

SOUTHWESTERN
Oregon Community College



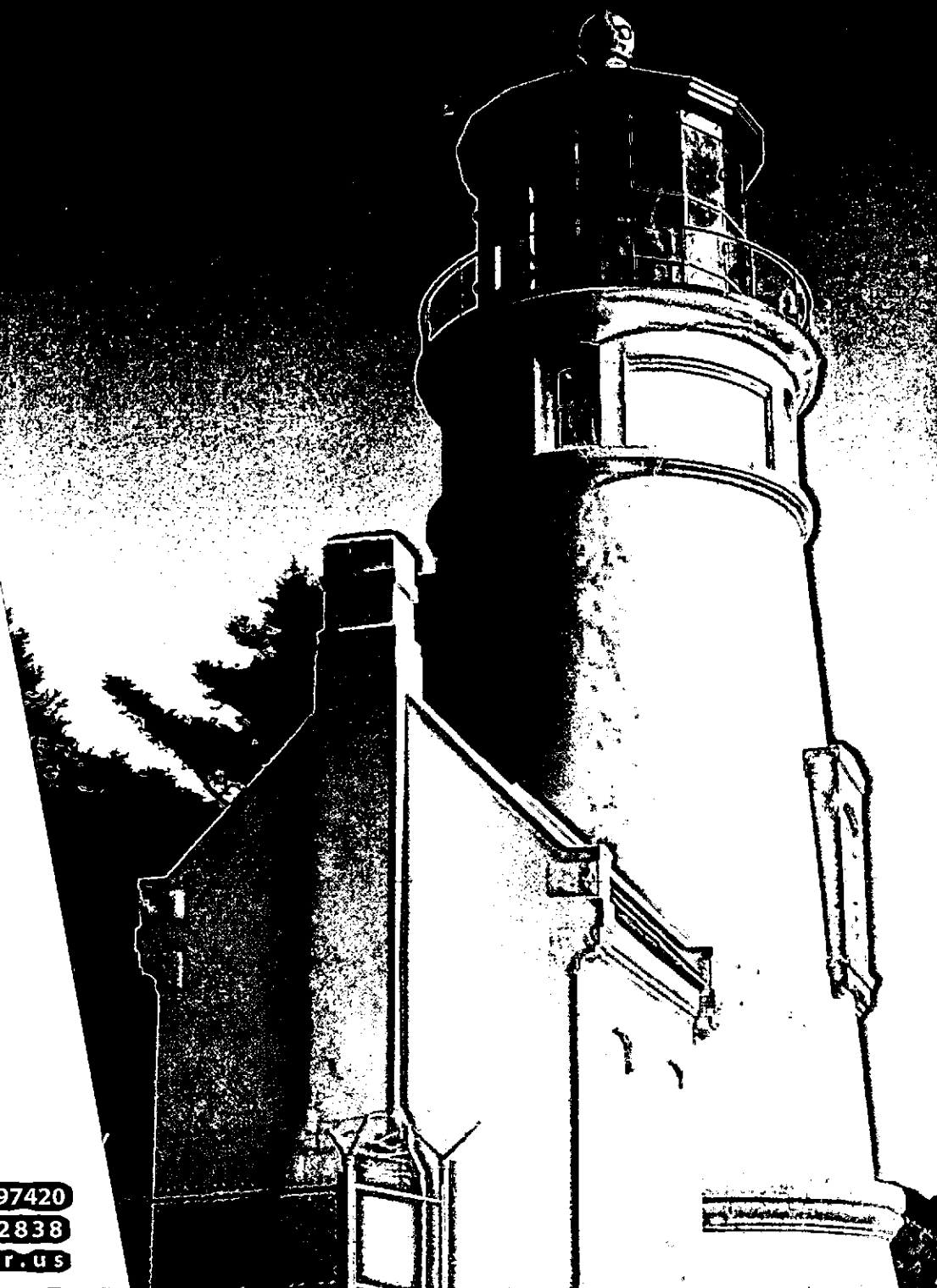
1998•1999 Catalog

CREATING YOUR FUTURE

- GENERAL INFORMATION
- ADMISSION POLICIES AND
PROCEDURES ■ TUITION AND
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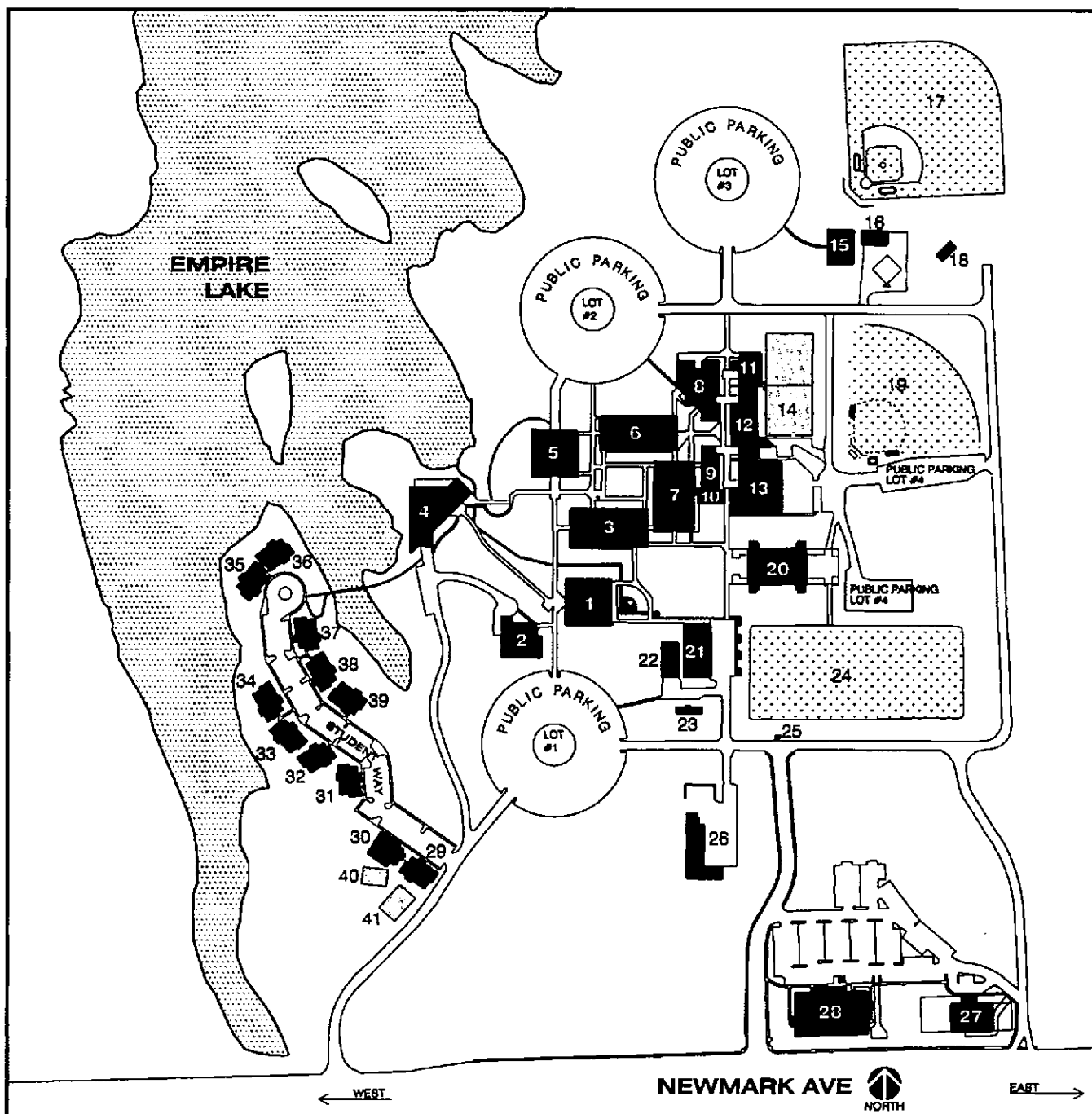
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www.southwestern.cc.or.us



SOUTHWESTERN OREGON COMMUNITY COLLEGE

DIRECTORY

- | | |
|--------------------|--------------------------------|
| 1. DELLWOOD HALL | 21. UMPQUA HALL |
| 2. STENSLAND | 22. B-3 STORAGE |
| 3. RANDOLPH HALL | 23. OFFICES |
| 4. EMPIRE HALL | 24. SOCCER FIELD |
| 5. TIAGA HALL | 25. GUARD SHACK |
| 6. SITKUM HALL | 26. PLANT SERVICES / MAINT. |
| 7. COALEDO HALL | 27. FAMILY CENTER / CHILD CARE |
| 8. EDEN HALL | 28. NEWMARK CENTER |
| 9. LAMPA HALL | 29. CAPE DISAPPOINTMENT |
| 10. B-2 | 30. COLUMBIA COMMONS |
| 11. SUNSET HALL | 31. ST. GEORGE REEF |
| 12. SUMNER HALL | 32. CAPE BLANCO |
| 13. FAIRVIEW HALL | 33. COQUILLE RIVER |
| 14. TENNIS COURTS | 34. CAPE ARAGO |
| 15. FIELD HOUSE | 35. UMPQUA RIVER |
| 16. FIRE SCIENCE | 36. HECETA HEAD |
| 17. BASEBALL FIELD | 37. YAQUINA HEAD |
| 18. FIRE TOWER | 38. CAPE MEARES |
| 19. SOFTBALL FIELD | 39. TILLAMOOK ROCK |
| 20. PROSPER HALL | 40. VOLLEYBALL COURT |
| | 41. BASKETBALL COURT |



SOUTHWESTERN

Oregon Community College

1998-1999 College Catalog

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about the area

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

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

Oregon's south coast is also rich in culture and history with many theatre ensembles, art galleries, libraries and museums.

Organized sports on and off campus include softball, basketball, volleyball, baseball, golf and bowling leagues. Fitness facilities include Southwestern's Fitness Center, weight room, tennis courts, ball fields and gym. North Bend and Coos Bay offer community pools, ball fields and tennis courts. Private facilities include racquetball, swimming, gymnastics and dance.

SOUTHWESTERN OREGON

QUICK REFERENCE CALENDAR

	Fall '98	Winter '99	Spring '99	Summer '99 (tentative)	Fall '99 (tentative)
Registration begins	<i>Please check each term's Schedule of Classes for registration information.</i>				
Move-In Day for housing residents	September 17 (all students)	December 30 (new students) January 2 (ret. students)	March 26 (new students)	June 19 (all students)	September 16 (all students)
New Student Orientation	September 18	December 30	March 26		September 17
Day and evening classes begin	September 21	January 4	March 29	June 21	September 20
Last day to register or add classes without instructor consent	September 25	January 8	April 2	June 23	September 24
Last day for refunds	October 2	January 15	April 9	June 29	October 1
Fin. Aid students must complete registration process by today (funds disbursed based on today's enrollment status)	October 7	January 20	April 14	July 7	October 6
Financial Aid disbursement checks mailed	October 8 & 9	January 22	April 15 & 16	July 8 & 9	October 7 & 8
Last day to change to audit without instructor consent	October 30	February 12	May 7	July 16	October 29
Last day to withdraw without responsibility for a grade	October 30	February 12	May 7	July 16	October 29
Holidays	November 11, 26 & 27	January 18 February 15	May 31	July 2	November 11, 25 & 26
Graduation applications due	November 13	February 19	April 29	July 15	November 12
Last day to process registrations or add/drops	December 2	March 10	June 2	August 4	December 1
Review and final exams	December 7-11	March 15-19	June 7-11	August 9-12	December 6-10
Check-Out Day for housing residents *Only if not returning spring term	December 11,12	*March 19,20	June 11,12	August 12,13	December 10,11
Last day of term	December 11	March 19	June 11	August 12	December 10
Graduation One- and two- year programs			June 11		

SOUTHWESTERN OREGON COMMUNITY COLLEGE

1998-99 ACADEMIC CALENDAR

SUMMER TERM 1998

May 18-28..... Advising and registration for summer and fall terms
May 25 CAMPUS CLOSED - MEMORIAL DAY
 May 26-June 10 Advising
 June 15..... Fin. Aid/Agency summer book sales begin
 June 20..... Move-In Day for housing residents
 June 22..... Day and night classes begin
 June 22-30..... Follow up registration for summer term
 June 24..... Last day to register or add classes without instructor consent
 June 30..... Last day for refunds
 July 2..... Fin. Aid students should complete all add/drops, including waiting list classes, for correct check disbursement
 July 2..... Last day to return textbooks for full refund
July 3 CAMPUS CLOSED - INDEPENDENCE DAY OBSERVED
 July 8..... Fin. Aid students must complete the registration process by today (funds disbursed based on today's enrollment status)
 July 9,10..... Fin. Aid disbursement checks mailed
 July 16 GRADUATION APPLICATIONS DUE
 July 17 Last day to withdraw without responsibility for a grade or to change to audit without instructor consent
 August 5 Last day to change to audit or withdraw with instructor consent
 August 5 Last day to process summer registrations and add/drops
 August 10-14 Textbook buy-back
 August 13 Last day of classes
 August 13 Priority fall payment deadline
 August 13,14 Check-Out Day for housing residents



FALL TERM 1998

August 24..... Begin making advising appointments with Registration & Records
 September 4..... Advising appointment schedules distributed to faculty
September 7 CAMPUS CLOSED - LABOR DAY
 September 8..... Faculty returns to campus
September 8-11 INSERVICE (campus may be closed)
 September 14 Fin. Aid/Agency fall book sales begin
 September 14,15 Faculty prep days
 September 14-25 Follow up registration for fall
 September 16-18 Advising by appointment in faculty offices
 September 17 Move-In Day for housing residents
 September 18 New Student Orientation 2:30 p.m.
 September 21 Day and night classes begin
 September 25 Last day to register or add classes without instructor consent
 October 2 Last day for refunds
 October 2 Last day to return textbooks for full refund
 October 2 Fin. Aid students should complete all add/drops, including waiting list classes, for correct check disbursement
 October 7 Fin. Aid students must complete the registration process by today (funds disbursed based on today's enrollment status)
 October 8,9..... Fin. Aid disbursement checks mailed
 October 26..... Begin making advising appointments for priority winter registration on sign-up sheets on faculty doors
 October 30..... Last day to withdraw without responsibility for a grade or change to audit without instructor consent
 November 2 Begin making registration appointments for priority winter registration with Registration & Records
November 11 CAMPUS CLOSED - VETERAN'S DAY
 November 12-17 Advising by appointment in faculty offices
 November 13 GRADUATION APPLICATIONS DUE
 November 16 Priority registration for winter term begins
 November 16 Make payment arrangements with Cashier at time of registration
 November 16-25 Fin. Aid and Registration & Records offices closed 12:00-1:30
 November 18, Advising
 December 23
November 26,27 CAMPUS CLOSED - THANKSGIVING HOLIDAY OBSERVED
 November 30 Begin making advising appointments for follow-up winter registration on sign-up sheets on faculty doors
 December 2 Last day to change to audit or withdraw with instructor consent
 December 2 Last day to process fall registrations and add/drops
 December 7-11 Final exam week
 December 9-11 Textbook buy-back
 December 11,12..... Check-Out Day for housing residents
 December 24,25 **CAMPUS CLOSED - CHRISTMAS HOLIDAY OBSERVED**

WINTER TERM 1999

December 28..... Fin. Aid/Agency winter book sales begin
 December 30..... New Student Orientation 1:30 p.m. and
 Housing Move-In Day
 January 1 **CAMPUS CLOSED - NEW YEAR'S**
 January 2 Housing open for returning residents
 January 4 Faculty returns to campus
 January 4 Advising and registration
 January 4 Day and night classes begin
 January 4-8..... Follow up registration
 January 8 Last day to register or add classes without
 instructor consent
 January 15..... Last day for refunds
 January 15..... Last day to return textbooks for full refund
 January 15..... Fin. Aid students should complete all
 add/drops, including waiting list classes, for
 correct check disbursement
 January 18..... **CAMPUS CLOSED - DR. MARTIN
 LUTHER KING, JR. DAY**
 January 20..... Fin. Aid students must complete the
 registration process by today (funds disbursed
 based on today's enrollment status)
 January 22..... Fin. Aid disbursement checks mailed
 February 1 Begin making advising appointments for
 priority spring registration on sign-up
 sheets on faculty doors
 February 8 Begin making registration appointments for
 priority spring registration with
 Registration & Records
 February 12..... Last day to withdraw without responsibility
 for a grade or change to audit without
 instructor consent
 February 15..... **CAMPUS CLOSED - PRESIDENT'S DAY**
 February 18-24..... Advising by appointment in faculty offices
 February 19..... **GRADUATION APPLICATIONS DUE**
 February 22..... Priority registration for spring term begins
 February 22..... Make payment arrangements with Cashier at
 time of registration
 February 22-..... Fin. Aid and Registration & Records offices
 March 3 closed 12:00-1:30
 February 25-..... Advising
 March 26
 March 8..... Begin making advising appointments for
 follow-up spring registration on sign-up
 sheets on faculty doors
 March 10 Last day to change to audit or withdraw with
 instructor consent
 March 10 Last day to process winter registrations and
 add/drops
 March 15-19..... Final exam week
 March 17-19..... Textbook buy-back
 March 19,20..... Check-Out Day for housing residents not
 returning spring term
 March 22-26..... Spring break

SPRING TERM 1999

March 22 Fin. Aid/Agency spring book sales begin
 March 26 New Student Orientation 1-3 p.m. and
 Housing Move-In Day
 March 29 Faculty returns to campus
 March 29 Day and night classes begin
 March 29 - Follow up registration
 April 2
 April 2 Last day to register or add classes without
 instructor consent
 April 9 Last day for refunds
 April 9 Last day to return textbooks for full refund
 April 9 Fin. Aid students should complete all
 add/drops, including waiting list classes, for
 correct check disbursement
 April 14..... Fin. Aid students must complete the
 registration process by today (funds disbursed
 based on today's enrollment status)
 April 15,16..... Fin. Aid disbursement checks mailed
 April 26..... Begin making advising appointments for
 priority summer and fall registration on
 sign-up sheets on faculty doors
 April 29..... **GRADUATION APPLICATIONS DUE**
 May 3 Begin making registration appointments for
 priority summer and fall registration with
 Registration & Records
 May 7 Last day to withdraw without responsibility
 for a grade or change to audit without
 instructor consent
 May 13-19..... Advising by appointment in faculty offices
 May 17..... Priority registration for summer and fall terms
 begins
 May 17..... Make payment arrangements with Cashier at
 time of registration
 May 17-27..... Fin. Aid and Registration & Records offices
 closed 12:00-1:30
 May 20-June 17 Advising
 May 31 **CAMPUS CLOSED - MEMORIAL DAY**
 June 2 Last day to process spring registrations and
 add/drops
 June 2 Last day to change to audit or withdraw with
 instructor consent
 June 7-11 Final exam week
 June 9-11 Textbook buy-back
 June 11,12..... Check-Out Day for all housing residents
 June 11 Commencement
 June 14-18..... Term break



HOW TO ENROLL AT SOUTHWESTERN				
STUDENT CLASSIFICATION	APPLICATION PROCESS	PLACEMENT TESTING	CONTACT	REGISTRATION FOR CLASSES
Degree and certificate seeking students	<p>Complete application form. Take placement testing and submit official copy of high school or GED transcript to Transcript Evaluator.</p> <p>The Nursing, EMT, and Pharmacy Technician programs have special application procedures. Please contact the Student Services Office.</p>	Required	Counseling Center, Stensland Hall (541) 888-7405	<p>New Students</p> <ol style="list-style-type: none"> 1. Meet with advisor after placement testing. 2. Plan your schedule. 3. Get your advisor's signature on your schedule. 4. Make an appointment to register. 5. Register at the appointment time. <p>Returning Students</p> <ol style="list-style-type: none"> 1. Make an appointment with your advisor. 2. Plan your schedule. 3. Get your advisor's signature on your schedule. 4. Make an appointment to register. 5. Register at the appointment time.
Foreign Students	Submit TOEFL score, transcripts, and financial statement to the International Student Coordinator, before I-20 and application forms are issued.	Required	International Student Coordinator (541) 888-7225	Same as degree seeking students.
Special students, credit students who are non-degree seeking	No application required.	Required for Math or Writing courses.	Counseling Center Stensland Hall (541) 888-7405	Register by phone or at the Registration window.
Students taking one class for credit.	No application required.	Required for Math or Writing courses.		Register by phone or at the Registration window.
High school students enrolled for classes on the Southwestern campus.	File application form. Obtain release from high school principal or counselor.	Required for Math and Writing courses.	Counseling Center Stensland Hall (541) 888-7405	Same as degree seeking students.
High school students taking advanced placement classes in high school.	File application form.	Required unless AP granted in English and Math.	High School Liaison (541) 888-7408	Register at the high school.
Non-credit students	No application required.	Not required.	Extended Learning (541) 888-7212	Register by phone or at the Registration window.

If you need help at any time with any part of this process, see a counselor at Stensland Hall or call to schedule an appointment at (541) 888-7405.

AN OVERVIEW

ACCREDITATION

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

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

THE COLLEGE - HISTORY

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 over 13,000 students annually. Staff has grown from 15 to more than 70 full-time faculty and from 11 to over 275 part-time instructors. Cultural and athletic events at the College attract 20,000 men, women and children each year.

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

Permanent campus construction began in 1963. Most of the campus was built between 1965 and 1969. A second phase of construction, which began in 1979, provided new and remodeled shops and laboratories and expanded facilities for several programs. The expansion included a 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, and an indoor athletic practice facility.

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

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

a two-year transfer or two-year associate degree, they are preparing for a rewarding future.

The Board Vision

The College district provides comprehensive quality education programs and services that are accessible and responsible to diverse student and community populations.

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

The Board Mission

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

AFFIRMATIVE ACTION, EQUAL OPPORTUNITY NON-DISCRIMINATION

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

It is the policy of the Board of Education of the Southwestern Oregon Community College District that no one because of race, religion, color, sex, national origin, political affiliation, marital status, parental status, veteran status, disabilities, age, or sexual orientation shall be excluded from participation, denied benefits, or be subjected to discrimination or harassment in any activity of the College community. This policy implements all state and federal non-discrimination laws and executive orders. Inquiries regarding employment practices may be directed to the Equal Opportunity Officer in Tioga Hall, Room 512.

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

DRUG AND ALCOHOL-FREE CAMPUS

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

ADMISSION, REGISTRATION, RESIDENCY and TUITION

ADMISSION (541) 888-7420

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

The table on page six (6) of this catalog, lists the enrollment steps. Updated information is published each term in the Schedule of Classes.

Individuals who are 16 or 17 years of age, who **HAVE NOT** graduated from high school and **ARE NOT** attending high school may be admitted in certain circumstances. Contact the Associate Dean of Student Services/Registrar in Dellwood Hall, Room 4 (541) 888-7338 for requirements.

Individuals who are 16 or 17 years of age who are currently attending high school may enroll in many of the classes offered at Southwestern. With approval from their high school, students may use the credits they earn toward their high school graduation requirements.

Individuals under 16 years of age who **ARE NOT** attending high school may be admitted to the College under exceptional circumstances only. Admission requires a *Release From Compulsory Education* form to be signed by the school district in which the student resides, a completed *Application for Admission*, placement test scores indicating readiness for college level classes, recommendation for admission from a college counselor and approval of the Associate Dean of Student Services/Registrar. All steps for admission must be completed before registering for classes. Students under 16 years of age may not register for developmental courses.

Students pursuing a degree or certificate from Southwestern or individuals enrolled in 12 or more credits, must complete an Application for Admission and submit the completed form to the Cashier's Office with the \$20.00 application fee. Application for Admission forms are available in the lobby of Dellwood Hall or call (541) 888-7611 to request one.

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

Admission to the College does not ensure admittance to a particular course or program of study. Restricted entry programs include Nursing, Pharmacy Technician, Certified Nursing Assistant, Certified Medication Aide, Emergency Medical Technician, and may include separate applications. Contact the Associate Dean of Student Services/Registrar in Dellwood Hall, Room 4, (541) 888-7338.

INTERNATIONAL STUDENT ADMISSION

Students who are citizens of another country must meet federal immigration and College requirements before being admitted to Southwestern. International students who present evidence of satisfactory TOEFL scores may be admitted to Southwestern. Minimum TOEFL (Test of English as a Foreign Language) score required is 450. For more information about the admission process and to obtain an international student application packet, please contact the Coordinator of International Student Programs at (541) 888-7225 or fax (541) 888-7285.

TRANSFER STUDENT ADMISSION

Southwestern accepts students with course work taken from accredited institutions of higher education. Complete OFFICIAL transcripts of all college work must be submitted to the Transcript Evaluator in Dellwood Hall, Room 5, (541) 888-7246.

Course work from other colleges will be evaluated in terms of equivalency to Southwestern courses and/or applicability to Southwestern programs. All course work from other colleges will be included in the cumulative grade point average (GPA), regardless of applicability to current course work.

NON-DEGREE ADMISSION

Students who are taking less than 12 credits for personal enrichment or to improve job skills and who do not intend to receive a degree from Southwestern are not required to submit an Application for Admission. The Application for Admission is only applicable to students who are taking 12 or more credits and/or working towards a degree of certificate.

SCHEDULE OF CLASSES

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

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

PLACEMENT and PLACEMENT TESTING (541) 888-7405

Students who will be full-time, or who will be pursuing a degree or certificate program need to have completed placement tests prior to registration. Placement tests may also be required before students enroll in certain classes regardless of their enrollment status. The purpose of placement tests is to ensure that students have the appropriate level of academic skills to allow them to succeed in a course and/or program. Students generally may not register in classes that require a skill level higher than that indicated by their placement tests. This is particularly true in the areas of math, reading, and writing. Students need to work with their advisors to ensure that they are placed in classes commensurate with their skill level. Placement tests may be taken on a walk-in basis between 8 a.m. and 4 p.m. in the Counseling and Testing Center in Stensland Hall.

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

REGISTRATION (541) 888-7420

Priority registration takes place each term. Students are encouraged to register as early as possible to receive the widest selection of classes.

Detailed information is available in the Schedule of Classes published before priority registration. Follow-up registration takes place during the first week of classes each term. It is possible to register at the Registration and Records window on a first come, first served basis between priority registration and follow-up registration.

Phone registration is available for those students taking less than 12 credits, who are not pursuing a degree, diploma, or certificate at Southwestern. Restrictions that apply to phone registration include prerequisites and placement test scores. The dates and times are published in Southwestern's Schedule of Classes.

Registration after the first week of class is possible with the written consent of the instructor. In some instances, the signature of the Division Director may also be required.

RESIDENCY STATUS FOR TUITION PURPOSES

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

RESIDENT TUITION

Per Credit Cost

0-15 credits	\$38
16-18 credits	\$0
Over 18 credits	\$38

Total Cost Per Term

15-18 credits	\$570
Over 18 credit hours	\$570 plus \$38 per additional credit

Students must petition the Academic Standards Committee to take more than 18 credits.

INTERNATIONAL STUDENT TUITION

Tuition per credit hour completed

0-45	\$135 per credit
Over 45 completed credits	\$114 per credit

TUITION and FEES

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

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

of the Cashier. For information, or to use this plan, consult the Cashier in Dellwood Hall, Room 16.

The tuition and fees charged to students entitle them to services offered by the College, such as use of the library, laboratory equipment and some materials used in courses for which the student is registered, counseling and testing services, and admission to certain college-sponsored events. No reduction in tuition and fees are made for students who do not utilize these services.

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

RESPONSIBILITY FOR PAYMENT

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

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

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

CLASS FEES

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

TUITION WAIVED

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

ABE0745	Adult Basic Education/GED Preparation
DEV0593	Learning Skills Lab
ESL0747	English as a Second Language (ESL)
HE0574	Hospice Care
HE9380	Cardiopulmonary Resuscitation (CPR)
ITP0583,4,5	Sign Language
MISC0748	Citizenship
MUP0526	Band
MUP0528	Choir
MUP0529	Orchestra

AGENCY BILLING

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

GOLD CARD CLUB

Residents of the College district, age 62 or older, are eligible for membership in the Gold Card Club. Members are

entitled to a 50% reduction of tuition for all courses numbered 0500 or higher. Members do not receive a reduction in class fees.

REFUNDS (541) 888-7202

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

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

For classes, seminars or workshops two or fewer weeks in duration, 100% refund will be given if the student completes formal withdrawal before the day the class starts.

Exceptions to this policy may be made by the Associate Dean of Student Services/Registrar. Requests must be in writing and include documentation that supports the request.

ACADEMIC INFORMATION

TYPES OF CREDIT

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

Non-credit classes 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.

Lower Division Transfer credits are those that will transfer to four-year schools in the Oregon University System and apply toward a bachelor's degree. Generally, transfer courses will have a departmental prefix and a three-digit number 100 thru 299. (Example: CHEM241, Organic Chemistry.)

Developmental courses are designed to have 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. (Example: MTH70, RD0573.)

Professional/Technical courses will vary, but will have a departmental prefix and a two-, three-, or four-digit number. Because course numbers vary, students planning to transfer to four-year institutions should follow the course selections

shown under the Associate in Arts Degree requirements, and consult with their faculty advisor.

COURSE LOAD

- Full-time - 12 or more credit hours in a regular term.
- 3/4 - time - 9 to 11 credit hours in a regular term.
- 1/2 - time - 6 to 8 credit hours in a regular term.

Students receiving Veterans Benefits during the summer term are classified as full-time if taking eight or more credit hours.

Students must petition the Academic Standards Committee to be approved to take more than 18 credits in one term. This process needs to be completed and approved prior to registration.

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

CREDIT BY CHALLENGE OR ADVANCED PLACEMENT

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

Advanced Placement Tests taken while in high school may be accepted for college credit. To receive credit, bring your certificate to the Registration and Records window located in Dellwood Hall.

CREDITS TRANSFERRED FROM OTHER COLLEGES

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

108 CREDIT LIMITATION

Senior institutions of the Oregon University System in Oregon usually accept up to 108 credits in transfer from a community college.

Students should discuss transferability of courses with their academic advisor/counselor to facilitate transition from Southwestern to a four-year institution. The student may also seek advice from the major department of the transferring institution.

STATUTE OF LIMITATIONS ON AAS AND AS DEGREES AND CERTIFICATES

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

CONTINUING EDUCATION UNIT (C.E.U.)

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

PROFESSIONAL DEVELOPMENT UNIT (P.D.U.)

In accordance with professional certification organizations, Southwestern will award Professional Development Units (P.D.U.) or regular college credit that can be translated into P.D.U.'s for such purposes as:

1. Continuations of certification in teaching or other professions requiring P.D.U.'s.
2. Professional and career development, and
- 3) Personal development as necessary for advancement in employment. A P.D.U. is defined by the certifying organization.

A P.D.U. activity may include a program, a course, workshop, seminar or other pre-approved learning experience. To be eligible for P.D.U. credit and for the activity to be transcribed by the College, it must meet specific criteria. For additional information, contact the Director of Professional, Continuing and Community Education at (541) 888-7212.

ENROLLMENT STATUS AND GUIDELINES FOR CHANGE

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

1. A student may change enrollment status from CREDIT to AUDIT by the add/drop process through the sixth week of the term during full terms and through a comparable point in time in summer term. After this time, the instructor must give approval by signing the add/drop form.
2. A student may change enrollment status from AUDIT to CREDIT by the add/drop process, with the instructor's

permission and signature, at any time through Friday of the last week of classes prior to final exam week.

3. A student may withdraw from a class or from school, without responsibility for a grade, through Friday of the sixth week of classes in regular terms and a comparable point of time in summer term. Withdrawal after that point requires the instructor's signature and a grade assignment. If the instructor deems it appropriate, a "W" may be assigned rather than a grade.
4. A student may be administratively withdrawn from a class or classes when the student exhibits disruptive behavior or misconduct. There is no deadline for such withdrawal.

AUDITING COURSES

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

The following guidelines apply to auditing:

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

GRADES - DEFINITIONS AND POINTS

- A (4 grade points) Excellent
- 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 a limited number of developmental courses. For more information on the R grade, refer to Financial Aid rules and the Academic Notification System.
- Y (0 grade point) No basis for evaluation. The student did not attend class, and/or did not complete enough of the requirements to provide basis for grade. Course credit is not used in computing grade point average.
- S (0 grade point) Satisfactory - equivalent to a C or better. Credit as specified. Course credit is not used in computing grade point average.
- U (0 grade point) Unsatisfactory - no credit earned. Course credit is not used in computing grade point average.
- I Incomplete - no credit. "I" is given for passing work, which could not be completed during the finals week of the term because of circumstances beyond the student's control.
- Z Grades were not received from instructor. Student will be notified when grade is posted to the transcript.
- M Multi-term course. Class begins one term and ends in another. Grades are issued at a later date.

CALCULATING GRADE POINT AVERAGE

When computing the grade point average, the total credits for which the grades of A, B, C, D, and F have been earned are divided into the total number of grade points earned. The following formula is an example of grade point calculation:

A-4credit course	4x4 credit=16
B-3credit course	3x3 credit= 9
C-1 credit course	2x1 credit= 6
8 credits	27 grade points

27 grade points divided by 8 credits = 3.375 grade point average.

COURSE REPEAT PROCEDURE AND ABILITY TO PROFIT POLICY

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

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

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

SCHOLASTIC STATUS ACADEMIC POLICY

To be recognized for:

Academic Excellence - Students must meet the following criteria:

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

Honor Roll - Students must meet the following criteria:

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

Dean's List - Students must meet the following criteria:

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

Southwestern Scholar - Students must meet the following criteria:

- 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) only.

ACADEMIC NOTIFICATION SYSTEM

Consistent with the mission and purpose of Southwestern to help students achieve success, the Academic Notification System has been developed to monitor the academic progress of students. The Academic Notification System is a three-step process designed to alert students to potential lack of progress during their academic career.

Step 1 - Academic Notification - This status is awarded when the student's grade point average (GPA) is below satisfactory progress (2.0) or the student has received two or more Y, U, R, or F grades in one term.

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

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

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

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

ADMINISTRATIVE WITHDRAWAL OF STUDENTS

A student reported as not attending class during the first week of the term may be administratively withdrawn, at the instructor's request. This does not apply to students who have made prior arrangements with the instructor nor to those enrolled in classes that meet less than twice in a one-week period.

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

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

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

STUDENT EDUCATIONAL RECORDS

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

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

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

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

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

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

Students have the right, by pre-scheduled appointment, with the Associate Dean of Student Services/Registrar to access their educational records, as defined in OAR 582-41-410, as well as to challenge the correctness of those records, to request amendment of those records and, in case of dispute, to obtain a hearing (OAR 581-41-450). The student may not request a hearing under this policy to challenge a grade, only the accuracy of its recording. Students who wish to inspect their records must schedule an appointment with the Associate Dean of Student Services/Registrar. If the student requests a copy of any document in the records, a copy charge of \$.25 per page will be assessed. This does not include transcripts, which can be obtained for the following cost: unofficial student copies \$2.00 per copy and official copies \$5.00 for the first copy and \$4.00 for each additional copy provided at the same time. A student may forfeit the right to receive an official transcript, if he/she has an outstanding accounts receivable with the College, or has been notified that their transcript may be withheld.

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

STUDENT IDENTIFICATION NUMBER

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

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

OCCURS or the College may provide your social security number to agencies or match it with records from the following systems:

- State and private universities, colleges, and vocational schools, to find out how many community college students go on with their education and to find out whether community college courses are a good basis for further education.
- The Shared Information System (SIS), which gathers information to help state and local agencies plan education and training services to help Oregon citizens get the best jobs available.
- The Office of Professional Technical Education Management Information System, to provide reports to the state and federal governments. The information is used to learn about education, training, and job market trends for planning, research, and program improvement. Funding for community colleges is based on this information.
- The Oregon Department of Revenue and collection agencies only for purposes of processing debts and only if credit is extended to you by the College.
- [WHERE APPLICABLE (i.e., at colleges which use the ASSET placement test): The American College Testing Service, if you take the ASSET or COMPASS placement tests, for educational research purposes.]
- Your social security number is required and will be reported to the Internal Revenue Service for tax credit eligibility determination.

Your number will be used only for the purposes listed above. State and federal law protects the privacy of your records.

OAR 581-41-460 autoriza al colegio Southwestern Oregon Community College que solicite su numero social. El numero sera utilizado por el colegio para reportes, estudios, y para el mantenimiento de sus archivos. Su numero tambien sera proveido al Sistema de Reporte Unificado de Colegios Comunitarios de Oregon (Oregon Community College Unified Reporting System) (OCCURS). Este es un grupo compuesto de

Colegios comunitarios en el estado de Oregon, la oficina estatal de servicios comunitarios de colegio y la asociacion de colegios comunitarios de Oregon. OCCURS recoje informacion sobre los estudiantes y programas para cumplir con los requisitos de reportes estatales y federales. Tambien ayuda en la planificacion, los estudios, y para el desarrollo de programas en los colegios. Esta informacion ayuda a los colegios a apoyar el progreso de los estudiantes y en su exito en el trabajo y otros programas educacionales.

OCCURS o el colegio se puede provee su numero de seguro social a los agencias o lo empareja con archivos de los siguientes sistemas:

- Universidades estatales o privadas, colegios, y escuelas vocacionales, para ver que cantidad de estudiantes de los colegios comunitarios continuan con su educacion y para ver cuales cursos del colegio comunitario son una buena basis para obtener mas educacion.
- El sistema para compartir informacion, (Shared Information System) (SIS), recoje informacion para ayudar a las agencias locales y estatales en su planificacion para servicios en educacion y entrenamiento que ayuda a los ciudadanos de Oregon a obtener los mayores trabajos a su alcance.
- El sistema de manejo de informacion de la Oficina de Educacion Profesional/Tecnica, para proveer reportes estatales y federales. Esta informacion es utilizada para aprender sobre la educacion, entrenamiento, y los trabajos que estan mas al corriente, ademas del mejoramiento de los programas. Los fondos que el colegio recibe dependen en esta informacion.
- El Departamento de Oregon de Rentas Publicas y agencias de colecciones solamente por los propositos de procesamiento deudas y solamente si el credito es prolongado a usted por el colegio.
- [DONDE SEA APLICABLE (por ejemplo en los colegios que usan la prueba ASSET): El Servicio American de Pruebas para Colegio (American College Testing Service), si Ud toma el examen Asset, para el proposito de estudio educational.]
- De ustedes el numero seguro social es requerida y se informe a la IRS (rentas internas) para determinacion de aceptablemente credito.
- Su numero sera utilizado solamente para los propositos ya mencionados. La ley estatal y federal protege los particulares de sus archivos.

STUDENT SERVICES

ACADEMIC ADVISING (541) 888-7405

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

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

LIBRARY (541) 888-7270

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

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

The online public access catalog, reference and book collections of over 44,000 titles, Internet access and other computer data bases are located on the second floor.

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

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

VETERANS (541) 888-7338

All Southwestern Associate in Arts, Associate in Science and Associate in Applied Science degree programs are approved for VA benefits by the Veterans Administration. The Veterans Service Office in Dellwood Hall, Room 4 oversees veteran students' enrollment in these programs.

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

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

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

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

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

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

Hour Requirements - To receive full-time pay, the student must take a minimum of 12 credit hours; for 3/4 time pay, the student must take nine credit hours; and to receive 1/2 time pay, students must take a minimum of six credit hours. During summer session, to be considered for full-time benefit, students must be enrolled in eight or more credit hours.

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

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

STUDENT CONDUCT CODE and STUDENT RIGHTS and RESPONSIBILITIES

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

Disciplinary action taken by the College has a range of possibilities, up to and including dismissal from the College. A copy of the full STUDENT CONDUCT CODE AND STUDENT RIGHTS AND RESPONSIBILITIES can be obtained from the Student Services Office in Dellwood Hall, Room 4.

FINANCIAL AID

FINANCIAL AID (541) 888-7410

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

WHAT TYPES OF FINANCIAL AID ARE AVAILABLE?

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

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

For detailed information, contact the Financial Aid Office.

HOW TO APPLY FOR FEDERAL AND STATE FINANCIAL AID:

See chart for required forms.

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

1. Complete the Free Application for Federal Student Aid (FAFSA) and mail as early as possible, beginning January 1 of each year for consideration for the following academic year (begins summer term at Southwestern). These forms are available at Southwestern and at local high schools and colleges. Initial processing of the FAFSAs generally takes six to eight weeks, at which time Student Aid Reports (SARs) will be mailed to the students.
2. Students who applied for federal student aid in the prior academic year may receive Renewal Applications from the Federal Processor and may complete the Renewal Application instead of the FAFSA (do not complete both). Renewal applications will usually be mailed to the students in early December. (Students who do not receive a Renewal Application by mid-January are urged to complete the FAFSA instead.) Students should review the information on the Renewal Application, make any changes needed, and mail for processing beginning January 1 of each year. SARs with the updated information will be mailed to the students within approximately six to eight weeks.

3. Beginning April 15, FAFSAs may also be submitted electronically through the Financial Aid Office, rather than by mail to the Federal Processor. Students will be sent an Institutional Acknowledgment Report from the Federal Processor, rather than an SAR. Please note that Renewal Applications cannot be submitted electronically by Southwestern.
4. Students who receive the SAR prior to March 15 should submit the SAR to the Financial Aid Office to indicate the desire to begin a financial aid file at Southwestern.
5. After March 15, the Financial Aid Office at Southwestern will receive an Institutional Student Information Report (ISIR) from the Federal Processor, and students are not required to submit the SAR/Institutional Acknowledgment Report to the Financial Aid Office. These students will be mailed a notice from the Financial Aid Office indicating that the ISIR has been received. Students should return the enclosed Financial Aid Eligibility Determination Request card to the Financial Aid Office to indicate the desire to begin a financial aid file.
6. Once the Financial Aid Office receives either the SAR or the Financial Aid Eligibility Determination Request, the students will be sent a notice stating the date to expect the Unofficial Aid Package. This package will include a preliminary estimate of the financial aid for which the student may be eligible, as well as a checklist of the items which the student must complete before official eligibility can be determined. No application will be considered complete until either Step 4 or 5 has been completed and all items on the checklist have been completed. It is very important that students apply as early as possible and send in all requested documents promptly.
7. Students are required to provide an official grade transcript from all schools attended since high school (except GED and military training).
8. Students must take the placement tests at Southwestern.
9. Students must demonstrate the ability to benefit from college instruction by having a high school diploma or GED certificate or by passing the placement test. See the Counseling Center regarding this test.
10. Apply for admission to Southwestern and declare a valid major.
11. Once the information has been submitted to the Financial Aid Office, students will be sent a notice that their files are ready for a final review by the Director, the Assistant Director of Financial Aid or an Aid Coordinator. The notice will include the date upon which the students may expect to receive the Official Award Letter. Should discrepancies occur during the final review process, students will be contacted to request additional information. All required information must be submitted before the Official Award Letter can be prepared.
12. In addition to the FAFSAs, students who wish to apply for a Federal Stafford Loan must complete a Federal Stafford Loan application and attend a Pre-Loan Advising Session. Students may request Loan Packets at the Financial Aid Office after the students have received the Official Award Letter.
13. Students who are awarded Federal Work Study (FWS), General Student Employment (GSE), or Athletic Work Study (AWS) funding and would like to work on campus must attend an orientation session. Contact the Student

Work Coordinator in the Financial Aid Office for dates and times.

14. Students receiving scholarships, waivers, and/or agency funds should notify the Financial Aid Office of all funds promptly. If scholarship, waiver, and/or agency funds do not fully pay for tuition and fees, students must contact the Cashier on or before the payment deadline date to pay the outstanding balance or to arrange a payment plan (e.g. tuition and fees = \$570; scholarship=\$440; student must pay the difference of \$130, or arrange a payment plan, by the payment deadline date.)
15. All financial aid students must maintain satisfactory academic progress, according to specific financial aid guidelines. These guidelines are different from institutional policy and are explained in a pamphlet available at the Financial Aid Office and mailed to students with the Unofficial Aid Packet. For additional information on satisfactory academic progress guidelines at Southwestern, an optional Financial Aid Workshop is available upon request.

WHEN TO APPLY:

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

Deadline dates for 1998-99 award year:

- | | |
|---------------|--|
| March 1, 1998 | priority for first consideration as established by file complete date. |
| June 30, 1999 | last date the FAFSA may be received by the processing center. |
| June 30, 1999 | (or student's last day of enrollment in 1998-99, whichever comes first) - SAR or ISIR to the Financial Aid Office. |

For 1999-2000 deadlines, see the Financial Aid Office. For additional information, procedures, and policies see the Financial Aid Office.

AVAILABILITY OF FUNDS:

The Federal Pell Grant may be limited to a specific number of applicants, so apply early. Federal Stafford Loan and Federal PLUS funds are available throughout the year for eligible students. State Need Grant (SNG) funds are limited. Federal Supplemental Educational Opportunity Grants (FSEOG), and Federal Work-Study (FWS) funds (which are called "campus-based" funds) also are limited. The Financial Aid Office establishes an allocation formula based on the available funds. Awards are made according to the formula, students' established needs, determined family contributions, and file completion dates.

FINANCIAL AID DISBURSEMENTS:

Financial aid funds are mailed, after the student account has been credited, at the end of the third week of each term. Further disbursements are mailed each Wednesday beginning the fourth week of the term. Students are responsible for paying all tuition and fees in excess of financial aid funding by the payment/withdrawal deadline date listed in the schedule. (i.e., tuition and fees of \$580 and scholarship of \$540, students must pay the \$40 difference). Students must have all the necessary paperwork, workshops, seminars,

etc., completed before their accounts may be credited. Students who do not complete all the necessary steps by Friday at 3:30 pm of the second week of classes in any term will experience delays in the disbursement of funds. **Students must be in the proper classes/credits by Wednesday of the third week of the term.** Federal and state aid is disbursed to students based on the eligible enrollment status on Wednesday of the third week of the term. Any add/drops processed after this date do not affect financial aid funding. See registration procedure form available outside the Financial Aid Office and refer to the award letters for any further requirements. Bookstore charges will be established for all financial aid students who qualify. For information and applications, contact the Financial Aid Office in Dellwood Hall, in the back lobby, (541) 888-7410. Scholarship information is posted in Empire Hall, and a list is available from the Financial Aid Office. **Students receiving financial aid should have all add/drops and Bookstore charges processed by the end of the second week of classes in order to have an accurate check disbursement. If an add/drop is processed during the third week, students must contact the Financial Aid Office and disbursement of funds may be delayed.**

Students must officially withdraw from classes. The fee assessed at the time of withdrawal is determined by the actual date of withdrawal. See the College's withdrawal policy stated in the Tuition and Fees per term section under Refunds.

If students are placed on aid withheld status and do not file or complete a request/appeal, or do not make alternative arrangements with the Financial Aid Office, by 3:30 pm on Friday of the first week of classes, they may be administratively withdrawn. Students who are on aid withheld status and have submitted a request/appeal should continue attending all classes pending a review by the Financial Aid Committee. Friday of the second week of the term will be considered the actual date of withdrawal should a request/appeal be denied and the student does not choose to attend the term using their own funds, resulting in a 100% refund. Students are liable for all bookstore charges, and a 100% refund is available at the bookstore during the first two weeks of the term.

FINANCIAL AID REFUND/REPAYMENT POLICY AND RULES

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

Students who change enrollment status during a term but remain enrolled in eligible credit course work are not subject to this policy.

Students who owe Southwestern federal financial aid repayments will be denied federal aid eligibility at any institution and will not be allowed to enroll at Southwestern until *full* repayment arrangements are made. Satisfactory Academic Progress requirements apply to all financial aid recipients regardless of Repayment/Refund status.

WITHDRAWAL DATE POLICY

Students who fail to officially withdraw are, in the absence of documentation, assumed to have withdrawn in week one. Students who withdraw within the first two weeks of classes will be assumed not to have incurred any living and/or book expenses. The bookstore and student housing offer a full refund during the first two weeks of the term.

Students who withdraw during the third and fourth week of classes will be assumed to have incurred 50% of the book expenses. After the fourth week, see the repayment schedule for percentages.

REFUNDS

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

Refunds of tuition and/or fees are based on the official withdrawal date established by (1) the instructor documentation, (2) student notification and instructor attendance documentation, (3) the Southwestern Registration & Records Office documentation. Financial aid recipients have their refunds calculated according to the following guidelines. Students that do not receive financial aid will have their refunds calculated according to institutional policy.

The College uses the following pro-rata formula to calculate tuition and/or fee refunds for all first-time federal financial aid recipients who do not complete the first 60% of their enrollment in any term as documented by the withdrawal date at Southwestern.

All other students withdrawing during the first and second weeks of the term will have their refund calculated according to institutional policy. Students that are not considered a first-time student, and withdraw after the second week of the term, will have the refund calculated using the established Federal Refund Policy (modified for the first two weeks of the term which is a 100% refund). If the withdrawal occurs after the second week of the term, the refund is calculated as follows:

After 10% through 25% of the term = 50%
After 25% through 50% of the term = 25%
After 50% period of the term = No Refund

Pro-rata and Federal Refund calculation examples are available from the Financial Aid Office.

REFUND DISTRIBUTION SCHEDULE

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

1. Federal SLS Loan
2. Unsubsidized Federal Stafford Loan
3. Subsidized Federal Stafford Loan
4. Federal Plus Loan
5. Federal Direct Sub/Unsub Loan
6. Federal Direct Plus Loan
7. Federal Perkins Loan
8. Federal Pell Grant
9. FSEOG
10. Other Title IV Aid Programs
11. Other Federal Sources Of Aid

12. Other State, Private, Or Institutional Aid
13. The Student

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

REPAYMENTS

REPAYMENT refers to money *students must give back to Federal Aid Programs* when they receive funds from these programs and withdraw or stop attending before the end of a term.

The Financial Aid Office will review all grade records for financial aid recipients and will look for indicators of non-attendance. When these indicators are found, the Financial Aid Office will verify the last date of attendance by checking the grade sheets and/or contacting each instructor. Students will have 60 days, from the date of their bill, to appeal. To successfully appeal, students will be required to provide written verification that they have attended classes and established a verifiable last date of attendance.

REPAYMENT CALCULATION

A sample calculation worksheet is available at the Financial Aid Office.

FINANCIAL AID REPAYMENT SCHEDULE

Repayment is based on the documented last date of attendance.

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

REPAYMENT DISTRIBUTION SCHEDULE

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

1. Federal Perkins Loan
2. Federal Pell Grant
3. Federal SEOG
4. Other Title IV Programs
5. Other Federal Sources Of Aid
6. State Grant
7. Other Non-Title IV Aid

The value of FFELP Loans & Federal Work Study earnings are not included in calculating repayments even though students receive cash from either or both programs.

REPAYMENTS must be made directly to the Southwestern Cashier, Dellwood Hall, Room 16. Do not send repayments to any other department or agency.

Students who do not make satisfactory arrangements for repayments in a timely manner will have their debts submitted to the U.S. Department of Education for collection.

Repayments to be returned to the Federal Perkins Loan program which are received after the close of the fiscal year must be sent to the billing agency, lender, or loan servicer.

Students living in student housing are subject to any contracted services according to the terms of the contract. Further information and examples of refund/repayment calculations are available from the Financial Aid Office.

FINANCIAL AID PROGRAMS Available at Southwestern

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

- You must enroll at least half-time (six credits) each term. Aid is given for less-than-half-time enrollment in eligible credits only if funds are available. For 1998-99 the Federal Pell Grant is available for less-than-half-time enrollment.
- You must be in an eligible degree or certificate program and enrolled in eligible credits for the degree/certificate program.
- You must submit a copy of a high school diploma or a GED certificate, or demonstrate the ability to benefit from instruction by passing an approved test.
- You must not be in default on a loan or owe a refund or repayment on any Title IV financial aid program.
- You must file the Free Application for Federal Student Aid (FAFSA).
- You must reapply each academic year.
- You must be admitted as a regular student.
- You must be a United States citizen or an eligible non-citizen.
- If you are a male over 18 years of age and born after December 31, 1959, you must be registered with the United States Selective Service, unless you are currently on active duty with the armed forces (membership in the reserves does not qualify).
- You must use money you receive to help meet the costs of enrolling at and attending Southwestern.
- You must sign a Statement of Educational Purpose/Certification Statement on Overpayments and Default.
- You must maintain satisfactory academic progress. A pamphlet explaining the requirements is available from the Financial Aid Office.

FINANCIAL AID GRANT PROGRAMS

<u>Program</u>	<u>Brief Description</u>	<u>Application</u>	<u>Award Amounts at Southwestern</u>
Federal Pell Grant	A federal grant program for undergraduate students.	FAFSA*	\$400 to \$3,000 for 1998-99.
Federal Supplemental Educational Opportunity Grant	A federal grant and college funded program for undergraduate students.	FAFSA*	\$100 to \$450 for 1998-99 at Southwestern. Amount varies by school. \$936 for 1998-99.
State Need Grant	A state grant program for undergraduate students.	FAFSA*	Must be in 12 eligible credits per term to receive. Limited to 12 terms/8 semesters.

EMPLOYMENT PROGRAMS

Federal Work Study	A federal and college funded program to provide employment opportunities for students on or off campus.	FAFSA*	\$450 to \$2,100 per year for 1998-99. Additional funds available for summer. (Summer maximum of \$1,800).
General Student Employment	Southwestern funded employment program.	Contact the Financial Aid Office.	Variable
Athletic Work Study	Southwestern funded employment program for student athletes.	Contact the Athletic Department.	\$1,000 per year

LOANS – Federal Family Education Loan Program

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

*FAFSA – Free Application for Federal Student Aid

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

INSTITUTIONAL SCHOLARSHIPS – May not exceed 15 credits of tuition scholarship.

<u>Program</u>	<u>Brief Description</u>	<u>Application</u>	<u>Award Amounts at Southwestern</u>
Merit and District Scholarships❖	Tuition scholarships for graduating seniors from Bandon, Brookings-Harbor, Coquille, Gold Beach, Marshfield, Myrtle Point, North Bend, Pacific, Powers, or Reedsport high schools.	Southwestern Foundation General Scholarship Application	Ten merit and ten District scholarships per year up to \$570 tuition waived per term for 1998-99. Scholarship is for 6 consecutive terms (summer optional). Must be enrolled in a minimum of 12 credits each term.
Scholarship for Excellence❖	Tuition scholarships and \$2,000 stipends for graduating seniors from Bandon, Brookings-Harbor, Coquille, Gold Beach, Marshfield, Myrtle Point, North Bend, Pacific, Powers, or Reedsport high schools.	Southwestern Foundation General Scholarship Application	\$570 tuition waived per term for 1998-99. Tuition scholarship is for 6 consecutive terms, plus a \$100 per month stipend for 20 months. Must be enrolled in a minimum of 12 credits each term. Ten scholarships per year.
Presidential Tuition Scholarship❖	Awarded to students in approved areas of study.	Contract instructor in area of interest.	\$570 tuition waived per term for 1998-99. Must be enrolled in a minimum of 12 credits each term (up to 50 awarded).
Scholastic Tuition Scholarship❖	Awarded to full-time students with consecutive enrollment (summer optional), pursuing a degree or certificate at Southwestern; must maintain satisfactory academic progress. Must have completed at least 45 credits at Southwestern (but less than 108, including transfer credits) by spring term. GPA is a primary factor for receiving this award.	Southwestern Foundation General Scholarship Application	Tuition ONLY up to 15 credits – maximum \$570 per term/\$1,710 per year. Tuition for one academic year (three terms maximum – or 108 credits maximum). May not reapply. Cannot receive other Southwestern-funded tuition scholarships at the same time.
GED Tuition Scholarship❖	Awarded to students who score an average of 65 or above on the GED test taken at Southwestern and who completed the GED program at Southwestern.	Notified automatically by ABE/GED.	\$570 tuition waived per term for 1998-99. Scholarship is for 6 consecutive terms. Must be enrolled in a minimum of 12 credits per term (summer optional).
Desert Storm❖	Awarded to students who were residents of the College district and who served in the Persian Gulf during Desert Shield/Desert Storm	Contact the Financial Aid Office with DD 214 and diploma or transcript from district high school.	Full tuition waived per term for 1998-99. Scholarship is for 6 consecutive terms. Must be enrolled in a minimum of 12 credits each term (summer optional).
Dislocated Workers❖	Awarded to students who are certified dislocated workers or who provide a notice from their employer of layoff due to downsizing or closure generally resulting in a significant number of employees who are unable to find work in the community.	Contact the Financial Aid Office with Dislocated Worker Certification or letter from employer.	Full tuition waived for 6 consecutive terms (summer optional). Application for federal aid required; students who are eligible for federal or state grants will have the Dislocated Worker Scholarship replaced by the federal/state aid.

INSTITUTIONAL SCHOLARSHIPS (CONTINUED) – May not exceed 15 credits of tuition scholarship.

<u>Program</u>	<u>Brief Description</u>	<u>Application</u>	<u>Award Amounts at Southwestern</u>
Real World Internship Program and Southwestern Grants❖	Internships provide students with the opportunity to utilize their skills and knowledge in the workplace and receive a stipend or tuition scholarship. Grants are provided to students with exceptional skills and knowledge in a specified academic area. Must be a full-time student pursuing a degree at Southwestern. Must maintain satisfactory progress.	See a faculty member or contact the campus recruiter.	Tuition or stipend – amounts vary. Cannot receive other Southwestern-funded tuition scholarships at the same time.
Southwestern Foundation	A variety of need and non-need based scholarships awarded to students in various areas of study.	Southwestern Scholastic Application	Variable – applications are available each December and at other variable times throughout the year. Most scholarships have a deadline of early Spring term.

PAYMENT OPTIONS

Emergency Tuition Loan❖	Short term loan for tuition, fees and books, which must be repaid by the end of the term.	Contact the Business Office to apply.	Up to the cost of tuition, fees and books.
Deferred Tuition❖	Tuition, fees and housing costs are paid in three equal installments over the term.	Contact the Business Office to apply.	Variable
Alternative Loans	P.L.A.T.O. – The Classic Student Loan. Minimum income requirements/or co-applicant required; good established credit; variable interest rates.	http://www.platoloan.com or 1-800-GO PLATO	Covers cost of attendance.

TERI Loans

1-800-255 TERI

❖(Funded by Southwestern Oregon Community College. Southwestern Foundation General Scholarship Application is generally due early Spring term.)

SPECIAL SERVICES AND PROGRAMS**ADULT HIGH SCHOOL DIPLOMA PROGRAM (541) 888-7405**

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

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

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

ADULT LEARNING SKILLS PROGRAM (541) 888-7116

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

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

Basic Skills Development

Basic Skills Development courses are non-credit classes for adults who have not completed high school and/or for adults who are returning to college after several years away from a school environment. The program offers special help

in basic skills including reading, writing, math, vocabulary and spelling.

Learning takes place in small groups or through individual tutoring. Computer-assisted instruction and laser disk programs are part of the curriculum. Many students use this instruction to prepare for the General Education Development (GED) examinations, the College Placement Test, the ASVAB, and other special certifications.

English as a Second Language

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

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

Single Parent/Displaced Homemaker Project

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

Work and Life Skills Class

Work and Life Skills Class is a resource for those who want to explore job/career/education options and/or enhance academic skills to improve employability. The course focuses on four program components: Academic Skills, Career Exploration, Personal Development, and Workplace Basics. Students work on the following:

Career exploration - use assessment tools to look at personal interests and skills; review current labor trends and changes in the workplace.

Personal development - learn to understand change, to develop support systems, to set goals, to solve problems, and to address barriers.

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

Workplace basics - develop understanding of what employers expect at the time of job application, during interviews and on the job.

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

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

APPRENTICESHIP TRAINING

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

ARTS and LECTURES

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

ASSOCIATED STUDENT GOVERNMENT (541) 888-7326

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

ASG represents students on the following campus committees and groups:

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

As well as at the state level:

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

and National level:

- American Student Association of Community Colleges (ASACC)

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

ATHLETICS, INTER-COLLEGIATE (541) 888-7208

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

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

Southwestern athletes are called Lakers and proudly wear red and blue while competing.

BUSINESS DEVELOPMENT CENTER (541) 888-7100

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

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

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

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

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

CUSTOMIZED TRAINING and EMPLOYEE DEVELOPMENT (541) 888-7103

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

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

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

CAREER INFORMATION/JOB PLACEMENT CENTER (541) 888-7272

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

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

- updated career information
- transfer student information
- job placement information and referrals
- resumé and job interviewing assistance
- career testing and Micro skills

- catalogs for most two- and four-year colleges in the northwest.
- Career Information System

COOPERATIVE WORK EXPERIENCE/ FIELD EXPERIENCE (541) 888-7274

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

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

Field Experience is designed to add depth to classroom instruction through application in the areas of social science, sciences and humanities. It provides students with an opportunity to investigate career opportunities, as well as earn transferable credit for the number of hours worked per term. For information contact the Cooperative Work Experience Office at (541) 888-7274

COOS and WESTERN DOUGLAS COUNTIES OUTREACH (541) 888-7415

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

Curry County classes are scheduled through the Southwestern Curry Offices.

COUNSELING SERVICES (541) 888-7405

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

Specific individual and group counseling services include:

- career and life planning
- admission information
- new student orientation
- academic information
- referrals
- resources for international students
- resources for handicapped students
- transfer planning
- goal setting
- career assessment
- values clarification
- high school liaison

CURRY COUNTY (541) 469-5017

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

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

FAMILY CENTER (541) 888-7336

The Family Center strives to create a nurturing environment dedicated to the education and care of young children.

Preschool - The Southwestern Preschool program is designed for children ages 30 months to 5 years who enjoy daily activities focused on art, music and dance, drama, dramatic play, literacy, computer education, cooking, claywork, science, mathematics, social studies and outdoor play/physical education. Hours of operation are Monday through Friday 7:30 a.m. to 1:00 p.m.

Extended Care - Continuation of morning program for children 30 months through 10 years. Hours of operation are Monday through Friday 1:00 p.m. to 5:30 p.m.

The Family Center operates as the lab school for Southwestern Early Childhood Education and Family Studies Program.

For application and rate information, contact the Family Center at (541) 888-7336. Children of Southwestern students have priority status.

GRADUATION (541) 888-7246

Students desiring to earn a degree or certificate from Southwestern Oregon Community College must process a graduation application. The application for graduation is available in Dellwood Hall, Room 5. The graduation application fee should be paid to the Cashier's Office.

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.

Final approval of the application for a degree or certificate is given only after grades have been posted for the last term's work. Degrees or certificates are mailed to the student following this process.

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 march in the graduation ceremony.

GRIEVANCE PROCEDURE (541) 888-7338

The College strongly encourages individuals to meet and resolve their differences. If resolution of differences is not successful in an informal process, the College provides a formal grievance procedure. Copies of the formal grievance procedure are available from the Office of the Associate Dean of Student Services in Dellwood Hall, Room 4.

SERVICES FOR STUDENTS WITH DISABILITIES (541) 888-7349

Southwestern is pleased to provide services to students with disabilities and encourages them to attend. Note-takers, interpreters for people with hearing impairments, readers and assistance with registration and equipment aids are among the services available upon request.

The College recognizes the diversity of special needs that many students possess. Individuals who have been identified as having learning difficulties or those with physical challenges are encouraged to contact the Counseling Center to gain more information about counseling, access to support services, testing, advising, instructional opportunities and special equipment and/or materials that are available. For information please contact the ADA Coordinator at (541) 888-7349.

HIGH SCHOOL RELATIONS (541) 888-7405

College staff works closely with area high school counselors, administrators and faculty to provide students general information about post-secondary opportunities. The College welcomes individual and group campus tours and individual College classroom visits.

College faculty are available to speak to students in the high school classroom. For information contact the Counseling and Testing Center at (541) 888-7405.

HOUSING (STUDENT) (541) 888-7635

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

The College offers a thriving residence hall program that will be an integral part of your college experience.

Housing accommodations feature:

- Apartments with four private bedrooms, two shared bathrooms and a shared living room, kitchen, balcony or patio, and storage space.
- Fully furnished shared areas with one kitchen table, four chairs, a sofa and love seat, two end tables and a coffee table.
- Bedrooms include a single bed, mattress, desk, chair, dresser and closet.
- Kitchens with full size stove and refrigerator.
- All utilities included.
- Four-bedroom apartments are accessed by a computerized card lock system. Lost cards are deactivated to guarantee security of residences.
- Private bedrooms have a single key, which cannot be duplicated assuring privacy and security for each student.
- Private bedrooms feature local phone service with your own number, basic cable TV and computer data port at no additional expense.

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

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

Students not taking full-time loads must make a request in writing to the Director of Housing and Conferencing to be eligible for on-campus housing.

All out-of-district students with less than 45 earned college credits are required to live in student housing unless they:

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

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

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

INTERNATIONAL STUDENT PROGRAM (541) 888-7225

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 have Test of English as a Foreign Language (TOEFL) preparation and testing on campus; personal and academic counseling; special tutoring services to help students progress in their courses; a mentor program that brings international students together with American conversation partners; and a bridge course (Writing 60: College Writing for Foreign Students) designed to provide international students with writing practice in most disciplines. In addition, there is housing assistance, advice about immigration regulations, and activities and field trips which are periodically organized to acquaint our students with the recreational opportunities available in this scenic area.

OREGON ADVANCED TECHNOLOGY CONSORTIUM (541) 888-7100

Southwestern is a member of the Oregon Advanced Technology Consortium. The Consortium's mission is to improve Oregon's competitiveness by assisting manufacturers with the adoption and implementation of new technologies. Businesses require new and existing technologies — particularly readily available, off-the-shelf manufacturing technologies to modernize their industries and enhance their ability to compete in the global market. New programs are

needed to help manufacturers modernize their industrial infrastructure, increase the quality of their manufactured products, create shorter product cycle times, adopt advanced automation technologies and equipment and raise the skill level of their workforce.

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

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

For more information about Consortium activities at Southwestern, please contact the Business Development Center at (541) 888-7100.

RETIRED SENIOR VOLUNTEER PROGRAM — RSVP (541) 888-7332

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

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

SPECIAL EVENTS (541) 888-7415 Co-sponsored Workshops and Activities

The College regularly sponsors or co-sponsors with other community groups and organizations events not included in the regular schedule of offerings. To arrange a special event or special interest program, please contact the Office of Outreach and Professional Development at (541) 888-7415.

STUDENT ACTIVITIES

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

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

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

- liaison between students and administration
- Associated Student Government (and related activities)
- student clubs and organizations
- films, lectures, other cultural activities
- voter registration
- campus posting
- annual awards convocation
- student newspaper

STUDENT CLUBS and ORGANIZATIONS

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

- Alpha Beta Gamma (Accounting Honor Club)
- Creative Writing Club
- Criminal Justice Club
- Forestry Club
- Human Services Club
- Judo Club
- Geology Club
- Nursing Club
- Forensics Club
- Pep Club
- Phi Theta Kappa (National two-year College honor society)
- Ski Club
- Theatre and Drama Club
- Electronic Club
- Rotaract Club
- CPU club
- Anime Club

SUPPLEMENTAL INSTRUCTION

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 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.

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

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

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

TRANSFER PROCEDURES (541) 888-7405

Southwestern offers courses for students who wish to continue a four-year degree at a public or private college or university. A student can usually complete all or most of the general education requirements of the four-year college or university and begin work on the requirements for a specific major.

It is the responsibility of students to learn the program requirements of the school to which they plan to transfer. Students should contact their advisors for academic advising and program changes.

A course, Transfer Success, is offered to assist students in preparing to transfer to a four-year school. For more information, call the Counseling and Testing Center at (541) 888-7405.



Eastern Oregon University

General Education Requirements (General Education Distribution Requirements)

Requirements	Credit hours	Southwestern courses which satisfy requirements
Humanities (Choose courses from at least two different prefixes other than your major.)	Minimum 15 hours	ART204, 205, 206; ENG104, 105, 106, 107, 108, 109, 201, 202, 203, 204, 205, 206, 253, 254, 255, 260; MUS201, 202, 203; PHL101, 102, 103; TA100
Natural Science (Choose courses from at least two different prefixes other than your major.)	Minimum 15 hours	ANTH101; BI101, 102, 103, 201, 202, 203; CHEM104, 105, 106, 221, 222, 223; G201, 202, 203; GS104, 105, 106, 107; PH201, 202, 203, 211, 212, 213
Social Science (Choose courses from at least two different prefixes other than your major.)	Minimum 15 hours	ANTH101, 102, 103, 221, 222, 223; EC201, 202, 203; HST201, 202, 203; PS201, 202, 205; PSY201, 202, 203; SOC204, 205, 206
Arts, Languages, and Logic (Choose courses outside of your major.)	Minimum 15 hours	
Artistic Creation (Sub-Area 1)	3 to 12 hours	ART115, 116, 117, 131, 132, 133, 184, 185, 186, 191, 192, 193, 231, 232, 233, 250, 251, 252, 253, 254, 255, 270, 271, 272, 281, 282, 283, 284, 285, 286, 291, 292, 293; MUP171, 271; MUS101, 102, 103; TA141, 142, 143; WR241, 242, 243
Languages and Logic (Sub-Area 2)	3 to 12 hours	GER101, 102, 103, 201, 202, 203; MTH105, 211, 212, 213; PHL103; SPAN101, 102, 103, 201, 202, 203

Notes:

1. A maximum of 126 credit hours earned at a community college may be applied toward a baccalaureate degree.
2. The Writing Proficiency Exam (WPE) must be passed prior to graduation from Eastern. Students are required to complete writing courses through WR121 or, upon entering, demonstrate a Test of Standard Written English (TSWE) score of 45 or better before attempting the WPE given at Eastern.
3. Students who have earned an Oregon Associate of Arts (AAOT) transfer degree from Southwestern will be considered as having met the lower division General Education Distribution Requirements at Eastern.
4. General Education Distribution Requirements: In the absence of an AAOT degree from an Oregon community college, students must complete a minimum of 15 credits in each of the following four areas: Humanities; Natural Science; Social Science; and Arts, Languages, and Logic. Within each of the four areas a student must have completed courses with at least two different prefixes other than the prefix or prefixes of the student's major. No more than 12 hours in a discipline may be applied in an area.
5. For the 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.
6. For the 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 (two years or completion of a second-year foreign language course sequence or equivalency).
7. Courses in which "D" grades have been earned will transfer to Eastern.
8. Students graduating from high school in 1997 or later are required to have two years of high school second language or two terms from a community college.
9. This guide is subject to change without notice and should not be regarded as a contract between Eastern and students attending Southwestern.

Linfield College

Adult Degree Program

Requirements	Semester hours	Southwestern courses which satisfy requirements	Quarter hours
Inquiry Seminar	3	Completed 2 full years at college and WR121, 122	6
Vital Past	6	Most History courses; MUS261, 262, 263	9
Images & Arts	6	All Literature courses; WR241, 242, 243; MUS theory, history or literature courses; ART All studio, theory, and history courses; TA All performance, technical, and history courses	
Ultimate Questions	6	PHIL101, 102, 103	9
Individuals, Systems, & Societies	6	ECON201, 202, 203; SOC204, 205, 206; PSY201, 202, 203; PSY201, 202, 203; Any ANTH courses	9
Natural World	6	Any course in Chemistry, Physics, Geology, Biology or General Science course	9

Notes:

- Students must demonstrate math proficiency through one of the following means: score 520 or higher on the mathematics portion of the SAT; complete a college math course at or above the level of intermediate algebra with a grade of "C" or better (a "C-" does not count), or pass the Math Proficiency test which will be offered during the fall and spring Entry Colloquium sessions on the McMinnville campus. Math proficiency must be demonstrated (1) by the end of a student's first year at Linfield or (2) by the end of a student's sophomore year.
- Courses used to fulfill Linfield curriculum requirements must be at least 3 credit hours. A course that transfers as a 2 semester hour class will not on its own serve as an equivalent to a three semester hour course.

Oregon Institute of Technology

General Education Requirements

Requirements	Credit hours	Southwestern courses which satisfy requirements
Communication		
Speech	3	SP111
English Composition	6	WR121 and 122
Nine additional credits from speech/writing courses having WR122 OR SPE111 as a prerequisite; specified by the major department from the following: WR123, 214, 227, 321, 322, 323, 327, 328, 350, 410; SPE321.	9	WR123, 214, 227; SP219
Business Nine credits of upper division business and industrial management.	9	Must take upper division business courses at OIT.
Humanities Nine credits selected by student or specified by a major department.	9	ART115, 116, 117, 131, 132, 133, 184, 185, 186, 204, 205, 206, 231, 232, 233, 240, 250, 251, 252, 253, 254, 255, 270, 271, 272, 281, 282, 283, 284, 285, 286, 291, 292, 293; ENG104, 105, 106, 107, 108, 109, 201, 202, 203, 204, 205, 206, 253, 254, 255; GER201, 202, 203; MUS134; PHL101, 102, 103; SPAN201, 202, 203; TA100, 141, 142, 143
Social Sciences Twelve credits selected by student or specified by a major department.	12	ANTH101, 102, 103, 221, 222, 223; CJ101, 110, 200, 201, 220; EC201, 202, 203; HST101, 102, 103, 201, 202, 203; PS201, 202, 205; PSY201, 202, 203; SOC204, 205, 206, 221, 244
Technology Twelve credits selected by student or specified by a major department from technical electives offered by a major department. At least one computer course is required.	12	ENGR211, 212, 213. Select computer course from CIS131; CS101, 133B, 133C, 133U, 140, 161, 162, 233C, 233U, 240, 244, 261
Science/Mathematics		
College Algebra	4	MTH111
Twelve additional credits selected by student or specified by a major department from biological sciences, mathematics, or physical science.	12	BI101, 102, 103, 201, 202, 203, 231, 232, 233, 234; CHEM104, 105, 106, 221, 222, 223, 241, 242, 243; G201, 202, 203; GS104, 105, 106; MTH105, 112, 243, 251, 252, 253, 254, 255, 256; PH201, 202, 203, 211, 212, 213

Notes:

1. Transfer students seeking a baccalaureate degree must complete a minimum of 60 credits of upper division work before a degree will be awarded. Upper division work is defined as 300 and 400 level classes at a Bachelor's degree granting institution.
2. OIT considers for transfer those courses that carry a grade of "D" or better. However, many OIT departments require "C" or better course grades for prerequisite and graduation purposes.
3. Students who have earned an Oregon Associate of Arts (AAOT) transfer degree from Southwestern will be considered as having met the lower division General Education requirements at OIT.
4. This guide is subject to change without notice and should not be regarded as a contract between OIT and students attending Southwestern.

Portland State University

General Education Requirements (for students who begin coursework fall, 1994. Other students should check with the Counseling and Testing Center for requirements)

Requirements	Credit hours	Southwestern courses which satisfy requirements
Freshman Inquiry (Three 5-credit courses)	15	Complete 45 credit hours from courses listed for the Oregon Associate of Arts (AAOT) transfer degree. Courses should include writing, speech, and computer science. It is also important to learn appropriate information technology resources of the library.
Electives	30	
Sophomore Level (Three 4-credit courses selected from different interdisciplinary programs or general education clusters)	12	Complete 45 credit hours from courses listed for the AAOT transfer degree and courses required for major. Students planning to attend Southwestern for two years should complete the Oregon Associate of Arts transfer degree or a minimum of 90 transferable credit hours.
Electives	33	

Notes:

1. A maximum of 108 credit hours earned at a community college may be applied toward a baccalaureate degree.
2. In general, only courses with letter prefixes and numbers above 100 are accepted in transfer to PSU. PSU posts transfer equivalencies on their homepage. To see how specific courses will transfer, go to the website, <http://www.pdx.edu>, then click on: • student services • admissions • undergraduate admissions • transfer equivalency catalogs. Once there, scroll down to Southwestern, double click and see exactly how courses will transfer from Southwestern to PSU.
3. PSU accepts credit in certain professional/technical courses when these are equivalent or parallel to PSU courses.
4. In order to transfer to PSU students must have completed a minimum of 30 transferable credit hours (transferable college level work, passes with a C- or better or a Pass from a regionally accredited college or university). Students must also meet the minimum GPA requirement: 2.00 college GPA for Oregon residents, 2.25 college GPA for out-of-state residents, or 2.50 college GPA for international students.
5. PSU does not accept courses in which "D" grades have been earned unless they are part of an AAOT degree.
6. PSU does not award credit for the following courses: OA121, 122, 123 (and some other office administration classes).
7. Students who have earned an AAOT transfer degree from Southwestern will be considered as having met PSU's lower division General Education requirements.
8. This guide is subject to change without notice and should not be regarded as a contract between PSU and students attending Southwestern.

Southern Oregon University

General Education Requirements (Core Curriculum)

Goals	Credit hours	Southwestern courses which satisfy requirements
1. To be able to express ideas in clear, logical, and grammatically correct written English. To be fluent and confident in writing ability, including formal and technical writing styles, and in the preparation of a research paper.	9	WR121, 122, 123, 214T, 222, 227
2. To be able to communicate clearly and effectively in oral English.	3	SP111, 112, 218, 219
3. To be able to appreciate and use mathematics as a language that expresses, defines, and answers questions about the world.	3 to 4	MTH105, 112, 212, 213, 241, 243, 251, 252, 253, 254, 255
4. To understand the role of the natural sciences in the world. <i>(Students must take courses in at least two sciences. At least two courses must include a laboratory component. No more than nine credits from one department may be used to satisfy requirement.)</i>	12	Choose 9 to 12 credits from these laboratory courses: BI101, 102, 103, 201, 202, 203; CHEM104, 105, 106, 107, 108, 221, 222, 223; G201, 202, 203, 221; GS104, 105, 106, 107, 108; PH121, 201, 202, 203, 211, 212, 213
5. To appreciate the creative processes, the aesthetic principles, and the historical traditions of one or more of the fine and performing arts. <i>(A maximum of three credits may be from studio courses.)</i>	8	Choose 6 to 8 credits from these non-studio courses: ART204, 205, 206; MUS261, 262, 263. Choose up to 3 credits from the following studio courses: ART115, 116, 117, 131, 132, 133, 184, 185, 186, 191, 192, 193, 231, 232, 233, 240, 250, 251, 252, 253, 254, 255, 270, 271, 272, 281, 282, 283, 284, 285, 286, 291, 292, 293; MUS134, 135, 136; TA141, 142, 143, 241, 242, 243; WR241, 242, 243
6. To recognize the way that perspectives on the human condition and human values are expressed in works of literature and philosophy and/or transmitted in the media. <i>(A maximum of three credits may be from media courses.)</i>	8	Choose 6 to 8 credits from the following literature and philosophy courses: ENG104, 105, 106, 107, 108, 109, 201, 202, 203, 260; PHL101, 102 (No more than 3 credits from ENG201, 202, 203 may count toward this goal.). Choose up to 3 credits from the following media courses: J202, 204; SP217
7. To be able to understand world history, geography, and culture as forces that shape human experience. <i>(A maximum of three credits may be from U.S. History, U.S. Geography, or U.S. culture courses.)</i>	8	Choose 6 to 8 credits from the following world history, geography and culture courses: ANTH103, 221, 222, 223; GER101, 102, 103, 201, 202, 203; HST101, 102, 103; SPAN101, 102, 103, 201, 202, 203. Choose up to 3 credits from the following U.S. history courses: HST201, 202, 203
8. To understand the function and influence of national or international political, economic, and/or legal systems in human affairs.	6	ECON201, 202, 203; PS201, 202, 205; SOC205
9. To understand how humans function in society.	3	CJ101; HE250; PSY201, 202, 203; SOC204, 244

Notes:

1. A maximum of 108 credit hours earned at community colleges may be applied toward a baccalaureate degree.
2. Courses in the major, including course work from supportive areas that is required of the major, and courses toward a minor may also be used to meet general education requirements.
3. In satisfying the total set of requirements of Goals 2 through 9, a student may use at most nine credits from one department.
4. A single course may not be used to satisfy more than one general education goal.
5. Only courses with a letter prefix and a number of 100 or higher are considered transferable.
6. A maximum of 24 credit hours of vocational/technical courses are accepted as free electives.
7. Courses in which "D" grades have been earned are accepted by SOU, with the exception of goals 1 and 2, which require a grade of "C-" or better.
8. Students who have earned an Oregon Associate of Arts (AAOT) transfer degree from Southwestern will be considered as having met the Core Curriculum requirements at SOU.
9. This guide is subject to change without notice and should not be regarded as a contract between SOU and students attending Southwestern.

University of Oregon

General Education Requirements

Requirements	Credit Hours	Southwestern courses which satisfy requirements
Written English	6 credit hours	WR121 (must be completed before transferring) & WR122 or WR123 (with grade "C" or better).
Arts and Letters* These courses must be completed in at least two subjects (prefixes), and a minimum of two courses must be completed in one subject.	16 credit hours	Choose from the following: ART204, 205, 206; ENG104, 105, 106, 107, 109, 201, 202, 203, 204, 205, 206, 253, 254, 255, 260; MUS201, 202, 203, 261, 262, 263; PHL101, 102, 103; SPAN201, 202, 203; TA100.
Social Science* These courses must be completed in at least two subjects (prefixes), and a minimum of two courses must be completed in one subject.	16 credit hours	ANTH102, 103, 221, 222, 223, 230, 231; BA101; ECON201, 202, 203; HST101, 102, 103, 201, 202, 203; PS201, 202, 205; PSY202, 203, 239; SOC204, 205, 206, 210, 212.
Science* These courses must be completed in at least two subjects (prefixes), and a minimum of two courses must be completed in one subject.	16 credit hours	ANTH101; BI101, 102, 103, 201, 202, 203, 231, 232, 233, 234; CHEM104, 105, 106, 221, 222, 223; CIS120, 121, 122; CS133C, 133P, 233C; G201, 202, 203, 207, 220, 221, 291; GS104, 105, 107, 108; MTH105, 211, 212, 213, 241, 242, 243, 251, 252, 253; PH121, 201, 202, 203, 211, 212, 213; PSY201.
Multiculture (Same course may be chosen to meet this requirement and one of the requirements listed above.).	2 courses	Area 1 - American Cultures: ANTH230, 231, 232. Area 2 - Identity, Pluralism & Tolerance: ENG260. Area 3 - International Cultures: ANTH103, 221, 222, 223. Choose 1 course from 2 different areas.

Notes:

1. A maximum of 108 credit hours earned at a community college may be applied toward a baccalaureate degree.
 2. Only courses with letter prefixes and numbers above 100 are accepted at the University of Oregon (UO).
 3. A maximum of 12 credit hours of vocational/technical courses are accepted.
 4. A Bachelor of Arts degree requires equivalent of two years of college foreign language.
 5. A Bachelor of Science degree requires MTH111, 241, and 243 or higher mathematics.
 6. Courses in which "D" grades have been earned will transfer to UO, but will not satisfy degree requirements in writing, mathematics, or foreign language and may not be acceptable for major requirements.
 7. Students not meeting freshman admissions criteria must complete 36 transfer hours and WR121, and MTH105 or 111 before transferring.
 8. Students with an Oregon Associate of Arts (AAOT) transfer degree from Southwestern will be considered as having met the General Education requirements at UO. The Multiculture requirement is not satisfied by completing the AAOT degree unless two of the acceptable courses are taken as part of the A.A. degree.
 9. This guide is subject to change without notice and should not be regarded as a contract between UO and students attending Southwestern.
- * No more than three courses from any one department may be used to satisfy the total 48 credit group requirement. Courses in the major may be used to satisfy the group requirement.
- ** Effective fall 1994 PSY201 will become a science group requirement satisfying course. It may be used as a social science course if taken prior to fall 1994.

Western Oregon University

General Education Requirements (Liberal Arts Core Curriculum)

Requirements	Credit hours	Southwestern courses which satisfy requirements
Skills		
English Composition	3	WR121, 122, or 123. WR121 preferred.
Speech	3	SP111, 112, 218, 219, 229. SP111 preferred.
Physical Education	5	PE231, 185, 190, 195, 295; courses should include different activities. PE231 and one activity course preferred.
Mathematics	4	MTH105 or higher math. MTH211, 212, 213 is required for elementary education majors.
Computer Science	3 or 4	
Creative Arts (Art, Dance, Music, Theater Arts)	9	All courses with prefix of ART, MUP, MUS, and numbered 100 or higher. Nine hours in a combination of 3 different areas preferred. A maximum of three hours in music performance (MUP) is allowed.
Humanities (Literature, Philosophy, and Religion)	12	A sequence of 9 hours in the same discipline is required. All courses with ENG or PHL prefix and numbered 100 or higher, except ENG198 and ENG298. A nine-hour literature sequence (i.e. ENG101, 102, 103) plus an additional course in philosophy (PHL201, 202, 203) or religion is preferred.
Natural Sciences and Mathematics	12	A sequence of at least eight hours in the same discipline is required. All courses with the following prefixes and numbered 100 or higher: BI, CH, G (except G299), PH. A 12-hour sequence in the same discipline preferred. Note: The equivalent of Western's BI101, GS104 and GS106 are recommended for Elementary Education majors.
Social Science	12	A sequence of at least 9 hours in the same discipline is required. This sequence must include courses numbered 100 or higher and be in either ANTH, EC, HST, PS, or SOC. The remaining three hours may be in any social science area, including psychology and criminal justice. Note: Geography and U.S. History are recommended for Elementary Education majors.
Foreign Language Alternative (optional)	12	

Notes:

1. A maximum of 108 credit hours earned at a community college may be applied toward a baccalaureate degree.
2. In general, only courses with letter prefixes and numbers above 100 are accepted at Western Oregon University (WOU).
3. Up to 24 hours of professional-technical credits can be transferred as free electives.
4. Courses in which "D" grades have been earned are accepted at WOU.
5. 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.
6. Courses numbered 199 and 299 and Cooperative Work Experience (CWE) credits transfer to WOU as general elective credits and are not applied to the major or LACC requirements. Up to 12 hours of CWE can be accepted.
7. Students are encouraged to seek exemption from the skills requirements by demonstrating proficiency through the appropriate departments at WOU.
8. Students with an Oregon Associate of Arts (AAOT) transfer degree from Southwestern will be considered as having met the LACC requirements at WOU.
9. Courses used to fulfill major requirements may be used to meet LACC requirements if the student earns an AAOT transfer degree. In the absence of an AAOT 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.
10. This guide is subject to change without notice and should not be regarded as a contract between WOU and students attending Southwestern.

ASSOCIATE IN APPLIED SCIENCE DEGREES

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

GENERAL REQUIREMENTS:

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

GENERAL EDUCATION REQUIREMENTS:

Writing (3 credits)

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

Speech (3 credits)

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

Mathematics (3-4 credits)

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

Workplace Issues (2 credits)

The minimum course content will include interpersonal skills and human relations (including effective and clear speaking, inquiry and listening skills), adapting to change, valuing diversity, developing intellectual tolerance, and balancing the needs of work, family and self.

Health and Wellness (3 credits)

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

HE250 Personal Health
PE185 Physical Activity
PE231 Wellness for Life

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

Exceptions may be allowed for the following reasons:

Veterans: Students who have completed six months active service in the U.S. armed forces are exempt from the Physical Activity (PE 185) requirement if they file official evidence of service with the Transcript Evaluator.
Other: On rare occasions, exemptions may be granted for other reasons.

OTHER APPROVED COURSES:

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

ARTS and HUMANITIES

ART204 History of Western Art
ART205 History of Western Art
ART206 History of Western Art
ENG104 Introduction to Literature
ENG105 Introduction to Literature
ENG106 Introduction to Literature
ENG107 World Literature
ENG108 World Literature
ENG109 World Literature

ENG201 Shakespeare
ENG202 Shakespeare
ENG203 Shakespeare
ENG204 Survey of English Literature
ENG205 Survey of English Literature
ENG206 Survey of English Literature
ENG253 Survey of American Literature
ENG254 Survey of American Literature
ENG255 Survey of American Literature
ENG299A Mythical Backgrounds to Literature
MUS261 Music History
MUS262 Music History
MUS263 Music History
PHL101 Philosophical Problems
PHL102 Ethics
PHL103 Critical Reasoning
TA100 Introduction to Theatre

SOCIAL SCIENCES

ANTH101 General Anthropology
ANTH102 General Anthropology
ANTH103 General Anthropology
ANTH221 Introduction to Cultural Anthropology
ANTH222 Introduction to Cultural Anthropology
ANTH230 Native North Americans: Oregon
ANTH231 Native North American Culture: Pacific Northwest
ANTH232 Native North Americans
ANTH223 Introduction to Cultural Anthropology
CJ100 Foundations of Criminal Justice
CJ101 Criminology
CJ110 Introduction to Law Enforcement
CJ120 Judicial Process
CJ130 Introduction to Corrections
CJ200 American Crime Policy
CJ201 Juvenile Delinquency
CJ220 Criminal Law
CJ243 Narcotics & Dangerous Drugs
ECON201 Principles of Economics
ECON202 Principles of Economics
ECON203 Principles of Economics
ED251 Students with Special Needs
ED258 Multi Cultural Education
HD208 Career/Life Plan
HDFS140 Contemporary American Families
HDFS222 Family Relations
HDFS225 Prenatal, Infant & Toddler Development
HDFS229 Development in Middle Childhood
HDFS247 Preschool Child Development
HS100 Introduction to Human Services
HS154 Community Resources

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

MATH and SCIENCES

BA232 Business Statistics
 BI101 General Biology
 BI102 General Biology
 BI103 General Biology
 BI201 Introductory Biology
 BI202 Introductory Biology
 BI203 Introductory Biology
 BI231 Human Anatomy and Physiology
 BI232 Human Anatomy and Physiology
 BI233 Human Anatomy and Physiology
 BI234 Elementary Microbiology
 BI299A Biology of the Estuaries
 CHEM104 Introductory Chemistry
 CHEM105 Introductory Chemistry
 CHEM106 Introductory Chemistry
 CHEM221 General Chemistry
 CHEM222 General Chemistry
 CHEM223 General Chemistry
 CS125D Data Base Applications
 CS125S Spreadsheet Applications
 CIS131 Computer Information Systems
 CS133B Computer Language I - BASIC
 CS133C Computer Language I - COBOL
 CS133U Computer Language I - C
 CS161 Introduction to Computer Science I
 CS162 Introduction to Computer Science II
 CS233B Computer Language II - BASIC
 CS233C Computer Language II - COBOL
 CS233U Computer Language II - C
 CS261 Data Structures
 ENGR111 Engineering Orientation

ENGR112 Engineering Orientation
 ENGR201 Electrical Fundamentals I
 ENGR202 Electrical Fundamentals II
 ENGR203 Electrical Fundamentals III
 ENGR211 Statics
 ENGR212 Dynamics
 ENGR213 Strength (Mechanics) of Materials
 ENGR245 Engineering Graphics and Design
 ENGR250/MTH265 Engineering Probability and Statistics
 ENV111 Introduction to Environmental Science
 F111 Introduction to Forestry
 F254 Tree and Shrub Identification
 FW251 Principles of Wildlife Conservation
 FW252 Wildlife Resources: Mammals
 FW253 Wildlife Resources: Birds
 FW255 Techniques in Wildlife Science
 G145 Regional Field Geology
 G146 Geology of Southwestern Oregon
 G160 Volcanology
 G201 Physical Geology
 G202 Physical Geology
 G203 Historical Geology
 G207 Geology of the Pacific Northwest
 G220 Prehistoric Life
 G221 General Geology
 G245 Geomorphology: Scenic Geology of the United States
 G291 Minerals and Rocks
 G299A Earth Resources: Ore Deposits and Fossil Fuels
 G299B Geological Hazards and Natural Catastrophes
 G299 Special Topics in Geology
 GS104 Physical Science Survey
 GS105 Physical Science Survey
 GS106 Introduction to Earth Science
 GS107 Astronomy
 GS108 Oceanography
 GS275 Uses and Resources of the Ocean
 MTH105 Contemporary Mathematics
 MTH111 College Algebra
 MTH112 Elementary Functions
 MTH212 Fundamentals of Elementary Algebra I
 MTH213 Fundamentals of Elementary Algebra II
 MTH231 Elements of Discrete Math I
 MTH232 Elements of Discrete Math II
 MTH241 Calculus for Business and Social Science I
 MTH242 Calculus for Business and Social Science II
 MTH243 Intro to Probability and Statistics
 MTH251 Calculus I (Differential Calculus)
 MTH252 Calculus II (Integral Calculus)
 MTH253 Calculus III (Infinite Series and Sequences)
 MTH254 Vector Calculus I (Intro to Vectors and Multidimensional Calculus)
 MTH255 Vector Calculus II (Intermediate Multivariate Calculus w/ a Vector Approach)
 MTH256 Differential Equations
 MTH261 Linear Algebra I
 MTH262 Linear Algebra II

MTH265/ENGR250 Statistics for Science and Engineering
 PH201 General Physics
 PH202 General Physics
 PH203 General Physics
 PH211 General Physics with Calculus
 PH212 General Physics with Calculus
 PH213 General Physics with Calculus

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

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

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

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

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

For more information, consult your advisor or the Transcript Evaluator at (541) 888-7246.

ASSOCIATE IN APPLIED SCIENCE IN PROFESSIONAL AERONAUTICS

Southwestern offers an Associate in Applied Science (AAS) in Professional Aeronautics. Many of the courses in this program are transferable to a four-year institution. Graduates have the option of completing their four-year degree in professional aeronautics with a reputable university through correspondence. Students who successfully complete the first two term's course work are eligible for the private pilot certificate.

Flight training is conducted at the North Bend Municipal Airport, which is a five-minute drive from the campus. The flight training operation is accredited by the Federal Aviation Administration (FAA) under 14 CFR Part 141.

Students trained at Southwestern will leave the program after two years as highly skilled professionals prepared and qualified to enter the aviation workforce. Graduates will be ready to assume an entry-level position as a Commercial Pilot/Certified Flight Instructor. The graduate will be able to conduct flight instruction in all airplane and instrument flight curriculums in single and multi-engine airplanes. The graduate will be employable worldwide.

<i>FIRST YEAR</i>			<i>SECOND YEAR</i>		
Course No.	Course Title	Credit Hours	Course No.	Course Title	Credit Hours
<i>Fall</i>			<i>Fall</i>		
AVT102	Private Pilot Ground School I	3	AVT204	Commercial Flight	3
AVT104	Private Pilot Flight I ¹	2	AVT230	Advanced Aerodynamics	3
MTH111	College Algebra	4		Humanities/Social Science	3
	Math/Science Sequence ²	4		Sequence ⁶	
WR121	English Composition	3	PE185	Physical Education ⁴	1
	12-16 total		PS201	American Government: Institutions	3
			PSY201	General Psychology	3
				16 total	
<i>Winter</i>			<i>Winter</i>		
AVT103	Private Pilot Ground School II	3	AVT205	Flight Instructor Ground School I	3
AVT105	Private Pilot Flight II ¹	2	AVT206	Flight Instructor Flight I	2
AVT120	Advanced Aircraft Systems	3	AVT220	Instruction Fundamentals	3
AVT130	Air Transportation	3		Humanities/Social Science	3
	Math/Science Sequence ²	4		Sequence ⁶	
WR122	English Composition	3	PE185	Physical Education ⁴	1
	18 total		PSY202	General Psychology	3
				15 total	
<i>Spring</i>			<i>Spring</i>		
AVT106	Instrument Ground ³	3	AVT207	Flight Instructor Ground School II	3
AVT107	Instrument Flight ³	2	AVT208	Flight Instructor II	2
AVT199	Professional Prerequisite Flight ³	2		Humanities/Social Science	3
	Math/Science Sequence ²	4		Sequence ⁶	
WKPL4350	Workplace Issues	2	PE185	Physical Education ⁴	1
WR123	English Composition	3	PSY203	General Psychology	3
	16 total		SP111	Fund. of Public Speaking ⁵	3
				15 total	
			92-96 credits total		

Students must make a grade of C or better in all courses to be qualified to schedule for flight labs.

Notes:

1. Financial Aid is not available for private pilot lab fees (AVT104, 105).
2. MTH111 or above. Students who choose to satisfy this requirement with a science sequence must complete MTH111 or higher.
3. Must have a private pilot certificate to enroll in these AVT courses.
4. PE231 or HE250 may be substituted for 3 credits of PE185.
5. SP100, SP112, or SP219 may be substituted.
6. ART204,205,206;ENG104,105,106;ENG107,108,109;ENG201,202,203;ENG204,205,206;ENG253,254,255;MUS261,262,263;PHL101,102,103;HST101,102,103;HST201,202,203.

Can Double use MTH111 if working on MTH Seq.

ASSOCIATE IN APPLIED SCIENCE IN ALL APPRENTICE TRADES

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

Credits are granted in these areas:

On-the-job work experience during apprenticeship, related training classes leading to journeyman status, and General Education classes taken at Southwestern.

PROGRAM REQUIREMENTS

Credit Hours

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

40

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

36

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

23

GENERAL EDUCATION COURSES

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

Notes:

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

ASSOCIATE IN APPLIED SCIENCE IN BUSINESS MANAGEMENT

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

FIRST YEAR CORE CURRICULUM

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

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

Notes (for all options):

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

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

See following page for second-year curriculum options for:

Banking and Finance
Marketing
Office Management

Options – Second Year

ACCOUNTING

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

<i>Fall</i>		
BA177	Payroll Records and Accounting	3
BA215	Cost Accounting	3
BA226	Business Law I	3
	Other Approved Courses ⁴	3
		12 total

<i>Winter</i>		
AC2772	Intermediate Accounting I	3
AC240	Fund (Governmental) Accounting	3
BA220	Tax Accounting	3
BA280	Field Experience or BA2280 CWE	3
	Other Approved Courses ⁴	3
		15 total

<i>Spring</i>		
AC2773	Intermediate Accounting II	3
BA217	The Accounting Process ¹	3
BA227	Business Law II	3
CS125S	Spreadsheet Applications	3
	Elective	3
		15 total
		90 credits total

Options – Second Year (continued)

BANKING AND FINANCE

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

Fall

BA242	Introduction to Investments	3
BA280	Field Experience <u>or</u> BA2280 CWE	3
ECON201	Principles of Economics	3
SDP101	Principles of Management & Supervision	3
	AIB Courses	6
		18 total

Winter

ECON202	Principles of Economics	3
SDP113	Human Relations for Supervisors	3
	Other Approved Courses ⁴	3
	AIB Courses	3
		12 total

Spring ¹

BA229	Personal Finance & Money Mgmt	3
ECON203	Principles of Economics	3
	Other Approved Courses ⁴	3
	AIB Courses	6
		15 total
		93 credits total

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

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

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

See notes on previous page.

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

MARKETING

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

Fall

BA226	Business Law I	3
BA238	Sales	3
BA250	Small Business Management	3
OA201	Word Processing I	3
		12 total

Winter

BA239	Advertising	3
SDP113	Human Relations for Supervisors	3
CS125P	Presentation Applications	3
SP217	Understanding Media	3
	Other Approved Courses ^{4,5}	3
		15 total

Spring

BA206	Management Fundamentals	3
BA249	Retailing	3
BA280	Field Experience <u>or</u> BA2280 CWE	3
SP112	Persuasive Speech	3
	Other Approved Courses ^{4,5}	3
		15 total
		90 credits total

OFFICE MANAGEMENT

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

Fall

BA177	Payroll Records and Accounting	3
OA116	Office Procedures	3
OA201	Word Processing I	3
OA240	Filing/Records Management	3
	Other Approved Course ⁴	3
		15 total

Winter

BA250	Small Business Management	3
BA280	Field Experience <u>or</u> BA2280 CWE	3
CS125S	Spreadsheet Applications	3
*SDP101	Principles of Management & Supervision	3
	Other Approved Course ⁴	3
		15 total

Spring

BA217	Accounting Process	3
BA226	Business Law I	3
BA280	Field Experience <u>or</u> BA2280 CWE	3
CS125D	Data Base Applications	3
OA202	Word Processing II	3
		15 total
		93 credits total

* Can substitute SDP.113 Human relations for Supervisors

ASSOCIATE IN APPLIED SCIENCE IN COMPUTER INFORMATION SYSTEMS

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

FIRST YEAR			SECOND YEAR		
Course No.	Course Title	Credit Hours	Course No.	Course Title	Credit Hours
<i>Fall</i>			<i>Fall</i>		
BA101	Introduction to Business	4	BA232	Business Statistics <u>or</u> MTH243	4
BA211	Financial Accounting ¹	4		Intro. to Probability & Statistics	
CIS131	Computer Information Systems ²	4	CS2635	Computer Repair and Upgrade	3
CS125P	Presentation Applications	3	CS140	Introduction to Operating Systems	3
WR121	English Composition	3		Other Approved Courses ⁶	3
		18 total		Specific Elective ^{8,9}	3-4
<i>Winter</i>					16-17 total
CS125S	Spreadsheet Applications	3	<i>Winter</i>		
CS178I	Internet	3	CS133B	Computer Language I ⁵	4
MTH111	College Algebra or higher	4	CS240	Advanced Operating Systems	3
WR122	English Composition <u>or</u>	3	PE231	Wellness for Life ³	3
	WR214 Business English			Specific Elective ⁸	3
		13 total		Other Approved Courses ⁶	3
<i>Spring</i>					16 total
BA213	Managerial Accounting	4	<i>Spring</i>		
CS125D	Data Base Mgmt System Applications	3	BA285	Business Relations <u>or</u>	2-3
CS199A	Web Page Development	3		SDP113 Human Relations for Supervisors	
SP219	Small Group Discussion ⁴	3		<u>or</u> WKPL4350 Workplace Issues	
WR227	Technical Report Writing <u>or</u>	3	CS233B	Computer Language II ⁵	4
	WR123 English Composition		CS244	Systems Analysis	3
		16 total		Other Approved Courses ⁶	3
			CS280	Field Experience <u>or</u>	4
				CIS2280 Work Experience ⁷	
					16-17 total
					95-97 credits total

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

Notes:

- May substitute AC2766 and AC2767.
- CS101 is a prerequisite to CIS131. Keyboarding skill is strongly recommended.
- HE250 or 3 credits of PE185 may be substituted for PE231.
- SP100, SP111, SP112 or SP218 may be substituted.
- May substitute CS161 and CS162 for CS133B and CS233B.
- See Other Approved Courses under AAS degree requirements.
- CS280 or CIS2280 may be taken over several terms, if the student wishes, but only after completion of first year computer courses.
- Specific electives:
CS133X Programming Language (see advisor for restrictions)
CS161 Introduction to Computer Science I
CS162 Introduction to Computer Science II
CS199 Special Topics in Computer Science
CS261 Data Structures
DRFT110 Computer Assisted Drafting I
J204 Visual Communications for Mass Media
MTH231 Discrete Math
Other: See CS Instructors
- Business specific electives:
Any "BA" class

ASSOCIATE IN APPLIED SCIENCE IN COMPUTER INFORMATION SYSTEMS

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

FIRST YEAR

Course No.	Course Title	Credit Hours
<i>Fall</i>		
BA101	Introduction to Business	4
BA211	Financial Accounting ¹	4
CIS131	Computer Information Systems ²	4
CS125P	Presentation Applications	3
WR121	English Composition,	3
		18 total
<i>Winter</i>		
CS125S	Spreadsheet Applications	3
CS125W	Word Processing Applications	3
CS178I	Internet	3
MTH111	College Algebra or higher	4
WR122	English Composition or	3
	WR214 Business English	
		16 total
<i>Spring</i>		
BA213	Managerial Accounting	4
CS125D	Data Base Mgmt System Applications	3
CS199A	Web Page Development	3
SP219	Small Group Discussion ⁴	3
WR227	Technical Report Writing or	3
	WR123 English Composition	
		16 total

SECOND YEAR

Course No.	Course Title	Credit Hours
<i>Fall</i>		
BA232	Business Statistics or MTH243	4
	Intro. to Probability & Statistics	
CS2635	Computer Repair and Upgrade	3
CS140	Introduction to Operating Systems	3
	Other Approved Courses ⁶	3
	Specific Elective ^{8,9}	3-4
		16-17 total
<i>Winter</i>		
CS133B	Computer Language I ⁵	4
CS240	Advanced Operating Systems/	3
PE231	Wellness for Life ³	3
	Specific Elective ⁸	3
	Other Approved Courses ⁶	3
		16 total
<i>Spring</i>		
BA285	Business Relations or	2-3
	SDP113 Human Relations for Supervisors	
	or WKPL4350 Workplace Issues	
CS233B	Computer Language II ⁵	4
CS244	Systems Analysis	3
	Other Approved Courses ⁶	3
CS280	Field Experience or	4
	CIS2280 Work Experience ⁷	
		16-17 total
		95-97 credits total

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

Notes:

- May substitute AC2766 and AC2767.
- CS101 is a prerequisite to CIS131. Keyboarding skill is strongly recommended.
- HE250 or 3 credits of PE185 may be substituted for PE231.
- SP100, SP111, SP112 or SP218 may be substituted.
- May substitute CS161 and CS162 for CS133B and CS233B.
- See Other Approved Courses under AAS degree requirements.
- CS280 or CIS2280 may be taken over several terms, if the student wishes, but only after completion of first year computer courses.

- Specific electives:
CS133X Programming Language (see advisor for restrictions)
CS161 Introduction to Computer Science I
CS162 Introduction to Computer Science II
CS199 Special Topics in Computer Science
CS261 Data Structures
DRFT110 Computer Assisted Drafting I
J204 Visual Communications for Mass Media
MTH231 Discrete Math
Other: See CS Instructors
- Business specific electives:
Any "BA" class

Subject: CS specific electives
Date: Tue, 23 Jan 2001 12:59:02 -0800
From: Linda Kriddelbaugh <lkriddelb@southwestern.cc.or.us>
Organization: Southwestern Oregon CC
To: Robin Bunnell <rbunnell@southwestern.cc.or.us>
CC: Stacey Phillips <sphillip@southwestern.cc.or.us>

Robin,

Please share this with all the people in financial aid office.

When the CIS degree lists, CS elective, the student may take any CS or CIS course that exists now even if it didn't exist in the previous years. This was done so that students could take the state-of-the-art courses as they are developed and would not be restricted to an absolute list.

We also have specific electives that allow a larger list that would include "any BA course". The same would be true here, the student may select any BA course in existence now and are not restricted to their catalog year.

I would be glad to answer any other questions.

Linda Kriddelbaugh

ASSOCIATE IN APPLIED SCIENCE IN EARLY CHILDHOOD EDUCATION and FAMILY STUDIES

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

FIRST YEAR

Course No.	Course Title	Credit Hours
<i>Fall</i>		
CIS131	Computer Information Systems ¹	4
ECE150	Intro & Observation in ECE	3
HDFS225	Prenatal, Infant, Toddler Development	3
HE250	Personal Health ²	3
SP219	Small Group Discussion <u>or</u>	3
	SP100 Basic Communication	
		16 total
<i>Winter</i>		
ECE209	Theory and Practicum	3
ECE240	Lesson and Curriculum Planning	3
HDFS247	Preschool Development	3
HS154	Community Resources	3
WR121	English Composition	3
		15 total
<i>Spring</i>		
ECE102	Practicum	3
ECE154	Children's Literature and Literacy	3
FN225	Nutrition	4
HDFS140	Contemporary American Families ³	3
HDFS229	Development in Middle Childhood ³	3
		16 total

This degree program is articulated with Portland State University Child and Family Studies Program. Students who transfer to Portland State University, and are accepted into the program, should be able to complete requirements for the baccalaureate degree in Child and Family Studies with two additional years of course work.

SECOND YEAR

Course No.	Course Title	Credit Hours
<i>Fall</i>		
ECE152	Creative Activities	3
ECE163	Preschool Practicum	3
ED251	Overview of Students with Special Needs ³	3
MTH94	Intermediate Algebra I	4
	Other Approved Courses ⁴	3
		16 total
<i>Winter</i>		
ECE261	Student Teaching I, Early Childhood Ed. ³	6
ED258	Multicultural Education ³	3
HDFS222	Family Relations ³	3
WKPL4350	Workplace Issues	2
	Other Approved Courses ⁴	3
		17 total
<i>Spring</i>		
ECE262	Student Teaching II, Early Childhood Ed. ³	6
HDFS285	Professional Issues in ECE ³	3
HS267	Intervention Strategies III ⁵	4
	Other Approved Courses ⁴ - College Level	3
		16 total
		96 credits total

Notes:

1. Prerequisite of CS101 or equivalent.
 2. May substitute 3 credits of PE185 or PE231 for HE250.
 3. Prerequisite of WR121.
 4. See Other Approved Courses under AAS degree requirements.
 5. May substitute appropriate elective; consult with program coordinator. College Level per CC 10/27/99
- The following courses must be taken in sequence: ECE150, ECE209, ECE102, ECE163, ECE261, ECE262, HDFS140, HDFS222.
 - All students are required to obtain a valid first aid and CPR card.
 - All students are required to complete a criminal history check prior to second term course work.

ASSOCIATE IN APPLIED SCIENCE IN FIRE SCIENCE TECHNOLOGY

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

Due to continually changing laws and regulations mandated by Oregon Occupational Safety and Health Administration (OR-OSHA), Department of Public Safety Standards and Training (DPSST), and the National Fire Protection Association (NFPA) students completing the AAS in Fire Science degree may be required to add courses and/or hours of study to the curriculum to meet current standards. See your advisor for current requirements.

Classes are offered in a six term cycle. Students may enter the program any term. See your advisor for further information.

GENERAL REQUIREMENTS

In addition to the Fire Science curriculum cycle below, the following General Education requirements must be met:

CHEM111	Chemistry for Firefighters ⁴	3	PSY201	General Psychology ⁵	3
CS101	Computers in Society	2	SP111	Fundamentals of Public Speaking ⁶	3
FS5280	Cooperative Work Experience	6	WKPL4350	Workplace Issues	2
HE257	Emergency Medical Technician-Basic or HE928A EMT-Basic	10	WR121	English Composition	3
MTH70	Elementary Algebra	4		Fire Science Electives ³	3
PE231	Wellness for Life ²	3		Other Approved Courses ¹	9

CURRICULUM CYCLE

Course No.	Course Title	Credit Hours	Course No.	Course Title	Credit Hours
<i>Term 1 (Fall)</i>			<i>Term 4 (Fall)</i>		
FS5240	Basic Firefighter Structure	3	FS996Q	Fire Service Driver	3
FS996J	Safety Practices	1	FS996E	Aircraft Fire Protection	1
FS9320	Hazardous Materials Awareness	.5	FS996B	Fire Prevention and Inspection	2
FS9367	Basic Incident Command System	1.5	FS996K	Laws Affecting Firefighters	1
FS996A	Fire Communication	1			
<i>Term 2 (Winter)</i>			<i>Term 5 (Winter)</i>		
FS5241	Fire Skills I	2.5	FS996R	Apparatus Operator I	2.5
FS5264	Building Construction/Fire Protection	1	FS996C	Water Supply	1
FS9321	Hazardous Materials Operations	1	FS996U	Instructional Techniques	2
FS5274	Firefighting Tactics and Strategy	1	FS996L	Supervision and Leadership	1.5
<i>Term 3 (Spring)</i>			<i>Term 6 (Spring)</i>		
FS5242	Fire Skills II	2.5	FS996S	Apparatus Operator II	2.5
FS996M	Flammable and Reactive Materials	2	FS996D	Fire Detection & Extinguishing Systems	2
FS5276	Basic Wildland Fire Management	2.5	FS996I	Fire Investigation	1
FS9380	Fire Ops/Urban Interface (S-205)	2.5	FS5661	Tactics and Strategy II	1.5
			95.5 credits total		

Notes:

1. See Other Approved Courses under AAS degree requirements.
2. HE250 or 3 credits of PE185 may be substituted for PE231.
3. Suggested Electives:
HE9360 First Responder
Other courses may be accepted as elective credits upon approval of Fire Science Coordinator.
4. CHEM104 may be substituted for CHEM111.
5. PSY202 or PSY203 may be substituted for PSY201.
6. SP112 may be substituted for SP111.

ASSOCIATE IN APPLIED SCIENCE IN FOREST RESOURCES/ENVIRONMENTAL TECHNOLOGY

ENVIRONMENTAL TECHNOLOGY OPTION

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

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

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

<i>FIRST YEAR</i>			<i>SECOND YEAR</i>		
Course No.	Course Title	Credit Hours	Course No.	Course Title	Credit Hours
<i>Fall</i>			<i>Fall</i>		
BI201*	Introductory Biology	4	CS125W	Word Processing Applications	3
CHEM104*	Introductory Chemistry	4	ENV145*	Environmental Sampling	3
ENV111*	Introduction to Environmental Science	4	ENV146*	Environmental Methods & Analysis	3
WR121*	English Composition	3	WKPL4350	Workplace Issues	2
		15 total	WR227*	Report Writing	3
				Other Approved Courses ³	3
					17 total
<i>Winter</i>			<i>Winter</i>		
BI202*	Introductory Biology	4	CS125S	Spreadsheet Applications	3
CHEM105*	Introductory Chemistry	4	ENV246*	Environmental Law	3
ENV101*	Fundamentals of Environmental Geology	4	ENV203*	Fundamentals of Solid Waste Management	3
WR214T	Professional/Technical Writing	3	PE231	Wellness for Life ¹	3
		15 total		Other Approved Courses ³	3
					15 total
<i>Spring</i>			<i>Spring</i>		
BI203*	Introductory Biology	4	CS125D	Data Base Management	3
CHEM106*	Introductory Chemistry	4	ENV235*	Soil Conservation/Spoil Management	3
ENV144*	Foundations of Environmental Ecology	4	ENV245*	Sources/Effects of Pollution	3
MTH243*	Probability & Statistics	4	SP218*	Interpersonal Communication ²	3
		16 total		Other Approved Courses ³	3
					15 total
<i>Summer</i>					
ENV280*	Environmental Field Studies	6			
		6 total			
					99 credits total

All courses marked with an asterisk (*) must be completed with a C grade or better.

Notes:

1. HE250 or 3 credits of PE185 may be substituted for PE231.
2. SP100, SP111, or SP112 may be substituted for SP218.
3. See Other Approved Courses under AAS degree requirements.

FOREST RESOURCES OPTION on following page.

ASSOCIATE IN APPLIED SCIENCE IN FOREST RESOURCES/ENVIRONMENTAL TECHNOLOGY

FOREST RESOURCES TECHNOLOGY OPTION

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

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

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

<i>FIRST YEAR</i>			<i>SECOND YEAR</i>		
Course No.	Course Title	Credit Hours	Course No.	Course Title	Credit Hours
<i>Fall</i>			<i>Summer</i>		
BI201*	Introductory Biology	4	F280*	Forestry Field Studies	6
F111*	Introduction to Forestry	4			6 total
F254*	Tree and Shrub Identification	4	<i>Fall</i>		
PE231	Wellness for Life ¹	3	CHEM104*	Introductory Chemistry	4
WR121*	English Composition	3	F614*	Forest Contracts & Mapping	3
		18 total	FE222B*	Advanced Forest Surveying	3
<i>Winter</i>			RR251*	Recreation Resources Management	4
BI202*	Introductory Biology	4		Other Approved Courses ³	3
F220A*	Forest Mensuration I	3			17 total
F609*	Forest Protection	3	<i>Winter</i>		
FP210*	Wood Products Utilization	4	CHEM105*	Introductory Chemistry	4
	(Forest Products)		F617*	Silviculture	3
WR214T*	Professional/Technical Writing	3	FE606*	Forest Engineering	5
		17 total		Other Approved Courses ³	3
<i>Spring</i>				Other Approved Courses ³	3
BI203*	Introductory Biology	4			18 total
F220B*	Forest Mensuration II	3	<i>Spring</i>		
F611*	Timber Harvesting Operations	3	CHEM106*	Introductory Chemistry	4
FE222A*	Elementary Forest Surveying	3	CIS131	Computer Information Systems	4
MTH33*	Applied Trigonometry	3	F616*	Aerial Photo Interpretation	3
WKPL4350	Workplace Issues	2	F620*	Advanced Silviculture	3
		18 total	SP218*	Interpersonal Communications ²	3
					17 total
					111 credits total

All courses marked with an asterisk (*) must be completed with a C grade or better.

Notes:

1. HE250 or 3 credits of PE185 may be substituted for PE231.
2. SP100, SP111, or SP112 may be substituted for SP218.
3. See Other Approved Courses under AAS degree requirements.

ENVIRONMENTAL TECHNOLOGY OPTION on previous page.

ASSOCIATE IN APPLIED SCIENCE IN HUMAN SERVICES

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

FIRST YEAR

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

SECOND YEAR

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

Course No.	Course Title	Credit Hours
CIS131	Computer Information Systems	4
HS170	Introduction to Field Experience	3
HS291	Field Experience	10
PSY239	Introduction to Abnormal Psychology	3
SOC204,205,206	General Sociology	9
SP219	Small Group Discussion	3
		32 total

SPECIALTY OPTIONS

GERONTOLOGY

HS167	Gerontology	3
HS261	Counseling the Older Adult	3
HS265,266,267	Intervention Strategies I, II, III	12
	Specific Electives*	3
		21 total

SOCIAL SERVICES

HS265,266,267	Intervention Strategies I, II, III	12
	Specific Electives**	9
		21 total

SUBSTANCE ABUSE

HS200	Understanding Addictive Behavior	3
HS202	Counseling Chemically Dependent Client	4
HS265, 266	Intervention Strategies I, II	8
	Specific Electives*	6
		21 total

99 credits total

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

Notes:

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

* Specific Electives (for all options):

ED258	Multi Cultural Education (3 cr)
HDFS140	Contemporary American Families (3 cr)
HDFS225	Prenatal, Infant & Toddler Development (3 cr)
HDFS229	Development in Middle Childhood (3 cr)
HDFS247	Preschool Development (3 cr)
HE201	Death and Dying (3 cr)
HS167	Gerontology (3 cr)
HS168	Mental Health & Aging (3 cr)
HS200	Understanding Addictive Behavior (3cr)

HS202	Counseling the Chem. Dependent Client (4 cr)
HS261	Counseling the Older Adult (3 cr)
HS265,266,267	Intervention Strategies I,II,III (12 cr)

**Additional Electives for Social Services option only (Any of the above Specific Electives plus the following):

CJ201	Juvenile Delinquency (3 cr)
CJ220	Criminal Law (3 cr)
CJ229	Community Based Corrections (3 cr)

ASSOCIATE IN APPLIED SCIENCE IN MANUFACTURING TECHNOLOGY

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

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

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

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

Manufacturing/Machining • Fabrication/Welding • Industrial Electronics

One-year certificates in machine tools and welding are available.

***MANUFACTURING BRIDGE PROGRAM**

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

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

Course No.	Course Title	Credit Hours
CS101	Computers in Society or Equivalent	2
MTH20	Basic Mathematics	3
RD90	Effective Reading Strategies	3
SP100	Basic Communications (or any transferable speech class)	3
WR90	Paragraph Fundamentals	3
		14 total

FIRST YEAR CORE CURRICULUM

Course No.	Course Title	Credit Hours
<i>Fall</i>		
DRFT105	Blueprint Reading	3
ELEC101	Electronic Processes I	2
MFG101	Electrical/Electronic Principles	3
MT101	Machine Tools Processes I	2
MTH30	Applied Math Industrial Mechanics	3
WELD101	Welding Processes I	2
		15 total
<i>Winter</i>		
CIS131	Computer Information Systems	4
ELEC102	Electronic Processes II	2
MFG102	Mechanical Principles	3
MT102	Machine Tools Processes II	2
MTH31	Applied Algebra and Geometry	3
WELD102	Welding Processes II	2
		16 total
<i>Spring</i>		
DRFT110	Computer Assisted Drafting I	3
ELEC103	Electronic Processes III	2
MFG103	Hydraulic/Pneumatic Principles	3
MT103	Machine Tools Processes III	2
MTH33	Applied Trigonometry I	3
WELD103	Welding Processes III	2
		15 total

SECOND YEAR COMMON CORE

Course No.	Course Title	Credit Hours
MFG201	Computer Integrated Manufacturing I	3
MFG211	Foundations of QA/ISO9000/TQM	3
MFG280	Field Experience	3
PE231	Wellness for Life ¹	3
WKPL4350	Workplace Issues	2
WR121	English Composition	3
WR214T	Professional Technical Writing	3
Other Approved Courses ²		6
		26 total
		86 credits total

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

Notes:

1. HE250 or 3 credits of PE185 may be substituted for PE231.
2. See Other Approved Courses under AAS degree requirements. CIS131 counts as one of the Other Approved Courses.

ASSOCIATE IN APPLIED SCIENCE IN MANUFACTURING TECHNOLOGY

INDUSTRIAL ELECTRONICS OPTION

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

INDUSTRIAL ELECTRONICS OPTION – SECOND YEAR CURRICULUM

Course No.	Course Title	Credit Hours
<i>Fall</i>		
ELEC201	Instrumentation and Control I	4
ELEC211	Electronic Communications Systems	4
		8 total
<i>Winter</i>		
ELEC202	Instrumentation and Control II	4
ELEC212	Industrial Electronics	4
		8 total
<i>Spring</i>		
ELEC203	Instrumentation and Control III	4
ELEC213	Automated Systems Integration	4
		8 total

MANUFACTURING/MACHINING OPTION

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

MANUFACTURING/MACHINING OPTION – SECOND YEAR CURRICULUM

<i>Fall</i>		
MT201	Manufacturing Processes	2
MT204	Machine Tools Processes IV	3
MT211	Computer Numerical Control Machining I	3
		8 total
<i>Winter</i>		
MT202	Basic Metallurgy	2
MT205	Machine Tools Processes V	3
MT212	Computer Numerical Control Machining II	3
		8 total
<i>Spring</i>		
MT203	Machine Tools References	2
MT206	Machine Tools Processes VI	3
MT213	Computer Numerical Control Machining III	3
		8 total

FABRICATION/WELDING OPTION

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

FABRICATION/WELDING OPTION – SECOND YEAR CURRICULUM

<i>Fall</i>		
WELD201	Welding and Joining Processes I	2
WELD211	Shielded Metal Arc Welding I	3
WELD250	Gas Tungsten Arc Welding (TIG)	3
		8 total
<i>Winter</i>		
WELD202	Welding and Joining Processes II	2
WELD212	Shielded Metal Arc Welding II	3
WELD255	Gas Metal/Flux Cored Arc Welding	3
		8 total
<i>Spring</i>		
WELD260	Pipe Fitting and Welding	3
WELD265	Fitting and Fabrication	3
WELD270	The Welder and Manufacturing	2
		8 total

ASSOCIATE IN APPLIED SCIENCE IN MEDICAL ASSISTANT

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

<i>FIRST YEAR</i>			<i>SECOND YEAR</i>		
Course No.	Course Title	Credit Hours	Course No.	Course Title	Credit Hours
<i>Fall</i>			<i>Fall</i>		
AC2766	Accounting I ¹	3	OA2221	Medical Terminology I	3
OA116	Office Procedures	3	OA5401	Body Structure and Functions I	3
OA122	Keyboarding II	3	PE185	Physical Education ²	1
OA2591	Proofreading and Editing	3	PHAR5470	Intro. to Pharmacy/Practice & Law	4
SP218	Interpersonal Communication ⁴	3	Other Approved Courses ³		3
		15 total			14 total
<i>Winter</i>			<i>Winter</i>		
BA285	Business Relations	3	OA2222	Medical Terminology II	3
CIS131	Computer Information Systems	4	OA2231	Clinical Procedures I	4
OA201	Word Processing I	3	OA2597	Medical Office Coding I	3
OA240	Filing and Records Management	3	OA5402	Body Structures and Functions II	3
WR121	English Composition	3	PE185	Physical Education ²	1
		16 total	Other Approved Courses ³		3
<i>Spring</i>					17 total
BA177	Payroll Records and Accounting	3	<i>Spring</i>		
BA2280	Cooperative Work Experience	2	OA2232	Clinical Procedures II	4
OA202	Word Processing II	3	OA2598	Medical Office Coding II	3
MTH70	Elementary Algebra	4	OA2725	Reimbursement Management	3
WR214	Business English	3	OA5533	Medical Law and Ethics	2
		15 total	PE185	Physical Education ²	1
			Other Approved Courses ³		3
					16 total
			<i>Spring or Summer</i>		
			BA2280	Cooperative Work Experience	2
					2 total
					95 credits total

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

Notes:

Students entering this program must have the knowledge and skills equivalent to CS101 and OA 121

1. Students have the option of taking BA211 or AC9715 and AC9716 in place of AC2766.
2. PE231 or HE 250 may be substituted for 3 credits of PE185.
3. See Other Approved Courses under AAS degree requirements.
4. SP219 may be substituted for SP218.

ASSOCIATE IN APPLIED SCIENCE IN NURSING

The Southwestern nursing program prepares the graduate to become licensed as a practical nurse or as a registered nurse. Successful completion of the first four quarters qualifies the student for meeting the academic requirements to take the exam for licensure as a Practical Nurse (PN). Successful completion of six quarters qualifies the student for meeting academic requirements to take the exam for Registered Nurse (RN) licensure.

Students must be formally admitted to the nursing program. Contact the Student Services Office in Dellwood Hall, Room 4 for requirements.

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

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

Notes:

1. BI 231, 232, 233 are prerequisites to all second year nursing courses.
2. Microbiology is a prerequisite to NUR202.
3. Specific Electives - A three-credit course must be taken in each of the following areas (transfer classes only):
 - a. PSY201, 202, 203
 - b. SOC204, 205, 206 or any Human Service course
 - c. Any Philosophy, History of Western Art, Music History or Literature course
5. PE231 or HE 250 may be substituted.

ASSOCIATE IN ARTS DEGREE

The Associate in Arts (AAOT) degree provides an opportunity for the student to focus on any academic area of special interest. This program meets the block transfer requirements of the Oregon state four-year system and completion of this degree guarantees the student junior standing at Oregon state system four-year institutions. We have included the general education requirements for four-year institutions in the State so that students may, whenever possible, match their choices of courses in the Southwestern AAOT to the recommendations of the institution to which they might transfer. This matching, however, is not required in order to use the AAOT for entrance and junior standing in the four-year institution. (Students may transfer up to 108 community college credits to four-year Oregon state system institutions.)

GENERAL REQUIREMENTS:

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

Note:

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

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

GENERAL EDUCATION REQUIREMENTS:

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

Note:

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

SEQUENCE/DISTRIBUTION REQUIREMENTS:

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

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

See sequence and distribution lists on following pages.

APPROVED SEQUENCES AND DISTRIBUTION COURSES

ARTS and LETTERS

1. Arts and Letters: 15 credits chosen from at least two disciplines, with no more than 9 credits from one discipline.
 - a. A complete sequence with a minimum of 9 credit hours from the approved sequences in Arts and Letters.
 - b. Six credits chosen from the approved sequences or approved distribution lists for Arts and Letters. Students who do not complete a sequence in literature must take 6 credits from literature.

SEQUENCES:

Art History

ART204, 205, 206 History of Western Art

Literature:

ENG104, 105, 106 Introduction to Literature

ENG107, 108, 109 World Literature

ENG201, 202, 203 Shakespeare

ENG204, 205, 206 Survey of English Literature

ENG253, 254, 255 Survey of American Literature

Music History:

MUS261, 262, 263 Music History

Philosophy:

PHL101, 102, 103 Philosophy

DISTRIBUTION COURSES:

Acting:

TA100 Introduction to Theater

TA141, 142, 143 Acting I, II, III

TA241, 242, 243 Intermediate Acting Techniques

Art:

ART115, 116, 117 Basic Design

ART131, 132, 133 Introduction to Drawing

ART184, 185, 186 Beginning Watercolor

ART191, 192, 193 Beginning Sculpture

ART218, 219, 220 Beginning Calligraphy

ART221, 222, 223 Graphic Design

ART225, 226, 227 Computer Art

ART231, 232, 233 Advanced Drawing

ART240 Paper and Prints

ART250, 251, 252 Beginning Ceramics

ART253, 254, 255 Intermediate Ceramics

ART270, 271, 272 Introduction to Printmaking

ART273, 274, 275 Printmaking

ART281, 282, 283 Beginning Painting

ART284, 285, 286 Intermediate Painting

ART291, 292, 293 Intermediate Sculpture

ART294, 295, 296 Intermediate Watercolor

ART199, 299 Special Topics in Art

Journalism:

J202 Information Gathering

J203 Writing for the Media

J204 Visual Communication for Mass Media

J215 Publishing Lab

J217 Feature Writing

J199, 299 Special Topics in Journalism

Language:

FR201, 202, 203 Second-Year French

SPAN201, 202, 203 Second-Year Spanish

GER201, 202, 203 Second-Year German

Literature:

ENG199, 299 Special Topics in Literature

Music:

MUS101, 102, 103 Music Fundamentals

MUS111, 112, 113 Music Theory I

MUS201, 202, 203 Music and Its Literature

MUS211, 212, 213 Music Theory II

MUS199, 299 Special Topics in Music

Philosophy:

PHL199, 299 Special Topics in Philosophy

Speech:

SP100 Basic Speech Communications

SP111 Fundamentals of Public Speaking

SP112 Persuasive Speech

SP217 Understanding Media

SP218 Interpersonal Communications

SP219 Small Group Discussion

SP229 Oral Interpretation

SP199, 299 Special Topics in Speech

Writing:

WR214 Business English

WR214T Professional Technical Writing

WR222 Advanced Composition

WR241, 242, 243 Imaginative Writing

SOCIAL SCIENCES

2. Social Sciences: 15 credits chosen from at least two disciplines, with no more than 9 credits from one discipline.
 - a. A complete sequence with a minimum of 9 credit hours from the approved sequences in social sciences.
 - b. Six credits chosen from the approved sequences or approved distribution lists for social sciences.

SEQUENCES:

Anthropology:

ANTH101, 102, 103 General Anthropology

ANTH221, 222, 223 Intro. to Cultural Anthropology

ANTH230, 231, 232 Native North Americans

*Childhood Education and Family Studies:

HDFS225, 247, 229 Parental, Infant & Toddler Development, Preschool Child Development, Development in Middle Childhood

Economics:

ECON201, 202, 203 Principles of Economics

History:

HST101, 102, 103 History of Western Civilization

HST201, 202, 203 History of the United States

*Human Services:

HS265, 266, 267 Intervention Strategies

*Justice Services

(any three courses from the following):

CJ100 Foundations of Criminal Justice

CJ101/SOC244 Criminology

CJ120 Judicial Process

CJ200 American Crime Policy

CJ201/SOC221 Juvenile Delinquency

CJ220 Criminal Law

CJ243/SOC243 Narcotics & Dangerous Drugs

Political Science

PS201, 202, 205 American Government

Psychology:

PSY201, 202, 203 General Psychology

Sociology:
SOC204, 205, 206 General Sociology

DISTRIBUTION COURSES:

***Childhood Education and Family Studies:**

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

***Human Services:**

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

Psychology:

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

Sociology:

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

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

SCIENCE and MATHEMATICS

3. Sciences/Math/Computer Science: 18 credits chosen from at least two disciplines.
- A complete laboratory science sequence with a minimum of 12 credit hours from the approved sequences in science.
 - Six credits chosen from the approved sequences or approved distribution lists for sciences and/or science/mathematics.

SEQUENCES:

Biology:

BI101, 102, 103 General Biology
BI201, 202, 203 Introductory Biology
BI231, 232, 233 Human Anatomy and Physiology

Chemistry:

CHEM104, 105, 106 Introductory Chemistry
CHEM221, 222, 223 General Chemistry

General Science:

GS104, 105 Physical Science
Plus one of the following:
GS106 Introduction to Earth Science or
GS107 Astronomy or
GS108 Oceanography

Geology:

G201, 202, 203 Geology

Physics:

PH201, 202, 203 General Physics
PH211, 212, 213 General Physics with Calculus

DISTRIBUTION COURSES:

Biology:

BI234 Elementary Microbiology
BI299A Biology of Estuaries

Chemistry:

CHEM241, 242, 243 Organic Chemistry

Computer Science:

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

Engineering:

ENGR111 Engineering Orientation I
ENGR112 Engineering Orientation II
ENGR203 Electrical Fundamentals
ENGR211 Statistics
ENGR212 Dynamics
ENGR213 Strength (Mechanics) of Materials
ENGR250/MTH265 Engineering Probability and Statistics

Environmental Science:

ENV111 Introduction to Environmental Science

Geology:

G146 Geology of Southwestern Oregon
G207 Geology of the Pacific Northwest
G220 Prehistoric Life
G221 General Geology
G245 Geomorphology: Scenic Geology of the U.S.
G291 Minerals and Rocks
G229A Earth Resources: Ore Deposits and Fossil Fuels
G229B Geological Hazards and Natural Catastrophes
G299 Special Topics in Geology

Mathematics:

MTH105 Introduction to Contemporary Mathematics
MTH111 College Algebra
MTH112 Elementary Functions
MTH212 Fundamentals of Elementary Algebra II
MTH213 Fundamentals of Elementary Algebra III
MTH231 Elements of Discrete Math I
MTH232 Elements of Discrete Math II
MTH241 Calculus for Business and Social Science I
MTH242 Calculus for Business and Social Science II
MTH243/BA232 Introduction to Probability and Statistics
MTH251 Calculus I
MTH252 Calculus II
MTH253 Calculus III
MTH254 Vector Calculus I
MTH255 Vector Calculus II
MTH256 Differential Equations
MTH261 Linear Algebra I
MTH262 Linear Algebra II
MTH265/ENGR250 Statistics for Science and Engineering

Physics:

PH121 Introductory Astronomy

ASSOCIATE IN SCIENCE DEGREE

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

GENERAL REQUIREMENTS:

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



GENERAL EDUCATION REQUIREMENTS:

Writing (9 credits total)
 WR121 - 3 credits
 WR122, 214 or 214T - 3 credits
 WR123 or 227 - 3 credits

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

Personal Health (HE250) or Wellness for Life (PE231) or Physical Activities (PE185) - 3 credits total.

No more than 6 credits of Physical Activities (PE185) may be used in meeting the total credit requirement or counted in the student's final AS degree. Courses must be in different levels (i.e. beginning, intermediate, advanced). Exceptions may be allowed for the following reasons:

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

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

Speech (3 credits)

SPECIFIED AREA REQUIREMENTS:

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

1. Math/Science/Computer Science/Engineering.
2. Social Science - chosen from courses which provide an introduction to the field of study or a major branch of the field:
 Anthropology Political Science
 Economics Psychology
 Sociology History
3. Humanities :
 Art - history and appreciation courses only;
 English - literature courses only;
 Music - history and appreciation only;
 Philosophy - all courses.

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

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

The College has determined that the following support courses may be necessary to assist students to successfully complete their programs:
 HD100 College Success and Survival
 HD112 Study Skills
 HD208 Life/Career Plan
 LIB127 Introduction to the Library
 OA121 Keyboarding I
 OA201 Beginning Word Processing
 RD101, 102, 103 College Reading

BUSINESS ADMINISTRATION CURRICULUM for the ASSOCIATE IN SCIENCE DEGREE

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

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

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

Notes:

- Math sequence must begin with MTH111 or above, not to include MTH211, 212, 213. (Not MTH 243 as it is already required.)
- PE231 or 3 credits of PE185 may be substituted for 3 credits of HE250.
- AC2766, AC2767 are equivalent to BA211. Students must petition if they wish to have AC2766, AC2767 changed to BA211. Students choosing this option must take BA213 in addition to AC2766 and AC2767.
- MTH243 may be substituted for BA232.

CRIMINAL JUSTICE ADMINISTRATION CURRICULUM for the ASSOCIATE IN SCIENCE DEGREE

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

FIRST YEAR

Course No.	Course Title	Credit Hours
<i>Fall</i>		
CJ100	Foundations of Criminal Justice	3
CJ110	Introduction to Law Enforcement	3
SOC204	General Sociology	3
SP111	Fundamentals of Public Speaking ¹	3
WR121	English Composition	3
MTH111	College Algebra or higher ¹⁵ total	
<i>Winter</i>		
CIS131	Computer Information Systems	4
CJ120	Judicial Process Sub CJ 226 8/99	3
CJ201	Juvenile Delinquency	3
SOC205	General Sociology	3
WR122	English Composition	3
	16 total	
<i>Spring</i>		
CJ101	Criminology	3
CJ130	Introduction to Corrections	3
SOC206	General Sociology	3
WR123	English Composition or	3
	WR227 Report Writing	
	Criminal Justice Electives ⁵	3
	15 total	

SECOND YEAR

Course No.	Course Title	Credit Hours
<i>Fall</i>		
CJ222	Procedural Law I	3
PE185	Physical Education Activity ²	1
PS201	American Government: Institutions	3
PSY201	General Psychology	3
	Humanities Sequence ³	3
	Math/Science/Engineering Sequence	4
	17 total	
<i>Winter</i> = 2A2		
CJ232 =	Procedural Law II Sub 225	3
PE185	Physical Education Activity ²	1
PSY202	General Psychology	3
	Humanities Sequence ³	3
	Math/Science/Engineering Sequence	4
	Criminal Justice Elective ⁵	3
	17 total	
<i>Spring</i>		
CJ220	Criminal Law	3
PE185	Physical Education Activity ²	1
PSY203	General Psychology	3
	Humanities Sequence ³	3
	Math/Science/Engineering Sequence ⁴	4
	Criminal Justice Elective ⁵	3
	17 total	
	97 credits total	

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

Notes:

1. SP100, SP112, or SP219 may be substituted.
2. PE231 or HE250 may be substituted for 3 credits of PE185.
3. Humanities courses include art and music history and appreciation, literature, language (2nd year), and philosophy.
4. MTH111 or above. Students who choose to satisfy this requirement with a science sequence must complete MTH111 or higher.
5. Criminal Justice electives:

Students must select three of the following Criminal Justice Administration electives, with the assistance of their advisor:

CJ107/207 CJ Workshop (1 cr)
CJ131/SOC220 Institutional Corrections
CJ140 Criminalistics
CJ200 American Crime Policy
CJ203 Crisis Intervention
CJ210 Criminal Investigation
CJ215 Criminal Justice Administration

CJ219 Police and the Community
~~CJ225~~ Corrections Law Being used as CJ 232
CJ229 Community Based Corrections
CJ243/SOC243 Narcotics and Dangerous Drugs
CJ280 Field Experience
CJ298 Independent Study in Criminal Justice Administration

EARLY CHILDHOOD EDUCATION and FAMILY STUDIES CURRICULUM

For the ASSOCIATE IN SCIENCE DEGREE

This degree is designed to offer the student a transfer degree in Human Development, Elementary Education, Early Childhood Education or Family Studies at senior institutions of the Oregon State Systems of Higher Education. This program is articulated with Washington State University Distance Learning Program leading to the baccalaureate degree in Human Development.

Students may petition for adjustments in the Southwestern Associate in Science degree if course requirements for the first two years of any regionally accredited four-year institution offering a degree in Early Childhood Education and/or Family Studies or Human Development are met. See program advisor for more information.

FIRST YEAR			SECOND YEAR		
Course No.	Course Title	Credit Hours	Course No.	Course Title	Credit Hours
<i>Fall</i>			<i>Fall</i>		
ECE150	Intro/Observation in Early Childhood Ed.	3	ED251	Students with Special Needs	3
HDFS225	Prenatal, Infant, Toddler Development	3	ED280	Field Experience ¹	3
LIB127	Introduction to the Library	1	PE185	Physical Education Activity ²	1
WR121	English Composition	3	MTH211	Fund. of Elem. Math <u>or</u> Specific Elective ³	3
	Social Science Course	3		Science Sequence	4
	Humanities Course	3		Elective ⁴	3
		16 total			17 total
<i>Winter</i>			<i>Winter</i>		
ECE209	Theory and Practicum ¹	3	ED258	Multicultural Education	3
HDFS247	Preschool Child Development	3	MTH212	Fund. of Elem. Math <u>or</u> Specific Elective ³	3
WR122	English Composition	3	PE185	Physical Education Activity ²	1
	Social Science Course	3	SP111	Fundamentals of Public Speaking ⁵	3
	Humanities Course	3		Science Sequence	4
		15 total		Elective ⁴	3
<i>Spring</i>					17 total
ECE102	Practicum ¹	3	<i>Spring</i>		
ECE154	Language and Literacy	3	CIS131	Computer Information Systems	4
HDFS229	Development in Middle Childhood	3	HDFS140	Contemporary American Families	3
MTH111	College Algebra	4	MTH213	Fund. of Elem. Math <u>or</u> Specific Elective ³	3
WR123	English Composition <u>or</u>	3	PE185	Physical Education Activity ²	1
	WR227 Report Writing			Science Sequence	4
		16 total		Elective ⁴	3
					18 total
					99 credits total

Notes:

1. ECE209, ECE102, and ED280 must be taken in sequence.
2. May substitute PE231 or HE250 for 3 credits of PE185.
3. Prerequisite of MTH95. Students who plan to obtain a degree in Elementary Education should take MTH211, 212, and 213.
4. Students who have not completed two years of high school foreign language are encouraged to take approved foreign language courses.
5. SP100, SP112, SP217, SP218, SP219 or SP229 may be substituted for SP111.

Specific electives include:

ECE240 Lesson & Curriculum Planning (3)
 ECE285 Professional Issues in ECE (3)
 FN225 Nutrition (4)
 HDFS222 Family Relations (3)
 HS154 Community Resources (3)
 HS167 Gerontology (3)

Students who plan to transfer to Washington State University Distance Learning Program and complete the baccalaureate degree in Human Development should take:
 HDFS222 Family Relations (3)
 HS154 Community Resources (3)
 HS167 Gerontology (3)

Students who wish to complete the requirements for the One-Year Certificate in Early Childhood Education and Family Studies should take:
 ECE240 Lesson and Curriculum Planning (3)
 FN 225 Nutrition (4)
 HS154 Community Resources (3)

ENGINEERING CURRICULUM for the ASSOCIATE IN SCIENCE DEGREE

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

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

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

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

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

Notes:

- Humanities/social science courses must be selected from each of the following areas:
Social Sciences - Processes and Institutions -one course from:
 ANTH103; ECON201, ECON 202; PS201, PS202; PSY201, PSY202; SOC204, SOC205.
Social Sciences - Western Culture -one course from: HST101, HST102, HST103, HST201, HST202, HST203
Humanities - Arts and Letters - two courses from: ENG104, ENG105, ENG106, ENG107, ENG108, ENG109, ENG201, ENG202, ENG203, ENG204, ENG205, ENG206 ENG253, ENG254, ENG255; MUS201; PHL101; or PHL102.
- One basic engineering course must be selected from the following list:

Engineering Major	Appropriate course
Chemical	CHEM223
Civil	ENGR213
Computer	ENGR203
Electrical	ENGR203
Mechanical	ENGR213
- HE250 or PE231

HUMAN SERVICES CURRICULUM for the ASSOCIATE IN SCIENCE DEGREE

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

<i>FIRST YEAR</i>			<i>SECOND YEAR</i>		
Course No.	Course Title	Credit Hours	Course No.	Course Title	Credit Hours
<i>Fall</i>			<i>Fall</i>		
HS100	Introduction to Human Services	3	HS265	Intervention Strategies I	4
PSY201	General Psychology	3	MTH111	College Algebra ⁵	4
SP219	Small Group Discussion	3	PSY239	Introduction to Abnormal Psychology	3
WR121	English Composition	3	SOC204	General Sociology	3
	Math/Science Sequence ⁴	4		Humanities Sequence ¹	3
		16 total			17 total
<i>Winter</i>			<i>Winter</i>		
HS154	Community Resources	3	HS266	Intervention Strategies II	4
PSY202	General Psychology	3	SOC205	General Sociology	3
PSY228	Intro to Social Science Research ²	3		Humanities Sequence ¹	3
WR122	English Composition	3		Specific Elective ⁶	3
	Math/Science Sequence ⁴	4			13 total
		16 total	<i>Spring</i>		
<i>Spring</i>			HS267	Intervention Strategies III	4
HS155	Interviewing Theory and Techniques	4	PE231	Wellness for Life ³	3
PSY203	General Psychology	3	SOC206	General Sociology	3
PSY240	Introduction to Psychopharmacology	3		Humanities Sequence ¹	3
WR123	English Composition or	3		Specific Elective ⁶	3
	WR227 Technical Report Writing				16 total
	Math/Science Sequence ⁴	4			
		17 total			95 credits total

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

Notes:

- Sequences: Student must complete one sequence in the area of Computer Science or Arts and Humanities.
- PSY228 has a prerequisite of MTH60.
- HE250 or three (3) PE185 courses may be substituted for PE231.
- Math sequence must begin with MTH111 or above.
- Students who choose to satisfy the Math/Science sequence requirement with a math sequence will have satisfied the MTH111 requirement.
- Specific electives:
 - CIS131 Computer Information Systems
 - ED258 Multicultural Education
 - HDFS140 Contemporary Families
 - HDFS225 Prenatal, Infant & Toddler Development
 - HDFS247 Preschool Development
 - HS167 Gerontology
 - HS168 Mental Health and Aging
 - HS200 Understanding Addictive Behavior
 - HS202 Counseling the Chemically Dependent Client I
 - HS261 Counseling the Older Adult
 - HS265 Intervention Strategies I
 - HS266 Intervention Strategies II
 - HS267 Intervention Strategies III
 - MTH243 Introduction to Probability and Statistics

SEMICONDUCTOR MANUFACTURING TECHNOLOGY CURRICULUM

for the ASSOCIATE IN SCIENCE DEGREE

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

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

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

Notes:

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

MATHEMATICS CURRICULUM

for the ASSOCIATE IN SCIENCE DEGREE

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

FIRST YEAR			SECOND YEAR		
Course No.	Course Title	Credit Hours	Course No.	Course Title	Credit Hours
<i>Fall</i>			<i>Fall</i>		
MTH251	Calculus I (Differential Calculus)	4	MTH231	Elements of Discrete Mathematics I	4
WR121	English Composition	3	MTH254	Vector Calculus I	4
	Natural/Applied Science Sequence ¹	4-5		Mathematics/Science Elective ⁵	3-5
	Biological Sciences Elective ²	4		Humanities/Social Science Elective ⁴	3
	15-16 total			14-16 total	
<i>Winter</i>			<i>Winter</i>		
MTH252	Calculus II (Integral Calculus)	4	MTH232	Elements of Discrete Mathematics II	4
WR122	English Composition	3	MTH255	Vector Calculus II	4
	Natural/Applied Sciences Sequence ¹	4-5		Mathematics/Science Elective ⁵	3-5
	Computer Language Elective ³	4		Humanities/Social Science Elective ⁴	3
	Humanities/Social Science Elective ⁴	3		14-16 total	
	18-19 total		<i>Spring</i>		
<i>Spring</i>			MTH256	(Applied) Differential Equations	4
MTH253	Calculus III (Infinite Series/Sequence)	4	SP111	Fundamentals of Public Speaking	3
MTH265	Statistics for Science & Engineering	3		Health/Fitness Elective ⁶	3
WR123	English Composition <u>or</u>	3		Mathematics/Sciences Elective ⁵	4-5
	WR227 Report Writing			14-15 total	
	Natural/Applied Science Sequence ¹	4-5		92-99 credits total	
	Humanities/Social Science Elective ⁴	3			
	17-18 total				

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

Notes:

- One natural/applied sciences sequence must be selected from: BI201, 202, 203; BI231, 232, 233; CHEM241, 242, 243; CS161, 162, 261; ENGR201, 202, 203; ENGR211, 212, 213; G201, 202, 203; PH 201, 202, 203 211, 212, 213.
- One biological sciences course must be selected from: BI101, 102, 103, 201, 202, 203, 234.
- One computer language course must be selected from: CS133B, 133U, 161, 162; ENGR112 (If CS161, 162, 261 are used for the natural/applied sciences sequence, an additional course must be selected from the lists given in notes 1 and 5 in lieu of the computer languages elective.)
- One humanities/social sciences course must be selected from *each* of the following areas:
Social Sciences – Processes and Institutions – from ANTH103; ECON201, 202; PS201, 202; PSY201, 202; SOC204, 205.
Social Sciences – Western Culture – from HST101, 102, 103, 201, 202, 203.
Humanities – Arts and Letters – from ENG104, 105, 106, 107, 108, 109, 201, 202, 203, 204, 205, 206, 253, 254, 255; MUS201; PHL101, 102.
 Moreover, one additional course must be selected from the *third* area.
- Two additional mathematics/science courses must be selected from either the list provided in Note 1 or the following list: BI234; G146, 297, 220, 299B; GS107, 108; MTH261, 262.
- One health/fitness course must be selected from: HE250; PE231, or 3 credits of PE185.

Inactive

NATURAL SCIENCE CURRICULUM for the ASSOCIATE IN SCIENCE DEGREE

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

FIRST YEAR			SECOND YEAR		
Course No.	Course Title	Credit Hours	Course No.	Course Title	Credit Hours
<i>Fall</i>			<i>Fall</i>		
MTH251	Calculus I (Differential Calculus)	4	CHEM221	General Chemistry	5
PH211	General Physics with Calculus	5		Humanities/Social Science Elective ³	3
WR121	English Composition	3		Mathematics/Science Sequence ⁴	4-5
	Biological Sciences Elective ¹	4		Mathematics/Science Elective ⁵	3-5
		16 total			15-18 total
<i>Winter</i>			<i>Winter</i>		
MTH252	Calculus II (Integral Calculus)	4	CHEM222	General Chemistry	5
PH212	General Physics with Calculus	5		Humanities/Social Science Elective ³	3
WR122	English Composition	3		Mathematics/Science Sequence ⁴	4-5
	Computer Language Elective ²	4		Mathematics/Science Elective ⁵	3-5
	Humanities/Social Science Elective ³	3			15-18 total
		19 total	<i>Spring</i>		
<i>Spring</i>			CHEM223	General Chemistry	5
MTH253	Calculus III (Infinite Series/Sequence)	4	SP111	Fundamentals of Public Speaking	3
MTH265	Statistics for Science & Engineering	3		Health/Fitness Elective ⁶	3
PH213	General Physics with Calculus	5		Mathematics/Sciences Sequence ⁵	4-5
WR123	English Composition <u>or</u>	3			15-16 total
	WR227 Report Writing				
	Humanities/Social Science Elective ³	3			
		18 total			97-104 credits total

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

Notes:

- One biological sciences course must be selected from: BI101, 102, 103, 201, 202, 203, 234.
- One computer language course must be selected from: CS133B, 133U, 161, 162; ENGR112
- One humanities/social sciences course must be selected from *each* of the following areas:
Social Sciences – Processes and Institutions – from ANTH103; ECON201, 202; PS201, 202; PSY201, 202; SOC204, 205.
Social Sciences – Western Culture – from HST101, 102, 103, 201, 202, 203.
Humanities – Arts and Letters – from ENG104, 105, 106, 107, 108, 109, 201, 202, 203, 204, 205, 206, 253, 254, 255; MUS201; PHL101, 102.
 Moreover, one additional course must be selected from the *third* area.
- One mathematics/science *sequence* must be selected from:
 BI201, 202, 203; BI231, 232, 233; CHEM241, 242, 243; CS161, 162, 261; ENGR201, 202, 203; ENGR211, 212, 213; G201, 202, 203; MTH254, 255, 256.
- Two *additional* mathematics/science *courses* must be selected from either the list provided in Note 4 or the following list: BI234; G146, 207, 220, 299B; GS107, 108; MTH231, 232, 261, 262.
- One health/fitness course must be selected from: HE250; PE231, or 3 credits of PE185.

CERTIFICATE PROGRAMS

State of Oregon Approved Professional/Technical Programs

ACCOUNTING CERTIFICATE PROGRAM

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

FIRST YEAR

Course No.	Course Title	Credit Hours
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Fall

BA101	Introduction to Business	4
*BA211	Financial Accounting ¹	4
MTH94	Intermediate Algebra I	4
WR121	English Composition	3
		15 total

Winter

*BA213	Managerial Accounting ¹	4
*BA220	Tax Accounting ²	3
*BA222	Finance	3
BA226	Business Law I	3
WR122	English Composition	3
		16 total

Spring

*BA217	The Accounting Process ¹	3
BA285	Business Relations	3
*CIS131	Computer Information Systems ⁴	4
*WR214	Business English	3
BA106	Business Leadership Practicum	1
		14 total

SECOND YEAR

Course No.	Course Title	Credit Hours
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Fall

*BA177	Payroll Records and Accounting	3
*BA215	Cost Accounting	3
BA2280	Cooperative Work Experience	3 - 4
	Elective ³	3
		12 - 13 total

57 - 58 total credits

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

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

Notes:

1. AC2766, AC2767 and AC2768 are equivalent to BA211 and BA217. Students must petition if they wish to have AC2766, AC2767 and AC2768 changed to BA211 and BA217. Students choosing this option will also need to take BA213. Contact your advisor or accounting instructor for details.
2. AC2331 may be substituted for BA220.
3. Students are encouraged to take AC2332 as an elective. Completion of AC2331 and AC2332 prepares students for state tax preparer's license exam.
4. CS101 is a prerequisite to CIS131.

EARLY CHILDHOOD EDUCATION and FAMILY STUDIES CERTIFICATE PROGRAM

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

Course No.	Course Title	Credit Hours
<i>Fall</i>		
CIS131	Computer Information Systems ¹	4
ECE150	Intro/Observ. in Early Childhood Ed.	3
HDFS225	Prenatal, Infant, Toddler Development	3
HE250	Personal Health ²	3
SP219	Small Group Discussion <u>or</u> SP100	3
		16 total
<i>Winter</i>		
ECE209	Theory and Practicum	3
ECE240	Lesson and Curriculum Planning	3
HDFS247	Preschool Development	3
HS154	Community Resources	3
WR121	English Composition	3
		15 total
<i>Spring</i>		
ECE102	Practicum	3
ECE154	Children's Literature and Literacy	3
FN225	Nutrition	4
HDFS140	Contemporary American Families ³	3
HDFS229	Development in Middle Childhood ³	3
		16 total
		47 total credits

Notes:

1. Prerequisite of CS101 or equivalent.
2. May substitute 3 credits of PE 185 or PE231 for HE250
3. Prerequisite of WR121.

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

ECE 150 , ECE209, ECE102 must be taken in sequence.

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



EMERGENCY MEDICAL TECHNICIAN CERTIFICATE PROGRAM

This program is a one-year certificate program enabling students completing required course work to transfer all their courses directly into one of several associate degree paramedic programs that exist at two-year colleges in Oregon, which will complete an associate degree with one additional year of course work. Students entering this program must be 18 years of age, possess a high school diploma, obtain satisfactory placement exam results in reading, writing, and math, and obtain required immunizations. Students should contact the Public Safety Training and Education Department 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.

Course No.	Course Title	Credit Hours
<i>Fall</i>		
BI231	Anatomy and Physiology ¹	4
HE942	Intro to Emergency Medical Services	3
MTH70	Elementary Algebra	4
WR121	English Composition	3
OA2221	Medical Terminology	3
		17 total
<i>Winter</i>		
BI232	Anatomy and Physiology	4
HE257A	Emergency Medical Tech-Basic Part A	5
HE944	Emergency Comm/Patient Transport	3
	Social/Behavioral Science Elective	3
		15 total
<i>Spring</i>		
BI233	Anatomy and Physiology	4
CJ203	Crisis Intervention	3
HE257B	Emergency Medical Tech-Basic Part B	5
HE943	EMT Rescue	3
		15 total
		47 total credits

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

Note:

¹One year of high school chemistry or equivalent taken within five years as a prerequisite to BI231.

FORESTRY CERTIFICATE PROGRAM

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

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

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

Notes:

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



MACHINE TOOL CERTIFICATE

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

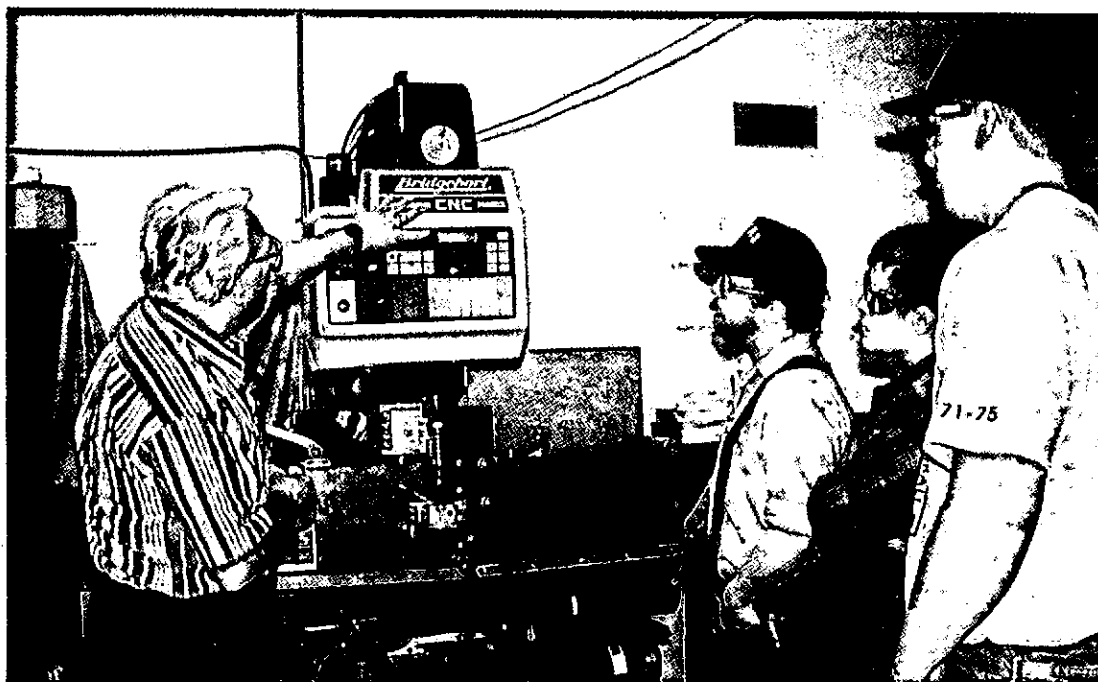
Course No.	Course Title	Credit Hours
DRFT105	Blueprint Reading	3
MFG101	Electrical/Electronic Principles	3
MFG102	Mechanical Principles	3
MFG103	Hydraulic/Pneumatic Principles	3
MT101	Machine Tools Processes I	2
MT102	Machine Tools Processes II	2
MT103	Machine Tools Processes III	2
MT201	Manufacturing Processes	2
MT202	Basic Metallurgy	2
MT203	Machine Tools References	2
MT4179	Advanced Studies Project	3
MT9228	Machine Tools Workshop	6
MTH30	Applied Math for Industrial Mechanics	3
MTH31	Applied Algebra and Geometry	3
WKPL4350	Workplace Issues	2
WR90	Paragraph Fundamentals	3

42 total credits

Advising by Manufacturing Technology Machine Tool instructor only.

Note:

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



MEDICAL CLERICAL CERTIFICATE

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

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

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

Note:

Students entering this program must have the knowledge and skills equivalent to CS101, OA121 and OA201

MEDICAL TRANSCRIPTION CERTIFICATE

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

Course No.	Course Title	Credit Hours
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Fall

OA122	Keyboarding II	3
OA2221	Medical Terminology I	3
OA5401	Body Structure and Function I	3
PHAR5470	Intro to Pharmacy: Practice and Law	4
WR121	English Composition	3
		16 total

Winter

MTH70	Elementary Algebra	4
OA2222	Medical Terminology II	3
OA2241	Medical Transcription I	3
OA5402	Body Structure and Function II	3
PHAR5472	Pharmacology I	3
		16 total

Spring

BA285	Business Relations	3
BA2280	Cooperative Work Experience	2
OA201	Word Processing I	3
OA2242	Medical Transcription II	3
OA5533	Medical Law and Ethics	2
		13 total
		45 total credits

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

Note :

Students entering this program must have the knowledge and skills equivalent to CS101 and OA121.

OFFICE OCCUPATIONS CERTIFICATE PROGRAMS

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

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

Notes:

1. AC2766 and AC2767 are equivalent to BA211. Students must petition if they wish to have AC2766 and AC2767 changed to BA211.
2. Students entering this program must have the knowledge and skills equivalent to CS101 and OA121.

CORE CURRICULUM

Course No.	Course Title	Credit Hours
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Fall

AC2766	Accounting I ¹	3
CIS131	Computer Information Systems	4
MTH70	Elementary Algebra	4
OA116	Office Procedures	3
OA122	Keyboarding II	3

17 total

Winter

AC2767	Accounting II ¹	3
BA285	Business Relations	3
OA201	Word Processing I	3
OA240	Filing and Records Management	3
WR121	English Composition	3

15 total

32 total credits

Bookkeeping Clerical Option

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

Spring

BA177	Payroll Records & Accounting	3
BA2280	Cooperative Work Experience	3
CS125S	Spreadsheet Applications	3
WR214	Business English	3

12 total

44 total credits

Office Occupations Option

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

Spring

BA177	Payroll Records and Accounting	3
OA202	Word Processing II	3
OA2591	Proofreading and Editing Skills	3
WR214	Business English	3
BA2280	Work Experience	2

15 total

47 total credits

Legal Secretary Option

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

Winter

BA226	Business Law I	3
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Spring

OA131	Legal Secretary Procedures	4
OA2365	Legal Transcription	3
OA2591	Proofreading and Editing	3
BA2280	Work Experience	2

12 total

47 total credits

PHARMACY TECHNICIAN CERTIFICATE PROGRAM

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

Some core courses will not be offered during the 1998-1999 academic year. Students can work this coming year on the approved non-core courses for this program in preparation for academic year 1999-2000 when the core courses will be offered again. Courses marked with an asterisk * are offered every year.

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

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

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

1. A COMPASS reading level of 85-100 must be obtained prior to a student registering for any Pharmacology class.
2. A COMPASS pre-algebra math score of 71-90 must be obtained prior to a student registering for PHAR5474.
3. A COMPASS writing score of 78-100.
4. Health Occupations students (pre-nursing) may take PHAR5474 if they have successfully completed MTH70.
5. PHAR5472, 5473 and PHAR 5470 are open to all students who have met the COMPASS reading requirement.
6. Only students completing the first two terms will be permitted to take the practicum class.
7. CS101 or equivalent is required.
8. Keyboarding competency @ 30 WPM.

Note:

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

WELDING TECHNOLOGY CERTIFICATE PROGRAM

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

Course No.	Course Title	Credit Hours
DRFT105	Blueprint Reading and Sketching	3
MTH30	Applied Math for Industrial Mechanics	3
MTH31	Applied Algebra and Geometry	3
WKPL4350	Workplace Issues	2
WR90	Paragraph Fundamentals	3
*MFG280	Work Experience <u>or</u> WELD9225 Welding Workshop	3
*WELD101	Welding Processes I	2
*WELD211	Shielded Metal Arc Welding I	3
*WELD212	Shielded Metal Arc Welding II	3
*WELD250	Gas Tungsten Arc Welding	3
*WELD255	Gas Metal/Flux Cored Arc Welding	3
*WELD260	Pipe Fitting and Welding	3
*WELD265	Fitting and Fabrication	3
*WELD4165	Welding Lab A	3
*WELD4166	Welding Lab B	3
*WELD4167	Welding Lab C	3
		46 total credits

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

Work Experience may be substituted as applicable to course objectives.

Advising by Manufacturing Technology Welding instructor only

YOUTH CORRECTIONS CERTIFICATE PROGRAM

This is a one-year certificate program available through community colleges throughout the State of Oregon. The program was developed in cooperation with the Oregon Youth Authority and juvenile corrections practitioners in local college districts. 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.

Core courses will not be offered during the 1998-1999 academic year. Students can work this coming year on the approved non-core courses for this program in preparation for academic year 1999-2000 when the core courses will be offered again.

Course No.	Course Title	Credit Hours
<i>Fall</i>		
PSY201	General Psychology	3
WR121	English Composition	3
PSY239	Introduction to Abnormal Psychology	3
CJ230	Introduction to Juvenile Corrections	3
MTH70	Elementary Algebra	4
		16 total
<i>Winter</i>		
CS101	Computers in Society	2
CJ201	Juvenile Delinquency	3
CJ232	Introduction to Corrections Casework	3
PSY202	General Psychology	3
HS200	Understanding Addictive Behavior	3
SOC206	General Sociology (Social Problems)	3
		17 total
<i>Spring</i>		
CJ101	Introduction to Criminology	3
CJ203	Crisis Intervention	3
CJ280	Field Experience	4
PSY203	General Psychology	3
HDFS229	Development in Middle Childhood	3
		16 total
		49 total credits

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

PROFESSIONAL CERTIFICATE PROGRAMS

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

PROFESSIONAL CERTIFICATE IN FINANCE

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

Course No.	Course Title	Credit Hours
BA211	Financial Accounting or AC2766 & 2767 Accounting I & II	4 – 6
BA222	Personal Finance & Money Management	3
BA242	Introduction to Investments	3
ECON201	Principles of Economics	3
ECON202	Principles of Economics	3
		19-21 total credits

PROFESSIONAL CERTIFICATE IN MARKETING

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

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

PROFESSIONAL CERTIFICATE IN SUPERVISION

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

Course No.	Course Title	Credit Hours
BA206	Management Fundamentals	3
SDP101	Principles of Management/Supervision	3
SDP113	Human Relations for Supervisors	3
SP111	Fundamentals of Public Speaking	3
WR121	English Composition	3
		15 total credits

PROFESSIONAL CERTIFICATE PROGRAMS

PROFESSIONAL CERTIFICATE IN WEB SITE DESIGN

This certificate program is designed for students with computer literacy who wish to design web sites.

Course No.	Course Title	Credit Hours
<i>Fall</i>		
CS178I	Internet	3
ART225	Computer Art I	2
J204	Visual Communication	4
	9 total	
<i>Winter</i>		
CS125P	Presentation Applications Microsoft Power Point	3
ART115	Basic Design or ART199 Art Workshops	3
ART226	Computer Art II	2
	8 total	
<i>Spring</i>		
CS199A	Web Development	3
ART227	Computer Art III	2
J199M	Digital Media	4
	9 total	
	26 total credits	

Suggested Electives:

ART199C	Art Workshop I
ART199D	Art Workshop II
ART131	Drawing
ART132	Figure Drawing
BA223	Principles of Marketing
J202	Information Gathering
MUS299A	Finale: Computer Composition
SP218	Mass Media

PROFESSIONAL CERTIFICATE IN WEB SITE PRODUCTION

This certificate program is designed for students with computer literacy who wish to produce web sites

Course No.	Course Title	Credit Hours
<i>Fall</i>		
CS178I	Internet	3
ART225	Computer Art I	2
CS125P	Presentation Applications Microsoft Power Point	3
	8 total	
<i>Winter</i>		
CS199A	Web Development	3
CS125D	ACCESS or CS125W WORD	3
ART226	Computer Art II	2
	8 total	
<i>Spring</i>		
CS199B	Multimedia	4
J199M	Digital Media	4
	8 total	
	24 total credits	

Suggested Electives:

BA223	Principles of Marketing
CS125S	Spreadsheet Applications
CS125W	Word Processing
CS133B	Programming Basic
CS233B	Programming Visual Basic
CS140	Operating Systems
CS240	Advanced Operating Systems
CS2635	Computer Repair and Upgrade
J202	Information Gathering
SP218	Mass Media

COURSE DESCRIPTIONS

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

ACADEMIC SKILLS

ABE0745 Adult Basic Education

0 credit (variable hrs)

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

DEV0746 High School Equivalency Preparation (GED)

0 credit (variable hrs)

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

DEV0768 Study Skills - Individualized

1-2 credits/term (1-2 lec hrs/wk)

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

ESL0747 English as a Second Language (ESL)

0 credit (2-4 lec-lab hrs/wk)

A course for students whose first language is other than English. The Audio-Lingual approach to teaching English is used rather than instruction about the language.

HD100 College Success and Survival

1 credit (2 lec-lab hrs/wk)

This course is designed to assist the student in obtaining academic skills and knowledge necessary to reach his/her educational goals. This course is recommended for new and returning students to gain an understanding of what tools are needed to be successful in college. This course is considered a supportive course.

HD112 Study Skills

3 credits (3 lec hrs/wk)

A course designed to increase the student's success in college by assisting the student in obtaining skills necessary to reach his/her educational objectives. Students will be introduced to time management strategies, notetaking, library usage, problem solving, exam strategies, muscle reading and memory development. Additionally students will identify their primary learning style, and they will be assisted in identifying goals and the steps necessary to achieve those goals. This course is considered a supportive course.

HD208 Career/Life Plan

3 credits (3 lec hrs/wk)

Students learn a process for career selection, emphasizing development as an on-going process. Attention is given to self-assessment (skills, interests, values, attitudes, motivational patterns), decision making models, job and career research techniques (including electronic resources), and development of a personal action plan. This course is considered a supportive course.

HD215 Transfer Success

2 credits (2 lec hrs/wk)

This class is designed to assist students in preparation for transfer to a college or university of choice. Course content will focus on understanding the different types of institutions development of strategies for choosing a transfer institution, identification of resources to assist in the transfer process, choice of college and major, and strategies for obtaining financial aid. Students will be guided through the application process.

MISC0791 Citizenship

0 credits (2 lec-lab hrs/wk)

Surveys the history and form of government in the United States to assist the individual in the naturalization process. The course is supplemented by English for Foreign Born/ESL.

RD0593 Reading Lab

0 credit (variable hrs/wk)

Provides workshops and presentations teaching reading and study skills, using a variety of software and other materials. Also provides instructor assistance, software, and other materials for students from the reading program who are completing assignments for their reading and study skills classes.

Concurrent course: Must be registered for a reading or study skills class or related workshop.

RD0751/0752/0753 Reading Skills

3 credits/term (3 lec hrs/wk)

A systematic approach for identifying and correcting reading difficulties and improving reading efficiency through individualized instruction. May be taken out of sequence.

Prerequisite: Appropriate score on placement test.

RD90 Effective Reading

3 credits (3 lec hrs/wk)

This is a lecture and discussion class designed to improve the reading abilities of the community college student and especially technical/vocational students. Several strategies for comprehending non-fiction materials, including textbooks, are studied. Instruction and practice are also provided to vary and increase reading speed according to purpose and difficulty of material.

Prerequisite: Appropriate score on placement test.

RD101/102/103 College Reading

3 credits/term (3 lec hrs/wk)

Students learn systematic approaches to developing reading speed, vocabulary, comprehension and efficiency assisted by computerized instruction. Introduction to critical thinking, analogies and college level vocabulary. *Special sections of College Reading will be designated for students with English as a second language. Coursework will focus on development of vocabulary, comprehension and effective reading speeds, utilizing primarily materials taken from textbooks. These courses are considered supportive courses.* May be taken out of sequence.

Prerequisites: TOEFL score of 465 and appropriate score on placement test.

ACCOUNTING/BOOKKEEPING

(See Business Administration for BA designators.)

AC240 Fund Accounting (Governmental)

3 credits (3 lec hrs/wk)

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

Prerequisite: BA211 or AC2767.

AC2331/2332 Federal and State Income Tax I, II

4 credits/term (4 lec hrs/wk)

Students determine and report federal and state personal income taxes.

Designed to assist established or potential income tax preparers.

Approved by Oregon Department of Commerce for hours of instruction required to take preparers' and consultants' exam.

AC2766 Accounting I

3 credits (3 lec, 1 TBA lab hr/wk)

This course provides the accounting student with a basic understanding of the accounting field and helps to prepare recordkeepers for employment. It provides an introduction to the accounting cycle for a service enterprise and a retail firm for a single proprietorship and a corporation, the mass processing of transactions, adjusting entries, closing entries and introduces students to the preparation of financial statements.

Prerequisite: MTH65 or MTH70 with a C or better or equivalent, or concurrent enrollment in MTH65 or MTH70.

AC2767 Accounting II

3 credits (3 lec, 1 TBA lab hr/wk)

Accounting II continues the concepts of Accounting I and introduces internal controls of cash, trade accounts and notes, inventories, long-term assets and depreciation, and the statement of cash flows.

Prerequisites: AC2766 and MTH65 or MTH70 with a C or better, or equivalent.

AC2768 Accounting III

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

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

Prerequisite: AC2767 or equivalent.

AC2772 Intermediate Accounting I

3 credits (3 lec hrs/wk)

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

Prerequisite: BA212 or AC2768.

AC2773 Intermediate Accounting II

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

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

Prerequisite: AC2772.

AC9715/9716 Elementary Bookkeeping I and II

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

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

BA2280 Cooperative Work Experience

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

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

Prerequisite: Instructor consent.

AERONAUTICS, PROFESSIONAL

AVT102 Private Pilot Ground School I

3 credits (3 lec hrs/wk)

The first in a two part study of the fundamentals in flight principles, meteorology, navigation, weight and balance computations, aircraft performance, and the federal aviation regulations pertinent to the private pilot.

Prerequisites: MTH70 and WR90 with a C or better or equivalent, pass FAA Second Class Flight physical, and read, write, speak and understand the English language. Must be 17 years of age.

AVT103 Private Pilot Ground School II

3 credits (3 lec hrs/wk)

The second in a two part study of the fundamentals in flight principles, meteorology, navigation, weight and balance computations, aircraft performance, and federal aviation regulations. Passing of the FAA private pilot knowledge test is required for the completion of this course.

Prerequisite: AVT102 with a C or better.

AVT104 Private Pilot Flight I

2 credits (40 lec-lab hrs total)

This course consists of flight lessons 1-16 in the private pilot program. It is an introduction to basic maneuvers, airport operations, various types of takeoffs and landings, emergency procedures, cross country planning and operations, ground reference maneuvers, and night flying operations, the student will develop the knowledge, skill and habit patterns necessary to advance to the solo cross country stage of training.

Concurrent course: AVT102 (may have been taken previously).

AVT105 Private Pilot Flight II

2 credits (40 lec-lab hrs total)

This course consists of flight lessons 17-26 in the private pilot program. This course covers the solo cross country phase of training and raises the level of proficiency in all flight maneuvers and operations. The student will complete the private pilot program and satisfactory performance on the FAA private pilot practical test is required for the completion of this course.

Prerequisites: AVT102 and AVT104 with a C or better.

Concurrent course: AVT 103 (may have been taken previously).

AVT106 Instrument Ground School

3 credits (3 lec hrs/wk)

This course is a detailed study of applicable federal aviation regulations, portions of the aeronautical information manual, and air traffic control procedures pertaining to flight under instrument flight rules. The student will study navigation systems, advanced flight planning, and the use of instrument approach plates and charts.

Prerequisite: AVT105 with a C or better.

AVT107 Instrument Flight

2 credits (45 lec-lab hrs total)

In this course, the student will learn to control and accurately

****SEE NEXT PAGE FOR MORE INFORMATION****

AERONAUTICS, PROFESSIONAL (Cont'd)

maneuver the aircraft by sole reference to the flight instruments. This course is structured in accordance with stages 1-3 in the instrument/commercial syllabus. The student will learn to carry out accurate and disciplined habits involved in instrument navigation using VOR, NDB, and ILS systems. Emphasis will be placed on precise aircraft control in the instrument approach environment and the handling of in-flight emergencies.

Prerequisites: AVT105 with a C or better. Must be 18 years of age.
Concurrent course: AVT199 (may have been taken previously).

AVT120 Advanced Aircraft Systems

3 credits (3 lec hrs/wk)

This course provides an in-depth study of advanced aircraft instruments, engines, and systems. Study topics will include: flight instruments, reciprocating and turbine engines, propellers, pneumatics, electrical, hydraulic, fuel, ignition, lubrication, environmental and pressurization systems.

Prerequisites: AVT102 and AVT104 with a C or better.

AVT130 Air Transportation

3 credits (3 lec hrs/wk)

A survey of the historical development and future of the airline transport industry. Areas of focus will be airline economics, facilities, regulations, problems, and social implications.

AVT199 Professional Prerequisite Flight

2 credits (10 lec-lab, 45 lab hrs total)

This course is designed to prepare the student for flight as a professional pilot. This course is structured in accordance with stage 4 in the instrument/commercial syllabus. This course consists of dual and solo flight time, in which the student will apply his or her knowledge and skill in the cross country flight environment. The student will build much additional knowledge, skill, and technique in this course through actual flight experience.

Prerequisite: AVT105 with a C or better.

AVT204 Commercial Flight

3 credits (44 lec-lab, 41 lab hrs total)

This course is structured in accordance with stages 5-6 in the instrument/commercial syllabus and will bring the student's knowledge and flight technique up to a professional level. Previous knowledge in flight operations, navigation, and aircraft manipulation will be enhanced with in-depth detail. The student will become professionally proficient in the operation of aircraft with retractable landing gear, controllable pitch propellers, and flaps (complex airplanes). Passing of the FAA commercial pilot knowledge test, as well as satisfactory performance on the FAA commercial pilot practical test are required for the completion of this course.

Prerequisites: AVT107 with a C or better. Must be 18 years of age.

AVT205 Flight Instructor Ground School I

3 credits (3 lec hrs/wk)

This course is a detailed study of theory in flight, teaching methods in the visual and instrument flight environment, analysis of flight maneuvers, and common student errors. Applicable regulations pertaining to flight instruction will be thoroughly covered as well as use of course syllabi and curricula. Passing of the FAA flight instructor and instrument flight instructor knowledge tests are required for the completion of this course.

Prerequisite: AVT204 with a C or better.

Concurrent course: AVT220.

AVT206 Flight Instructor Flight I

2 credits (57 lec-lab hrs total)

This course is designed to provide the flight experience required for FAA certification as an instrument flight instructor. A simulated training environment will be created in which the course instructor will assume the role of student pilot. The focus of the course is to convey safe, effective, and efficient methods of teaching student pilots in a comfortable learning environment. Satisfactory performance on the FAA flight instructor and instrument flight instructor practical tests are required for the completion of this course.

Prerequisites: AVT204 with a C or better. Must be 18 years of age.

Concurrent course: AVT205.

AVT207 Flight Instructor Ground School II

3 credits (3 lec hrs/wk)

This course will provide the student with advanced instructional knowledge. Topics and principles related to multi-engine flight and the administering of multi-engine flight instruction will be closely analyzed.

Prerequisite: AVT206 with a C or better.

AVT208 Flight Instructor Flight II

2 credits (45 lec-lab hrs total)

This course will provide the student with advanced instructional technique. A critical examination of techniques involved in flying and teaching in multi-engine aircraft will be accomplished in this course. Satisfactory performance on the FAA multi-engine commercial and multi-engine flight instructor practical tests are required for completion of this course.

Prerequisites: AVT206 with a C or better. Must be 18 years of age.

Concurrent course: AVT 207.

AVT220 Instruction Fundamentals

3 credits (3 lec hrs/wk)

A critical examination of the learning process and teaching methods. This course will prepare the student mentally for the roles of flight and ground instructor. Laws of learning, hierarchy of needs, and responding effectively to defense mechanisms are some areas that will be covered.

Prerequisite: AVT204 with a C or better.

AVT230 Advanced Aerodynamics

3 credits (3 lec hrs/wk)

This course provides an in-depth study of low speed and high speed aerodynamics. This course is concerned with aerodynamics of aircraft ranging in size from single engine trainers to large transport category aircraft.

Prerequisite: AVT105 with a C or better.

AGRICULTURE See SCIENCE, GENERAL

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.

ANTHROPOLOGY, (Cont'd)

ANTH102 General Anthropology

3 credits (3 lec hrs/wk)

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

ANTH103 General Anthropology

3 credits (3 lec hrs/wk)

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

ANTH198/298 Independent Study of Anthropology

1-3 credits (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. Also discusses contemporary Native American issues. This course is designed to introduce various tribes of Native Americans who occupied present day Oregon as their homeland. Geographic areas, cultural survival strategies, cultural similarities and differences, migrations, trade, and temporary changes are explored through the findings of archaeology, linguistics, ethnology, historical documents and present day tribal members.

ANTH231 Native North American Culture: 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 Indian cultures of several cultural areas. The origins of Native American Culture, the cultural diversity at the time of early European contact, and Native American history from the 1600s to the present are emphasized.

Prerequisite: WR0525 or equivalent.

APPRENTICESHIP

APPR9187 Industrial Electrical Apprentice

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

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

ART

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

ART0521 Basic Drawing I

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

Explores form and space on a two dimensional surface. Stresses creative and analytical vision and composition with a variety of media.

ART0522 Basic Drawing II

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

Continues exploration of form and space on a two-dimensional surface. Stresses creative and analytical vision and composition with a variety of materials. Entire quarter uses the human figure as subject matter.

ART0523 Basic Drawing III

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

Continues exploration of form and space on a two-dimensional surface stressing creative and analytical vision and composition with a variety of media and styles.

ART0524 Beginning Calligraphy

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

A study in the practice and applications of italic style calligraphic lettering using metal and fiber tip pens. An introduction to the bookhand style will be included.

ART0527 Drawing Basics - Open Studio

1 credit (3 lec-lab hrs/wk for 8 weeks)

Exploration in a lab setting of a variety of drawing media and their use, while students develop their ability to see and sketch three dimensional objects on two-dimensional surfaces. Introduces basic drawing fundamentals.

ART0528 Figure Drawing

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

Explores form and space on a two-dimensional surface. Stresses creative and analytical vision and composition. Innovative exercises allow a significant progression of hand-eye-brain coordination skills. Understanding of complex form of relationships in light and space is achieved by using the human figure as the primary subject.

ART0530 Painting Basics - Open Studio

1 credit (3 lec-lab hrs/wk for 8 weeks)

An exploration of painting media in a lab setting, while students develop their ability to see and paint three dimensional objects on two-dimensional surfaces. Introduces basic painting fundamentals, with an emphasis on color theory and applications.

ART0531/0532/0533 Painting I, II, III

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

Explores visual representation on a two-dimensional surface, using oil or acrylic paints for space division, color and surface treatment. Both lecture and studio activity are involved weekly.

ART0536 Experimental Painting

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

Exploration of various painting media, with basic painting methods, composition and application.

ART (Cont'd)

ART0540 Watercolor Basics - Open Studio

1 credit (3 lec-lab hrs/wk for 8 weeks)

An exploration of watercolor painting in a lab setting. Introduces basic watercolor fundamentals, as well as basic color theory, composition, and elements of design.

ART0541 Watercolor Painting I

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

Designed as an investigation of the medium and techniques of transparent watercolor painting. Includes lecture, demonstrations and studio involvement.

ART0542 Watercolor Painting II

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

Continues the investigation of the water-color painting media through the use of creative exercises and methods of problem solving. Includes lecture, demonstrations and studio involvement.

ART0543 Watercolor Painting III

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

Continues the investigation of the water-color painting media through the use of creative exercises and methods of problem solving. Includes lecture, demonstrations and studio involvement.

ART0551 Ceramics I

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

An introduction to and investigation of clay and its plastic properties through hand building and beginning wheel techniques. Must be taken in sequence.

ART0552 Ceramics II

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

Continued investigation of clay and its plastic properties through hand building and beginning wheel techniques. Fundamentals of decoration and glazing process will provide completion of clay products.

Prerequisite: ART0551 with a C or better.

ART0553 Ceramics III

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

Continued investigation of clay and its plastic properties through hand building and beginning wheel techniques. Further study of decoration, glazing processes and firing techniques.

Prerequisite: ART0552 with a C or better.

ART0557 Ceramics Basics - Open Studio

1 credit (3 lab hrs/wk)

Supervised lab time for beginning and intermediate potters. Examines the basic processes of working in clay, designing, curing, finishing and firing. Students enhance their skills with hand building and/or wheel throwing techniques.

ART0566 Beginning Jewelry

1 credit (3 lec-lab hrs/wk for 8 weeks)

Exploration of basic silversmith techniques and processes. Sawing, piercing, soldering and stone setting included.

ART0567 Glass Working (Stained Glass)

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

Introduces the basics of stained glass construction, types and colors, the use of glass and color in leaded and foiled glass panels and three-dimensional glass work.

ART0569 Paper and Prints

1 credit (1 lec, 2 lab hrs/wk)

Deals with the history of paper, the analysis and preparation of natural fibers, and the use of handmade paper in several two- and three-dimensional projects. The intent of projects are to use the paper produced to make art that shows aesthetic use of the elements of design and color that attain reasonable levels of quality.

ART115 Basic Design

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

Introduces principles and concepts of shape, line, texture, design, structure, unity and proportion in black and white. Employs exercises developed to motivate individual creativity and experimentation in a variety of media. Must be taken in sequence.

ART116 Basic Design

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

Introduces principles of two-dimensional design, color and composition. Includes color properties, combination, relatedness, proportions and interaction. Employs exercises developed to motivate individual creativity and experimentation in a variety of media.

Prerequisite: ART115 or instructor consent.

ART117 Basic Design

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

Introduces principles and concepts of three-dimensional design, including mass, spaces and physical texture. Employs exercises developed to motivate individual creativity and experimentation in a variety of media. Required for art, art education and architecture majors.

Prerequisite: ART116 or instructor consent.

ART131/132/133 Introduction to Drawing

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

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

ART191/192/193 Beginning Sculpture

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

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

ART198/298 Independent Study in Art

1-3 credits (hrs to be arranged)

Prerequisite: Instructor consent.

ART199A Painting Workshop

1 credit (11 lec hrs total)

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

ART (Cont'd)

ART199C A.R.T. Workshop Level I

1 credit (1 lec hr/wk)

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

ART199D A.R.T. Workshop Level II

1 credit (1 lec hr/wk)

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

Prerequisite: ART199C.

ART204/205/206 History of Western Art: Introduction to Art History

3 credits/term (3 lec hrs/wk)

This course is designed to fulfill the needs of the prospective art major, as well as the interested layman; stimulate and provide for a continued pleasure and interest in the visual arts; present the vital concepts of art as a means of selecting and organizing, construction, creation and as an organic rhythm of life itself; enrich the vocabulary; develop an understanding of conditions, forces, and material limitations that influence art; and to show the influence of art upon the environment historically and contemporarily.

ART204 - The emphasis will include the role of the observer, the role of the artist, art and the eye of the beholder, art concepts, themes and purposes of art, the visual elements and principles of design in art.

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

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

Prerequisite: For ART205, ART206 Only, Instructor Consent.

ART225 Computer Art I

2 credits (4 lec-lab hrs/wk)

This course concentrates on producing art with computer tools. It will bring the basics of design elements, drawing, composition, and color together in a presentation that uses the computer as the creative medium.

ART226 Computer Art II

2 credits (4 lec-lab hrs/wk)

Applies principles and concepts of design to selected projects. Includes planning, design sketches, functional and aesthetic tests. A continuation of the use of computer tools within a higher level art language to produce two and three dimensional images.

Prerequisite: ART225.

ART227 Computer Art III

2 credits (4 lec-lab hrs/wk)

Applies principles and concepts of design to selected dimensional projects. Includes planning, design sketches, functional and aesthetic tests. Develops a documented portfolio of work that will showcase a complete artistic solution with a computer medium.

Prerequisite: ART226.

ART231/232/233 Drawing (Advanced)

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

Explores principles of drawing and visual problem-solving using various media and subjects. Emphasis on taking ideas full-circle to experience completion of individual goals in drawing.

Prerequisites: ART131, ART132, and ART133.

ART240 Paper and Prints (Handmade Paper)

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

Deals with the history, analysis, preparation of raw materials, and editing of handmade papers which are then used in two and three-dimensional projects. Some of the two-dimensional projects involve the use of basic printmaking methods.

ART250/251/252 Ceramics (Beginning)

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

Instruction in construction techniques and methods used to design, shape and form pottery. Includes hand building, wheel throwing, decoration, glaze calculations and stoneware and raku firing techniques. Encourages creativity, skill development and personal style.

ART253/254/255 Ceramics (Intermediate)

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

A continuation of instruction in construction techniques and methods used to design, shape and form pottery. Includes hand building, wheel throwing, decoration, glaze calculations and firing. Continued exercises developed to encourage creativity, skill building and use of ceramic equipment.

ART270/271/272 Introduction to Printmaking

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

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

ART280 Field Experience

1-3 credits/term (3-9 lab hrs/wk)

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.

ART281/282/283 Painting (Beginning)

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

Offers visual observation and composition of selected subjects using oil or acrylic media. Second and third quarter continues technique and color control on a two-dimensional surface.

ART284/285/286 Painting (Intermediate)

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

Continues visual observation and composition of selected subjects using oil or acrylic media. Emphasis will be given to individual needs and interests in painting.

Prerequisites: ART281, ART282, and ART283.

ART (Cont'd)

ART291/292/293 Sculpture

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

Continues to explore three-dimensional shapes and forms. Includes casting processes and materials. Continues mold making techniques with an emphasis on creativity and exploration of media.

Prerequisites: ART191, ART192, and ART193.

ART299A Special Studies: Ceramics

1.5 credits (3 lec, 6 lab hrs/wk)

A ceramics workshop featuring emphasis on special decorating and glazing techniques and clay forms not usually done in the traditional ART250 and ART253 sequences.

ART299B Special Studies: Screen Printing

1 credit (1 lec, 2 lab hrs/wk)

Presents screen printing techniques using handcut paper and aqua stencils, tusche, and glue, photostencil materials, and types of ink for printing on paper.

ASTRONOMY See SCIENCE, GENERAL

BANKING

BNK9769 Analyzing Financial Statements

3 credits (3 lec hrs/wk)

Provides the opportunity to further develop the skills necessary to conduct a comprehensive and effective financial analysis of a business borrower in order to assess repayment capacity.

BNK9770 Bank Management

3 credits (3 lec hrs/wk)

Provides a complete introduction to the handling of day-to-day bank activities. Incorporates case studies to help the student acquire bank management skills.

BNK9771 Law and Banking: Applications

3 credits (3 lec hrs/wk)

An introduction to laws pertaining to secured transactions, letters of credit, and the bank collection process.

BNK9773 Money and Banking

3 credits (3 lec hrs/wk)

Presents the fundamental treatment of how money functions in the U.S. and world economies. Topics include the concept of money supply and the role a bank plays as a money creator and participant in the nation's payment mechanism. How various types of financial institutions operate, the workings of monetary and fiscal policies, the functions and powers of the Federal Reserve are also discussed.

BNK9775 Banking Seminars

0 credit (variable hrs)

These are seminars, designed for bankers and others working in banking, covering a variety of topics.

BNK9777 Accounting for Bankers

3 credits (3 lec hrs/wk)

This course emphasizes current practices of accounting procedures as related to the banking industry and includes coverage of the latest principles set by the Financial Accounting Standards Board.

BNK9791 Selling Bank Services

1.5 credits (3 lec hrs/wk for 5 weeks)

This course helps banking students develop vital selling skills.

BIOLOGY/BOTANY

BI101/102/103 General Biology

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

This three term sequence course satisfies the science requirement for non-biological science pre-professional students. Surveys biological principles applied to plants and animals, from cellular level to ecological level of organization. General Biology attempts to convey to the student an appreciation of most aspects of life on earth. Must be taken in sequence.

BI198/298 Independent Study in Biology

1-3 credits (hrs to be arranged)

Prerequisite: Instructor consent.

BI201/202/203 Introductory Biology

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

Plant and animal diversity; genetics and evolution; physiology and anatomy of plants and animals; ecology; molecular biology; majors in programs which require students to complete a series in introductory biology.

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

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

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

BI231/232/233 Human Anatomy and Physiology

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

Detailed study of the molecular, cellular, tissue, organ and organ systems of vertebrates, with emphasis on humans. Some pathological conditions are covered. Must be taken in sequence.

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

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

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

Prerequisite: One year of high school chemistry or equivalent taken within five years.

BI234 Elementary Microbiology

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

Study of microorganisms, their control and occurrence in everyday life. Pathogenic microbes, infections and host resistance will be a major consideration. Some elementary microbiological techniques are taught.

Prerequisite: High school chemistry or equivalent in last five years.

BIOLOGY/BOTANY (Cont'd)

BI299A Biology of the Estuaries

4 credits (2 lec, 6 lab hrs/wk)

The course provides an overview of the estuarine habitat. Students will be introduced to the biological and chemical factors that affect the production, distribution, abundance, and diversity of estuarine organisms. The course focuses on the functioning of the Coos Bay estuary system, including lectures and laboratory, hands-on exploration field trips of how estuaries function, and a research project.

Prerequisites: Any two of BI101, BI102, BI103, BI201, BI202, BI203 and a background in Chemistry (high school or equivalent).

BOT0622 Field Studies in Biology: Spring Flowers

1 credit (4.5 lec, 12 lab hrs total)

Field identification of Spring flowering plants with emphasis on their ecology and phenology.

Prerequisite: Instructor consent.

BOT0624 Mushroom Identification

1 credit (5 lec, 20 lab hrs total)

Positive identification of edible and non-edible local wild mushrooms, their basic characteristics and location, preparation for food and methods of preserving.

BOT0646 Plant Identification

2 credits (1.5 lec, 1 lec-lab hr/wk)

Study of characteristics, classification and identification of trees and shrubs of Oregon. Principal timber trees of the United States and many introduced species will also be covered.

BOT0811 Spring Gardening

0.25 credit (6 lec hrs total)

Survey of gardening techniques for the local area. Includes garden planning, plant nutrition and fertilizers. Includes plant varieties and cultural techniques, irrigation, pest control and use of organic materials around the home.

BOT0812 Gardening: Beginning Bonsai

0 credit (3 lec-lab hrs/wk for 6 weeks)

Surveys Planter gardening techniques appropriate to bonsai, the ancient oriental art of miniaturizing trees. Includes practical hands-on approach to planning, nutrition, soils and fertilizers, plant varieties and culture techniques, plant selection, potting and care.

BOT0861 Home Landscaping: The Practical Hands-on Approach

1 credit (3 lab hrs/wk)

Introduces home landscaping design, layout, plant selection and care, pruning, shaping, irrigation systems, soils and fertilizers, traffic patterns, turf installation and maintenance.

BOT198/298 Independent Study in Botany

1-3 credits (hrs to be arranged)

Prerequisite: Instructor consent.

BUSINESS ADMINISTRATION

BA2280 Cooperative Work Experience

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

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

Prerequisite: Instructor consent.

BA9285 Management Training

0-3 credits (1-36 hrs total)

A series of seminars and short courses aimed at improving management competencies needed in the business world.

Prerequisite: Business Development Center (BDC) consent required.

BA9286 Administrative Assistant Training

0-3 credits (1-36 hrs total)

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

BA9658 The Business of Landscape Construction and Maintenance

2 credits (2 lec hrs/wk)

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

BA101 Introduction to Business

4 credits (4 lec hrs/wk)

A survey of American business organization, operation and management to develop an awareness of the nature of business in the capital system. The fields of ownership, organization, personnel, accounting, financing, marketing, management, production, insurance, real estate, foreign trade and government regulations are introduced.

BA106 Business Leadership Practicum

1 credit (1 lec, 1 lab hr/wk)

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

BA177 Payroll Records and Accounting

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

Provides practice in all payroll operations, the recording of accounting entries involving payroll and the preparation of payroll tax returns required of businesses.

Prerequisite: AC9715 or AC2766 or BA211.

BA198/298 Independent Study in Business Administration

1-3 credits (hrs to be arranged)

Prerequisite: Instructor consent.

BA199A Techniques for an Empowered Workforce

2 credits (20 lec hrs total)

A foundational and comprehensive approach to building critical workforce skills. This course builds awareness and prepares the culture for empowerment at all levels of an organization. The learned

****SEE NEXT PAGE FOR MORE INFORMATION****

BUSINESS ADMINISTRATION (Cont'd)

skills and techniques are paramount for trainers to succeed in preparing learners with the personal performance skills required in today's workforce where leadership teams and empowerment are prominent.

BA199B Leadership Development

3 credits (3 lec hrs/wk)

This course has as its central focus the development of leadership skills, designed to provide a basic understanding of leadership group dynamics theory and to assist the student in developing a personal philosophy of leadership, an awareness of the moral and ethical responsibilities of leadership, and an awareness of one's own style of leadership. The course will integrate readings from the humanities, classic works of literature, contemporary multi cultural writings, and experimental learning exercises with readings and discussions of traditional leadership theories.

BA199C Nature Based Tourism Leadership Training

3 credits (12 lec, 48 lec-lab hrs total)

This course is designed to give tourism leaders an understanding of the complex nature of operating a sustainable nature-based tourism economic sector and the issues involved. The course will provide knowledge of a working nature-based tourism economy and present various perspectives of those involved in the industry. Students will gain an understanding of working partnerships between government, conservation and business; the issues around resource management; and what each partner needs for themselves and from each other. Learn how tourism products can be packaged, and what eco-tourists want and expect from businesses, people and the government of their destination.

BA206 Management Fundamentals

3 credits (3 lec hrs/wk)

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

BA211 Financial Accounting (Principles of Accounting)

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 presents accounting information from the perspective of the external users, principally investors and creditors. Emphasis is on the preparation and interpretation of financial statements, income recognition and determination, and asset valuation.

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

BA213 Managerial Accounting

4 credits (4 lec hrs/wk)

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

Prerequisite: BA211 or AC2767 with a C or better.

BA215 Cost Accounting

3 credits (3 lec hrs/wk)

Techniques for determining product costs under job order, process and standard costing. Introduces cost analysis for decision making.
Prerequisite: AC2767 or BA211.

BA217 The Accounting Process

3 credits (3 lec hrs/wk)

Reviews and applies basic accounting systems in practical applications including journals and ledgers, application of accounting systems on a microcomputer and analyzing financial statements.
Prerequisite: BA211 or AC2767.

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 are discussed.
Prerequisite: BA211 or AC2766.

BA222 Finance

3 credits (3 lec hrs/wk)

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

BA223 Principles of Marketing

3 credits (3 lec hrs/wk)

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

BA226 Business Law I

3 credits (3 lec hrs/wk)

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

BA227 Business Law II

3 credits (3 lec hrs/wk)

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

Prerequisite: BA226 with a C or better.

BA229 Personal Finance and Money Management

3 credits (3 lec hrs/wk)

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

BA232/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, hypothesis testing and chi-square.
Prerequisite: MTH95 with a C or better.

BUSINESS ADMINISTRATION (Cont'd)

BA238 Sales

3 credits (3 lec hrs/wk)

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

BA239 Advertising

3 credits (3 lec hrs/wk)

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

BA242 Introduction to Investments

3 credits (3 lec hrs/wk)

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

BA249 Retailing

3 credits (3 lec hrs/wk)

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

BA250 Small Business Management: Entrepreneurship

3 credits (3 lec hrs/wk)

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

BA280 Field Experience

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

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

Prerequisite: Instructor consent.

BA285 Business Relations

3 credits (3 lec hrs/wk)

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

BA288 Customer Service

3 credits (3 lec hrs/wk)

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

CHEMISTRY

CHEM70 Foundations of Chemistry

3 credits (3 lec hrs/wk)

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

Concurrent course: MTH70.

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

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

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

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

CHEM105 - Covers gases, properties of solution, equilibrium, acids and bases, radioactivity, organic and biochemistry.

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

Prerequisite: MTH65 or MTH70 with a C or better.

CHEM111 Chemistry for Fire Science

3 credits (3 lec hrs/wk)

A one-term course intended for students who are fire science majors. The course provides an introduction to basic chemical principles and how they relate to fire science.

Prerequisite: MTH70 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 (such as pre-dental, pre-medical, and veterinary students). High school chemistry or equivalent is a prerequisite, as is adequate preparation in algebra. Classroom and laboratory work are quantitative and require good math skills. Must be taken in sequence.

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

CHEM222 - Covers gases, liquids, solutions, equilibrium theory, acids and bases, oxidation reduction.

CHEM223 - Covers thermodynamics, kinetics, electrochemistry, nuclear reactions, and transition metal chemistry.

Prerequisite: High school chemistry or equivalent and MTH95 with a C or higher, or concurrent enrollment in MTH111.

CHEM241/242/243 Organic Chemistry

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

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

Prerequisite: CHEM223.

COMPOSITION See WRITING

COMPUTER INFORMATION SYSTEMS

CIS0593 Computer Lab

0 credit (variable hrs/wk)

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

Concurrent course: Enrollment in any computer course.

CIS0651 Introduction to Microcomputers

0-1 credit (1 lec, 2 lab hrs/wk)

An introduction to use and operations of microcomputers, including components, terminology, applications, disk operating systems, and programming in the BASIC language.

CIS2280 Work Experience

1-4 credits (3-12 lab hrs/wk)

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

Prerequisite: Instructor consent.

CIS131 Computer Information Systems

4 credits (4 lec hrs/wk)

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

Prerequisite: CS101 or instructor consent.

CS2635 Computer Repair and Upgrade

3 credits (2 lec, 2 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, trouble-shoot and maintain hardware and operating system.

Prerequisite: CS101 with a C or better.

CS101 Computers in Society

2 credits (2 lec hrs/wk)

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

CS125D Data Base Management System Applications

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

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

Prerequisite: CS101 or instructor consent.

CS125P Presentation Applications: Microsoft Power Point

3 credits (3 lec hrs/wk)

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

Prerequisite: CS101 or instructor consent.

CS125S Spreadsheet Applications

3 credits (3 lec hrs/wk)

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

Prerequisite: CS101 with a C or better, or equivalent, or instructor consent.

CS125W Word Processing Applications

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

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

Prerequisite: CS101 or equivalent.

CS133B Computer Language I - BASIC

4 credits (4 lec hrs/wk)

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

Prerequisite: CS101 with a C or better.

CS133C Computer Language I - COBOL

4 credits (4 lec hrs/wk)

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

Prerequisite: CIS131.

CS133U Computer Language I-C++

4 credits (4 lec hrs/wk)

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

Prerequisite: CIS131.

CS135W Advanced Word Processing: Desktop Publishing

3 credits (3 lec hrs/wk)

Use of microcomputer word processing software for desktop publishing. Using word processing skills and design/layout theories,

****SEE NEXT PAGE FOR MORE INFORMATION****

COMPUTER INFORMATION SYSTEMS (Cont'd)

students will learn how to develop professional-looking and effective publications.

Prerequisite: CS125W or OA201.

CS140 Introduction to Operating Systems

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

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

Prerequisite: CS101 or equivalent.

CS161 Introduction to Computer Science I (using C++)

4 credits (4 lec hrs/wk)

Presents a history and overview of fundamental concepts of computer science. Includes problem-solving concepts, verification and validation, representation of numbers, machine representation of data, sources of error, and algorithm development. Introduces C++ programming language.

Prerequisite: CIS131 or instructor consent.

CS162 Introduction to Computer Science II (using C++)

4 credits (4 lec hrs/wk)

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

Prerequisite: CS161.

CS178I Internet

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

Students will learn to use the resources of the internet for locating information, disseminating information and communication. Students will learn how the internet works, hardware/software considerations, popular browsers, popular search engines, other inter resources, societal issues, and current topics.

CS199A Web Page Development

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

The course will introduce the concepts, terminology, and application of web page development techniques. The student will learn the common features of HTML editor application software, HTML, graphics preparation techniques, and scripting. Additionally, the course will discuss aspects of web site planning, analysis, and management as well as their application to many business uses and markets.

Prerequisite: CS101 with a C or better or instructor consent.

CS199B Multimedia (Advanced Web Site Development)

4 credits (4 lec hrs/wk)

This course introduces students to multimedia design techniques and to the features of a current multimedia authoring tool to produce movies and web sites with a high degree of interactivity and user control. Basic procedures for importing, linking, and organizing diverse media types are covered as well as conventions for controlling graphics, video, audio, animation, and text. Advanced topics include various scripting techniques.

Prerequisite: CS199A.

CS233B Computer Language II-BASIC

4 credits (4 lec hrs/wk)

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

Prerequisite: CS133B or instructor consent.

CS233C Computer Language II-COBOL

4 credits (4 lec hrs/wk)

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

Prerequisite: CS133C.

CS233U Computer Language II-C++

4 credits (4 lec hrs/wk)

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

Prerequisite: CS133U.

CS240 Advanced Operating Systems

3 credits (3 lec hrs/wk)

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

Prerequisite: CS140 with a C or better.

CS244 Systems Analysis

3 credits (3 lec hrs/wk)

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

Prerequisite: CIS131 and second-year standing.

CS261 Data Structures

4 credits (4 lec hrs/wk)

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

Prerequisite: CS162.

CS280 Field Experience

1-4 credits (3-12 lab hrs/wk)

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

Prerequisite: Instructor consent.

DRAFTING

DRFT100 Computer Assisted Drafting - Survey

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

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

Prerequisite: CS101 or equivalent.

DRFT105 Blueprint Reading

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

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

DRFT110 Computer Assisted Drafting I

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

Introduction to computer-aided drafting (CAD) software, the hardware components comprising a CAD station, and basic disk operating systems (MS-DOS). Drawing set-up, drawing aides, basic drawing, editing and display commands are used to create 2-D schematic and mechanical drawings.

Prerequisite: CS101 or equivalent.

DRFT111 Computer Assisted Drafting II

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

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

Prerequisite: DRFT110 or prior experience with AutoCAD.

DRFT112 Computer Assisted Drafting III

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

Review of CAD I & II and all drawing and editing commands. Introduction to isometrics, three dimensional drawing, plotting and printing a drawing, scripts and slide shows, digitizing existing drawings and use of DXF and IGES formats.

Prerequisite: DRFT111 or equivalent.

EARLY CHILDHOOD EDUCATION

ECE102 Practicum

3 credits (1 lec, 6 lab hrs/wk)

Students will gain experience in various roles and responsibilities of the early childhood educator, working with young children in an organized setting and assisting with supervision of daily activities in a preschool program, including observation/assessment and curriculum development.

Prerequisites: ECE209 and ECE150 with a C or better and appropriate score on reading and writing placement tests.

ECE150 Introduction and Observation in Early Childhood Education

3 credits (3 lec hrs/wk)

A beginning course focusing on the history of early childhood education and the value and usage of objective observation as a

teaching tool. Includes weekly discussion and weekly observation.

Prerequisite: Appropriate score on reading placement test.

ECE152 Creative Activities

3 credits (3 lec hrs/wk)

A curriculum course focusing on understanding and implementing a development approach to creative activities as well as discussion on presentation and methods of evaluation. Students will learn how to utilize various art mediums and materials, incorporate science/cooking experiences, drama/puppetry and the development of mathematical thinking. Specifically, this course will teach students how to develop art, math, science, music and movement activities and curriculum.

Prerequisites: ECE154 and WR121 with a C or better, and appropriate reading placement test score.

ECE154 Children's Literature and Literacy

3 credits (3 lec hrs/wk)

This course is designed to give the student an overview of children's literature and what is available in quality children's literature, along with a rationale for the purpose of such literature, ways to implement its use, and ways to evaluate its appropriateness in given school situations. In addition, students will read children's books, evaluate some of these and have story groups with children. Exploring how children develop literacy will also be covered in depth.

Prerequisites: ED240 with a C or better, and appropriate reading and writing placement test scores.

ECE163 Preschool Practicum

3 credits (1 lec, 6 lab hrs/wk)

Student will gain experience working with young children in a laboratory preschool setting, assisting with supervision of the various activities in a preschool program; including planning, executing and evaluating curriculum materials appropriate for the young child.

Prerequisites: WR121 with a C or better, second year standing, and appropriate score on reading placement test.

ECE209 Theory and Practicum

3 credits (1 lec, 6 lab hrs/wk)

Assists students in developing their leadership potential through classroom discussion and field experience opportunities, on campus and in the community. Students will gain experience and orient themselves to the various roles of the early childhood educator, working with young children in an organized setting and assisting with supervision of daily activities in a preschool program, including observation/assessment and guidance techniques.

Prerequisites: ECE150 with a C or better and appropriate score on reading placement test.

ECE261 Student Teaching I, Early Childhood Education

6 credits (2 lec, 12 lab hrs/wk)

Students engage in supervised teaching of young children in a laboratory setting, applying what they have learned through course work and previous lab work—curriculum planning, observation/assessment, daily planning, working with children and families.

Prerequisites: ECE163 and WR121 with a C or better, second year standing, and an appropriate score on reading placement test.

ECE262 Student Teaching II, Early Childhood Education

6 credits (2 lec, 12 lab hrs/wk)

Students will continue to engage in supervised teaching of young children in a laboratory preschool and in a community setting.

Prerequisites: ECE261 and WR121, and appropriate score on reading placement test.

ECONOMICS

ECON198/298 Independent Studies in Economics

1-3 credits (hrs to be arranged)

Prerequisite: Instructor consent.

ECON201/202/203 Principles of Economics

3 credits/term (3 lec hrs/wk)

Introduction to economic theory, policy and institutions.

ECON201 - includes basic economic concepts, national income, taxes, employment and fiscal policy.

ECON202 - covers monetary policy, international trade and micro-economics.

ECON203 - includes micro-economics, labor markets, income distribution and Marxian economics.

EDUCATION

ED0593 Tutoring Lab

0 credit (variable hrs/wk)

Tutoring lab is a support service for Southwestern Oregon Community College students. This course provides individual or small group tutoring in order to improve a broad range of skills and knowledge. The course uses tutors and individualized instructional materials as needed.

ED120 Leadership Development

3 credits (3 lec hrs/wk)

The central focus of this course is the development of leadership skills. It is designed to provide a basic understanding of leadership and group dynamics theory and to assist the student in developing a personal philosophy of leadership, an awareness of the moral and ethical responsibilities of leadership, and an awareness of one's own style of leadership. The course will integrate readings from the humanities, classic works of literature, contemporary multicultural writings, and experimental learning exercises with readings and discussions of traditional leadership theories.

ED125 Tutoring Principles and Practice

2 credits (10 lec, 30 lab hrs total)

Provides techniques for acquainting adults with basic communications and computational skills. Lecture and laboratory includes practice in tutoring adults in reading, writing and mathematics.

ED126 Tutoring Principles and Practice-Advanced: Level 2 Certification

2 credits (2 lec hrs/wk for 5 wks & 3 lab hrs/wk for 10 wks)

Provides techniques for acquainting adults with basic communication and computational skills. It covers a review of Level 1 topics, characteristics of adult learners, learning styles, cultural awareness, identifying and using campus resources, and tutoring in specific subject areas. Lecture and laboratory includes practice in tutoring adults in various subjects.

Prerequisite: ED125 with a C or better.

ED127 Tutoring Principles and Practice-Advanced: Level 3 Certification

2 credits (2 lec hrs/wk for 5 wks & 3 lab hrs/wk for 10 wks)

Provides techniques for acquainting adults with basic communication and computational skills. Covers a review of ED125 and ED126, structuring the learning experience, assertiveness training, group tutorials and tutoring target populations.

Prerequisite: ED126 with a C or better.

ED221 Advanced Specialized Practicum

3 credits (1 lec, 6 lab hrs/wk)

Allows students to enhance their parenting skills. Students work directly with their own child(ren) in the Child Development Center. Through direct instruction students gain knowledge in promoting their children's cognitive, physical, social and emotional development as well as the enhancement of the child's independence, self-confidence and self-control.

ED222 Advanced Specialized Practicum

3 credits (1 lec, 6 lab hrs/wk)

This course builds on the knowledge gained through ED221. Students continue to work directly with their own child(ren) in the Child Development Center. Students use developmentally appropriate practices to plan activities for the child. They implement, observe and assess various educational strategies.

ED223 Advanced Specialized Practicum

3 credits (1 lec, 6 lab hrs/wk)

This course builds on the knowledge gained through ED221 and ED222. Students continue to work directly with their own child(ren) in the Child Development Center. Students use developmentally appropriate practices and assist children in all areas of development. Students become mentors and models for other students enrolled in earlier levels of Parent Enhancement. Students learn to be advocates for families and children through the promotion of positive parenting practices, developmentally appropriate teaching and curriculum practices, and techniques of individual, child and family empowerment.

ED240 Lesson and Curriculum Planning

3 credits (3 lec hrs/wk)

Instruction in planning daily and weekly activities for Early Childhood Education centers. Methods and materials are used to focus learning on the whole child's needs including social, emotional, creative, physical and cognitive.

Prerequisites: Appropriate scores on reading and writing placement tests.

ED251 Overview of Students with Special Needs

3 credits (3 lec hrs/wk)

Covers the handicapping and medical conditions teachers in the public and private sector must be able to recognize and understand to plan accordingly. The following may be covered: learning disabled, mentally retarded, severely emotionally disturbed, speech and language impaired, vision and hearing impaired, physically handicapped, other health impairments, autism, traumatic brain injuries, Tourette's syndrome, and attention deficit disorder. Although not a handicapping or medical condition, the needs of at-risk youth and techniques for teaching students for whom English is a second language will be covered.

Prerequisites: WR121 with a C or better, and appropriate score on reading placement test.

ED258 Multicultural Education

3 credits (3 lec hrs/wk)

Introduces the student to anti-bias curriculum. Students will be instructed in how to creatively value diversity and help children respect each other as individuals, confronting, transcending and eliminating barriers based on race, culture, gender or ability.

Prerequisites: WR121 with a C or better, and appropriate score on reading placement test.

EDUCATION (Cont'd)

ED280 Field Experience in Education

1-3 credits (3-9 hrs/wk)

Provides an opportunity to gain tutoring or teaching experience while applying methods and techniques.

ELECTRONICS

ELEC101/102/103 Electronic Processes I, II, III

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

This sequence introduces Manufacturing Technology students to electronics technology as it applies to devices and circuits used in electronic communication. Focus areas include computer interface and control used in robotics and automated manufacturing systems. Fundamentals include semiconductor device applications, digital/microprocessor control, and programmable controllers used in the workplace. Emphasis on hands-on applications include using electronic test equipment, computer software and hardware, electronic control schematic and systems documentation interpretation, preventative maintenance, and troubleshooting techniques as they apply to the basics of manufacturing monitor and control. Must be taken in sequence.

ELEC201 Instrumentation and Control I

4 credits (8 lec-lab hrs/wk)

A detailed study of basic electronics test equipment: sensing and measuring devices, testing, measurement methods, errors and limitations. Also covers the use of devices and software for monitoring processes and control in the manufacturing environment.

Prerequisite: ELEC103 with a C or better.

ELEC202 Instrumentation and Control II

4 credits (8 lec-lab hrs/wk)

Principles of robotic systems with experimental application. Covers overview of the robotic field. Basic automated system features will be simulated and explored in the lab.

Prerequisite: ELEC201 with a C or better.

ELEC203 Instrumentation and Control III

4 credits (8 lec-lab hrs/wk)

Course will cover concepts and theory of both analog and digital techniques used in various telecommunication systems. Includes practical application of various devices and methods to real world situations.

Prerequisite: ELEC202 with a C or better.

ELEC211 Electronic Communications Systems

4 credits (8 lec-lab hrs/wk)

This course covers the principles and concepts of commercial communications circuits, systems and applications including communication, AM, FM, television, digital and optical transmission techniques and types of equipment used in electronic communication in the manufacturing work place.

Prerequisite: ELEC103 with a C or better.

ELEC212 Industrial Electronics

4 credits (8 lec-lab hrs/wk)

Students gain an understanding of various electronic and mechanical devices and methods used to control industrial processes and systems.

Prerequisite: ELEC201 with a C or better.

ELEC213 Automated Systems Integration

4 credits (8 lec-lab hrs/wk)

Brings together the electronics hardware and software to monitor and control various advanced automated manufacturing processes and robotics applications used in manufacturing industry.

Prerequisite: ELEC212 with a C or better.

ELEC280 Field Experience

1-5 credits (4-20 lab hrs/wk)

Practical experience in electronics-related workplaces through supervised work experience.

Prerequisite: Instructor consent.

ELEC6280 Cooperative Work Experience

1-5 credits (4-20 lab hrs/wk)

Practical, on-the-job experience in electronics and related areas.

Supervised by employer or authorized, qualified personnel.

Prerequisite: Instructor consent.

ELEC6300 Electronics Project Lab

1-4 credits (3-12 lab hrs/wk)

Project course for students to study in special interest areas of electronics. Actual course content is to be arranged with the instructor prior to enrollment. Typical course work includes documentation, record keeping logs, diagnosis and repair of electronic equipment or special project design and construction.

Prerequisite: Instructor consent.

ENGINEERING, GENERAL

ENGR111 Engineering Orientation I

3 credits (3 lec hrs/wk)

The engineering profession, historical development, ethics and standards of practice, curricula and careers. Introduction to problem analysis and solution, examination of simple electrical and mechanical systems.

Prerequisite: MTH112 with a C or better.

ENGR112 Engineering Orientation II

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

A systematic approach to solutions of engineering problems through computational programming. Fundamentals of computing systems, logical analysis, algorithm development, and input and output design. A higher-level language (e.g., FORTRAN or C) will be studied and utilized.

Prerequisite: MTH112 with a C or better.

ENGR201 Electrical Fundamentals I

3 credits (3 lec hrs/wk)

Introduction to elementary circuit concepts and components. Fundamental circuit models and laws. Circuit transformations and equivalents. The node-voltage and mesh-current methods of analysis. Characteristics and applications of operational amplifiers, capacitors and inductors.

Prerequisite: PH213 with a C or better.

ENGR202 Electrical Fundamentals II

3 credits (3 lec hrs/wk)

Transient response of first-order and second-order system circuits. Sinusoidal steady-state response of circuits. Steady-state power calculations. Balanced three-phase circuits. Mutual inductance.

Prerequisite: ENGR201 with a C or better.

ENGINEERING, GENERAL (Cont'd)

ENGR203 Electrical Fundamentals III

3 credits (3 lec hrs/wk)

Introduction to Laplace Transforms and their applications in circuit analysis. Examination of frequency-selective circuits and active filter circuits. Introduction to Fourier Series and Fourier Transforms and their applications in circuit analysis.

Prerequisite: ENGR202 with a C or better.

ENGR211 Statics

3 credits (3 lec hrs/wk)

Analysis of forces and moments induced in structures and machines under various types of loading conditions. Applications of static equilibrium principles of engineering systems. Calculation of centroids and moments of inertia. Friction phenomena.

Prerequisite: PH213 with a C or better.

ENGR212 Dynamics

3 credits (3 lec hrs/wk)

Fundamental principles and methods of Newtonian mechanics, including kinematics and kinetics of motion, and work-energy and impulse-momentum relations. Applications involving systems of particles and rigid bodies.

Prerequisite: ENGR211 with a C or better.

ENGR213 Strength (Mechanics) of Materials

3 credits (3 lec hrs/wk)

Analysis of stress and strain in deformable bodies. Examination of structural and mechanical members subjected to axial loading, torsion, bending, and shear. Consideration of combined stress states, statically-indeterminate systems, and column instability.

Prerequisite: ENGR212 with a C or better.

ENGR245 Engineering Graphics and Design

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

Graphic communication, multiview and pictorial representation, conceptual design, spatial analysis, engineering designs; graphical analysis and solutions; industrial procedures; introduction to design theory, and computer-aided drafting.

Prerequisite: MTH112 with a C or better.

ENGR250/MTH265 Engineering Probability and Statistics (Statistics for Science and Engineering)

3 credits (3 lec hrs/wk)

A calculus-based statistics course recommended for mathematics, science, and engineering majors. Focusing on probability, random variables, mathematical expectation. Probability distributions, sampling distributions, functions of random variables. Statistical inference (one- and two-sample estimation methods and tests of hypotheses), regression and correlation analysis.

Prerequisite: MTH252 with a C or better.

GE198/298 Independent Study in General Engineering

1-3 credits (hrs to be arranged)

Prerequisite: Instructor consent.

ENGLISH See LITERATURE and WRITING

ENVIRONMENTAL TECHNOLOGY

ENV101 Fundamentals of Environmental Geology

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

A basic study of the fundamental geological principles and applying them to environmental concerns. The role of water in the formation and transportation of soil will also be discussed. The lab will include a mix of hands-on and thought provoking questions dealing with social, ethical, and political issues relevant to environmental concerns.

ENV111 Introduction to Environmental Science

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

This course introduces students to current environmental issues. The course covers scientific basis dealing with environmental problems and is designed to help students learn scientific and analytical tools to search for answers to environmental concerns.

ENV144 Foundations of Environmental Ecology

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

An overview of the principles governing the relationship between living things and their environment with emphasis on the cause, control and prevention of environmental degradation. The course will explore specific environmental issues including habitat fragmentation, acid deposition, and the emergence of new human diseases.

ENV145 Environmental Sampling

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

A lecture and laboratory course designed to provide the students with the knowledge and field experience in environmental sampling. The course will cover fundamentals of environmental sampling for air, soil, and water. Emphasis will be placed on the development of sampling plans and the selection of appropriate sampling parameters, containers, and preservatives, along with field and laboratory quality assurance and quality control.

Prerequisites: CHEM106 and MTH243 with a C or better.

Concurrent course: ENV146.

ENV146 Environmental Methods and Analysis

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

A lecture and laboratory course designed to provide students the opportunity to practice the fundamental principles underlying quantitative and qualitative analysis and their application.

Prerequisites: CHEM106 and MTH243 with a C or better.

Concurrent course: ENV145.

ENV203 Fundamentals of Solid Waste Management

3 credits (3 lec hrs/wk)

An examination of the management of solid and hazardous waste. Included is the identification of waste sources, waste classification, and an examination of possible treatment methods. Pollution prevention and waste minimization plans will be developed, and relevant legislation will be introduced.

Prerequisite: ENV246 with a C or better.

ENV210 Environmental Resources

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

This course introduces students to current environmental issues. Students explore various natural and social systems involved with these issues. The course covers scientific basis dealing with environmental problems and is designed to help students learn scientific and analytical tools to search for answers to environmental concerns. Includes historical perspectives and current and potential methods addressing environmental issues. Some issues explored are air quality, energy and mineral resources, forestry, water resources, fisheries, and population/urban growth.

ENVIRONMENTAL TECHNOLOGY (Cont'd)

ENV235 Soil Conservation and Spoil Management

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

An introduction to the technical aspects of soil science. This course includes the principles of soil conservation, erosion and sediment processes, spoils placement, both mechanical and natural methods of stabilization, and impacts of not practicing prudent soil conservation methods.

ENV245 Sources and Effects of Pollution

3 credits (3 lec hrs/wk)

Basic types and sources of pollution, their interrelationships with climate and their effect on living and non-living things will be emphasized. Pollution control methods and waste minimization activities will be included.

ENV246 Environmental Law

3 credits (3 lec hrs/wk)

This course will summarize the regulatory and legal requirements associated with the National Environmental Policy Act (NEPA), Resources Conservation and Recovery Act (RCRA), Comprehensive Environmental Response, Compensation and Liability Act (CERCLA), Emergency Planning and Community Right-to-Know Act (EPCRA), Clean Air Act, Clean Water Act, Safe Drinking Water Act, Federal Insecticide, Fungicide, Rodenticide Act (FIFRA), and the Toxic Substance Control Act. This course will underscore the critical impact of accurate and complete records upon the overall success of environmental and hazardous waste management programs. The basic elements of compliance auditing and examples of commonly required regulatory reports, forms, and record keeping will be introduced in the course. Oregon's requirements will be the model presented in class whenever possible.

ENV280 Environmental Field Studies

6 credits (40 lab hrs/wk)

The student is required to be employed in a full-time (paid or voluntary, 40 hour/week), environmentally related position for an organization or company utilizing environmental principles, methods, techniques, and/or skills.

FIRE SCIENCE TECHNOLOGY

FS996A Fire Communication -Radio/Alarm

1 credit (10 lec hrs total)

Provides knowledge in reporting, alarm receiving, equipment types, response and radio procedures.

FS996B Fire Prevention and Inspection

2 credits (20 lec hrs total)

Provides basic knowledge in fire prevention and fire inspection.

FS996C Water Supplies

1 credit (10 lec hrs total)

Provides basic information on water hydraulics, water systems, and testing for fire flows.

FS996D Fire Detection, Alarm, Extinguishing Systems

1-2 credits (10-20 lec hrs total)

Provides basic information on protection signaling systems, standards, standpipes, automatic sprinklers and water supplies.

FS996E Aircraft Fire Protection for Structural Firefighters

2 credits (20 lec hrs total)

This course is designed to provide students with basic knowledge of aircraft types and rescue systems, rescue equipment, airfield characteristics, and aircraft rescue and fire fighting procedures. Special emphasis is placed on (1) the role of mutual-aid fire departments in support of an airport incident, and (2) procedures following the event of a downed aircraft within a fire district.

FS996I Fire Investigation

1 credit (12 lec hrs total)

Provides student with the processes to use in determining a fire's point of origin, identify factors which indicate an incendiary fire and evidence pre-investigation.

FS996J Safety Practices

1 credit (10 lec hrs total)

Covers state, federal and local agencies' rules applying to safety at the work place and preventive measures which will reduce personal injury.

FS996K Laws Affecting Fire Fighters

1 credit (10 lec hrs total)

Provides a basic understanding of state, federal and local laws affecting the fire service.

FS996L Supervision and Leadership

1-3 credits (10-30 lec hrs total)

Covers leadership skills in communication, management, problem-solving, and evaluation process.

FS996M Flammable and Reactive Hazardous Materials

2 credits (20 lec hrs total)

Provides students with basic knowledge of common flammable and reactive materials, their physical properties, response procedures and safety considerations.

FS996Q Driver (Fire Service)

3 credits (30 lec hrs total)

This basic course is designed to provide students with concepts in emergency driving, defensive driving, law/policies and maintenance.

FS996R Apparatus Operator I

2.5 credits (2 lec, 1 lab hr/wk)

Provides basic skills and knowledge to efficiently operate pumping apparatus.

FS996S Apparatus Operator II

2.5 credits (2 lec, 1 lec hr/wk)

Provides advanced skills and knowledge to efficiently operate pumping apparatus.

FS996U Instructional Techniques

2 credits (20 lec hrs total)

Designed to provide basic fundamentals in instructional fires, which will enhance the individual's motivation in providing a sound instructional presentation.

FS996W Instructor II

1.5 credits (18 lec hrs total)

This course is intended to provide the fire service instructor with knowledge and skills to prepare class outlines, prepare basic instructional material, and teach formalized classes.

Prerequisite: FS996U.

FIRE SCIENCE TECHNOLOGY (Cont'd)

FS5240 Basic Firefighter (Structure)

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

Provides the beginning firefighter with the knowledge and skills to work under direct supervision.

FS5241 Fire Skills I

2.5 credits (2 lec, 1 lec-lab hrs/wk)

Develops skills and knowledge of organization, small tools, hose, forcible entry and other related skills used in the fire service.

Prerequisite: FS5240.

FS5242 Fire Skills II

2.5 credits (2 lec, 1 lec-lab hrs/wk)

This advanced course in fire skills and knowledge is designed to enhance training obtained in previous classes.

Prerequisite: FS5241.

FS5264 Building Construction for Fire Suppression

1 credit (12 lec hrs total)

Classification of buildings, structural features affecting fire spread, effect of fire on structural strength, fire stops and ratings of materials, fire retardants; Sanborn maps.

FS5274 Fire Fighting Tactics and Strategy

0.75-3 credits (7.5 to 30 lec hrs total)

This course provides students with concepts in response and size-up, fire ground operation, tactical operation, analysis, and prefire planning. Combined operations, mutual aid assistance and disaster planning with emphasis on the incident command system provide student with general knowledge in tactics and strategy.

FS5276 Basic Wildland Fire Management

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

Provides the student with basic fire suppression methods related to forest fires. Occupational preparatory.

FS5280 Cooperative Work Experience

1-3 credits (4-12 hrs/wk)

Maximum of 9 credits applicable toward degree.

Prerequisite: Instructor consent.

FS9320 Hazardous Materials Awareness

0.5 credit (8 lec hrs total)

To provide the hazardous materials first responder with the knowledge and skills to detect and identify hazardous materials and handle minor incidents.

FS9321 Hazardous Materials Operations

1 credit (12 lec hrs total)

Designed to provide basic operations procedures for emergency personnel involved with hazardous materials.

FS9333 Basic Incident Command System (N.I.I.M.S.)

1 credit (10 lec hrs total)

Provides student with knowledge of the Incident Command System (I.C.S.) including operational requirements, eight interactive components and procedures for organizing and operating an on-scene management structure.

FS9367 Basic Incident Command System (I-220)

1.5 credits (16 lec hrs total)

This course is designed to provide students with the basic knowledge of the Incident Command System (ICS)/National Interagency Incident Management Systems (NIIMS). The ICS includes operational requirements, eight interactive components and procedures for organizing and operating an on-scene management system.

FS9395 Career Development – Fire (General)

0-3 credits (1-90 hrs total)

Practical application of current fire suppression and management operations, aimed at employed or volunteer public service employees.

FS9401 Fire Business Management Principles (S-260)

0.5 credit (3 lec, 9 Independent Study hrs total)

A self-paced instructional course designed for all federal agencies dealing with fire business management. This course is developed to meet the general training needs for all positions for which fire business management is required in the Incident Command System (ICS).

Prerequisites: FS9367 and FS5276 with a C or better.

FS9402 Arson Detection for Emergency Personnel

1.5 credits (16 lec hrs total)

This program is designed to provide students with a clear definition of the role of "first arriving" public safety personnel regarding possible arson incidents. Not an arson investigation techniques class, this training provides essential knowledge to enable students to recognize the potential of an intentionally set fire, preserve evidence, and properly report the information to appropriate officials.

FOREIGN LANGUAGES

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

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

GER101/102/103 First Year German

5 credits/term (5 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.

GER201/202/203 Second Year German

5 credits/term (5 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 with a C or better, or 2 years of high school -- German.

FOREIGN LANGUAGES (Cont'd)

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

1-3 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.

SPAN0521 Beginning Conversational Spanish

3 credits (3 lec hrs/wk)

The student develops very basic conversational Spanish vocabulary including necessary grammar.

SPAN0522 Advanced Beginner Conversational Spanish

3 credits (3 lec hrs/wk)

Student develops conversational Spanish vocabulary and necessary grammar. Emphasis is on fluency and pronunciation.

Prerequisite: SPAN0521.

SPAN0523 Intermediate/Advanced Conversational Spanish

3 credits (3 lec hrs/wk)

Students develop conversational Spanish vocabulary and necessary grammar. Emphasis is on fluency and pronunciation.

Prerequisite: SPAN0522.

FOREST RESOURCES TECHNOLOGY

F111 Introduction to Forestry

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

Designed for students majoring in Forestry and transferring to a four-year college or attaining a two-year Associate in Applied Science degree in Forest Resources Technology. Covers a broad overview of basic forestry principles. A review of the history of forestry in Europe and the United States is balanced with discussion of current forest management programs, laws and practices implemented in the United States today.

F198 Independent Studies - Forestry

1-3 credits (hrs to be arranged)

Prerequisite: Instructor consent.

F220A Forest Mensuration I

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

Teaches the basic skills and principles of forest measurements, including cruising, scaling, volume measurements, log and tree grading and the use of various measurement tools and techniques. The labs apply principles learned in the classroom to measure individual trees.

F220B Forest Mensuration II

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

Extends skills and knowledge gained in Mensuration I to include various cruising methods and techniques currently used which are based on standard sampling designs such as line-plot, variable plot, strip and 3-P. A review of elementary statistics is included.

Prerequisite: F220A with a C or better.

F254 Tree and Shrub Identification

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

Characteristics, classification and identification of woody plants in Oregon. Principle timber trees of the United States and many introduced species are covered.

F280 Forestry Field Studies (Summer)

6 credits (320 lab hrs total)

Student is required to be employed in a full-time (approximately 40 hrs/wk) forestry or forest-related position. (This position could be voluntary.) The positions could change during the summer work period (8 weeks) depending on the employer's needs. The student will maintain a daily journal recording all forestry work performed, which will be reviewed. The employer will be required to correlate daily work activities with academic course work at the college and report any shortcomings. Field visits will take place at the beginning and end of the work period.

F603 Forest Ecology

3 credits (2.5 lec, 1.5 lab hrs/wk)

Provides the student with the basic knowledge of Forest Ecology, covering the elements of the forest ecosystem and its interrelationships.

F609 Forest Protection

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

Describes the destructive agents in the forest including disease, insects, animals and fire. Emphasizes identification of insect and disease organisms and control measures. Fire will be discussed as it relates to prevention, pre-suppression and suppression. Labs will examine these agents and various control procedures.

F611 Timber Harvesting Operations

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

Basic logging methods, cost and techniques used primarily in the Pacific Northwest but which are often used in many parts of the world. Various types of logging operations will be visited during laboratory periods.

F614 Forest Contracts and Mapping

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

Basic forms of forest contracts and their functional administration. Also covers forest mapping as it relates to forest contracts using new techniques such as GPS mapping and AutoCAD.

F616 Aerial Photo-Interpretation (Remote Sensing)

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

Provides students with basic knowledge of aerial photography used in forestry and an update on the latest techniques used in remote sensing. New methods of photo digitizing will be introduced as well as airborne video using GPS and GIS.

FOREST RESOURCES TECHNOLOGY (Cont'd)

F617 Silviculture

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

An introductory course to describe and observe the biological influences on forest stands. Principles involve the nature of forest trees and stands, their growth, reproduction, environment, composition, nutrition and various responses.

F620 Advanced Silviculture

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

Application of principles previously learned to the improvement of forest stands through basic silvicultural practices. Laboratory and field exercises will include actual stand treatments on both public and private land.

Prerequisite: F617.

FE222A Elementary Forest Surveying

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

Basic fundamentals of plane surveying and the use of various surveying instruments. The theory of field measurements, bearings, angles and azimuths is emphasized.

FE222B Advanced Forest Surveying

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

Designed to follow FE222A Elementary Forest Surveying. Application and use of more precise engineering instruments will be developed. Engineering procedures used in land surveying are covered.

Prerequisite: FE222A with a C or better.

FE606 Forest Engineering

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

Study of forest engineering procedures with particular emphasis on road design and location.

Prerequisites: FE222A and FE222B.

FP210 Wood Products Utilization (Forest Products)

4 credits (2 lec, 4 lec-lab hrs/wk)

Emphasis on the basic forms of products derived from timber resources and how they relate to the economy.

FW0621 Field Studies in Biology-Ornithology (Birds)

1.5 credits (10 lec, 15 fld hrs total)

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

FW6430 Introduction to Oregon's Fish and Wildlife

3 credits (3 lec, 1.5 lab hrs/wk)

Basic information on the life histories and habits of Oregon's game and non-game wildlife species including fish, reptiles and amphibians, birds, and mammals. History, legislation, and wildlife management practices will also be discussed. One full day Saturday field trip is included to view wildlife habitat and management techniques.

FW6440 Ichthyology

3 credits (3 lec hrs/wk)

This course introduces the student to the field of ichthyology. The students will learn how fish have become distributed and how they have evolved into a wide variety of species that are acutely suited to their environment as well as their community. The course will provide

students with in-depth knowledge of the design and function of most families of fish in the Pacific Northwest.

FW251 Principles of Wildlife Conservation

3 credits (3 lec hrs/wk)

Provides firsthand knowledge and laboratory experience related to some of Oregon's fish, wildlife and forest resources with an emphasis on the relationships between water quality, fish and forest practices. The latest studies are presented and analyzed in relation to physical and economic feasibility.

FW252 Wildlife Resources: Mammals

3 credits (3 lec, 1.5 lec-lab hrs/wk)

Provides detailed information on identification, life histories, taxonomy, morphology and characteristics of mammals in general and of Oregon mammals in particular.

FW253 Wildlife Resources: Birds

3 credits (3 lec hrs/wk)

Provides detailed information on identification, life histories, taxonomy, morphology and characteristics of birds in general and Oregon birds in particular. Several field trips emphasizing identification of local birds.

FW255 Techniques in Wildlife Science

3 credits (3 lec hrs/wk)

A review of a variety of fish and wildlife populations and various management techniques. Classroom sessions will include slide programs, videos, illustrated handouts, and the use of actual specimens. The field trip will provide a "hands on" opportunity for the students to use a variety of sampling equipment.

RR251 Recreation Resource Management

4 credits (2 lec, 4 lec-lab hrs/wk)

Introductory course in outdoor recreation exploring the needs and demands of the American public for recreational opportunities, stressing importance and management of forest and wild lands for recreational use. Economic factors of planning, design, development and management of our recreational resources will be covered.

GEOLOGY

G0621 Geology of Western Oregon

1 credit (3 lab hrs/wk)

Introduction to geology principles and processes with an emphasis on local geology, including topographical and geologic maps and field trips to observe local geology.

G0623 Minerals and Rocks of Oregon

0 credit (3 lec-lab hrs/wk)

A study of the nature, origin and use of minerals and semi-precious minerals. Concentrates on identification, sampling and collection methods of common rock-forming minerals and semi-precious minerals located in Oregon.

G145 Regional Field Geology

1-5 credits (variable lec/field/lab hrs/wk)

A field study of significant geologic features of selected regions. Arranged to illustrate the geologic setting, stratigraphy and structure, topography, age and origin, significant events through geologic time, and special features unique to the region. Students are expected to demonstrate a knowledge of the geologic section for the region and to submit a report of their studies. Also offered as G1640 for no credit or grade.

GEOLOGY (Cont'd)

G146 Geology of Southwestern Oregon

3 credits (3 lec hrs/wk)

Studies the physical and historical features of southwestern Oregon. Examines the geologic setting, age and origin, stratigraphy, structure and topography. Includes the sequence of events and geologic features of the Coast Range and Klamath Mountain provinces of southwestern Oregon. The major geologic aspects of each city in the region are emphasized.

G198/298 Independent Study in Geology

1-6 credits (1-6 hrs/wk to be arranged)

Prerequisite: Instructor consent.

G201/202 Physical Geology

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

A study of the nature of the earth and earth materials, geologic structures, fundamental geologic principles, and physical processes acting within and upon the earth. Laboratory exercises and field trips are required.

Concurrent course: G145.

G203 Historical Geology

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

A study of the physical and historical nature of the earth. Includes principles of historical geology, geologic time, the sequence of tectonic changes, stratigraphic relations, paleogeographic environments and major events through time; and the progression of plant and animal life through time. Laboratory exercises and field trips are included.

G207 Geology of the Pacific Northwest

3 credits (3 lec hrs/wk)

Regional study of the geologic history of the Pacific Northwest: the stratigraphic relations, the structural framework, the origin and development of landforms, other significant geologic features and the sequence of geologic events for each of the major provinces.

G220 Prehistoric Life

3 credits (3 lec hrs/wk)

Nature and classification of prehistoric life, its stratigraphic significance, fossilization, evolutionary mechanisms and patterns, functional morphology and paleoecology. Identification of significant fossil invertebrate genera is emphasized.

G221 General Geology

3-4 credits (3 lec or 3 lec, 3 lab hrs/wk)

Introduces the physical aspects of geology. Includes rocks and mineral formation and identification, volcanos, earthquakes, plate tectonics and glaciation. Also includes other gradational processes, other aspects of volcanism, geologic time, a brief survey of prehistoric life and sequence of major changes and events through time. Laboratory exercises included if taken for 4 credits.

G291 Minerals and Rocks

3 credits (3 lec hrs/wk)

Nature and origin of rocks and minerals; crystallography; the chemical and physical properties, description and identification of minerals; rock-forming processes; rock composition, textures, structures; and the classification, description and identification of rocks.

G299B Geological Hazards and Natural Catastrophes

3 credits (3 lec hrs/wk)

The causes and effects of earthquakes, tsunamis, landslides, ground subsidence and collapses, floods, storms, coastal erosion and volcanic eruptions. The possibilities for prediction and mitigation, and the potential risks for hazards in Oregon, are included.

HEALTH and FIRST AID

HE9359 Responding to Emergencies

1 credit (23 hrs total)

Teaches First Aid skills the citizen responder needs to act as first link in EMS system. Covers skills to sustain life, reduce pain and minimize consequences of injury or sudden illness until professional medical help arrives. Emphasizes prevention of injuries and illness, with a focus on personal safety, CPR.

HE9380 Cardiopulmonary Resuscitation (AHA or Red Cross)

0.5 credit (4 lec, 6 lab hrs total)

Developed to teach skills and background of application of CPR in cardiac arrests, clearing an airway obstruction of a choking victim and recognizing the aforesaid situation. Red Cross and/or American Heart Association certification.

HE9381 Basic First Aid (Red Cross)

0.5 credit (5 lec, 5 lab hrs total)

Designed to teach a good basic knowledge of First Aid for the immediate and temporary care of the sick and injured prior to the arrival of summoned medical treatment.

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 no credit or grade.

HE250 Personal Health

3 credits (3 lec hrs/wk)

Study of personal health issues with emphasis on wellness, behavior, substance use and abuse, physical fitness, consumer health issues and current health concerns, sexuality, mental health, stress management and nutrition awareness.

HEALTH OCCUPATIONS and E.M.T.

HE5280 Certified Nurse Assistant Cooperative Work Experience

0 credit (maximum of 360 lab hrs total)

CNA Cooperative Work Experience provides a clinical experience between Southwestern Oregon Community College and a local clinical site that operates from mid-June until the beginning of fall term. It is a position that nursing students may apply for during the spring quarter of the first year of the nursing program. Students work under the direction of a registered nurse and function as a support person on designated nursing units in the clinical site.

****SEE NEXT PAGE FOR MORE INFORMATION****

HEALTH OCCUPATIONS AND E.M.T. (Cont'd)

Prerequisites: NUR103 with a D or better, proof of malpractice insurance coverage, CNA certification, completion of one year of clinical experience in a school of nursing, satisfactory completion of pre-employment physical and drug screen required by the designated clinical site.

HE9456 Therapeutic Touch 1 credit (1 lec hr/wk)

Therapeutic Touch is a nursing intervention which is an interpretation of the ancient healing practice of laying on of hands. It is based on compassion and the intent to use oneself and one's hands as an instrument of healing. Therapeutic Touch promotes relaxation and pain relief. It can be used in a variety of settings both in and out of the hospital. This one credit course will outline the theory, the historical perspectives, and the method of Therapeutic Touch. The participants will gain sufficient experience to be able to use it in daily practice. Therapeutic Touch is currently being practiced by many nurses and allied health professionals throughout the world and is taught in nursing schools along with traditional curricula.

HE257/928 Emergency Medical Technician-Basic (A/B) 10 credits(80 lec, 60 lab, 10 field study hrs total)

This course prepares individuals for certification in Oregon as an Emergency Medical Technician-Basic. Develops skills in recognition of symptoms of illness and injuries and proper procedures of emergency care. HE928 is for volunteers not pursuing the EMT 1 year Certificate.

Prerequisites: Students are required to complete a special application and meet minimum entrance requirements to register for the course. Application information can be obtained through the EMT Program Coordinator's Office or the Student Services Office.

HE258/931 Emergency Medical Technician-Intermediate (A/B) 9 credits (76 lec, 44 lab hrs total)

Prepares individuals for certification in Oregon as Emergency Medical Technician- Intermediate. Covers theory and practice of procedural responsibilities delegated to the EMT-Intermediate. Incorporates discussion, demonstration, and practical application of roles and responsibilities, patient assessment and management, airway management, shock, intravenous and intraosseous infusions, defibrillation and basic ECG monitoring, pharmacology and medications, and protocols.

Prerequisites: EMT Program Course Enrollment Application and Prerequisite Verification Form, EMT-Intermediate pre-test, Current EMT-B Certification, and current CPR card.

HE260/9360 First Responder Course 3 credits (30 lec, 10 lab hrs total)

Prepares students for certification as a First Responder. Course offers training designed to improve the quality of emergency care rendered to victims of accidents and illness. Students are taught to be proficient in providing basic life support and to take action necessary to minimize patient discomfort and to prevent further complications. Must be at least 16 years of age.

HE262 CPR Instructor Training (AHA) 2 credits (22 lec hrs total)

Learn how to teach CPR. Review basic life support, both theory and application. Practice methods, materials and techniques used in CPR courses. Successful completion provides Instructor Certification and/or Recertification.

Prerequisite: Current certification in Cardiopulmonary Resuscitation by the Oregon Heart Association (BLS Course-Level C).

HE280E EMT Field Experience 1 credit (30 lab hrs total)

A planned program of observation and practical experience with an organization providing emergency medical services, designed to provide students with experience and an opportunity to apply emergency medical concepts and theory in a field situation.

Prerequisites: HE257 or HE258 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 paramedic, emergency medical services systems, medical-legal considerations, major incident response, hazardous materials awareness and stress management.

HE943 Emergency Medical Technology Rescue 3 credits (2 lec, 4 lab hrs/wk)

This course covers elementary procedures of rescue practices, systems, components, support and control of rescue operations including ladder procedures and basic rescue tools. Introduction to techniques and tools of patient extrication, emphasizing application to traffic accidents, as required for paramedic certification.

HE944 Emergency Communication and Patient Transport 3 credits (2 lec, 3 lab hrs/wk)

This course covers ambulance operation, laws, maintenance, and safety; emergency response driving and route planning; communication systems, radio types, HEAR system, codes and correct techniques.

HISTORY

HST101/102/103 History of Western Civilization 3 credits/term (3 lec hrs/wk)

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. Sequence with HST102, HST103, need not be taken in order.

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. Sequence with HST102, HST103, need not be taken in order.

HST103 - Traces the knowledge, culture and political-economic development of the Western World from the early 19th century to the present. Sequence with HST101, HST102, need not be taken in order.

HST201/202/203 History of the United States 3 credits/term (3 lec hrs/wk)

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. Sequence need not be taken in order.

HST202 - Major social, economic, political and cultural developments from the mid-19th century to the 1920s. Sequence need not be taken in order.

HST203 - Major social, economic, political and cultural developments from the 1920s to the present. Sequence need not be taken in order.

HOME ECONOMICS

Some of the following listed courses are offered on a rotating basis. A few specialized courses are provided only when specific community need has been indicated. Check with the Office of Extending Learning.

FN225 Nutrition

4 credits (4 lec hrs/wk)

Study of nutrition and the newer scientific investigations of optimal diet and health; present-day nutritional problems for home economics majors, nursing students, physical education, food service, dental hygiene and early childhood education majors.

HEC0785 Home Maintenance and Repair

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

A course designed to teach the basic principles of home repair and maintenance based on an understanding of basic home construction techniques and the correct selection of methods, materials and tools to use to correct and repair basic problems and to develop a home maintenance and care plan.

HEC0798 Home Design

2 credits (2 lec hrs/wk)

This course is designed to introduce basic principles of home design including architectural style, site planning, home furnishing and decorating for residential building or remodeling.

HEC0850 Introduction to Furniture Making

1.5 credits (3 lec-lab hrs/wk)

An introductory course that will expose the student to the tools, techniques and materials involved in the construction of solid wood furniture. Topics include design, hand and power tool use, joint making and finishing. This course is a blend of lectures, demonstrations and hands-on experiences for the students. The development of sound woodworking techniques and skills is emphasized.

HEC0874 Portable Appliance Cooking

0.5-1 credit (15-36 hrs total)

Techniques of preparing foods in microwave ovens, woks, convection ovens, slow cookers, portable grills and ovens. Stresses selection of ingredients for basic foods as well as gourmet recipes.

HEC9944 Balancing Work and Family

0-2 credits (1-24 lec hrs total)

Designed to help each participant develop strategies for managing the stress accompanying the dual roles and implementing sound strategies to accomplish tasks and responsibilities involved in maintaining a family and home while working outside the home or in a home-based business.

HEC9946 Skills for Success

0.5 credit (18 lab hrs total)

Focuses on the skills and knowledge needed to make the transition from homemaker to the dual role involved when also working outside the home. Addresses goal setting, self-esteem, management of the home, family and personal resources including time and energy, human relations, personal development and strategies for gaining employment.

HUMAN DEVELOPMENT and FAMILY STUDIES

HDFS140 Contemporary American Families

3 credits (3 lec hrs/wk)

This course provides an introduction to family studies. Focus is on the diversity of the American family today and a historical overview of changes in the family environment and structure over time. Students will become familiar with a variety of internal and external factors influencing families such as parenting, violence, gender, divorce, remarriage, economics and culture.

Prerequisites: WR121 with a C or better and appropriate score on reading placement test.

HDFS222 Family Relations

3 credits (3 lec hrs/wk)

A practical and theoretical course examining communication patterns and relationships between adults, adults and children and within intimate personal relations (marriage, families, and couple relations). Emphasis is on understanding the role of the family and its consequent role in the development of the child.

Prerequisites: HDFS140 with a C or better and appropriate score on reading placement test.

HDFS225 Prenatal, Infant, and Toddler Development

3 credits (3 lec hrs/wk)

This course introduces the principles of development, prenatal through two years of age. Emphasis will be on physical, intellectual, emotional, and social growth and development of young children.

Prerequisite: Appropriate score on reading placement test.

HDFS229 Development in Middle Childhood

3 credits (3 lec hrs/wk)

This course includes the study of growth and development in six through twelve year old children. Emphasis will be on physical, cognitive, emotional and social growth of the school-aged child.

Prerequisites: WR121 with a C or better and appropriate score on reading placement test.

HDFS247 Preschool Child Development

3 credits (3 lec hrs/wk)

The principles of development as they apply to the young child ages two and one-half through five. Emphasis is placed on physical, cognitive, emotional and social growth in children in this age group. Students gain experience in observation and assessment.

Prerequisites: Appropriate scores on reading and writing placement tests.

HDFS285 Professional Issues in Early Childhood Education

3 credits (3 lec hrs/wk)

Early childhood educators fulfill a diverse role in present society. This course prepares students to meet the many professional roles requiring knowledge of ethics, conflict resolution, advocacy, and understanding of how to influence the government process. Also covers the latest information available in child development, family studies and changes in rules and regulations governing early childhood education programs.

Prerequisites: PSY228 and WR121 with a C or better and appropriate score on reading placement test.

HEC9942 Parent Seminar (STEP)

1 credit (2 lec-lab hrs/wk)

Help for parents dealing with the everyday difficulties of raising children in a rapidly changing world.

HUMAN SERVICES

HS0665 Journey of Hope: Family Education Course

0 credit (2.5 lec-lab hrs/wk)

Presents basic psychoeducational and skill training with self-care, emotional support, and empowerment to families of persons with schizophrenia or major affective disorders.

HS100 Introduction to Human Services

3 credits (3 lec hrs/wk)

An introductory course in the nature and scope of selected problems in America and the relationship of these problems to the historical development of the human service system and human service organizations.

HS102 Drug Use, Misuse and Addiction

3 credits (3 lec hrs/wk)

Examines drugs, their physiological and psychological effects, and implications of treatment and prevention. Covers food additives, prescription medication and chemicals in the environment.

HS154 Community Resources

3 credits (3 lec hrs/wk)

Addresses the history and organizational perspective of the development of human services institutions. Students explore human service work as it relates to the client, worker and work place. Community resources are identified and students learn the appropriate methods of identifying client needs and referring the client to available resources. There is an introduction to interviewing and relationship development.

HS155 Interviewing Theory and Techniques

4 credits (4 lec hrs/wk)

Theoretical background and specific interviewing techniques. Practice in interviewing situations with peers and professional observation and feedback.

HS167 Gerontology

3 credits (3 lec hrs/wk)

Presents aging as an active developmental process which occurs throughout life. Examines social, physical, emotional and cultural dynamics which influence the aging process. Examines ways of promoting positive involvement throughout life.

HS168 Mental Health and Aging

3 credits (3 lec hrs/wk)

Presents basic information regarding issues in mental health and aging that is grounded in an integrated, bio psychosocial approach to human behavior. Specific organic and functional mental disorders will be studied within the context of the family and community. The course will present an interdisciplinary approach to the care of the elder client. Also offered as HS0668 for no credit or grade.

HS170 Introduction to Practicum

3 credits (3 lec hrs/wk)

Provides the background and specific skills needed to select and succeed in a human services practicum placement.

Prerequisites: HS100, HS154 and HS155 with a C or better.

HS200 Understanding Addictive Behavior

3 credits (3 lec hrs/wk)

Presents a concept for understanding addictions of any kind, examining a unifying addictions model and determining the implications this has for recovery. The majority of the course

concentrates on effects of addiction with youth and families focusing on family dynamics and treatment of addictive families, with emphasis on principles of intervention with youth, juvenile assessment and the addiction process for youth and families. The material is presented in lectures, class exercises, reading assignments, group discussions and explanations.

HS202 Counseling the Chemically Dependent Client

4 credits (4 lec hrs/wk)

Students develop skills for counseling chemically dependent clients in individual sessions.

Prerequisite: HS266 with a C or better.

HS260/SP219 Group Dynamics (Small Group Discussion)

3 credits (3 lec hrs/wk)

Introduction to theory of small group behavior and skills in working with groups. Includes styles of group leadership, roles played by various group members and supervisor/subordinate relationships.

HS261 Counseling the Older Adult

3 credits (3 lec hrs/wk)

How to work with and/or provide services for older adults. Covers physical, emotional, environmental and developmental issues unique to older persons. Includes discussion and practice of communication and counseling skills emphasizing empathy, respect, and genuineness.

HS265 Intervention Strategies I

4 credits (4 lec hrs/wk)

First in a series of three designed to provide students with skills necessary for the provision of mental health/human services. Students learn to work with clients using a Biopsychosocial Cultural Environmental perspective, and to think about, interpret, and use Psychoanalytic, Adlerian, Existential and Person Centered theories and therapies while providing therapeutic interventions and counseling services.

Prerequisite: HS155.

HS266 Intervention Strategies II

4 credits (4 lec hrs/wk)

Second in a three-part series providing students with knowledge and development of skills to provide therapeutic interventions to persons in need of mental health/human services. Students will understand and be able to describe and utilize, in class and in the field, all aspects of Gestalt, Reality, Behavior, Cognitive-Behavior and Family Systems theory and therapy.

Prerequisite: HS265.

HS267 Intervention Strategies III

4 credits (4 lec hrs/wk)

Third of the three course series providing students with knowledge of theory and practice skills enabling them to establish warm therapeutic relationships and provide therapeutic interventions to persons in need of mental health services. Students learn to address the changing family and to consider the various non-traditional family forms existing in today's society from a multi-cultural perspective.

Prerequisite: HS266.

HS291 Practicum: Human Services

3-5 credits (90-150 hrs/quarter at a pre-approved practicum site)

On-site clinical and community experience with human services organizations plus weekly one-hour seminars integrating field and classroom experiences.

Prerequisites: HS170 and approval from program coordinator.

INTERNATIONAL STUDIES

DEV0650 Computer Assisted English for Int'l Students 1 credit (3 lab hrs/wk)

Methods of guided self-study are used to improve language skills. Begins with an assessment of a student's ability in speaking, learning, grammar, vocabulary and pronunciation of English. A prescription of exercises from selected computer modules are given to the student by the instructor. Students work on the material at their own pace. Students are re-assessed every two weeks to assist them in progressing toward their goals and to assign additional exercises.

JOURNALISM

Students in the Journalism Program learn the techniques and concepts of modern communication in classes that emphasize practical publishing experience. In all classes, students apply their skills by writing, editing, and designing publications, including the Southwester, a twice-monthly newspaper serving the College and regional community and World Wide Web pages distributed electronically. Second-year students learn advanced editing and publication management skills by serving on the editorial staffs of these publications.

J199M Digital Media

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

Introduction to digital media acquisition, management, and manipulation. Students will develop media projects utilizing audio, traditional photography, and digital video for publication in various digital formats, ranging from print to web to CD-ROM. Advanced computer skills and/or J204 are recommended.

J202 Information Gathering/Applied Electronic Publishing

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

Students research, annotate, and analyze information on a chosen public policy issue. Researchers will utilize libraries, computer databases, and personal interviews to create an annotated bibliography, from which they will digest and publish a research report on the World Wide Web.

Prerequisite: WR122

J203 Writing for the Media

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

This class introduces the basic skills and responsibilities required of writers working in print and electronic media, with a focus on writing informative news articles. Students learn to write with objectivity, clarity and style by publishing articles in the student newspaper and on the College's World Wide Web page.

J204 Visual Communication for Mass Media: Applied Desktop Publishing

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

Students learn the basic concepts, skills, and tools of visual communication, with a focus on applied desktop publishing. Students study and practice the aesthetics of page layout, page design and the use of text, photography and graphic art. Using desktop publishing software, students design and publish pages in the student newspaper and on the Worldwide Web.

J215 Publishing Lab: Print and Electronic

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

Students practice journalism and publishing skills by publishing the student newspaper and other publications, including magazine and World Wide Web pages. Staff duties include writing, editing,

photography, graphic design, computer network management, advertising, and business management. This lab is required for all staff members on the Southwester.

Prerequisites: Any one of the following: J202, J203, J204, J217, WR241, WR242, WR243, or WR222.

J217 Feature Writing

3 credits (3 lec hrs/wk)

Students write non-fiction feature articles for print and electronic media. After studying basic models of narrative and explanatory feature writing, students write feature articles for the student newspaper, magazine and World Wide Web page.

J280 Field Experience

9 credits maximum (variable hours)

Combined work and study projects in the fields of writing, reporting, editing, public relations and other mass media-related activities.

Prerequisite: WR122 with a C or better.

JUSTICE SERVICES

CJ100 Foundations of Criminal Justice

3 credits (3 lec hrs/wk)

A contemporary view of the criminal justice system and its processes. The structural and theoretical framework of the system is examined and the function, role and practices of police, courts and corrections components of the system are surveyed. Career opportunities in the criminal justice field are explored.

CJ101/SOC244 Criminology

3 credits (3 lec hrs/wk)

An interdisciplinary perspective of crime and criminal behavior in relation to the criminal justice system. Theoretical approaches to explaining crime, criminal statistics, typologies and victimology will be assessed. Influence of crime theory on public policy will be explored.

CJ107/207 Criminal Justice Workshops

1 credit (10 lec hrs total)

Current criminal justice problems and methods of alleviating them.

CJ110 Introduction to Law Enforcement

3 credits (3 lec/hrs wk)

A comprehensive look at law enforcement in America ranging from the historical evolution of police systems to an analysis of the work of police officers. Topics addressed include law enforcement jurisdiction and field operation, patrol procedures, organization of law enforcement agencies, selection and socialization of police officers, and current issues related to law enforcement.

CJ120 Judicial Process

3 credits (3 lec hrs/wk)

Presents a thorough overview of the American courts and judicial stage of justice administration from the time of arrest to the point of sentencing criminal offenders. Topics to be considered include the structure, function, and processes of the courts, the court room work group, and issues relevant to the courts.

CJ130 Introduction to Corrections

3 credits (3 lec hrs/wk)

Introduces students to the philosophy and history of corrections in the United States. Sentencing, corrections institutions, and community corrections are addressed along with critical issues in the field. A field trip to a correctional facility is scheduled as part of this course.

JUSTICE SERVICES (Cont'd)

CJ131/SOC220 Institutional Corrections

3 credits (3 lec hrs/wk)

A detailed exposure to correctional facilities used for the punishment of those convicted of crimes. The evolution of the penal institution, levels of custodial security, and issues relating to custody, treatment, and programs within penal institutions will be explored. Field trips to correctional facilities.

CJ140 Criminalistics

3 credits (3 lec hrs/wk)

Introduces students to the application of science to criminal investigation. Scientific techniques useful in preventing and recognizing crime, and in identifying perpetrators of crimes are addressed. Students are introduced to proper techniques for collecting, preserving, and identifying physical evidence and are introduced to the services offered by state and federal crime laboratories.

Prerequisite: CJ210 is recommended, but not required.

CJ198/298 Independent Study in Criminal Justice Administration

1-3 credits (hr to be arranged)

Prerequisite: Instructor consent.

CJ200 American Crime Policy

3 credits (3 lec hrs/wk)

Offers a critical review of crime policy in the United States from both the liberal and conservative perspectives. Current programs and issues are addressed that relate to criminal justice administration. Factors influencing the development of public crime policy are explored, along with factors crucial to the development of successful crime prevention programs.

Prerequisite: CJ100.

CJ201/SOC221 Juvenile Delinquency

3 credits (3 lec hrs/wk)

A philosophical, historical, and practical survey of juvenile justice administration in the United States. Considered in the context of an interdisciplinary framework, theories, factors, and characteristics of delinquency will be presented and treatment and delinquency prevention programs will be surveyed.

CJ203 Crisis Intervention

3 credits (3 lec hrs/wk)

Focuses on crises encountered in a variety of settings related to public safety. Techniques and approaches to intervention and working with persons experiencing crisis are addressed. Presents material on initial intervention, defusing and assessment, resolution and/or referral, with emphasis on safety.

CJ210 Criminal Investigation

3 credits (3 lec hrs/wk)

Basic principles and theories of investigative routines focusing on the primary skills used in all justice agency investigation. Specific attention is given to crime scenes, interviewing, handling and preparation of evidence, witnesses, surveillance, technical resources and case preparation.

CJ215 Criminal Justice Administration

3 credits (3 lec hrs/wk)

Surveys the complexities of organizing and managing a police agency. Topics covered include principles of organizing and operating police agencies, leadership, policy formulation, and human resource management along with traditional management functions such as

planning and budgeting. Traditional and non-traditional management principles are addressed.

Prerequisite: CJ110 with a C or better.

CJ219 Police and the Community

3 credits (3 lec hrs/wk)

The role of the police in maintaining positive interaction with the community is presented. Interrelationships between agencies and citizens are explored including community tension, minority group interests relative to crime, social forces affecting policing, and police image. The central focus is on community-oriented policing.

Prerequisite: CJ110 with a C or better.

CJ220 Criminal Law

3 credits (3 lec hrs/wk)

An introductory analysis of the criminal law and the development and philosophy of criminal law, criminal law as a social force, definitions and concepts, constitutional principles and the classification of crimes in relation to criminal justice administration. Students are introduced to legal research, the study of case law and methodology, and specific criminal offenses.

CJ222 Procedural Law I

3 credits (3 lec hrs/wk)

An examination of procedural considerations related to the investigation of crime, processing of accused persons, and maintenance of order in American society. Rights of individuals and obligations of criminal justice practitioners will be analyzed. The course focuses on First, Fourth, Fifth and Fourteenth Amendments to the United States Constitution and is designed to precede Procedural Law II.

CJ225 Corrections Law

3 credits (3 lec hrs/wk)

An analysis of the legal principles related to the rights and status of persons convicted of crimes in the United States. Constitutional principles related to probation, incarceration, and parole will be addressed along with legal obligations and liabilities of corrections agencies and their employees.

CJ229 Community-Based Corrections

3 credits (3 lec hrs/wk)

Examines a variety of community corrections services and treatment options as historically and presently practiced. Focus is on probation and parole systems and services, community-based release programs and alternatives to incarceration.

CJ230 Introduction to Juvenile Corrections

3 credits (3 lec hrs/wk)

This course introduces students to the historical and contemporary aspects of corrections in relationship to juvenile offenders. Primary emphasis in the course is centered on juvenile corrections philosophy as applied to the correction and treatment of juvenile offenders.

CJ232 Introduction to Corrections 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.

JUSTICE SERVICES (Cont'd)

CJ242 Procedural Law II

3 credits (3 lec hrs/wk)

A continuation of CJ222, Procedural Law I, focusing on Sixth and Eighth Amendment issues, civil rights matters and rules of evidence.

Prerequisite: CJ222 with a C or better.

CJ243/SOC243 Narcotics and Dangerous Drugs

3 credits (3 lec hrs/wk)

Introduction to the relationship of substance abuse to crime and criminal justice administration. Emphasis is on illicit drugs and alcohol. Drug effects, theories of abuse, legislation, enforcement strategies, policy options, and treatment and prevention strategies relative to substance abuse are addressed.

CJ280 Field Experience

1-3 credits (3-9 hrs/wk)

Supervised field experience in one of the agencies of criminal justice. Includes a seminar for discussion of problems and experience gained.

CJ5401 ROTA Module 1: Legal Concepts I

3 credits (3 lec hrs/wk)

The first module of the Reserve Officer Training Academy. A basic overview of the criminal justice system in Oregon. Focuses on the Oregon Criminal Code and laws police officers enforce while carrying out their responsibilities. Course content is based on Oregon Board of Public Safety, Standards and Training performance objectives.

Prerequisite: Students must be sponsored by a law enforcement agency.

CJ5402 ROTA Module 2: Legal Concepts II

3 credits (3 lec hrs/wk)

Second module of the Reserve Officer Training Academy. Exposes reserve officers to the Oregon Motor Vehicle Code, the juvenile in the administration of the law, and related matters. Course content is based on Oregon Board of Public Safety, Standards and Training performance objectives.

Prerequisite: Students must be sponsored by a law enforcement agency.

CJ5403 ROTA Module 3: Human Behavior

3 credits (3 lec hrs/wk)

Third module of the Reserve Officer Training Academy, focusing on topics related to the variety of incidents and people encountered in policing, including professionalism, domestic conflict management, cultural dynamics, communication strategies, traumatic incident awareness and dealing with mentally ill persons. Course content is based on Oregon Board of Public Safety, Standards and Training performance objectives.

Prerequisite: Students must be sponsored by a law enforcement agency.

CJ5404 ROTA Module 4: Patrol Procedures

3 credits (3 lec hrs/wk)

Fourth module of the Reserve Officer Training Academy, focusing on procedures and practices used in carrying out law enforcement responsibilities, including patrol and traffic enforcement procedures, DUII enforcement, hazardous materials awareness and contemporary issues in community policing. Course content is based on Oregon Board of Public Safety, Standards and Training performance objectives.

Prerequisite: Students must be sponsored by a law enforcement agency.

CJ5405 ROTA Module 5: Investigations

3 credits (3 lec hrs/wk)

Investigations is the fifth module of the Reserve Officer Training Academy. This 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 Board of Public Safety Standards and Training performance objectives.

Prerequisite: Students must be sponsored by a law enforcement agency.

CJ5406 ROTA Module 6: Skills Proficiency I

3 credits (3 lec hrs/wk)

Skills Proficiency is the sixth module of the Reserve Officer Training Academy. The course focuses on skills 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 Board of Public Safety Standards and Training performance objectives.

Prerequisite: Students must be sponsored by a law enforcement agency.

CJ5407 ROTA Module 7: Skills Proficiency II

3 credits (21 lec, 44 lec-lab hrs total)

Skills Proficiency II is the seventh module of the Reserve Officer Training Academy. The course focuses on skills needed by police officers to carry out their responsibilities related to the care, use, and limitations of firearms, and in relation to emergency vehicle operations. Course content is based on Oregon Board of Public Safety Standards and Training performance objectives.

Prerequisite: Students must be sponsored by a law enforcement agency.

CJ9355 Private Security Services Provider Training - Unarmed Private Security Officer

1 credit (10 lec, 4 lec-lab hrs total)

Covers all phases of training required for unarmed private security providers to become certified by the Oregon Board on Public Safety Standards and Training.

CJ9375 Search and Rescue Training

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

Provides all the training and skills needed to meet state search and rescue certification standards.

CJ9390 Career Development: Criminal Justice Administration

0 credit (up to 324 hrs total/term)

A variety of in-service training activities conducted within criminal justice agencies in the college district. Current issues and problems are addressed along with methods of alleviating them.

LIBRARY

LIB127 Introduction to the Library

1 credit (3 independent study hrs/wk)

Introduction to using the fundamental resources of a library: its catalogs, periodical indexes, electronic resources, and special collections. Includes an integrated set of skills and knowledge in assessing, evaluating, and using various kinds of information. This course is considered a supportive course.

LITERATURE

ENG0536 Shakespeare: Ashland

1-3 credits (15-36 hrs total)

Presents detailed examination of Shakespeare plays produced at Ashland with emphasis on understanding and appreciating Elizabethan culture. Students have the option of attending the plays in Ashland as a group.

ENG104 Introduction to Literature - Fiction

3 credits (3 lec hrs/wk)

Reading analysis and appreciation of significant works of fiction, especially short stories, with emphasis on the fiction writer's craft. Presents methods of in-depth critical reading that serve as a basis for further study and enjoyment of literature. Sequence with ENG105, ENG106. Need not be taken in order.

ENG105 Introduction to Literature - Drama

3 credits (3 lec hrs/wk)

Reading, analysis and appreciation of significant works of drama and the elements of dramatic literature (setting, theme, characterization and language) serve as a basis for further study and enjoyment of drama. Sequence with ENG104, ENG106. Need not be taken in order.

ENG106 Introduction to Literature - Poetry

3 credits (3 lec hrs/wk)

Reading, analysis and appreciation of significant poems, how they are written and how they speak to human concerns. Presents those elements of poetry, language, form, metrics, style, and voice that serve as a basis for further study and enjoyment of poetry. Sequence with ENG104, ENG105. Need not be taken in order.

ENG107 World Literature

3 credits (3 lec hrs/wk)

Introduces key literary works and authors of world Literature from the Ancient and Classical foundations to the Middle Ages. Students should consider taking History of Western Civilization concurrently. Sequence with ENG108, ENG109. Need not be taken in order.

ENG108 World Literature

3 credits (3 lec hrs/wk)

Introduces key literary works and authors of world literature from the late Middle Ages and Renaissance to the Enlightenment. Students should consider taking History of Western Civilization concurrently. Sequence with ENG107, ENG109. Need not be taken in order.

ENG109 World Literature

3 credits (3 lec hrs/wk)

Introduces key literary works and authors of world literature from Romanticism to modern and contemporary writings. Students should consider taking History of Western Civilization concurrently. Sequence with ENG107, ENG108. Need not be taken in order.

ENG 198/298 Independent Study in Literature

1-3 credits (hrs to be arranged)

Prerequisite: Instructor consent.

ENG201/202/203 Shakespeare

3 credits/term (3 lec hrs/wk)

This course is an introduction to Shakespeare's early dramatic literature with an emphasis on the timelessness of his ideas and themes, the formal demands of drama, and the development of the artist.

ENG201 - The plays for this term are drawn from early histories and comedies.

ENG202 - The plays for this term are drawn from the middle comedies and tragedies.

ENG203 - The plays for this term are drawn from the later comedies, tragedies and romances.

ENG204 Survey of English Literature

3 credits (3 lec hrs/wk)

Discusses literary documents and authors of the British Isles from Anglo-Saxon beginnings through the sixteenth century. Study focuses on, but is not limited to, characteristic works and major figures of the period. Sequence with ENG205, ENG206. Need not be taken in order.

ENG205 Survey of English Literature

3 credits (3 lec hrs/wk)

Discusses literary documents and authors of the British Isles from the sixteenth century through the early nineteenth century. Study focuses on, but is not limited to, characteristic works and major figures of the period. Sequence with ENG204, ENG206. Need not be taken in order.

ENG206 Survey of English Literature

3 credits (3 lec hrs/wk)

Discusses literary documents and authors of the British Isles of the nineteenth and twentieth centuries. Sequence with ENG204, ENG205. Need not be taken in order.

ENG253 Survey of American Literature

3 credits (3 lec hrs/wk)

Introduction to the development of American Literature from the colonial beginnings through the Romantic Period. Special attention is given to helping students develop a sense of what is "American" in literature and thought. Sequence with ENG254, ENG255. Need not be taken in order.

ENG254 Survey of American Literature

3 credits (3 lec hrs/wk)

Introduction to the development of American Literature in the middle and latter parts of the nineteenth century (late romanticism, realism and naturalism). Special attention is given to helping students develop a sense of what is "American" in literature and thought. Sequence with ENG253, ENG255. Need not be taken in order.

ENG255 Survey of American Literature

3 credits (3 lec hrs/wk)

Introduction to the development of American Literature of the twentieth century. Special attention is given to helping students develop a sense of what is "American" in literature and thought. Sequence with ENG253, ENG254. Need not be taken in order.

ENG299 Special Topics in Literature

3 credits (3 lec hrs/wk)

In-depth exploration of theme, problem and mode in literature for students who have a special interest in the issue. Each time the course is offered, it will be subtitled to identify the special subject of study.

ENG299A Mythical and Biblical Background in Literature

3 credits (3 lec hrs/wk)

Trains students in the larger structural patterns that inform mostly narrative and dramatic literature. The course involves a consideration of the archetypal nature of the earliest myths, their role in the earliest civilizations, and the part they play in shaping the canon of the Bible as "mythopoeic history." The course introduces students to such

****SEE NEXT PAGE FOR MORE INFORMATION****

LITERATURE (Cont'd)

typical patterns as the problems of good and evil, innocence and experience, the quest, death and rebirth, and the character types which dominate the symbolic landscape of literature: the scapegoat, the wise-fool, the tempter/ temptress, the hero.... The modern world is built upon the ruins of the ancient. Even more so it is the case with the human psyche, the modern surface of which is underlaid with telltale layers of earlier materials. The earlier "mythoi" or tales inform and give shape to the modern as a river bed does to the surface flow of a river. This course explores the relationship of the mythopoeic imagination to mundane consciousness.

ENG299H Grandfather's California 3 credits (3 lec hrs/wk)

Students will read four regional novels (of Central and Coastal California) by three significant Western writers to develop (1) an understanding of the universal and regional elements of each novel and (2) better insight into the character of a time and place that many students in Curry County might know either first-hand or through stories passed down by their parents or grandparents. Classes will consider how each work might be a product both of its time and its author's history, and students will be encouraged to explore both other works by the same authors (to compare styles and themes) and nonfiction records (to compare the historical views presented).

ENG299J Twentieth Century Utopian Literature 3 credits (3 lec hrs/wk)

Offers the opportunity to explore a major literary genre, the novel, while addressing one of the most persistent and compelling themes of C20 literature, the vision of possible futures. A look at both utopian and dystopian themes and their roots in the aspirations and anxieties of human nature. Also offered as ENG0537 for no credit or grade.

MACHINE TOOL TECHNOLOGY

MT4179 Advanced Studies Project 3 credits (9 lab hrs/wk)

Provides additional lab experience. Students will, with instructor's approval and supervision, design and produce a special tool using any of the tools and machines available in the machine shop.

Prerequisite: Second year machine tool major or instructor consent.

MT4280 Cooperative Work Experience 1-9 credits (4-36 lab hrs/wk)

Gain on-the-job experience in coordinator-approved shop situations that closely parallel field of study. Work overseen by supervisor and coordinator. Seminar arranged by supervisor. May be substituted for MFG280. See Manufacturing Technology degree.

Prerequisite: Instructor consent.

MT9228 Machine Tool Technology Workshop 0.25-3 credits (1-9 lab hrs/wk)

Operation and setup of lathes, milling machines, grinders and other machines in the shop. Opportunity to advance skills in applications common to those in industry. Special tools and materials provided by student.

Prerequisite: Instructor consent.

MT101/102/103 Machine Tool Processes I, II, III 2 credits/term (1 lec, 3 lab hrs/wk)

This sequence is designed to introduce the manufacturing technology student to the field of machine tool technology which includes an

overview of typical traditional as well as Computer Numerically controlled (CNC) machines commonly found in industry. The function, basic operation and setup, and tooling will be studied with practical applications on lathes, milling machines, drill presses and grinders, including an introduction to computer controlled programming and operation of CNC machines. An overview of the machine tool processes will relate how blueprints and math are applied on the job. Students gain sound understanding of why machine tools are the basis of manufacturing. Must be taken in sequence.

MT201 Manufacturing Process 2 credits (2 lec hrs/wk)

Production processes used in industry and technical problems relating to mass production of metallic and non-metallic products.

MT202 Basic Metallurgy 2 credits (2 lec hrs/wk)

A practical approach to metals and non-metallic materials, their physical properties, heat treatment of steels, testing of some physical properties and machinability of metals.

MT203 Machine Tool References 2 credits (2 lec hrs/wk)

Provides the experience and knowledge needed to retrieve the technical information from machine manuals, Machinery's Handbook, tool and equipment manufacturers' catalogs and to practically apply the information in machine shop situations.

MT204 Machine Tools IV 3 credits (2 lec, 3 lab hrs/wk)

First course in the second year sequence covers advanced setups and operations for lathes, milling machines, grinders, saws and drill presses. Emphasis is placed on higher precision in machining parts.

Prerequisite: MT103 with a C or better.

MT205 Machine Tools V 3 credits (2 lec, 3 lab hrs/wk)

A continuation of Machine Tools IV including advanced setups and operations on milling machines and lathes. Basic tool and fixture making is studied with more emphasis on closer tolerances.

Prerequisite: MT204 with a C or better.

MT206 Machine Tools VI 3 credits (2 lec, 3 lab hrs/wk)

Final course of six-course sequence designed to consolidate topics and machines studied and to relate this information to industrial applications. Setup and operation of production machines is studied.

Prerequisite: MT205 with a C or better.

MT211 Computer Numerical Control Machining I 3 credits (2 lec, 3 lab hrs/wk)

Introduces computer numerical control machining (CNC), writing of point-to-point programs, setup and operation of a CNC milling machine and related applications.

Prerequisite: MT103 with a C or better.

MT212 Computer Numerical Control Machining II 3 credits (2 lec, 3 lab hrs/wk)

Second course in the series introduces computer numerical control machining, the use of computers in writing programs to operate machines, setup and operation of CNC milling machines and CNC lathes.

Prerequisite: MT211 with a C or better.

MACHINE TOOL TECHNOLOGY (Cont'd)

MT213 Computer Numerical Control Machining III

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

Continuing the training in CNC machining and CNC programming through advanced programming and machining techniques. Students will design, program and machine actual parts of moderate complexity.

Prerequisite: MT212 with a C or better.

MANUFACTURING TECHNOLOGY

MFG101 Electrical/Electronic Principles

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

Introduces the concepts and applications of various technologies found in the manufacturing industry, including actuators, transducers, drives, motors, and combinations of devices used for control and monitoring of industrial processes. Emphasis on hands-on applications of electrical/electronic measurement of physical properties, sensing and control of motion, fault diagnosis, and preventative maintenance.

Prerequisites: MTH30 or MTH70 with a C or better or equivalent.

MFG102 Mechanical Principles

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

The study of principles, concepts and applications of various mechanisms encountered in industry, including belt drives, chain drives, gears and transmissions, and linkages. Subject matter on mechanical components and devices covers operational principles, uses, preventative and periodic maintenance, troubleshooting, and procedures for repair and replacement. Emphasis on hands-on setup of various drive systems, use of common precision measuring equipment and the properties of sealant materials.

MFG103 Hydraulic/Pneumatic Principles

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

An overview of fluid power technology and a basic working knowledge of the components used in fluid power circuits with emphasis on hydraulic and pneumatic systems and the differences between the two. Hands-on setups of various fluid circuits, using standard hydraulic/pneumatic schematics will be an important part of the laboratory applications. The subject matter on fluid power includes operational principles, uses, preventative and periodic maintenance, troubleshooting and procedures for repair and replacement.

MFG201 Computer Integrated Manufacturing I

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

Introduces manufacturing technology students to the concepts and technologies of Computer Integrated Manufacturing in a lecture/lab environment. CIM I is presented by lecture/discussion, audio visual presentations, demonstrations, lab team experiences, and research activities. Emphasis is on the development of high performance skills and standards specified by businesses, achieved by means of individual and team activities. Included are operational principles of a complete manufacturing system, manufacturing models of CIM, modern aids for planning and setting up of complex manufacturing systems, and operations of modern flexible manufacturing assembly systems, control structures of CIM systems, enterprise communication technologies and concepts, computer aided design and its impact on manufacturing.

MFG211 Foundations of QA, ISO9000, and TQM

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

Introduces the second-year manufacturing technology student to the basics of Quality Control and Assurance, the ISO9000 standards, and an overview of Total Quality Management as it affects everyone in the manufacturing industry. Gives the student the foundation needed to be successful in the technical trades and professions where standards are globally applicable.

MFG280 Field Experience

3 credits (12 lab hrs/wk)

Students will gain on-the-job experience in coordinator-approved shop situations that closely parallel field of study. Work overseen by supervisor and coordinator. Seminar arranged by supervisor.

Prerequisite: Instructor consent.

MARINE NAVIGATION

IND9615 Marine Piloting and Plotting

3 credits (3 lec hrs/wk)

Provides a basic understanding of the principles involved in plotting. Electronic navigation instruments will be covered. Information will include weather; dead reckoning, and lines of position; various means for determining course and position; standard publications and their uses; marine rules of the road, and aids to navigation; and use of marine radio systems for communication.

IND9616 Marine Celestial Navigation

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

This class teaches the basic principles of celestial navigation and correct use of navigational tools to a means of navigation. Enables students to prepare for U.S. Coast Guard examinations for ocean-going vessels.

MATHEMATICS

MTH0760 Math Lab

0 credit (variable hrs)

Individualized instruction in all levels of math from basic arithmetic to calculus. Student works at own speed and level.

Concurrent course: Enrollment in any math course.

MTH20 Basic Mathematics

4 credits (4 lec hrs/wk)

Prepares students for successful completion of any program requiring knowledge of basic mathematics.

Prerequisite: Appropriate score on placement test.

MTH30 Math for Industrial Mechanics

3 credits (3 lec hrs/wk)

Basic arithmetic operations with an emphasis on applications. Offered by the math department in cooperation with the professional technical program areas.

Prerequisite: Appropriate score on placement test.

MTH31 Applied Algebra and Geometry for Industrial Mechanics

3 credits (3 lec hrs/wk)

Basic geometric concepts, graphing in a rectangular system and basic algebra concepts with applications. Offered by the math department in cooperation with the professional technical program faculty.

Prerequisite: Successful completion of MTH30 or MTH 20 with a C or better.

MATHEMATICS (Cont'd)

MTH33 Applied Trigonometry

3 credits (3 lec hrs/wk)

Introduction to plane trigonometry emphasizing practical applications. Offered by the math department in cooperation with the vocational preparation program areas.

Prerequisite: MTH31 with a C or better.

MTH60 Beginning Algebra I

4 credits (4 lec hrs/wk)

The transition class from arithmetic to algebra for students with NO previous experience in algebra or who were marginally successful in basic math classes. Topics include rational numbers, ratio, proportion, percent, geometry of regular polygons, signed numbers, exponents, linear equations, introduction to polynomials, and graphs of linear equations.

Prerequisite: MTH20 or MTH30 with a D or better or appropriate score on placement test.

MTH65 Beginning Algebra II

4 credits (4 lec hrs/wk)

Second term in a sequence of Basic Algebra. Topics include polynomial operations, factoring polynomials, rational expressions, systems of equations, radicals and fractional exponents.

Prerequisite: MTH60 with a C or better.

MTH70 Elementary Algebra

4 credits (4 lec hrs/wk)

The transition from arithmetic to algebra for students with little or no previous experience in algebra. Includes concepts of numbers, natural number integers, and rational numbers; their generalization and simple algebraic procedures.

Prerequisite: Appropriate score on placement test or successful completion of MTH20 or MTH 30 with a B or better.

MTH94 Intermediate Algebra I

4 credits (4 lec hrs/wk)

A study of the general concepts of intermediate algebra including Exponents and Polynomials, Linear Functions and their Graphs, Rational Functions and their Graphs, Linear Inequalities, Radicals and Complex Numbers.

Prerequisite: MTH65 or MTH70 with a C or better, or appropriate score on placement test.

MTH95 Intermediate Algebra II

4 credits (4 lec hrs/wk)

A study of the general concepts of intermediate algebra including Radicals and Complex Numbers, Quadratic Equations, Lines, Conics, Variation, Systems of Equations, Exponential and Logarithmic Functions.

Prerequisite: MTH94 with a C or better.

MTH105 Introduction to Contemporary Mathematics

4 credits (4 lec hrs/wk)

For students who have completed 1.5 to 2 years of high school algebra and a year of geometry, who have a "non-science" major and need to complete a term of college level mathematics. Subject areas: algebraic concepts applied to business situations, relations, functions, statistics, equations, geometry, inequalities and graphing.

Prerequisites: Appropriate score on placement test, MTH95 with a C or better.

MTH111 College Algebra

4 credits (4 lec hrs/wk)

Topics include polynomial and rational functions and an introduction to logarithms.

Prerequisites: Appropriate score on placement test, MTH95 or MTH105 with a C or better.

MTH112 Elementary Functions

4 credits (4 lec hrs/wk)

Topics include exponential, logarithmic functions, trigonometric functions, inverse functions, applications.

Prerequisite: Appropriate score on placement test or successful completion of MTH111 with a C or better.

MTH211 Fundamentals of Elementary Mathematics I

3 credits (3 lec hrs/wk)

A foundation in mathematics for elementary teachers. Topics include introduction to problem solving, number systems, number theory, logic, sets, relations and functions.

Prerequisite: MTH95 with a C or better.

MTH212 Fundamentals of Elementary Mathematics II

3 credits (3 lec hrs/wk)

A foundation in mathematics for elementary teachers. Topics include rational numbers, exponents, decimals and applications. Probability and statistics will be introduced.

Prerequisite: MTH211 with a C or better.

MTH213 Fundamentals of Elementary Mathematics III

3 credits (3 lec hrs/wk)

A foundation in mathematics for elementary teachers. Topics include euclidean geometry, constructive geometry, measurement, motion and tessellation.

Prerequisite: MTH212 with a C or better.

MTH231/232 Elements of Discrete Mathematics I and II

4 credits/term (4 lec hrs/wk)

Elementary logic and proof, mathematical induction. Sets, relations, functions. Theory of graphs and trees, combinatorics, algorithms. Boolean and matrix algebra. A required two-course sequence for computer engineering and computer science majors. Must be taken in sequence.

Prerequisite: MTH112 with a C or better.

MTH241 Calculus for Business and Social Science I

4 credits (4 lec hrs/wk)

Introduction to differential and integer calculus of polynomial, rational, exponential, and logarithmic functions with applications in the social and business sciences. The emphasis will be on an intuitive approach and on the applications of differentiation.

Prerequisite: MTH111 with a C or better, or appropriate score on placement test.

MTH242 Calculus for Business and Social Science II

4 credits (4 lec hrs/wk)

Introduction to differential and integer calculus of polynomial, rational, exponential, and logarithmic functions with applications in the social and business sciences. The emphasis will be on an intuitive approach and on the applications of integration.

Prerequisite: MTH241 or MTH251 with a C or better.

MATHEMATICS (Cont'd)

MTH243 Introduction to Probability and Statistics

4 credits (4 lec hrs/wk)

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

Prerequisite: MTH95 with a C or better.

MTH251 Calculus I (Differential Calculus)

4 credits (4 lec hrs/wk)

Topics include rates of change, the derivative, velocity, acceleration, algebraic rules of differential calculus, applications to maximum and minimum problems, curve sketching and analytic geometry.

Prerequisite: Appropriate score on placement test or MTH112 with a C or better.

MTH252 Calculus II (Integral Calculus)

4 credits (4 lec hrs/wk)

Topics include definite and indefinite integrals with applications to area, force, work, and growth and decay problems.

Prerequisite: MTH251 with a C or better.

MTH253 Calculus III (Infinite Series and Sequences)

4 credits (4 lec hrs/wk)

Topics include indeterminate forms, infinite sequences and series, improper and multiple integrals, conic sections and the formal definition of limit.

Prerequisite: MTH252 with a C or better.

MTH254 Vector Calculus I (Introduction to Vectors and Multidimensional Calculus)

4 credits (4 lec hrs/wk)

Topics include vectors, vector functions, parametric curves, applications to motion, surface area, partial derivatives, gradients, and directional derivatives. Multiple integrals with applications.

Prerequisite: MTH253 with a C or better.

MTH255 Vector Calculus II (Vector Analysis)

4 credits (4 lec hrs/wk)

Introduction to vector analysis, divergence, curl, line, surface integrals, and the theorems of Gauss and Stokes. Multiple integrals.

Prerequisite: MTH254 with a C or better.

MTH256 Differential Equations

4 credits (4 lec hrs/wk)

First and second order linear equations, first order nonlinear equations, Laplace transform, and systems of differential equations.

Prerequisite: MTH255 with a C or better.

MTH261 Linear Algebra I

4 credits (4 lec hrs/wk)

Systems of linear equations, matrix concepts and algebra. Finite-dimensional vector spaces, bases and dimension. Linear transformations and matrix representations. The first course of a two-course sequence recommended for engineering, mathematics, and science majors.

Prerequisite: MTH254 with a C or better.

MTH262 Linear Algebra II

4 credits (4 lec hrs/wk)

Determinants, eigenvalues and eigenvectors. Projections, orthogonalization, least-squares problems, Properties of positive-definite and symmetric matrices. Computations with matrices. The

second course of a two-course sequence recommended for engineering, mathematics, and science majors.

Prerequisite: MTH261 with a C or better.

MTH265/ENGR250 Statistics for Science and Engineering (Engineering Probability and Statistics)

3 credits (3 lec hrs/wk)

A calculus-based statistics course recommended for mathematics, science, and engineering majors. Focusing on probability, random variables, mathematical expectation. Probability, distributions, sampling distributions, functions of random variables. Statistical inference (one- and two- sample estimation methods and test hypotheses), regression and correlation analysis.

Prerequisite: MTH252 with a C or better.

MISCELLANEOUS

Note: The courses listed below are offered on a rotating basis. Contact the Office of Professional and Technical Education or the Business Development Center for more information.

ANTH0682 Genealogy for Beginners

0 credit (2 lec, 1 lec-lab hrs/wk for 5 wks)

Gives beginning genealogists the tools to organize their research, focus their direction and begin the task of researching their ancestor's history.

ANTH0683 Genealogy-Census Sources for Beginners

0 credit (2 lec, 1 lec-lab hrs/wk for 5 wks)

A five week course to teach beginning genealogists how to use census records to develop family histories.

CS0700 Computer Training Seminars

0 credit (variable, 1-36 hrs total)

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

DRIV0620 "55 ALIVE" Defensive Driving

0.5 credit (8 lec hrs total)

The AARP program of classroom instruction that defines current driving skills and teaches preventative measures to develop safe, defensive driving techniques. A driver improvement course for persons 50 years and older developed by American Association for Retired Persons.

Prerequisite: Must be age 50 or older.

IND4160 Flagger Certification & Work Zone Traffic Control

0.4 CEUs (4 lec hrs total)

Provides participants with the knowledge to become certified in traffic control and flagging. Participants will learn the fundamental principles of traffic control and gain a good understanding of Oregon Department of Transportation regulations. Contact the Business Development Center for more information.

IND9230 OSHA Safety Supervisor Training and Safety Committee Development.

0.8 CEUs (8 lec hrs total)

Designed to provide safety supervisors with an overview of their compliance responsibilities, gaining an understanding of supervisory responsibilities for employee safety, hazard abatement, employee rights and protection from reprisal. Basic OSHA standards and accident/injury prevention tools that can be integrated into every workday activity will be covered. Contact the Business Development Center for more information.

MISCELLANEOUS (Cont'd)

ITP0583/0584/0585 Beg, Int., Adv. 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.

MISC0260 Beginning American Trap Shooting

0 credit (3 lec, 18 lab hrs total)

A class teaching the basic skills of the sport of Trap Shooting, including shotgun selection, care, maintenance and safety.

MISC0661 Amateur Radio for Beginners (No-code Technician Licensing)

0 credit (18 lec-lab hrs total)

Covers basic electrical and electronic theory, radio circuit components, practical radio circuitry and operation, Federal Communications Commission (FCC) and amateur regulations.

MISC0862 Introduction to Landscape Architecture

2 credits (2 lec, .5 lab hrs/wk)

Introduction to landscape architecture, history, site planning and landscape design; natural and adapted ornamental plant materials; emphasis on practical application and solution of student problems.

MISC0863 Landscaping for the Homeowner

0 credit (1 lec, 1 lec-lab hr/wk)

Covers basic landscaping and maintenance that can be done by the homeowner with a minimum of effort and/or equipment. Theory and practice taught will give the homeowner an understanding of pruning, soils, sprinklers, fertilizers, pathways, plants, lawns and landscaping equipment.

MISC6500 Aviation Introduction

2 credits (2 lec hrs/wk and 2 field hrs total)

Introduces students to the history and development of the aviation industry, theories and applications of aerodynamics, aviation operations and management, careers and employment in aviation industries.

MUSIC

All music ensemble credits are transferable and can be used as elective credits up to 12 credits. Most music programs require 12 ensemble credits.

MUP0537 Barbershop Singing for Women: Four-part Harmony for Women

0 credit (2.5 lec-lab hrs/wk)

Introduction to women's barbershop harmony stressing musical elements peculiar to the barbershop style. Includes vocal technique, stage presence, and principles of vocal harmonization.

MUP0538 Barbershop: Men's Chorus

0 credit (2.5 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 as how to improve the overall musical effect.

MUP105/205 Jazz Band

1 credit (2 lec-lab hrs/wk)

The sounds of the "Big Band" era. This group performs on a regular basis throughout the state. Only advanced musicians are admitted.

Also offered as MUP0526 for no credit or grade.

Prerequisite: Instructor consent required.

MUP114 Stage Band

1 credit (3 lec-lab hrs/wk)

Pop ballads to traditional and non-traditional jazz. Intermediate and advanced musicians are admitted. Instructor consent is not required but students may be asked to audition. Also offered as MUP0544 for no credit or grade.

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. Instructor consent is not required but students may be asked to audition. Also offered as MUP0528 for no credit or grade.

MUP123/223 Opera Workshop

0-3 credits (2-8 lec-lab hrs/wk)

Operas, opera selections, operatic arias or operettas done in costumes, staging and concert style. Instructor consent is not required but students may be asked to audition. Also offered as MUP0523 for no credit or grade.

MUP125 Vocal Jazz (Southwesters)

2 credits (4 lec-lab hrs/wk)

Pop ballads, early rock and roll, traditional jazz and blues. Instructor consent is not required but students may be asked to audition. Also offered as MUP0525 for no credit or grade.

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. Instructor consent is not required but students may be asked to audition. Also offered as MUP0513 for no credit or grade.

MUP142/242 Orchestra

1 credit (2 lec-lab hrs/wk)

Strings, woodwinds, brass and percussion. Performing the works of major composers of every musical period. Intermediate and advanced musicians admitted. Instructor consent is not required but students may be asked to audition. Also offered as MUP0529 for no credit or grade.

MUP202A Concert Band

2 credits (4 lec-lab hrs/wk)

A college ensemble performing marches, traditional band literature, classical literature arranged for concert band. Intermediate and advanced musicians are admitted. Instructor consent is not required but students may be asked to audition. Also offered as MUP0546 for no credit or grade.

MUP202B Community Band

1 credit (2 lec-lab hrs/wk)

An ensemble performing marches, traditional band literature, classical literature arranged for concert band. Intermediate and advanced musicians are admitted. Students may be asked to audition. Also offered as MUP0527 for no credit or grade.

Prerequisite: Instructor consent required.

MUSIC (Cont'd)

Individual lessons are based on request and instructor availability. Student may be asked to audition, to perform in recitals or college ensembles.

Individual Lessons

1-3 credits (0.50-1.50 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.

Prerequisite: Instructor consent.

MUP171/271 Piano	MUP174/274 Voice
MUP175/275 Violin	MUP176/276 Viola
MUP177/277 Cello	MUP180/280 Guitar
MUP181/281 Flute	MUP183/283 Clarinet
MUP184/284 Saxophone	MUP186/286 Trumpet
MUP187/287 French Horn	MUP188/288 Trombone
MUP191/291 Percussion	

Lecture Courses

Many music courses can be used for Distribution and Elective requirements for degree programs. Music History may also be used as a sequence requirement for the Associate in Arts degree.

MUS101/102/103 Music Fundamentals

1-3 credits/term (1-3 lec hrs/wk)

Music fundamentals: scales, key signatures, meter, notation, chords, non-harmonics, introduction to piano and sight-singing. Music minors, beginning musicians, and preparatory music majors.

MUS111/112/113 Music Theory I

4 credits/term (4 lec hrs/wk)

Music fundamentals, figured bass analysis, four-part composition, seventh chords, secondary dominants, modulation and basic music forms. Music majors, music minors and intermediate musicians.

Concurrent course: MUS114 or MUS115.

MUS114/115/116 Sight Reading and Ear Training

1 credit/term (1 lec hr/wk)

Develop the ability to read music notation using only the singing voice. Learn to hear music, identify tones and transfer them to music notation. *Note: Required for music majors and minors.* Also offered as MUS0514/0515/0516 for no credit or grade.

MUS134/135/136 Voice Class

1 credit/term (1 lec hr/wk)

Vocal basics and music fundamentals. Learn tone production, breathing, vowel-consonant clarity and relaxation techniques.

MUS137/138/139 Guitar Class

1 credit/term (1 lec hr/wk)

Guitar basics and music fundamentals. Learn to read notes, basic music symbols and perform simple chords and strumming-picking techniques.

MUS198/298 Independent Study in Music

1-3 credits (hr to be arranged)

Prerequisite: Instructor consent.

MUS211/212/213 Music Theory II

4 credits/term (4 lec hrs/wk)

A study of polyphony, counterpoint, chromatic chords and 20th century composition. Music majors, music minors, intermediate and advanced musicians.

Prerequisite: MUS113.

Concurrent course: MUS115 or MUS116.

MUS261/262/263 Music History I, II, III

3 credits/term (3 lec hrs/wk)

Early music, Renaissance, Baroque 350 to 1750; Classical and Romantic 1750-1900; Post-Romantics, Impressionistic, Contemporary 1900 to present. Emphasis is placed on composers, musical literature, music form and a wide range of listening. This course can be used to fulfill the Arts and Humanities Sequence requirement for the Associate in Arts degree.

MUS299A FINALE: Music Printing(Computer Composition)

2 credits (2 lec, 1 lec-lab hr/wk)

Learn to use Finale, a music printing program and secondarily a sequencing program. A wide range of musical capabilities will be put at the disposal of the student. This program will benefit every musician from the elementary to the most advanced. Students will learn to enter both vocal and instrumental music into the computer; how to use musical markings and terminology; how to transpose and arrange; how to prepare a musical composition to be a professional-looking sheet of music. Students will be expected to schedule computer time outside of the class and to maintain personal disks with all of their assignments.

NURSING

HE5280 CNA Cooperative Work Experience

0-3 credits (up to 360 lab hrs total)

The CNA Work Experience provides clinical experience between Southwestern and a local clinical site that operates from mid- June until the beginning of fall term. It is a position that nursing students may apply for during spring quarter of the first year of the nursing program. Students work under the direction of a registered nurse and function as a support person on designated nursing units in the hospital. Students are expected to safely practice within their scope of knowledge and in accordance with the policies and procedures of the designated clinical site.

Prerequisite: NUR103 with a D or better.

HE9424/HE0574 Hospice/WAC Training

3 credits (3 lec hrs/wk)

This is a training course for persons interested in becoming hospice volunteers. Basic hospice principles and history of the hospice movement are presented as are skills needed by the volunteers to carry out their roles. The process of dying is discussed, including needs of clients/families. The major focus of the class is on helping others. The class is conducted in group format and sharing personal experiences is encouraged. HE0574 is non-credit.

HE9427 Career Development Seminars: Health and Wellness-General

0-3 credits (1-90 lec and/or lab hrs total)

Inservice training program and seminars designed to study current issues and problems within health and wellness areas and methods of alleviating them.

NURSING (Cont'd)

NUR101 Fundamentals of Nursing

9 credits (5 lec, 12 lab hrs/wk)

First quarter of a six-quarter associate degree nursing program. Successful completion of the first four quarters qualifies the student to take the National Licensure Examination for Practical Nurse (LPN); successful completion of the remaining two quarters qualifies the student to take the National Examination for Registered Nurse (RN). NUR101 introduces the student to fundamental concepts in nursing including nursing process, health and physical assessment; communication, diversity, growth and development, the basis for professionalism in nursing, legal and ethical foundations, caring, basic skills and critical thinking. Students will be expected to apply knowledge and skills learned in this term to successive nursing courses. This course involves 5 hours of theory and 12 hours of skills lab/clinical experience weekly. Independent study, skills and computer lab practice will require additional unscheduled time as well as scheduled time.

Prerequisite: Admission to the Nursing Program.

NUR102 Nursing Science and Practice I

9 credits (5 lec, 12 lab hrs/wk)

This course builds on concepts and skills learned in the previous term. Selected functional health patterns are explored in greater depth. Areas addressed in this term are: fluid balance problems which affect multiple body systems; problems with protection (integumentary); oxygenation (respiratory); circulatory (cardiac); visual and auditory (ear/eye); neurologic and mental health systems. As novice practitioners of nursing, students apply learned concepts and skills to selected aspects of client care in a hospital setting.

Prerequisite: NUR101 with a C or better.

NUR103 Nursing Science and Practice II

9 credits (5 lec, 12 lab hrs/wk)

Builds on material learned in NUR101 and NUR102. Previously learned concepts and skills are integrated and applied to the planning and delivery of nursing care to clients of all ages undergoing surgery, and to clients experiencing common disorders in the endocrine and gastrointestinal systems. Care of childbearing women and families is also a focus. Basic human need for sleep and rest is studied and applied to a variety of patient care situations. Clinical experiences include operating room, maternity and medical surgical nursing.

Prerequisites: NUR101 and NUR102 with a C or better.

NUR201 Nursing Science and Practice III

9 credits (5 lec, 12 lab hrs/wk)

Builds on concepts learned in NUR101, 102, and 103. The student will learn to care for clients experiencing acute alterations in functional health patterns related to orthopedics, the renal system, cancer, the pediatric client and family and the geriatric client and family. Students will complete this course with the LPN Capstone, the beginning of their professional status as a licensed practitioner. **Prerequisites:** NUR101, NUR102 and NUR103 with a C or better, or admission into NUR201 through advanced placement as an LPN, and BI231, BI232, and BI233 with a C or better.

NUR202 Nursing Science and Practice IV

9 credits (5 lec, 12 lab hrs/wk)

Builds on concepts and skills learned in NUR101, 102, 103, and 201. The student has studied basic nursing skills and the issues surrounding chronic and acute illness. The student will explore these concepts as applied to patients experiencing acute alterations in fluid

and electrolyte balance, the hemopoietic system, the liver, skin and tissue integrity following a major burn and the endocrine system. The student will learn about caring for the high-risk child bearing family, and the acutely mentally ill patient, and will be introduced to basic concepts in Community Health Nursing and how they are applied to his/her practice in clinical nursing.

Prerequisite: NUR201 with a C or better.

NUR203 Nursing Science and Practice V

10 credits (5 lec, 15 lab hrs/wk)

Introduces students to theoretical and practical applications related to the care of clients requiring high acuity nursing care. Primary focus is on critical thinking, decision making and client care management. Students learn how to apply patient/client care in a variety of health care management settings. Concepts such as managed care, case management and delegation are covered.

Prerequisite: NUR202 with a C or better.

NUR546 Basic Nursing Assistant

8 credits (45 lec, 105 lab hrs total)

Prepares a Basic Nursing Assistant to be eligible for certification as outlined by the Oregon State Board of Nursing, to care for clients in a variety of settings including long-term and intermediate care, home health, hospice care, foster care and assisted living situations.

Prerequisites: CPR level C card, pre-application testing, health assessment and immunization status.

NUR951 Certified Medication Aide Training

5 credits (40 lec, 40 lab hrs total)

The Medication Aide Training Program shall consist of a minimum of 80 hours of instruction divided into at least 40 hours classroom instruction and at least 40 hours supervised clinical experience of which at least 20 hours must be in a long-term care nursing facility. Students learn to utilize principles of safety in the administration of medication; define terms related to the administration of medications; correctly interpret abbreviations commonly used in administration of medication; demonstrate the ability to correctly calculate doses of medications; keep accurate records; and identify legal parameters of the Certified Medication Aide (CMA) role.

Prerequisites: Must be Certified Nursing Assistant (Oregon); be on the CNA registry for nine months prior to the first day of the Medication Aide Training Program; provide documentation of at least nine months full-time experience or the equivalent in part-time experience as a CNA in the last five years.

OFFICE ADMINISTRATION

OA0591 Personal Typing

1-2 credits (36 lab or 12 lec, 36 lab hrs total)

A beginning course for those students with no previous typing instruction who wish to learn the touch system of typewriting for their personal use. Emphasis is on keyboard introduction and skill development.

OA2221 Medical Terminology I

3 credits (3 lec hrs/wk)

Introduction to medical terminology including medical prefixes, suffixes and word stems. Study in each system is categorized into additional prefixes and suffixes, diagnostic, symptomatic and operative terminology. Basic coverage of body systems and of skeletal structures. Must be taken in sequence.

OFFICE ADMINISTRATION (Cont'd)

OA2222 Medical Terminology II

3 credits (3 lec hrs/wk)

A complete study of medical terminology of body systems, i. e. respiratory, endocrine, eye/ear, digestive, muscle structures, reproductive - male/female, and medical abbreviations. 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)

Provides clinical orientation, initial instruction and basic skills for a medical/clerical assistant. Provides in-depth simulation of office nurse's duties. Prepares the medical office assistant to substitute for the physician's nurse, without major changes in office routine for the safety, security, and comfort of the patient, physician and the medical assistant. Must be taken in sequence.

Prerequisites: OA2221 and OA5401 with a C or better.

Concurrent course: HE9380.

OA2232 Clinical Procedures II

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

Provides theoretical knowledge, skills and practical experience which enables the student to attain and maintain safe, intelligent, quality patient care under supervision of licensed personnel. Emphasis on medical and surgical asepsis, in preparation for office surgery. Primarily for students already employed in the health care field.

Prerequisite: OA2231 with a C or better.

OA2241 Medical Transcription I

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

Introduces simpler forms of medical transcription from hospital dictation. Utilization of terminology with emphasis on accuracy. Must be taken in sequence.

Prerequisite: OA2221 with a C or better.

OA2242 Medical Transcription II

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

Specialized/complex medical dictation by actual physicians for the development of transcription skills.

Prerequisite: OA2241 with a C or better.

OA2251 Medical Office Procedures

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

Introduction to the medical office: medical history, medical ethics, medico-legal responsibility, scheduling appointments, recognizing medical emergencies, art of handling the patient's problems, medical records management, the computer in the medical office, electronic billing, producing patient statements, printing superbills, and medical office management.

Concurrent course: OA0593.

OA2260 Medical Records Management

3 credits (3 lec hrs/wk)

Presents a basic approach to medical records science. It covers the evolution of health care, the variety of medical facilities the students will encounter, and the differences in their medical record requirements. Students will learn the legal aspects of medical records, the types and formats of records, and how accurate, timely and pertinent data are often a deciding and critical factor in claims payment and quality patient care.

OA2280 Cooperative Work Experience

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

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

Prerequisite: Instructor consent.

OA2365 Legal Transcription

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

Practice in the conversion of legal audio-recorded dictation to hard copy. Uses legal terminology to produce mailable legal documents.

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.

Prerequisites: ASSET writing score of 43 or better, WR0525 with a C or better.

OA2597 Medical Office Coding I

3 credits (3 lec hrs/wk)

Provides the student with a basic knowledge of the fundamental coding systems used between the medical community and insurance carriers, private and government. Includes coding health related conditions and diseases, descriptive terms and abbreviations for reporting medical services and procedures performed by physicians, and other coding systems.

Prerequisites: OA2221 and OA5401 with a C or better.

OA2598 Medical Office Coding II

3 credits (3 lec hrs/wk)

Provides the student with a basic knowledge of the fundamental coding systems used between the medical community and the insurance carriers, private and government. Includes coding health related conditions and diseases, descriptive terms, and abbreviations for reporting medical services and procedures performed by physicians and other coding systems.

Prerequisite: OA2597 with a C or better.

OA2725 Reimbursement Management

3 credits (3 lec hrs/wk)

Medical insurance terminology, familiarity with types of insurance programs. Insurance claim processing with introduction to forms, assignment and coordination of benefits, credit and collection procedures with federal and Oregon laws, credit applications, basic billing cycles, coding introduction.

Prerequisites: OA5401 and OA2221 with a C or better.

OA4351 Job Search Techniques/Career Management

2 credits (2 lec hrs/wk)

Presents methods, concepts, and procedures for conducting a job search campaign in office occupations. Includes exploring the market place, resume preparation, written and oral communications, letter preparation, interviewing techniques, professional attitude and appearance and follow up.

Concurrent course: OA0593.

OA5401 Body Structure and Functions I

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

A general survey of human anatomy and physiology. It is designed for medical office students, pharmacy technicians, and other students who

****SEE NEXT PAGE FOR MORE INFORMATION****

OFFICE ADMINISTRATION (Cont'd)

desire a broad review of body systems. Normal structure and functions of the human body systems, characteristics of the cell as the basis for life, and organization of tissues and organs will be covered. The lecture/lab segment will give students the opportunity to use other than the lecture/ discussion modality to visualize through the use of models of the body systems. Must be taken in sequence.

OA5402 Body Structure and Functions II

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

A continuation of Body Structure I. Must be taken in sequence.

Prerequisite: OA5401 with a C or better.

OA5533 Medical Law and Ethics

2 credits (2 lec hrs/wk)

Survey of the manner in which the law and codes of ethics affect the practice of health occupations para-professionals. Includes introduction to concepts of litigation, consent, introduction to law, ethics and bioethics, genetic engineering, sterilization, abortion, and death and dying.

OA116 Office Procedures

3 credits (3 lec hrs/wk)

Presents methods, concepts and procedures for business office operations. This includes career planning, understanding the office environment, and how to organize an efficient workplace. It also includes information on the electronic office.

OA121 Keyboarding I

3 credits (5 lec-lab, 1.5 TBA 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.

OA122 Keyboarding II

3 credits (5 lec-lab, 1.5 TBA lab hrs/wk)

Preparation of business reports, letters, tabulated materials, business forms, and job search documents. Students will also perform a variety of exercises to increase their speed and accuracy in keyboarding.

Prerequisites: OA121 or equivalent, and typing skill level at 25-35 wpm.

OA123 Keyboarding III

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

Emphasis on speed, accuracy, and secretarial standards in producing mailable documents using computer equipment and software.

Assignments include simulations with the emphasis on decision making.

Prerequisites: OA201 and OA122 or instructor consent.

OA131 Legal Secretarial Procedures I

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

Introduces students to the law office, to the courts, and to the law library; ethics and duties of the legal secretary; familiarization with national, state and local professional organizations; qualifications, duties, and responsibilities of a notary public; the purpose, the form and the disposition of selected non-court documents operative in Oregon; practice given to office-style documents and legal correspondence.

Prerequisite: OA201 with a C or better.

OA132 Legal Secretarial Procedures II

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

As an extension of Legal Secretarial Procedures I, this course emphasizes legal fundamentals, purposes, form and disposition of court documents as they apply to specialized fields operative in Oregon. Specialized areas will consist of personal injury, dissolutions, probate, guardianships, bankruptcy, criminal, workers' compensation and adoptions. Practice will be given in office-style preparation of documents as they pertain to court documents and court procedures.

Prerequisites: OA131 (may be taken concurrently) and OA201 with a C or better.

OA201 Word Processing I

3 credits (3 lec hrs/wk)

Introduces the principles and concepts of a Windows word processing software system. Includes the procedures and techniques used to operate the system and produce mailable copy documents. Emphasis is on production. This course is considered a supportive course.

OA202 Word Processing II

3 credits (3 lec hrs/wk)

Advanced word processing training for persons with basic skills and knowledge of Windows, IBM-compatible computers.

Emphasis is on production of mailable copy and use of advanced formatting features.

Prerequisite: OA201 with a C or better.

OA220 Electronic Calculators

2 credits (2 lec 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)

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

Introduces students to the career of Pharmacy Technician, explores history and personnel related to pharmaceutical services and includes standards of pharmacy ethics. A variety of practice environments and technician roles are identified. An introduction to Federal and State laws regulating pharmacy practice and the roles of professional associations and regulatory agencies is provided. A general overview of the knowledge base required for the occupation and introduction to standard pharmacy references prepare the student for the remainder of courses in the Pharmacy Technician certificate program.

Prerequisite: Appropriate reading placement test score or admission to the Pharmacy Technician Program.

PHARMACY TECHNICIAN (Cont'd)

PHAR5472 Pharmacology I

3 credits (3 lec hrs/wk)

Basic course introducing common generic and trade names of therapeutic drugs and drug categories, discusses their uses to prevent or interfere with disease processes, and important contraindications in the treatment of disease states. Included are common over-the-counter (OTC) drugs.

Prerequisites: OA2221 and RD101 with a C or better or appropriate score on the reading placement test. OA2222 with a C or better, or may be taken concurrently.

PHAR5473 Pharmacology II

3 credits (3 lec hrs/wk)

Basic course introducing common generic trade names of therapeutic drugs and drug categories, discusses their uses to prevent or interfere with disease processes, and important contraindications in the treatment of disease states. Included are common over-the-counter (OTC) drugs.

Prerequisite: PHAR5472 with a C or better.

PHAR5474 Pharmacy Calculations

2 credits (2 lec hrs/wk)

Basic mathematics review with an introduction to application in Pharmacy Technician duties. Covers systems of weight, measure, and temperature, practice converting from one to another and the understanding of retail accounting. Students develop the basic capabilities needed to calculate percent concentrations, drug dosages, and milliequivalents.

Prerequisite: MTH70 with a C or better, or appropriate score on math placement test.

PHAR5475 Pharmacy Technician Procedures I

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

Provides knowledge and skills needed in the performance of technical pharmacy tasks. Included are ambulatory, prescription processing, hospital dispensing systems, compounding and prepacking, communications, computer operations, aseptic technique, IV prep admixtures and oncology preparations.

Prerequisite: PHAR5470 with a C or better.

PHAR5476 Pharmacy Technician Procedures II

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

Provides knowledge and skills needed in the performance of technical pharmacy tasks. Included are ambulatory, prescription processing, hospital dispensing systems, compounding and prepacking, communications, computer operations, aseptic technique, IV prep admixtures and oncology preparations.

Prerequisite: PHAR5470 with a C or better.

PHAR5477 Pharmacy Records Management

3 credits (3 lec hrs/wk)

Provides knowledge and skills in preparing, maintaining and storing a multiple of pharmacy records. Students practice typing a variety of instructional and retail prescription labels, and producing at a predetermined, satisfactory rate.

Prerequisites: PHAR5470 and PHAR5474 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 problems and systems of philosophy of concern to reflective people. Focus is on metaphysics (the nature of reality), mind and body, free will, determinism, and meaning and purpose. This course will broaden and enrich the scope of traditional introductory courses by incorporating a multi-cultural and feminist perspective, including historical comparisons from different cultures, for example when philosophy began in the Eastern Mediterranean and in India and China. Sequence with PHL102, PHL 103. Need not be taken in order.

Prerequisite: WR121 with a C or better.

PHL102 Ethics

3 credits (3 lec hrs/wk)

Develops the idea of man as a moral agent and considers critically various interpretations of the ideals and standards of moral conduct, including those of non-Western origin. Introduces ethical problems which have resulted from advances in science, technology and medicine. Attention is given to environmental and business ethics. Sequence with PHL101, PHL 103. Need not be taken in order.

Prerequisite: WR121 with a C or better.

PHL103 Critical Thinking

3 credits (3 lec hrs/wk)

Focuses on improving reasoning and critical assessment ability. Emphasizes practical methods, involves study of editorials, essays, propaganda, advertisements, etc. Examples are taken from the mass media, literature, political sources, philosophy and history. Includes introduction to logic, deductive and inductive arguments.

Sequence with PHL101, PHL 102. Need not be taken in order.

Prerequisite: WR121 with a C or better.

PHOTOGRAPHY

ART0515 Art of Photography: Seeing Photographically

0 credits (3 lec hrs/wk for 4 wks, 4 lec-lab hrs/wk for 2 wks)

A course in the introduction to the "Art of Photography," which serves as a means toward artistic expression through the medium of photography. Lecture/discussions, slide shows and two outdoor nature photography work sessions will develop the student's ability for personal expression by delving deeper into the visual aspects of his/her personal vision. It is expected that students will have a basic understanding of the manual controls of their cameras-such as aperture, shutter speed and film speed- prior to taking this course.

ART0519 Basic Photography I

0.5-2 credits (15-36 hrs total)

Introduction to basic principles of photography, including instruction in camera use, including lenses and their applications. Includes analysis of different types of film. Presentation of basic components of composition, etc., leading to advanced courses in photography.

PHOTOGRAPHY (Cont'd)

ART0595 Introduction to Photography Basics

1 credit (1 lec 1 lab hr/wk.)

Learning techniques of photography and creativity in photographic processes.

PHYSICAL EDUCATION

No more than nine credits of Physical Activity (PE170, 180, 185, 190) may be used in meeting the total credit requirement or counted in the GPA. Courses must be in different activities (basketball, volleyball, tennis, etc.) or levels (i.e., beginning, intermediate, advanced). Progressive courses such as Super Circuit, Physical Conditioning, and Slimnastics may each be taken up to 3 times for credit. See Physical Education requirement for each degree.

PE131 Introduction to Health & Physical Education

3 credits (3 lec hrs/wk)

Professional orientation, basic philosophy and objectives, professional opportunities and qualifications. Required for P.E. majors. Offered fall term only.

PE170 Co-ed Athletic Team

1-2 credits (5-10 lab hrs/wk)

Golf Track & Field

PE180 Women's Athletic Team

1-2 credits (5-10 lab hrs/wk)

Basketball Soccer
Softball Volleyball

PE185 Physical Education

1 credit (3 lab hrs/wk)

Provides students with an activity that will promote physical and emotional well-being. Enables the student to develop and/or pursue life-long physical activity. Class meets three hours a week. Some courses have prerequisites or require instructor consent. Special arrangements may be made for restricted or corrective work.

Aerobic Exercise	Racquetball
Badminton	Sailing
Basketball	Slimnastics
Dance Fundamentals	Softball
Golf	Super Circuit
Judo	Swimnastics
Karate	Tennis
Kayaking	Volleyball
Physical Conditioning	Weight Training

PE190 Men's Athletic Team

1-2 credits (5-10 lab hrs/wk)

Basketball Baseball
Soccer Wrestling

PE195/295 Professional Activities

1-2 credits (3-6 lec-lab hrs/wk)

Designed to provide Physical Education majors with opportunities to learn and develop teaching techniques and gain basic skills in the activity. Sequence is offered every other year:

Fall Term:

PE295 Field Sports and PE195 Track & Field

Required for P.E. majors.

Winter Term:

PE295 Basketball, Badminton,

PE195 Fundamentals of Movement and Volleyball.

Required for P.E. majors.

Spring Term:

PE195 Gymnastics, PE295 Conditioning and Tennis

Required for P.E. majors.

PE198/298 Independent Study in Physical Education

1-3 credits (hrs to be arranged)

Prerequisite: Instructor consent.

PE199A Athletic Orientation

2 credits (2 lec hrs/wk)

Designed for all members of the athletic team. Students are introduced to a wide variety of information as it relates to student athletes, and various problems faced due to participation in the Athletic program. Areas covered will include financial aid, registration and scheduling to avoid time conflicts, NWAACC eligibility rules, time management, and functions of the Athletic Department.

Prerequisite: Must be a member of one of the College's athletic teams.

PE231 Wellness for Life

3 credits (3 lec hrs/wk)

Lifetime fitness activities and wellness strategies.

PE280 Field Experience

1-3 credits (3-9 lab hrs/wk)

9 credits maximum.

Includes seminar with teaching strategy. Students have the opportunity to experience working with K-12 students in physical activity setting.

Prerequisite: Instructor consent.

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.

Prerequisites: 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 courses: 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: Institutions

3 credits (3 lec hrs/wk)

An introduction to American political institutions, processes and ideology in relation to politics and public policy.

PS202 American Government: Policy Issues

3 credits (3 lec hrs/wk)

This course continues study of civil liberties and practical application of powers of the federal government to society's problems. Current issues in American politics and the application of federal government powers to society's problems will be addressed.

PS205 International Politics: Global Issues

3 credits (3 lec hrs/wk)

Analysis of current relations between nations, international and regional organizations, and non-governmental agencies. Emphasis on international political economy, global environment, human rights and security issues. Major world regions as well as developed and developing third world countries will be studied.

PSYCHOLOGY

PSY111 Introduction to Personality and Development

3 credits (3 lec hrs/wk)

Introductory course in personality and development. Emphasis on aiding student toward self-understanding and personality development. Stresses theories of personality, interpersonal relations, interpersonal communications and small group interactions.

PSY115 Career Workshops

1 credit (10-13 lec hrs total)

Discussions of present and future job opportunities, labor market changes, how to communicate effectively at the workplace and job search strategies focusing on how to market yourself to potential employers.

PSY201 General Psychology

3 credits (3 lec hrs/wk)

Introduces principles and theories of human behavior. Stresses scientific methodology, brain and other physiological influences on behavior, learning, sensory and perceptual processes.

PSY202 General Psychology

3 credits (3 lec hrs/wk)

Focuses on memory, consciousness, language and thinking, life span 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)

Introduction to the basic research methods used by social scientists. Includes an introduction to statistical analysis, observational studies,

survey research and experimental design.

Prerequisite: MTH 60 with a C or better.

PSY239 Introduction to Abnormal Psychology

3 credits (3 lec hrs/wk)

Discusses the diagnosis, etiology and therapy of emotional disturbances and behavioral disorders.

PSY240 Introduction to Psychopharmacology

3 credits (3 lec hrs/wk)

Basic introduction to the principles of drug action on the mind and body. Focuses on drug metabolism, the nervous system and neuron physiology. Includes some psychopharmacological research findings on alcohol, psychotherapeutic drugs, benzodiazepines, barbiturates, stimulants, marijuana, opiates, caffeine, nicotine and hallucinogens.

READING See Academic Skills

REAL ESTATE

Most real estate courses are offered on an individual basis. Contact the Office of Outreach and Professional Development for more information.

RE9290 Oregon Real Estate

1 credit (12 lec hrs total)

A review of the financing program available in the marketplace today. Emphasis on conventional real estate loans, government finance programs, finance regulations and alternate and seller financing. Provide continuing education for realtors.

RE112 Real Estate Law I

3 credits (3 lec hrs/wk)

Survey of Oregon Real Estate Law as it applies to ownership, use and transfer of real property, classes of property, legal description, instruments of conveyance, estates, liens, easements, deed restrictions and contracts. Partially fulfills the educational requirements for the Oregon Real Estate Salesperson License. Self-study uses a textbook and a related series of slide-tape programs. Students are required to accumulate 30 hours of library preparation time to be eligible to take the final exam.

Prerequisite: Instructor consent.

RE113 Real Estate Principles I

3 credits (3 lec hrs/wk)

Examines the nature of real property and real estate business, markets, brokering, ownership contracts, taxes and assessments. Partially fulfills the educational requirements for the Oregon Real Estate Salesperson License. Students are required to accumulate 30 hours in the library using a self-study course that includes a textbook and a series of slide-tape programs.

Prerequisite: Instructor consent.

RE116 Real Estate Finance I

3 credits (3 lec hrs/wk)

Describes methods for financing the acquisition and transfer of real property. Includes the mortgage market, money, mortgage loan procedures, lending instruments, foreclosures and remedies, government loan programs and nongovernment loan programs. Partially fulfills the educational requirements for the Oregon Real Estate Salesperson License. A self-study course uses a series of slide-tape programs in conjunction with the textbook. Thirty hours of preparation time in the library qualifies student to take the final.

Prerequisite: Instructor consent.

REAL ESTATE (Cont'd)

RE118 Real Estate Appraising I

3 credits (3 lec hrs/wk)

Methods for estimating the value of real property in residential form. Emphasis will be placed on appraisal process, definition of problem, appraisal plan, data collection, market approach to value, cost approach to value, income approach to value, correlations of estimates and writing the report.

Prerequisite: Instructor consent.

RE222 Real Estate Law II

3 credits (3 lec hrs/wk)

Continuation of Real Estate Law I with emphasis on employment contracts, title insurance, earnest money receipts, options, closing statements, loan applications, escrow instructions, lending instruments, misrepresentation, insurable liability, subdivision and building codes, broker-attorney relationships, subdivision laws and landlord-tenant act.

Prerequisite: RE112.

RE230 Real Estate Office Management and Supervision of Sales Personnel

3 credits (3 lec hrs/wk)

Methods of supervising activities of real estate sales personnel emphasizing planning, selection, training and evaluation of sales personnel, motivation, authority, communications, discipline and public relations. Students will examine methods for establishing and operating a small real estate office with focus on organizational formats, planning, office facilities, financial reports, non-financial records, office personnel, office manuals and public relations.

Prerequisites: RE112, RE113, and RE116.

SCIENCE, GENERAL

PHYSICAL SCIENCE

A sequence in Physical Science must include GS104 and GS105 plus either GS106, GS107 or GS108.

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. The topics are presented from a historical perspective. This foundation is then used as the basis for studying concepts in light, electricity and modern physics.

Prerequisite: MTH70 with a C or better.

GS105 Physical Science

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

This course provides an overview of the essential ideas in physics and chemistry and their application to either astronomy or geology. Introduction to chemistry emphasizing atomic structure, chemical change and chemical bonding.

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. Exercises may be added.

GS107 Astronomy

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

A descriptive treatment of the solar system, stars, stellar evolution, galaxies and cosmology. The results of current space missions are emphasized. Recent discoveries in stellar astronomy will be discussed. Fulfills one term of Physical Science Survey requirement. Includes lab component.

Prerequisite: MTH70 with a C or better.

GS108 Oceanography

3-4 credits (3 lec or 3 lec, 3 lab hrs/wk)

Studies the ocean and its phenomena. Discusses the chemical, biological, geological and physical nature of the oceans, the ocean floor and shoreline. The course also includes sedimentation, volcanism, plate tectonics and other geological aspects of the oceans. Laboratory exercises included if taken for 4 credits.

GS198/298 Independent Studies in General Science

1-3 credits (1-9 hrs/wk to be arranged)

Prerequisite: Instructor consent.

SOCIOLOGY

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 relationship, courtship, marriage and family patterns - old, new, and unconventional. The course focuses on how relationships are built, maintained, changed, and how people cope with love, sexuality, children, conflict, divorce, blended families, disabilities and death of family members.

SOC220/CJ131 Institutional Corrections

3 credits (3 lec hrs/wk)

A detailed exposure to correctional facilities used for the punishment of those convicted of crimes. The evolution of the penal institution, levels of custodial security, and issues relating to custodial, treatment, and programs within penal institutions will be explored. Field trips to correctional facilities.

SOCIOLOGY (Cont'd)

SOC221/CJ201 Juvenile Delinquency

3 credits (3 lec hrs/wk)

Study of deviant behavior and current criminological theories with emphasis on criminal justice applications, crime prevention and phenomena of crime as it relates to juveniles.

SOC243/CJ243 Narcotics and Dangerous Drugs

3 credits (3 lec hrs/wk)

Presents facts, attitudes, opinions, and perspectives (medical, social, legal) necessary to understand what psycho-active drugs do, how they do it, who uses them and why.

SOC244/CJ101 Criminology

3 credits (3 lec hrs/wk)

Provides a broad viewpoint of criminal behaviors and the justice system, consideration of human behaviors and crime, the impact of early theoretical approaches to current, theoretical and practical treatment of crime and criminals.

SPEECH

SP100 Basic Speech Communications

3 credits (3 lec hrs/wk)

Applies general communication theories of intrapersonal, interpersonal and group communication. Develops an awareness of interpersonal communication as it relates to employment and informational interviewing, groups problem solving and communication climates.

SP111 Fundamentals of Public Speaking (Podium)

3 credits (3 lec hrs/wk)

Students prepare and present original, informative speeches with emphasis on content, organization, delivery and technique.

SP112 Persuasive Speech (Podium)

3 credits (3 lec hrs/wk)

Students examine persuasion in a variety of contexts. Students will prepare and present original persuasive speeches. The study of theory includes critical thinking, persuasive techniques, organization patterns and audience analysis.

SP217 Understanding Media: The Persuasive Image

3 credits (3 lec hrs/wk)

Focus is on the effects of mass media on society. Special discussions include media violence studies, children and television, sexism, ageism, racism in the media and social movements. The agenda-setting functions of the media and critical consumer awareness is also presented.

SP218 Interpersonal Communication

3 credits (3 lec hrs/wk)

Focuses on improving communication with oneself in order to improve relationships. Addresses perception, emotions, language, non-verbal communication, listening and conflict resolution skills.

SP219/HS260 Small Group Discussion (Group Dynamics)

3 credits (3 lec hrs/wk)

Focuses on skill building and theory in decision making, goal setting, presentation planning and knowledge of group processes. Students learn and practice effective small group techniques in a variety of settings.

SP229 Oral Interpretation

3 credits (3 lec hrs/wk)

Introduces techniques of delivery including diction, vocal intonations and gestures. Students apply techniques of literature and audience analysis. Class requires analysis and oral interpretation of several pieces of literature.

SUPERVISORY TRAINING

SDP101 Principles of Management/Supervision

BA·206

3 credits (3 lec hrs/wk)

Total responsibility of the supervisor is covered, including self-development, communication, employee development, human relations, discipline, giving of orders and discipline, organization, planning, quality control and grievances. Course is taught as beginning level in supervision.

SDP113 Human Relations for Supervisors

BA·224

3 credits (3 lec hrs/wk)

The practical application of basic psychology in building better employer-employee relationships by studying human relations techniques.

THEATRE

TA0507 Stage Presence

0 credit (1 lec, 2 lab hrs/wk)

Prepares individuals in the art of stage presence and understanding audience behavioral patterns.

TA100 Introduction to Theatre

3 credits (3 lec hrs/wk)

Studies the development, theory and processes of creating live performances through human expression.

TA141 Acting I: Monologues

3 credits (3 lec hrs/wk)

Studies the methods, techniques and theory of acting as an art form. Performance of laboratory exercises and cuttings from plays are the basic teaching approaches.

TA142 Acting II: Vocal Expression

3 credits (3 lec hrs/wk)

Studies the methods, techniques and theory of acting as an art form. Performance of laboratory exercises and cuttings from plays are the basic teaching approaches.

TA143 Acting III: Scenework

3 credits (3 lec hrs/wk)

Studies the methods, techniques and theory of acting as an art form. Performance of laboratory exercises and cuttings from plays are the basic teaching approaches.

TA153 Rehearsal and Performance (From Audition to Closing Night)

1-3 credits (9 lec hrs/wk, plus 0-10 TBA lab hrs total)

Training in theater production through rehearsal of a play for public performance. Includes stage crew, production people, and actors.

THEATRE (Cont'd)

TA241 Intermediate Acting Techniques: Styles

3 credits (3 lec hrs/wk)

Surveys styles and techniques of acting including mime, improvisation, voice, stage combat and physical preparation.

TA242 Intermediate Acting Techniques: Improvisation

3 credits (3 lec hrs/wk)

Surveys styles and techniques of acting including mime, improvisation, voice, stage combat and physical preparation.

TA243 Intermediate Acting Techniques: Rehearsal Process

3 credits (3 lec hrs/wk)

Surveys styles and techniques of acting including mime, improvisation, voice, stage combat and physical preparation.

WELDING TECHNOLOGY

WELD4165 Welding Lab A

3 credits (9 lab hrs/wk)

This course leads students toward AWS structural certification on 3/8 plate using E6010 electrodes. Students will free bend test coupons in each position starting in flat, progressing toward overhead. Emphasis on welding techniques that meet or exceed industrial standards.

Prerequisites: WELD101, WELD211 and WELD250 with a C or better. May be taken concurrently.

WELD4166 Welding Lab B

3 credits (9 lab hrs/wk)

An extension of Lab A where students continue welds with E6010 electrodes, progressing through overhead position. Students will start welding with E7018 low hydrogen electrodes. All testing will be according to AWS structural codes. Emphasis on quality welding, not quantity.

Prerequisite: WELD4165 with a C or better.

WELD4167 Welding Lab C

3 credits (9 lab hrs/wk)

An extension of Welding Lab B, allowing students the opportunity to finish welding and testing with E7018 low hydrogen electrodes.

Options for welding with hard wire and flux core will be available.

Emphasizes welding according to structural codes.

Prerequisite: WELD4166 with a C or better.

WELD4280 Work Experience

1-6 credits (4 lec, 24 lec-lab hrs/wk)

Gain on-the-job experience in coordinator-approved shop situations that closely parallel field study. Work with supervisor and coordinator. Seminar arranged by supervisor.

Prerequisite: Instructor consent.

WELD9225 Welding Workshop: Argon/TIG Welders Only

0.25 credit (12 lab hrs total)

Provides experienced welders with practice in basic welding techniques for skills upgrading and/or certification.

Prerequisite: Instructor consent.

WELD9225 Welding Workshop: Certification for Non-Majors

0.25 credit (12 lab hrs total)

Provides experienced welders with practice in basic welding techniques for skills upgrading and/or certification.

Prerequisite: Instructor consent.

WELD9225 Welding Workshop: Certification for Majors

0.25 credit (12 lab hrs total)

Provides experienced welders with practice in basic welding techniques for skills upgrading and/or certification.

Prerequisite: Instructor consent.

WELD101 Welding Processes I

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

Emphasizes oxy-acetylene welding and cutting. Topics include mechanical fastening, brazing, silver soldering, joint design, OA welding and cutting. Introduction to electric eye and trace cutting machines along with computer numeric controlled cutting machines. Industrial safety, weld techniques, joint design and proper care of equipment will be stressed.

WELD102 Welding Processes II

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

Further develops knowledge and skill in the set-up, shutdown, electrode selection, and uses of shielded metal arc welding (SMAW). Students will gain working knowledge of SMAW to industry safety and procedural standards. Welding metallurgy, alternative uses of the arc for cutting and plasma arc cutting will be discussed in lecture and demonstrated in lab.

WELD103 Welding Processes III

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

Knowledge and skill development in principles of gas metal arc welding (GMAW). Students learn principles of GMAW using solid and flux-cored wire on a variety of metals. Gun manipulation, metal transfer methods, equipment needs, welding gasses, use of industrial robotics welders will be discussed. Safety, joint design, limitations and equipment maintenance will be stressed.

WELD201 Welding and Joining Processes I

2 credits (4 lec-lab hrs/wk)

Covers up-to-date welding and joining processes. The focus is on new welding and joining processes of non-ferrous materials, i.e.: plastics, graphite composites, and lamination and metal alloys. Students will learn from lecture/discussion, audio visual presentations, lab experiences, demonstrations and research activities. Emphasis is on new emerging technologies.

WELD202 Welding and Joining Processes II

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

Continuation of Welding and Joining Processes I with the focus switched to ferrous materials and the newer processes of welding and joining, i.e., laser beam welding, robotics welding, electron beam welding, explosion welding. Students will learn through lecture/discussion, audio visual presentations, lab experiences, demonstrations and research activities.

Prerequisite: WELD201.

WELD211 Shielded Metal Arc Welding I

3 credits (1 lec, 4 lec-lab hrs/wk)

Covers shielded metal arc welding including safety, arc welding fundamentals, polarity, amperage ranges, weld defects, causes and cures. Students learn through lecture, demonstration, and practical application of skills and concepts. Lab activities will cover flat,

****SEE NEXT PAGE FOR MORE INFORMATION****

WELDING TECHNOLOGY (Cont'd)

horizontal and vertical welds using 1/8 inch E6010 and 1/8 inch 7018.
Prerequisite: WELD101, WELD102 or WELD103 or equivalent experience.

WELD212 Shielded Metal Arc Welding II

3 credits (1 lec, 4 lec-lab/hrs wk)

Continuation of WELD211, with emphasis on operating characteristics of E6010 and E7018 electrodes, constant current type power sources, metallurgical and chemical composition of steel and steel alloys, properties of metals, manipulative techniques, proper joint design preparation and AWS certification standards and testing methods. Lab activities will cover overhead E6010 and flat, horizontal and vertical welds using E7018.

Prerequisite: WELD211.

WELD250 Gas Tungsten Arc Welding

3 credits (1 lec, 4 lec-lab hrs/wk)

Covers all aspects of gas tungsten arc welding from safety and process operation through qualification and certification. Students learn through lecture demonstration and practical application of concepts from shielding gasses to metallurgy. Emphasis is on safety, equipment set-up, manual welding techniques and procedures for both ferrous and non-ferrous materials, quality control and inspection and industrial codes and procedures.

Concurrent course: WELD250L.

WELD255 Gas Metal/Flux Cored Arc Welding

3 credits (1 lec, 4 lec-lab hrs/wk)

Covers advanced uses of wire processes. Students learn advanced techniques in wire welding through lecture/ demonstration and practical application of industry methods. Automatic, semi-automatic, robotics and manual techniques will be presented. Joint design, filler materials, gasses and safety and metallurgy will be stressed.

Prerequisite: WELD101, WELD102 or WELD103.

Concurrent course: WELD255L.

WELD260 Pipe Fitting and Welding

3 credits (1 lec, 4 lec-lab hrs/wk)

An introduction to pipe arc welding. Through lecture, demonstration and practical application, students learn the skills needed to weld pipe in the 1G rolled position, 2G and 5G fixed position using 6010 and 7018 electrode. Safety, quality, and proper weld technique is stressed according to industry standards for appearance and weld soundness.

Prerequisite: WELD101, WELD102 or WELD103.

Concurrent course: WELD260L.

WELD265 Fitting and Fabrication

3 credits (1 lec, 4 lec-lab hrs/wk)

The welding skills specialty of the manufacturing technology program. Designed to give students experiences of fabricating a product using all skills learned throughout the manufacturing course work. Emphasis is on producing a product from design through models to final production. Students learn in a lecture/lab which will emphasize problem solving and cooperation within a work-like environment. Safety, quality and a commitment to excellence is the major emphasis.

Prerequisite: WELD101, WELD102 or WELD103.

Concurrent course: WELD265L.

WELD270 The Welder and Manufacturing

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

Outlines the role of the welder in the manufacturing process, both today and tomorrow. Emphasis will be on problem solving and cooperation using individual and group projects. Students learn through lecture/discussion, audiovisual presentation, lab experiences, demonstrations and research activities.

WORKPLACE ISSUES

WKPL4350 Workplace Issues

2 credits (2 lec hrs/wk)

Assists students in acquiring the interpersonal and human relations (including effective and clear speaking, inquiry and listening) skills, adapting to change, valuing diversity, developing intellectual tolerance and balancing the needs of work, family and self. This will be accomplished utilizing examinations, written assignments, class activities and various reading materials.

WKPL9033 Career Workshops (General)

0-1 credit (1-10 lec hrs total)

Discussions of present and future job opportunities, labor market changes, how to communicate effectively at the workplace and job search strategies focusing on how to market yourself to potential employers.

WRITING

WR0525 Sentence Fundamentals

5 credits (5 lec hrs/wk)

Designed to teach the skills of writing well-formed, grammatically correct and varied sentences, and of using punctuation. Credits do not count toward graduation.

WR0542 Writing Your Autobiography

3 credits (3 lec hrs/wk)

Introduces students to the techniques of writing an autobiography. Includes method, style and organization. Both student and non-student works are discussed in class in order to develop writing techniques.

WR0543 Creative Writing: Fiction

1 credit (3 lec hrs/wk)

Concentrates on fiction writing techniques of characterization, thematic content, dialogue, scenes and structure. Exercises are written and critiqued.

WR0546 Creative Writing: Poetry

1 credit (3 lec hrs/wk)

Introduces the theory, techniques, and practices of poetry writing to the beginning student through reading published work and through written classroom exercises. Part of the term is spent in a writers' workshop discussing, analyzing and critiquing student writing by the class and instructor.

WR0552 Creative Writing: Explorations

1 credit (3 lec hrs/wk)

Discussion of the techniques of play writing, nature writing, and other selected non-fiction, poetry, and fiction through the reading and analysis of published work and through classroom writing exercises. Areas to be explored depend upon student and teacher interest. Part of the term is spent in a writers' workshop discussing, analyzing and critiquing student writing by the class and instructor.

WRITING (Cont'd)

WR0593 Writing Lab

0 credit (variable hrs/wk)

Writing Lab is a support service for Southwestern students for all their college writing, providing individual assessment and instruction in specific writing problems in the writing process, as well as in grammar and mechanics. Students must be enrolled in at least one college course.

WR0667 Getting Published

2 credits (2 lec hrs/wk)

Presents students with proper formats for submitting their letters, columns, articles, poems, fiction, books, and screenplays to publishers. Topics will include queries, electronic submissions, desktop publishing, vanity publishers and agents. Will enable students to use resource materials to locate proper publisher for their writing. Includes marketing tips. Course will also be a workshop in which actual works are submitted and/or published.

WR0759 Writing and Editing

0 credit (2 lec hrs/wk)

Individualized writing instruction teaches students the writing process; invention, revision, and editing, with the focus on students analyzing and improving their own writing process and writing.

WR60 Writing for Foreign Students

5 credits (5 lec hrs/wk)

Writing for Foreign Students focuses on improving sentence construction and variety as well as paragraph and essay development. All reading and writing practice is done using texts from various disciplines in the humanities and science for the purpose of preparing foreign students for success in mainstream college courses.

Prerequisite: Minimum TOEFL score of 450.

WR90 Paragraph Fundamentals

3 credits (3 lec hrs/wk)

Designed to help students write clear, correct paragraphs in standard English. A final goal is to have students organize paragraphs in an extended essay. Will include discussion of grammar, punctuation and conventions of style and usage.

Prerequisites: WR0525 with a C or better, placement test score.

WR121 English Composition

3 credits (3 lec hrs/wk)

Presents the fundamentals of expository prose through the development and frequent exercise of writing abilities. Designed to help students learn the use of unity, clarity, coherence and detail in the development of written ideas. Sequence with WR122, WR123 or WR227. Must be taken in sequence.

Prerequisites: WR90 with a C or better, or placement test score.

WR122 English Composition

3 credits (3 lec hrs/wk)

Fundamentals of expository prose with special emphasis on rhetorical principles of argumentation. Special attention is given to audience and style. Basic principles and use of logic in argumentative/persuasive writing are introduced. Must be taken in sequence with WR121, WR123 or WR227.

Prerequisite: WR121 with a C or better.

WR123 English Composition

3 credits (3 lec hrs/wk)

Designed to teach the research process; the conventions of writing and documenting a research paper; and the discourse conventions, audience expectations, and bibliographic formats of selected disciplines. Emphasis is on developing a method for planning, researching, and writing papers based on collected information. The research paper develops an argumentative or analytical thesis; it necessitates critical reading and persuasive writing.

Prerequisite: WR122 with a C or better.

WR199A Writing Your Autobiography

3 credits (3 lec hrs/wk)

Introduces students to the techniques of writing an autobiography. Includes method, style and organization. Both student and non-student works are discussed in class in order to develop writing techniques.

WR214 Business English

3 credits (3 lec hrs/wk)

For Business and Office Occupations majors, WR214 consists of the study of and practice in modern business communication, especially written communication. Emphasis is on persuasive and routine correspondence, rhetorical strategies, and appropriate conventions. The class will shape students' language skills, focusing on conciseness, correctness, and consistent and appropriate tone. Students learn to use style sheets and current conventions in punctuation. Students will use their knowledge of human behavior, business environments, and business organization and apply it to effective written and oral business communication.

Prerequisite: WR121 with a C or better.

WR214T Professional/Technical Writing

3 credits (3 lec hrs/wk)

Professional/Technical Writing will familiarize students with various strategies for accomplishing professional goals through communication. The course will stress the application of higher order thinking in routine and persuasive correspondence, memos and reports by teaching rhetorical strategies and the importance of appropriate style and conventions. Students will write at least 3,000 words to be evaluated by the instructor, in addition to other, non-evaluated assignments.

Prerequisite: WR121 with a C or better.

WR222 Advanced Composition

3 credits (3 lec hrs/wk)

Explores approaches to writing that are beyond the scope of traditional composition offerings. Emphasis is on sophisticated or experimental methods and abundant student writing.

Prerequisites: WR121 and WR122 with a C or better.

WR227 Report Writing

3 credits (3 lec hrs/wk)

Report Writing studies the principles of composition applied to the writing of reports required in the technical and business professions. Includes procedures for fact gathering, organization, graphic layout and other methods of compiling data. Students learn to quote, paraphrase and summarize sources correctly and effectively, and to cite those sources and list them with the aid of a style sheet. Students write reports in their chosen disciplines. Report Writing may be substituted for WR123 English Composition.

Prerequisite: WR122, WR214 or WR214T with a C or better.

WRITING (Cont'd)

WR241 Imaginative Writing: Fiction Writing

3 credits (3 lec hrs/wk)

Introduces the theory, techniques and practice of fiction writing to beginning students. Emphasizes the short story. Beginning of the term is spent reading and analyzing published work for writing techniques in characterization, scenes, dialogue, thematic content and structure. Writing exercises, in class and homework, complement these discussions and are critiqued. Remainder of the term is spent in a writers' workshop in which class members and the instructor analyze and critique student writing. Sequence with WR242, WR243. Need not be taken in order.

WR242 Imaginative Writing: Poetry Writing

3 credits (3 lec hrs/wk)

Introduces the theory, techniques and practices of poetry writing to the beginning student through reading published work and through written classroom exercises. Part of the term is spent in a writers' workshop discussing, analyzing and critiquing student writing by the class and instructor. Sequence with WR241, WR243. Need not be taken in order.

WR243 Imaginative Writing: Explorations

3 credits (3 lec hrs/wk)

Discussion of the techniques of play writing, nature writing, and other selected non-fiction, poetry, and fiction through the reading and analysis of published work and through classroom writing exercises. Areas to be explored depend upon student and teacher interest. Part of the term is spent in a writers' workshop discussing, analyzing and critiquing student writing by the class and instructor. Sequence with WR241, WR242. Need not be taken in order.

BUSINESS MANAGEMENT PROGRAM

The Business Management Program (BMP) is designed to improve the management skills of small business owner/managers. The program consists of seminars, class discussions and individual on-site consultations with the BMP business counselors.

Individual business consultations include a management audit of the business, recommendations and technical assistance with specific issues, and on-going counseling on individual challenges facing the business or manager.

Only a limited number of businesses can be accommodated in the BMP program. Therefore, admittance and commitment to the program is at the discretion of the BMP director and is based on the commitment of the business owner to the program, the number of years in business, payment of fees, cooperation with requests for information and space availability.

Confidentiality of the business records of every participant is strictly assured, and on this basis the records must be open to the program instructor.

Registration for the BMP program is for one year at a time. Full payment of the tuition is due upon receipt of the appropriate registration forms.

Registration can be renewed for a maximum three years but is dependent upon re-admittance each year.

In order to keep the program content current and manageable for the participants, the college reserves the right to modify the program.

For further information, contact the Business Development Center, at 2110 Newmark, Coos Bay, (541) 888-7104.

HONORS IN ENGLISH

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

ADMINISTRATION

Board of Education

Citizens of the college district are represented in all aspects of the college operation by the Board of Education - seven men and women elected, from the towns and cities of the district, by the people. The Board, assisted by five ex-officio Board members representing the students, faculty, classified and administrative staff, determines the policies to be administered by the College President. A seven member appointed Budget Committee assists the Board with annual budget preparation.

The Board

David Bridgham
Kathleen Grossman
Clint Laird
Dr. Cathy Vesper-Wilson

Nancy Brouhard
Dr. Dorothy Heagy
Dan Smith

Budget Committee

John Babin
Stephen Doty
James Fox
Robert Olstrom

Robert Scully
James Lawton Verger
Richard Voelling

Office of the President

Dr. Stephen Kridelbaugh, President
Christy Sutton, Administrative Assistant

Athletics

John Speasl, Athletic Director

Business Office

Bob Moch, Business Manager
Ron Olson, Special Projects Accountant

College Advancement

Mike Gaudette, Director of College Advancement
Kelly Gonzales, Public Relations/Marketing Specialist
Jennifer Meyers, Resource Development Specialist

Information Technology

Dan Kelly, Director, Administrative Information
Technology/Planning/Research
Kat Flores, Information Systems Administrator
Shelley Tildon, Systems Administrator

Instructional Services

Phillip Anderson, Dean of Instructional and Student Services
John Berman, TPAD Curriculum Coordinator
Kathy Blake, Educational Talent Search Specialist
Joanna Blount, Associate Dean of Student Services/Registrar
James Bouley, BDC Coordinator, Curry County
Robert Bower, Associate Dean of Collegiate and Adult Education
Kelley Brayton, Coordinator of International Student Programs

Instructional Services (Cont'd)

Brenda Brecke, Director, Adult Learning Skills
Sharilyn Brown, Educational Talent Search Specialist
Laura Devine, Media Operations Supervisor
Michael Emmett, Newmark Center Coordinator
Hunter Fales, ADA Coordinator
Mary Jane Fisher, CCLS Extended Services Supervisor
Melody Gillard-Juarez, Director of the Retired and Senior Volunteer Program
Peggy Goergen, Associate Dean of Curry County
Linda Hatfield, Division Director, Business and Technology
Karen Helland, Child Care Resource/Referral Coordinator
Kay Heikkela, Director of Conference Services
Margallee James, SOI Academic Assessment Specialist
Barbara Miles, Coordinator of Regional Workforce Quality Council
Connie Nelson, Director, Educational Talent Search
Debra Nicholls, Office Manager/Administrative Assistant to the Dean of Instructional and Student Services
Tom Nicholls, Coordinator of Student Recruitment
Judy Ocobock, Registration/Records Supervisor
Patricia Parker, Mentor/Tutor/Transfer/Retention Specialist, Student Support Services
Victoria Pettijohn, Assistant Director/Lead Teacher, Family Center
Janet Pretti, Curry County Coordinator/Assistant
Ronald Pullen, Division Director, Collegiate Programs
Frank Ramer, Oregon Advanced Technologies Consortium Coordinator
Beth Rehm, Director of Corrections Education
Paula Reis, Director, Family Center
Paul Reynolds, Coordinator, Fire/Health/Safety Career Development
Jon Richards, Director, Business Development Center
Judith Scherer, Division Director, Health and Human Services
Cheryl Scott, Director of Professional, Continuing and Community Education
Mary Stricker, Director of Library Services
Sheila Ward, Placement Specialist
Jeff Whitey, Director of Housing/Conferencing
Deborah Wright, Associate Dean of Professional and Technical Education

Administrative Services

Sheldon Meyer, Dean of Administrative Services
Greg Barker, Director of Plant Services
Robin Bunnell, Director of Financial Aid
Jill Christiana, Bookstore Manager
Barbara Johnson, Human Resources Specialist, Recruitment and Contracts Coordinator
Carole Kelly, Human Resources Specialist, Recruitment and Benefits Coordinator
Dan Kiewert, Maintenance Supervisor
Phyllis Love, Printshop Supervisor/Graphic Artist
Peggy McAnally, Administrative Assistant to the Dean of Administrative Services
Jesse Standard, Custodial Supervisor

FULL-TIME FACULTY

Jerri Bennett-Stillmaker, Associate Professor, Nursing
B.S. in Nursing, 1979, Southern Oregon State College
M.S. in Nursing, 1987, University of Portland

Hans Boettcher, Professor, Machine Tool Technology
B.S. in Mechanical Engineering, 1967, California State Polytechnic University

Fred Brick, Instructor, 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, Visiting Instructor, Adult Learning Skills Program
B.A. in Elementary Education, 1969, University of Oregon

Stephanie Carey, Instructor, Environmental Technology/Forest Resources
B.A. in Science Education, 1989, University of Northern Colorado
M.S. in Environmental Science, 1996, University of Idaho

John Christiansen, Adjunct Instructor, Mathematics
B.S. in Mathematics, 1966;
M.S. in Mathematics/Education, 1971, University of Oregon

Chris Coughlin, Instructor, Early Childhood Education
B.S. in Psychology, 1988, University of Oregon
M.S. in Human Development & Family Studies, 1990;
Ph.D. in Human Development & Family Studies, 1992, Oregon State University

Ray Daniels, Associate Professor, Welding/Manufacturing
B.S. in Industrial Education, 1969;
M.Ed. in Industrial Education, 1977, Oregon State University

Evan Davis, Associate Professor, English
B.A. in English, 1974, California State University, Hayward
M.A. in English, 1977, Iowa State University

Michael Detwiler, Instructor, English
B.A. in English and German, 1971, Ashland University
M.A. in English and German, 1974, University of Freiburg, Germany

Lori Dickinson, Visiting Instructor, Shutter Creek
B.S. in Human Services, 1983, University of Oregon

Jesse Dizard, Instructor, Sociology/Anthropology
A.B. in Comparative Literature, 1986, Brandeis University
M.A. in Anthropology, University of California, Berkeley

Barbara Dodrill, Visiting Professor, Business
B.S. in Business Education, 1970, Southern Oregon College
M.S. in Business Education, 1971, Oregon State University

George Elkins, Assistant Professor, Mathematics
B.S. in Secondary Education, 1985;
M.A. in Teaching (Math), 1990, Western Oregon State College

Stephen Erickson, Professor, Psychology
B.A. in Psychology, 1970;
M.S. in Psychology and Community College Teaching, 1972, Eastern Washington University

Ann Fauss, Instructor, Counselor
B.S. in General Studies, 1989, Eastern Oregon State College
M.S. in Counseling, 1991, Oregon State University

Robert Fields, Visiting Instructor, Biology/Chemistry/General Science
B.S. in Biology, 1981;
M.S. in Biology, 1984, University of Illinois
Ph.D. in Zoology, 1991, Washington State University

Willi Furrer, Associate Professor, Business and Economics
B.A. in Economics, 1981;
M.B.A. in Finance, 1982, Fairleigh Dickinson University

Garrett Gregor, Instructor, Mathematics
B.S. in Mathematics, 1992;
M.S. in Mathematical Modeling of Environmental Systems, 1997, University of Utah

Linda Grosso, Professor, ABE
B.A. in Romance Languages, 1971, University of Oregon
M.A. in Developmental Education, 1993, Appalachian State University

Max Gulias, Instructor, English/Philosophy
B.A. in Philosophy/Political Science, 1991, Concordia College
M.A. in English/Creative Writing, 1995;
D.A. in Composition/Rhetoric, 1996, Illinois State University

Dennis Hanhi, Professor, Electronics
B.S. in Trade and Industrial Education, 1979;
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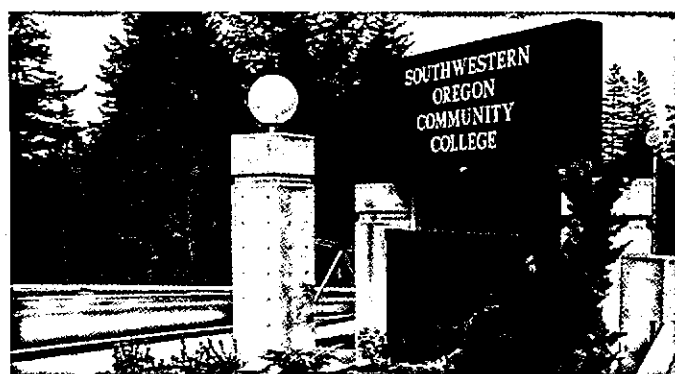
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THE CATALOG

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