Industrial Technology (Apprenticeship) as of August 31, 2009. Beginning September 1, 2009, Southwestern will replace the degree with industry specific AAS Degrees.

Southwestern Oregon Community College (SOCC), in conjunction with the Pacific Inside Electrical Joint Apprenticeship and Training Center (JATC), provides classes in accordance with the Apprenticeship and Training Laws for the State of Oregon. These classes present technical instruction for the electrical trade and are intended to complement on-the-job skills for both men and women. The JATC outlines the procedures to become a journey person. This outline usually consists of two to five years of supervised, on-the-job experience in various aspects of the trade in conjunction with class work. If you are interested in becoming registered in an Oregon State Apprenticeship program, contact the Oregon State Bureau of Labor and Industries Apprenticeship Training Division at [www.boli.state.or.us](http://www.boli.state.or.us) for program and entrance requirements.

This program is in the process of being redesigned at the State level and is pending both Southwestern and State approval.

The transition to the new degree will occur Fall 2009. Please direct any questions regarding the Electrical Apprenticeship training to Southwestern's Business Development Center at (541) 756-6445.

# Health Occupations/Allied Health

**Description:** These programs are designed to prepare students for employment in a variety of medical settings. Rural hospitals serve as health care centers, often combining long-term skilled care with hospital care. Rural health aides are prepared to transcribe physician's orders, assemble charts, and perform medical clerical/medical records tasks as well as provide personal and basic patient care in homes, hospitals, long term care, and assisted living facilities under the supervision of an RN or LPN. Basic nursing assistants (when certified by the Oregon State Board of Nursing as Certified Nursing Assistants) provide personal and basic nursing care to clients and patients in homes, clinics, assisted living facilities, skilled and acute care settings under the supervision of licensed health care professionals.

**Employment Opportunities:** Rural health aide career opportunities range from fair to excellent with occupational titles that include Home Health Aide, Nursing Assistant, Residence Assistant, Caregiver, Personal Care Attendant, Certified Nursing Assistant, Ward Clerk, and Unit Secretary. Basic nursing assistant career opportunities range from good to excellent with occupational titles that include Home Health Aide, Nursing Assistant, Residence Assistant, Caregiver, Personal Care Attendant, and Certified Nursing Assistant.

The **Rural Health Aide Certificate of Completion** program is designed to prepare students for the unique workplace requirements of rural hospitals that often serve as health care centers, combining long term care with hospital care. These graduates will be cross-trained as basic nursing assistants (eligible for CNA certification as outlined by the Oregon State Board of Nursing) and as hospital unit clerks. They will be prepared to care for clients in a variety of medical settings as well as be prepared to transcribe physician's orders, assemble charts, and perform medical clerical/medical records tasks. Much of the certificate coursework can apply to nursing program requirements.

The **Basic Nursing Assistant Training Opportunity** prepares students to be eligible for certification as outlined by the Oregon State Board of Nursing, to care for clients in a variety of settings including long-term care and intermediate care, home health, hospice care, foster care and assisted living situations. Students must be formally admitted to the class. For more information, contact the Professional Technical Office, Randolph Hall, Room 11C, (541) 888-7443.

**Training Opportunity  
Basic Nursing Assistant NUR546**

See the Business and Office Occupations section for:  
**Associate of Applied Science in Medical Office Assistant  
Medical Clerical Certificate of Completion  
Medical Transcription Certificate of Completion  
Medical Aide Certificate of Completion**

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## Program notes

### Certificate of Completion Rural Health Aide

#### Notes:

1. Students who hold a current Oregon Nursing Assistant Certificate may substitute this course with specific electives. This course has a separate application process.
2. Students may substitute BI231/BI232/BI233 for OA5401/OA5402. Students who have completed one year of (**advanced placement**) high school chemistry with a lab within the past five years with a grade of "C" or better **or** CHEM121/122 may substitute BI231/BI232/BI233 for OA5401/OA5402.
3. Specific electives: ANTH103, BI234, HS167, 168, OA240, 2597, 5533, PHAR5472, 5474, PSY201, 202, 203.
4. Prerequisite is OA121 Keyboarding with a "C" or better or a typing speed of 30 wpm.
5. SP218 **or** SP219 may be substituted for SP100.

# Certificates of Completion Rural Health Aide

## Recommended Sequence for Full-time Students

(Students should see an advisor or counselor to customize their educational plans.)

### Prerequisites

CS101 or pass waiver test (for all CIS/CS courses)

MTH20 or MTH55 with a "C" or better or placement test score.

WR0525 with a "C" or better or placement test score.

Fall	Winter	Spring
NUR546 (8) Basic Nursing Assistant <sup>1</sup>	CS125W (3) Word Processing Applications	HE280 (3) Field Experience
OA116 (3) Office Procedures	OA2222 (3) Medical Terminology II	MTH70 (4) Elementary Algebra or higher
OA2221 (3) Medical Terminology I	OA5402 (3) Body Structure and Functions II <sup>2</sup>	OA124 (3) Keyboard Skillbuilding <sup>4</sup>
OA5401 (3) Body Structure and Functions I <sup>2</sup>	WR90 (3) Paragraph Fund or higher	SP100 (3) Basic Speech Communications <sup>5</sup>
	Specific Elective <sup>3</sup> (3-4)	Specific Elective <sup>3</sup> (3-4)
Term credits = 17	Term credits = 15-16	Term credits = 16-17
		Total credits= 48-50



- = Credits earned in a certificate may be applied towards other certificates and degrees. See your advisor for more information.
- ∞ = Course available through Distance Learning.
- (3) = Number of course credits.

## Health Occupations/Medical Technical

**Description:** These programs are designed to prepare students for employment as skilled technical members of health occupations teams.

Pharmacy technicians are trained to assist the pharmacist in preparing and dispensing medications in hospitals, long-term care facilities, as well as independent and chain store pharmacies connected to retail stores.

**Employment Opportunities:** Pharmacy technician career opportunities range from fair to excellent with occupational titles that include Pharmacist Assistant and Pharmacy Technician.

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

See Public Safety section for:

**Emergency Medical Technician Certificate of Completion**

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### Program notes

#### Certificate of Completion Pharmacy Technician

**Note:**

- This program is currently offered entirely through distance education. All PHAR classes are offered only online. Other courses in the program are offered in the traditional classroom setting as well. Check WebAdvisor at [www.socc.edu](http://www.socc.edu) for the most current listings.

# Certificate of Completion Pharmacy Technician

## Prerequisites

All courses in this program must be completed with a "C" or better

CS101 or pass waiver test (for all CIS/CS courses)

MTH20 or MTH55 with a "C" or better or placement test score.

WR90 with a "C" or better or placement test score.

## Recommended Sequence for Full-time Students

(Students should see an advisor or counselor to customize their educational plans.)

Fall	Winter	Spring
MTH70 (4)  Elementary Algebra or higher	OA2222 (3)  Medical Terminology II	PHAR5473 (3)  Pharmacology II
OA2221(3)  Medical Terminology I	OA5402 (3)  Body Structure and Functions II	BA285 (3)  Human Relations in Organizations
OA5401(3)  Body Structure and Functions I	PHAR5472 (3)  Pharmacology I	PHAR5476 (4)  Pharmacy Tech Procedures II
PHAR5470 (4)  Intro to Pharmacy: Practice and Law	PHAR5474 (2)  Pharmacy Calculations	PHAR5477 (3)  Pharmacy Records Management
WR121(3)  English Composition	PHAR5475 (4)  Pharmacy Tech Procedures I	PHAR5478 (3)  Pharmacy Tech Practicum
	SP100 (3)  Basic Speech Communication or higher	
Term credits = 17	Term credits = 18	Term credits = 16
		Total credits= 51



● = Credits earned in a certificate may be applied towards other certificates and degrees. See your advisor for more information.

 = Course available through Distance Learning.

(3) = Number of course credits.

# Health Occupations/Nursing

**Description:** This program is designed to prepare students with entry-level skills needed to assume the role of a Registered Nurse. Students will need to successfully complete the licensure exam at the end of six quarters **or** students may elect to replace the last term of the Associate of Applied Science degree with a Bachelor's in Nursing course and complete three more terms to achieve a Bachelor's in Nursing degree. Students who have completed an Associate of Applied Science degree would need to complete an additional four quarters to receive a Bachelor's in Nursing degree.

**Employment Opportunities:** Registered Nursing career opportunities range from good to excellent with occupational titles that include Staff Nurse, Home Health Nurse (BSN preferred), Basic Nursing Assistant Program Instructor (BSN preferred), Clinic Nurse (RN), Hospice Nurse (BSN preferred), School Nurse (BSN), Specialty Nursing (Associate with in-hospital training after usually one year in Medical Surgical area, BSN, MSN with clinical specialty), Public Health nursing (BSN preferred). The salary entry range for an Associate of Applied Science degree RN ranges from \$30,000 to \$45,000 and for a BSN from \$40,000 to \$55,000. There is great variability across the country.

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The **Associate of Applied Science in Nursing** degree prepares graduates to become licensed as a Registered Nurse. Successful completion of six quarters qualifies students for meeting the academic requirements to take the NCLEX exam for licensure in the state of Oregon. The license is transferable across the nation. Once admitted the student is required to take all curriculum courses as they appear in the catalog **or before**. In other words, **each term is a prerequisite to the next**. This is a restricted entry program and students must submit a separate application along with their college admission application. The Bachelor's degree is awarded by Oregon Health and Science University with all courses available in Coos Bay. For more information, contact the Professional Technical Office, Randolph Hall, Room 11C, (541) 888-7443 or online at [www.socc.edu/catalog/AAS\\_nurse.html](http://www.socc.edu/catalog/AAS_nurse.html) for further application requirements.

Students will need to complete a total of 49 prerequisite credits to be admitted to the Nursing program. Thirty (30) of these credits must be completed prior to submitting the Nursing application. Selections will be based on the point system found in the application packet with provisional admittance requiring completion of the remaining 19 credits of prerequisites according prior to beginning the Nursing program in the Fall.

**The first 30 credits must include at least one term of Anatomy and Physiology.**

## Prerequisite Year notes

1. Students applying for the Nursing program must have completed either a Chemistry sequence (CHEM104, 105, 106; CHEM121, 122, 123; or CHEM221, 222, 223) or CHEM110 within the last five years.
2. Students must be enrolled in or have completed BI231 prior to submitting an application in winter term.
3. CIS131 has been re-numbered to CS120; students that have already completed CIS131 will not have to re-take CS120.

Courses taken as prerequisites, for applying to the Nursing program, may be counted towards this requirement.

## Program notes

1. ANTH222 or 223 may be substituted for ANTH221.
2. See the AAS Distribution requirement lists. Courses must be from outside the student's area of concentration.
3. PE231 or three credits of PE185 may be substituted for HE250.
4. Developmental and remedial courses will not fulfill elective requirement.

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The **Perioperative Nursing Training Opportunity** is designed for practicing Registered Nurses who have no previous experience in operating room nursing. Course content includes knowledge and skills required to care for patients having surgical intervention. Preparation for beginning level independent practice will incorporate direct classroom instruction and lecture/lab work in an operating room suite. Students must have a current unencumbered Oregon State Board of Nursing Registered Nurse License.

Perioperative nurse career opportunities range from good to excellent with occupational titles that include Surgery Nurse, Operating Room Nurse, and Scrub Nurse.

Training Opportunity Perioperative Nursing NUR9411 and NUR9412 Total credits = 10
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# Associate of Applied Science Nursing (including Prerequisite Year requirements)

## Prerequisites

All courses in this program must be completed with a "C" or better

## Recommended Sequence for Full-time Students

(Students should see an advisor or counselor to customize their educational plans.)

Prerequisite Year	First Year Fall	First Year Winter	First Year Spring	Second Year Fall	Second Year Winter	Second Year Spring
Summer Term CHEM110 <sup>1</sup> Total credits= 4	BI234 (4) Microbiology	NRS111 (6) Foundations Nursing Chronic Illness I	NRS112 (6) Foundations Nursing Acute Care I	NRS222 (9) Foundations Nursing Acute Care II	NRS221 (9) Foundations Nursing Chronic Illness II	NRS224 (9) Scope Pract and Precep for AAS
Fall Term BI149 BI231 <sup>2</sup> MTH95 WR121 Total credits= 14	ANTH221 <sup>1</sup> (3) Cultural Anthropology	NRS230 (3) Clinical Pharmacology I	NRS231 (3) Clinical Pharmacology II	Humanities/Social or Natural Science Courses <sup>2</sup> (6)	Humanities/Social or Natural Science Courses <sup>2</sup> (6)	HE250 (3) Personal Health <sup>3</sup>
Winter Term BI232 <sup>2</sup> CS120 <sup>3</sup> PHL102 PSY237 WR122 Total credits= 17	NRS110 (9) Foundations Nursing Health Promotion	NRS232 (3) Pathophysiology Processes I	NRS233 (3) Pathophysiology Processes II			Elective <sup>4</sup> (3)
Spring Term BI233 <sup>2</sup> FN225 SOC206 SP218 or SP219 Total credits= 14		WR123 (3) English Composition or WR227	PHL103 (3) Intro to Logic and Critical Thinking			
	Term credits = 16	Term credits = 15	Term credits = 15	Term credits = 15	Term credits = 15	Term credits = 15
						Total credits= 91

● = Credits earned in a certificate may be applied towards other certificates and degrees. See your advisor for more information.

⌘ = Course available through Distance Learning.

(3)= Number of course credits.

# Human Services

**Description:** The human service professional is dedicated to providing services to assist individuals, families, and communities to function as effectively as possible in the major domains of living. Enhancing the quality of life for those served is a primary goal. A strong desire to help others is an important consideration for a job as a human services worker, but each human service worker must also have a broad, interdisciplinary knowledge base in order to succeed in their goal of helping. Human service workers hold professional and paraprofessional jobs in such diverse settings as group homes and halfway houses; correctional, developmentally disabled and community mental health centers; family, child, youth, and senior service agencies; and programs concerned with alcoholism, drug abuse and family violence.

**Employment Opportunities:** Human service career opportunities range from good to excellent with occupational titles that include Caseworker, Mental Health Aide, Substance Abuse Counselor, Residential Counselor, Family Support Worker, Social Service Technician, Child Abuse Worker, Personal and Home Care Aide, Child Advocate, Community Outreach Worker, Treatment Counselor, Skills Trainer, Youth Worker, Welfare Eligibility Worker, Psychological Aide, Juvenile Court Liaison, and Intake Interviewer. It is important to note that secondary education improves salary opportunities.

For additional information on any of these programs, please contact the Human Services program advisor.

The **Associate of Science** degree with an emphasis in human services is for students who intend to transfer and earn a Bachelor's degree from a four-year college or university. The curriculum will lead to an Associate of Science degree upon completion from Southwestern and will satisfy the lower-division requirements of transfer institutions. Students may petition for adjustments, in the AS with an emphasis in human services at Southwestern, if course requirements are met for the first two years of any accredited four-year institution offering a degree in social sciences, human services or social work are met.

The AS Human Services degree at Southwestern also meets all requirements for the AA/OT, so no additional courses outside of the AS Human Services need to be taken in order for a student to meet both degree requirements. When applying for graduation at Southwestern two separate applications must be submitted for the AS Human Services and the Associate of Art Oregon Transfer (AA/OT).

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## Program notes

### Associate of Science Human Service Emphasis

#### Notes:

1. SP111, SP112, or SP218 may be substituted for SP219.
  2. Minimum of 12 credits of lab science courses must be selected from the Associate of Science list. Biology is strongly recommended.
  3. Students planning to attend Oregon State University should take WR227.
  4. SOC205 or SOC206 may be substituted for SOC204.
  5. Minimum of 12 credits of Arts and Letters courses must be selected from at least two disciplines with a minimum of two courses from the same discipline. Foreign language courses must be 200 level.
  6. Specific electives from prefixes: ANTH, CJ, ED, HDFS, HS, SOC, SPAN, PSY. Students who have not completed two years of high school foreign language are encouraged to take approved foreign language courses.
  7. Developmental and Remedial courses will not fulfill elective requirement.
- The AS Human Services Emphasis degree meets all the requirements for the AA/OT. Students who wish to receive both degrees must submit a separate application for each degree. Three (3) credits in Arts and Letters, Specific Electives, or electives must fulfill the Cultural Diversity requirement for the AA/OT.

# Associate of Science Human Services Emphasis

## Recommended Sequence for Full-time Students

(Students should see an advisor or counselor to customize their educational plans.)

### Prerequisites

All HS courses in this program must be completed with a "C" or better

CS101 or pass waiver test (for all CIS/CS courses)

MTH95 with a "C" or better or placement test score.

Reading Score of ASSET 39  
COMPASS 69

WR90 with a "C" or better or placement test score.

	First Year Fall	First Year Winter	First Year Spring	Second Year Fall	Second Year Winter	Second Year Spring
	HS100 (3) ● Intro to Human Services	CS120 (4) Concepts of Computing	HS155 (3) Interviewing Theory and Techniques	HS265 (4) Intervention Strategies I	HS266 (4) Intervention Strategies II	HS267 (4) Intervention Strategies III
	PSY201 (3) ● General Psychology	HS154 (3) ● Community Resources	PSY203 (3) General Psychology	MTH243 (4) Intro to Probability & Statistics	PE231 (3) ● Wellness for Life	Science Course <sup>2</sup> (4)
	SP219 (3) Small Group Discussion <sup>1</sup>	PSY202 (3) General Psychology	WR123 (3) English Composition or WR227 <sup>3</sup>	SOC204 (3) General Sociology <sup>4</sup>	Arts and Letters Elective <sup>5</sup> (3)	Specific Elective <sup>6</sup> (3)
	WR121 (3) ● English Composition	WR122 (3) English Composition	Arts and Letters Course <sup>5</sup> (3)	Science Course <sup>2</sup> (4)	Specific Elective <sup>6</sup> (3)	Elective <sup>7</sup> (3)
	Arts and Letters Course <sup>5</sup> (3)	Arts and Letters Course <sup>5</sup> (3)	Science Course <sup>2</sup> (4)		Science Course <sup>2</sup> (4)	
	Term credits = 15	Term credits = 16	Term credits = 16	Term credits = 15	Term credits = 17	Term credits = 14
						Total credits= 93

● = Credits earned in a certificate may be applied towards other certificates and degrees. See your advisor for more information.

● = Course available through Distance Learning.

(3)= Number of course credits.

# Human Services

**Description:** The human service professional is dedicated to providing services to assist individuals, families, and communities to function as effectively as possible in the major domains of living. Enhancing the quality of life for those served is a primary goal. A strong desire to help others is an important consideration for a job as a human services worker, but each human service worker must also have a broad, interdisciplinary knowledge base in order to succeed in their goal of helping. Human service workers hold professional and paraprofessional jobs in such diverse settings as group homes and halfway houses; correctional, developmentally disabled and community mental health centers; family, child, youth, and senior service agencies; and programs concerned with alcoholism, drug abuse and family violence.

**Employment Opportunities:** Human service career opportunities range from good to excellent with occupational titles that include Caseworker, Mental Health Aide, Substance Abuse Counselor, Residential Counselor, Family Support Worker, Social Service Technician, Child Abuse Worker, Personal and Home Care Aide, Child Advocate, Community Outreach Worker, Treatment Counselor, Skills Trainer, Youth Worker, Welfare Eligibility Worker, Psychological Aide, Juvenile Court Liaison, and Intake Interviewer. It is important to note that secondary education improves salary opportunities.

The **Associate of Applied Science in Gerontology** degree program is designed to prepare students for entry-level positions in the field of gerontology and to enhance their learning about the special needs of the elder population. Students will have an opportunity to participate in practicum experiences in local agencies serving seniors.

The **Basic Technical Skills and Core Concepts in Human Services Certificates of Completion** are designed to offer the student very basic skills for entry-level jobs in social service agencies and non-profit organizations. The credits achieved in these certificates can be applied to the Associate of Science Human Services Emphasis transfer program and the Associate of Applied Science (AAS) in Gerontology, Human Services or Substance Abuse programs. These certificates are designed for the individual who has a high school diploma or GED or is dual-enrolled while in high school. It is also designed for individuals currently working in social service agencies who want to advance in the field by furthering their education while maintaining employment. For employers, this certificate provides training for workers who may be promoted to higher levels of responsibility within the business, agency or organization.

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## Program notes

### Associate of Applied Science Gerontology

#### Notes:

1. Students may challenge CS101.
2. Optional summer term (with instructor's approval). Six of the ten total credits of practicum required may be taken during the summer.
3. SP111, SP112, **or** SP218 may be substituted for SP219.
4. Developmental and remedial courses will not fulfill elective requirements.
5. Students enrolled in HS170 must enroll in three credits of HS291 concurrently.
6. SOC204 **or** SOC206 may be substituted for SOC205.
7. HE250 **or** three credits of PE185 may be substituted for PE231.
8. Prerequisite of MTH70 with a "C" or better or appropriate placement test score.

# Associate of Applied Science Gerontology (including Certificates)

## Prerequisites

All HS courses in this program must be completed with a "C" or better

MTH20 or MTH55 with a "C" or better or placement test score.

Reading Score of ASSET 39 COMPASS 69

WR90 with a "C" or better or placement test score.

## Recommended Sequence for Full-time Students

(Students should see an advisor or counselor to customize their educational plans.)

	First Year Fall	First Year Winter	First Year Spring	Second Year Fall	Second Year Winter	Second Year Spring
	CS101 (2) <sup>⌘</sup> Computers in Society <sup>1</sup>	CS120 (4) Concepts of Computing	HS150 (3) Self -Awareness	HS167 (3) Gerontology	HS224 (3) Group Counseling Skills	HS261 (3) Counseling the Older Adult
	HS100 (3) <sup>⌘</sup> Introduction to Human Services	HS154 (3) <sup>⌘</sup> Community Resources	HS155 (3) Interviewing Theory and Techniques	HS213 (3) <sup>⌘</sup> Cultural Competence	HS266 (4) Intervention Strategies II	HS267 (4) Intervention Strategies III
	HS291 (1) Practicum: Human Services <sup>2</sup>	SP219 (3) Small Group Discussion <sup>3</sup>	HS170 (3) Introduction to Practicum <sup>5</sup>	HS219 (3) Case Management and Client Records	HS291 (3) Practicum: Human Services <sup>2</sup>	PE231 (3) <sup>⌘</sup> Wellness for Life <sup>7</sup>
	MTH70 (4) Elementary Algebra or higher	SOC205 (3) General Sociology <sup>6</sup>	HS291 (3) Practicum: Human Services <sup>2</sup>	HS265 (4) Intervention Strategies I	PSY243 (3) Drugs and Behavior	PSY228 (3) Intro to Social Science Research <sup>8</sup>
	PSY201 (3) <sup>⌘</sup> General Psychology	Elective <sup>4</sup> (3)	PSY237 (3) Lifespan Development	HS291 (3) Practicum: Human Services <sup>2</sup>	Elective <sup>4</sup> (3)	
	WR121 (3) <sup>⌘</sup> English Composition					
	Term credits = 16	Term credits = 16	Term credits = 15	Term credits = 16	Term credits = 16	Term credits = 13
						Total credits= 92

● Certificate of Completion Basic Technical Skills in Human Services

CS101<sup>1</sup>  
CS120  
HS155  
HS219  
Total credits = 12

Program Note  
1. Students may challenge CS101.

● Certificate of Completion Core Concepts in Human Services

HS100  
HS150  
HS154  
HS213 or PSY237  
Total credits = 12

● = Credits earned in a certificate may be applied towards other certificates and degrees. See your advisor for more information.

⌘ = Course available through Distance Learning.

(3)= Number of course credits.

# Human Services

**Description:** The human service professional is dedicated to providing services to assist individuals, families, and communities to function as effectively as possible in the major domains of living. Enhancing the quality of life for those served is a primary goal. A strong desire to help others is an important consideration for a job as a human services worker, but each human service worker must also have a broad, interdisciplinary knowledge base in order to succeed in their goal of helping. Human service workers hold professional and paraprofessional jobs in such diverse settings as group homes and halfway houses; correctional, developmentally disabled and community mental health centers; family, child, youth, and senior service agencies; and programs concerned with alcoholism, drug abuse and family violence.

**Employment Opportunities:** Human service career opportunities range from good to excellent with occupational titles that include Caseworker, Mental Health Aide, Substance Abuse Counselor, Residential Counselor, Family Support Worker, Social Service Technician, Child Abuse Worker, Personal and Home Care Aide, Child Advocate, Community Outreach Worker, Treatment Counselor, Skills Trainer, Youth Worker, Welfare Eligibility Worker, Psychological Aide, Juvenile Court Liaison, and Intake Interviewer. It is important to note that secondary education improves salary opportunities.

The **Associate of Applied Science in Human Services** degree program provides students an opportunity to add coursework in a variety of specialty areas in the field including early childhood education, criminal justice, abnormal psychology, and family services. Students in this program can also choose to develop or enhance their Spanish-speaking abilities. Human service workers who can converse in Spanish increase their employability substantially and students are encouraged to consider this when planning their college program.

The **Basic Technical Skills and Core Concepts in Human Services Certificates of Completion** are designed to offer the student very basic skills for entry-level jobs in social service agencies and non-profit organizations. The credits achieved in these certificates can be applied to the Associate of Science Human Services Emphasis transfer program and the Associate of Applied Science (AAS) in Gerontology, Human Services or Substance Abuse programs. These certificates are designed for the individual who has a high school diploma or GED or is dual-enrolled while in high school. It is also designed for individuals currently working in social service agencies who want to advance in the field by furthering their education while maintaining employment. For employers, this certificate provides training for workers who may be promoted to higher levels of responsibility within the business, agency or organization.

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## Program notes

### Associate of Applied Science Human Service

#### Notes:

1. Students may challenge CS101.
2. Optional summer term (with instructor's approval). Six of the ten total credits of practicum required may be taken during the summer.
3. SP111, SP112, **or** SP218 may be substituted for SP219.
4. Developmental and remedial courses will not fulfill elective requirements.
5. Specific electives: any course with a prefix of ANTH, CJ, ED, HDFS, HS, PSY, SOC, SPAN.
6. Students enrolled in HS170 must enroll in three credits of HS291 concurrently.
7. SOC205 **or** SOC206 may be substituted for SOC204.
8. HE250 **or** three credits of PE185 may be substituted for PE231.
9. Prerequisite of MTH70 with a "C" or better or appropriate placement test score.

# Associate of Applied Science Human Services (including Certificates)

## Prerequisites

All HS courses in this program must be completed with a "C" or better

MTH20 or MTH55 with a "C" or better or placement test score.

Reading Score of ASSET 39  
COMPASS 69

WR90 with a "C" or better or placement test score.

## Recommended Sequence for Full-time Students

(Students should see an advisor or counselor to customize their educational plans.)

	First Year Fall	First Year Winter	First Year Spring	Second Year Fall	Second Year Winter	Second Year Spring
	CS101 (2) <sup>⌘</sup> Computers in Society <sup>1</sup>	CS120 (4) Concepts of Computing	HS150 (3) Self-Awareness	HS213 (3) <sup>⌘</sup> Cultural Competence	HS224 (3) Group Counseling Skills	HS267 (4) Intervention Strategies III
	HS100 (3) <sup>⌘</sup> Intro to Human Services	HS154 (3) <sup>⌘</sup> Community Resources	HS155 (3) Interviewing Theory and Techniques	HS219 (3) Case Management and Client Records	HS266 (4) Intervention Strategies II	PSY228 (3) Intro to Social Science Research <sup>9</sup>
	HS291 (1) Practicum: Human Services <sup>2</sup>	SP219 (3) Small Group Discussion <sup>3</sup>	HS170 (3) Introduction to Practicum <sup>6</sup>	HS265 (4) Intervention Strategies I	HS291 (3) Practicum: Human Services <sup>2</sup>	Elective <sup>4</sup> (3)
	MTH70 (4) Elementary Algebra or higher	PE231 (3) <sup>⌘</sup> Wellness for Life <sup>8</sup>	HS291 (3) Practicum: Human Services <sup>2</sup>	HS291 (3) Practicum: Human Services <sup>2</sup>	PSY243 (3) Drugs and Behavior	Specific Elective <sup>5</sup> (3)
	PSY201 (3) <sup>⌘</sup> General Psychology	Specific Elective <sup>5</sup> (3)	PSY237 (3) Lifespan Development	SOC204 (3) General Sociology <sup>7</sup>	Elective <sup>4</sup> (3)	
	WR121 (3) <sup>⌘</sup> English Composition					
	Term credits = 16	Term credits = 16	Term credits = 15	Term credits = 16	Term credits = 16	Term credits = 13
						Total credits= 92

● Certificate of Completion Basic Technical Skills in Human Services  
CS101<sup>1</sup>  
CS120  
HS155  
HS219  
Total credits = 12  
Program Note  
1. Students may challenge CS101.

● Certificate of Completion Core Concepts in Human Services  
HS100  
HS150  
HS154  
HS213 or PSY237  
Total credits = 12

● = Credits earned in a certificate may be applied towards other certificates and degrees. See your advisor for more information.

⌘ = Course available through Distance Learning.

(3)= Number of course credits.

# Human Services

**Description:** The human service professional is dedicated to providing services to assist individuals, families, and communities to function as effectively as possible in the major domains of living. Enhancing the quality of life for those served is a primary goal. A strong desire to help others is an important consideration for a job as a human services worker, but each human service worker must also have a broad, interdisciplinary knowledge base in order to succeed in their goal of helping. Human service workers hold professional and paraprofessional jobs in such diverse settings as group homes and halfway houses; correctional, developmentally disabled and community mental health centers; family, child, youth, and senior service agencies; and programs concerned with alcoholism, drug abuse and family violence.

**Employment Opportunities:** Human service career opportunities range from good to excellent with occupational titles that include Caseworker, Mental Health Aide, Substance Abuse Counselor, Residential Counselor, Family Support Worker, Social Service Technician, Child Abuse Worker, Personal and Home Care Aide, Child Advocate, Community Outreach Worker, Treatment Counselor, Skills Trainer, Youth Worker, Welfare Eligibility Worker, Psychological Aide, Juvenile Court Liaison, and Intake Interviewer. It is important to note that secondary education improves salary opportunities.

The **Associate of Applied Science in Substance Abuse** degree helps prepare students to enter the field of chemical dependency counseling. Practicum experiences are carefully constructed with agencies working to prevent and treat substance abuse in the community. Students interested specifically in the field of chemical dependency counseling will want to consider seeking certification as an alcohol and drug counselor as part of their career path.

The **Basic Technical Skills and Core Concepts in Human Services Certificates of Completion** are designed to offer the student very basic skills for entry-level jobs in social service agencies and non-profit organizations. The credits achieved in these certificates can be applied to the Associate of Science Human Services Emphasis transfer program and the Associate of Applied Science (AAS) in Gerontology, Human Services or Substance Abuse programs. These certificates are designed for the individual who has a high school diploma or GED or is dual-enrolled while in high school. It is also designed for individuals currently working in social service agencies who want to advance in the field by furthering their education while maintaining employment. For employers, this certificate provides training for workers who may be promoted to higher levels of responsibility within the business, agency or organization.

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## Program notes

### Associate of Applied Science Substance Abuse

**Notes:**

1. Students may challenge CS101.
2. Optional summer term (with instructor's approval). Six of the ten total credits of practicum required may be taken during the summer.
3. SP111, SP112, **or** SP218 may be substituted for SP219.
4. Developmental and remedial courses will not fulfill elective requirements.
5. Students enrolled in HS170 must enroll in three credits of HS291 concurrently.
6. SOC205 **or** SOC206 may be substituted for SOC204
7. HE250 **or** three credits of PE185 may be substituted for PE231.
8. Prerequisite of MTH70 with a "C" or better or appropriate placement test score.

# Associate of Applied Science Substance Abuse (including Certificates)

## Prerequisites

All HS courses in this program must be completed with a "C" or better

MTH20 or MTH55 with a "C" or better or placement test score.

Reading Score of ASSET 39  
COMPASS 69

WR90 with a "C" or better or placement test score.

## Recommended Sequence for Full-time Students

(Students should see an advisor or counselor to customize their educational plans.)

	First Year Fall	First Year Winter	First Year Spring	Second Year Fall	Second Year Winter	Second Year Spring
	CS101 (2) <sup>Ⓢ</sup> Computers in Society <sup>1</sup>	CS120 (4) Concepts of Computing	HS150 (3) Self-Awareness	HS213 (3) <sup>Ⓢ</sup> Cultural Competence	HS200 (3) Understanding Addictive Behavior	HS202 (3) Counsel Chemically Dependent Client
	HS100 (3) <sup>Ⓢ</sup> Introduction to Human Services	HS154 (3) <sup>Ⓢ</sup> Community Resources	HS155 (3) Interviewing Theory and Techniques	HS219 (3) Case Management and Client Records	HS224 (3) Group Counseling Skills	HS267 (4) Intervention Strategies III
	HS291 (1) Practicum: Human Services <sup>2</sup>	SP219 (3) Small Group Discussion <sup>3</sup>	HS170 (3) Introduction to Practicum <sup>5</sup>	HS265 (4) Intervention Strategies I	HS266 (4) Intervention Strategies II	PSY228 (3) Intro to Social Science Research <sup>8</sup>
	MTH70 (4) Elementary Algebra or higher	PE231 (3) <sup>Ⓢ</sup> Wellness for Life <sup>7</sup>	HS291 (3) Practicum: Human Services <sup>2</sup>	HS291 (3) Practicum: Human Services <sup>2</sup>	HS291 (3) Practicum: Human Services <sup>2</sup>	Elective <sup>4</sup> (3)
	PSY201 (3) <sup>Ⓢ</sup> General Psychology	Elective <sup>4</sup> (3)	PSY237 (3) Lifespan Development	SOC204 (3) General Sociology <sup>6</sup>	PSY243 (3) Drugs and Behavior	
	WR121 (3) <sup>Ⓢ</sup> English Composition					
	Term credits = 16	Term credits = 16	Term credits = 15	Term credits = 16	Term credits = 16	Term credits = 13
						Total credits= 92

● Certificate of Completion Basic Technical Skills in Human Services  
CS101<sup>1</sup>  
CS120  
HS155  
HS219  
Total credits = 12  
Program Note  
1. Students may challenge CS101.

● Certificate of Completion Core Concepts in Human Services  
HS100  
HS150  
HS154  
HS213 or PSY237  
Total credits = 12

● = Credits earned in a certificate may be applied towards other certificates and degrees. See your advisor for more information.

<sup>Ⓢ</sup> = Course available through Distance Learning.

(3)= Number of course credits.

# Natural Resources

**Description:** Turf and Landscape Technician graduates are prepared to work in entry and mid-level management positions in landscape maintenance, golf course maintenance, or county and state park management. An important aspect of most natural resource jobs involves effective communication and cooperation with people. Speaking and writing skills, along with a solid technical foundation, are necessary to solve the difficult problems facing natural resource personnel today. Most natural resource positions involve a variety of activities that can lead to an exciting and fulfilling career.

The **Associate of Applied Science in Turf and Landscape Technology** program provides students with the skills needed to begin a career in the field of turf and landscape technology. This degree provides students with the necessary technical skills and knowledge for employment in the golf, landscape, and ground and equipment maintenance fields. This program is developed in collaboration with businesses to give students current information and skill development for employment. Students take the courses for a variety of reasons including upgrading skills and knowledge, obtaining a degree, or retraining for a new profession. The knowledge and skills gained in these courses may also be applied in preparing for certificates from the Golf Course Superintendent's Association of America and/or Oregon Landscape Contractors Association (OLCA).

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## Program notes

### Associate of Applied Science Turf and Landscape Technology

#### Notes:

1. HE250 or three credits of PE185 may be substituted for PE231.
2. Specific electives: BA101, BA211, BA212, BA213, HORT280 1-6 credits, GS104, GS105, GS106, MTH85, SPAN0521, SPAN0522, SPAN0523, SPAN101, SPAN102, SPAN103, SPAN201, SPAN202, SPAN203.
3. Developmental and remedial courses and CS101 and MTH55 will not fulfill elective requirement.

**Students are required to obtain a valid first aid card.**



# Associate of Applied Science Turf and Landscape Technology

## Prerequisites

CS101 or pass waiver test (for all CIS/CS courses)

MTH20 or MTH55 with a "C" or better.

Reading Score of ASSET 39  
COMPASS 69

WR90 with a "C" or better or placement test score.

## Recommended Sequence for Full-time Students

(Students should see an advisor or counselor to customize their educational plans.)

	First Year Fall	First Year Winter	First Year Spring	Second Year Fall	Second Year Winter	Second Year Spring
	HORT100 (4) Intro to Horticulture	BA285 (3) Human Relations	HORT111(4) Landscape Construction Tech	ENV 235 (4) Intro to Soil Sciences	BI140 (3) Practical Ecology	HORT280 (6) Field Experience
	HORT112 (2) Intro to the Green Industry	CS120 (4) <sup>DL</sup> Concepts of Computing	HORT145 (3) Turf Grass Installation and Maintenance	HORT210 (3) Landscape Design Theory	HORT115 (3) Equipment Operation, Maintenance and Safety	Specific Electives <sup>2</sup> (6)
	HORT123 (3) Landscape Maintenance	HORT130 (3) Plant Propagation	HORT228 (3) Landscape Plant Materials (Spring)	HORT231 (4) Landscape Irrigation and Drainage	HORT132 (3) Pesticides & Herbicides Handling & Application	Elective <sup>3</sup> (3)
	HORT226 (3) Landscape Plant Material (Fall)	HORT223 (3) Basic Survey & Analysis of Landscape Sites	HORT 8122 (4) Greenhouse Crops	HORT255 (3) Herbaceous Ornamental Plant Materials	HORT 212 (3) Landscape Design Applications	
	MTH80 (3) Tech Mathematics I or higher	HORT227 (3) Landscape Plant Material (Winter)	PE 231 (3) <sup>DL</sup> Wellness for Life <sup>1</sup>	SP 218 (3) Interpersonal Communication	HORT264 (2) Landscape Estimating and Bidding	
					WR 115 (3) Intro to Expository Writing or higher	
	Term credits = 15	Term credits = 16	Term credits = 17	Term credits = 17	Term credits = 17	Term credits = 15
						Total credits= 97

● = Credits earned in a certificate may be applied towards other certificates and degrees. See your advisor for more information.

<sup>DL</sup> = Course available through Distance Learning.

(3)= Number of course credits.

# Physical Education (Athletic Training Emphasis)

**Description:** The athletic trainer is a health care provider who specializes in the prevention, assessment, treatment and rehabilitation of injuries and illnesses. The athletic trainer is most directly responsible for all phases of health care in an athletic environment.

**Employment Opportunities:** Following completion of a Commission on Accreditation of Athletic Training Education (CAATE)-accredited Athletic Training Education Program (ATEP), with a minimum of a Bachelor's degree, athletic training career opportunities range from fair to excellent with occupational titles that include Head, Associate, or Assistant Athletic Trainer. With additional graduate education, occupational titles may include Teacher/Athletic Trainer, Physical Therapist/Athletic Trainer, and Physician Assistant/Athletic Trainer, among others.

The **Associate of Science** degree, with emphasis in athletic training, will prepare students to CAATE-accredited Athletic Training Education Programs (ATEPs). Southwestern Oregon Community College currently has articulation agreements in athletic training with Washington State University (WSU), and Eastern Washington University (EWU). This program also meets the requirements for the Associate of Arts Oregon Transfer (AA/OT) Degree. An emphasis is placed on hands-on experience, gained through practicum in athletic and clinical settings.

## Program notes

### Associate of Science Athletic Training Emphasis

#### Notes:

1. Select Social Science courses from the AS requirements list. For students transferring to Washington State University, SOC204, 205, 206 is recommended.
  2. See Arts and Letters AS requirements list. For students transferring to Eastern Washington University or Washington State University, ENG104, 105, 106 is recommended.
  3. One course (3 credits) from Arts and Letters or Social Science must also fulfill the Cultural Diversity requirement. The credits for such course will only be counted once toward the credits required to complete the degree.
- This program fulfills all the undergraduate Athletic Training prerequisites for and has articulation agreements with Washington State University and Eastern Washington University.

**This program is currently under revision. Please check with your advisor for current program requirements.**

- This degree for transfer students works as designed if the student completes the AS Athletic Training Emphasis and the Associate of Arts Oregon Transfer (AA/OT) degrees and graduates. The AS Athletic Training Emphasis degree at Southwestern also meets all requirements for the AA/OT, so no additional courses outside of the AS Athletic Training Emphasis need to be taken in order for a student to meet both degree requirements. Both degrees are required to ensure the seamless transition of students to the four-year graduating institutions for athletic training. When applying for graduation at Southwestern, two separate applications must be submitted - one for the AS Athletic Training Emphasis and one for the Associate of Art Oregon Transfer (AA/OT).



# Associate of Science Athletic Training Emphasis

## Prerequisites

All courses in this program must be completed with a "C" or better

CS101 or pass waiver test (for all CIS/CS courses)

MTH95 with a "C" or better or placement test score.

Reading Score of ASSET 39  
COMPASS 69

WR90 with a "C" or better or placement test score.

	First Year Fall	First Year Winter	First Year Spring	Second Year Fall	Second Year Winter	Second Year Spring
	CHEM221 (5) General Chemistry	CHEM222 (5) General Chemistry	CHEM223 (5) General Chemistry	BI231 (4) Anatomy and Physiology I	BI232 (4) Anatomy and Physiology II	BI233 (4) Anatomy and Physiology III
	PE131 (3) Intro to Health and PE	MTH111 (4) College Algebra	MTH112 (4) Elementary Functions	PE231 (3) Wellness for Life	HE252 (3) First Aid and CPR for Prof. Rescuer	FN225 (4) Nutrition
	PSY201 (3) General Psychology	PSY202 (3) General Psychology	PE261 (3) Techniques of Ath Taping & Bracing	PH201 (5) General Physics	PE280P (3) Practicum	PE264 (3) Concepts of Indiv. Fitness Programming
	SP218 (3) Interpersonal Comm. or SP219	WR122 (3) English Composition	PSY203 (3) General Psychology	Arts and Letters Course <sup>2,3</sup> (3)	Social Science Course <sup>1,3</sup> (3)	Arts and Letters Course <sup>2,3</sup> (6)
	WR121 (3) English Composition	Social Science Course <sup>1,3</sup> (3)	WR123 (3) English Composition		Arts and Letters Course <sup>2,3</sup> (3)	
	Term credits = 17	Term credits = 18	Term credits = 18	Term credits = 15	Term credits = 16	Term credits = 17
						Total credits= 101

● = Credits earned in a certificate may be applied towards other certificates and degrees. See your advisor for more information.

∞ = Course available through Distance Learning.

(3)= Number of course credits.

# Physical Education

**Description:** Physical education is a broad discipline addressing the processes by which individuals can attain optimal physical, mental, and social health through physical activity. Fields related to physical education include exercise science, health promotion, recreation and leisure, and both physiologic and social sciences of sport.

**Employment Opportunities:** Physical Education career opportunities range from fair to excellent with occupational titles that include teacher, exercise specialist, personal trainer, and others. Graduate education can lead to additional occupational titles including dietician/nutritionist, sport psychologist, biomechanist, exercise physiologist, and others.

The **Associate of Science** degree, with an emphasis in physical education, is articulated with Eastern Oregon University's Department of Health and Physical Education leading to a baccalaureate in Physical Education. This program has two goals: to prepare students for entry into the health and fitness industry upon completion of the Associate of Science, and to serve as a foundation for further study in the academic discipline, leading to a bachelor's degree and beyond.

The **Personal Trainer/Aging Adult Specialty Certificate of Completion** prepares the student to become a Personal Trainer with an emphasis in working with the older adult.

The **Personal Trainer/Group Exercise Leader Certificate of Completion** prepares the student to become a Personal Trainer, Aerobics Instructor and Group Exercise Specialist.

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## Program notes

### Associate of Science Physical Education Emphasis

**Notes:**

1. Select Social Science courses from the Associate of Science Requirements list.
2. One course (3 credits) from Arts and Letters or Social Science must also fulfill the Cultural Diversity requirement. The credits for such course will only be counted once toward the credits required to complete the degree.
3. See Arts and Letters Associate of Science Requirements list. For students planning to transfer to Eastern Oregon University (EOU) courses with prefixes ENG, ART, PHL. are recommended.

- This program fulfills all the undergraduate Physical Education prerequisites and has a 2+2 articulation agreement with Eastern Oregon University.
- This degree for transfer students works as designed if the student completes the AS Physical Education Emphasis and the Associate of Arts Oregon Transfer (AA/OT) degrees and graduates. The AS Physical Education Emphasis degree at Southwestern also meets all requirements for the AA/OT, so no additional courses outside of the AS Physical Education Emphasis need to be taken in order for a student to meet both degree requirements. Both degrees are required to ensure the seamless transition of students to the four-year graduating institutions for physical education. When applying for graduation at Southwestern, two separate applications must be submitted - one for the AS Physical Education Emphasis and one for the Associate of Art Oregon Transfer (AA/OT).

### Certificates of Completion Personal Trainer/Aging Adult Specialty and Personal Trainer/Group Exercise Leader

**Note:**

**Students must be 18 years or older with a valid CPR and First Aid card to sit for appropriate vendor certification.**

# Associate of Science Physical Education Emphasis (including Certificates)

## Prerequisites

All courses in this program must be completed with a "C" or better

CS101 or pass waiver test (for all CIS/CS courses)

MTH95 with a "C" or better or placement test score.

Reading Score of ASSET 39  
COMPASS 69

WR90 with a "C" or better or placement test score.

## Recommended Sequence for Full-time Students

(Students should see an advisor or counselor to customize their educational plans.)

First Year Fall	First Year Winter	First Year Spring	Second Year Fall	Second Year Winter	Second Year Spring
CHEM121 (5) Introductory College Chemistry I	CHEM122 (5) Introductory College Chemistry II	CHEM123 (5) Introductory College Chemistry III	BI231 (4) Anatomy and Physiology I	BI232 (4) Anatomy and Physiology II	BI233 (4) Anatomy and Physiology III
PE131 (3) Intro to Health and PE	MTH111 (4) College Algebra	HE250 (3) Personal Health	CS120 (4) Concepts of Computing	HE252 (3) First Aid & CPR for Prof. Rescuer	PE262 (3) Development of Adult Fitness <sup>3</sup>
PSY201 (3) General Psychology	PSY202 (3) General Psychology	PE231 (3) Wellness for Life	PE259 (3) Care & Prevention of Athletic Injuries I	PET264 (3) Concepts of Individ. Fitness Programming	PE280P (3) Practicum
Social Science Course <sup>1,2</sup> (3)	WR122 (3) English Composition	PSY203 (3) General Psychology	Arts and Letters Course <sup>2,3</sup> (6)	PET267 (2) Group Fitness Concepts or PET268	Arts and Letters Course <sup>2,3</sup> (3)
WR121 (3) English Composition	SP218 (3) Interpersonal Communications	WR123 (3) English Composition		Arts and Letters Course <sup>2,3</sup> (3)	Social Science Course <sup>1,2</sup> (3)
Term credits = 17	Term credits = 18	Term credits = 17	Term credits = 17	Term credits = 15	Term credits = 16
					Total credits= 100

● Certificate of Completion  
Personal Trainer/  
Aging Adult  
Specialty  
HE252  
HS167/SOC230  
PE131  
PE280P  
PET264  
Total credits = 12-14

● Certificate of Completion Group  
Personal Trainer/  
Group Exercise  
Leader  
HE252  
PE131  
PE280P  
PET264  
PET267  
Total credits = 16-18

● = Credits earned in a certificate may be applied towards other certificates and degrees. See your advisor for more information.

⌘ = Course available through Distance Learning.

(3)= Number of course credits.

## Public Safety

**Description:** A position as a career firefighter is considered one of the most challenging and dangerous jobs in the United States. Firefighters enjoy a great deal of job satisfaction (many polls indicate that a career as a firefighter is the most rewarding job in the United States). Fire science professionals work in residential, industrial, commercial, medical, airport, rescue, wildland, educational, and regulatory arenas. Fire science curriculum can include suppression fire fighting, emergency medical services, specialized rescue, aircraft fire suppression, wildland interface, fire prevention, and fire marshall inspection.

**Employment Opportunities:** Fire science positions are among the most competitive career tracks in the employment market. Firefighters often enjoy higher retirement benefit levels, and early retirements are often available. Occupational titles include Recruit Firefighter, Firefighter, Engineer/Pumper Operator, Company Officer, Chief Officer, Crew Boss, Strike Team Leader, ARFF (aircraft rescue fire fighting) Firefighter, Fire Marshall, Public Education Specialist, Rescue Specialist, EMT-Basic through Paramedic.

The **Associate of Applied Science in Fire Science Technology** program includes the necessary general education and specialized fire and emergency medical services courses to prepare students for careers at entry-level positions within the fire service. This curriculum was developed in cooperation with the College Fire Science Advisory Committee and the Oregon Department of Public Safety Standards and Training (DPSST). Due to continually changing laws and regulations mandated by Oregon's Occupational Safety and Health Administration (OR-OSHA), DPSST and the National Fire Protection Association (NFPA), students may be required to add, modify, or delete courses and/or hours to the curriculum to meet current standards. See your advisor for current requirements.

The **Certificate of Completion Fire Science Technology Level 1:** Prepares the student to become a volunteer firefighter. This certificate is for High School students 16 years or older or volunteer firefighters.

The **Certificate of Completion Fire Science Technology Level 2:** Prepares the student to meet the minimum requirements to compete for some paid firefighting positions.

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## Program notes

### Associate of Applied Science Fire Science Technology

#### Notes:

1. Student may substitute SP100 or SP219 for SP218.
2. HE250 **or** three credits of PE185 may be substituted for PE231.
3. PSY202 **or** PSY203 may be substituted for PSY201.
4. WR121 is a prerequisite to WR214 and WR214T.
5. Fire Science specific electives: FS5236, 5239, 5249, 5263, 5279, 5284, 9173, 9370, 9380, 9390, 9402, 996E, 996I, 996Q, HE258A/931A, HE258B/931B, HE260/9360 or contact the Fire Science Coordinator.
6. Developmental and remedial courses, CS101 and WR121 will not fulfill elective requirement.



# Associate of Applied Science Fire Science Technology

## Prerequisites

All courses in this program must be completed with a "C" or better

CS101 or pass waiver test (for all CIS/CS courses)

MTH20 or MTH55 with a "C" or better or placement test score.

Reading Score of ASSET 39  
COMPASS 69

WR90 OR WR121 with a "C" or better.

## Recommended Sequence for Full-time Students

(Students should see an advisor or counselor to customize their educational plans.)

Program Core Courses	First Year Fall	First Year Winter	First Year Spring	Second Year Fall	Second Year Winter	Second Year Spring
BA285 CS120 MTH70 SP218 <sup>1</sup> PE231 <sup>2</sup> PSY201 <sup>3</sup> WR115, 214 OR 214T <sup>4</sup> Fire Science Specific Electives <sup>5</sup> (6 credits) Elective <sup>6</sup> (8 credits)	FS5244 (3.5) NFPA Firefighter I Part A	FS5245 (3) NFPA Firefighter I Part B	FS5282 (3) Fire Codes and Building Construct	FS5230 (1.5) Company Drills Part A	FS5231 (1.5) Company Drills Part B	FS5232 (1.5) Company Drills Part C
	FS5254 (3) Intro to Fire Protection	FS5276 (3) Basic Wldnd Fire Mgmt S-130/S-190	FS9380 (2.5) S-215 Fire Ops in the Urban Interface	FS5259 (3) Fire Organization and Control	FS5280 (1) Cooperative Work Experience	FS5280 (1) Cooperative Work Experience
	FS9320 (.5) HAZMAT Awareness	FS9175 (3) Firefighter Safety	HE943 (3) EMT Rescue	FS5280 (1) Work Experience	FS5289 (3) Legal Aspects of the Fire Service	FS996B (3) Fundamentals of Fire Prevention
	FS9321 (1) HAZMAT Operations			FS9060 (1) Emerg. Response to Terrorism	HE257A (5) EMT Basic Part A	HE257B (5) EMT Basic Part B
<b>Core credits = 37</b>	<b>Term credits = 8</b>	<b>Term credits = 9</b>	<b>Term credits = 8.5</b>	<b>Term credits = 6.5</b>	<b>Term credits = 10.5</b>	<b>Term credits = 10.5</b>
						<b>Total credits= 90</b>

● = Credits earned in a certificate may be applied towards other certificates and degrees. See your advisor for more information.

🏠 = Course available through Distance Learning.

(3)= Number of course credits.

# Certificates of Completion Fire Science Technology: Level 1 and Level 2

## Recommended Sequence for Full-time Students

(Students should see an advisor or counselor to customize their educational plans.)

### Prerequisites

All courses in this program must be completed with a "C" or better

MTH20 or MTH55 with a "C" or better or placement test score.

WR90 with a "C" or better.

#### ● Certificate of Completion Fire Science Technology: Level 1

FS5244  
FS5254  
FS5276  
FS9175  
FS9320  
FS9321  
HE260<sup>1</sup>  
PE185<sup>2</sup>

Total credits = 18

#### Program Notes

1. HE260 counts as a Fire Science Elective.
2. Students are advised to take Weight Training, Super Circuit or Public Safety Conditioning.

#### ● Certificate of Completion Fire Science Technology: Level 2 Level 1 = 18 credits

CS101<sup>3</sup>   
FS5245  
FS5282  
FS9380  
HE257A  
HE257B  
MTH70 or higher   
PE185<sup>4</sup>  
WR115, WR214 or WR214T<sup>4</sup> 

Total credits = 46.5 - 48.5

#### Program Notes

1. Students must be affiliated with an Oregon fire department to be able to earn their NFA Firefighter 1 certification through DPSST.
2. Students must be 18 years or older to take HE257A and HE257B EMT Basic.
3. Students may substitute CS120 (required in the Associate of Applied Science Fire Science Technology degree).
4. Students are advised to take Weight Training, Super Circuit or Public Safety Conditioning.

● = Credits in less than one-year certificates may be applied towards other certificates and degrees. See your advisor for more information

 = Course available through Distance Learning

(3) = Number of course credits

# Public Safety

**Description:** Emergency medical technicians find themselves in a fast-paced, challenging, and sometimes dangerous career. This career brings a great deal of professional and personal satisfaction, since the primary function is to help others. Career ladder opportunities available include: EMT-Basic (basic life support) professionals are authorized to provide basic airway management, CPR, and patient support during transport; EMT-Intermediate (basic life support) professionals are further authorized to mechanically intubate a patient to assist with breathing as well as start intravenous fluid administration; EMT-Paramedic (advanced life support) professionals are additionally authorized to administer life-saving drugs in the field.

**Employment Opportunities:** Emergency medical technician career opportunities range from good to excellent with occupational titles that include EMT, Hospital Technician, Ambulance Operator, Medic, Plant Medic, and Emergency Room Technician.

The **Emergency Medical Technician Certificate of Completion** enables students completing required coursework to transfer all their courses directly into one of several Associate Degree paramedic programs that exist at two-year colleges in Oregon, which will complete an Associate Degree with one additional year of coursework. Students entering this program must be 18 years of age; possess a high school diploma; obtain satisfactory placement exam results in reading, writing, and math; and obtain required immunizations. Students should contact the EMS training advisor for further information. At the end of the EMT-Basic course, students will be eligible to take the written and practical exams required for certification as an EMT-Basic in Oregon.

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## Program notes

### Certificate of Completion Emergency Medical Technician

Majors in this program must complete all courses with a grade of “C” or better.

**Note:**

One year of advanced placement high school chemistry or CHEM110, or equivalent taken within the past five years is a prerequisite to BI231.



# Certificate of Completion Emergency Medical Technician

## Prerequisites

All courses in this program must be completed with a "C" or better

CS101 or pass waiver test (for all CIS/CS courses)

MTH20 or MTH55 with a "C" or better or placement test score.

WR90 with a "C" or better or placement test score.

## Recommended Sequence for Full-time Students (Students should see an advisor or counselor to customize their educational plans.)

Fall	Winter	Spring
BI231 (4) Anatomy and Physiology I <sup>1</sup>	BI232 (4) Anatomy and Physiology II	BI233 (4) Anatomy and Physiology III
HE942 (3) Intro to Emergency Medical Services	HE257A (5) EMT Basic Part A	CJ203 (3) Crisis Intervention
MTH70 (4) Elementary Algebra or higher	HE944 (3) Emergency Comm/ Patient Transport	HE257B (5) EMT Basic-Part B
OA2221 (3) Medical Terminology	Social Science Course <sup>2</sup> (3)	HE943 (3) EMT Rescue
WR121 (3) English Composition		
Term credits = 17	Term credits = 15	Term credits = 15
		Total credits= 47

● = Credits earned in a certificate may be applied towards other certificates and degrees. See your advisor for more information.

🏠 = Course available through Distance Learning.

(3)= Number of course credits.

# Science

**Description:** Engineering varies with the level of education and experience and delves into the areas of biology, chemistry, computers, construction, electricity, environment, mechanics, materials, and physics. The field invites innovation and creativity as well as the opposite extremes of discipline and sequential order. All industries, at some level, depend on engineering.

The **Associate of Science** with an emphasis in engineering is designed for students who intend to transfer and earn a Bachelor's degree from a four-year college or university, majoring in one of the mainstream disciplines of chemical, civil, computer, electrical or mechanical engineering. The curriculum has been specifically designed to meet most of the lower-division requirements for mechanical, electrical, and civil engineering degree programs at Oregon State University and Portland State University. With minor modifications, the curriculum can be adapted to satisfy most of the lower-division requirements for Computer and Chemical Engineering degree programs. Specific requirements vary depending upon the institution and the discipline, making it very important to work with an advisor and the most current curriculum revisions.

The Associate of Science degree is theoretically oriented, preparing students to use scientific methods for problem solving in practical engineering situations. There are other degrees and certificate programs at Southwestern oriented for students who want to enter the workforce immediately and/or want to verify that engineering is a suitable career selection.

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## Program notes

### Associate of Science Engineering Emphasis

#### Notes:

1. Arts and Letters/Social Sciences courses must be selected from each of the following areas:  
Arts and Letters - two courses from: ENG104, 105, 106, 107, 108, 109, 201, 202, 203, 204, 205, 206, 253, 254, 255; PHL101 or 102 (not both).  
Social Sciences - Processes and Institutions - one course from: ANTH103; ECON201, 202; PSY201, 202; SOC204, 205.  
Social Sciences - Western Culture - one course from: HST101, 102, 103, 201, 202, 203.
  2. One course must be selected from the following list (after consultation with an advisor): CHEM223; ENGR203, 213.
  3. One health/fitness course must be selected from HE250, PE231 **or** three credits of PE185.
  4. One course must be selected from the following list (after consultation with an advisor): MTH243, 260, 265.
- Students planning to transfer to Oregon State University (OSU) should also consider taking one biological science course from the following list (a general Baccalaureate core requirement at OSU): BI101, 201, 234.
  - The following courses are also appropriate for various engineering degree programs and will generally transfer to most four-year colleges and universities: CS160, 161, 162; MTH231, 232.

# Associate of Science Engineering Emphasis

## Prerequisites

All courses in this program must be completed with a "C" or better

CS101 or pass waiver test (for all CIS/CS courses)

MTH112 with a "C" or better

Reading Score of ASSET 39  
COMPASS 69

WR90 with a "C" or better or placement test score.

## Recommended Sequence for Full-time Students

(Students should see an advisor or counselor to customize their educational plans.)

First Year Fall	First Year Winter	First Year Spring	Second Year Fall	Second Year Winter	Second Year Spring
ENGR111 (3) Engineering Orientation	ENGR112 (3) Engineering Computation	ENGR245 (3) Engineering Graphics & Design	CHEM221 (5) General Chemistry	CHEM222 (5) General Chemistry	MTH256 (4) Differential Equations
MTH251 (4) Calculus I (Differential Calculus)	MTH252 (4) Calculus II (Integral Calculus)	MTH253 (4) Calculus III (Infinite Seq & Series)	ENGR201 (3) Electrical Fundamentals I	ENGR202 (3) Electrical Fundamentals II	SP111 (3) Fundamentals of Public Speaking
PH211 (5) General Physics with Calculus	PH212 (5) General Physics with Calculus	PH213 (5) General Physics with Calculus	ENGR211 (3) Statics	ENGR212 (3) Dynamics	Engineering Elective Course <sup>2</sup> (3-5)
WR121 (3) English Composition	WR122 (3) English Composition	WR227 (3) Technical Report Writing	MTH254 (4) Vector Calculus I	MTH255 (4) Vector Calculus II	Health/Fitness Course <sup>3</sup> (3)
	Arts and Letters/ Social Science Course <sup>1</sup> (3)	Mathematics Elective Course <sup>4</sup> (4)			
Term credits = 15	Term credits = 18	Term credits = 17-19			
					Total credits= 104-106

● = Credits earned in a certificate may be applied towards other certificates and degrees. See your advisor for more information.

∞ = Course available through Distance Learning.

(3)= Number of course credits.

# Science

**Description:** Mathematics is a field that develops the scientific mind towards understanding logical and orderly processes. It can lead to a wide variety of employment opportunities. Students that take this academic path are problem solvers. Often, they gravitate to teaching or careers in scientific research, economics, finance, and computer programming. The kind of employers hiring mathematicians range from school districts and governmental agencies to all levels of private and public corporations.

The **Associate of Science** with an emphasis in a mathematics program, has a broad range of mathematical courses that are complemented by internship courses that students use as a preview for career paths. If students intend to use their interest in this field for teaching, they should also look at the Educational Assistant Certificate of Completion program. To teach in the public schools it is necessary to have a degree in education. Students who have an Associate of Science degree may wish to transfer into advanced programs of mathematics, or they may continue in General Studies baccalaureate degree programs which they can tailor to their specific interests. Interest in mathematics should involve a broad search to match personal interest to career potential. A computer program, Career Information Systems, is available for students to use at Southwestern.

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## Program notes

### Associate of Science Mathematic Emphasis

#### Notes:

1. One biological sciences course must be selected from BI101, 201, 234.
  2. One natural/applied sciences course must be selected from: BI201, 202, 203; BI231, 232, 233; CS160, 161, 162; ENGR201, 202, 203; ENGR211, 212, 213; G201, 202, 203; PH201, 202, 203; PH211, 212, 213.
  3. Arts and Letters/Social Sciences courses must be selected from each of the following areas:  
Arts and Letters - two courses from ENG104, 105, 106, 107, 108, 109, 201, 202, 203, 204, 205, 206, 253, 254, 255; PHL101 or 102 (not both).  
Social Sciences - Processes and Institutions - one course from ANTH103; ECON201, 202; PS201, 202; PSY201, 202; SOC204, 205.  
Social Sciences - Western Culture - one course from HST101, 102, 103, 201, 202, 203.
  4. One computer language course must be selected from CS133VB, 160, 161, 162; ENGR112.
  5. Three additional mathematics/science courses must be selected from either the list provided in Note 2 or the following list: BI234; G146, 207, 220; GS107, 108; MTH260.
  6. One health/fitness course must be selected from HE250, PE231 **or** three credits of PE185.
- In some cases, it may be necessary to take more courses than indicated by the curriculum in order to meet the 91 credit requirement for the degree. The additional courses needed should then be selected from the lists provided in Notes 2 or 5.



# Associate of Science Mathematics Emphasis

## Prerequisites

All courses in this program must be completed with a "C" or better

CS101 or pass waiver test (for all CIS/CS courses)

MTH112 with a "C" or better.

Reading Score of ASSET 39  
COMPASS 69

WR90 with a "C" or better or placement test score.

## Recommended Sequence for Full-time Students

(Students should see an advisor or counselor to customize their educational plans.)

First Year Fall	First Year Winter	First Year Spring	Second Year Fall	Second Year Winter	Second Year Spring
MTH251 (4) Calculus I (Differential Calculus)	MTH252 (4) Calculus II (Integral Calculus)	MTH253 (4) Calculus III (Infinite Seq & Series)	MTH231 (4) Elements of Discrete Math I	MTH232 (4) Elements of Discrete Math II	MTH256 (4) Differential Equations
WR121 (3) English Composition	WR122 (3) English Composition	MTH265 (4) Probability & Statistics w Calculus	MTH254 (4) Vector Calculus I	MTH255 (4) Vector Calculus II	SP111 (3) Fundamentals of Public Speaking
Biological Science Course <sup>1</sup> (4)	Arts and Letters/ Social Science Course <sup>3</sup> (3)	WR123 (3) English Composition or WR 227	Arts and Letters/ Social Science Course <sup>3</sup> (3)	Arts and Letters/ Social Science Course <sup>4</sup> (3)	Health/Fitness Course <sup>6</sup> (3)
Natural/Applied Sciences Course <sup>2</sup> (4-5)	Computer Language Course <sup>4</sup> (3-4)	Arts and Letters/ Social Science Course <sup>3</sup> (3)	Mathematics/ Science Course <sup>5</sup> (3-5)	Mathematics/ Science Course <sup>5</sup> (3-5)	Mathematics/ Science Course <sup>5</sup> (3-5)
	Natural/Applied Sciences Course <sup>2</sup> (4-5)	Natural/Applied Sciences Course <sup>2</sup> (4-5)			
Term credits = 15-16	Term credits = 17-19	Term credits = 18-19	Term credits = 14-16	Term credits = 14-16	Term credits = 13-15
					Total credits= 91-101

● = Credits earned in a certificate may be applied towards other certificates and degrees. See your advisor for more information.

∞ = Course available through Distance Learning.

(3)= Number of course credits.

# Science

**Description:** Natural science is a wide-open field for careers ranging from agriculture to zoology. Some students who take this academic path choose to teach, while others move into research and development for various industries and governmental agencies.

The **Associate of Science** with an emphasis in natural science focuses on biology, chemistry, geology, physics, or mathematics. This curriculum offers sufficient flexibility for majors in any of these fields and is especially suited to pre-medical or pre-dental majors. Students who intend to transfer to earn a Baccalaureate degree in engineering, computer science, or environmental science should refer to those specific programs. It is necessary for graduates who intend to teach in the public schools to have a degree in education. Students who select the Associate of Science degree enjoy the opportunity to explore personal career interests with the use of the Career Information System, internship courses, and more immediate workforce opportunities offered by Southwestern's Associate of Applied Science degrees and Certificates of Completion.

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## Program notes

### Associate of Science Natural Science Emphasis

#### Notes:

1. One biological sciences course must be selected from BI101, 201, 234.
  2. Arts and Letters/Social Sciences Courses must be selected from each of the following areas:  
Arts and Letters - two courses from ENG104, 105, 106, 107, 108, 109, 201, 202, 203, 204, 205, 206, 253, 254, 255; PHL101, 102.  
Social Sciences - Processes and Institutions - one course from ANTH103; ECON201, 202; PS201, 202; PSY201, 202; SOC204, 205.  
Social Sciences - Western Culture - one course from HST101, 102, 103, 201, 202, 203.
  3. One computer language course must be selected from CS133VB, 160, 161, 162; ENGR112.
  4. Two additional mathematics/science courses must be selected from either the list provided in Note 5 or the following list: BI234; G146, 207, 220; GS107, 108; MTH231, 232, 260.
  5. One mathematics/science course must be selected from BI201, 202, 203; BI231, 232, 233; CS160, 161, 162; ENGR201, 202, 203; ENGR211, 212, 213; G201, 202, 203; MTH254, 255, 256, 260.
  6. One health/fitness course must be selected from HE250, PE231 **or** three credits of PE185.
- In some cases, it may be necessary to take more courses than indicated by the curriculum in order to meet the 95 credit requirement for the degree. The additional courses needed should then be selected from the lists provided in Notes 4 or 5.

# Associate of Science Natural Science Emphasis

## Prerequisites

All courses in this program must be completed with a "C" or better

CS101 or pass waiver test (for all CIS/CS courses)

MTH112 with a "C" or better

Reading Score of ASSET 39  
COMPASS 69

WR90 with a "C" or better or placement test score.

## Recommended Sequence for Full-time Students

(Students should see an advisor or counselor to customize their educational plans.)

First Year Fall	First Year Winter	First Year Spring	Second Year Fall	Second Year Winter	Second Year Spring
MTH251 (4) Calculus I (Differential Calculus)	MTH252 (4) Calculus II (Integral Calculus)	MTH253 (4) Calculus III (Infinite Seq & Series)	CHEM 221 (5) General Chemistry	CHEM 222 (5) General Chemistry	CHEM 223 (5) General Chemistry
PH211 (5) General Physics w/ Calculus or PH 201	PH212 (5) General Physics w/ Calculus or PH 202	MTH265 (4) Probability & Statistics w Calculus	Arts and Letters/ Social Science <sup>2</sup> (3)	Arts and Letters/ Social Science <sup>2</sup> (3)	SP111 (3) Fundamentals of Public Speaking
WR121 (3) English Composition	WR122 (3) English Composition	PH213 (5) General Physics w/ Calculus or PH203	Mathematics/ Science Course <sup>4</sup> (3-5)	Mathematics/ Science Course <sup>4</sup> (3-5)	Health/Fitness Course <sup>6</sup> (3)
Biological Sciences Course <sup>1</sup> (4)	Arts and Letters/ Social Science <sup>2</sup> (3)	WR123 (3) English Composition or WR 227	Mathematics/ Science Course <sup>5</sup> (3-5)	Mathematics/ Science Course <sup>5</sup> (3-5)	Mathematics/ Science Course <sup>5</sup> (3-5)
	Computer Language Course <sup>3</sup> (3-4)	Arts and Letters/ Social Science <sup>2</sup> (3)			
Term credits = 16	Term credits = 18-19	Term credits = 19	Term credits = 14-18	Term credits = 14-18	Term credits = 14-16
					Total credits= 95-106

● = Credits earned in a certificate may be applied towards other certificates and degrees. See your advisor for more information.

∞ = Course available through Distance Learning.

(3)= Number of course credits.

# Welding and Fabrication

**Description:** The Welding and Fabrication programs prepare students for employment in industries by applying advanced technology to manufacturing methods, processes, and quality control. An emphasis is placed on understanding basic processes and applications utilized in industrial fabrication with intensive lab experience to ensure a working knowledge of measurement, production, product and process control and quality assurance. The programs apply problem solving and teamwork to fabrication using hands-on application of principles and technologies to the ever-changing industrial environment.

**Career Information:** Students in the associate of applied science or certificate programs learn to use manual welding and flame-cutting equipment, such as shielded metal arc welders, gas metal welders, flux cored arc welders, gas tungsten arc welders, plasma arc cutting equipment, and gas torches to cut, fit, and weld together metal components. Employment opportunities are diverse; 60 percent of manufactured goods utilize welded components, from metal computer chassis to automobile chassis, clean room piping to natural gas pipelines, sheet metal ductwork to boilers and pressure vessels, artwork to aircraft, and drift-boats to supertankers. Graduates of the program typically begin work in either light or heavy metal fabrication as welders and/or fabricators, but may qualify for several types of positions in industry such as structural fabrication, welding and fitting layout, machinery fabrication, automatic and semi-automatic welding, automatic flame or plasma cutting, plant maintenance, millwright welding, pipe welding, quality assurance, or industrial safety positions. The program includes both written and oral communications, general education courses, applied mathematical and scientific applications, as well as a thorough understanding of applied mechanical principles.

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

The **Welding and Fabrication Certificate of Completion** prepares students for entry-level jobs in metal working fields. Required courses are applicable toward the Associate of Applied Science degree in manufacturing technology with a fabrication/welding option.

The **Welding Assistant Certificate of Completion** prepares students for entry-level jobs in a welding operation as a welder's assistant. Required courses are applicable toward the Associate of Applied Science degree in Welding and Fabrication.

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## Program notes

### Associate of Applied Science Welding and Fabrication

**Notes:**

1. Developmental and remedial courses will not fulfill elective requirement.
2. HE250 or three credits of PE185 may be substituted for PE231.
3. Student may choose from SP100, 111, 112, 217, 218, 219.

### Certificate of Completion Welding and Fabrication

**Note:**

Advising by Fabrication/Welding instructor only.  
Up to nine credits of Work Experience may be substituted as applicable to course objectives.

# Associate of Applied Science Welding and Fabrication

## Prerequisites

All courses marked with an \* in this program must be completed with a "C" or better

CS101 or pass waiver test (for all CIS/CS courses)

MTH55 requires an appropriate placement test score.

Reading Score of ASSET 39 COMPASS 69

WR90 with a "C" or better or placement test score.

## Recommended Sequence for Full-time Students

(Students should see an advisor or counselor to customize their educational plans.)

	First Year Fall	First Year Winter	First Year Spring	Second Year Fall	Second Year Winter	Second Year Spring
	MFG4101 (3) Electrical/Electronic Principles	MFG4102 (3) Mechanical Principles	DRFT105* (3) Blueprint Reading	DRFT100 (3) Computer Assist Drafting Survey	BA285 (3) Human Relations in Organizations	MFG4180* (3) Field Experience or WLD9225
	MTH55 (3) Intro Technical Mathematics or higher	MTH80 (3) Technical Mathematics I	MFG4103 (3) Hydraulic/Pneumatic Principles	MT101 (3) Machine Tool Process I	MT102 (3) Machine Tool Processes II	WLD4047* (3) Advanced Welding Workshop
	WLD4010* (3) Welding Process I	WLD4062* (3) Shielded Metal Arc Welding II	MTH85 (3) Technical Mathematics II	PE231 (3) Wellness for Life <sup>1</sup>	WLD4050* (3) Welding and Joining Processes I	WLD4166* (3) Welding Lab B
	WLD4061* (3) Shielded Metal Arc Welding I	WLD4125* (3) Gas Metal Arc Welding	WLD4150* (3) Pipe Fitting and Welding	WLD4100* (3) Gas Tungsten Arc Welding	WLD4165* (3) Welding Lab A	WLD4170* (3) The Welder and Manufacturing
	WLD4126* (3) Flux Cored Arc Welding	CS120 (4) Concepts of Computing	WLD4155* (3) Fitting and Fabrication	WR115 (3) Intro to Expository Writing or WR214 or WR214T	Elective <sup>3</sup> (3)	Speech Course <sup>2</sup> (3)
	Term credits = 15	Term credits = 16	Term credits = 15	Term credits = 15	Term credits = 15	Term credits = 15
						Total credits= 91

● = Credits earned in a certificate may be applied towards other certificates and degrees. See your advisor for more information.

🏠 = Course available through Distance Learning.

(3)= Number of course credits.

# Certificates of Completion Welding and Fabrication, Welding Assistant

## Prerequisites

All courses marked with an \* in this program must be completed with a "C" or better

MTH55 requires an appropriate placement test score.

WR0525 with a "C" or better or placement test score.

## Recommended Sequence for Full-time Students

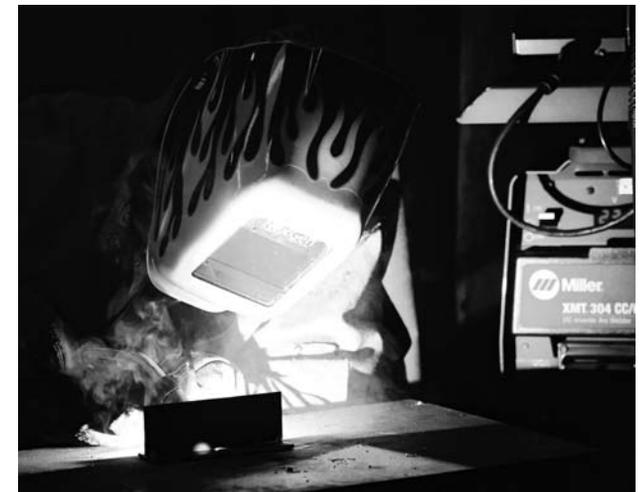
(Students should see an advisor or counselor to customize their educational plans.)

Fall	Winter	Spring	
MTH55 (3) Intro Technical Mathematics or higher	BA285 (3) Human Relations in Organizations	DRFT105* (3) Blueprint Reading	<ul style="list-style-type: none"> <li>●Certificate of Completion Welding Assistant</li> <li>WLD4010*</li> <li>WLD4061*</li> <li>WLD4126*</li> <li>WLD4062*</li> <li>WLD4125*</li> <li>WLD4165*</li> </ul> <p>Total credits = 18</p>
WLD4010* (3) Welding Processes I	MTH80 (3) Technical Mathematics I	MFG4180* (3) Field Experience or WLD9225	
WLD4061* (3) Shielded Metal Arc Welding I	WLD4062* (3) Shielded Metal Arc Welding II	WLD4150* (3) Pipe Fitting and Welding	
WLD4100* (3) Gas Tungsten Arc Welding	WLD4125* (3) Gas Metal Arc Welding	WLD4155* (3) Fitting and Fabrication	
WLD4126* (3) Flux Cored Arc Welding	WLD4165* (3) Welding Lab A	WLD4166* (3) Welding Lab B	
	WR90 (3) Paragraph Fund or higher		
Term credits = 15	Term credits = 18	Term credits = 15	
		Total credits= 48	

● = Credits earned in a certificate may be applied towards other certificates and degrees. See your advisor for more information.

DL = Course available through Distance Learning.

(3)= Number of course credits.





# Course Descriptions

## Course/Credit types\*

**Lower Division Transfer** courses are those that will transfer to four-year schools in the Oregon University System and apply towards a Bachelor's degree. Generally, transfer courses will have a departmental prefix and a three-digit number 100 through 299.

**Developmental courses** are designed to help a student gain skill and knowledge before taking college-level courses. These courses will generally have a departmental prefix and a two- or four-digit number.

**Professional/Technical courses** will vary, but will have a departmental prefix and a two, three, or four-digit number. Because course numbers vary, students planning to transfer to four-year institutions should follow the course selections shown under the Associate of Arts Oregon Transfer (AA/OT) requirements, and consult with their advisor.

\***Note:** *Instructor consent will override course prerequisites.*

**Non-credit courses** are generally offered for community interest, personal enrichment, and professional development. The content is generally not applicable toward a certificate, diploma, or degree, and courses are not always transcribed.

**Continuing Education Units (CEU)** are a nationally recognized unit granted for educational experiences to upgrade a person's skills in a particular profession or occupation. Courses developed to meet these needs are often approved through a professional licensing agency or a state or regional board. The units are not convertible to college credit.

**Professional Development Units (PDU)** activities may include a program, course, workshop, seminar, or other pre-approved learning experience. For a course to be eligible for PDU credit and for the activity to be transcribed by the college, it must meet specific criteria. For additional information, contact the Director of Distance and Community Education at (541) 888-7212.

<b>ABE</b>	Academic Skills .....	135	<b>HE</b>	Health and First Aid/Health Occupations and EMT .....	152-153
<b>AC</b>	Accounting/Bookkeeping .....	135	<b>HORT</b>	Horticulture .....	153-154
<b>ANTH</b>	Anthropology .....	135-136	<b>HS</b>	Human Services .....	156
<b>ART</b>	Art .....	136-137	<b>HST</b>	History .....	153
	Astronomy ( <b>see GS</b> ) .....	151	<b>HUM</b>	Humanities .....	156-157
<b>ASL</b>	American Sign Language ( <b>see Foreign Language</b> ) .....	150	<b>ITP</b>	Sign Language ( <b>see Academic Skills</b> ) .....	135
<b>BA</b>	Business Administration .....	138-139	<b>J</b>	Journalism .....	157
<b>BI</b>	Biology .....	137	<b>LIB</b>	Library .....	157
<b>BOT</b>	Botany .....	137		Literature( <b>ENG</b> ) .....	157-158
	Childhood Education ( <b>see ECE</b> ) .....	147	<b>MFG</b>	Manufacturing Technology .....	158-159
<b>CHEM</b>	Chemistry .....	139	<b>MT</b>	Machine Tool Technology .....	158
	Composition ( <b>see WR</b> ) .....	171-172	<b>MTH</b>	Mathematics .....	159-161
<b>CIS/CS</b>	Computer Information Systems .....	139-142	<b>MUP</b>	Music Performance .....	161-162
<b>CJ</b>	Criminal Justice Services .....	142-144	<b>MUS</b>	Music .....	162-163
<b>CRT</b>	Culinary Arts .....	144-146	<b>NUR/NRS</b>	Nursing .....	163-164
<b>DRFT</b>	Drafting .....	146-147	<b>OA</b>	Office Administration .....	164-165
<b>ECE</b>	Early Childhood Education .....	147	<b>PE</b>	Physical Education .....	166-167
<b>ECON</b>	Economics .....	147	<b>PET</b>	Physical Education Technical .....	167
<b>ED</b>	Education .....	147-148	<b>PH</b>	Physics .....	167
<b>ELEC</b>	Electronics .....	148	<b>PHAR</b>	Pharmacy Technician .....	165-166
<b>ENG</b>	English ( <b>see Literature</b> ) .....	157-158	<b>PHL</b>	Philosophy .....	166
<b>ENGR</b>	Engineering .....	148-149	<b>PS</b>	Political Science .....	167
<b>ENV</b>	Environmental Technology .....	149	<b>PSY</b>	Psychology .....	168
<b>ESL</b>	English as a Second Language ( <b>see Academic Skills</b> ) .....	135	<b>RD</b>	Reading ( <b>see Academic Skills</b> ) .....	135
<b>FN</b>	Nutrition ( <b>see Health &amp; First Aid</b> ) .....	152		Science ( <b>See GS</b> ) .....	151
<b>FR</b>	French ( <b>see Foreign Language</b> ) .....	150	<b>SOC</b>	Sociology .....	168
<b>FS</b>	Fire Science .....	149-150	<b>SP</b>	Speech .....	168-169
<b>G</b>	Geology .....	151-152	<b>SPAN</b>	Spanish ( <b>see Foreign Language</b> ) .....	151
<b>GEOG</b>	Geography .....	151	<b>TA</b>	Theatre .....	169
<b>GER</b>	German ( <b>see Foreign Language</b> ) .....	150-151	<b>TTL</b>	Truck and Transportation Logistics .....	169
<b>GS</b>	General Science .....	151	<b>WLD</b>	Welding Technology .....	169-170
<b>HD</b>	Human Development .....	155	<b>WR</b>	Writing .....	171-172
<b>HDFS</b>	Human Development and Family Studies .....	155	<b>WS</b>	Women's Studies .....	170

## ACADEMIC SKILLS

### ABE0745 Adult Basic Education

0 credits (variable hrs)

An open-entry, open-exit course.

Participants study the basic skills in written communication, mathematics, and reading comprehension. Emphasis will be placed on those skills necessary to transition to the five General Education Development (GED) tests, to be successful in entry-level employment, or to be successful in college or other training.

### ESL0747 English as a Second Language (ESL)

0 credits (2-15 lec-lab hrs/wk)

A course for students whose first language is other than English. The whole language approach to English will be taught, rather than instruction about the language.

### ESL0791 Citizenship

0 credits (2 lec-lab hrs/wk)

Surveys the history and form of government in the United States to assist the individual in the naturalization process.

### ITP0583/0584/0585 Beginning, Intermediate, Advanced Sign Language (Signed English)

2 credits/term (2 lec hrs/wk)

Signed English skills of the manual alphabet, finger spelling, and more advanced signs so students can communicate receptively and expressively with the hearing impaired. Games, videotapes, guest signers, and amateur interpreting practice are included.

### RD0751/0752/0753 Reading Skills

1-3 credits/term (1-3 lec hrs/wk)

A series of courses that provides a systematic approach for identifying and correcting reading difficulties and improving reading efficiency through lecture instruction, skills development and practice. Students improve reading comprehension, fluency, and vocabulary.  
**Prerequisite:** Appropriate score on placement test.

### RD101/102/103

#### College Reading I, II, III

1-3 credits/term (1-3 lec hrs/wk)

College Reading presents a systematic approach for improving reading efficiency for those with a 12th grade and above reading level. Students learn an analytical method of reading non-fiction material, which can improve both speed and comprehension.

**Prerequisites:** Appropriate score on placement test.

## ACCOUNTING/ BOOKKEEPING

### AC2331/2332 Federal and State Income Tax I, II

4 credits/term (4 lec hrs/wk)

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

### AC2766 Accounting I

4 credits (4 lec, 1 lab hr/wk)

This course prepares a record-keeper for employment and gives the accounting student a basic understanding of the accounting field. It provides an introduction to the accounting cycle for a service enterprise and a retail firm for a single proprietorship. The course covers mass processing of transactions using special journals.

### AC2767 Accounting II

4 credits (4 lec, 1 lab hr/wk)

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

**Prerequisite:** AC2766 or equivalent with a "C" or better.

### AC2772 Intermediate Accounting I

3 credits (3 lec hrs/wk)

This course offers a comprehensive study of accounting theory and concepts. Emphasis is on how these concepts apply to financial accounting. Attention will also be focused on use of accounting information for management purposes.

**Prerequisite:** BA213 with a "C" or better.

### AC2773 Intermediate Accounting II

3 credits (3 lec hr/wk)

This course covers accounting concepts, theories, and practices involving particular areas of the balance sheet, as well as reporting of income and changes in financial position.

**Prerequisite:** AC2772 with a "C" or better.

### AC240 Fund Accounting (Governmental)

3 credits (3 lec hrs/wk)

This course presents accounting for governmental and non-profit organizations. It includes budgetary and expenditure control, as well as considerations, reporting, and operations of general, special revenue, and capital projects.

**Prerequisite:** AC2767 or BA211.

## AMERICAN SIGN LANGUAGE - SEE FOREIGN LANGUAGE

## ANTHROPOLOGY

### ANTH101 General Anthropology

3 credits (3 lec hrs/wk)

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

### ANTH102 General Anthropology

3 credits (3 lec hrs/wk)

Explores archaeology from earliest antecedents to modern synthesis. Examines the transition of human societies from hunting and gathering to farming and the beginning of urban life through prehistoric and historic archaeology; examines techniques of fieldwork, analysis and dating; development of cultural stages and civilizations in Pre-Columbian North and Meso-America.

### ANTH103 General Anthropology

3 credits (3 lec hrs/wk)

Focuses on the concept of worldwide culture elaborated through function, organization, diversity, and change. Economic, religious, political, and linguistic diversity are examined.

### ANTH145 Field Studies in Anthropology

1-3 credits (variable hrs)

Field study of significant anthropological sites including techniques of inquiry and analysis applied at selected field sites. Introductory lecture covering key issues and techniques required for a field study, followed by an on-site visit.

**Concurrent:** Any Anthropology or Sociology course.

### ANTH198/298 Independent Study of Anthropology

1-3 credits (hrs to be arranged)

**Prerequisite:** Instructor consent.

### ANTH221/222/223 Introduction to Cultural Anthropology

3 credits/term (3 lec hrs/wk)

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

**ANTH230 Native North Americans:  
Oregon***3 credits (3 lec hrs/wk)*

A survey of prehistoric and historic cultures in Oregon including contemporary Native American issues. This course introduces various tribes of Native Americans in Oregon. Cultural areas, survival strategies, migrations, trade, and cultural change are explored through the findings of archaeology, linguistics, ethnology, historical documents, and present-day tribal members.

**ANTH231 Native North Americans:  
Pacific Northwest***3 credits (3 lec hrs/wk)*

Examines Native American cultures in the Pacific Northwest from prehistoric to modern times. Archaeological findings, historical accounts, and recent developments are discussed, including the origins and development of art forms and fishing technology.

**ANTH232 Native North Americans***3 credits (3 lec hrs/wk)*

A broad overview of the earliest inhabitants of North America, including the traditional lifestyles, languages and customs of selected Native American cultures of the continent. Emphasis on Native American peoples and cultures, diversity of cultural adaptation, European contact and Native American history (ancient and contemporary).

**ART****ART115/116/117 Basic Design***3 credits/term (3 lec, 3 TBA lab hrs/wk)*

Employs exercises developed to motivate individual creativity and experimentation in a variety of media. Must be taken in sequence.

**ART115** - Introduces principles and concepts of shape, line, texture, design, structure, unity and proportion in black and white.

**ART116** - Introduces more complex principles of design, color, and composition. Includes color properties, combination, relatedness, proportions, and interaction. Also offered as ART116A, B, C in one-credit modules

**Prerequisite:** ART115 with a "C" or better.

**ART117** - Focus on three-dimensional concepts, including mass, spaces, and texture. Investigation of unity, variety, and balance and the physical and psychological effects of those concepts. Greater experimentation and creativity is expected.

**Prerequisite:** ART116 with a "C" or better.

**ART131/132/133 Introduction to  
Drawing***3 credits/term (2 lec, 4 lab hrs/wk)*

Beginning course that explores form and space on a two-dimensional surface. Innovative, right-brain exercises allow training in basic drawing skills of observation, selection, representation, perception, and hand-eye-mind coordination. Emphasizes composition, the understanding of visual form, and skill mastery of complex form relationships in light and space. Also offered as ART131A, B, C in one-credit modules.

**ART181A, B, C Introduction to  
Painting A, B, C***1 credit/term (1 lec, 2 lab hrs/wk)*

A continuation to explore visual representation on a two-dimensional surface. Oil or acrylic paints for space division, color, and surface treatment will be used. Both lecture and studio activity are involved weekly.

**ART184A, B, C Watercolor Basics  
I, II, III***1 credit/term (1 lec, 2 lab hrs/wk)*

Introduces principles and concepts of watercolor at a beginning level.

**ART184B** - The study of color, composition, and value control are emphasized.

**Prerequisite:** ART184A.

**ART184C** - Special attention given to experimental techniques, and history, and use of egg as a binder.

**Prerequisite:** ART184B.

**ART185A, B, C Watercolor Basics  
IV, V, VI***1 credit/term (1 lec, 2 lab hrs/wk)*

A continuation of the active participation of each student in painting experience aimed at developing visually coordinated skills in watercolor. The study of color theory, color schemes, composition, and value control is emphasized.

**Prerequisite:** ART184C.

**ART191/192 Beginning Sculpture***3 credits/term (2 lec, 4 lab hrs/wk)*

Demonstrates techniques, processes, and materials in sculpture.

**ART191** - Explores a variety of media and sculptural concepts, emphasizing the discipline and processing of handling the tools and additive materials of clay and wire, subtractive qualities of stone and clay.

**ART192** - Further develop aesthetic awareness and perceptions about three-dimensional form. Bronze casting introduced with wax process.

**ART198/298 Independent Study  
in Art***1-3 credits (hrs to be arranged)*

**Prerequisite:** Instructor consent.

**ART204/205/206 History of Western  
Art: Introduction to Art History***3 credits/term (3 lec hrs/wk)*

The History of Western Art is a survey of the traditions, movements, and developments in art and architecture of the western world.

**ART204** - Introduces the study of art history and the elements of art, then surveys the history of Western Art from prehistory through Early Christian Art.

**ART205** - Survey of the history of art from the Early Middle Ages through the Baroque.

**ART206** - Survey of Western Art from Neoclassicism to the present.

**ART244 Bronze Casting***3 credits (6 lec-lab hrs/wk)*

All aspects of the bronze casting process will be covered including mold making, wax pattern production, investment/ceramic shell processes, bronze casting, welding and metal chasing, bronze patina, and final installation of the finished sculpture.

**ART250/251/252 Beginning Ceramics  
I, II, III***3 credits/term (2 lec, 4 lab hrs/wk)*

Introduces materials, methods, and techniques of pottery design and construction. Exercises encourage the development of skills with ceramic materials, stoneware, and raku firing techniques.

**ART250** - Includes hand building methods and beginning wheel work.

**ART251** - Includes wheel throwing and glaze application.

**ART252** - Includes continuation of wheel projects, decorating techniques, stoneware and raku firing process, skill development, and personal style.

**ART253/254/255 Intermediate Ceramics***3 credits/term (2 lec, 4 lab hrs/wk)*

Demonstrates construction techniques and methods used to design, shape, and form pottery. Includes wheel throwing, pottery decoration, glaze calculation, and firing.

**ART253** - Students develop greater creativity, skill building, and use of ceramic equipment.

**Prerequisites:** ART250, ART251, and ART252 or portfolio examples.

**ART254** - Students provide studio demonstrations developed to encourage creativity, skill building, and use of ceramic equipment.

**Prerequisite:** ART253.

**ART255** - Prepares students for self-directed artistic expression and creativity. Skill and use of ceramic equipment are developed to a point of independence.

**Prerequisite:** ART254.

### **ART280 Field Experience**

1-3 credits/term (3-9 lab hrs/wk)  
Students can take up to nine credits maximum.

Practical, on-site experience in art education, graphics or art-related areas under the joint supervision of an advisor and a sponsoring professional. (Museum and gallery experience, retail art supply experience, professional studio artist, art educator apprenticeship)

**Prerequisite:** Instructor consent.

### **ART281/282/283 Painting (Beginning)**

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

### **ART284/285/286 Painting (Intermediate)**

3 credits/term (2 lec, 4 lab hrs/wk)  
Offers visual observation and composition of selected subjects using oil or acrylic media. Emphasis will be given to individual needs and interests in painting.  
**Prerequisites:** ART281/282/283.

### **ART291/292/293 Sculpture**

3 credits/term (2 lec, 4 lab hrs/wk)  
Explores three-dimensional shapes and forms in greater depth and intensity from previous year.

**ART291** - Students assess personal strengths and weaknesses to establish a plan for building skills. They become mentors to new sculpture students, thereby strengthening the critical eye.

**Prerequisites:** ART191, 192 or 193 with a "C" or better.

**ART292** - Includes casting processes and materials. Continues mold making techniques with an emphasis on creativity and exploration of media.

**ART293** - Students achieve full independence in studio processes. They have a greater role in communicating their design understanding beyond the studio to improve the visual aesthetics of a larger community.

## **ASTRONOMY- SEE GENERAL SCIENCE**

## **BIOLOGY**

### **BI101/102/103 General Biology**

4 credits/term (3 lec, 3 lab hrs/wk)  
This three-term sequence course satisfies the science requirement for non-biological science, pre-professional students. Surveys biological principles applied to plants and animals from cellular level to ecological level of organization. General

Biology attempts to convey to the student an appreciation of the most important aspects of life on earth.

### **BI140 Practical Ecology**

3 credits (3 lec hrs/wk)  
An introduction to the basic concepts of ecology, using examples from the ecology of the local area, with a consideration of impacts made by different types of land use, particularly involving urban landscaping.

### **BI149 Introduction to Human Genetics**

3 credits (3 lec hrs/wk)  
Covers the basic concepts of genetics as they have developed since the nineteenth century. Discusses current techniques that are being developed and applied to problems of inheritance patterns, genetic disorders, and genetic therapy. Behavior and population genetics are included.  
**Prerequisites:** MTH70 and WR0525 with a "C" or better.

### **BI198/298 Independent Study in Biology**

3 credits (hrs to be arranged)  
**Prerequisite:** Instructor consent.

### **BI201/202/203 Introductory Biology**

4 credits/term (3 lec, 3 lab hrs/wk)  
For biological science majors in programs which will require students to complete a series in introductory biology. Comprehensive study of the life sciences, including analytical techniques used in order to perform proper inquiries.  
**Prerequisite:** High school chemistry or one college-level chemistry course within last five years.

**BI201** - Includes a review of inorganic, organic, and biochemistry as well as cellular biology and genetics.

**BI202** - Includes evolution, a survey of the diversity of organisms, and plant function.

**BI203** - Includes the anatomy, physiology, and behavior of the members of the animal kingdom (with emphasis on the vertebrates) and how all organisms interact (ecology).

### **BI231 Human Anatomy and Physiology I**

4 credits (3 lec, 3 lab hrs/wk)  
The curriculum for the first term of Human Anatomy and Physiology will include the study of body organization, tissues, and a study of the integumentary, skeletal and muscular systems. The course will include the study of molecules, cells, tissues, organs and organ systems in humans. Some pathological conditions will be covered.  
**Prerequisite:** One course from BI101, BI201, CHEM110, CHEM123, or CHEM223 with a "C" or better.

### **BI232 Human Anatomy and Physiology II**

4 credits (3 lec, 3 lab hrs/wk)  
The curriculum of the second term of Human Anatomy and Physiology will include the study of the nervous system, including nervous tissue; the spinal cord and spinal nerves; sensory, and motor, and integrative nervous systems; the special senses, and the autonomic nervous system; the endocrine system, with emphasis on hormone activity, the major hormones of each gland, hormones involved in growth and the stress response; the cardiovascular system, including blood, the heart, blood vessels and hemodynamics.  
**Prerequisite:** BI231 with a "C" or better.

### **BI233 Human Anatomy and Physiology III**

4 credits (3 lec, 3 lab hrs/wk)  
The curriculum of the third term of Human Anatomy and Physiology will include the study structure and function of the respiratory system; digestive system; metabolism; urinary system; fluid, electrolyte, and acid base balance; the reproductive system; and human development and inheritance.  
**Prerequisite:** BI232 with a "C" or better.

### **BI234 Microbiology**

4 credits (3 lec, 3 lab hrs/wk)  
Microbiology principles applied to health related fields. Includes characteristics, physiology, and growth requirements of microorganisms; sterilization principles; infection; and immunity. Pathogenic microbes, infections, and host resistance will be a major consideration.  
**Prerequisite:** One course from BI101, BI201, CHEM110, CHEM123 or CHEM223 with a "C" or better.

### **BI280 Field Experience**

1-6 credits (33-198 field hrs/term)  
Practical work site exposure to applied science, which provides students an opportunity to explore potential career paths in science while gaining practical experience in applying classroom science theory.  
**Prerequisite:** Instructor consent.  
**Concurrent:** BA0771.

## **BOTANY**

### **BOT201 General Botany**

4 credits (3 lec, 3 lab hrs/wk)  
Course covers structure, physiology, and genetics of seed plants; how plants reproduce, differentiate and grow. Survey of the plant kingdom. Plant identification through use of keys and morphology.

## BUSINESS ADMINISTRATION

### BA2280 Cooperative Work Experience 1-8 credits (3-24 lab hrs/wk)

This course provides the student with an opportunity to gain on-the-job experience in coordinator approved business situations that closely parallel the field of study.

**Prerequisite:** Instructor consent.

### BA101 Introduction to Business 4 credits (4 lec hrs/wk)

This course surveys American business organization, operation, and management. This course develops an awareness of the nature of business in the capital system. Introduction is made to the fields of ownership, organization, personnel, accounting, financing, marketing, management, production, insurance, real estate, foreign trade, and government regulations.

### BA156 Essentials of Economics 3 credits (3 lec hrs/wk)

This course introduces the subject of economics in a practical business-oriented sense. The course relies on current events and practical applications. The content includes supply and demand, fiscal and monetary policies, and international trade.

**Prerequisite:** MTH94 with a "C" or better, or appropriate score on placement test.

### BA177 Payroll Records and Accounting 3 credits (3 lec 1 lab hrs/wk)

Provides practice in all payroll operations, the recording of accounting entries involving payroll and the preparation of payroll tax returns required of businesses.

**Prerequisite:** AC2766 or BA211 with a "C" or better.

### BA198/298 Independent Study in Business 1-3 credits (hrs to be arranged)

**Prerequisite:** Instructor consent.

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

The course explores the duties of managers and the techniques they use to improve organizational performance. The course focuses on four key responsibilities of management: planning, organizing, leading, and control.

### BA211 Principles of Accounting I 4 credits (4 lec hrs/wk)

Discusses the theory, principles, and procedures for organizing, interpreting, and reporting the financial transactions of business or industry. Describes and discusses the problems of properly recording and measuring income and expense. Specialized areas such as merchandise inventory, special journals,

cash, and receivables are discussed.

**Prerequisite:** MTH70 with a "C" or better, or appropriate score on placement test.

### BA212 Principles of Accounting II 4 credits (4 lec hrs/wk)

Discusses the theory and principles of recording financial records, including accounting systems, management control, depreciation, merchandise inventory, evaluation, partnership and corporate accounting, capital stock, investments, statement of cash flow, and dividends.

**Prerequisite:** AC2767 or BA211 with a "C" or better.

### BA213 Principles of Accounting III (Managerial Accounting) 4 credits (4 lec hrs/wk)

This course will cover cost accounting for manufacturing plants, income taxes and their effect on business decisions and analysis of financial statements.

**Prerequisite:** BA212 with a "C" or better.

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

This course develops techniques for determining product costs under job order, process and standard costing, and introduces cost analysis for decision making.

**Prerequisite:** BA212 with a "C" or better.

### BA217 Accounting Process 3 credits (3 lec, 1 lab hr/wk)

Review and apply basic accounting systems in practical applications. These will range from working with journals and ledgers, to the application of accounting systems on a microcomputer and analyzing financial statements.

**Prerequisite:** AC2767 or BA211 with a "C" or better.

### BA220 Tax Accounting (Personal Income Tax) 3 credits (3 lec hrs/wk)

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

**Prerequisite:** AC2766 or BA211.

### BA222 Finance 3 credits (3 lec hrs/wk)

This course covers the procedures, practices and policies of financial managers. It deals with financial management, financial markets, financial analysis, working capital management, and long-term financing decisions.

**Prerequisite:** BA212 and MTH94 with a "C" or better.

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

Surveys 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.

### BA224 Human Resource Management 3 credits (3 lec hrs/wk)

The student will be introduced to personnel functions as they relate to the management of the human resources of an organization. Areas of concentration will include employee selection, training, and compensation.

**Prerequisite:** BA206 with a "C" or better.

### BA230 Business Law 4 credits (4 lec hrs/wk)

This course introduces the student to the legal environment of business. Students will explore/understand the specific legal issues in conducting business. Topics include: the Legal Environment as well as Tort, Contract, Sales, Agency, Real/ Personal Property, Partnership, and Corporation Law.

### BA232/MTH243 Business Statistics 4 credits (4 lec hrs/wk)

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

**Prerequisite:** MTH95 with a "C" or better.

### BA233 E-Marketing 3 credits (3 lec hrs/wk)

This course introduces the Internet as a marketing tool. The student will be exposed to the strategies necessary to successfully market online.

**Prerequisites:** BA239 and CS195.

### BA236 Electronic Commerce Fundamentals 3 credits (3 lec hrs/wk)

This course will examine the use of electronic commerce from three perspectives: business-to-consumers, business-to-business, and intra-organizational. Through readings and case studies, both current and prospective e-commerce practices will be identified.

**Prerequisite:** BA223 with a "C" or better.

### BA238 Sales 3 credits (3 lec hrs/wk)

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

**Prerequisite:** BA223 with a "C" or better.

### BA239 Advertising 3 credits (3 lec hrs/wk)

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

campaigns and their coordination with other marketing strategies.

**Prerequisite:** BA223 with a "C" or better.

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

An introduction to American securities markets including exchanges, over-the-counter markets, bond markets, options markets, and the money market. Investment strategies, margin purchases, short selling, and efficient market theory will also be introduced. Reading financial news and corporation reports will also be covered.

**BA249 Retailing**  
3 credits (3 lec hrs/wk)

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

**Prerequisite:** BA223 with a "C" or better.

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

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

**Prerequisite:** BA223 with a "C" or better.

**BA277 Business Ethics**  
3 credits (3 lec hrs/wk)

This course is designed to make the student aware of the ethical issues currently facing business and to provide a background against which the student may evaluate and/or compare his or her own ethical views/stands.

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

Practical on-site experience that will allow students to test knowledge learned in the classroom and explore the variety of workplaces in which to apply that knowledge.

**Prerequisite:** Instructor consent.

**BA285 Human Relations in Organizations**  
3 credits (3 lec hrs/wk)

This course explores interactions in organizations by examining human perceptions, communications, small group dynamics and leadership. Includes the dynamics of change, cultural diversity, substance abuse, work stress, ethics and social responsibility, career development, and the challenges of globalization.

**BA288 Customer Service**  
3 credits (3 lec hrs/wk)

This course provides a thorough introduction to customer service skills. The skills, strategies and techniques covered in this course are valuable for every job, since identifying and satisfying customer needs is at the heart of every business.

## CHEMISTRY

**CHEM110 Foundations of General, Organic & Biochemistry**  
4 credits (4 lec, hrs/wk)

Chem 110 is a survey of chemistry from atomic structure through biochemistry. Chem 110 is primarily for students in prenursing, some allied health fields, or for students who need a brief introduction to chemistry. The course does not have an associated lab.

**Prerequisite:** MTH70 with a "C" or better.

**CHEM121/122/123 Introductory College Chemistry I, II, III**  
5 credits (4 lec, 3 lab hrs/wk)

The CHEM121, 122, 123 sequence is a transfer chemistry sequence with coursework that is quantitative and requires good math and problem solving skills. This sequence does not meet the chemistry requirement for pre-medicine and most science and engineering majors. However, it does meet the chemistry requirement for some science fields (consult the catalog for the school to which you will be transferring).

**CHEM121** - Covers measurement and the physical properties of matter, atomic structure, the periodic table, chemical bonding in molecular shapes, nomenclature, and phases of matter.

**Prerequisite:** MTH70 with a "C" or better.

**CHEM122** - Covers properties of solutions, kinetics, equilibrium, the chemistry of acid and bases, and radioactivity.

**Prerequisite:** CHEM121 with a "C" or better.

**CHEM123** - Covers an introduction to environmental, organic, and biochemistry.

**Prerequisite:** CHEM122 with a "C" or better.

**CHEM198/298 Independent Study in Chemistry**  
1-3 credits (hrs to be arranged)

**Prerequisite:** Instructor consent.

**CHEM221/222/223 General Chemistry**  
5 credits/term (4 lec, 3 lab hrs/wk)

First-year chemistry for science, engineering, and health pre-professional students. Classroom and laboratory work are quantitative and require good math skills. Must be taken in sequence.

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

**Prerequisite:** MTH95 with a "C" or better.

**CHEM222** - Covers gases, liquids, solutions, equilibrium theory, kinetics, and redox.

**Prerequisite:** CHEM221 and MTH111 with a "C" or better.

**CHEM223** - Covers thermodynamics, acid-base chemistry, electrochemistry, nuclear reactions, and transition metal chemistry.

**Prerequisite:** CHEM222.

## CHILDHOOD EDUCATION - SEE EARLY CHILDHOOD EDUCATION

## COMPOSITION - SEE WRITING

## COMPUTER INFORMATION SYSTEMS

**CIS2280 Work Experience**  
1-4 credits (3-12 lab hrs/wk)

This course provides the student with an opportunity to gain on-the-job experience in coordinator approved business situations that closely parallel with field of study.

**Prerequisite:** Instructor consent.

**CIS6243 Network Academy Fundamentals I**  
3 credits (6 lec-lab hrs/wk)

This course introduces students to the networking field. It focuses on network terminology and protocols, local-area networks (LANs), wide-area networks (WANs), Open System Interconnection (OSI) models, cabling, cabling tools, routers, router programming, Ethernet, Internet Protocol (IP) addressing, and network standards. This course is first in a series of 4 courses which prepare students for Cisco CCNA Certification exam.

**Concurrent:** CIS0593.

**CIS6244 Network Academy Fundamentals II**  
3 credits (6 lec-lab hrs/wk)

This course focuses on initial router configuration, TCP/IP, and access control lists (ACLs). Students will develop skills on how to configure a router, manage Cisco IOS software, configure routing protocols, and create access lists controlling access to the router. This course is second in a series of four courses which prepare students for Cisco CCNA Certification exam.

**Prerequisite:** CIS6243.

**Concurrent:** CIS0593.

**CIS6245 Network Academy Fundamentals III**  
3 credits (6 lec-lab hrs/wk)

This course focuses on advanced IP addressing techniques, Variable Length Subnet Masking (VLSM), intermediate routing protocols, (RIP V2, single-area OSPF, EIGRP), command-line interface configuration of switches, Ethernet switching, Virtual LANs (VLANs), Spanning Tree Protocol (STP), and VLAN Trunking Protocol (VTP). This course is third in a series of four courses which prepare students for Cisco CCNA Certification exam.

**Prerequisite:** CIS6244.

**Concurrent:** CIS0593.

**CIS6246 Network Academy Fundamentals IV**

3 credits (6 lec-lab hrs/wk)

This course focuses on advanced IP addressing techniques, Network Address Translation (NAT), Port Address Translation (PAT), and DHCP, WAN technology and terminology, PPP, ISDN, DDR, Frame Relay, network management, and introduction to optical networking. In addition, the student will prepare for taking the CCNA exam. This course is fourth in a series of four courses which prepare students for Cisco CCNA Certification exam.  
**Prerequisite:** CIS6245.  
**Concurrent:** CIS0593.

**CIS6260 Computer Technician Theory I (A+ Certification Preparation)**

3 credits (6 lec-lab hrs/wk)

This is the first part of a two-part Computer Technician Theory course which prepares an individual to work successfully in the field of computer repair, maintenance, and support. Topics will include hardware installation, maintenance, and troubleshooting; software installation, maintenance, and troubleshooting; basic networking; and customer support.  
**Prerequisite:** CS101.  
**Concurrent:** CIS0593.

**CIS6261 Computer Technician Theory II (Server+ Certification Preparation)**

3 credits (6 lec-lab hrs/wk)

This is the second part of a two-part Computer Technician Theory course, which prepares an individual to work successfully in the field of computer repair, maintenance, and support. Topics will include hardware installation, maintenance and troubleshooting; software installation, maintenance, and troubleshooting; basic networking; and customer support.  
**Prerequisites:** CIS6260 and CS240U.  
**Concurrent:** CIS0593.

**CS2635 Computer Repair and Upgrade**

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

Identification of hardware required to upgrade personal computer systems to new technology. Evaluation of a computer's existing hardware and software versus the new/future technology requirements. Students will learn to install, troubleshoot, and maintain hardware and operating system. Also offered as CS2636 for no credit or grade.  
**Concurrent:** CIS0593.

**CS101 Computers in Society**

2 credits (2 lec hrs/wk)

This is the first course in computer literacy and is intended for the novice user. Students will become familiar with current computer terminology. Students will learn end-user skills in file manage-

ment using PC operating system, word processing and Internet searching software. Also offered as CS101A, B in one-credit modules.  
**Concurrent:** CIS0593.

**CS120 Concepts of Computing**

4 credits (4 lec hrs/wk)

Course provides information on computer basics, including hardware and software components, networking, applications and operating systems software, and social issues related to computing, technology, and the Internet. Course also provides instruction on common software applications including spreadsheet, database and presentations. Also offered as CS120A, B, C, D in one-credit modules.  
**Prerequisite:** CS101 with a "C" or better.  
**Concurrent:** CIS0593.

**CS125DB Database Applications**

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

Course introduces beginning and intermediate concepts, terminology, and application of database management system (DBMS) technology. Common features of DBMS software, their application to business uses, and issues involved in effective relational database design are covered. Course uses one or more commercially available DBMS software packages.  
**Prerequisite:** CS101 with a "C" or better.  
**Concurrent:** CIS0593.

**CS125DM Digital Media Applications**

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

Concepts-centered course encompasses beginning and intermediate concepts of multimedia applications, punctuated by hands-on projects. Utilizing current digital tools, course covers developing high-quality bit-mapped images, vector images, animation, sound, and video. Concepts include managing media, importing and exporting between applications, converting file types, controlling file sizes, and legal and ethical issues.  
**Prerequisite:** CS101 with a "C" or better.  
**Concurrent:** CIS0593.

**CS125GIS/GEOG265 Introduction to Geographic Information Systems**

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

Course introduces students to principles and practices of GIS, while providing experience using a contemporary GIS software package. Course develops both a theoretical understanding of GIS and experience in accessing GIS data sets. Students are exposed to raster and vector GIS. This course not offered every year.  
**Prerequisite:** CS120 with a "C" or better.

**CS125H HTML Applications**

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

Using HTML, XML, and XHTML, students will learn how to design and implement simple to advanced websites, with consideration of societal and design issues.  
**Prerequisite:** CS101 with a "C" or better.  
**Concurrent:** CIS0593.

**CS125M Personal Information Management (PIM) Applications**

1 credit (1 lec hr/wk)

This course introduces use of a contemporary PC-based personal information management program to perform a wide range of communication and organizational tasks, including sending, receiving, and filing email; organizing contacts; scheduling appointments, events, and meetings, creating to do lists and delegating tasks and writing notes.  
**Prerequisite:** CS101 with a "C" or better.  
**Concurrent:** CIS0593.

**CS125P Presentation Applications: Microsoft PowerPoint**

1 credit (1 lec hr/wk)

This course introduces intermediate to advanced features of presentation software for the efficient development of effective presentations. Using work processing skills and presentation theories, students will enhance their skills to develop professional looking and effective presentations complete with outline, speaker notes, and audience handouts.  
**Prerequisite:** CS101 with a "C" or better.  
**Concurrent:** CIS0593.

**CS125S Spreadsheet Applications**

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

This course introduces beginning and intermediate concepts, terminology, and application of spreadsheet technology. The common features of spreadsheet software, its application to business uses, problem solving techniques, and issues involved in choosing and installing spreadsheet software are covered. Course uses one or more commercially available spreadsheet software packages.  
**Prerequisite:** CS101 with a "C" or better.  
**Concurrent:** CIS0593.

**CS125W Word Processing Applications: Microsoft**

3 credits (3 lec, hrs/wk)

This course introduces use of micro-computers for word processing applications at a professional level. Concepts, terminology, and application of word processing technology are covered. Students are introduced to common features of word processing software, business uses, elements of style, and issues involved in choosing and installing word processing software.  
**Prerequisite:** CS101 with a "C" or better.  
**Concurrent:** CIS0593.

**CS125WE Web Editor Applications**

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

This course introduces beginning and intermediate skills to effectively use one or more contemporary web editors. It addresses the major concepts associated with website assessment, design, development, publishing, and maintenance. Emphasis is placed on developing user friendly and maintainable sites.  
**Prerequisite:** CS101 with a "C" or better.  
**Concurrent:** CIS0593.

**CS133VB Computer Language I - Visual Basic**

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

Introduces the Visual Basic programming language to learn fundamental programming techniques. Emphasizes structured and object oriented design and writing of programs to solve business and/or mathematical problems. Students will learn problem solving, procedural programming, develop a graphical user interface, and work with events and objects.

**Prerequisite:** CS101 with a "C" or better.**Concurrent:** CIS0593.**CS133WS Computer Language I - Web Scripting**

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

This programming course introduces basic concepts of client-side and server-side scripting languages, emphasizing concepts of good website design and construction with the use of scripting languages. Programming focus is on modern event-driven, client-server software concepts using HTML/XHTML and JavaScript, and PHP. Prior HTML/XHTML knowledge is required for success.

**Prerequisite:** CS125H or CS195 with a "C" or better.**Concurrent:** CIS0593.**CS135W Advanced Word Processing: Desktop Publishing**

3 credits (3 lec hrs/wk)

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

**Prerequisite:** CS125W with a "C" or better.**Concurrent:** CIS0593.**CS140 Introduction to Operating Systems**

4 credits (4 lec hrs/wk)

This course introduces the student to the theory and operation of microcomputer operating systems. It will include disk and file handling techniques, common utilities, security issues, minor hardware installation and maintenance, and the use of networks. It will use one or more commercially available operating systems, including Windows XP.

**Prerequisite:** CS101 with a "C" or better.**Concurrent:** CIS0593.**CS160 Computer Science Orientation**

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

This course introduces students to the computer science field and profession. Students will be introduced to computer science, programming and careers, as well as societal and ethical issues surrounding the use of computers. Students will have the opportunity to participate in team problem solving.

**Prerequisite:** MTH111 with a "C" or better.**Concurrent:** CIS0593.**CS161 Introduction to Computer Science I**

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

This course offers a history and overview of fundamental computer science concepts using an object-oriented programming language. Topics include object-oriented programming, software engineering, algorithm development, data representation, introduction to user interface design, and sources of error.

**Prerequisite:** CS160 with a "C" or better.**Concurrent:** CIS0593.**CS162 Introduction to Computer Science II**

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

This course covers software engineering principles and modern programming methods. Topics include event-driven programming for graphical user interfaces, recursion, stream, and exception handling. This course also introduces analysis of algorithms, sorting, and searching.

**Prerequisite:** CS161 with a "C" or better.**Concurrent:** CIS0593.**CS184 Workstation Security**

3 credits (3 lec hrs/wk)

This course introduces students to computer workstation and network security. It includes an overview of workplace security issues emphasizing the importance and need for secure computers and networks. Students learn to use various tools and techniques to improve computer and network security.

**Prerequisite:** CIS6243 or CS179 with a "C" or better.**Concurrent:** CIS0593.**CS188 Wireless Networking**

3 credits (6 lec-lab hrs/wk)

Fundamentals of Wireless LANs is an introductory course that focuses on the design, planning, implementation, operation and troubleshooting of wireless networks. It covers a comprehensive overview of technologies, security, and design best practices with particular emphasis on hands-on skills in wireless LAN setup and troubleshooting, resilient WLAN design, installation and configuration, and WLAN Security. This course prepares students to achieve the Cisco Wireless LAN Support Specialist designation.

**Prerequisite:** CIS6243 or CS179 with a "C" or better.**CS195 Web Development I**

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

This course introduces the basic elements of beginning web page creation using a text editor and HTML/XHTML. The course will focus on web terminology, basic HTML/XHTML coding to include hyperlinks anchors, tables, forms and frames, design principles, and accessibility issues. We will also begin to explore the availability of tools for web page creation,

site management, validation, and accessibility checks.

**Prerequisites:** CS120 with a "C" or better.**Concurrent:** CIS0593.**CS198/298 Independent Study**

1-3 credits (hrs to be arranged)

**Prerequisite:** Instructor consent.**CS225 End User Support**

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

Course introduces professional and interpersonal skills needed by technicians who support and manage hardware and software information systems. Includes analyzing, troubleshooting and solving basic hardware and software problems, developing customer service skills and an ethics awareness, helpdesk operation, technical documentation and training.

**Prerequisites:** CS120 and CS140 with a "C" or better.**Concurrent:** CIS0593.**CS233VB Computer Language II - Visual Basic**

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

This course continues the study of programming of Visual Basic. Presents intermediate and advanced ideas of numerical computation, object-oriented programming, and problem analysis using the Visual Basic Language. Students will create Visual Basic applications using a variety of techniques and complexity.

**Prerequisite:** CS133VB with a "C" or better.**Concurrent:** CIS0593.**CS233WS Computer Language II - Server-Side Web Scripting**

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

The course is designed to provide students with an introduction to programming web-based applications using a contemporary server-based programming language. Students will learn how to design, code, and implement interactive web pages with dynamically generated content. Course assumes students have a working knowledge of HTML and client-side scripting.

**Prerequisite:** CS133WS with a "C" or better.**Concurrent:** CIS0593.**CS240U Advanced Operating Systems (UNIX Operating System)**

3 credits (3 lec hrs/wk)

Course continues study of operating systems, focusing on hands-on system administration of Linux/Unix. Topics include: installation, configuration, XP Windows configuration, user/group account management, disk formatting and partitioning, local file systems, system startup/shutdown, run levels, backup and restore, printers and printing, ports and devices, basic local area networking, and memory management.

**Prerequisite:** CS140 with a "C" or better.**Concurrent:** CIS0593.

**CS245 Project Management**

3 credits (3 lec hrs/wk)

This course addresses project management concepts useful to IT professionals. Using software and related resources students will acquire knowledge, practical skills, and dispositions that make them effective project participants at both team and management levels.

**Prerequisite:** Minimum 45 CS credits.**Concurrent:** CIS0593.**CS261 Data Structures**

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

This course includes the topics of complexity analysis, approximation methods, trees, graphs, file processing, binary search trees, hashing, and storage management. This course not offered every year.

**Prerequisite:** CS162 with a "C" or better.**Concurrent:** CIS0593.**CS278 Data Communications**

3 credits (3 lec hrs/wk)

Course introduces fundamental concepts in data communication including terminology, communicating concepts, comparison of voice and data communication, medium access, elementary data link protocols, topologies, servers, and LAN operating system standards. Course discusses dynamic technology of transmitting, accessing, and controlling data, communications and networking strategies, and data communications applications.

**Prerequisite:** CIS6260 or CIS6243 or CS140 or CS178I with a "C" or better.**Concurrent:** CIS0593.**CS279 Network Management I  
(Network Hardware)**

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

Course introduces concepts of network management and applications, discussing implementation, administration, configuration, and troubleshooting of communications systems. Course exposes students to major LAN protocol suites, international standards, vendor specific solutions, and advanced networking concepts for installing and configuring systems. LAN hands-on experience and lab exercises are provided.

**Prerequisite:** CS278 or CIS6244 with a "C" or better.**Concurrent:** CIS0593.**CS280 Field Experience**

1-10 credits (3-30 lab hrs/wk)

Practical on-site experience that will allow students to test knowledge learned in the classroom and explore the variety of workplaces in which to apply that knowledge.

**Prerequisite:** Instructor consent.**CS288 Network Management II  
(Network Software and Administration)**

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

This course covers advanced management of network operating systems, including memory management, monitoring and setting performance parameters, managing multiple servers and services, and router and server configuration. Management of multiple LANs and WANs is emphasized. Hands-on experiences and lab exercises are provided in a network lab.

**Prerequisite:** CS279 with a "C" or better.**Concurrent:** CIS0593.**CS297 IT Professional Capstone**

3 credits (3 lec hrs/wk)

This course addresses knowledge, skills, and dispositions useful to IT professionals. Students will explore and acquire job exploration skills, effective interview skills, and search skills to optimize job market opportunities. An integrated approach is used to combine project design components relative to job goals and capstone activities to assist in entering the job market with an array of job and technical analysis and design skills.

**Prerequisite:** CS245 with a "C" or better.**Concurrent:** CIS0593.**CRIMINAL JUSTICE SERVICES****CJ5401 ROTA Module I:  
(Legal Concepts I)**

3 credits (3 lec hrs/wk)

Legal Concepts I is the first module of the Reserve Officer Training Academy. The course offers a basic overview of the criminal justice system in Oregon to reserve police officers and focuses on the Oregon Criminal Code and laws police officers enforce while carrying out their responsibilities. Course content is based on Oregon Department of Public Safety Standards and Training performance objectives.

**CJ5402 ROTA Module II:  
(Legal Concepts II)**

3 credits (3 lec hrs/wk)

Legal Concepts II is the second module of the Reserve Officer Training Academy. The course exposes reserve officers to the Oregon Motor Vehicle Code, the juvenile justice system, procedural matters and considerations of liability in the administration of the law, and related matters. Course content is based on Oregon Department of Public Safety Standards and Training performance objectives.

**CJ5403 ROTA Module III:  
(Human Behavior)**

3 credits (3 lec hrs/wk)

Human Behavior is the third module of the Reserve Officer Training Academy.

The course focuses on a variety of topics related to the variety of incidents and people encountered in policing. Topics addressed include professionalism, domestic conflict management, cultural dynamics, communication strategies, traumatic incident awareness and dealing with mentally ill persons. Course content is based on Oregon Department of Public Safety Standards and Training performance objectives.

**CJ5404 ROTA Module IV:  
(Patrol Procedures)**

3 credits (3 lec hrs/wk)

Patrol Procedures is the fourth module of the Reserve Officer Training Academy. The course focuses on procedures and practices used in carrying out law enforcement responsibilities. Topics covered include patrol and traffic enforcement procedures, DUII enforcement, hazardous materials awareness, and contemporary issues in community policing. Course content is based on Oregon Department of Public Safety Standards and Training performance objectives.

**CJ5405 ROTA Module V:  
(Investigations)**

3 credits (3 lec hrs/wk)

Investigation is the fifth module of the Reserve Officer Training Academy. The module focuses primarily on aspects of preliminary investigations of crimes and introduces students to death investigations. Students are also exposed to accident investigation, investigative concepts related to controlled substances, and report writing, among other topics. Course content is based on Oregon Department of Public Safety Standards and Training performance objectives.

**CJ5406 ROTA Module VI:  
(Skills Proficiency I)**

3 credits (10 lec, 55 lec-lab hrs/total)

Skills Proficiency I is the sixth module of the Reserve Officer Training Academy. The module focuses primarily on skill needed by police officers to carry out their responsibilities related to defensive tactics and high-risk vehicle stops, and on topics related to personal health. Course content is based on Oregon Department of Public Safety Standards and Training performance objectives.

**CJ5407 ROTA Module VII:  
(Skills Proficiency II)**

3 credits (10 lec, 55 lec-lab hrs/total)

Skills Proficiency II is the seventh module of the Reserve Officer Training Academy. The module focuses primarily on skills needed by police officers to carry out their responsibilities related to care, use, and limitations of firearms and in relation to emergency vehicle operations. Course content is based on Oregon Department of Public Safety Standards and Training performance objectives.

**CJ9355 Private Security Services Provider Training (Unarmed Private Security Officer)**  
 2 credits (2 lec hrs/wk)  
 This course covers required training for unarmed private security providers to become certified in Oregon by the Oregon Board on Public Safety Standards and Training.

**CJ9375 Search and Rescue Training**  
 2.5 credits (3 lec hrs/wk, 4 TBA hrs )  
 This course is to prepare students to meet requirements to become Search and Rescue volunteers. It provides the training to perform search and rescue activities, including use of navigational tools, survival skills, mountaineering skills, and search methods.

**CJ9390 Career Development: Criminal Justice Administration**  
 0 credit (up to 324 hrs/total/term)  
 A variety of in-service training activities conducted within criminal justice agencies in the College district. Current issues and problems are addressed along with methods of alleviating them.

**CJ100 Foundations of Criminal Justice**  
 3 credits (3 lec hrs/wk)  
 This course presents a contemporary view of the criminal justice system and its processes. The structural and theoretical framework of the system is examined and the function, role and practices of police, courts, and corrections components of the system are surveyed. Career opportunities in the criminal justice field are explored.

**CJ101/SOC244 Criminology**  
 3 credits (3 lec hrs/wk)  
 This course offers an interdisciplinary perspective of crime and criminal behavior in relation to the criminal justice system. Theoretical approaches to explaining crime, criminal statistics, typologies, and victimology will be assessed. The influence of crime theory on public policy will be explored.

**CJ110 Introduction to Law Enforcement**  
 3 credits (3 lec/hrs wk)  
 This course offers a comprehensive look at law enforcement in America ranging from the historical evolution of police systems to an analysis of the work of police officers. Topics addressed include law enforcement jurisdiction and field operations, patrol procedures, organization of law enforcement agencies, selection and socialization of police officers, and current issues related to law enforcement.

**CJ130 Introduction to Corrections**  
 3 credits (3 lec hrs/wk)  
 This course introduces the student to the philosophy and history of corrections in the United States. Sentencing, corrections

institutions, and community corrections are addressed along with critical issues in the field. A field trip to a correctional facility is scheduled as part of this course.

**CJ131/SOC220 Institutional Corrections**  
 3 credits (3 lec hrs/wk)  
 A detailed exposure to correctional facilities used for the punishment of those convicted of crimes. The evolution of the penal institution; levels of custodial security; and issues relating to custody, treatment, and programs within penal institutions will be explored. Field trips to correctional facilities will be included in this course.

**CJ140 Criminalistics**  
 3 credits (3 lec hrs/wk)  
 Introduces application of science to criminal investigation. Scientific techniques useful in preventing and recognizing crime and in identifying perpetrators of crimes are addressed. Students are introduced to proper techniques for collecting, preserving, and identifying physical evidence and are introduced to the services offered by state and federal crime laboratories.  
**Prerequisite:** CJ210 is recommended, but not required.

**CJ198/298 Independent Study in Criminal Justice Administration**  
 1-3 credits (hrs to be arranged)  
**Prerequisite:** Instructor consent.

**CJ201/SOC221 Juvenile Delinquency**  
 3 credits (3 lec hrs/wk)  
 A philosophical, historical, and practical survey of juvenile justice administration in the United States. Considered in the context of an interdisciplinary framework, theories, factors, and characteristics of delinquency will be presented, and treatment and delinquency prevention programs will be surveyed.

**CJ203 Crisis Intervention**  
 3 credits (3 lec hrs/wk)  
 Crisis intervention is a daily function of the professional in public safety. Proper response to a crisis situation may have a profound effect on the overall outcome of the situation. This course will provide students the proper tools to intervene effectively when faced with a crisis situation.

**CJ210 Criminal Investigation**  
 3 credits (3 lec hrs/wk)  
 A study of basic principles and theories of investigative routines focusing upon the primary skills used in all justice agency investigations with specific emphasis on criminal proceedings. Attention will be given to crime scenes, interviewing, evidence collection and preservation, witness and suspect identification information, surveillance, technical resources, investigation operations techniques, and case preparation for prosecutor and courtroom presentation.

**CJ213 Interview and Interrogation Skills**  
 3 credits (3 lec hrs/wk)  
 This course will examine the dynamics of psychological persuasion as they are applied through the course of criminal interrogations. The deliberate, refined processes and techniques of psychological persuasion will be examined, with specific attention to the practical and legal limitations of achieving the goals of criminal interviewing and interrogation.

**CJ214 Crime Scene Investigation (Contemporary Applications)**  
 3 credits (2 lec, 2 lec-lab hrs/wk)  
 A focus on specialized investigative issues specific to a variety of contemporary crime scenes and criminal events varying according to availability of crime scene access in the community. Analysis of crime scenes and events will include the specialized investigative approaches unique to homicides and assaults, arson, crimes against children, hate crime, and environmental crime investigations. Issues discussed include discovery of typical crime events, their investigation, reconstruction, examination, and management by law enforcement investigators.

**CJ215 Criminal Justice Administration**  
 3 credits (3 lec hrs/wk)  
 This course surveys the complexities of organizing and managing a police agency. A variety of topics are covered, including principles of organizing and operating police agencies, leadership, policy formulation, and human resource management along with traditional management functions such as planning and budgeting. Traditional and non-traditional management principles are addressed.

**CJ218 Corrections System (Special Populations Supervision)**  
 2 credits (1 lec, 2 lec-lab hrs/wk)  
 A focus on the supervisory issues specific to the management of a variety of special corrections populations, including sex offenders, women, violent youth, the elderly/geriatric client, and physically disabled clients under correction supervision. Supervision activities and client supervision techniques required for public safety and effective case management will be discussed.

**CJ220 Criminal Law**  
 3 credits (3 lec hrs/wk)  
 An introductory analysis of the criminal law and the development and philosophy of the criminal law, criminal law as a social force, definitions and concepts, constitutional principles and the classification of crimes in relation to criminal justice administration. The student is introduced to legal research, the study of case law and methodology, and specific criminal offenses.

**CJ222 Procedural Law**

3 credits (3 lec hrs/wk)

An examination of legal procedure and process considerations related to the investigation of crime, processing of accused persons, and maintenance of order in American society. Rights of individuals and obligations of criminal justice practitioners, particularly law enforcement, will be analyzed. The course focuses on First, Fourth, Fifth, and Fourteenth Amendments to the United States Constitution.

**CJ225 Corrections Law**

3 credits (3 lec hrs/wk)

An analysis of the legal principles related to the rights and status of persons convicted of crimes in the United States. Constitutional principles related to probation, incarceration, and parole will be addressed along with legal obligations and liabilities of corrections agencies and their employees.

**CJ226 Constitutional Law**

3 credits (3 lec hrs/wk)

This course presents a thorough overview of the primary freedoms afforded by the first ten amendments and the 14th amendment of the U.S. Constitution. Specific emphasis will be placed on the role of the courts, constitutional case interpretation and rights of the accused.

**CJ229 Community-Based Corrections**

3 credits (3 lec hrs/wk)

This course examines a variety of community corrections services and treatment options as historically and presently practiced. Focus is on probation and parole systems and services, community-based release programs, and alternatives to incarceration.

**CJ230 Juvenile Justice System**

3 credits (3 lec hrs/wk)

This course introduces students to the historical and contemporary aspects of the juvenile justice system. Primary emphasis in the course is centered on juvenile justice system philosophy as applied to juvenile offenders from arrest to adjudication.

**CJ232 Corrections Counseling and Casework**

3 credits (3 lec hrs/wk)

This course offers an overview of approaches to behavior modification through interviewing and counseling along with techniques available to entry-level corrections practitioners in interviewing and counseling. The course also introduces students to advanced methods utilized by professional counselors.

**CJ243 Narcotics and Dangerous Drugs**

3 credits (3 lec hrs/wk)

This course introduces the student to the relationship of substance abuse to crime and criminal justice administration.

Emphasis in the course is on illicit drugs and alcohol. Drug effects, theories of abuse, legislation, enforcement strategies, policy options, and treatment and prevention strategies relative to substance abuse are addressed.

**CJ247 Criminal Justice Ethics**

3 credits (3 lec hrs/wk)

The course will examine ethical dilemmas pertaining to the administration of criminal justice, focusing on law enforcement, the courts, corrections, research and crime policy dealing with specific ethical issues related to the criminal justice system. An introduction to ethical decision making through the perspectives of Virtue Ethics, Formalism, and Utilitarianism.

**CJ280 Field Experience**

1-6 credits (3-18 lab hrs/wk)

This course offers career exploration and workplace experience in a variety of supervised settings applicable to the development of the student as a professional in the criminal justice field.

**Prerequisite:** Instructor consent.

## CULINARY ARTS

**CRT2000 Introduction to Professional Cooking**

5 credits (2 lec, 6 lec-lab hrs/wk)

This course will focus on the fundamental principles of modern cooking. Students will learn about mise en place, what happens to food when it is heated, about how food is cooked with dry cooking methods, and about rules of seasoning and flavoring. The foundation of the professional kitchen is introduced through the basics of knife skills, stock, sauce and soup preparation. Theories which explain the chemistry of cooking will be emphasized so students can successfully practice them in the kitchen. Emphasis will be placed on the vocabulary of cooking, procedures, ingredients, menu terms, food quality standards and equipment use.

**Prerequisite:** Instructor consent.

**CRT2001 Basic Food Preparation**

6 credits (2 lec, 8 lec-lab hrs/wk)

The student will also focus on learning pre-preparation techniques important to professional kitchen operations - Mise En Place. Students will build on the principles learned in CRT2000 and move forward with moist cooking methods, the study of vegetables, starches and legumes. Also, students will be introduced to eggs, egg cookery and all breakfast fare. Coffee and Tea will be discussed as well as the world of fruit salads, salad dressings and sandwiches are also introduced. Students will also be introduced to pre-preparation for set meal service and extended meal service.

**Prerequisite:** Instructor consent.

**CRT2002 Introduction to the Food and Beverage Industry**

1 credit (1 lec hr/wk)

This course offers students an overview of the food service industry; its history, its structure, organization, size, economic impact, trade journals and resources with a broad review of the various food service segments and the challenges thereof.

Guest speakers representing various segments of the industry will provide an introduction to career opportunities and a view of real-world activities. Students will also be introduced and instructed in the front of the house environment including table service and proper service practices.

**Prerequisite:** Instructor consent.

**CRT2003 Baking and Pastry for Culinary Arts Majors**

6 credits (2 lec, 8 lec-lab hrs/wk)

This course will cover fundamentals of baking and pastry (including terminology, ingredients, technology, equipment, recipe conversion, measurements, storage, and sanitation). Students will gain experience in using various mixing methods.

Techniques in yeast and quick bread, pastry, pie, cookie, and dessert making and presentation will be covered. The yeast breads that are covered are lean and rich yeast doughs. Also included are laminated doughs, meringues, cakes and icing, creams and custards.

**Prerequisite:** CRT2000 with a "C" or better.

**CRT2004 Introduction to Vineyards and Beverages**

2 credits (2 lec hrs/wk)

This course will present an introduction from a culinary perspective to wine and spirits produced by European and American vineyards. Students will study wine production, labeling, and laws of the beverage industry. Emphasis is on developing a knowledge base suitable for assisting customers in choosing the "correct" wine for classical and contemporary cuisine. Students will also be exposed to beer making, liqueurs and spirits. Students will take the Alcohol Servers Permit examination for Oregon.

**Prerequisite:** Instructor consent.

**CRT2005 Menu Planning and Design**

1 credit (1 lec hr/wk)

This course will cover the basic principles of planning and design necessary to create a variety of menus for various food service operations. Layout, costing, and promotional approaches will be covered. Students will be required to design and create their own restaurant concept menu.

**Prerequisite:** Instructor consent.

**CRT2006 Restaurant Layout and Design**

2 credits (2 lec hrs/wk)

This course will offer students an opportunity to design their own restaurant from the ground floor up based on their previous Menu Design Project. Emphasis will be on kitchen layout, dining room design, menu planning, staff allocation, exterior design, and obtaining business permits, insurance and financing. Students develop a concept proposal suitable for presentation.

**Prerequisite:** CRT2005 and CRT 2007 with a "C" or better.

**CRT2007 Inventory Control and Purchasing**

1 credit (1 lec hr/wk)

This course will present basic principles of purchasing food, beverage, equipment, contract services, and supplies. Students will learn the necessary skills for product identification, supplier selection, ordering, receiving, storing, and issuing processes as they apply to purchasing and inventory controls in the food service industry.

**Prerequisite:** Instructor consent.

**CRT2012 A La Carte I**

6 credits (2 lec, 8 lec-lab hrs/wk)

This course is the first part of a two part course. A la Carte focuses on the composition structure and basic quality factors of meats, game, poultry, finfish and shellfish. USDA requirements and guidelines are introduced. IMPS and NAMPS classifications are discussed and some butchering is practiced. Three to four course daily menus are built around the aforementioned proteins, applying previously introduced moist and dry cooking methods. The students will gain competence in A la minute methods for preparing these menus. Plate presentation approaches in the classical and contemporary styles will be included. Simulation of a restaurant environment, in terms of timing of courses, is created. A La Carte I focuses on poultry, beef, game and veal.

**Prerequisite:** CRT2000 with a "C" or better.

**CRT2013 A La Carte II**

6 credits (2 lec, 8 lec-lab hrs/wk)

This course is the second part of a two part course. A La Carte focuses on the composition, structure and basic quality factors of meats, game, poultry, finfish and shellfish. USDA requirements and guidelines are introduced. IMPS and NAMPS classifications are discussed and some butchering is practiced. Three to four course daily menus are built around the aforementioned proteins, applying previously introduced moist and dry cooking methods. The students will gain competence in A la minute methods for preparing these menus. Plate presentation approaches in the classical and contemporary styles will be included. Simulation of a restaurant environment, in terms of timing of courses, is created. A La Carte II focuses on Pork, Lamb,

Finfish and Shellfish.

**Prerequisite:** CRT2012 with a "C" or better.

**CRT2015 Sanitation and Safety for Managers**

3 credits (3 lec hrs/wk)

This course develops an understanding of the basic principles of sanitation and safety and enables students to apply them in the food service operations. It reinforces personal hygiene habits and food handling practices that protects the health of the consumer. This course is based on the Educational Foundation of the National Restaurant Association's ServSafe training and certification coursework and includes the ServSafe certification examination and standard First Aid training, which meets the standard requirements of OSHA, yet exceeds with CPR (Cardiopulmonary Resuscitation). Safety in the workplace is also covered.

**Prerequisite:** Instructor consent.

**CRT2016 Culinary Nutrition**

3 credits (3 lec hrs/wk)

This course will cover the study of nutrition as it applies to food preparation, menu analysis, and recipe alternatives for the culinary arts. Students will learn how food affects the human body and will prepare nutritional menus within the context of kitchen and restaurant operation.

**Prerequisite:** Instructor consent.

**CRT2017 Restaurant Management and Supervision**

3 credits (3 lec hrs/wk)

This course will focus on the necessary skills for effective restaurant management and supervision by preparing students to transition from employee role to supervisory role. Students will evaluate styles of leadership and develop skills in human relations and personnel management.

**Prerequisite:** Instructor consent.

**CRT2018 Culinary Arts Career Planning**

1 credit (11 lec hrs/total)

This course will focus on the development of habits, traits, and grooming standards necessary for success in today's culinary arts job market. Students will review career tracts and opportunities in the culinary arts industry. Interview skills and portfolio development will be included.

**Prerequisite:** Instructor consent.

**CRT2023 Syrups, Icings and Sauces**

4 credits (8 lec-lab hrs/wk)

This course is the understanding of the cooking stages of sugar. A variety of sugar syrups and icings that rely on sugar syrup will be prepared along with royal icing, ganache, Italian and French buttercream icings, marshmallows and cooked sugar fillings. Dessert sauces are also included in this course including plate presentation and various sauce feathering techniques. Students will also learn the art of candying whole and sliced fruits.

**Prerequisite:** Instructor consent.

**CRT2024 Frozen Desserts**

3 credits (6 lec-lab hrs/wk)

This course will cover the origin and history of frozen desserts as well as the various churning methods for making ice cream, gelato and sorbets. Still frozen methods will also be discussed. Students will learn to prepare a variety of ice creams, gelatos, sorbets, frozen souffles, granite and parfaits.

**Prerequisite:** Instructor consent.

**CRT2026 Dessert Menu Development**

1 credit (1 lec hr/wk)

The dessert crowns the dinner. To create a fine dessert, one has to combine the skills of a confectioner, a decorator, a painter, an architect, an ice cream maker, a sculptor and a florist. Students will learn to develop dessert menus for the food service industry using a variety of techniques to add visual appeal to plated desserts. This course will be an 11-week project where students will work towards the goal of developing a complete dessert menu.

**Prerequisite:** Instructor consent.

**CRT2030 Bakery Design**

3 credits (6 lec-lab hrs/wk)

Theory and methodology behind designing and building a bakery, from location and equipment to menu options and staffing are covered. Students spend lab time designing and creating a bakery. Students bring their concept to life for one hour as a final.

**Prerequisite:** CRT2026 with a "C" or better.

**CRT2031 Bakery and Pastry Fundamentals I**

6 credits (1 lec, 10 lec-lab hrs/wk)

This course covers baking and pastry fundamentals, including the history, terminology, ingredients, technology, equipment, storage and sanitation in the bakeshop. Students gain experience in using various mixing, holding and baking methods as well as international techniques to create an assortment of lean yeast doughs, quick breads, fritters, donuts, crisps, cobblers, cookies, pies and tarts.

**Prerequisite:** Instructor consent.

**CRT2032 Bakery and Pastry Fundamentals II**

7 credits (2 lab, 12 lec-lab hrs/wk)

This course covers more advanced bakery techniques. Students will learn the production methods for American and European artisan breads, breads using natural yeast, decorative breads using some basic sculpting techniques, European style pastries and tarts as well as a variety of international cookies. This course covers human digestion and how to create nutritional and allergy aware options in the bakery. Sugar free, reduced sugar, and reduced fat baking will be covered in this course.

**Prerequisite:** CRT2031 with a "C" or better.

**CRT2033 Bakery and Pastry Cakes**

5 credits (10 lec-lab hrs/wk)

From classic genoise to modern joconde, this course covers all aspects of building cakes. Students go from the basics of cake making through a complete understanding of cake structure development and how to alter recipes as needed. A variety of decorating styles from American birthday cakes to French wedding cakes will be covered.

**Prerequisite:** Instructor consent.

**CRT2034 Sugar, Marzipan and Pastillage**

3 credits (6 lec-lab hrs/wk)

This course will take the student through the making and usage of pulled, blown casted and spun sugar. Students will also learn how to make and use marzipan for decorations, fillings and confections. Students will gain a functioning knowledge of how to make, form and present pastillage.

**Prerequisite:** CRT2032 with a "C" or better.

**CRT2035 Chocolate and Confections**

3 credits (6 lec-lab hrs/wk)

Students will learn the history of chocolate and its many uses through the ages. Students gain an understanding of how the crystal structure of chocolate is developed and used. Students make free formed and molded chocolate confection. Students also gain a working knowledge of designing and building basic show pieces.

**Prerequisite:** Instructor consent.

**CRT2036 Baking and Pastry Centerpieces**

3 credits (6 lec-lab hrs/wk)

A capstone course that merges the student's finest pastry skills with artistic expression. Students will learn to make centerpieces to grand show pieces which include edible cake and confection serving stands and platters.

**Prerequisite:** CRT2032 with a "C" or better.

**CRT2038 Applied Visual Principles**

1 credit (1 lec hr/wk)

Foundation in visual perception and composition as applied to Culinary Arts and Baking and Pastry Arts. Study of visual principles to understand how to present and create artistically pleasing dishes/foods. The seven principles presented are: contrast, emphasis, balance, unity, pattern, movement and rhythm.

**CRT2040 Culinary Arts for Baking and Pastry Majors**

6 credits (2 lec, 8 lec-lab hrs/wk)

This course is designed specifically for students specializing in Baking and Pastry Arts. Students are introduced to the philosophy of the hospitality industry through its history, growth and development up to present trends. Students are instructed in

knife skills, hand tool and equipment operation, emphasizing safety. Basic stock, soup and sauce making are included. Cooking techniques and methodology are demonstrated and practiced through the use of herbs and spices, meats, seafood and poultry. Also covered are fruits, vegetables, starches, salads and basic dressings, sandwiches and breakfast products.

**CRT2042 Wedding Cakes**

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

This course will focus on the successful execution of modern day wedding cakes. Students will learn a brief history but focus mainly on today's styles and trends. Set up and marketing strategies will be covered in this course in addition to the construction of wedding cakes.

**Prerequisite:** HEC9932 or ServSafe Certificate and Instructor Consent.

**CRT2044 Afternoon Tea and other Beverage Celebrations**

5 credits (2 lec, 6 lec-lab hrs/wk)

This course will focus on the history of beverage service including tea, coffee and chocolate. Students will develop the skills to prepare the beverages as well as an assortment of sweet and savory accompaniments. Students will also learn basic service skills. The students will execute four public events during this course.

**Prerequisite:** HEC9932 or ServSafe Certificate and Instructor Consent.

**CRT2050 Regional and International Cuisine**

6 credits (2 lec, 8 lec-lab hrs/wk)

This course will focus on various International and American regional cuisines. Students will develop a working understanding of the local products, traditional ethnic recipes and kitchen tools indigenous to various regional cuisines. The course will include the cuisines from national and international regions including New England, Louisiana, New Mexico, Florida, France, Italy, and Scandinavia. Also included are the cuisines of China, Japan, Vietnam, Thailand, Greece, Spain and Portugal, Germany, Morocco, India, Mexico, The American Southwest, New Orleans Cajun and Creole and the Midwest Heartland.

**Prerequisite:** CRT2000 with a "C" or better.

**CRT2066 Garde Manger**

8 credits (3 lec, 10 lec-lab hrs/wk)

This course will cover the preparation and artistic presentation of cold cuisine. While using garde manger small tools, students will develop skills in the fundamentals of preparing hot and cold appetizers and hors d'oeuvres, canapes, lunch and dinner salads, dressings, terrines, galatines, pates, and charcuterie, vegetable and fruit carving, garnishes, hot and cold sandwiches and food decoration. Basics of

cold food pantry organization and sanitizing techniques will be covered. Students will be introduced to the artistic production and presentation of buffet arrangements.

**Prerequisite:** CRT2000 with a "C" or better.

**CRT2280 Work Experience: Culinary Externship**

12 credits (36 lab hrs/wk)

This course offers students work place experience in a variety of supervised settings that are applicable to the development of a student as a professional in the food service industry. Students will have the opportunity to work in different areas under the direction of chefs and food/beverage managers. Externships will be progressive training experiences structured to fit the background and career goals of each individual student.

**Prerequisite:** Instructor consent.

**DRAFTING****DRFT100 Computer Assisted Drafting Survey**

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

Students are introduced to computer-aided drafting (CAD) software and its typical uses in creating 2-D drawings. Instruction will include system requirements, menu structure, drawing setup, drawing aids, basic drawing, editing, display, dimensioning, using blocks, graphic patterns, and printing commands.

AutoCAD software is utilized to produce 2-D schematic and mechanical drawings.

**Prerequisite:** CS101 or equivalent.

**Concurrent:** CIS0593.

**DRFT105 Blueprint Reading**

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

This course presents instruction and skill development in blueprint reading and interpretation as applicable in the manufacturing and fabrication trades. Emphasis is placed on fundamentals of blueprint reading, including understanding basic lines, views, dimensions, tolerances, symbols, machine call-outs, and notations. Also included is recognition of detail in manufacturing and fabrication prints.

**DRFT110 Computer Assisted Drafting I**

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

Introduction to computer-aided drafting (CAD) software and the hardware components comprising a CAD station. Drawing set-up, drawing aid, basic drawing, editing, and display commands are used to create 2-D schematic and mechanical drawings.

**Prerequisite:** CS101 or equivalent.

**Concurrent:** CIS0593.

**DRFT111 Computer Assisted Drafting II**  
3 credits (2 lec, 3 lab hrs/wk)

Review of DRFT110 and introduction to advanced drawing and editing commands. Introduces concept of polylines and splines, obtaining information from the computer, basic and advanced dimensioning and dimension editing, use of tolerances, and limits. Producing section views and graphic patterns, blocks for multiple use, multiview layout, external references, and plotting.

**Prerequisite:** DRFT110.

**Concurrent:** CIS0593.

**DRFT112 Computer Assisted Drafting III**

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

Computer Assisted Drafting deals with the use of the computer to create three dimensional representative (pictorial) drawings, three dimensional drawings, and "solid models." Script files, slide shows, digitizing, file exchange formats, menu bar customization, and using AutoCAD files in other programs will be introduced.

**Prerequisite:** DRFT111.

**Concurrent:** CIS0593.

## EARLY CHILDHOOD EDUCATION

**ECE102 Practicum**

3 credits (1 lec, 6 lab hrs/wk)

This course is the second in a sequence that offers a weekly seminar with a supervised preschool practicum experience for future early childhood educators. The various roles of the early childhood educator; observation/assessment; planning, implementing and assisting with various daily activities; and guidance techniques are included in the course curriculum.

**Prerequisite:** ECE209 with a "C" or better.

**ECE150 Introduction and Observation in Early Childhood Education**

3 credits (3 lec hrs/wk)

A beginning course focusing on the theoretical foundations, history and basic concepts of early childhood education, and the value and usage of objective observations as a teaching tool. This course focuses on the Pre-Kindergarten through third grade years.

**ECE152 Creative Activities**

3 credits (3 lec hrs/wk)

A curriculum course focusing on understanding and implementing a development approach to creative activities as well as discussion on presentation and methods of evaluation. Specifically, this course teaches students how to develop art, math, science, music and movement activities, and curriculum.

**ECE154 Children's Literature and Literacy**

3 credits (3 lec hrs/wk)

This course gives the student an in-depth experience of studying and observing how children develop emerging literacy skills. Quality children's literature, a rationale for the purpose of such literature, ways to implement its use, and ways to evaluate its appropriateness for young children is also discussed. Also offered as ECE154A, B, C in one-credit modules.

**ECE163 Preschool Practicum**

3 credits (1 lec, 6 lab hrs/wk)

A preschool practicum experience designed to assist students in gaining experience working with young children in a laboratory preschool setting. Experiences in developing skills in establishing learning environments, observation/assessment, planning, implementing, and evaluating curriculum and materials appropriate for the young child are included.

**Prerequisite:** ECE102 with a "C" or better.

**ECE209 Theory and Practicum**

3 credits (1 lec, 6 lab hrs/wk)

This course offers a weekly seminar with a supervised practicum experience for future early childhood educators. The various roles of the early childhood educator, assisting with various daily activities in a preschool program, observation/assessment, and guidance techniques are included in the course curriculum.

**ECE240 Lesson and Curriculum Planning**

3 credits (3 lec hrs/wk)

This course includes the information and tools needed to develop effective curriculum for activities in early childhood education classrooms. A focus on the whole child's needs, developmentally appropriate practice, play, and multiple intelligences form the foundation of this course.

**ECE261 Student Teaching I, Early Childhood Education**

6 credits (2 lec, 12 lab hrs/wk)

A supervised teaching experience for students working with young children in an appropriate setting. Continued development of knowledge and skills in curriculum planning, observation/assessment, implementation of curriculum, and working with children and families are included.

**Prerequisite:** ECE163 with a "C" or better.

**ECE262 Student Teaching II, Early Childhood Education**

6 credits (2 lec, 12 lab hrs/wk)

A continuation of supervised teaching experience for students working with young children in an appropriate setting. Continued development of knowledge and skills in curriculum planning, observation/assessment, implementation of curriculum, and working with children

and families are included, along with a strong focus on higher level guidance techniques.

**Prerequisite:** ECE261 with a "C" or better.

## ECONOMICS

**ECON198/298 Independent Studies in Economics**

1-3 credits (hrs to be arranged)

Student and instructor identify a project or problem in economics and jointly draw up a contract. The contract sets forth a proposal to complete the project or solve the problem. The contract identifies objectives, procedures, and equipment needed, together with key checkpoints for student instructor conferences.

**Prerequisite:** Instructor consent.

**ECON201 Microeconomics**

4 credits (4 lec hrs/wk)

Analyzes the market system, with attention given to the role of households, firms, and government in determining wages/prices and the allocation of productive resources.

**Prerequisite:** MTH94 with a "C" or better or appropriate score on placement test.

**ECON202 Macroeconomics**

4 credits (4 lec hrs/wk)

Analyzes the national economy as a whole, with attention given to determining national income, business cycles, economic growth, fiscal and monetary policy, and international trade.

**Prerequisite:** MTH94 with a "C" or better or appropriate score on placement test.

## EDUCATION

**ED101 Introduction and Observation and Experience**

3 credits (3 lec hrs/wk)

This introductory course focuses on the history of education. Students will review the value and usage of objective/ subjective observations as a teaching tool. Specific times for elementary/secondary level classroom observation as well as a regular group discussion of observation experiences will be included.

**ED113 Instructional Strategies in Language Arts and Reading**

3 credits (3 lec hrs/wk)

This introductory course for future educators focuses on specific concepts related to the development of reading and language abilities as well as the development of a literacy-rich learning environment. Developing reading/ language activities and lesson plans for use in their practicum experiences, future classrooms, and particular grade-level interests are included.

**ED114 Instructional Strategies in Math and Science**

3 credits (3 lec hrs/wk)

This introductory course for future educators focuses on specific mathematical and scientific concepts, the application of these mathematical and scientific concepts in problem solving, and the development of a positive attitude toward mathematics and science for use in their practicum experiences, future classrooms, and particular grade-level interests.

**ED126 Tutoring Certification I**

2 credits (10 lec, 30 lab hrs/total)

The purpose of this course is to provide an opportunity for students to learn and adopt methods that promotes their success as tutors. This course covers basic job requirements, tutoring techniques, communication skills, and an awareness of study skills.

**Prerequisite:** Instructor consent.**ED127 Tutoring Certification II**

2 credits (10 lec, 30 lab hrs/total)

The purpose of this course is to provide an opportunity for students to learn and adopt methods that promote their success as tutors. This course covers characteristics of adult learning, learning styles, cultural awareness, identifying and using resources, and tutoring in specific subject areas.

**Prerequisite:** ED126 with a "C" or better.**ED128 Tutoring Certification III**

2 credits (10 lec, 30 lab hrs/total)

The purpose of this course is to provide an opportunity for students to learn and adopt methods that promote their success as tutors. This course covers how to structure the learning experience, assertiveness training, group tutorials, and how to tutor target populations.

**Prerequisite:** ED127 with a "C" or better.**ED130 Comprehensive Classroom Management**

3 credits (3 lec hrs/wk)

This course provides current theory and methodology effective in managing small and large groups of students. Major factors and skill areas of effective classroom management are included.

**ED131 Instructional Strategies**

3 credits (3 lec hrs/wk)

This course will introduce students to a variety of educational teaching techniques in reading, math and content areas. Students will practice instructional design, plan lessons, teach lesson plans to small groups of peers or K-12 students, as well as participate in evaluating their own and their peer's teaching.

**ED133 Instructional Media and Materials**

3 credits (3 lec hrs/wk)

This course covers the preparation and

use of instructional media and materials commonly found in public schools, an introduction to computers and other learning technologies, and how to design lessons using these materials in the implementation of curricular programs.

**ED169 Overview of Students with Special Needs**

3 credits (3 lec hrs/wk)

An introductory course covering special needs and medical conditions that teachers must be able to recognize and understand in order to plan, serve, and teach students effectively. The needs of at-risk youth and techniques for teaching students for whom English is a second language are also included in this course.

**ED258 Multicultural Education**

3 credits (3 lec hrs/wk)

This course introduces anti-bias/multicultural approaches to teaching with a focus on how to creatively develop relationships and learning environments that value diversity and help children respect each other as individuals. Strategies and skills to creatively use activism to enhance their work with parents, students, and their community is also included.

**ED266 Current Issues in Special Education**

3 credits (3 lec hrs/wk)

This course is designed to provide students with an opportunity to explore, in depth, current special education issues. Students will review current philosophical frameworks, legislative changes, emerging conditions, and technological advances in the field of special education.

**ED269 Educating the Mildly and Severely Disabled**

3 credits (3 lec hrs/wk)

This course covers theories and effective techniques for working with students with disabilities. Students will receive instruction in various educational approaches based on various types of special needs. Students will also learn about services and funding provided for children with mild to severe disabilities, legal issues, and family dynamics.

**ED280 Cooperative Work Experience**

1-4 credits (3-12 hrs/wk)

Cooperative Work Experience in education is a course which provides students with the opportunity to gain practical experience in applying teaching or tutoring methods and techniques. The course also allows students to explore the field of public education as a possible career choice.

**Prerequisite:** Instructor consent.**ELECTRONICS****ELEC101 Electronic Processes**

3 credits (6 lec-lab hrs/wk)

An introduction to electricity technology

as it applies to devices and circuits used in electronic communication, computers and computer interfaces, and manufacturing systems. The course emphasizes fundamental electronic concepts, theory, and practices. Topics include practical applications and verifying results using a variety of equipment while maintaining a safe working environment.

**ELEC102 Electronic Processes II**

3 credits (6 lec-lab hrs/wk)

Electronic fundamentals including semiconductor device applications, digital/microprocessor control, computer control and systems. Emphasis on hands-on applications which include using electronic test equipment, computer software and hardware applications, electronic control, schematic and systems documentation interpretation, preventive maintenance, and troubleshooting techniques applied to the basics of manufacturing monitor and control.

**Prerequisite:** ELEC101 with a "C" or better.**ENGLISH - SEE LITERATURE****ENGINEERING, GENERAL****ENGR111 Engineering Orientation**

3 credits (3 lec hrs/wk)

Topics include: survey of the engineering profession; educational and professional development; standards of practice; engineering information, calculations, and analysis. An engineering design project will be incorporated.

**Prerequisite:** MTH111 with a "C" or better.**ENGR112 Engineering Computation**

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

Introduction to solution of engineering problems by means of programmed numerical methods. Exposure to fundamentals of computational systems, logical analysis, algorithm development, and program input/output design. A higher-level programming language will be presented and utilized.

**Prerequisite:** MTH111 with a "C" or better.**ENGR201 Electrical Fundamentals I**

3 credits (3 lec hrs/wk)

Topics include: circuit variables and elements, simple resistive circuits, techniques of circuit analysis, applications of operational amplifiers, inductors, capacitors and first-order circuits.

**Prerequisite:** PH213 with a "C" or better.

**ENGR202 Electrical Fundamentals II**  
3 credits (3 lec hrs/wk)

Topics include: first-order and second-order circuits, analysis methods and power calculations for sinusoidal steady-state circuits, balanced three-phase circuits, mutual inductance and transformers.

**Prerequisite:** ENGR201 with a "C" or better.

**ENGR203 Electrical Fundamentals III**  
3 credits (3 lec hrs/wk)

Topics include: Laplace transforms and their applications to circuit analysis; frequency-selective circuits, active filter circuits; Fourier series, Fourier transforms and their applications to circuit analysis; and two-port circuits.

**Prerequisite:** ENGR202 with a "C" or better.

**ENGR211 Statics**  
3 credits (3 lec hrs/wk)

Topics include: equilibrium of particles, equivalent force systems, equilibrium of rigid bodies, distributed forces and centroids, structures and machines, beams and cables.

**Prerequisite:** PH213 with a "C" or better.

**ENGR212 Dynamics**  
3 credits (3 lec hrs/wk)

Topics include: kinematics and kinetics of particles, systems of particles, kinematics and kinetics of rigid bodies, work-energy and impulse momentum relations.

**Prerequisite:** ENGR211 with a "C" or better.

**ENGR213 Strength (Mechanics) of Materials**  
3 credits (3 lec hrs/wk)

Topics include: stress and strain in deformable bodies, material effects caused by axial loading, torsion, pure bending, and transverse loading; transformation of stress; combined stress states; statically-indeterminate systems; beam deflection; and column instability.

**Prerequisite:** ENGR211 with a "C" or better.

**ENGR245 Engineering Graphics and Design**  
3 credits (2 lec, 3 lab hrs/wk)

An introductory engineering graphics course. A computer-aided drawing (CAD) application will be presented and utilized. An engineering design project will be incorporated.

**Prerequisite:** MTH111 with a "C" or better.

## ENVIRONMENTAL TECHNOLOGY

**ENV235 Introduction to Soil Science**  
4 credits (3 lec, 3 lab hrs/wk)

An introduction to the physical, chemical,

and biological properties of soil as influenced by climate and geologic processes. Emphasis is placed on the understanding of soil processes and includes issues of disturbance, erosion, productivity, and conservation. The behavior of water in soil and soil-water interactions will also be discussed.

## FIRE SCIENCE TECHNOLOGY

**Note:** Certain Fire Science courses fulfill specific elective program requirements only. Refer to the Associate of Applied Science Fire Science Technology program information in this catalog or contact the Fire Science program coordinator for more information.

**FS5230/5231/5232 Company Drills, Part A, B, C**  
1.5 credits (1 lec, 1 lec-lab hr/wk)

This course allows students to gain an awareness of the various types of emergencies which they may encounter as career firefighters. Each scenario should stimulate the student to further develop needed skills to help prepare for potential incidents.

**Prerequisites:** FS5244, FS5245 and FS5246 with a "C" or better and instructor consent.

**FS5236 Incident Safety Officer**  
1.5 credits (15 lec hrs/total)

This course provides officers with the skills and knowledge needed to function effectively as the ISO at emergencies. Students will develop critical decision making skills through the recognition of cues that affect personal safety.

**FS5239 NFPA Instructor I**  
3 credits (33 lec hrs/total)

This course prepares the program participants for planning instruction, using a variety of instructional methods, teaching diverse learners, and evaluating course outcomes. This course meets the competency standards for Fire Service Instructor I certification.

**FS5244 National Fire Protection Association (NFPA) Firefighter I, Part A: Entry Level Firefighter Training Program**  
3.5 credits (3 lec, 1.5 lab hrs/wk)

This course is designed to provide the beginning Fire Science student with the basic knowledge and hands-on skills necessary to be involved in fire suppression activities under the direct supervision of a skilled firefighter. This course meets the performance-based objectives established for Entry Level Firefighter.

**FS5245 National Fire Protection Association (NFPA) Firefighter I, Part B**  
3 credits (2.5 lec, 1 lec-lab hrs/wk)

This course, along with NFPA Firefighter, Part A is designed to provide the beginning Fire Science student with the basic knowledge and hands-on skills necessary to be involved in fire suppression activities under the direct supervision of a skilled firefighter.

**FS5249 NFPA Instructor II**  
3 credits (33 lec hrs/total)

An intensive instructional methodology program, this course prepares the program participant for planning and developing all aspects of course curriculum.

**Prerequisite:** FS5239.

**FS5254 Introduction to Fire Protection**  
3 credits (3 lec hrs/wk)

This course introduces the student to different aspects of the fire protection career field. It is primarily intended for the person who wishes to become a firefighter. This class is considered the foundation course for all of the Fire Science technology students.

**FS5259 Fire Organization and Command**  
3 credits (3 lec hrs/wk)

This course is designed to provide students with basic concepts of organizational structure and command sequences associated with emergency scene management.

**FS5263 NFPA Pumper Operator**  
2.5 credits (22 lec, 18 lec-lab hrs/total)

This course meets the national standard for Vehicle Driver/Operator. The course is designed to educate firefighters who are responsible for operating fire apparatus with fire pumps.

**FS5276 S-130/190 Wildland Firefighter Type II**  
3 credits (33 lec, 7 lab hrs/total)

Firefighters successfully completing this course will be qualified to suppress wildland fires under close supervision. This training is required for all personnel prior to certification as a Firefighter (Type 2) under the national wildland qualification system.

**FS5279 S-212 Wildfire Powersaws**  
1.5 credits (14 lec, 14 lab hrs/total)

This course is a "skill" course that is designed to instruct prospective chain saw operators in the Job Performance requirements (JPRs) of the wildfire powersaw operator position.

**FS5280 Cooperative Work Experience**  
1-3 credits (3-9 hrs/wk)

Maximum of 6 credits applicable toward degree. This course gives fire science degree students actual field experience and the opportunity to apply fire science concepts, theory, and training in field situations.

**Prerequisite:** Instructor consent.

**FS5282 Fire Codes and Related Ordinances**

3 credits (3 lec hrs/wk)

Provides students with basic knowledge of codes related to building construction, fire and life safety requirements. Also covered is an examination of possible fire conditions within construction of buildings, which can cause problems for firefighters.

**FS5284 S-230 Crew Boss**

2 credits (24 lec hrs/total)

This course will provide trainees with the skills/knowledge required to perform as a Crew Boss (Single Resource) on a wild-land fire incident.

**FS5289 Legal Aspects of the Fire Service**

3 credits (3 lec hrs/wk)

Provides students with firefighters' legal responsibilities regarding operating emergency vehicles and other fire protection activities. Course also examines firefighters' rights, duties, liabilities, and participation in legal activities, including state fire marshal and OSHA laws related to fire protection.

**FS996B Fire Prevention and Inspection**

3 credits (30 lec, 12 lec-lab hrs/total)

This course is designed to provide students with basic knowledge of fire prevention principles and fire inspection techniques.

**FS996E ARFF for Structural Firefighters**

2 credits (22 lec, 2 lec-lab hrs/total)

This course provides students with basic knowledge of aircraft types and systems, airfield characteristics and aircraft rescue and fire fighting (ARFF) procedures. Special emphasis is placed on the role of structural fire fighters in the event of a downed aircraft within a fire district.

**FS9060 Emergency Response to Terrorism: Operations**

1 credit (16 lec hrs/total)

This course will provide the Public Safety Initial Responder with the information needed to make informed, controlled, and safe responses to incidents involving weapons of mass destruction (WMD).

**FS9173 S-131, Advanced Firefighter Training**

0.5 credits (8 lec hrs/total)

This course is suggested training for individuals who wish to become qualified in the first level supervision

position of Advanced Firefighter/ Squad Boss (FFT1) in wildland fire management.

**FS9175 Firefighter Safety**

3 credits (30 lec, 12 lec-lab hrs/total)

This course is designed to explore numerous aspects of firefighter safety. Students will explore those safety hazards and possible mitigation techniques for ensuring their safety.

**FS9320 Hazardous Materials Awareness**

0.5 credit (9 lec hrs/total)

This course prepares students that could be the first on the scene of an emergency involving hazardous materials (HAZMAT). This course meets the training standard for competencies for the First Responder at the awareness level as outlined in national standards.

**FS9321 Hazardous Materials Operations**

1 credit (16 lec hrs/total)

At a HAZMAT incident, firefighters at the operations level respond in a defensive fashion to control the release from a safe distance and keep it from spreading. This course meets the national training competencies for the HAZMAT First Responder at the Operations Level.

**Prerequisite:** FS9320 with a "C" or better.

**FS9370 Rapid Intervention Teams -Fire**

2 credits (15 lec, 17 lec-lab hrs/total)

This course will provide students with the skills necessary to perform as a member of a Rapid Intervention Team (RIT). This course is based on the 4-Phase Standard Operating Guideline that requires the use of Locate, Access, Stabilize, and Transfer procedures for the rescue of fire fighters.

**FS9380 S-215 Fire Ops/Urban Interface**

2.5 credits (24 lec, 3 lab hrs/total)

This course is designed to meet the training needs for initial attack incident commanders (wildland suppression) and company officers (suppression) confronting wildland fires that threaten life, property, and improvements.

**FOREIGN LANGUAGE**

**Note:** Effective for everyone graduating from high school in 1997 (and thereafter), all Oregon University System institutions require two years of high school second language for admission. This admission requirement can also be satisfied by two quarters (or semesters) of a college-level second language or demonstrated proficiency in a second language. For additional information, contact an advisor or counselor.

**American Sign Language (ASL) fulfills foreign language requirements.**

**ASL101 First Year American Sign Language I**

4 credits (4 lec hrs/wk)

Introduces the natural signed language of American Deaf people. Includes instruction in proper sign formation, ASL grammar and vocabulary, expressive and receptive skills. Emphasis on history of ASL, the Deaf community in North America, and Deaf education. Must be taken in sequence.

**ASL102/103 First Year American Sign Language II & III**

4 credits (4 lec hrs/wk)

Continues instruction in the natural signed language of American Deaf people. Includes instruction in proper sign formation, ASL grammar and vocabulary, expressive and receptive skills. Emphasis on history of ASL, the Deaf community in North America, and Deaf education. Must be taken in sequence.

**ASL201 Second Year American Sign Language I**

4 credits (4 lec hrs/wk)

Continues instruction in culturally-appropriate use of American Sign Language to communicate in the Deaf community. Introduces advanced vocabulary and grammatical aspects of ASL including temporal aspect and locative and semantic classifiers.

**Prerequisite:** ASL103 with a "C" or better.

**ASL202 Second Year American Sign Language II**

4 credits (4 lec hrs/wk)

Continues instruction in American Sign Language. Includes interactive events and everyday use of the language. Introduces new vocabulary; descriptive, locative and instrument classifiers; and description and identification of objects.

**Prerequisite:** ASL201 with a "C" or better.

**ASL203 Second Year American Sign Language III**

4 credits (4 lec hrs/wk)

Continues instruction in American Sign Language. Introduces new vocabulary, durative temporal aspect and element classifiers. Further practice of everyday use of the language.

**Prerequisite:** ASL202 with a grade of "C" or better.

**FR101/102/103 First Year French**

4 credits/term (4 lec hrs/wk)

Introduces the French language through pronunciation, grammar, reading, writing, and conversation. The emphasis is on survival communication skills. Must be taken in sequence.

**GER101/102/103 First Year German**  
4 credits/term (4 lec hrs/wk)  
Introduces the written and spoken language of German-speaking people. Includes pronunciation, grammar, vocabulary, and comprehension. Emphasizes speaking, listening comprehension, reading comprehension and writing. Must be taken in sequence.

**GER198/298 Independent Study in German**  
1-4 credits/term (hrs to be arranged)  
**Prerequisite:** Instructor consent.

**GER201/202/203 Second Year German**  
4 credits/term (4 lec hrs/wk)  
Continues the review and expansion of language, grammar, conversation, composition, and culture. Emphasizes speaking, listening comprehension, reading comprehension, and writing. Must be taken in sequence.  
**Prerequisite:** GER103 or two years of high school German.

**KOR0521 Beginning Conversational Korean**  
3 credits (3 lec hrs/wk)  
Korean conversation and the written language, hangul, for skills to communicate with native Koreans.

**SPAN0521 Beginning Conversational Spanish**  
3 credits (3 lec hrs/wk)  
The student develops conversational Spanish vocabulary including necessary grammar for those with knowledge in Spanish.

**SPAN0522/0523 Intermediate/Advanced Conversational Spanish**  
3 credits (3 lec hrs/wk)  
The student develops conversational Spanish vocabulary and necessary grammar for those with knowledge in Spanish. Emphasis is on fluency and pronunciation.  
**Prerequisites:** For SPAN0522; SPAN0521. For SPAN0523; SPAN0522.

**SPAN9034 Spanish for Medical Professionals**  
1 credit (1 lec hr/wk)  
A program of study to aid or improve Spanish language communication skills of medical and healthcare workers. Open to all levels of Spanish language proficiency, this course is directed toward improving the student's mastery of Spanish language terminology, phrases and expressions used in healthcare settings.

**SPAN101/102/103 First Year Spanish**  
4 credits/term (4 lec hrs/wk)  
Introduces the written and spoken language of Spanish-speaking people. Includes pronunciation, grammar, vocabulary, and comprehension. Emphasizes speaking, listening comprehension, reading comprehension, and writing. Must be taken in sequence.

**SPAN198/298 Independent Study in Spanish**  
1-4 credits (hrs to be arranged)  
**Prerequisite:** Instructor consent.

**SPAN201/202/203 Second Year Spanish**  
4 credits/term (4 lec hrs/wk)  
Continues the review and expansion of language, grammar, conversation, culture and composition. Emphasizes speaking, listening comprehension, reading comprehension and writing. Must be taken in sequence.  
**Prerequisite:** SPAN103, two years high school Spanish or instructor consent.

## GENERAL SCIENCE

**GS104 Physical Science**  
4 credits (3 lec, 3 lab hrs/wk)  
This course provides an overview of the essential ideas in physics with an emphasis on the laws of motion, work, and energy, heat and temperature. The topics are presented through an activity-based learning pedagogy.  
**Prerequisites:** MTH70 and WR90 with a "C" or better.

**GS105 Physical Science**  
4 credits (3 lec, 3 lab hrs/wk)  
GS105 is an introduction to chemistry for non-science majors. The course material covers atomic structure and theory, compounds, chemical bonds, states of matter, solution chemistry, chemical reactions and selected topics in organic and biochemistry.  
**Prerequisites:** MTH70 or MTH80 and WR90 with a "C" or better.

**GS106 Introduction to Earth Science**  
4 credits (3 lec, 3 lab hrs/wk)  
Introduces various branches of earth science. Includes basic terminology, fundamental processes and respective interrelationships. Discusses rock and mineral formation, plate tectonic theory, volcanism, earthquakes, surficial processes, and geological time. Includes laboratory component. Credit cannot be earned for this course and G221.

**GS107 Astronomy**  
4 credits (3 lec, 3 lab hrs/wk)  
A descriptive treatment of the solar system, stars, stellar evolution, galaxies, and cosmology. The results of current space missions are emphasized. Recent discoveries in stellar astronomy will be discussed.  
**Prerequisite:** MTH70 with a "C" or better.

**GS108 Oceanography**  
4 credits (3 lec, 3 lab hrs/wk)  
Studies the ocean and its phenomena. Discusses the chemical, biological, geological, and physical nature of the oceans, the ocean floor, and shoreline. The course also includes sedimentation, volcanism, plate tectonics, and other geological aspects of the oceans.

## GEOGRAPHY

**GEOG105 Cultural Geography**  
3 credits (3 lec hrs/wk)  
This course examines the nexus of human and environmental interaction. We will consider issues such as the origins of domestication of animals and plants for food, economic development and underdevelopment, environmental racism, and the geographic origins of cultural differences.

**GEOG265/CS125GIS Introduction to Geographic Information Systems**  
3 credits (2 lec, 3 lab hrs/wk)  
Course introduces students to principles and practices of GIS, while providing experience using a contemporary GIS software package. Course develops both a theoretical understanding of GIS and experience in accessing GIS data sets. Students are exposed to raster and vector GIS.  
**Prerequisite:** CS120 with a "C" or better.

## GEOLOGY

**G145 Regional Field Geology**  
1-3 credits (variable hrs)  
A field study of significant geologic features of a selected region. The course consists of a field trip arranged to illustrate the geologic setting, stratigraphy and structure, topography, age and origin, significant events through geologic time, and special features unique to the region. Also offered as G0250 for no credit or grade.

**G146 Geology of Southwestern Oregon**  
3 credits (3 lec hrs/wk)  
Studies the physical and historical features of southwestern Oregon. Examines the geological setting, age, origin, stratigraphy, structure, and topography of the Coast Range and Klamath Mountain provinces of Southwestern Oregon. The major geologic aspects of each city in the region are emphasized.

**G198/298 Independent Study in Geology**  
1-6 credits (1-6 hrs/wk to be arranged)  
**Prerequisite:** Instructor consent.

**G201 Physical Geology I**  
4 credits (3 lec, 3 lab hrs/wk)  
A study of the nature of the earth and earth materials, geologic structures, fundamental geologic principles, and physical processes acting within and upon the earth. Laboratory exercises and field trips are required.  
**Concurrent:** G145 or G0250.

**G202 Physical Geology II**

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

Studies fundamental geologic principles and the natural processes acting within and upon the earth. Examines internal and superficial processes, geologic time and the inter-relationships of people and their natural environment. Laboratory exercises and field trips are required.

**Concurrent:** G145 or G0250.

**G203 Historical Geology**

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

Covers the physical and historical nature of the earth through time. Includes principles of historical geology, geologic time, the sequence of tectonic changes, stratigraphic relations, paleogeographic environments and major events through time, and the progression of life through time. Laboratory exercises and field trips are required.

**Concurrent:** G145 or G0250.

**G207 Geology of the Pacific Northwest**

3 credits (3 lec hrs/wk)

Geology of the Pacific Northwest introduces the regional geology of the Pacific Northwest with an emphasis on Oregon geology. The course includes a basic overview of geologic principles, earth materials, and development of the geologic history of Pacific Northwest provinces.

**G220 Prehistoric Life**

3 credits (3 lec hrs/wk)

Nature and classification of prehistoric life, its stratigraphic significance, fossilization, evolutionary mechanisms and patterns, functional morphology and paleoecology. Identification of significant fossil invertebrate genera is emphasized.

**G221 General Geology**

3 credits (3 lec hrs/wk)

Introduces various branches of earth science. Includes basic terminology, fundamental processes and respective interrelationships. Discusses rock and mineral formation, plate tectonic theory, volcanism, earthquakes, surficial processes, and geologic time. Credit cannot be earned for this course and GS106.

**G246 Geological Hazards and Natural Catastrophes**

3 credits (3 lec hrs/wk)

The causes and effects of earthquakes, tsunamis, landslides, ground subsidence and collapse, floods, storms, coastal erosion, and volcanic eruptions. The possibilities for prediction and mitigation will be examined, as will the potential for natural hazards in Oregon.

**HEALTH AND FIRST AID****FN225 Nutrition**

4 credits (4 lec hrs/wk)

This course focuses on the study of basic nutrition principles and newer scientific investigations of optimal diet for health. A review of present-day nutrition problems is included. The course is valuable for home economic, nursing, physical education, food service, dental hygiene, and childhood education majors.

**HE9359 Responding to Emergencies**

1 credit (6 lec, 5 lab, 12 lec-lab hrs/total)

Teaches the First Aid skills the citizen responder will need in order to act as first link in the Emergency Medical Services (EMS) system. It will provide the citizen responder with the knowledge and skills necessary in an emergency to help sustain life, reduce pain, and minimize the consequences of injury or sudden illness until professional medical help arrives. The course content and activities will prepare participants to recognize emergencies and make appropriate decisions for first aid care. The course includes emphasis on prevention of injuries and illness, with a focus on personal safety and CPR.

**HE9424 Hospice Training**

3 credits (3 lec hrs/wk)

This course prepares adults to work with hospice clients (terminally ill persons) and their families as hospice volunteers. Attendees learn with history and principles of hospice care, common experiences of hospice clients as they move through the dying and bereavement processes, and skills needed to carry out the volunteer role. Although this course focuses primarily on interpersonal interventions and activities, personal and cultural reactions to death and dying are included. Also offered as HE9419 for approved volunteer training.

**HE112 Introduction to Allied Health Careers**

1 credit (2 TBA lab hrs/wk)

This course is designed to expose students to a variety of allied health careers. Students will learn about educational, physical, and professional demands of the various careers from the perspective of the currently practicing professionals.

**HE198/298 Independent Study in Health**

1-3 credits (hrs to be arranged)

**Prerequisite:** Instructor consent.

**HE201 Exploring Death and Dying**

3 credits (3 lec hrs/wk)

This class deals with death on a personal level. Historical, psychological, socio-cultural, epidemiological, and developmental aspects including current issues on death and dying are discussed by the class as a group and sharing personal experience is

encouraged. Also offered as HE0575 for approved volunteer training.

**HE250 Personal Health**

3 credits (3 lec hrs/wk)

This personal health course deals with current health trends and issues in the United States. The course will include information on mental, emotional, social health and behavior aspects. Physical health includes nutrition-weight management, physical conditioning, environmental health, sexually transmitted disease, cancer and aging, drug education and cardiovascular disease.

**HE252 Standard First Aid and CPR for the Professional Rescuer**

3 credits (3 lec hrs/wk)

This course provides training in Cardiopulmonary Resuscitation and First Aid using current emergency cardiac care guidelines. It provides students with a knowledge and appreciation for emergency management and industry-recognized certification in Professional Rescuer CPR and First Aid upon completion of requirements.

**HE280 Field Experience (Rural Health Aide)**

3 credits (99 lab hrs/total)

The student is required to participate in a ward/unit clerk (paid or voluntary) field experience for a hospital performing such tasks as transcribing physicians orders, assembling charts, and performing medical clerical/medical records tasks. Students will gain experience in telephone skills and professional interactions specific to hospital settings.

**HEALTH OCCUPATIONS AND EMERGENCY MEDICAL TECHNICIAN****HE9404 Emergency Vehicle Driver**

1 credit (10 lec, 2 lec-lab hrs/total)

This course covers various topics which address both past and potential causes of emergency vehicle problems. The information provided demonstrates where vehicle shortcomings can be found during operation and suggests ways to operate the vehicle within safe ranges.

**HE9424/HE9419 Hospice Training**

3 credits (3 lec hrs/wk)

This course prepares adults to work with hospice clients (terminally ill persons) and their families as hospice volunteers. Attendees learn the history of principles of hospice care, common experiences of hospice clients as they move through the dying and bereavement processes, and skills necessary to be effective in the volunteer role. Although this course focuses on interpersonal interventions and activities personal and cultural reactions to death and dying are included.

**HE9433/9443 Emergency Medical Technician- Basic (Refresher)**

2.5 credits (20 lec, 16 lec-lab hrs/total)

This course is considered to be a "refresher course" for those students who have previously completed an EMT-Basic course, yet were unable to pass the state written and/or the practical examination. This course prepares selected individuals for the certification process in Oregon as an Emergency Medical Technician - Basic.

**Prerequisites:** HE257(A/B) or HE928(A/B) with a "C" or better.

**HE257A/928A Emergency Medical Technician- Basic**

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

This course, along with HE\*257B/HE\*928B, prepares individuals for certification in Oregon as an Emergency Medical Technician-Basic. The course is designed to develop student skills in recognition of symptoms of illness and injuries and proper procedures of emergency care at the basic life support (BLS) level.

**Prerequisites:** Students are required to complete a special application and meet minimum entrance requirements to register for the course. Application information can be obtained through the EMT Program Coordinator's Office or the Professional Technical Education Office.

**HE257B/928B Emergency Medical Technician- Basic**

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

This course, along with HE\*257A/HE\*928A, prepares individuals for certification in Oregon as an Emergency Medical Technician-Basic. The course is designed to develop student skills in recognition of symptoms of illness and injuries and proper procedures of emergency care at the basic life support (BLS) level.

**Prerequisites:** HE257A/928A with a "C" or better.

**HE258/931 Emergency Medical Technician Intermediate (A/B)**

8 credits (3.8 lec, 2.2 lab hrs/wk)

This course prepares individuals for certification in Oregon as an Emergency Medical Technician- Intermediate. Upon successful completion of the course, students will be eligible to take state EMT-Intermediate certifying examinations

**Prerequisite:** HE258A or HE931A with a "C" or better.

**HE260/9360 First Responder**

3 credits (30 lec, 10 lab hrs/total)

The course offers training designed to improve the quality of emergency care rendered to victims of accidents and illness. Students are taught to be proficient in providing basic life support, and to take

actions necessary to minimize patients' discomfort. Must be at least 16 years of age.

**HE262 CPR Instructor Training (AHA)**

2 credits (22 lec hrs/total)

Learn how to teach CPR. Review basic life support, both theory and application. Practice methods, materials and techniques used in CPR courses. Successful completion provides Instructor Certification and/or Recertification.

**Prerequisite:** Current certification in Cardiopulmonary Resuscitation by the Oregon Heart Association (BLS Course-Level C).

**HE280E EMT Field Experience**

1 credit (33 lab hrs/total)

This course consists of a planned program of observation and practical experience with an organization providing emergency medical services. The course is designed to provide students with experience and an opportunity to apply emergency medical concepts and theory in a field situation.

**Prerequisites:** HE257A and HE258B (HE928A and HE928B) or HE258A and HE285B (HE931A and HE931B) and instructor consent.  
(May be taken concurrently.)

**HE942 Introduction to Emergency Medical Services**

3 credits (3 lec hrs/wk)

This course covers the role and responsibilities of the Emergency Medical Technician - Paramedic (EMT-P), emergency medical services (EMS) systems, medical-legal considerations, major incident response, hazardous materials awareness, stress management, and blood-borne pathogens/communicable diseases, and safety precautions.

**HE943 Emergency Medical Technician Rescue**

3 credits (2 lec, 3 lab hrs/wk, 11 TBA lab hrs/total)

This course covers elementary procedures of rescue practices, systems, components, support, and control of rescue operations including ladder procedures and basic rescue tools. Introduction to techniques and tools of patient extrication, emphasizing application to traffic accidents, as required for paramedical certification.

**HE944 Emergency Communication and Patient Transport**

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

This course covers ambulance operation, laws, maintenance, and safety; emergency response driving and route planning; communication systems, radio types, HEAR system, codes, and correct techniques.

**HISTORY****HST101/102/103 History of Western Civilization**

3 credits/term (3 lec hrs/wk)

Need not be taken in order.

**HST101** - Introduces the knowledge, culture, and traditions of the Western World from the rise of civilization in the Near East to the emergence of medieval European civilization, and its transformation by the Renaissance and the Reformation.

**HST102** - This course traces the Western World's history from the Protestant Reformation of the 16th century through the French Revolution of the late 18th century.

**HST103** - This course traces the Western World's knowledge, culture, and political-economic development from the early 19th century to the present day.

**HST104 History of the Middle East**

3 credits (3 lec hrs/wk)

A survey of Middle Eastern history with emphasis on modern, post-World War II era. Course will include geographic, religious, political, and cultural issues of the region. Also offered as HST0250 for no credit or grade.

**HST198/298 Independent Study**

1-3 credits/term (hrs to be arranged)

**Prerequisite:** Instructor consent.

**HST201/202/203 History of the United States**

3 credits/term (3 lec hrs/wk)

Need not be taken in order.

**HST201** - The United States from colonial times to the mid-19th century just prior to the Civil War. Introduces students to major themes of American social, economic, cultural and political history.

**HST202** - Major social, economic, political and cultural developments from the mid-19th century to the 1920s.

**HST203** - Major social, economic, political and cultural developments from 1914 to the present.

**HST215 History of World War II**

3 credits (3 lec hrs/wk)

This course traces the causes, progression, and results of World War II, including political, social, and military development.

**HORTICULTURE****HORT8122 Greenhouse Crops (Herbaceous Perennials Production)**

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

This course will introduce students to the environmental influences on plant growth, crop scheduling, greenhouse structures and equipment. It will also cover the selection, propagation, commercial production, and garden management of herbaceous perennial plants.

**Prerequisite:** HORT130.

**HORT100 Introduction to Horticulture**  
4 credits (3 lec, 3 lab hrs/wk)

Covers basic principles of plant structure, physiology, genetics, development, reproduction and growth as applied to a wide range of horticulture crops. Survey of the plant kingdom. Plant identification through the use of keys and morphology. Laboratory activities include plant propagation, plant growth manipulations, maintenance and greenhouse environmental control.

**HORT111 Landscape Construction Techniques**

4 credits (2 lec, 4 lec-lab hrs/wk)

Materials, equipment and techniques used in landscape construction with an emphasis on hardscapes. Safety issues emphasized. Topics will include decks, fences, planters, walks, patios, gazebos, water features, retaining walls and golf related construction including bunkers, fairways and greens.

**HORT112 Introduction to the Green Industry**

2 credits (2 lec hrs/wk)

Survey of the Green Industry with emphasis on the turf and landscape management industry. Special emphasis on golf, other sports, and the recreation industry including career opportunities. Covers state licensing requirements and industry certifications.

**HORT115 Equipment Operation, Maintenance and Safety**

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

Introduction of common equipment used in greenhouse, turf and landscape operations. Basic fundamentals of engine construction, operational theories and principles, lubrication, fuels and oils, emissions and preventive maintenance. Skills to perform small engine maintenance and repair and complete equipment inspection sheets. Skills include the proper use and maintenance of standard greenhouse, turf and golf course equipment.

**HORT123 Landscape Maintenance**

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

Introduction to all phases of turf and landscape maintenance. Select appropriate plant and turf types, prepare growing beds, seed and transplant turf and landscape areas, recognize growth deficiencies and disease, and maintain turf and landscape areas.

**HORT130 Plant Propagation**

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

Designed to introduce all facets of plant propagation including methods of propagating by seeds, bulbs, divisions, layers, cutting, budding, grafting, and micro-propagation. Students learn about timing, technique, and media

requirements for rooting cuttings, and seed propagation. Various propagating structures, soils, and fertilizer requirements will be discussed.

**Prerequisite:** HORT100.**HORT132 Pesticide and Herbicide Handling and Application**

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

Course covers identification of, use for, and proper, effective and safe application of state approved pesticides and herbicides in the landscapes. Organic alternatives will be discussed.

**HORT145 Turfgrass Installation and Maintenance**

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

The sod and seed installation techniques and turfgrass management practices. Topics include turfgrass selection, soil preparation, fertilizers, pest control, equipment, and golf course specific considerations with an emphasis on cultural practices.

**HORT210 Landscape Design Theory**

3 credits (3 lec hrs/wk)

Functional and aesthetic aspects of landscape planning as a basis for design decisions affecting the built environment; the environmental impact; the site planning process; history of landscape planning; and case studies.

**HORT212 Landscape Design Applications**

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

Landscape design software and its use in landscape design. Students will use software to produce several custom designs, plant lists, and reports.

**Prerequisite:** HORT210 with a grade of "C" or better and CS120.**HORT223 Basic Surveying and Analysis of Landscape Sites**

3 credits (1 lec, 4 lec-lab hrs/wk)

Surveying techniques using various surveying instruments and site analysis needed in the design and construction of landscapes. Fundamentals of plane surveying and the use of various surveying instruments. Instruction and skill development in reading a topographical map, reading a landscape plan, using GPS systems, and understanding state mapping standards.

**HORT226 Landscape Plant Materials (Fall)**

3 credits (3 lec hrs/wk)

The identification of trees, shrubs, vines, and ground cover used in landscape horticulture with consideration of cultural requirements for individual species and varieties and use in landscape composition. Offered fall quarter with an emphasis on seasonal exhibits.

**HORT227 Landscape Plant Materials (Winter)**

3 credits (3 lec hrs/wk)

The identification of trees, shrubs, vines, and ground cover used in landscape horticulture with consideration of cultural requirements for individual species and varieties and use in landscape composition. Offered winter quarter with an emphasis on seasonal exhibits.

**HORT228 Landscape Plant Materials (Spring)**

3 credits (3 lec hrs/wk)

The identification of trees, shrubs, vines, and ground cover used in landscape horticulture with consideration of cultural requirements for individual species and varieties and use in landscape composition. Offered spring quarter with an emphasis on seasonal exhibits.

**HORT231 Landscape Irrigation and Drainage**

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

Introduction to turf and landscape irrigation and drainage systems including designing, estimating, installing, maintaining, and troubleshooting irrigation and drainage systems. Emphasizes the design and maintenance of efficient irrigation and drainage systems on golf courses and residential, commercial, and public parks facilities. Includes compliance codes and regulations. Addresses topics in industry irrigation a certification exam.

**HORT255 Herbaceous Ornamental Plant Materials**

3 credits (3 lechrs/wk)

The identification of species and varieties of annuals, perennials, groundcovers, ornamental grasses and bulbs with consideration of cultural requirements for individual species and varieties and use in landscape composition. Offered spring quarter with emphasis on seasonal exhibits.

**HORT264 Landscape Estimating and Bidding**

2 credits (2 lec hrs/wk)

Methods and mechanics of estimation. Interpretation of specifications and drawings, material takeoffs, contingency and overhead calculations, pricing strategies, production rates, and bid procedures.

**Prerequisite:** MTH80 with a grade of "C" or better.**HORT280 Field Experience in Horticulture**

1-4 credits (33-396 lab hrs total)

The student is required to be employed in a full-time (paid or voluntary) horticulture or horticulture-related position for an organization or company utilizing environmental principles, methods, techniques, and/or skills.

## **HUMAN DEVELOPMENT**

**HD100 College Success and Survival**  
3 credits (3 lec hrs/wk)  
Facilitates adjustment to the college environment. Focuses on self-assessment, personal development, educational goal setting and critical thinking. Includes interdisciplinary lectures, exposure to multiple modes of educational delivery, and structured exercises to turn individual talents into strengths.

**HD112 Study Skills**  
3 credits (3 lec hrs/wk)  
Designed to increase the student's success in college by assisting them in obtaining skills necessary to reach their educational objectives. Students are introduced to time management strategies, note taking, library usage, problem solving, exam strategies, muscle reading, and learning style.

**HD140 Career/Education Exploration**  
1 credit (1 lec hrs/wk)  
Provides tools needed to make an informed career and educational decision. Includes interest testing; self-assessment of skills, values, and attitudes. Learn how to locate occupational information and relate it to making informed educational choices.

**HD147 Decision Making**  
1 credit (1 lec hr/wk)  
This course assists students to develop an awareness of their personal decision-making styles in order to make effective decisions and life choices in personal, social, academic and work settings. Introduces information on effective decision-making.

**HD152 Stress Management**  
1 credit (1 lec hr/wk)  
This course assists students to identify specific personal stressors, and develop skills that enable the students to more effectively deal with stress.

**HD154 Self-Esteem**  
1 credit (1 lec hr/wk)  
This course will provide students with an opportunity to define, assess and develop their self esteem. This course will provide multiple tools and processes to enhance self esteem and develop individual strengths.

**HD204 Eliminating Self-Defeating Behaviors (Increasing Success Attributes)**  
3 credits (3 lec hrs/wk)  
This class is designed to assist college students of any age to experience greater success in both college and their personal lives. With the use of guided journal writing and interest/preference inventories, students will discover the skills and attitudes that will allow them to be happy and successful.  
**Prerequisite:** HD100, HD112 or HD208.

**HD208 Career/Life Plan**  
3 credits (3 lec hrs/wk)  
Students learn a process for career selection, emphasizing development as an ongoing process. Attention is given to self-assessment (skills, interests, values, attitudes, motivational patterns), decision-making models, job and career research techniques (including electronic resources), and development of a personal action plan.

**HD215 Transfer Success**  
1 credit (2 lec-lab hrs/wk)  
This class is designed to assist students in the preparation for transfer to a four-year institution. Course content includes development of strategies for choosing a transfer institution, identification of resources to assist in the transfer process, choice of majors, and funding sources.  
**Concurrent:** CIS0593.

## **HUMAN DEVELOPMENT AND FAMILY STUDIES**

**HDFS140 Contemporary American Families**  
3 credits (3 lec hrs/wk)  
An introductory course in family studies that focuses on the diversity of the American family today as well as giving an overview of changes in the family environment and structure over time. Topics that influence families are included such as parenting, violence, gender, divorce, remarriage, economics, and culture.  
**Prerequisite:** WR121 with a grade of "C" or better.

**HDFS222 Family Relations**  
3 credits (3 lec hrs/wk)  
A practical and theoretical course examining communication patterns and relationships between adults, and between adults and children. Emphasis is placed on understanding how the family affects the development of the child, along with the development of skills to use this knowledge to conduct individualized home visits with families with young children.

**HDFS225 Prenatal, Infant, and Toddler Development**  
3 credits (3 lec hrs/wk)  
This course introduces students to the theories and principles of child development beginning with conception, to prenatal, and through two years of age. Emphasis will be placed on the physical, cognitive and social/emotional development of young children, including a strong focus on early brain development and the basic tenets of scientific research.

**HDFS229 Development in Middle Childhood**  
3 credits (3 lec hrs/wk)  
This course will include the study of growth and development in six through eighteen year old children and adolescents. Emphasis will be placed on physical, cognitive, and social/emotional development of this age group.

**HDFS247 Preschool Child Development**  
3 credits (3 lec hrs/wk)  
This course covers the principles of theory and development as they apply to the young child ages two and a half through five. Emphasis is placed on physical, cognitive, emotional and social growth in preschool children. Students gain experience in observation to identify theorists' key elements and indicators of child development.

**HDFS285 Professional Issues in Early Childhood Education**  
3 credits (3 lec hrs/wk)  
This course focuses on the diverse professional roles of early childhood educators in our present society by offering the required knowledge of ethics, conflict resolution, advocacy, and understanding how to influence the administrative/legislative process.  
**Prerequisite:** WR121 with a "C" or better.

**HDFS9284 Child Abuse and Neglect Reporting**  
0 credits (2 lec hrs/total)  
This course is to inform students on mandatory reporter laws in Oregon. It covers the processes of reporting, who is a mandatory reporter, confidentiality, the stresses of abuse and the indicators of abuse.

## **HUMAN SERVICES**

**HS7250 Issues in Domestic Violence**  
3 credits (3 lec hrs/wk)  
This course prepares students to work with issues related to domestic/sexual violence in law enforcement and/or social services. Students will identify the signs and dynamics of domestic violence in families. Characteristics of abusers and victims, legal and ethical issues will be explored.

**HS100 Introduction to Human Services**  
3 credits (3 lec hrs/wk)  
Introduces the human services/social work profession with an emphasis on exploring the relationship between social welfare history, social policy, and the values, skills, and knowledge required for success in the field.

**HS150 Self Awareness**

3 credits (3 lec hrs/wk)

Develop knowledge and skills to improve personal effectiveness. Using individual and small group experiences, students will examine their lives from a developmental perspective to enhance skills in communication, values clarification, problem-solving, goal setting, conflict management and ethical decision-making.

**HS154 Community Resources**

3 credits (3 lec hrs/wk)

Students will learn about the agencies and programs that form the foundation for human service/social work practice. Basic skills for needs assessment, resource referral, and effective service delivery will be introduced.

**HS155 Interviewing Theory and Techniques**

3 credits (3 lec hrs/wk)

Provides the theoretical and practical basis for effective interviewing. Emphasis on developing listening and communication skills beneficial for students of all disciplines.

**HS167/SOC230 Gerontology**

3 credits (3 lec hrs/wk)

Examines the social, physical, emotional, spiritual, and cultural aspects of the aging experience in our society. An essential course for all who desire to work effectively with elders and to develop a positive personal view of aging.

**HS170 Introduction to Practicum**

3 credits (3 lec hrs/wk)

Explores the standards of conduct and workplace issues for the human services/social work professional including ethics, stress management, social responsibility, and job search.

**Concurrent:** HS291.**HS200 Understanding Addictive Behavior**

3 credits (3 lec hrs/wk)

Presents a context for understanding addictions of all kinds. Introduces core concepts of the addiction process in youth and adults and examines a variety of treatment approaches. The effects of addiction on the family system will be explored.

**HS202 Counseling the Chemically Dependent Client**

3 credits (3 lec hrs/wk)

Focuses on evidence-based best practices for individual, group, and family treatment of addiction. Provides essential information on dual diagnosis, theories of addiction, and an introduction to diagnostic criteria necessary for treatment planning.

**HS213 Cultural Competence**

3 credits (3 lec hrs/wk)

Uses film and selected readings to present current theories of cross cultural perspective relative to social and restorative justice. Students will examine their personal cultural identity and develop the ability to place others within a cultural context.

**HS219 Case Management and Client Records**

3 credits (3 lec hrs/wk)

Prepares students to write clinical and professional documentation related to all aspects of client services from screening and intake to discharge summaries. Application of State, ASAM, and other professionally relevant criteria will be emphasized including evidence-based practices.

**HS224 Group Counseling Skills**

3 credits (3 lec hrs/wk)

Provides the introductory knowledge and skills for facilitating a variety of groups designed for personal development and behavioral change.

**HS260/SP219 Group Dynamics**

3 credits (3 lec hrs/wk)

Focuses on skill building and theory in decision making, problem solving, presentation planning, and knowledge of group process. Examines effective small group techniques in a variety of settings. Plan and present group discussions and group presentations.

**HS261 Counseling the Older Adult**

3 credits (3 lec hrs/wk)

Presents theoretical and practical information for providing effective services to elders. Emphasis on developing communication, evaluation, and relationship-building skills unique to working with elders from a cultural perspective.

**HS265 Intervention Strategies I (Basic Counseling Skills)**

4 credits (4 lec hrs/wk)

Designed as a continuation of HS 155. Introduces basic counseling techniques applying intentional interviewing and solution-focused models. Emphasis on practical skill building using role plays, audio-visual recordings and practice interviews.

**Prerequisite:** HS155 with a "C" or better.**HS266 Intervention Strategies II (Counseling Theories)**

4 credits (4 lec hrs/wk)

Provides an introductory survey of ten major counseling theories beginning with psychoanalysis through social construction theory. Students will learn about the founders, key concepts and possible applications for each approach and develop their personal theory of change.

**HS267 Intervention Strategies III (Working with Families)**

4 credits (4 lec hrs/wk)

Explores the history and dynamics of family life with an emphasis on evaluation, design, and provision of social services. Students will examine their family of origin as a tool for self-discovery and development of empathic professional competence.

**HS291 Practicum: Human Services**

1-10 credits (30-360 lab hrs/term)

Students participate in supervised clinical and community service-based field work experiences. Individualized learning objectives are developed with the program instructor, internship coordinator, and practicum site supervisor. Instructor consent is required to register.

**Prerequisite:** Approval from program coordinator.**HUMANITIES****HUM204 World Mythology and Religion (Archetypal and Shamanic Mythologies)**

3 credits (3 lec hrs/wk)

The origins and character of world mythologies. Course explores the archetypal stories by which human consciousness shapes a sense of order and belonging in the natural and supernatural worlds. Emphasis will be given to the shaman as storyteller and sage, as living bridge between the worlds, as healer and shaper of community and culture.

**HUM205 World Mythology and Religion (India and the Far East)**

3 credits (3 lec hrs/wk)

A consideration of the great myths of India and the Far East. This course will explore the foundational myths and the sacred texts which give rise to and inform the great religions of the region, particularly Hinduism and the vehicles of Buddhism. Consideration will also be given to the indigenous myths of the Orient and the ways of life they support: i.e., Shinto, Daoism, Confucianism.

**HUM206 World Mythology and Religion (Middle East and Western)**

3 credits (3 lec hrs/wk)

Treats the great myths and religions of Egypt and the fertile crescent. Course also treats Celtic and Nordic beliefs indigenous to Europe, and the mystery religions of Greece. The influence of the ancient myths of early pastoral and agrarian cultures on the Hebrew, Islamic, and Christian religions will be considered, as well as the departure those religions make from the mythic character of the world from which they emerged.

## HUM225 International Education

1-4 credits (22-88 lec-lab hrs/term)

The purpose of this class is to introduce students to a different culture and expand their horizons developing a wider world perspective and understanding. The class/trip will allow students to learn first hand about another culture and lifestyle; a cross cultural educational experience. The academic focus will include firsthand cultural understanding, language study, and lectures from in-country experts in historical, political and cultural topics. The participants will work, study and or learn with cultural hosts.

**Prerequisite:** Instructor consent.

## JOURNALISM

### J203 Writing for Media I

3 credits (3 lec hrs/wk)

Introduction to and grounding in Associated Press style and usage for newspaper writers. Introduction to and practice in writing leads for various types of media coverage. Introduction to and practice in formatting stories in media inverted pyramid style.

### J205 Writing for Media II

3 credits (3 lec hrs/wk)

Introduction and practice in writing for various newspaper beats. Incorporates journalistic writing parameters and techniques to various coverage areas, such as crime, sports, entertainment and others. Includes basic points of libel law.

### J215 Publishing Lab

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

Publication Laboratory teaches basic journalism skills and technologies to students. Students participate in writing, designing and formatting the Southwester, the student newspaper for Southwestern. Students work together in a simulated newsroom setting to produce the paper approximately once every three weeks.

### J217 Feature Writing

3 credits (3 lec hrs/wk)

Students write non-fiction feature articles for print and electronic media. After studying basic models of narrative and explanatory feature writing, students write feature articles for the student newspaper, magazine, and World Wide Web page.

### J280 Field Experience

1-5 credits (variable hours)

This course offers career exploration and workplace experience within a widely defined number of supervised settings which provide professional experience in the field of Journalism.

**Prerequisite:** WR122 with a "B" or better.

## LIBRARY

### LIB127 Introduction to the Library

1 credit (3 TBA hrs/wk)

Introduction to using the fundamental resources of a library: its catalogs, periodical indexes, electronic resources, and special collections. Includes an integrated set of skills and knowledge in assessing, evaluating, and using various kinds of information. This course is considered a supportive course.

## LITERATURE

### ENG104 Introduction to Literature - Fiction

3 credits (3 lec hrs/wk)

Reading, analysis, and appreciation of significant works of fiction, especially short stories, with emphasis on the fiction writer's craft. Presents methods of in-depth critical reading that serve as a basis for further study and enjoyment of literature.

### ENG105 Introduction to Literature - Drama

3 credits (3 lec hrs/wk)

Reading, analysis, and appreciation of significant works of drama and the elements of dramatic literature (setting, theme, characterization and language) serve as a basis for further study and enjoyment of drama.

### ENG106 Introduction to Literature - Poetry

3 credits (3 lec hrs/wk)

Reading, analysis, and appreciation of significant poems, how they are written and how they speak to human concerns. Presents those elements of poetry, language, form, metrics, style, and voice that serve as a basis for further study and enjoyment of poetry.

### ENG107 World Literature

3 credits (3 lec hrs/wk)

This course introduces the student to key literary works and authors of World Literature from the Ancient and Classical foundations to the Middle Ages. Students should consider taking History of Western Civilization concurrently.

### ENG108 World Literature

3 credits (3 lec hrs/wk)

This course introduces the student to key literary works and authors of World Literature from the late Middle Ages and Renaissance to the Enlightenment. Students should consider taking History of Western Civilization concurrently.

### ENG109 World Literature

3 credits (3 lec hrs/wk)

This course introduces the student to key literary works and authors of World Literature from Romanticism to modern and contemporary writings. Occasional

study of literature of other cultures may be introduced. Students should consider taking History of Western Civilization concurrently.

### ENG198/298 Independent Study in Literature

1-3 credits (hrs to be arranged)

**Prerequisite:** Instructor consent.

### ENG201 Shakespeare

3 credits (3 lec hrs/wk)

This course is an introduction to Shakespeare's early dramatic literature with an emphasis on the timelessness of his ideas and themes, the formal demands of drama, and the development of the artist. The plays for this term are drawn from early histories and comedies.

### ENG202 Shakespeare

3 credits (3 lec hrs/wk)

This course is an introduction to Shakespeare's middle period, with an emphasis on the timelessness of his ideas and themes, the formal demands of drama, and the development of the artist. The plays for this term are drawn from middle comedies and tragedies.

### ENG203 Shakespeare

3 credits (3 lec hrs/wk)

This course is an introduction to the dramatic literature of Shakespeare's later period with an emphasis on the timelessness of his ideas and themes, the formal demands of drama, and the development of the artist. The plays for this term are drawn from the later comedies, tragedies and romances.

### ENG204 Survey of English Literature

3 credits (3 lec hrs/wk)

Discusses the literary documents and authors of the British Isles from Anglo-Saxon beginnings through the sixteenth century. Surveys surviving Celtic materials and their influence on British literature. Focuses on, but is not necessarily limited to, characteristic works and major figures of the period.

### ENG205 Survey of English Literature

3 credits (3 lec hrs/wk)

This course discusses the literary documents and authors of the British Isles from the sixteenth century through the early nineteenth century. The study will focus on characteristic works and major figures of the period.

### ENG206 Survey of English Literature

3 credits (3 lec hrs/wk)

This course discusses the literary documents and authors of the British Isles of the nineteenth and twentieth centuries and the historic context.

**ENG240 Native American Literature**  
3 credits (3 lec hrs/wk)

This course is designed to 1) introduce students to important statements and authors and their works; 2) present these works in an historical and culturally specific context and link context to changes in a genre; 3) encourage students to trace themes of race, war, holocaust, Imperialism, generational responsibility, ecologies, class, power, and gender in literature by Native American authors; 4) deepen students' appreciation and understanding of significant contributions to American life.

**ENG253 Survey of American Literature**  
3 credits (3 lec hrs/wk)

Introduction to the development of American Literature from the colonial beginnings through the Romantic period. Special attention is given to helping students develop a sense of what is "American" in literature and thought.

**ENG254 Survey of American Literature**  
3 credits (3 lec hrs/wk)

Introduction to the development of American Literature in the middle and latter parts of the nineteenth century (late Romanticism, Realism and Naturalism). Special attention is given to helping students develop a sense of what is "American" in literature and thought.

**ENG255 Survey of American Literature**  
3 credits (3 lec hrs/wk)

Introduction to the development of American Literature of the twentieth century. Special attention is given to helping students develop a sense of what is "American" in literature and thought.

**ENG256 African American Literature -**  
3 credits (3 lec hrs/wk)

This course is designed to 1) introduce students to important African American authors and works; 2) present these works in an historical and culturally specific context and link context to changes in a genre; 3) encourage students to trace themes of race, class, and gender in literature by African American authors; 4) deepen students' appreciation and understanding of significant contributions to American life and to trace certain techniques and themes that cut across various literary art forms.

**ENG258 Hispanic/Latino Literature -**  
3 credits (3 lec hrs/wk)

This course is designed to 1) introduce students to important Hispanic and Latino authors and their works; 2) present these works in an historical and culturally specific context and link context to changes in a genre; 3) encourage students to trace themes of race, class, power, and gender in literature by Hispanic and Latino authors; 4) deepen students' appreciation and understanding of significant contributions to American life.

**ENG260 Introduction to Women Writers**  
3 credits (3 lec hrs/wk)

This course is designed to 1) introduce students to some important authors and works; 2) present these works in an historical and culturally specific context and link context to changes in a genre; 3) encourage students to trace themes of race, class, and gender in literature by women; 4) guide students discussing self-identity and the creative process. Fulfills cultural diversity/multicultural requirement.

**ENG299I Special Topics: The Banning of Books**  
3 credits (3 lec hrs/wk)

This course is designed to 1) examine the history and the politics of banning or challenging the placement of certain books in schools or on library shelves; 2) read and discuss selections of these books from the 20th Century in the U.S. The discussions will focus on the content, style, and literary value of each book with additional attention to the arguments for and against the attempts to ban.

**ENG299K Special Topics: Madness and Suicide in Literature**  
3 credits (3 lec hrs/wk)

From Shakespeare's aging king to Arthur Miller's failing salesman, society's attitude toward madness and suicide has shaped literature. Explore how the views of individual writers reflect the attitudes of the cultures and times in which they live toward madness or suicide.

**ENG299L Special Topics: Witches, Doctresses and other Women Healers**  
3 credits (3 lec hrs/wk)

Explore the role of women in healing as presented in a variety of readings: four novels, a collection of poetry, a long essay and a series of short readings. Course addresses the effect women have had, and continue to have, on the process of dealing with illness.

**ENG299T Special Topics: The Literature and Worlds of Tolkein**  
3 credits (3 lec hrs/wk)

Students will read four major works by J.R.R. Tolkein and 1) study the historical and literary sources of Tolkein's myth-making, 2) consider how Tolkein's works reflect the historical context in which they were written, 3) examine how the quest motif is reshaped by Tolkein's trilogy and 4) explore Tolkein's contribution to the development of the genre of fantasy literature.

**MACHINE TOOL TECHNOLOGY****MT101 Machine Tool Processes I**  
3 credits (1 lec, 4 lec-lab hrs/wk)

Introduce machine tool technology including an overview of typical, traditional, and Computer Numerically Controlled (CNC) machines commonly found in industry. The function, basic operation and setup, and tooling will be studied, with practical application on lathes, milling machines, drill press, and grinders, and how blueprints and math are applied on the job. Introduction to bench work, basic measurement, lathe, and bench grinders.

**MT102 Machine Tool Processes II**  
3 credits (1 lec, 4 lec-lab hrs/wk)

This second course in this sequence continues the study of machine tool operations and setup, with emphasis on the vertical milling machines, tool sharpening by hand and advanced lathe setups such as threading and tapering. Machine theory and precision measurement is studied and applied. Students gain sound understanding of why machine tools are the basis of manufacturing.

**Prerequisite:** MT101 with a "C" or better.

**MT103 Machine Tool Processes III**  
3 credits (1 lec, 4 lec-lab hrs/wk)

In this third course of the basic sequence the student will study the operation and setup of the tool and cutter grinder and the horizontal bandsaw. Provides students with an opportunity to apply the skills developed in the two previous courses. Students will have the necessary understanding of why machine tools are the basis of manufacturing. More advanced machine setups will be studied and applied. The students will gain basic skills in the area of computer usage in the machine shop.

**Prerequisites:** MT101 and MT102 with a "C" or better.

**MANUFACTURING TECHNOLOGY****MFG4101 Electrical/Electronic Principles**

3 credits (6 lec-lab hrs/wk)

Introduces the concepts and applications of various technologies found in the manufacturing industry, including actuators, transducers, drives, motors, and combinations of devices used for control and monitoring of industrial processes. Emphasis on hands-on applications of electrical/electronic measurement of physical properties, sensing and control of motion, fault diagnosis, and preventative maintenance.

**MFG4102 Mechanical Principles**

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

Presents a study of the principles, concepts and applications of various mechanisms encountered in industry, including belt drives, chain drives, and linkages. Subject matter on mechanical components and systems covers operational principles, uses, maintenance, trouble-shooting, and procedures for repair and replacement. Emphasis on hands-on setup of various drive systems, use of common precision measuring equipment, and the properties of various sealant materials.

**MFG4103 Hydraulic/Pneumatic Principles**

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

An overview of fluid power technology and a basic working knowledge of the components used in fluid power circuits of hydraulic and pneumatic systems. Hands-on setups of various fluid circuits, and using standard hydraulic/pneumatic schematics will be an important part of the laboratory applications. Fluid power will include operational principles, uses, preventative and periodic maintenance, troubleshooting, and procedures for repair and replacement.

**MFG4180 Field Experience**

1-3 credits (3-9 lab hrs/wk)

The student is required to be employed in a manufacturing-related position for an organization or company utilizing manufacturing principles, methods, techniques, and/or skills.

**Prerequisite:** Instructor consent.**MATHEMATICS****MTH20 Basic Mathematics**

4 credits (4 lec hrs/wk)

A course designed to: (1) introduce students to various applications of basic mathematics and (2) prepare students for elementary algebra by strengthening their foundations in the real number system. Topics include: whole numbers and their operations, fraction and decimal notation, ratio and proportion, percent notation, measurement and geometry, and solution of simple equations.

**Prerequisite:** Appropriate score on placement test.**MTH55 Introductory Technical Mathematics**

3 credits (3 lec hrs/wk)

Basic arithmetic operations, with an emphasis on applications. Offered by the mathematics department in cooperation with the Professional Technical Education faculty.

**Prerequisite:** Appropriate score on placement test.**MTH70 Elementary Algebra**

4 credits (4 lec hrs/wk)

A study of the concepts and principles considered in introductory algebra. Topics include: signed numbers; algebraic expressions; linear equations and inequalities; graphs of linear equations; polynomial expressions, operations, and factorizations; square roots and radical expressions. Students are not required to have previous experience with algebra.

**Prerequisite:** MTH20 or MTH25 or MTH55 with a "C" or better or appropriate score on placement test**MTH80 Technical Mathematics I**

3 credits (3 lec hrs/wk)

Basic geometric concepts with applications, graphing in a rectangular coordinate system, basic algebra concepts with applications, basic statistics, and right triangle trigonometry. Offered by the mathematics department in cooperation with the Professional Technical Education faculty.

**Prerequisite:** MTH20 or MTH55 with a "C" or better.**MTH85 Technical Mathematics II**

3 credits (3 lec hrs/wk)

Introduction to plane trigonometry emphasizing practical applications. Offered by the mathematics department in cooperation with the Professional Technical Education faculty.

**Prerequisite:** MTH80 with a "C" or better.**MTH94 Intermediate Algebra I**

4 credits (4 lec hrs/wk)

A study of the concepts and principles considered in intermediate algebra. Topics include: linear equations and inequalities, the Cartesian plane, graphs of equations, functions and their graphs, polynomial operations and factorizations, rational expressions and equations.

**Prerequisite:** MTH70 with a "C" or better, or appropriate score on placement test.**MTH95 Intermediate Algebra II**

4 credits (4 lec hrs/wk)

A study of the concepts and principles considered in intermediate algebra. Topics include: radical expressions, complex numbers, quadratic equations, quadratic functions and their graphs, conic sections, exponential and logarithmic functions and their graphs, exponential and logarithmic equations.

**Prerequisite:** MTH94 with a "C" or better.**MTH 97 Elementary Geometry**

4 credits (4 lec hrs/wk)

A study of the concepts and principles considered in introductory geometry. Topics include: lines, angles, and their measures; parallel and perpendicular lines; triangles and polygons; congruent triangles; quadrilaterals; similar triangles; circles; perimeters and areas of

geometric figures; right-triangle trigonometry; geometric constructions.

**Prerequisite:** MTH95 with a "C" or better.**MTH105 Introduction to Contemporary Mathematics**

4 credits (4 lec hrs/wk)

Topics include systems of linear equations, statistics, mathematical modeling, problem solving, and logic. This course is designed for students who have completed 1.5 to 2 years of high school algebra and a year of geometry, who have a "non-science" major, and need to complete a term of college-level mathematics.

**Prerequisite:** MTH95 with a "C" or better or appropriate score on placement test.**MTH111 College Algebra**

4 credits (4 lec hrs/wk)

A study of the concepts and principles considered in precalculus. Topics include: rational expressions, solution of equations and inequalities, analysis of functions and their graphs, polynomial and rational functions and their graphs, systems of linear equations, sequences and series.

**Prerequisite:** MTH95 with a "C" or better or appropriate score on placement test.**MTH112 Elementary Functions**

4 credits (4 lec hrs/wk)

A study of the concepts and principles considered in precalculus. Topics include: exponential and logarithmic functions and their graphs; exponential and logarithmic equations; trigonometric functions and their graphs; trigonometric identities, equations, and formulas; oblique-triangle trigonometry; complex numbers, and DeMoivre's theorem.

**Prerequisite:** MTH111 with a "C" or better or appropriate score on placement test.**MTH198/298 Independent Study**

1-4 credits (hrs to be arranged)

**Prerequisite:** Instructor consent.**MTH211 Fundamentals of Elementary Mathematics I**

3 credits (3 lec hrs/wk)

A foundation in mathematics for elementary teachers. Topics include: introduction to problem solving, number systems, number theory, logic, sets, relations, and functions.

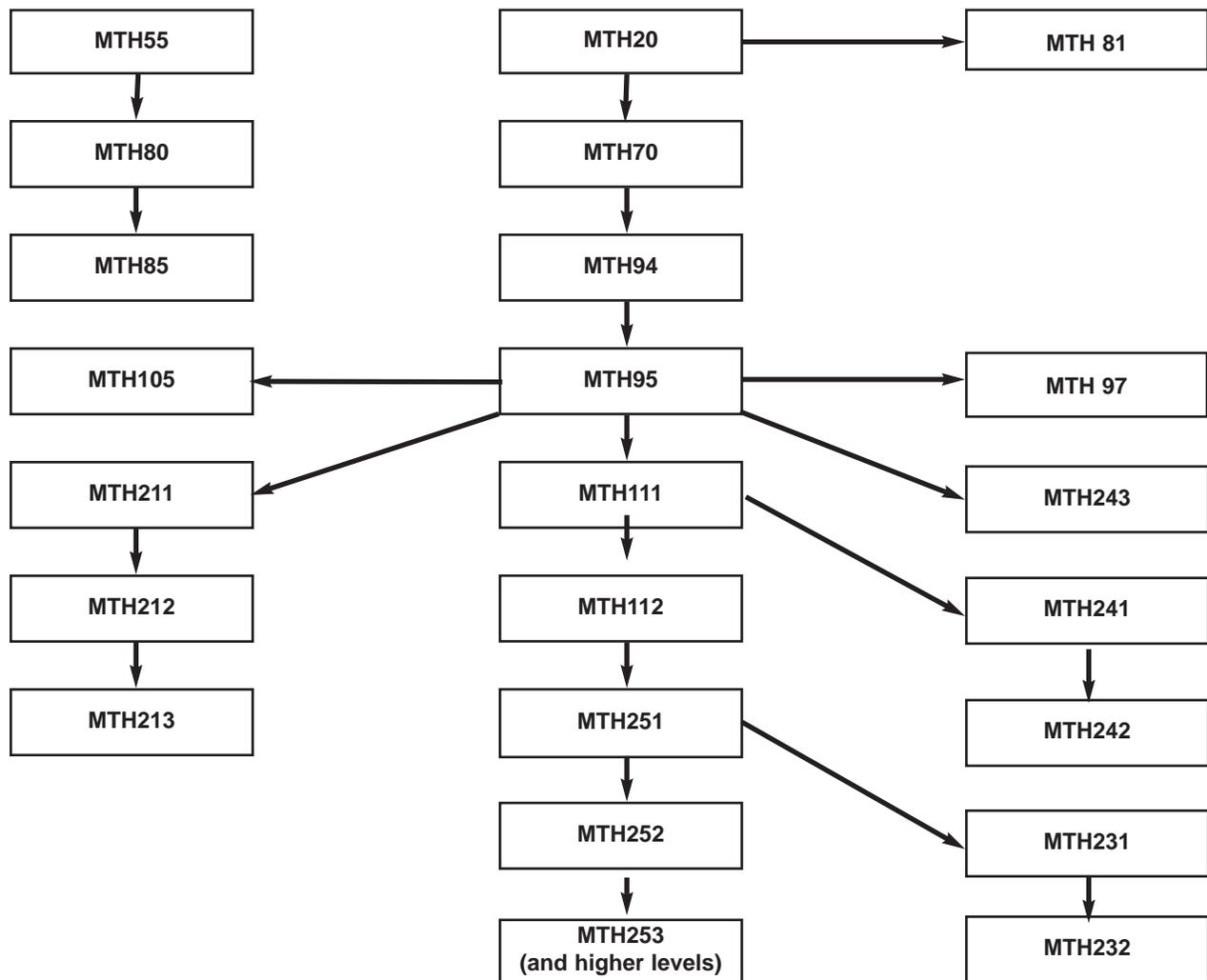
**Prerequisite:** MTH95 with a "C" or better or appropriate score on placement test.**MTH212 Fundamentals of Elementary Mathematics II**

3 credits (3 lec hrs/wk)

A foundation in mathematics for elementary teachers. Topics include: rational numbers, exponents, decimals, and applications. Probability and statistics will be introduced.

**Prerequisite:** MTH211 with a "C" or better.

## Sequence of Mathematics courses



**MTH213 Fundamentals of Elementary Mathematics III**

3 credits (3 lec hrs/wk)

A foundation in mathematics for elementary teachers. Topics include Euclidean geometry, constructive geometry, measurement, motion, and tessellation.

**Prerequisite:** MTH212 with a "C" or better.

**MTH231 Elements of Discrete Mathematics I**

4 credits (4 lec hrs/wk)

Topics include: propositional calculus (the logic of compound statements), predicate calculus (the logic of quantified statements), elementary number theory and proof methods, sequences and mathematical induction and set theory. The first course of a two-term sequence strongly recommended for computer engineering, computer science, and mathematics majors.

**Prerequisite:** MTH251 with a "C" or better.

**MTH232 Elements of Discrete Mathematics II**

4 credits (4 lec hrs/wk)

Topics include: functions, recursion, graphs of functions, coordinate diagrams, order notation, efficiency of algorithms, relations, partially and totally ordered sets, (topological) graph and tree theory. The second course of a two-term sequence strongly recommended for computer engineering, computer science and mathematics majors.

**Prerequisite:** MTH231 with a "C" or better.

**MTH241 Calculus for Business and Social Science I**

4 credits (4 lec hrs/wk)

Introduction to differential and integral calculus of polynomial, rational, exponential, and logarithmic functions, with applications in the social and manager sciences. The emphasis will be on an intuitive approach and on the applications of differentiation.

**Prerequisite:** MTH111 with a "C" or better or appropriate score on placement test.

**MTH242 Calculus for Business and Social Science II**

4 credits (4 lec hrs/wk)

Introduction to differential and integral calculus of polynomial, rational, exponential, and logarithmic functions, with applications in the social and manager sciences. The emphasis will be on an intuitive approach and on the applications of integration.

**Prerequisite:** MTH241 with a "C" or better or appropriate score on placement test.

**MTH243/BA232 Introduction to Probability and Statistics**

4 credits (4 lec hrs/wk)

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

**Prerequisite:** MTH95 with a "C" or better.

**MTH251 Calculus I (Differential Calculus)**

4 credits (4 lec hrs/wk)

Topics include: pre-calculus concepts and principles; limits and their properties, continuous functions; derivatives and their properties; the chain rule, implicit differentiation; relative extrema, the first and second derivative tests; applications involving rectilinear motion of a particle and optimization of functions. This course covers the standard differential calculus topics required for engineering, mathematics, and science majors.

**Prerequisite:** MTH112 with a "C" or better.

**MTH252 Calculus II (Integral Calculus)**

4 credits (4 lec hrs/wk)

Topics include: anti-derivatives, Riemann sums, integrals and their properties; the first and second fundamental theorems of calculus; calculation of length, area, volume, work, and resultant force via integration; derivatives and integrals of exponential, logarithmic, hyperbolic, and various inverse functions; indeterminate forms and L'Hôpital's rule. This course covers the standard integral calculus topics required for engineering, mathematics, and science majors.

**Prerequisite:** MTH251 with a "C" or better.

**MTH253 Calculus III (Infinite Sequences and Series)**

4 credits (4 lec hrs/wk)

Topics include: principles of integral evaluation, improper integrals; infinite sequences and series; convergence tests for infinite series; Taylor series for functions; translated and rotated conic sections. This course covers the standard sequences and series topics required for engineering, mathematics, and science majors.

**Prerequisite:** MTH252 with a "C" or better.

**MTH254 Vector Calculus I (Introduction to Vectors and Multidimensional Calculus)**

4 credits (4 lec hrs/wk)

Topics include: polar coordinates, conic sections, parametric equations, three-dimensional space, analytic geometry, vector algebra, space curves, vector-valued functions, vector calculus.

**Prerequisite:** MTH253 with a "C" or better.

**MTH255 Vector Calculus II (Differential and Integral Vector Calculus)**

4 credits (4 lec hrs/wk)

Topics include: functions of several variables, partial derivatives; iterated integration; multiple integrals; divergence and curl of vector fields; line and surface integrals; Green's, Gauss', and Stokes' theorems.

**Prerequisite:** MTH254 with a "C" or better.

**MTH256 Differential Equations**

4 credits (4 lec hrs/wk)

Topics include: first-order linear and nonlinear ODEs, second order linear ODEs, series solutions to second-order linear ODEs, Laplace transforms, systems of linear ODEs.

**Prerequisite:** MTH255 with a "C" or better.

**MTH260 Matrix Methods and Linear Algebra**

4 credits (4 lec hrs/wk)

Topics include: matrix concepts and algebra; determinants and inverses of matrices; solution methods for systems of linear equations; linear independence, linear transformations, and vector spaces; bases and coordinates; eigenvalues and eigenvectors; diagonalization of matrices. This course covers the standard linear algebra topics required for engineering, mathematics, and science majors.

**Prerequisite:** MTH255 with a "C" or better.

**MTH265 Probability and Statistics with Calculus**

4 credits (4 lec hrs/wk)

Topics include: probability theory, random variables and probability distributions, probabilistic expectation, classical discrete and continuous probability distributions, sampling theory and sampling distributions; estimation and confidence intervals, hypothesis tests and statistical significance, curve fitting and regression analysis. A calculus-based probability and statistics course strongly recommended for engineering, mathematics, and science majors.

**Prerequisite:** MTH252 with a "C" or better.

**MUSIC PERFORMANCE**

**Note:** All music ensemble credits are transferable and can be used as elective credits up to 12 credits. Most music programs require 12 ensemble credits.

**MUP105 Jazz Band**

1 credit (2 lec-lab hrs/wk)

The sounds of the "Big Band" era. This group performs regularly both locally and throughout the state. Students may be asked to audition.

**MUP114 Stage Band**

1 credit (2 lec-lab hrs/wk)

A performance ensemble which rehearses and performs the appropriate musical literature chosen by the instructor.

Instruction will be given to individuals as well as the ensemble on how to improve the overall musical effect. Pop ballads to jazz, both traditional and non-traditional. Intermediate and advanced musicians are admitted. Instructor consent is not required for the student to register for the class, but the student may be asked by the instructor to demonstrate their ability.

**MUP121 Symphonic Choir**

1 credit (2 lec-lab hrs/wk)

A large choral ensemble performing the works of major composers, encompassing all musical periods and styles. Students may be asked to audition.

**MUP123 Opera**

1-3 credits (2-6 lec-lab hrs/wk)

Operas, opera selections, operatic arias or operettas done in costumes, staging and concert style. Students may be asked to audition.

**MUP125 Vocal Jazz (Southwesters)**

2 credits (4 lec-lab hrs/wk)

Pop ballads, early rock and roll, traditional jazz, and blues will be the material rehearsed and performed by this ensemble. Emphasis will be placed upon the dynamics of live performance. Students may be asked to audition.

**MUP131 Chamber Choir**

2 credits (4 lec-lab hrs/wk)

Small choral ensemble performing the major works and the octavo literature of prominent composers of every musical period. Student may be asked to audition.

**MUP142 Orchestra**

1 credit (2 lec-lab hrs/wk)

Strings, woodwinds, brass, and percussion performing the works of composers from every musical period. Intermediate and advanced musicians admitted. Student may be asked to audition.

**MUP202A Concert Band**

2 credits (4 lec-lab hrs/wk)

A performance ensemble which rehearses and performs the appropriate musical literature chosen by the instructor.

Instruction will be given to individuals as well as the ensemble on how to improve the overall musical effect. A college ensemble performing marches, traditional band literature, classical literature arranged for concert band. Intermediate and advanced musicians are admitted. Students may be asked to audition.

**MUP202B Community Band**

1 credit (2 lec-lab hrs/wk)

A performance ensemble which rehearses and performs marches, traditional band

literature, classical literature arranged for concert band. Intermediate and advanced musicians are admitted. Students may be asked to audition.

**Individual Lessons**

1-2 credits (2-4 lec-lab hrs/wk)

Individual lessons are arranged with the instructor, based upon available time and space. Instructor consent is required for all private lessons. All credits for private lessons are transferable. Music majors are expected to have a primary instrument of performance and be enrolled for individual instruction. Lessons are given for all levels of musicianship: beginning, intermediate, and advanced.

MUP171/271 Piano

MUP174/274 Voice

MUP175/275 Violin/Fiddle

MUP178/278 Bass Guitar

MUP180/280 Guitar

MUP 181/281 Flute

MUP183/283 Clarinet

MUP184/284 Saxophone

MUP186/286 Trumpet

MUP187/287 French Horn

MUP188/288 Trombone

MUP191/291 Percussion

**MUSIC****Lecture Courses**

Many music courses can be used for Distribution and Elective requirements for degree programs.

**MUS101/102/103 Music Fundamentals**

3 credits/term (3 lec hrs/wk)

A preparatory course for private instruction, for ensemble participation, and for a better understanding of music and music history. Music fundamentals, scales, key signatures, meter, notation, chords, non-harmonics, introduction to piano, and sight-singing. Recommended for music minors, beginning musicians, and preparatory for some music majors. (Contact music advisor for proper placement.)

**MUS111/112/113 Music Theory I**

3 credits/term (3 lec hrs/wk)

A course to instruct in the fundamentals of music, figured bass analysis, four part composition, chords with sevenths, secondary dominants, modulation, and basic musical form. This is a preparatory course for private instruction, for ensemble participation, and for a better understanding of music and music history. Required for music majors and

minors, recommended for beginning and intermediate musicians.

**Prerequisites:** For MUS112; MUS111. For MUS113; MUS112.

**Concurrent:** For MUS111; MUS131. MUS112; MUS132. MUS113; MUS133.

**MUS114/115/116 Sight Reading and Ear Training**

1 credit/term (2 lec-lab hr/wk)

Learn to hear music and identify tones and chords, transfer music notation and communicate notation by voice.

**Prerequisites:** For MUS115; MUS114. For MUS116; MUS115.

**MUS120 FINALE: Music Printing (Computer Composition)**

2 credits (1 lec, 1 lec-lab hr/wk)

Learn to use Finale, a music printing program and secondarily a sequencing program. A wide range of musical capabilities will be put at the disposal of the student. This program will benefit every musician from the elementary to the most advanced. Students will learn to enter both vocal and instrumental music into the computer, how to use musical markings and terminology, how to transpose and arrange and how to prepare a musical composition to be a professional-looking sheet of music. Students will be expected to schedule computer time outside of the class and to maintain personal disks with all of their assignments.

**MUS131 Piano Class**

1 credit (2 lec-lab hr/wk)

Piano basics and music fundamentals. Learn to read notes, basic music symbols, perform simple chords, proper finger techniques and major and minor scale performance.

**Concurrent:** MUS111

**MUS132 Piano Class**

1 credit (2 lec-lab hr/wk)

Based upon continuing the work in MUS131, all major keys - introduction to minor keys. Performance of chord progressions in major & minor keys, transposition, simple modulations using Deceptive Cadences, Sight Reading, and repertoire. This course is taught in conjunction with MUS112.

**Prerequisite:** MUS131.

**Concurrent:** MUS112.

**MUS133 Piano Class:****(Introduction to Finale)**

1 credit (2 lec-lab hr/wk)

Learn to use Finale, a music printing program and secondarily a sequencing program. A wide range of musical exposure will be at the disposal of the student. The Finale program will benefit every musician from the elementary to the most advanced. Students will learn to enter both vocal and instrumental music into the computer, how to use musical markers and technology, how to transpose and arrange, how to prepare a musical composition to be a professional looking sheet of music. Students will be expected to schedule computer time outside of the class. Students are expected to maintain personal disks with all of their assignments.

**Prerequisite:** MUS132.

**Concurrent:** MUS113.

**MUS134/135/136 Voice Class**

1 credit/term (1 lec hr/wk)

A study of vocal basics. An introduction to music fundamentals, tone production, abdominal breathing, vowel-consonant clarity, and relaxation techniques.

**MUS137 Guitar Class**

1 credit/term (1 lec hr/wk)

Guitar basics and music fundamentals. Learn to read notes, basic music symbols, perform simple to advanced chords, strumming-picking techniques, and "barring." Introduction to Classical Guitar Methods.

**MUS161 Jazz Improvisation (Blues and Beginnings)**

1 credit/term (2 lec-lab hrs/wk)

Blues and beginning improvisation. Listening, theory demonstration, explanation and using improvisation in performance.

**Concurrent:** MUP105.**MUS198/298 Independent Study in Music**

1-3 credits/term (hr to be arranged)

This course allows students to independently increase their knowledge and skills in the discipline of music by studying specific topics which are not part of other 100/200-level music courses or which may not be offered in depth in other 100-level music courses. Instructor supervision and division approval required.

**Prerequisite:** Instructor consent.**MUS205 Introduction to Jazz History**

3 credits/term (3 lec hrs/wk)

An introduction to the one true American Music Genre. Exploring the beginning of Jazz, Early Blue, Dixieland, the Big Band Era, BeBop, Fusion, Impressionism, Serialism and Classical Forms. Students will be taken through Rhythm and Blues, Gospel and Early Rock and Roll.

**MUS211 Music Theory II**

3 credits/term (3 lec hrs/wk)

A study of polyphony, counterpoint, extended chromatically altered chords, and 20th century composition.

**Prerequisite:** MUS113.**Concurrent:** MUS114.**MUS212 Music Theory II**

3 credits/term (3 lec hrs/wk)

A study of polyphony, counterpoint, chromatic chords, and 20th century composition.

**Prerequisite:** MUS211.**Concurrent:** MUS115.**MUS213 Music Theory II**

3 credits/term (3 lec hrs/wk)

A study of polyphony, counterpoint, extended and chromatically altered chords, and 20th century composition.

**Prerequisite:** MUS212.**Concurrent:** MUS116.**MUS221 Arranging I**

1 credit/term (2 lec-lab hrs/wk)

Basic arranging techniques, instrumentation and notation practices for live rhythm section, lead vocal, score preparation, parts preparation, notation and nomenclature in contemporary styles.

**Prerequisite:** MUS113.**MUS222 Arranging II**

1 credit/term (2 lec-lab hrs/wk)

A continuation of rhythm section arranging with the addition of one or two horns; saxophone and trumpet. Discussion of transposition and range on contemporary music styles.

**Prerequisite:** MUS221.**MUS223 Arranging III**

1 credit/term (2 lec-lab hrs/wk)

The third level of this series focuses on various contemporary applications of small horn section writing with rhythm section. Voicings and styles is discussed.

**Prerequisite:** MUS222.**MUS224/225/226 Sight Singing, Ear Training II**

1 credit/term (2 lec-lab hrs/wk)

This class is designed to teach the student to hear, identify, write and sing melodies, chords and rhythm from sight and by listening to melodic and harmonic material played for the student. Music majors take three terms.

**Prerequisites:** For MUS224; MUS116. For MUS225; MUS224. For MUS226; MUS225.**Concurrent:** For MUS224; MUS212 and MUS231. For MUS225; MUS212 and MUS232. For MUS226; MUS 213 and MUS233.**MUS231/232/233 Piano Class**

1 credit/term (2 lec-lab hr/wk)

Second year of music and piano skills. Proficiency in major and minor scales and corresponding chord progressions, transposition harmonization, sight reading and late beginning repertoire.

**Prerequisite:** For MUS 232; MUS231. For MUS233; MUS232.**MUS261/262/263 Music History I, II, III**

3 credits/term (3 lec hrs/wk)

A study of history concentrating on the life and times of composers and their music. Attention will be given to the change forms and styles of music combined with a wide range of listening. History will be divided into three sections: 1) Early Music, Renaissance, Baroque-350 to 1750; 2) Classical and Romantic-1750 to 1900; 3) Contemporary-1990 to present.

**MUS299B Musical Conducting and Directing**

1 credit (2 lec-lab hrs/wk)

Fundamentals of conducting including beat patterns, posture, arm and hand position, articulations, dynamics, left hand functions, incomplete beats and fermatas

will be covered, as well as basic score reading and application of skills to commercial music. Students will be videotaped for study.

**Prerequisite:** MUS113.**NURSING****NRS110 Fundamentals of Nursing - Health Promotions**

9 credits (5 lec, 12 lab hrs/wk)

The course introduces the Oregon Consortium for Nursing Education (OCNE) curriculum framework. The emphasis is on health promotion across the life span which includes learning about self-health as well as client health practices. Students learn how to modify skills to address health promotion and chronic illness needs for clients.

**Prerequisite:** Minimum of 49 prerequisite credits with a 3.75 GPA or higher and acceptance into the Nursing Program.**NRS111 Foundations of Nursing in Chronic Illness I**

6 credits (3 lec, 9 lab hrs/wk)

This course introduces chronic illness assessment and interventions across the lifespan. The client and family's "lived experience" of the illness, practice guidelines and research evidence are used to guide clinical judgment in the care of the chronically ill. Roles of the multidisciplinary team and legal aspects of delegation are explored.

**Prerequisite:** NRS110 with a "C" or better.**Concurrent:** NRS230 and NRS232.**NRS112 Foundations of Nursing in Acute Care I**

6 credits (3 lec, 9 lab hrs/wk)

This course introduces the learner to assessment and common interventions and technical procedures for patient care during an acute episode of disease/illness. Disease/illness trajectories and their translation into clinical practice guidelines and/or standard procedures are considered in relation to their impact on providing culturally sensitive, client-centered care. Includes classroom and clinical learning experiences.

**Prerequisite:** NRS111, NRS230 and NRS232 with a "C" or better.**Concurrent:** NRS231 and NRS233.**NRS221 Foundations of Nursing in Chronic Illness II and End-of-Life**

9 credits (4 lec, 15 lab hrs/wk)

This course builds on Foundations of Nursing in Chronic Illness I. The evidence base of nursing interventions related to family care giving, relationships, functional status, and symptom management is a major focus. Advocacy, self-determination, and autonomy issues are addressed within the framework of cultural beliefs and lifespan issues.

**Prerequisite:** NRS222 with a "C" or better.

**NRS222 Foundations of Nursing in Acute Care II and End-of-Life**

9 credits (4 lec, 15 lab hrs/wk)

This course builds on Nursing in Acute Care I focusing on complex and/or unstable patient care situations. The emphasis is on development of clinical judgment in managing patient and family care issues in the acute care setting. Exemplars include acute conditions affecting multiple body systems, and legal and ethical issues.

**Prerequisite:** NRS112, NRS231 and NRS233 with a "C" or better.

**NRS224 Scope of Practice/Integrated Practicum**

9 credits (2 lec, 21 lab, hrs/wk)

This course is designed to formalize the clinical judgments, knowledge and skills necessary in safe, registered nurse practice. Faculty/preceptor/student analysis and reflection throughout the experience provide the student with evaluative criteria against which they can judge their own performance and develop a practice framework.

**Prerequisite:** NRS221 with a "C" or better.

**NRS230 Clinical Pharmacology I**

3 credits (3 lec hrs/wk)

This two course sequence introduces the theoretical background related to drugs and natural products used by clients throughout the lifespan. Drugs are studied by therapeutic class. Students will learn to administer medications safely using current, reliable research evidence. Client education and working within the client and clinical environment are emphasized.

**Prerequisite:** NRS110 with a "C" or better.

**Concurrent:** NRS111 and NRS232.

**NRS231 Clinical Pharmacology II**

3 credits (3 lec hrs/wk)

Clinical Pharmacology II builds on a theoretical background that enables students to provide safe and effective care related to medication administration. The course addresses additional classes of drugs and related natural products not contained in Clinical Pharmacology I.

**Prerequisite:** NRS111, NRS230, NRS232 with a "C" or better.

**Concurrent:** NRS112 and NRS233.

**NRS232 Pathophysiological Processes I**

3 credits (3 lec hrs/wk)

This course introduces pathophysiological processes that contribute to disease states across the lifespan. Students learn to make selective clinical decisions using current reliable evidence based research. Assessments, teaching and communicating with clients and health care team members about pathophysiological processes are emphasized.

**Prerequisite:** NRS110 with a "C" or better.

**Concurrent:** NRS111 and NRS230.

**NRS233 Pathophysiological Processes II**

3 credits (3 lec hrs/wk)

This course continues to explore pathophysiological processes that contribute to disease states across the lifespan and human responses to those processes. The course addresses additional disease entities not contained in Pathophysiological Process I.

**Prerequisite:** NRS111, NRS230, NRS232 with a "C" or better.

**Concurrent:** NRS112 and NRS231.

**NUR9411 Perioperative Nursing**

4 credits (3 lec 3 lec-lab hrs/wk)

This introductory course is designed for the registered nurse who has had no previous experience in operating room nursing. Course content includes knowledge and skills required to care for patients having surgical intervention. Emphasis will be on those skills required to prepare the nurse for beginning-level independent practice. Students, through direct classroom instruction and lecture/lab work in an operating room suite, will gain the knowledge and skills required to provide care to patients during the preoperative, intraoperative, and postoperative period.

**NUR9412 Perioperative Nursing Clinical Practicum**

6 credits (18 lab hrs/wk)

This course is designed as a vehicle to put into practice the knowledge and skills learned in Perioperative Nursing, NUR9411. Students will complete a minimum of two 8-hour practicum shifts per week in an operating room. Emphasis will be placed on performing those functions directly related to scrubbing and circulating for selected surgical procedures.

**Prerequisite:** NUR9411.

**NUR9413 Basic Critical Care Nursing**

3 credits (3 lec hrs/wk)

This introductory course is designed for practicing registered nurses to increase their knowledge of physiology and application of this knowledge with critical thinking skills to care approaches for the more acute critical patient. Its purpose is to provide information on body-system specific pathophysiology for advanced nursing management. Students will be introduced to specific skills pertinent to care of critical patients, with an emphasis on skills needed in Intensive Care Units (ICU), Intermediate Care Units (IMCU), Post Anesthesia Care Units (PACU), and Emergency Departments (ED).

**NUR546 Basic Nursing Assistant**

8 credits (52 lec, 101 lab hrs/total)

This course prepares a Basic Nursing Assistant to be eligible for certification as outlined by the Oregon State Board of Nursing. The student is prepared to care for clients in a variety of settings including long-term care, intermediate care, home

health, hospice care, acute care, foster care, and assisted living situations.

**Prerequisites:** CPR Certification: Heartsaver from the American Heart Association or Adult CPR from the American Red Cross; Pre-application testing, health assessment, immunization status.

**OFFICE ADMINISTRATION****OA2221 Medical Terminology I**

3 credits (3 lec hrs/wk)

This course provides the student with the basic knowledge of building medical terms with root words, suffixes, and prefixes. Also provides medical terminology related to the body as a whole; the skeletal, muscular, cardiovascular, lymphatic and immune, respiratory, and digestive systems. Must be taken in sequence.

**OA2222 Medical Terminology II**

3 credits (3 lec hrs/wk)

Medical Terminology II is a continuation of Medical Terminology I; to include terminology and abbreviations related to the urinary, nervous integumentary, endocrine, and reproductive systems as well as special senses, diagnostic procedures, and pharmacology. Each system outline will include functions and components, suffixes, prefixes, anatomic reference points, and terminology (diagnostic, symptomatic, and operative) pertinent to that system. Must be taken in sequence.

**Prerequisite:** OA2221 with a "C" or better.

**OA2231 Clinical Procedures I**

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

This course is to provide clinical orientation, initial instruction, and basic skills for a medical/clerical assistant. It will provide in-depth simulation of office nurses' duties. This will prepare the medical office assistant to substitute for the physician's nurse, without major changes in office routine for the safety, security, and comfort of the patient, physician and the medical assistant. Must be taken in sequence.

**Prerequisites:** OA2221 and OA5401 with a "C" or better.

**Concurrent:** HE0525.

**OA2232 Clinical Procedures II**

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

This course provides theoretical knowledge, skills, and practical experience which enables the student to attain and maintain safe, intelligent, quality patient care under supervision of licensed personnel. Emphasis on medical and surgical asepsis in preparation for office surgery is stressed. Primarily for students already employed in the health care field.

**Prerequisite:** OA2231 with a "C" or better.

**OA2241 Medical Transcription I**  
3 credits (2 lec, 2lec-lab hrs/wk)  
This course introduces students to simpler forms of medical transcription from hospital dictation. Utilization of terminology with emphasis on accuracy.  
**Prerequisite:** OA2221 with a "C" or better.

**OA2242 Medical Transcription II**  
3 credits (2 lec, 2 lec-lab hrs/wk)  
This course introduces students to the use of specialized/complex medical dictation by actual physicians for the purpose of developing transcription skills.  
**Prerequisite:** OA2241 with a "C" or better.

**OA2280 Cooperative Work Experience**  
1-6 credits (4-24 lab hrs/wk)  
Gain on-the-job experience in coordinator-approved office situations that closely parallel with field of study.  
**Prerequisite:** Instructor consent.

**OA2591 Proofreading and Editing**  
3 credits (3 lec hrs/wk)  
This course is designed to prepare students to proofread and edit business documents. It includes the study of punctuation, capitalization, grammar, and spelling as applied to transcribing and editing commonly used documents found in the business office.  
**Prerequisite:** WR0525 with a "C" or better or an appropriate score on placement test.

**OA2597 Medical Office Coding**  
3 credits (3 lec hrs/wk)  
Medical Office Coding provides the student with a basic knowledge of the fundamental coding systems used between the medical community and insurance carriers, private and government. Includes coding health-related conditions and diseases, descriptive terms and abbreviations for reporting medical services and procedures performed by physicians, and other coding systems.  
**Prerequisite:** OA2221 with a "C" or better.

**OA2725 Reimbursement Management**  
3 credits (3 lec hrs/wk)  
This course teaches students medical insurance terminology and provides familiarity with various types of insurance programs. Content covers insurance claim processing with an introduction to forms, assignment and coordination of benefits, credit and collection procedures with federal and Oregon laws, credit applications, basic billing cycles, and an introduction to coding.  
**Prerequisite:** OA2221 with a "C" or better.

**OA5401 Body Structure and Functions I**  
3 credits (3 lec hrs/wk)  
This course is an introduction to human

anatomy and physiology. It is designed for medical office students, pharmacy technicians and other students who desire a broad review of body systems. Normal structure and functions of the human body systems, characteristics of the cell as the basis of life and organization of tissues and organs will be covered.

**OA5402 Body Structure and Functions II**  
3 credits (3 lec hrs/wk)  
This course is an introduction to human anatomy and physiology. It is designed for medical office students, pharmacy technicians and other students who desire a broad review of body systems. Normal structure and functions of the human body systems, characteristics of the cell as the basis of life and organization of tissues and organs will be covered.  
**Prerequisite:** OA5401 with a "C" or better.

**OA5533 Medical Law and Ethics**  
2 credits (2 lec hrs/wk)  
Medical Law and Ethics is a survey of the manner in which the law and codes of ethics affect the practice of health occupations paraprofessionals. An introduction to the concepts of litigation, consent, introduction to law, ethics and bioethics, genetic engineering, sterilization, abortion, and death and dying.

**OA116 Office Procedures**  
3 credits (3 lec hrs/wk)  
Office Procedures presents the methods, concepts and procedures for business office operations. This includes career planning, understanding the office environment, and how to organize an efficient work place. It also includes information on office technology, communications, an overview of records management, meetings, travel, and career advancement.  
**Prerequisite:** CS101 with a "C" or better.

**OA121 Keyboarding I**  
3 credits (2 lec, 3 lab hrs/wk)  
Presents principles of touch method typing. Typing speed and accuracy are developed through drills and practice using the touch method of typing. Students are introduced to basic production work in the form of business and personal letters, tables, manuscripts, and memos. This course is considered a supportive course.

**OA124 Keyboard Skillbuilding**  
3 credits (2 lec, 3 lab hrs/wk)  
Development of speed and accuracy utilizing a diagnostic approach to individual skill assessment and prescribed drill work.  
**Prerequisite:** OA121 with a "C" or better.

**OA131 Legal Secretary Procedures I**  
4 credits (3 lec, 2 lec-lab hrs/wk)  
This course introduces the student to the law office, to the courts and to the law library; ethics and duties of the legal secretary; familiarization with national, state and local professional organizations; qualifications, duties and responsibilities of a notary public; the purpose, form and disposition of selected non-court documents; practice given to office documents and legal correspondence.  
**Prerequisites:** WR90 and CS125W with a "C" or better.

**OA220 Electronic Calculators**  
1 credit (2 lec-lab hrs/wk)  
The student will learn the ten-key system for machine operation and use of electronic, desk-top style calculators in the four fundamentals of mathematics. Four operations are used to solve applied business problems with speed and accuracy.  
**Prerequisite:** MTH20.

**OA240 Filing/Records Management**  
3 credits (3 lec hrs/wk)  
This course provides a comprehensive study of filing systems, equipment, and criteria by which records are created, classified, stored, and retrieved according to the rules established by the Association of Records Managers and Administrators (ARMA).

## **PHARMACY TECHNICIAN**

**Note:** Students must successfully complete all courses (attain a grade of "C" or better) in a quarter of the Pharmacy Technician curriculum before advancing to the next quarter.

**PHAR5470 Introduction to Pharmacy Law: Practice and Law**  
4 credits (4 lec hrs/wk)  
This course introduces students to the career of Pharmacy Technician. It explores history, potential workplace options and personnel related to pharmaceutical services, including pharmacy ethics. A general overview of the knowledge base required for the occupation and an introduction to standard pharmacy references, federal and state law, is provided.

**PHAR5472 Pharmacology I**  
3 credits (3 lec hrs/wk)  
This basic course introduces the student to generic and trade names of common therapeutic drugs. Drug categories and drug use in prevention of or interference with disease processes are discussed. Important contraindication, side effects, cautions, and interactions regarding drug use are included. The course also covers common nonprescription drugs.  
**Prerequisites:** OA2221 and RD101 with a "C" or better or COMPASS Reading score of 85 or higher.

**PHAR5473 Pharmacology II**

3 credits (3 lec hrs/wk)

This basic course continues the student's introduction to generic trade names of common therapeutic drugs. Drug categories and drug use in prevention of or interference with disease processes are discussed. Important contraindication, side effects, cautions, and interactions regarding drug use are included. The course also covers common nonprescription drugs.

**Prerequisites:** PHAR5472, PHAR5474 and PHAR5475 with a "C" or better.

**PHAR5474 Pharmacy Calculations**

2 credits (2 lec hrs/wk)

This course reviews basic mathematics and includes the application of math concepts in the performance of certain Pharmacy Technician duties (and other healthcare provider duties). It covers systems of weight, measure, and temperature and the conversion from one system to another. The basics of retail accounting are introduced. Students develop the capabilities needed to calculate dosages, drug amount or volume, percent concentrations, milli-equivalents, and intravenous infusion rates.

**Prerequisite:** MTH70 with a "C" or better, or COMPASS Algebra score of 26-70.

**PHAR5475 Pharmacy Technician Procedures I: Retail Chain and Independent**

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

This course is designed to provide students with the knowledge and skills needed in the performance of technical pharmacy tasks. These include ambulatory, prescription processing, compounding and repackaging, communications, and computer operations.

**Prerequisite:** PHAR5470 with a "C" or better.

**PHAR5476 Pharmacy Technician Procedures II: Institutional Hospital and Extended Care**

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

This course is designed to provide students with the knowledge and skills needed in the performance of technical pharmacy tasks. These include hospital dispensing systems, compounding and repackaging, communications, computer operations, aseptic technique, IV prep admixtures, and oncology preparations.

**Prerequisites:** PHAR5470, PHAR5472, PHAR5474, and PHAR5475 with a "C" or better.

**PHAR5477 Pharmacy Records Management**

3 credits (3 lec hrs/wk)

This course is designed to provide knowledge and skills in preparing, maintaining, and storing a multiple of pharmacy records. The student will have practice typing a variety of instructional and retail prescription labels, and be

capable of producing at a predetermined, satisfactory rate.

**Prerequisites:** PHAR5470, PHAR5472, PHAR5474, and PHAR5475 with a "C" or better.

**PHAR5478 Pharmacy Technician Practicum**

3 credits (9 lab hrs/wk)

Pharmacy experience in retail and/or institutional pharmacy practice. Instruction and supervision provided by staff or participating agencies. Concurrent classroom activities are included.

**Prerequisites:** PHAR5470, PHAR5472, PHAR5474, and PHAR5475 with a "C" or better.

**PHILOSOPHY****PHL101 Introduction to Philosophy: Philosophical Problems**

3 credits (3 lec hrs/wk)

Introduces students to the philosophical quest for wisdom for the purpose of personal transformation: to understand themselves, reality, and their place within it by exploring fundamental questions and problems of metaphysics (the study of the nature of reality) and epistemology (the study of knowledge and truth) from a crosscultural perspective.

**Prerequisite:** WR121 with a "C" or better.

**PHL102 Ethics**

3 credits (3 lec hrs/wk)

Investigates the nature of moral philosophy by examining ethical theories from a variety of cultural traditions as well as issues in applied ethics such as just war and pacifism, euthanasia, environmental ethics and cloning. Enables students to develop and reflect critically on their own ethical stance.

**Prerequisite:** WR121 with a "C" or better.

**PHL103 Introduction to Logic and Critical Thinking**

3 credits (3 lec hrs/wk)

Focuses on improving critical reasoning skills in academic studies and daily life by examining the basic concepts of logic and critical thinking; the use of language; propaganda and doublespeak; and informal fallacies in academic arguments, editorials, letters to the editor, and advertising. Attention given to writing arguments and position papers.

**Prerequisite:** WR121 with a "C" or better.

**PHL199R Special Topics: Philosophy of Religion**

3 credits (3 lec hrs/wk)

Examines major problems and issues in the area of Philosophy of Religion: the existence of God, the nature of God, religious experience, the problem of evil, immortality, and the relationship between science and religion. Attention will be given to a cross-cultural investigation.

**Prerequisite:** WR121 with a "C" or better.

**PHL205 Bioethics**

3 credits (3 lec hrs/wk)

Examines moral reasoning in a medical context. Specifically this course examines key issues in medical ethics such as allocating and acquiring transplant organs, medical research, confidentiality, reproduction, euthanasia, race and gender in medicine and the dilemma of impaired infants.

**Prerequisite:** WR121 with a "C" or better.

**PHYSICAL EDUCATION**

Students may use no more than nine credits of Physical Activity (PE185) in meeting the total credit requirement for an Associate of Arts/Oregon Transfer or counted in their GPA; see Physical Education requirements for each degree. Degrees offered include an Associate of Science Physical Education Emphasis and an Associate of Science Athletic Training Emphasis.

**PE6230 Introduction to Golf Caddying**

1 credit (22 lec-lab hrs/total)

This course prepares students with an understanding of the game of golf and the role of the golf caddy. The class covers the rules and regulations of golf, the etiquette of golf and how customer service plays a role in the caddying experience. Students will practice caddying techniques on a golf course.

**PE131 Introduction to Health and Physical Education**

3 credits (3 lec hrs/wk)

This course provides an orientation and foundational understanding of the academic disciplines and professions that lie beneath the umbrella of physical education, fitness, and sport. Students learn the underpinnings of historical and contemporary development in the disciplines, and broaden their understanding of opportunities available within related professions.

**PE185 Physical Education**

1 credit (Variable hours)

Provides students with an activity that will promote physical and emotional well-being. Enables the student to develop and/or pursue lifelong physical activity. Class meets three hours a week. Some courses have prerequisites or require instructor consent. Special arrangements may be made for restricted or corrective work.

Badminton	Karate
Ballroom Dance	Kayaking
Baseball	Physical Cond.
Basketball	Plyometrics
Bicycling	Soccer
Bowling	Softball
Canoeing	Super Circuit
Cross Country	Tennis
Golf	Track & Field
Gymnastics	Volleyball
Indoor Rock Climbing	Weight Training
Judo	Wrestling

### PE231 Wellness for Life

3 credits (3 lec hrs/wk)

Physical assessment techniques to assess present strength, flexibility, and cardiovascular health will be administered in this course. Students will receive informational tools needed to facilitate positive change in their present state of fitness. Basic blood work will assess cholesterol, glucose, and other results. Health issues and concepts are also covered.

### PE259 Care and Prevention of Athletic Injuries I

3 credits (3 lec hrs/wk)

This is the first of a two-course sequence with the purpose of exposing students to injuries and conditions that occur in athletics and physical activity. This course prepares students to recognize an injury, evaluate it, and begin appropriate care. Preventive injury techniques are a prominent component of the class.

### PE260 Care and Prevention of Athletic Injuries II

3 credits (3 lec hrs/wk)

This is the second of a two-course sequence with the purpose of exposing students to injuries and conditions that occur in athletics and physical activity. This course prepares students to recognize an injury, evaluate it, and begin appropriate care. Preventive injury techniques are a prominent component of the class.

**Prerequisite:** PE259.

### PE261 Techniques of Athletic Taping and Bracing

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

This is an introductory course in athletic training and physical education. This course will educate students in the basic principles of athletic taping and bracing by learning theory and application strategies. Students will use multimedia resources and equipment to produce their own field guide textbook as a component of this course.

### PE262 Development of Adult Fitness Programs

3 credits (3 lec hrs/wk)

Students will gain experience with developing and supplementing effective older adult fitness programs that promote better health and wellness. This course studies what happens to people as they age, both physically and mentally, and how exercise and healthy lifestyles will promote a better quality of life and longer lifespan.

### PE268 Sport Officiating Principles

2 credits (4 lec-lab hrs/wk)

Sport Officiating Principles engages students in both course study and practical experience in sport officiating. Communication, teamwork, decision making, conflict resolution and a variety of opportuni-

ties in sport officiating will be covered.

Students will prepare to take a national certification exam for sport officiating.

### PE280P Practicum: Physical Education/Allied Health

1-3 credits (3-9 lab hrs/wk)

This course provides students with opportunities to gain paraprofessional experience in the fields of physical education and allied health. Students learn and develop through supervised observation of and participation with professionals in the fields.

**Prerequisite:** PE131 with a "C" or better.

### PET264 Concepts of Individual Fitness Programming

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

This course prepares students with knowledge, skills and abilities needed to improve the health and fitness of individuals through personal training. Academic concepts are presented in contemporary practice settings, giving students a foundation in theory and application useful for pursuit of a career in fitness or for personal enrichment.

### PET267 Group Fitness Concepts

2 credits (4 lec-lab hrs/wk)

This course is designed to teach the theory, methods and techniques of Group Fitness Concepts. Emphasis will be placed on skill development and instructional methods.

## PHYSICS

### PH121 Elementary Astronomy

3 credits (3 lec hrs/wk)

A descriptive treatment of the solar system: stars, stellar evolution, galaxies, and cosmology. The results of current space missions are emphasized. Recent discoveries in stellar astronomy will be discussed.

**Prerequisite:** MTH70 with a "C" or better.

### PH201/202/203 General Physics

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

Study of the physical properties and interactions of mechanics, sound, heat, light, electricity, magnetism, and optics. Includes laboratory activities. Must be taken in sequence.

**Prerequisite:** MTH112 with a "C" or better.

### PH211/212/213 General Physics with Calculus

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

Study of the physical properties and interactions of mechanics, sound, heat, light, electricity, magnetism and optics. For science and engineering majors.

Includes laboratory activities. Must be taken in sequence.

**Prerequisite:** MTH112 with a "C" or better.

**Concurrent:** MTH251 with PH211; MTH252 with PH212; and MTH253 with PH213.

## POLITICAL SCIENCE

### PS198/298 Independent Studies in Political Science

1-3 credits (hrs to be arranged)

**Prerequisite:** Instructor consent.

### PS201 American Government: Political Institutions

3 credits (3 lec hrs/wk)

An introduction to American political institutions, processes and ideology, in relation to politics and public policy.

### PS202 American Government: Policy Issues

3 credits (3 lec hrs/wk)

This course continues the study of civil liberties and practical application of powers of the federal government to society's problems. Current issues in American politics and the application of federal government powers to society's problems will be addressed.

### PS203 Local Politics and Government

3 credits (3 lec hrs/wk)

This course introduces the student to United States state and local governments with comparative political behavior in states and communities. The course defines and discusses the political and institutional processes by which state and local governments make policy and law. The course also examines the role of state and local governments within the federal system of government. Also offered as PS203A, B, C in one-credit modules.

### PS205 International Relations: US Foreign Policy in the 20th Century

3 credits (3 lec hrs/wk)

The course focuses on the development of US Foreign Policy within the 20th Century, with an emphasis on past precedents, new challenges, and how America's increasing economic interconnectedness with our neighbors has changed our policies. The course uses the World Wars and the Cold War as major events which have shaped American foreign policy and continues to do so.

### PS280 Field Experience

1-6 credits (33-198 lab hrs/term)

This course offers career exploration and workplace experience within a widely defined number of supervised settings which will provide professional experience in the field of Political Science, political organizing, and campaigning.

**Prerequisite:** Instructor consent.

## PSYCHOLOGY

### PSY201 General Psychology

3 credits (3 lec hrs/wk)

Introduces principles and theories of human behavior. Stresses scientific methodology, brain and other physiological influences on behavior, learning, sensory, and perceptual processes.

**PSY202 General Psychology**

3 credits (3 lec hrs/wk)

Focuses on memory, consciousness, language and thinking, lifespan development, and motivation.

**PSY203 General Psychology**

3 credits (3 lec hrs/wk)

Focuses on emotion, stress, health, intelligence, personality, mental disorders, treatment of mental disorders, and social psychology.

**PSY228 Introduction to Social Science Research**

3 credits (3 lec hrs/wk)

This course is an introduction to the basic research methods used by social scientists. The course includes an introduction to statistical analysis, observational studies, survey research, and experimental design.

**Prerequisite:** MTH70 with a "C" or better.

**PSY237 Life Span Development**

3 credits (3 lec hrs/wk)

Designed to survey the major principles of behavior and patterns of change in people over the lifespan. Revolves around the area of development in physical, intellectual, social, personality and cross cultural diversity for infants, children, adolescents, adults and the elderly. Within the psychological framework, students will be able to research and apply development concepts to relevant problems in daily life.

**PSY239 Introduction to Abnormal Psychology**

3 credits (3 lec hrs/wk)

This course discusses the diagnosis, etiology, and therapy of emotional disturbances and behavioral disorders.

**PSY240 Introduction to Psychopharmacology**

3 credits (3 lec hrs/wk)

This course is a basic introduction to the principles of drug action on the mind and body. The course will focus on drug metabolism, the nervous system, and neuron physiology. The course will include some of the psychopharmacological research findings on alcohol, psychotherapeutic drugs, SSRIs, stimulants, marijuana, opiates, caffeine, nicotine, and hallucinogens.

**PSY243 Drugs and Behavior**

3 credits (3 lec hrs/wk)

This course is a basic introduction to the principles of drug action on the mind and body and the relationship of substance abuse to crime and criminal justice administration. Drug metabolism and psychopharmacological research findings on legal and illicit drugs are addressed including drug effects, theories of abuse, legislation, enforcement strategies, policy options and treatment, and prevention strategies. Treatment issues and preven-

tion models are related to diverse cultures, lifestyles, gender, age, and the needs of people with disabilities.

**READING - SEE  
ACADEMIC SKILLS****SCIENCE - SEE  
GENERAL SCIENCE****SOCIOLOGY****SOC145 Special Topics in Sociology**

1-3 credits (variable hrs)

Field study of significant sociological and/or anthropological sites including techniques of inquiry and analysis applied at selected field sites. Introductory lecture covering key issues and techniques required for a field study, followed by an on-site visit.

**Concurrent:** Any Sociology course.

**SOC198/298 Independent Studies in Sociology**

1-3 credits (hrs to be arranged)

**Prerequisite:** Instructor consent.

**SOC204 General Sociology**

3 credits (3 lec hrs/wk)

Focuses on sociology as a science; examines concepts related to human social structure, culture, socialization, status and role, gender roles, social groups, organizations, social stratification, race and ethnic relations.

**SOC205 General Sociology**

3 credits (3 lec hrs/wk)

Applies sociological perspectives to the study of recent social changes, trends in social institutions of the family, religion, education, economics, politics, medical sociology, plus selected topics.

**SOC206 General Sociology**

3 credits (3 lec hrs/wk)

Discusses identification and analysis of social problems. Explores addictions, crime and delinquency, group discrimination, inequality, poverty, alienation, domestic and international violence, environment and energy from sociological perspectives, focusing on feasible solutions.

**SOC210 Marriage and the Family**

3 credits (3 lec hrs/wk)

Examines intimate relationships, courtship, marriage and family patterns - old, new, and unconventional. The course focuses on how relationships are built, maintained, changed, and how people cope with love, sexuality, children, conflict, divorce, blended families, disabilities, and death of family members.

**SOC213 Racial and Ethnic Relations**

3 credits (3 lec hrs/wk)

An historical perspective on contemporary problems in American society as related to minority and majority populations.

**SOC220/CJ131 Institutional Corrections**

3 credits (3 lec hrs/wk)

A detailed exposure to correctional facilities used for the punishment of those convicted of crimes. The evolution of the penal institution, levels of custodial security, issues relating to custodial treatment, and programs within penal institutions will be explored. Field trips to correctional facilities.

**SOC221/CJ201 Juvenile Delinquency**

3 credits (3 lec hrs/wk)

This course presents a philosophical, historical, and practical survey of juvenile justice administration in the United States. Considered in the context of an interdisciplinary framework, theories, factors, and characteristics of delinquency will be presented, and treatment and delinquency prevention programs will be surveyed.

**SOC230/HS167 Gerontology**

3 credits (3 lec hrs/wk)

A survey of the developmental process of aging. Examines social, physical, emotional, spiritual and cultural aspects influencing the experience of aging. Provides essential information required for professional interaction with elders and emphasize a positive view of aging. Discusses current theories, policies, practices, concerns, service and professional opportunities in gerontology.

**SOC244/CJ101 Criminology**

3 credits (3 lec hrs/wk)

This course offers an interdisciplinary perspective of crime and criminal behavior in relation to the criminal justice system. Theoretical approaches to explaining crime, criminal statistics, typologies, and victimology will be assessed. The influence of crime theory on public policy will be explored.

**SPEECH****SP100 Basic Speech Communications**

3 credits (3 lec hrs/wk)

Applies general communication theories of intrapersonal, interpersonal, and group communication. Develops an awareness of interpersonal communication as it relates to employment and informational interviewing, group problem-solving, and communication climates.

**SP111 Fundamentals of Public Speaking (Podium Speaking)**

3 credits (3 lec hrs/wk)

Prepare and present original speeches, with emphasis on content, organization, delivery, and technique.

**SP112 Persuasive Speech**

3 credits (3 lec hrs/wk)  
Examines the psychology of persuasion, as well as methods speakers use to persuade an audience. Use evidence, reasoning skills, emotional appeal, credibility, critical thinking, organizational patterns, outlining techniques and audience analysis. Prepare and present original persuasive speeches.

**SP217 Understanding Media (The Persuasive Message)**

3 credits (3 lec hrs/wk)  
Learn the impact of mass media on society; media violence studies, children and television, sexism, ageism, racism, agenda setting and consumer awareness through historic, sociologic and economic methods.

**SP218 Interpersonal Communication**

3 credits (3 lec hrs/wk)  
Focus on improving communication with oneself in order to improve relationships. Addresses perception, emotions, language, verbal and non-verbal communication, listening, and conflict resolution skills.

**SP219/HS260 Small Group Discussion**

3 credits (3 lec hrs/wk)  
Focus on skill building and theory in decision making, problem solving, presentation planning, and knowledge of group process. Examine effective small group techniques in a variety of settings. Plan and present group discussions and group presentations.

**SP220 Gender and Communication**

3 credits (3 lec hrs/wk)  
Increase understanding and awareness of differences in male and female communication styles. Explore how culture, media, attitudes, and gender roles influence and impact communication.

**THEATRE****TA100 Introduction to Theatre**

3 credits (3 lec hrs/wk)  
Studies the development, theory, and processes of creating live performances through human expression.

**TA111 Fundamentals of Technical Theatre**

3 credits (6 lec-lab hrs/wk)  
A practical introduction to scenic construction and/or design, stage rigging, lighting hang and focus, and lighting and sound operation. This course is structured to support the technical needs of the theatre program's production each term. Course is suitable for local theatre group members.

**TA141 Acting I: Fundamental Techniques**

3 credits (3 lec hrs/wk)  
Studies the methods, techniques, and theory of acting as an art form, with an emphasis on the theories of Stanislavski. Performance of laboratory exercises, improvisations, and short scenes and monologues from plays are the basic teaching approaches.

**TA142 Acting II: Fundamental Techniques**

3 credits (3 lec hrs/wk)  
Studies the methods, techniques, and theory of acting as an art form. Performance of laboratory exercises and extended scenes from plays and a Shakespearean monologue are the basic teaching approaches.

**TA143 Acting III: Fundamental Techniques**

3 credits (3 lec hrs/wk)  
Studies the methods, techniques, and theory of acting as an art form. Performance of laboratory exercises, scene cuttings, a one-act play, and a classical monologue are the basic teaching approaches.

**TA153 Rehearsal and Performance (From Audition to Closing Night)**

1-3 credits (variable hrs)  
Training in theatre production through rehearsal of a play for public performance. Includes stage crew, production people, and performers.

**TA241 Intermediate Acting Techniques: Styles**

3 credits (3 lec hrs wk)  
Surveys styles and techniques of acting including improvisation and physical preparation, with the emphasis on exploring the idea of styles. Emphasis is placed on the incorporation of non-mimetic dramaturgy into performance.

**TA242 Intermediate Acting Techniques: Shakespeare**

3 credits (3 lec hrs/wk)  
Surveys styles and techniques of acting, including mime, improvisation, voice and physical preparation, with the emphasis on Shakespeare performance.

**TA243 Intermediate Acting Techniques: Auditioning**

3 credits (3 lec hrs/wk)  
Surveys styles and techniques of acting, including improvisation, voice and physical preparation, with the emphasis on auditioning, portfolio development, and acting professionally.

**TA254 Directing I: The Art of Directing**

3 credits (3 lec hrs/wk)  
Practical exposure to the fundamentals

of play direction: conceptualization, casting, staging, actor coaching, and design collaboration. Culminates in public performances of student-directed scenes or one-act plays.

**Prerequisites:** TA141 and TA142 with a "C" or better.

**TA280 Field Experience**

1-6 credits/term (3-18 lab hrs/wk)  
This course offers career exploration and workplace experience within a widely defined number of supervised settings which provide professional experience in the field of Theater/Acting.

**Prerequisite:** Instructor consent.

**TRUCK AND TRANSPORTATION LOGISTICS****TTL2001 Introduction to Transportation and Logistics**

4 credits (4 lec hrs/wk)  
This course provides a comprehensive study of the rules, regulations and practices that apply to trucking vehicles, drivers and their companies. It is the initial course of study to obtain an Oregon Commercial License (CDL).

**Prerequisite:** Instructor consent.

**TTL2003 Practical Applications for Transportation and Logistics**

8 credits (88 lec-lab hrs/total)  
This hands-on course provides opportunities for students to develop skills related to the basic maneuvers involved in the safe and responsible operation of a commercial vehicle. The students will apply knowledge studies in Introduction to Transportation and Logistics.

**Prerequisite:** TTL2001

**WELDING TECHNOLOGY****WLD4010 Welding Processes I**

3 credits (1 lec, 4 lec-lab hrs/wk)  
Emphasizes oxy-acetylene welding and cutting, introduction to gas tungsten arc welding (GTAW) and plasma arc cutting. Topics include soft soldering, brazing, silver soldering and oxy-acetylene welding in flat, horizontal and vertical positions using several joint designs, efficient use of hand and machine oxy-acetylene torch cutting, basic setup and operation, plasma arc cutting setup and operation, and industrial safety.

**WLD4011 Welding Processes II**

3 credits (1 lec, 4 lec-lab hrs/wk)  
Introduction to Electric Arc Welding Processes emphasizing the basics of Shielded Metal Arc Welding, Gas Metal Arc Welding and Flux Cored Arc Welding. Students will develop basic knowledge and skill in setup and safe use of Shielded Metal Arc Welding (SMAW), Gas Metal Arc Welding (GMAW) and Flux Cored Arc Welding (FCAW) to industry standards.

**WLD4047 Advanced Individual Welding**  
3 credits (9 lab hrs/wk)

This course allows students to either specialize in welding techniques and processes they find appropriate for their needs and/or design, draw, estimate, order material, lay out, and fabricate an individualized project. Student will utilize practical application of industry methods in accomplishing these goals.

**Prerequisites:** WLD4155.

**WLD4050 Welding and Joining Processes**

3 credits (1 lec, 4 lec-lab hrs/wk)

Application of modern welding, joining, and forming processes on new emerging manufacturing materials. The focus is on new welding and joining processes for ferrous and non-ferrous metals and various materials used in manufacturing. Metallurgy of ferrous and non-ferrous materials and properties of other materials will be researched.

**Prerequisites:** WLD4061 and WLD4125 or WLD4126 with a "C" or better.

**WLD4061 Shielded Metal Arc Welding I**  
3 credits (1 lec, 4 lec-lab hrs/wk)

This course covers shielded metal arc welding (SMAW) including safety, arc welding fundamentals, polarity, amperage ranges, weld techniques, weld defects, causes, and cures. Students learn through lecture, demonstration, and practical application of skills and concepts. Lab activities will cover flat, horizontal, and vertical welds using E6010 and E7018 electrodes.

**Prerequisites:** WLD4010 or WLD4011.

**WLD4062 Shielded Metal Arc Welding II**  
3 credits (1 lec, 4 lec-lab hrs/wk)

An advanced level course in shielded metal arc welding (SMAW). Emphasis is on operating characteristics of E6010 and E7018 electrodes, constant current type power sources, properties of steels, manipulative techniques for welding, proper joint design preparation, and American Welding Society (AWS) certification standards and testing methods. Lab activities will cover vertical and overhead welds.

**Prerequisite:** WLD4061.

**WLD4100 Gas Tungsten Arc Welding (TIG)**

3 credits (1 lec, 4 lec-lab hrs/wk)

Covers all aspects of manual gas tungsten arc welding (GTAW) from safety and process operation through welding techniques and applications. Emphasis will be on safety, equipment setup, manual welding techniques, and procedures for both ferrous and non-ferrous materials, quality control and inspection, and industrial codes and procedures.

**WLD4125 Gas Metal Arc Welding**  
3 credits (1 lec, 4 lec-lab hrs/wk)

Covers gas metal arc welding (GMAW) process. Students learn through lecture/demonstration and practical application of industry methods. The semi-automatic gas metal arc welding (GMAW) process and manual welding techniques will be presented. Equipment needs, setup, joint design, filler metals, shielding gases, welding techniques, along with safety will be stressed.

**Prerequisites:** WLD4010.

**WLD4126 Flux Cored Arc Welding**  
3 credits (1 lec, 4 lec-lab hrs/wk)

Covers flux cored arc welding (FCAW) process. The semi-automatic flux cored arc welding (FCAW) process, both with and without shielding gas, and manual welding techniques will be presented. Equipment needs, setup, joint design, filler metals, shielding gases, welding techniques, along with safety, will be stressed.

**Prerequisites:** WLD4010.

**WLD4150 Pipe Fitting and Welding**  
3 credits (1 lec, 4 lec-lab hrs/wk)

An introduction to pipe layout, fitting, and arc welding covering basic pipe and piping information, basic pipe layout practices, and basic pipe welding techniques for 1G rolled position, 2G and 5G fixed position, using E6010 and E7018 electrodes. Safety, quality, and proper weld technique will be stressed according to industry standards for appearance and weld soundness.

**Prerequisites:** WLD4010 or WLD4061.

**WLD4155 Fitting and Fabrication**  
3 credits (1 lec, 4 lec-lab hrs/wk)

Provides layout and fitting skills applicable to an industrial welding and fabrication shop including reading prints, estimating and ordering material, performing layout and cutting work, fitting pieces into assemblies, and weld-out procedures applicable to fabricating a finished product. Emphasizes problem-solving and cooperation within an industrial-like environment. Safety, accuracy, quality, and a commitment to excellence emphasized.

**Prerequisites:** WLD4010 and WLD4061.

**WLD4165 Welding Lab A**  
3 credits (9 lab hrs/wk)

This course leads the student toward American Welding Society (AWS) structural certification with the shielded metal arc welding process (SMAW). The skill development of the course will start welding coupons in the flat position and progress toward overhead. Emphasis will be on welding techniques that meet or exceed industrial standards.

**Prerequisite:** WLD4061 with a "C" or better. May be taken concurrently.

**WLD4166 Welding Lab B**  
3 credits (9 lab hrs/wk)

This course is a continuation of WLD4165 in developing the student's ability to meet American Welding Society (AWS) structural certification with the shielded metal arc welding (SMAW) process. The skill development of the course will start weld coupons, free bend test coupons, and interpret progress toward overhead. Emphasis will be on welding techniques that meet or exceed industrial standards.

**Prerequisite:** WLD4165 with a "C" or better.

**WLD4170 Welder and Manufacturing**  
3 credits (1 lec, 4 lec-lab hrs/wk)

This course will provide insight into the role of the welder in manufacturing processes, in both current and future manufacturing facilities. Problem-solving and cooperation for individual and group projects will be stressed. Students will learn through lecture/discussion, audiovisual presentation, lab experiences, demonstrations, manufacturing simulations, and research activities.

**Prerequisites:** WLD4061, and WLD4125 or WLD4126 with a "C" or better.

**WLD9225 Welding Workshop: Certification for Non-Majors**  
0.25-3 credits (8-90 lab hrs/total)

Provides experienced welders with lab time for practice in basic welding techniques for skills upgrading and/or certification. The instructor is available for technical assistance.

**Prerequisites:** WLD4010, WLD4061 and WLD4125 or WLD4126 with a "C" or better.

**WOMEN'S STUDIES****WS101 Introduction to Women's Studies: Gender and Power**  
3 credits (3 lec hrs/wk)

An overview of women's issues including violence against women, media images, economics, sexuality, spirituality and a global perspective on women's concerns. This is a process-oriented class that personalizes readings and lectures by interaction in small group discussion. Focuses on contextual understanding of women's history and experience; past, present and future.

For additional Women's Studies courses see SP 220 Gender and Communication and ENG260 Women Writers.

**WRITING****WR0525 Sentence Fundamentals**  
5 credits (5 lec hrs/wk)

This course is designed to teach students the skills of writing well-formed, grammatically correct and varied sentences, and using punctuation. Credits do not count toward graduation.

**Prerequisite:** Appropriate placement test score.

**WR60 Writing for International Students**

5 credits (5 lec hrs/wk)

Writing for International Students focuses on improving sentence construction and variety as well as paragraph and essay development. All reading and writing practice is done using texts from various disciplines in the humanities and science for the purpose of preparing International students for success in mainstream college courses.

**Prerequisite:** Minimum TOEFL score of 450.

**WR90 Paragraph Fundamentals**

3 credits (3 lec hrs/wk)

Paragraph Fundamentals is designed to help students write clear, correct paragraphs in standard English. A final goal is to have students organize paragraphs in an extended essay. The class will include discussion of grammar, punctuation, and conventions of style and usage.

**Prerequisite:** WR0525 with a "C" or better or placement test score.

**WR110 Writing From Observation**

1 credit (2 lec-lab hrs/wk)

Applies techniques of inquiry and analysis from various academic disciplines at selected field sites. Surveys key issues and introduces techniques required for a site-based field study. This course may provide writing assignments for the Freshman Composition sequence or serve as preparation for a second-year capstone project.

**WR115 Introduction to Expository Writing**

3 credits (3 lec hrs/wk)

This course presents the fundamentals and development of expository prose through frequent writing exercises. It is designed to help students learn the use of unity, clarity, coherence, and detail in the development of written ideas in the workplace.

**Prerequisite:** WR90 with a "C" or better or placement test score.

**WR121 English Composition**

3 credits (3 lec hrs/wk)

This course presents the fundamentals and development of expository prose through frequent writing exercises. It is designed to help students learn the use of unity, clarity, coherence, and detail in the development of written ideas.

**Prerequisite:** WR90 with a "C" or better or placement test score.

**WR122 English Composition**

3 credits (3 lec hrs/wk)

This course continues the preparation of the fundamentals of expository prose, with special emphasis on rhetorical principles of argumentation. Special attention is given to audience and style. The basic principles and use of logic in argumentative/persuasive writing are introduced.

**Prerequisite:** WR121 with a "C" or better.

**WR123 English Composition**

3 credits (3 lec hrs/wk)

Plan, research and write papers based on an argumentative or analytical thesis from collected information. This necessitates critical reading, persuasive writing and using conventions to write and document a research paper.

**Prerequisite:** WR122 with a "C" or better.

**WR214 Business English**

3 credits (3 lec hrs/wk)

Practice writing persuasive and routine communications with appropriate conventions, rhetorical strategies and tone. Apply knowledge of human behavior, business organizations and environments for effective written and oral communication.

**Prerequisite:** WR121 with a "C" or better.

**WR214T Professional/Technical Writing**

3 credits (3 lec hrs/wk)

Learn strategies for higher order thinking in persuasive communication and routine correspondence and reports by examining rhetorical strategies and the importance of appropriate style and conventions.

**Prerequisite:** WR121 with a "C" or better.

**WR222 Advanced Composition**

3 credits (3 lec hrs/wk)

This advanced course explores approaches to writing that are beyond the scope of traditional composition offerings. The emphasis is on sophisticated or experimental methods and abundant student writing.

**Prerequisite:** WR122 with a "C" or better.

**WR227 Report Writing**

3 credits (3 lec hrs/wk)

Report Writing will study the principles of composition applied to the writing of reports required in the technical and business professions. It includes procedures for fact gathering, organization, graphic layout, and other methods of compiling data. Students will learn to quote, paraphrase, and summarize sources correctly and effectively, and to cite those sources and list them with the aid of a style sheet. Students will write reports in their chosen disciplines.

**Prerequisite:** WR122, WR214 or WR214T with a "C" or better.

**WR241 Imaginative Creative Writing: Fiction Writing**

3 credits (3 lec hrs/wk)

This course introduces the theory, techniques, and practice of fiction writing to the beginning student. It emphasizes the short story. Part of the term is spent reading and analyzing published work in terms of such writing techniques as characterization, scenes, dialogue, thematic content, and structure. Writing exercises, both to take home and to do in the classroom, complement these discussions. Part of each week is spent in a writers' workshop where student writing is discussed, analyzed, and critiqued by the whole class and the instructor.

**WR242 Imaginative Writing: Poetry Writing**

3 credits (3 lec hrs/wk)

This course introduces the theory, techniques, and practice of poetry writing to the beginning student through reading published work and through writing exercises. Part of each week is spent in a writers' workshop where student writing is discussed, analyzed, and critiqued by the whole class and the instructor.

**WR243 Imaginative Writing: Explorations**

3 credits (3 lec hrs/wk)

This course centers on discussion of the techniques of play writing and monologue writing through the reading and analysis of published work and through writing exercises. Areas to be explored depend upon student and teacher interest. Part of each week is spent in a writers' workshop where student writing is discussed, analyzed, and critiqued by the whole class and the instructor.

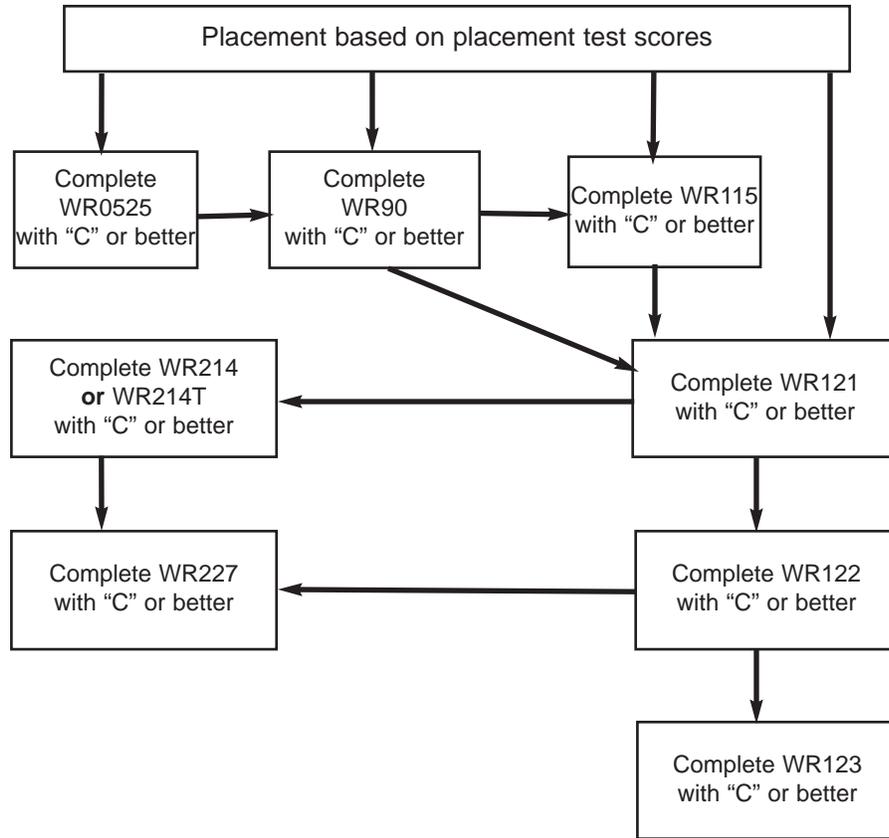
**WR250 Autobiography Writing**

3 credits (3 lec hrs/wk)

Introduces students to the techniques of writing an autobiography. Includes method, style, and organization. Both student and non-student works are discussed in class in order to develop writing techniques.



## SEQUENCE OF WRITING CLASSES





# Administration and Faculty

## The College History

Southwestern Oregon Community College (Southwestern) is located within two miles of the Pacific Ocean in an area of scenic beauty and mild climate.

The 153-acre institution lies completely within the city of Coos Bay and is bordered on the north and east by the city of North Bend.

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

Enrollment has grown from 266 students in 1961 to nearly 14,500 students annually. Staff has grown from 15 to more than 60 full-time faculty and from 11 to over 275 part-time instructors. Cultural and athletic events at the college attract 20,000 men, women, and children each year.

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

Permanent campus construction began in 1963. A majority of the campus was built between 1965 and 1969. A second phase of construction, which began in 1979, provided new and remodeled shops and laboratories and expanded facilities for several programs. The expansion included a student center with a cafeteria, student activity space, student government offices, and meeting rooms for school and community activities.

The college entered a new building phase in 1994 with the construction of a new student services and general classroom building. This was followed immediately by a comprehensive One-Stop Career Center, a Family Center, student housing, a new baseball field, an indoor athletic practice facility and a state-of-the-art performing arts and conference center.

The residents of Curry County voted to annex themselves to the district in 1995; the college area nearly doubled in size, extending to the California border. A full range of college services is now offered in Curry County.

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

As a partner in the South Coast's economic development, Southwestern offers students and industrial partners education that meets their needs. Whether students enroll for a short course, a two-year transfer, or a two-year Associate degree, they are preparing for a rewarding future.

## Accreditation

Southwestern is accredited by the Commission on Colleges of the Northwest Association of Schools and Colleges. Accreditation was reaffirmed in 2002. The curricula of programs are approved by the Oregon State Board of Education and are subject to periodic evaluation.

Copies of the college's accreditation, certifications, and licenses are available for review in the Office of Instruction, located in Tioga Hall.

## Board of Education

Citizens of the college district are represented in all aspects of the college operation by the Board of Education - seven men and women elected by the residents of the college district. The Board, assisted by five ex-officio Board members representing the students, faculty, classified and administrative staff, determines the policies to be administered by the college President. A seven-member, appointed Budget Committee assists the Board with annual budget preparation.

The members of the Southwestern Oregon Community College Board of Education for 2008-2009 are:

- Mr. Harry Abel
- Mr. Lonny Anderson
- Mr. David Bridgham
- Mr. Rick Howell
- Ms. Marcia Jensen
- Ms. Cherie Mitchell
- Ms. Carol Oelke



## **Budget Committee**

**Douglas Fletcher**  
**Mike Gaudette**  
**Kathleen Mickelson**  
**Ron Opitz**

**Kathy Rosencrantz**  
**Tim Salisbury**  
**Timm Slater**

## **Office of the President**

**Judith M.L. Hansen**, Ph.D, President  
**Debra Nicholls**, Executive Assistant to the President,  
Board Secretary  
**Cindy Holland**, Programming Coordinator

## **Instruction and Student Services**

**Vacant**, Vice President of Instruction  
**Kristi Rayevich**, Administrative Assistant to the Vice  
President of Instruction  
**Jason Wood**, Dean of Curry County  
**Patty Scott**, Dean of Students  
**Hannah Abraham-Shea**, Director of Adult Learning Skills  
Program  
**Blake Bowers**, Instructional Director Health and Human  
Development  
**Sandi Arbuckle**, Instructional Computer Labs Supervisor  
**Kathy Barber**, Even Start Coordinator/Family Liaison  
**Tom Bennett**, College Work Study/Job Placement/  
Internship Coordinator  
**Daniel Birkovich**, Family Center Coordinator/ECE  
Practicum Instructor  
**Kathy Blake**, Educational Talent Search Specialist  
**Margie Boak**, Educational Talent Search Specialist  
**James Bouley**, BDC Coordinator, Curry County  
**Sharilyn Brown**, Director of Educational Talent Search/  
Upward Bound  
**Roz Cohen**, Educational Talent Search Specialist  
**Chris Coles**, Director of Retired and Senior Volunteer  
Program  
**Megan Corriea**, Recreation Specialist/Softball Coach  
**Karl Easttorp**, Director of Student Recreation Center  
**Mary Jane Fisher**, CCLS Extended Services Director  
**Shawn Hanlin**, Executive Director of Oregon Coast  
Culinary Institute  
**Mike Herbert**, Educational Talent Search Specialist  
**Karen Helland**, Workforce Coordinator  
**Margallee James**, Career Pathways Specialist  
**Barbara Johnson**, Retention Specialist, Student  
Support Services  
**Donna Kifer**, RSVP Senior Programs Coordinator  
**Howard Kubli**, Educational Talent Search Specialist  
**Shawn Liggett**, Student First Stop Coordinator/  
Supervisor  
**Gerry Livingston**, Educational Talent Search  
Specialist  
**Mary Loiselle**, Community Education and Events Director

**Lynne Lorenzen**, Even Start Family Literacy Specialist  
**Bonnie Maxwell**, Director of Corrections Education  
**Barry Miller**, Educational Talent Search Specialist  
**Tom Nicholls**, Director of Enrollment Management  
**Leanna Olson**, Early Literacy Mentor/Facilitator  
**Sean Park**, CCLS Library Network Administrator  
**Katie Paulson**, Title III Activity Director/TLC Coordinator  
**Jamie Peck**, OCCl Recruiting, Advising and Retention  
Specialist

**Patrick Platt**, ALSP Professional Technical Transition  
Specialist

**Laurie Potts**, Director of Childhood Education  
**Janet Pretti**, Curry County Coordinator/Assistant  
**Paul Reynolds**, Coordinator, Public Safety Programs  
**Kari Robison**, Admissions/Recruitment Coordinator  
**Leslie Ryan**, Upward Bound Specialist  
**Kevin Shaw**, Director of Pastry Arts  
**Avena Singh**, Director of Financial Aid  
**Sharon Smith**, Director of Library Services  
**Arlene Soto**, Director of Workforce Development  
**Mark Stueve**, Interim ALSP Training Specialist  
**Neil Winberg**, Upward Bound Specialist  
**Vacant**, Director of Family Education and Resources  
**Vacant**, Student Life Coordinator  
**Vacant**, Director of Nursing and Health Occupations  
**Vacant**, Tech Prep Coordinator  
**Vacant**, Instructional Director Health and Human  
Development

## **Administrative Services**

**Vacant**, Vice President of Administrative Services  
**Carol Richards**, Administrative Assistant to the Vice  
President of Administrative Services  
**Jill Christiana**, Bookstore Manager  
**Janis Farnsworth-Thompson**, Mail Services/Printshop  
Supervisor  
**Lisa Fletcher-Gordon**, Human Resources Contracts  
Coordinator  
**Carole Howland**, Director of Human Resources  
**Jeremy Jones**, Resident Hall Director  
**Dave McKinney**, Director of Plant Services  
**Yeng New**, Human Resources Coordinator  
**Ron Olson**, Business Office Director  
**Jeff Whitey**, Director of Housing/Conferencing/  
Student Services  
**Vacant**, Public Safety Officer Supervisor

## **Athletics**

**John Speasl**, Athletic Director/Volleyball Coach  
**Ray Fabien**, Head Men's Soccer Coach

## **Communications/Foundation/ Resource Development**

**Richard Jackson-Osborn**, Director of Communications  
**Marie Simonds**, Interim Foundation Director/Golf Coach  
**Suzanne Wash**, Grant Development Specialist  
**Vacant**, Dean of Grants and Resource Development

## **Integrated Technology Services**

**Kat Flores**, Director of Integrated Technology Services,  
Research and Planning  
**Robin Bunnell**, Institutional Researcher  
**Pat Davidson**, Web System Administrator  
**Cari Friesen**, Associate System Information Specialist  
**Carl Gerisch**, Systems Administrator  
**Rocky Lavoie**, Assistant Director of Integrated  
Technology Services/Systems  
Administrator  
**Karen Matson**, Instructional Technology Specialist  
**Dawn Richardson**, Application Analyst and Training  
Specialist  
**John Taylor**, Network Technician Specialist

## Emeritus Administration and Faculty

Pat Alvey  
Dorothy Anacleto  
John Anderson  
Phillip Anderson  
Carroll Auvil  
Rodger Barber  
John Berman  
Hans Boettcher  
Bob Bower  
Brenda Brecke  
Don Burdg  
Jack Cabrera  
Dortha Chase  
Harvey Crim  
Barbara Davey  
Barbara Dodrill  
Nathan Douthit  
Steve Erickson  
Willi Furrer  
Peggy Goergen  
Dorothy Gillett  
Shirley Gitchell  
Linda Grosso  
Dennis Hanhi  
Charles Hower  
Thomas Humphrey  
John Hunter  
Ken Jensen  
Kirk Jones  
Raymond Kelley  
Beverly Kemper  
Bonnie Koreiva  
Stephen Kridelbaugh

Kay Kronsteiner  
N. William Lemoine  
Ronald Lilienthal  
Sharleen Lillebo  
Jim Love  
Phyllis Love  
Hugh Malafray  
William McGuire  
Jacqueline McNeill  
Sheldon Meyer  
Robert Miller  
Carol Moore  
Don Neuharth  
Jan Newlander  
Jean Noland  
John Noland  
Ron Pullen  
Clara Radcliffe  
Jon Richards  
Christian Rosman  
John Rulifson  
Darrell Saxton  
Melanie Schwartz  
Robert Shepard  
Jim Shumake  
Veneita Stender  
Mary Stricker  
Stephanie VanHorn  
Carol Vernon  
Jean von Schweinitz  
Sheila Ward  
Terry Weaver  
Bill Winfield

**Jerri Bennett-Stillmaker**, Professor, Nursing  
B.S. in Nursing, 1979, Southern Oregon State College  
M.S. in Nursing, 1987, University of Portland

**Tara Blohm**, Instructor, Nursing  
B.S. in Nursing, 1998, Oregon Health Sciences University  
M.S. in Nursing, 2007, Walden University

**Fred Brick**, Associate Professor, History/Political Science  
B.A. in History/Education, 1986, College of St. Thomas  
M.A. in History/Political Science, 1990, University of Minnesota

**Jane Briggs**, Associate Professor, Adult Learning Skills Program  
B.A. in Elementary Education, 1969, University of Oregon,  
M.A. in Education, 2000, Oregon State University

**Daniel Brouse**, Associate Professor, Biology  
B.S. in Biochemistry/Biophysics, 1995 Oregon State University  
Doctor of Chiropractic, 1998, Western State Chiropractic College

**Kate Bruner**, Visiting Instructor, Journalism  
B.A. in English, French, 1974, LaGrange College  
M.A. in English, 1975;  
Ph.D. in English, 1979, Auburn University

**Carolyn Byrd**, Visiting Student Support Services Counselor  
B.A. in Social Sciences, 2000, Washington State University  
M.S.W. in Social Work, 2002, Eastern Washington University

**John Christiansen**, Visiting Instructor, Mathematics  
B.S. in Mathematics, 1966, University of Oregon  
M.S. in Mathematics/Education, 1971, University of Oregon

**Rob Clingan**, Associate Professor, Theatre Arts  
B.A. in Theatre, 1990, College of Wooster  
M.F.A. in Theatre, 1997, Towson University

**Anthony Collins**, Instructor, Adult Learning Skills Program  
B.A. in Linguistics, 1999, Western Washington University  
M.Ed in Adult Education, 2000, Western Washington University

**Tim Dailey**, Associate Professor, Student Support Services and ADA Coordinator  
B.S. History/Social Sciences, 1978; Whitworth College;  
M.C. in Counseling, 1991, Arizona State University

**Ray Daniels**, Professor, Fabrication/Welding Technology  
B.S. in Industrial Education, 1969;  
M.Ed. in Industrial Education, 1977, Oregon State University

**Cheryl Davies**, Instructor, Psychology  
Bachelor of Commerce, 1989, McMaster University  
M.S. in Psychology, 2001, Southern Oregon University

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## Full Time Faculty

**Christina Alexander**, Associate Professor, Anthropology, Sociology, Cultural Geography and Women's Studies  
B.A. in Interdisciplinary Studies, 1993;  
M.A. in Interdisciplinary Studies, 1998, Marylhurst College

**Smita Avasthi**, Public Services/Electronic Resources Librarian  
B.A. in English, 1991, Lewis and Clark  
M.A. in English, 1995,  
Ph.D. in English, 1999, University of Oregon  
MLIS in Library Science, 2006, University of Washington

**Ronald Bell**, Associate Professor, Counselor  
B.S. in Theatre Arts, 1978;  
M.F.A. in Playwriting, 1980, UCLA  
M.C. in Counseling Education, 1989, Arizona State University

**Evan Davis**, Professor, English  
B.A. in English, 1974, California State University, Hayward  
M.A. in English, 1977, Iowa State University

**Michael Detwiler**, Professor, English/German  
B.A. in English and German, 1971, Ashland University  
M.A. in English and German, 1974, University of Freiburg, Germany

**George Elkins**, Professor, Mathematics  
B.S. in Secondary Education, 1985;  
M.A. in Teaching (Math), 1990, Western Oregon State College

**Daniel Esposito**, Instructor, Health/PE and Baseball Coach  
B.A. in English, 1998,  
M.S. in Physical Education, 2002 Pittsburg State University

**Candice Favilla**, Professor, Writing/Literature  
B.A. in English, Writing/Literature, 1984;  
M.A. in English, Literature, 1986, California State University, Chico  
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# SOUTHWESTERN

## Oregon Community College

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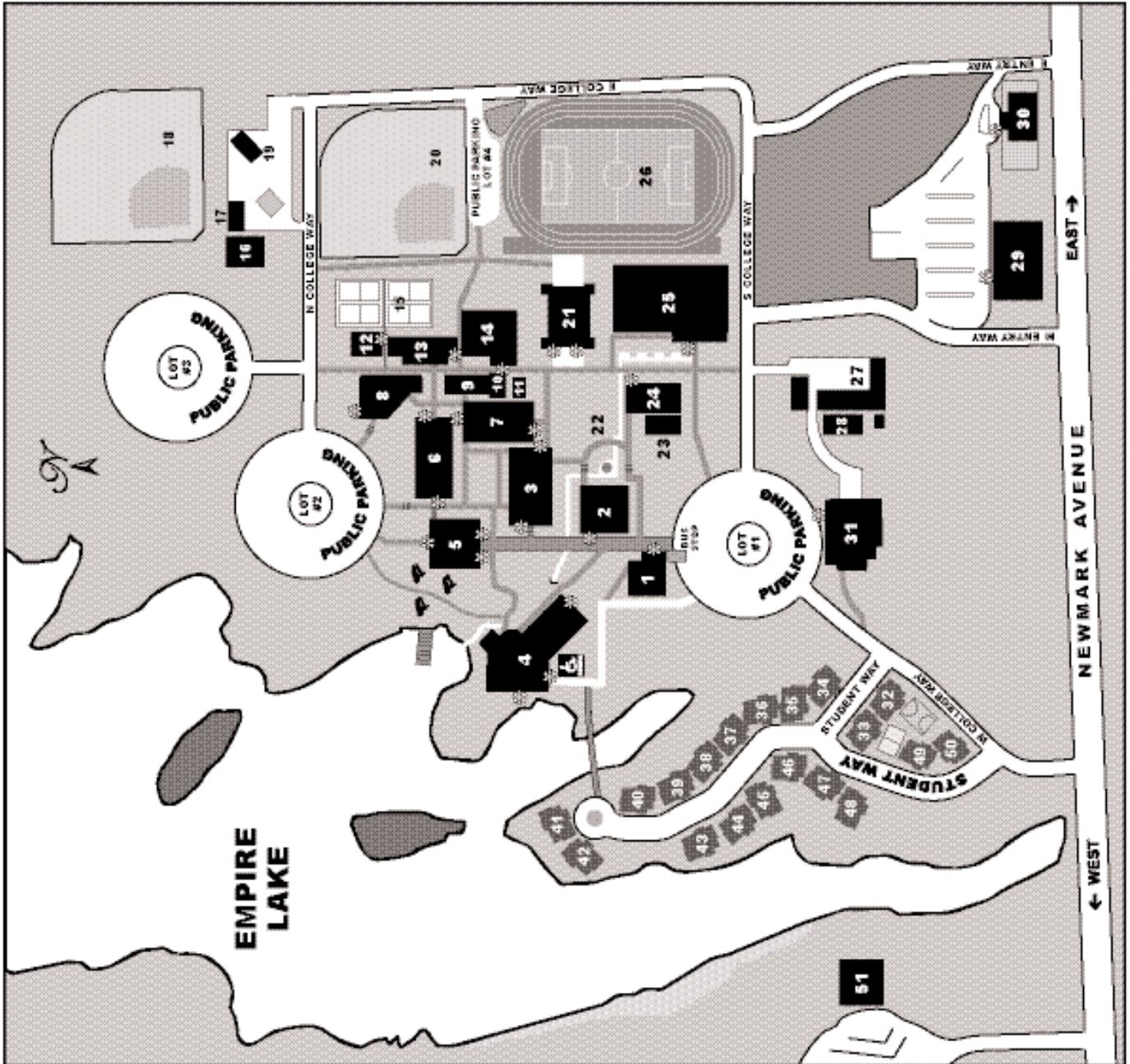
1. Stensland Hall
2. Dellwood Hall
3. Randolph Hall
4. Empire Hall
5. Haines Center for the Performing Arts
6. Tiggs Hall
7. Sitkum Hall
8. Coaledo Hall
9. Eden Hall
10. Laripa Hall
11. B-2 Electronics Tech Lab
12. Greenhouse
13. Sunset Hall
14. Summer Hall
15. Fairview Hall
16. Tennis Courts
17. Field House
18. Fire Science
19. Baseball Field
20. Fire Tower
21. Softball Field
22. Prosper Hall/Gym
23. Poet's Eye Outdoor Theater
24. B-3 Maintenance Warehouse
25. Umqua Hall
26. Student Recreation Center
27. Track/Soccer Field
28. Plant Services/Maintenance
29. Greenhouse
30. Nawmark Center
31. Family Center/Child Care
32. Oregon Coast Culinary Institute

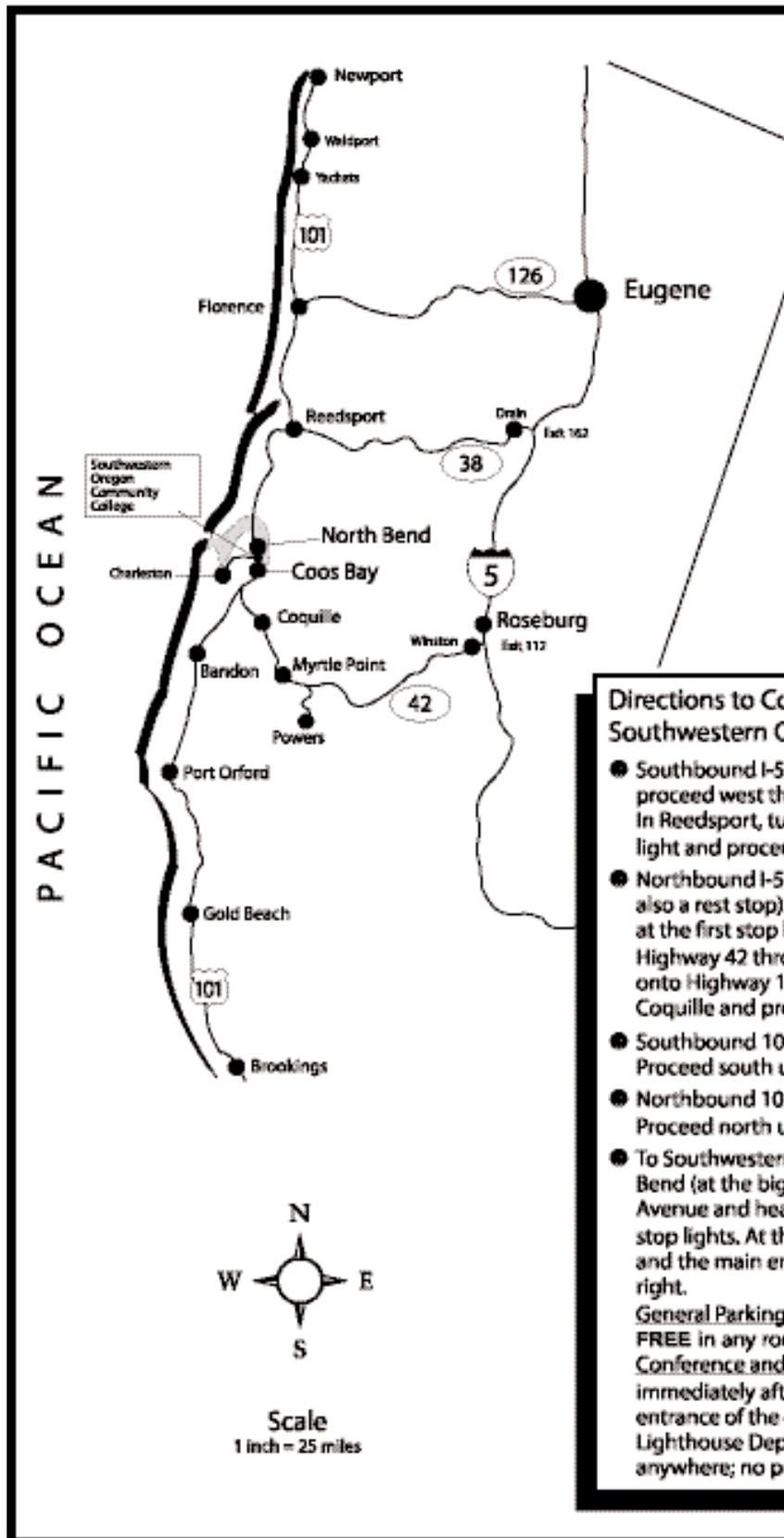
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32. North Head
33. Umqua River
34. Lighthouse Depot
35. Cape Arago
36. Willamette River
37. Coquille River
38. Warrior Rock
39. Cape Blanco
40. Desdemona Sands
41. St. George Reef
42. Point Adams
43. Battery Point
44. Tillamook Rock
45. Trinidad Head
46. Cape Meares
47. Willapa Bay
48. Yaquina Head
49. Heceta Head
50. Gray's Harbor

51. Neighborhood Facility Building

⊗ Denotes Disabled Accessible Entrances  
 ≡≡≡ Denotes Stairs





### Directions to Coos Bay/North Bend and Southwestern Oregon Community College

- Southbound I-5: Take Exit 162 (Highway 38) and proceed west through Drain, following signs to Coos Bay. In Reedsport, turn left onto Highway 101 at the first stop light and proceed south into North Bend.
  - Northbound I-5: Take Exit 112 for Coos Bay (the exit is also a rest stop). Proceed west into Winston and turn left at the first stop light, following signs to Coos Bay. Stay on Highway 42 through Myrtle Point and Coquille. Merge onto Highway 101 northbound, about 15 miles beyond Coquille and proceed into Coos Bay.
  - Southbound 101: Proceed south until entering North Bend.
  - Northbound 101: Proceed north until entering Coos Bay.
  - To Southwestern: Midway between Coos Bay and North Bend (at the big fuel tanks), turn west onto Newmark Avenue and head up the steep hill. Proceed through 4 stop lights. At the 5th light, Wal-Mart will be on your left and the main entrance of the college will be on your right.
- General Parking:** Turn right into the main campus. Park FREE in any round parking lot.
- Conference and Camp Parking:** Drive past Wal-Mart and immediately after Burger King turn right into the west entrance of the college. Turn left at Student Way; the Lighthouse Depot is the second building on the left. Park anywhere; no permits are required in the summer.

*Notes . . .*