

Making a difference R. Kohn

for thirty years



1991- 92



Southwestern Oregon Community College

1988 Newmark ♦ Coos Bay, Oregon 97420

503 888-2525

A non-discriminatory, equal opportunity college.

Making a difference!

Mick Sneddon
Training Coordinator
North Bend Fire Department
SWOCC Graduate '84
Associate in Science,
Fire Science Technology
*"The SWOCC Fire Science
Program has helped me
advance in my career."*

Katie Griffith
Registered Nurse
Bay Area Hospital, Coos Bay
SWOCC Graduate '80
Associate in Science, Nursing
*"SWOCC saved my life. I
was married and had three
kids; then I decided to go
back to school. If the college
hadn't been there I would
never have been able to do
it."*

Pete Sorenson - Attorney,
Sorenson Law Office, Eugene
SWOCC Graduate '72
Associate in Arts,
University of Oregon Graduate
Bachelor of Arts '73
Master of Arts '79
Doctor of Jurisprudence '82
*"None of my success and
good fortune would have
been possible without a
strong community college
start."*

Linda Severson-Studer
Intake/Assessment Technician,
Counseling Center, SWOCC
SWOCC Graduate '89
Associate in Arts,
General Business
*"SWOCC made the difference
for me because education
creates self-reliance and self-
reliance creates success. My
hope is that, while working at
SWOCC, I can make the
difference for someone."*

Dr. JoAnne Hammar
Optometrist, North Bend
SWOCC student '74-'75,
Oregon State University
Graduate '77
*"My experience at SWOCC
was a very positive one -- a
good transition from high
school to a four-year college.
It really helps keep expenses
down while getting a good
start in important basics like
biology, chemistry, physics
and many other courses."*

Pete Drakatos
Account Executive, Dean Witter
Reynolds Inc., Eugene
SWOCC Graduate '79
Associate in Science,
Business Technology -
Marketing Major
*"SWOCC has a wonderful
mix of ages and students
can benefit from other
people's experiences."*

Kim Banta - Teacher,
Charleston Elementary
SWOCC Student '84-'86,
Oregon State University
Graduate '89
Bachelor of Science
*"I don't think I would have
gone on if I hadn't had such
a positive experience at
SWOCC... I don't think I'd
be where I am today if I
hadn't gone to SWOCC."*

Woodie Smitasin
Restaurant Owner
Woodie's Quik Wok,
North Bend
SWOCC Graduate '78,
Associate in Science,
Business Technology -
Office Management
*"My dream came true
through SWOCC."*

Chuck Knight - Sergeant,
Coos Bay Police Department
SWOCC Graduate '74,
Associate in Science,
Police Science
'77 Associate in Science,
General Business
*"The Criminal Justice
Program at SWOCC is the
type of education essential
for anyone wishing to
advance in the law
enforcement profession."*

Angie Hill - Marshfield High
School Graduate, Coos Bay
SWOCC Student '89-'91
Transferring to Portland State
University Fall '91 *"The
atmosphere and the people
made SWOCC an enjoyable
place for me. Through
athletics and coach John
Speasl, I was able to build
stronger and friendlier
relations with others who were
attending other community
colleges in the state."*

Mike Rose, D.M.D.
Dentist, Coos Bay
SWOCC Graduate '71
Associate in Arts,
Oregon State University
Bachelor of Science '72,
Oregon Health Sciences
University School of Dentistry
Graduate '76
*"SWOCC was a great place
to get started on a quality
education."*



ACADEMIC CALENDAR

FALL TERM 1991

| | |
|-------------------------|--|
| September 16 - 18 | Formal registration for fall term |
| September 19, 20 | Campus closed |
| | Faculty/staff work days |
| September 23 | Day and night classes begin |
| September 23 - 27 | Follow-up registration |
| September 27 | Last day to register or add classes without instructor consent |
| October 7 | Late fees begin |
| November 1 | Last day to withdraw without responsibility for a grade |
| November 4 | Registration for winter term begins |
| November 4 - 8 | Formal advising week |
| November 11 | Campus closed - Veterans' Day |
| November 12 - 27 | Advising during faculty office hours, by appointment or in Counseling Center |
| November 28 - 29 | Campus closed - Thanksgiving |
| December 2 - 20 | |
| 23, 26, 27, 30 | Advising in Counseling Center |
| December 6 | Last day to change to audit or withdraw with instructor consent |
| December 9 - 13 | Final exam week |
| December 16 - 31 | Break |
| December 24 - 25 | Campus closed - Christmas |

WINTER TERM 1992

| | |
|------------------------|--|
| January 1 | Campus closed - New Year's Day |
| January 2 | Follow-up registration |
| January 3 | Campus closed - staff development |
| January 6 | Day and night classes begin |
| January 10 | Last day to register or add classes without instructor consent |
| January 20 | Late fees begin |
| February 14 | Last day to withdraw without responsibility for a grade |
| February 17 | Campus closed - Presidents' Day |
| February 24 | Registration for spring term begins |
| February 24 - 28 | Formal advising week |
| March 6 | Last day to change to audit or withdraw with instructor consent |
| March 16 - 20 | Final exam week |
| March 23 - 27 | Spring break |

SPRING TERM 1992

| | |
|-------------------------|--|
| March 30- April 3 | Follow-up registration |
| March 30 | Night classes begin |
| March 31 | Day classes begin |
| April 3 | Last day to register or add classes without instructor consent |
| April 13 | Late fees begin |
| May 8 | Last day to withdraw without responsibility for a grade |
| May 18 - 22 | Advising and registration for summer and fall terms |
| May 25 | Campus closed - Memorial Day |
| May 29 | Last day to change to audit or withdraw with instructor consent |
| June 8 - 12 | Final exam week |
| June 12 | Commencement |
| June 15 - 19 | Break |
| | Advising in Counseling Center |

SUMMER TERM 1992

| | |
|--------------------|--|
| June 22 | Day and night classes begin |
| June 22 - 25 | Follow-up registration |
| June 25 | Last day to register or add classes without instructor consent |
| July 1 | Late fees begin |
| July 3 | Campus closed - Independence Day |
| July 16 | Last day to change to audit or withdraw without responsibility for a grade |
| August 13 | Last day of classes |



SOUTHWESTERN OREGON COMMUNITY COLLEGE

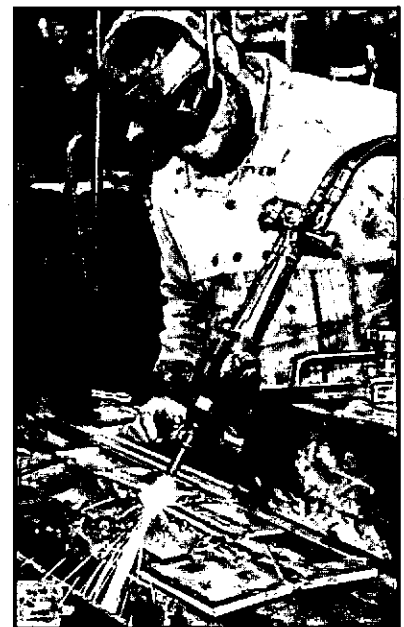
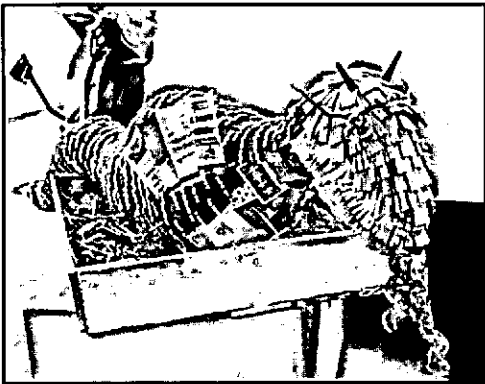
1988 Newmark Avenue ♦ Coos Bay, Oregon 97420

503 888-2525

A non-discriminatory, equal opportunity college.

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AN OVERVIEW

ACCREDITATION

Southwestern Oregon Community College is accredited by the Northwest Association of Schools and Colleges, commission on colleges, and accreditation was reaffirmed in 1982. The curricula of programs are approved by the Oregon State Department of Education Community College Division and are subject to periodic evaluation.

THE COLLEGE - HISTORY

Southwestern Oregon Community College is located within two miles of the Pacific Ocean in an area of beauty and mild climate. The 153-acre institution lies completely within the city of Coos Bay and is bordered on the north and east by the city of North Bend. Southwestern Oregon Community College (SWOCC) was formed in a May, 1961, tax district election. The district's 1,997 square miles include Coos and western Douglas counties, with an estimated population in excess of 58,000. The college is the only public post-secondary institution in the region.

Enrollment has grown from 266 students in 1961 to over 9,000 students per year in 1990. Staff size has grown from 15 to over 50 full-time faculty and from 11 to more than 125 part-time instructors. Cultural and athletic events at the college attract 20,000 men, women and children each year.

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

Permanent campus construction began in 1963. The majority of the campus was constructed between 1965 and 1969. A second phase of construction, which began in 1979, provided new and remodeled shops and laboratories, expanded facilities for several programs and a college community center with a

cafeteria, student activity space, student government offices and meeting rooms for school and community activities.

Throughout the college's years, a comprehensive instructional program has evolved. Instructional offerings include two-year transfer programs, one- and two-year career training 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 and in Curry County locations, by special arrangement. As a partner in the south coast's economic development, SWOCC offers students and industrial partners education that meets their needs.

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

THE COLLEGE - MISSION

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

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

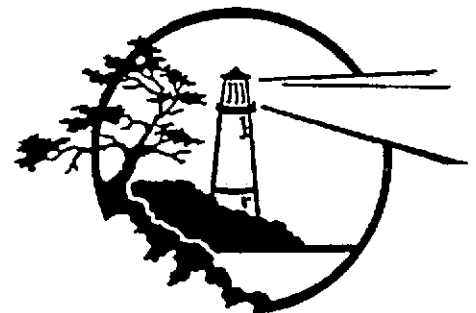
1. Need guidance and counseling to assist them in establishing and achieving educational, occupational and personal goals.
2. Wish to broaden their general educational and cultural experiences.
3. Wish to pursue occupational education courses for programs which will prepare them for employment.

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

The community college, as the name suggests, is a college serving the total community - men and women of all ages and a multitude of interests. The college Board of Education encourages citizen participation in the college and strives to make campus services and facilities readily available to meet public needs.

The college Board of Education believes in education for everyone who may profit from instruction, and the dignity of the choices individuals make in seeking an education.

Southwestern Oregon Community College - a leading partner in the future of the South Coast.



ADMISSIONS and COSTS

ADMISSIONS

Open Door Policy

Southwestern Oregon Community College maintains an "open door" policy and welcomes students who wish to obtain a quality education. Any person who is 18 years or older, or who has a GED or is a high school graduate, may enroll in classes. *Admission to classes, however, does not ensure admittance to a particular course or program of study.* Contact the Admissions Office for information regarding admittance to degree, diploma and certificate programs.

Individuals who are 16 and 17 years of age may register for many of the classes offered at SWOCC and, with the approval of their high school, may use the credits they earn toward high school graduation requirements.

Students under 16 must receive permission from the SWOCC Counseling Center to register. Permission is granted on an individual, course-by-course basis. For those under age 16 who are not attending public school, a Release from Compulsory School Attendance from the high school principal in the district of residence must be submitted before they may enroll in classes at SWOCC.

Schedule of Classes

A Schedule of Classes is published prior to the beginning of each term. It lists the classes to be offered, the location, and the tuition and fees for each. Additional short-term classes for that term will be advertised individually as they are scheduled.

REGISTRATION

Students must register, before attending classes, at the beginning of each term. Registration periods are listed in the academic calendar in this catalog and registration instructions are published each term in the SWOCC Schedule of Classes. Enrollment is complete when the outlined procedures have been followed and tuition and fees have been paid. Students completing enrollment in a regular class or classes after the second week of the term will be charged a late fee.

Students who are in default of deferred tuition, Emergency Tuition Loans, defaulted 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.

TUITION AND FEES

A student is officially registered for a class only after tuition and fees have been paid. Payment may be made by cash, check, money order, VISA or MasterCard. 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. For information, or to use this plan, consult one of the registration assistants.

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

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

Residency Guidelines

You may qualify for Oregon resident tuition rates if you are not a foreign student and if you can document that you meet one of the following guidelines:

1. Minimum 18 years old and established residency in Oregon at least 90 days prior to registration at the college.
2. Minor whose parents or legal guardians are legal residents of Oregon.
3. Graduate from one of the high schools in Oregon within the past five years.
4. Emancipated minor whose residency is independent of parents or guardian and an established resident of Oregon at least 90 days prior to registration at the college.
5. United States Military veterans, or their dependents, with residency established in Oregon within one year of separation from the service.
6. United States Military active duty personnel or dependents.
7. Owners of real property in Oregon and their legal dependents.
8. International exchange students on J-1 visas (i.e., AFS, Rotary International students, etc.) residing with a host family in Oregon.
9. An American Trust Territories resident, eligible for Federal financial aid, who has established residency in Oregon for 90 days prior to registration at the college.
10. Established in-state residency and continually re-enrolled at the college thereafter (excluding summer term.)

Resident Tuition

Resident tuition per term is \$26 per credit up to a maximum of \$312 for enrollment that does not exceed 18 credits. Enrollment in courses beyond the 18 credit limit will result in additional tuition charges of \$26 per extra credit.

Non-Resident Tuition

Non-resident tuition is charged to American citizens who do not meet one or more of the residency guidelines by the date set for the start of classes for the term of enrollment. Non-resident tuition is \$78 per credit up to a maximum of \$936 for up to 18 credits. Non-resident students enrolling in 19 or more credits will pay an additional \$78 per credit for each credit in excess of 18.

International Student Tuition

Tuition for international students, other than those on a J-1 visa, will be \$110 per credit.

Tuition Reductions

LOCATION OF PERMANENT RESIDENCE

Students receive tuition reductions if

1. they are enrolled for six or more credit hours
- AND
2. their permanent, legal address is in the college district.

Tuition reductions are based on the following:

| percent of reduction | location of permanent residence |
|----------------------|---|
| 25% | within Bandon, Coquille or Reedsport School Districts or more than 15 miles from campus |
| 50% | within Myrtle Point School District or more than 30 miles from campus |
| 100% | within Powers School District or more than 50 miles from campus |

Gold Card Club

Residents of the college district, age 62 and older, are eligible for membership in the Gold Card Club. Members are entitled to a 50% reduction of tuition for all courses numbered 0.500 or higher or for those with a letter prefix. Members pay full tuition for the classes numbered 0.000 to 0.499, as well as full class fees for any class.

Tuition Waived

Tuition is waived for the following courses when the student does not receive credit:

| | |
|---------|---------------------------------------|
| 0.522.7 | Band |
| 0.522.8 | Choir |
| 0.522.9 | Orchestra |
| 0.574 | Hospice Care |
| 0.747 | English as a Second Language (ESL) |
| 0.748 | Citizenship |
| 0.593 | Learning Skills Lab |
| 9.380 | Cardiopulmonary Resuscitation (CPR) |
| | Sign Language |
| | Adult Basic Education/GED Preparation |

Tuition is waived for some courses directly related to public service activities for the following persons not pursuing a degree or diploma:

- Public service volunteers
- Paid police and fire personnel
- Employees of government agencies
- Employees in the health field.

Class Fees

Some classes charge fees in addition to tuition to cover the cost of materials, services, insurance or facility use. For some special classes, a "registration fee" may be charged in lieu of tuition. Current fees are listed in each term's Schedule of Classes.

Late Fees

Late fees are charged for registrations completed two or more weeks after classes begin. During the third week, the late fee is \$6. After the third week, the late fee is \$12.

Refunds

Students who withdraw from college or drop courses may be entitled to a refund if they file a completed drop form with the Admissions Office. In emergency situations, a phone call followed immediately by a signed letter will be accepted for withdrawal of a student from a class or classes. The amount of the refund is calculated from the date the written withdrawal application is received in the Admissions Office. Any money owed to the college will be deducted from the refund.

Refunds for student initiated drops for classes three weeks or longer in duration are as follows:

First week of term..... 95%

Second week of term..... 70%

Remainder of term..... None

Refunds of tuition and fees for classes, seminars or workshops two or fewer weeks in duration:

Before class begins..... 95%

During the remainder of the class session.... at the discretion of the Registrar, upon receipt of a written request and justification from the student.

The Registrar may adjust a claim for 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.

Enrollment Status and Guidelines for Change

Audit (see definition below), **Credit/Non-credit** and **Withdrawal** are defined as enrollment status, and the following are guidelines and deadlines for changing from one enrollment status to another:

1. A student may change enrollment status from **CREDIT** to **AUDIT** by the drop/add process through the *sixth* week of classes during regular terms, and through a comparable point of time in summer term.

2. A student may change enrollment status from **AUDIT** to **CREDIT** by the drop/add process, with instructor's consent and signature, 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 from the approved grade options.

(Note: Financial aid and veterans' educational benefit recipients may be required to repay funds if they withdraw from classes or change enrollment status to "audit.")

Auditing Courses

The enrollment status of "audit" means that the student may participate as fully as he or she wishes in the class activities but will not be required to take tests or complete other assigned projects, and will not earn credit. 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 or she has taken the prerequisites for the course, or with instructor consent.

ACADEMIC INFORMATION

Types of Credit

Classes at the college may be credit or non-credit. The non-credit classes are generally those offered for community interest and the content is not applicable toward a certificate, diploma or degree; nor is it always transcribed.

The credit classes may be lower division transfer, vocational, vocational supplementary, or developmental classes. The general definitions are:

Lower Division Transfer credits - will transfer to four-year schools and apply toward a Bachelor degree. These courses will have a departmental prefix and a three digit number, i.e. CH104, General Chemistry.

Vocational credits - apply toward a two-year vocational degree. The courses are numbered with a departmental prefix and a three digit number, or with a four digit number such as 2.766 Accounting I. Some are transferable to some four-year schools and some may not be. Students who plan to transfer to a four-year school, should check with their advisors or the Admissions Office about the transferability of vocational credits.

Vocational Supplementary credits - for courses that are designed to upgrade skills in an occupational area, or to provide people with additional skills so they may advance in an occupational area. These courses have four digit numbers beginning with 9 (9.xxx). The credits are *not transferable* to four-year schools.

Developmental credits - pre-college level. The courses carry four digit numbers or a departmental prefix and a two digit number, i.e. 0.525 Sentence Fundamentals or MTH70 Elementary Algebra. Many developmental courses apply toward one and two-year vocational certificate or degree programs, but they are *not generally transferable* to a four-year school.

Course Load

A student taking 12 or more credits in a regular term is classified as a full-time student. Summer term students taking 8 or more credits are classified as full-time, except for financial aid purposes.

There are special requirements for veterans outlined under the "Veterans" section of this catalog.

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

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

Credit by Challenge or Advanced Placement

The COLLEGE LEVEL EXAMINATION PROGRAM (CLEP) enables a student to demonstrate knowledge and proficiency and acquire credit in selected academic areas. A listing of the general and subject tests and information about those that are accepted by the college are available from the Admissions Office.

ADVANCED PLACEMENT TESTS taken while in high school may be accepted for college credit. For information contact the Admissions Office.

Credits Transferred from Other Colleges

Course credit transferred from other accredited colleges or universities is evaluated in terms of equivalency to SWOCC courses and/or applicability to SWOCC programs.

108 Credit Limitation

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

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 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.

Grades - Definitions and Points

- A (4 grade points) Excellent degree of achievement in meeting course objectives; mastery of principles and skills.
- B (3 grade points) Above average degree of achievement.
- C (2 grade points) Average. The student is able to apply the subject matter in a practical situation.
- D (1 grade point) Minimal degree of achievement. Practical application ability is doubtful.
- F (0 grade point) Unacceptable degree of achievement. No credit. Course credit is used in computing grade point average.
- Y (0 grade point) No basis for evaluation. The student did not attend class, or did not complete enough of the requirements to provide basis for grade. Course credit is not used in computing grade point average.
- S Satisfactory - equivalent to a C or better. Credit as specified. Course credit is not used in computing grade point average.
- U Unsatisfactory - no credit earned. Course credit is not used in computing grade point average.
- I Incomplete - no credit. The student has completed almost all requirements and can reasonably be expected to finish the remainder without having to repeat the course.
- Z Instructor has not turned in grades. This indicator is administratively assigned when grades have not been received by the time student grade reports must be run. The Z is changed to the appropriate grade on student records when official grades are received.

Course Repeat Procedure

A student may repeat a course to improve a grade. While both grades will remain on the transcript, a notation will be entered that the course has been repeated and only the best grade will reflect in the cumulative grade point average.

Scholastic Status

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

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

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

SWOCC SCHOLAR status is awarded to students who appear on the Honor Roll for an entire academic year (fall, winter and spring terms).

Academic Notification Policy

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

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

1. The term GPA is less than a 2.0.
2. The student receives two or more Ys and/or Fs in a term.

Upon notification, the student will be assigned a counselor who will monitor that student's program of study and approve courses before that student may register the following term.

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

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

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

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



STUDENT EDUCATIONAL RECORDS

The Admissions 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 student aid and scholarship records.

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

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

Student's full name; the fact that the student is or has been enrolled in the college; local and permanent address/es 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 Admissions and Records Office. A request to withhold this information will remain in effect until the Admissions 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 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. 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 to inspect their educational records and the right to request a hearing if they choose to challenge the accuracy of those records. The student may not request a hearing under this policy to challenge a grade, only the accuracy of its recording.

For further information regarding student records, contact the Admissions Office in Dellwood Hall.

STUDENT SERVICES

FINANCIAL AID

Southwestern Oregon Community College makes every possible effort to ensure that students with financial difficulties have access to educational opportunities. The Financial Aid Office administers a variety of local, state and federal aid programs. Students interested in financial aid are encouraged to contact the Financial Aid Office, located in Dellwood Hall, room 14, for information and application forms.

What types of financial aid are available?

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

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

For detailed information, read the charts on pages 8 through 11.

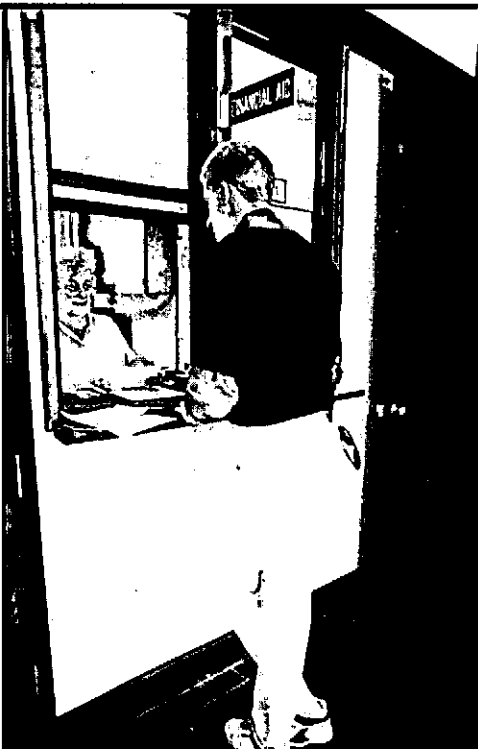
How to apply for federal and state financial aid.

Southwestern Oregon Community College uses the Financial Aid Form (FAF) from the College Scholarship Service as the standard and preferred application form. We will also accept the "Application for Federal Student Aid" form from the U. S. Department of Education, the "Single File" form from United Student Aid Funds, or the "Family Financial Statement" (ACT) form from the American College Testing Program. Awards are given on a first-come, first-served basis.

To establish priority, the Financial Aid Office uses the CSS processing date for the preferred FAF. The date students submit their Student Aid Reports (SAR) to the Financial Aid Office will be used for other aid applications.

Follow these steps to apply for financial aid:

1. Complete the Financial Aid Form (FAF) accurately.
Be sure to mark "Yes" that you want to be considered for a Pell Grant by the U.S. Department of Education.



2. Mail the form and appropriate fee to:
College Scholarship Service
P. O. Box 6361
Princeton NJ 08541

3. Students should normally allow 8 to 9 weeks before they can expect to receive an acknowledgement and a Pell Grant Student Aid Report (SAR) from the processing center. The SAR should be submitted to the Financial Aid Office as soon as possible.

4. Students should allow a total of 12 to 14 weeks from the time they file their FAFs for their eligibilities to be verified and their awards determined. Students who apply later than 14 weeks before the beginning of a term should be prepared to pay for tuition, fees, and books with their own funds (see Emergency Loan and Deferred Tuition).

5. Students must take the placement test.

6. Students applying for the Stafford Loan or PLUS/SLS funds must complete a loan application in addition to the FAF (available at the Financial Aid Office).

7. Students receiving financial aid for the first time at Southwestern Oregon Community College must attend a financial aid workshop prior to receiving funds. Students receiving federal loans must attend an additional loan workshop. Contact the Financial Aid Office for times and dates.

8. Students are required to provide a Financial Aid Transcript (FAT) from all schools attended since high school. The FAT form is available at any Financial Aid Office.

When to apply.

We strongly suggest that students apply for financial aid at least three months before they plan to enroll at Southwestern Oregon Community College. Since many students start fall term, it may take longer to process applications filed during the summer.

Deadline dates for the 1991-92 award year:

March 1, 1991 - priority for first consideration.

May 1, 1992 - last date the FAF can

be received by the processing center.

June 29, 1992 (or your last day of enrollment in 1991-92, whichever comes first) - deadline for submitting the Pell Grant Student Aid Report (SAR) to the Financial Aid Office.

Availability of funds.

Pell Grant, Stafford Loan, and PLUS/SLS funds are available throughout the year for eligible students. State Need Grant and State Cash Award funds are limited. Perkins Loan, Supplemental Educational Opportunity Grants and College Work-Study funds (which are called "campus" based funds) are limited. The Financial Aid Office establishes an allocation formula based on the available funds, then makes award distribution. To establish this priority, the Financial Aid Office uses the CSS processing date for the preferred FAF or the date students submit their Student Aid Reports (SAR) to the Financial Aid Office if other aid applications are used.

Financial Aid Programs Available at Southwestern Oregon Community College

Except as listed below, all 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 only if funds are available.
- + You must be in a degree or certificate program.
- + You must maintain satisfactory progress.
- + You must have a high school diploma, 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 on any Title IV financial aid program.
- + You must file a Financial Aid Form or other approved form.
- + You must reapply each academic year.
- + You must be a United States citizen or an eligible
- + 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 services (membership in the reserves does not qualify).
- + You must sign an Anti-Drug Abuse Act Certification which states that you will not engage in unlawful manufacture, dispensation, possession or use of controllable substances.
- + You must use the money you receive to help meet the costs of enrolling and attending Southwestern Oregon Community College.
- + You must sign a statement of updated information.

| AID PROGRAM AND SOURCE OF FUNDING | ELIGIBILITY REQUIREMENTS | AVAILABLE AMOUNTS | SPECIAL INFORMATION |
|--|---|--|--|
| GRANTS AND SCHOLARSHIPS | | | |
| Pell Grant (funded by the federal government) | <ul style="list-style-type: none"> + You must <i>not</i> have a bachelor's degree. + Eligibility is determined by the Dept. of Education using a standard formula which produces a Pell Grant Index (GPI). + Duration of eligibility may not exceed 5 years for 4 year programs or 6 years for programs longer than 4 years. | <ul style="list-style-type: none"> + Amounts are based on federal funding. It is estimated that awards will range from \$200 to \$2400 in 1991-92. | <ul style="list-style-type: none"> + Grants are determined by the cost of education, the Pell Grant Index (PGI), and the student's enrollment status. + Grants will be reduced proportionately for the student enrolled less than full time (12 credits). + You will receive a Student Aid Report (SAR) in the mail which you must take to the Financial Aid Office. + Eligibility may be transferred to any college or post-secondary school participating in federal programs. |
| Supplemental Educational Opportunity Grant (SEOG) (funded by the federal government and Southwestern Oregon Community College) | <ul style="list-style-type: none"> + You must <i>not</i> have a bachelor's degree. + You must prove exceptional financial need, with priority given to Pell Grant recipients. | <ul style="list-style-type: none"> + Amounts range from \$200 to \$4000. + The estimated highest award at SWOCC for 1991-92 will be \$900. | <ul style="list-style-type: none"> + Grants are determined by the availability of funds, the cost of education, the student's need and amount of other aid received. + Grants will be reduced proportionately for the student enrolled less than full time. + Eligibility may not be transferred to any other college or post-secondary school. |
| Oregon State Need Grant (ONA) (funded by the state of Oregon and the federal government) | <ul style="list-style-type: none"> + You must be enrolled full time (12 credits or more). + You must be an Oregon resident. + You must also apply for a Pell Grant. + You must <i>not</i> have a bachelor's degree. | <ul style="list-style-type: none"> + Amounts are based on state funding. + The estimated highest award at SWOCC for 1991-92 will be \$798. | <ul style="list-style-type: none"> + You must not be enrolled in a program leading to a degree in theology, divinity or religious education. + Awards may be renewed for a total of 12 terms or 8 semesters. + Eligibility may be transferred to other eligible Oregon colleges or post-secondary schools. |

| AID PROGRAM AND SOURCE OF FUNDING | ELIGIBILITY REQUIREMENTS | AVAILABLE AMOUNTS | SPECIAL INFORMATION |
|---|--|---|--|
| Oregon State Cash Award (funded by the State of Oregon) | <ul style="list-style-type: none"> + You must have a cumulative high school GPA of 3.50 or higher. + You must score 500 or more on SAT mathematics and verbal tests. + You must meet all requirements listed under the Oregon State Need Grant (listed previously). | <ul style="list-style-type: none"> + Amounts are based on state funding. + The estimated highest award at SWOCC for 1991-92 will be \$864. | <ul style="list-style-type: none"> + Initial awards are made only to high school seniors. + Eligibility may be transferred to other eligible Oregon colleges or post-secondary schools. + Awards may be renewed for a total of twelve terms or or eight semesters. |
| Tuition Scholar- ships (funded by Southwestern Oregon Community College) | <ul style="list-style-type: none"> + You must be enrolled full time. (12 credits or more) + You must be a returning SWOCC student. + You are not eligible to receive a SWOCC tuition waiver, Talent Grant, Talent Award, Merit, District or Tuition Scholarship at the same time. | <ul style="list-style-type: none"> + Amounts are approved by the college Board of Education and may not exceed the cost of full tuition. + The estimated highest award for 1991-92 will be \$936. | <ul style="list-style-type: none"> + Fourteen scholarships are awarded each academic year. + Scholarships are awarded on the basis of scholastic ability, academic achievement and general citizenship. + Financial need may be considered. + No Financial Aid Form (FAF) is required. + Applications are available in the Financial Aid Office. + Deadline for submitting applications is March 4, 1992. |
| Merit and District Scholarships (funded by Southwestern Oregon Community College) | <ul style="list-style-type: none"> + You must be enrolled full time. (12 credits or more) + You must be graduating from a high school within the college district: Bandon, Coquille, Marshfield, Myrtle Point, North Bend, Powers, and Reedsport. | <ul style="list-style-type: none"> + Amounts are approved by the college Board of Education and may not exceed the cost of full tuition. + The estimated highest award for 1991-92 will be \$936. | <ul style="list-style-type: none"> + A Merit Scholarship and a District Scholarship are made available for two graduating seniors from each of the high schools in the district. + Scholarships are awarded on the basis of scholastic ability, academic achievement and general citizenship. + Need will be considered in awarding the District Scholarship. + No Financial Aid Form (FAF) is required. + Applications are available in the Financial Aid Office or from your high school counselor. + Deadline for submitting applications is March 4, 1992. |
| Talent Grants (funded by Southwestern Oregon Community College) | <ul style="list-style-type: none"> + You must have an outstanding talent and participate in an approved extracurricular program. + You are not eligible to receive a SWOCC tuition waiver, Talent Grant, Talent Award, Merit, District or Tuition Scholarship at the same time. | <ul style="list-style-type: none"> + Amounts are approved by the college Board of Education and may not exceed the cost of full tuition. + The estimated highest award for 1991-92 will be \$936. | <ul style="list-style-type: none"> + Awards are available for less than half-time students. + A Financial Aid Form (FAF) is not required. + Contact an instructor or staff member directly associated with your area of talent or contact the Financial Aid Office. |

| AID PROGRAM AID SOURCE OF FUNDING | ELIGIBILITY REQUIREMENTS | AVAILABLE AMOUNTS | SPECIAL INFORMATION |
|--|---|--|--|
| Talent Awards (funded by Southwestern Oregon Community College) | + You must excel in an approved area of study. + You are not eligible to receive a SWOCC tuition Waiver, Talent Grant, Talent Award, Merit, District, or Tuition Scholarship at the same time. | + Amounts are approved by the college Board of Education and may not exceed the cost of full in-state tuition. + The estimated highest award for 1991-92 will be \$936. | + Awards are available for less than half time students. + No Financial Aid Form (FAF) is required. + Contact an instructor directly associated with the area of study in which you excel or contact the Financial Aid Office. |
| Music Scholarships (funded by Southwestern Oregon Community College Foundation) | + You must be a music major and maintain a B average in your private music study. + You must participate in a college performance group such as choir, band or orchestra. | + Amounts cannot exceed extra fee required each term for private music instruction. | + Contact your music instructor for consideration of a music scholarship. + No Financial Aid Form (FAF) is required. + Awards are available for less than half time students. |

LOANS

| | | | |
|--|--|---|--|
| Perkins Loan formerly known as National Direct Student Loan (NDSL) (funded by the federal government) | + You cannot borrow more than SWOCC's cost of education minus other financial aid you may receive and your "Expected Family Contribution" as determined by the analysis of the completed financial form. | + You may borrow up to: 1. \$4,500 if enrolled in a vocational program, or have completed less than two years of a program leading to a bachelor's degree. 2. \$9,000 for undergraduate students who have completed two years of study toward a bachelor's degree. This total includes any amount borrowed under the Perkins (NDSL) for the first two years of study. + The highest award at SWOCC for 1991-92 will be \$1,200. | + You are obligated to repay the loan, with interest of 5% per annum on the unpaid balance over a 10-year period, beginning nine months after you graduate, leave school or cease to attend at least half time. The minimum quarterly payment is \$30. + Contact the Financial Aid Office for further details regarding payment policies, cancellation and deferment benefits. |
| Stafford Loan formerly known as Guaranteed Student Loan (GSL) (funded by commercial lenders with state or other agency guarantee and interest subsidy from the federal government) | + You cannot borrow more than SWOCC's cost of education minus other financial aid you may receive and your "Expected Family Contribution" as deter- mined by the analysis of the completed financial aid | + You may borrow up to: 1. \$2,625 a year, if a first- or second-year under- graduate student. 2. If you have achieved third-year status, or are a graduate student, contact the Financial Aid Office for maximum loan amounts. | + You are obligated to repay the loan beginning 6 months after you cease to be at least a half-time student in an approved program at an eligible school. + If you are a new borrower, the interest rate is 8% for for the first four years of repayment and 10% thereafter. The interest is paid by the federal government until repayment begins. + There is a 5.5% "origination fee" and an insurance premium not to exceed 3% of the loan principal. These will be deducted proportionately from each loan disbursement. |

| AID PROGRAM AND SOURCE OF FUNDING | ELIGIBILITY REQUIREMENTS | AVAILABLE AMOUNTS | SPECIAL INFORMATION |
|---|---|--|--|
| PLUS Parent Loan for Undergraduate Students. (funded by commercial lenders with state or other guarantee agency.) | <ul style="list-style-type: none"> + Only mothers, fathers, adoptive parents or legal guardians may borrow for dependents. + You do not have to show need. + Parents cannot borrow more than your cost of education. | <ul style="list-style-type: none"> + Parents may borrow up to \$4,000 a year for dependent undergraduate or graduate students. | <ul style="list-style-type: none"> + You must complete a separate application (available in the Financial Aid Office) in addition to the FAF. + Loan repayment begins 60 days after the last disbursement. + Interest is variable (maximum: 12%) + There is a 3% insurance premium which is deducted from each loan disbursement. There is no origination fee. + Contact the Financial Aid Office for monthly payment schedule. |
| SLS Supplemental Loan for Students (funded by commercial lenders with state or other guarantee agency.) | <ul style="list-style-type: none"> + You must have a high school diploma or a GED certificate. + You cannot borrow more than your cost of education less other aid you are eligible to receive. + You do not have to show need. | <ul style="list-style-type: none"> + You may borrow up to \$4,000 a year. | <ul style="list-style-type: none"> + Loan is for independent undergraduates. Dependent students may apply only if their parents were denied a PLUS Loan. + Eligibility for a Pell Grant or Stafford Loan must be determined prior to certification. + You may apply for deferment of loan principal. Deferment does not apply to interest, but a lender may let interest accumulate until deferment ends. + Other information is the same as for the PLUS Loan. |
| Emergency Tuition Loan (funded by Southwestern Oregon Community College) | <ul style="list-style-type: none"> + You must be in good standing with the college. + You must be enrolled for 2 or more credits. + You do not have to show need. + You are not required to be in a degree or diploma program. A co-signer is required. | <ul style="list-style-type: none"> + Maximum loan amount is \$400. + You may not defer tuition and have an Emergency Tuition Loan for the same term. | <ul style="list-style-type: none"> + You must repay the loan 30 days prior to the last day of the term for which the loan was issued. + You are not eligible to register for the following term until the loan is paid in full. + No Financial Aid Form (FAF) is required. + You are expected to complete your contract agreement whether or not you complete your course work. + Contact the Financial Aid Office for and application and further details on repayment, application fees and interest on delinquent loans. |
| Deferred Tuition (funded by Southwestern Oregon Community College) | <ul style="list-style-type: none"> + You must be prepared to pay one-third of your tuition, fees and charges at the time you register. + No co-signer is required. + Other information the same as for Emergency Loan. | <ul style="list-style-type: none"> + You may arrange to defer two-thirds of the term's tuition, fees and charges at the beginning of the term. + You may not defer tuition and have an Emergency Tuition Loan for the same term. | <ul style="list-style-type: none"> + You must pay deferred charges prior to the end of the term on dates specified at the time the contract is signed. + Application is available at registration. + No Financial Aid Form (FAF) is required. + If you do not officially withdraw from your courses by the end of the second week of the term, you are expected to fulfill the contractual agreement whether or not you complete your course(s) and no refund is given for the one-third tuition down payment. + Contact the Admissions Office for further details on repayment, fees and interest. |

**AID PROGRAM
AND SOURCE
OF FUNDING**

**ELIGIBILITY
REQUIREMENTS**

**AVAILABLE
AMOUNTS**

**SPECIAL
INFORMATION**

EMPLOYMENT

**College Work-
Study Program**

(funded by
the federal
government and
Southwestern
Oregon Community
College)

+ You cannot earn
more than SWOCC's
cost of education
minus other financial
aid you may receive
and your "Expected
Family Contribution"
as determined by the
analysis of the
completed Financial
Aid Form.

+ Usually you will earn
no more than \$800
a term.

+ You are paid on the 10th of each month for hours
worked the previous month.
+ Jobs can range from 2 to 15 hours a week during the
term and up to 40 hours during vacation periods.
+ Jobs pay minimum wage.
+ Contact the Financial Aid Office for job referrals.

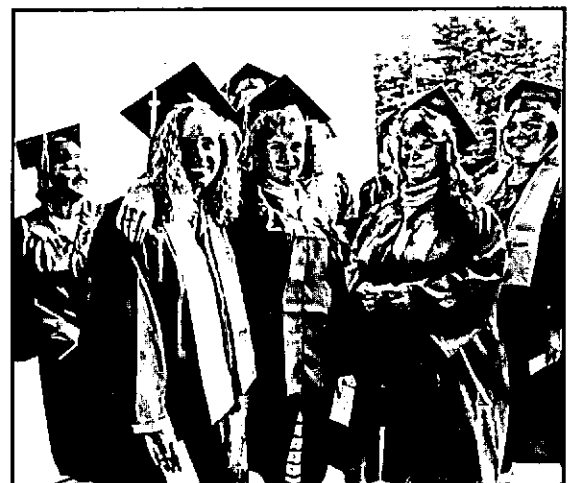
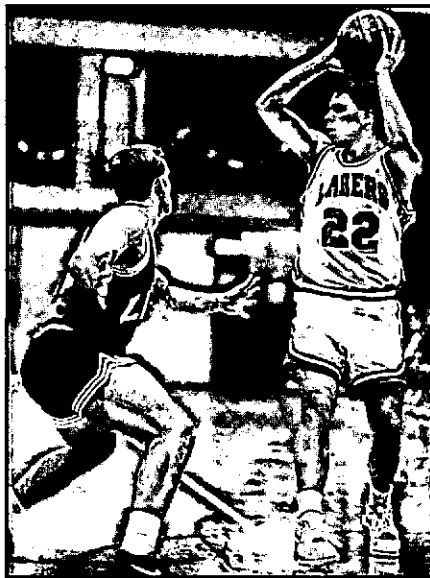
**General Student
Employment**

(funded by
Southwestern
Oregon Community
College)

+ You do not have
to show need.

+ Usually you will earn
no more than \$800
a term.

+ No Financial Aid Form (FAF) is required.
+ Limited number of jobs available.
+ Other information is the same as the College Work-
Study Program.



VETERANS

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

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

ATTENDANCE - To maintain benefit payments, veteran students must attend classes. It is the responsibility of each registered veteran to officially withdraw from the college if the student 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 Admissions Office for evaluation. Failure to have

transcripts evaluated will result in termination of benefits to the veteran student at the end of the first term of enrollment.

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

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

A veteran student can 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.

LIBRARY

The library, housed on the second and third floors of Tioga Hall, is for college and community use. The public access catalog, reference and book collection of over 44,000 titles are located on the second floor.

The periodical collection of over 400 titles and the Listening/Viewing Center containing 10,000 record albums, cassettes, videotapes, slides, filmstrips and motion pictures are found on the third floor.

Through interlibrary loan, it is possible to obtain materials from other libraries both in and out of state, upon special request. The campus library is also the home of the Coos Cooperative Library Service Extended Services office.

Students and non-students are invited to use the library services.



SPECIAL SERVICES and PROGRAMS

ACADEMIC ADVISING

Academic advisors are vital to the process of course selection and program planning. Any new student who plans to pursue a degree or diploma should have an academic advisor assigned by the Counseling Center in Dellwood 2. 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. SWOCC's goal for advising is to assist students in the process of developing a career or education track.

ACADEMIC SKILLS CENTER

The Academic Skills Center offers both credit (developmental) classes and non-credit (ABE/GED) classes designed to equip students with the academic skills needed to function at college level. After placement tests, students are placed by their advisors or by counselors in courses appropriate for their needs.

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

ADULT BASIC EDUCATION - Adult Basic Education courses are non-credit classes for adults whose education was interrupted prior to high school graduation, as well as those who are returning to college after several years. The college provides special help in such basic skills as reading, writing, math, vocabulary and spelling.

Learning takes place in small groups or through individual tutoring. Computer-assisted instruction and laser disk programs are part of the curriculum. Students may enter classes at any time during the term and work at their own

speed until they have achieved their goals. The classes are free and non-credit. Many students use this instruction to prepare for the General Education Development (GED) examinations, the College Placement Test, the ASVAB, and other special certifications.

TUTORING SERVICES - Tutoring services are available free of charge to all credit students. These services pair students having academic difficulties with carefully chosen student tutors.

APPRENTICESHIP TRAINING

Some apprenticeship training is available through the college and courses identified as apprenticeship training in the Schedule of 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, composed of students, administrators and faculty, uses college resources to enrich the cultural opportunities of the community. On-going presentations include concerts, art exhibits and guest lecturers.

BUSINESS DEVELOPMENT CENTER

The Business Development Center is a joint partnership with SWOCC, the U.S. Small Business Administration and the Oregon Economic Development Department. The BDC provides information, counseling and education for the business community in southwestern Oregon.

Business counseling is free, confidential and provided by qualified, experienced professionals and volunteers.

The BDC helps new businesses assess the viability of their business concept and establish a business plan; helps existing businesses expand and increase profits; and helps companies in trouble achieve a turnaround.

The BDC provides business education programs such as:

- Seminars
- Workshops
- Conferences
- Roundtable discussions
- Business tutorials
- Business Management programs
- Profit Improvement programs

BDC maintains a library of business resource materials including:

- books and workbooks
- periodicals
- reference materials
- audio cassettes
- videotapes
- microcomputers and software

CAREER INFORMATION/ JOB PLACEMENT CENTER

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

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

- updated career information
- transfer student information
- job placement information and referrals
- resume and job interviewing assistance
- career testing
- catalogs for most two- and four-year colleges in the Northwest.

CHILDCARE CENTER

Childcare is available on campus through two programs. A cooperative program between Southwestern Oregon Community Action and the college provides a pre-kindergarten program in the morning from 8:30 a.m. until noon. An afternoon childcare program is available. Applications and information about eligibility are available from the Success Center in Dellwood Hall. The Center is utilized as a lab school for students pursuing careers in related areas.



COOPERATIVE WORK EXPERIENCE/FIELD EXPERIENCE

Cooperative Work Experience provides a valuable opportunity for students to apply skills and concepts developed in the classroom to actual job situations. Through the Work Experience/Field Experience programs, students earn college credit for time spent working at jobs related to their majors.

The Work Experience 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 non-transferable college credit toward a one- or two-year degree, based on the number of hours worked per term. 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. Work Experience Students have the additional assignment of a research project in Field Experience, as a complement to the job site experience.

COUNSELING SERVICES

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

Specific individual and group counseling services include:

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

CURRY COUNTY

A contract with the State Department of Education, Curry County Education Service District (ESD) and SWOCC provides college classes for residents of Curry County. The offerings are directed by a coordinator located in the ESD offices in Gold Beach. A schedule of offerings is available by contacting the Curry County ESD office.

EXTENDED LEARNING/ COMMUNITY EDUCATION

In order to meet the education needs of all college district residents, off-campus classes are scheduled in Bandon, Coquille, Lakeside, Myrtle Point, Reedsport and Powers. Each community has a coordinator available to assist community residents in their educational opportunities.

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

GRIEVANCE PROCEDURE

The college strongly encourages individuals to meet and to 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 Counseling Center in Dellwood 2.

HANDICAPPED STUDENT SERVICES

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

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

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 Officer.

HIGH SCHOOL RELATIONS

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

INDUSTRIAL TRAINING

The college offers classes, workshops and seminars in all vocational areas to upgrade needed skills, as well as training for volunteer fire personnel, volunteer emergency medical technicians and reserve law enforcement officers. Local industry cooperates extensively with the college in developing training programs for all employee levels. Often, these courses are initiated by employees in need of skill upgrade or retraining.

INTER-COLLEGIATE ATHLETICS

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

SWOCC currently fields teams in men's basketball, women's basketball and volleyball and coed track.

SWOCC athletes are called "Lakers" and proudly wear red and royal blue while competing. The official school mascot is the raccoon.



RETIRED SENIOR VOLUNTEER PROGRAM - RSVP

RSVP is sponsored by the college and located on the SWOCC campus. As part of ACTION (a federal agency for volunteerism), RSVP provides over 52 nonprofit public agencies with volunteers over the age of 60, at an average of 75,000 volunteer service hours yearly. This enables seniors to continue serving their community by sharing their many talents and knowledge.

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

SATURDAY ACADEMY

Saturday Academy, an educational program for students, grades 4 - 12, of the SWOCC district provides enrichment classes on a broad range of subjects. Saturday Academy is hosted by the college and funded by grants, community contributions and class tuitions. There is scholarship help available and no student will be turned away for lack of tuition.

Contact the Coordinator's Office for more information.

SUCCESS CENTER

The Success Center provides individuals who are in the process of a major life change access to information and resources regarding the college and the community.

The Skills for Success class provides the tools necessary for re-entry either to the workforce or skills/career education. Participants work on self-esteem, decision making, goal setting, problem solving, job needs and assessments, parenting skills and a variety of other subjects all leading to an in-depth personal assessment.

Personal support and peer advising are available at the Program's student center in a safe, confidential environment in Dellwood Hall, which also houses a small library, clothing bank, typewriter and study area with coffee and microwave available.

The Program is open to single parents, displaced homemakers, spouses of dislocated workers, widows, individuals of all nationalities and ages, both female and male.

WORK and FAMILY SEMINARS

Work and Family Seminars are an educational resource for employers concerned with increasing job satisfaction and productivity. The program provides low cost, short-term workshops for employees at their work site. Each seminar is tailor-made to employer/employee needs. Topics can focus on managing work and family responsibilities, stress reduction, communication skills, time and energy management, parenting and childcare, and managing financial resources.

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 Students (and related activities)
- student clubs and organizations
- rally squad
- films, lectures, other cultural activities
- voter registration
- campus posting
- annual awards convocation
- game room management
- student handbook

ASSOCIATED STUDENTS

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

AS-SWOCC represents students on the following campus committees and groups:

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

The AS-SWOCC is governed by a

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



STUDENT CLUBS and ORGANIZATIONS

Several clubs and organizations are currently active on campus including:

- Bicycling
- Chess Club
- Creative Writing Club
- Criminal Justice Club
- Fishing Techniques Club
- Forestry Club
- Human Services Club
- Literature Club
- Nursing Club
- Outdoor Club
- Pep Club
- Phi Theta Kappa (National two-year college honor society)
- Pool Club
- Ski Club
- Theatre and Drama Club

STUDENT CONDUCT CODE and STUDENT RIGHTS and RESPONSIBILITIES

Certain standards of behavior have been established at SWOCC 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 CODE AND STUDENT RIGHTS AND RESPONSIBILITIES can be obtained from the Counseling Center.

AFFIRMATIVE ACTION EQUAL OPPORTUNITY NON-DISCRIMINATION

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

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

THE CATALOG

This catalog is published for informational purposes and every effort is made to insure accuracy at the time of printing. The provisions in this catalog are not to be regarded as an irrevocable contract between the student and the college. Southwestern Oregon Community College reserves the right to change any provision or requirement at any time. Students are advised to study the Schedule of Classes each term and to check periodically with their advisors or the Admissions Office for information not available when this catalog was published.

ASSOCIATE IN APPLIED SCIENCE DEGREE

The Associate in Applied Science degree prepares the students 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. Grade point average minimum of 2.00 (C average) for all course work in the degree with a minimum GPA of 2.5 for course work in the major.
3. Completion of a minimum 15 credits of General Education courses.
4. Completion of a minimum of 9 credits of Other Approved Courses.
5. At least 30 of the last 45 credits must be taken at SWOCC.

GENERAL EDUCATION REQUIREMENTS:

Writing (3 credits)

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

Speech (3 credits)

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

Mathematics (4 credits)

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

Workplace Issues (2 credits)

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

OTHER APPROVED COURSES

(9 credits) Those courses which provide an introduction to the field of study or a major branch of the field:

Anthropology
Arts - history and appreciation only
Economics
History of Western Civilization
Literature of any type
Music - history and appreciation only
Philosophy
Political Science
Psychology
Science
Sociology
U. S. History
Integrated Course (when developed)

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
Occupational Safety
Professional Ethics
Technical Reading

For more information, consult your advisor or the Admissions Office.

ASSOCIATE IN APPLIED SCIENCE IN AUTOMOTIVE TECHNOLOGY

This program prepares students for entry-level jobs as general mechanics in the motor vehicle service industry. A general mechanic is expected to perform competently a broad range of motor vehicle service work in accordance with the needs of the service facility's customers. Students can become service specialists in a specific phase of repair work by returning to school for in-depth advanced training in the chosen area.

All students must provide a basic set of handtools in this program.

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

Notes:

1. MTH20 and MTH70 may be substituted for MTH30 and MTH31.
2. See Other Approved Courses under AAS degree requirements.
3. Specific elective courses (maximum for Associate in Applied Science degree is nine credits.)
BA206 Management Fundamentals (3 cr)
BA211 Principles of Accounting I (3 cr)
BA226 Business Law I (3 cr)
BA238 Sales (3 cr)
BA239 Advertising (3 cr)
CH101 Elementary Chemistry (4 cr)
G142 Geology of Pacific Northwest (3 cr)
G221 General Geology (3 cr)
HE252 Standard First Aid and Personal Safety (3 cr)
PHL201 Introduction to Philosophy (3 cr)
PE185 Physical Education (1 cr)
SDP208 Personnel Administration (3 cr)
9.116 Hydraulics I: Basic Fluid Power (3 cr)
Foreign Language (1-4 cr)

| Course No. | Course Title | Credit Hours |
|--------------------|--|------------------|
| FIRST YEAR | | |
| <i>Fall</i> | | |
| 3.304 | Internal Combustion Engines | 4 |
| 3.308 | Electrical I | 4 |
| 4.170 | Machine Tool I | 3 |
| MTH30 | Applied Math for Industrial Mechanics ¹ | 4 |
| WR121 | English Composition | 3 |
| | | 18 total |
| <i>Winter</i> | | |
| 3.322 | Automotive Electrical Systems II | 3 |
| 3.310 | Gasoline Fuel Systems | 3 |
| 4.300 | Practical Physics (Mechanics) | 4 |
| MTH31 | Applied Algebra and Geometry/Ind. Mechanics ¹ | 4 |
| WR122 | English Composition | 3 |
| | | 17 total |
| <i>Spring</i> | | |
| 3.300 | Brakes and Suspension Systems | 4 |
| 3.318 | Automotive Steering Controls | 3 |
| 4.304 | Practical Physics (Electrical) | 4 |
| SP100 | Basic Speech Communications | 3 |
| PE231 | Wellness for Life | 3 |
| | | 17 total |
| SECOND YEAR | | |
| <i>Fall</i> | | |
| 3.316 | Power Trains | 3 |
| SDP101 | Principles of Management/Supervision | 3 |
| 3.329 | Mechanical Systems Lab I | 3 |
| 4.150 | Welding I | 3 |
| | Other Approved Courses ² | 3 |
| | Specific Electives ³ or CWE Automotive | 2 |
| | | 17 total |
| <i>Winter</i> | | |
| 3.326 | Automatic Transmissions | 3 |
| 3.312 | Diesel Fuel Systems | 3 |
| 3.331 | Mechanical Systems Lab II | 3 |
| 4.151 | Welding II-A: Shielded Metal Arc Welding | 3 |
| | Other Approved Courses ² | 3 |
| | | 15 total |
| <i>Spring</i> | | |
| 9.127 | Automotive Air Conditioning | 3 |
| 3.324 | Diagnostic Procedures and Emission Controls | 3 |
| 3.333 | Mechanical Systems Lab III | 3 |
| | Other Approved Courses ² | 3 |
| | Specific Electives ³ or CWE Automotive | 3 |
| | | 15 total |
| | | 99 credits total |

ASSOCIATE IN APPLIED SCIENCE IN BANKING AND FINANCE

Banking and Finance is a two-year program 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. Completion of the program leads to the Associate in Applied Science degree.

| Course No. | Course Title | Credit Hours |
|------------|--|----------------------|
| WR121 | English Composition | 3 |
| WR122 | English Composition | 3 |
| SP111 | Fundamentals of Speech | 3 |
| MTH94 | Intermediate Algebra I | 4 |
| BA211 | Principles of Accounting I ¹ | 3 |
| BA212 | Principles of Accounting II ¹ | 3 |
| BA213 | Principles of Accounting III | 3 |
| EC201 | Principles of Economics | 3 |
| EC202 | Principles of Economics | 3 |
| EC203 | Principles of Economics | 3 |
| SDP101 | Principles of Management/Supervision | 3 |
| BA222 | Finance | 3 |
| BA242 | Introduction to Investments | 3 |
| BA229 | Personal Finance and Money Management | 3 |
| CIS131 | Computer Information Systems | 4 |
| CS101 | Computers in Society | 2 |
| 9.771* | Law and Bank Principles or BA226 Business Law I | 3 |
| PE231 | Wellness for Life | 3 |
| | | 55 total |
| | American Institute of Banking (AIB) Courses | 24 total required |
| | Other Approved Courses ² | 9 |
| | General Electives | 3 |
| | | 91 credits total |

Advanced placement may be granted for other college work or appropriate work experience. A petition is required.

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

Notes:

1. 2.766, 2.767 are equivalent to BA211, BA212. Students who take 2.766 and 2.767 must petition to receive credit for BA211 and BA212. Contact advisor or accounting instructor for details.
 2. See Other Approved Courses under AAS degree requirements.
- * AIB stresses professional ethics in its programs.

ASSOCIATE IN APPLIED SCIENCE IN BUSINESS MANAGEMENT (Accounting Major)

This option prepares students for entry into the accounting field as bookkeepers, accounting clerks or junior accountants performing routine calculating, posting and typing duties; checking items on 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.

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

Students are encouraged to take Federal Income Tax II for an elective.

Students must demonstrate ability to type or take typing.

Notes:

1. 2.766, 2.767, 2.768 are equivalent to BA211, BA212 and BA217. Students must petition if they wish to have 2.766, 2.767 and 2.768 changed to BA211, BA212 and BA217. Contact advisor or accounting instructor for details.
2. HE250 may be substituted.
3. See Other Approved Courses under AAS degree requirements.

| Course No. | Course Title | Credit Hours |
|--------------------|--|------------------|
| FIRST YEAR | | |
| <i>Fall</i> | | |
| WR121 | English Composition | 3 |
| *BA211 | Principles of Accounting I ¹ | 3 |
| BA101 | Introduction to Business | 4 |
| MTH94 | Intermediate Algebra I | 4 |
| | | 14 total |
| <i>Winter</i> | | |
| WR122 | English Composition | 3 |
| *BA212 | Principles of Accounting II ¹ | 3 |
| BA285 | Business Relations | 3 |
| *BA222 | Finance | 3 |
| OA220 | Electronic Calculators | 2 |
| CS101 | Computers in Society | 2 |
| | | 16 total |
| <i>Spring</i> | | |
| SP111 | Fundamentals of Speech | 3 |
| *BA213 | Principles of Accounting III | 3 |
| *BA217 | The Accounting Process ¹ | 3 |
| WR214 | Business English | 3 |
| *CIS131 | Computer Information Systems | 4 |
| | | 16 total |
| SECOND YEAR | | |
| <i>Fall</i> | | |
| *BA177 | Payroll Records and Accounting | 3 |
| *BA215 | Cost Accounting | 3 |
| *2.331 | Federal Income Tax I | 4 |
| PE231 | Wellness for Life ² | 3 |
| | Other Approved Courses ³ | 3 |
| | | 16 total |
| <i>Winter</i> | | |
| BA226 | Business Law I | 3 |
| *2.772 | Intermediate Accounting I | 3 |
| BA223 | Principles of Marketing | 3 |
| AC240 | Fund Accounting | 3 |
| | Other Approved Courses ³ | 3 |
| | | 15 total |
| <i>Spring</i> | | |
| BA227 | Business Law II | 3 |
| *2.773 | Intermediate Accounting II | 3 |
| *2.280 | Work Experience or *BA280 Field Experience | 4 |
| | Other Approved Courses ³ | 3 |
| | | 13 total |
| | | 90 credits total |

ASSOCIATE IN APPLIED SCIENCE IN BUSINESS MANAGEMENT (Office Management Major)

This option prepares students for entry-level positions in offices. The student is introduced to total operations, formulating department policies, coordinating activities and directing personnel to attain operational goals. The Associate in Applied Science degree is awarded upon completion of the program.

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

Students may demonstrate ability to type or take typing.⁴

Students scoring below 50 on Math Test C on the College Placement Test will be required to take MTH20, Basic Math, before or concurrent with OA220, Electronic Calculators.

Notes:

1. 2.766, 2.767, 2.768 are equivalent to BA211, BA212 and BA217. Students must petition if they wish to have 2.766, 2.767 and 2.768 changed to BA211, BA212 and BA217. Contact advisor or accounting instructor for details.
2. HE250 may be substituted.
3. See Other Approved Courses under AAS degree requirements.
4. Suggested Electives: 2.331, 2.332, Federal Income Tax I, II, Typing

| Course No. | Course Title | Credit Hours |
|--------------------|--|--------------|
| FIRST YEAR | | |
| <i>Fall</i> | | |
| *BA211 | Principles of Accounting I ¹ | 3 |
| CS101 | Computers in Society | 2 |
| WR121 | English Composition | 3 |
| MTH94 | Intermediate Algebra I | 4 |
| BA101 | Introduction to Business | 4 |
| | 18 total | |
| <i>Winter</i> | | |
| BA285 | Business Relations | 3 |
| *BA212 | Principles of Accounting II ¹ | 3 |
| OA220 | Electronic Calculators | 2 |
| PE231 | Wellness for Life ² | 3 |
| | Electives | 3 |
| | 14 total | |
| <i>Spring</i> | | |
| *BA213 | Principles of Accounting III | 3 |
| *BA217 | The Accounting Process ¹ | 3 |
| WR214 | Business English | 3 |
| *CIS131 | Computer Information Systems | 4 |
| SP111 | Fundamentals of Speech | 3 |
| | 14 total | |
| SECOND YEAR | | |
| <i>Fall</i> | | |
| *BA226 | Business Law I | 3 |
| SDP101 | Principles of Management/Supervision | 3 |
| *BA177 | Payroll Records and Accounting | 3 |
| OA200 | Introduction to Word Processing | 3 |
| | Other Approved Courses ³ | 3 |
| | 15 total | |
| <i>Winter</i> | | |
| *BA227 | Business Law II | 3 |
| BA223 | Principles of Marketing | 3 |
| *OA116 | Office Procedures | 3 |
| | Other Approved Courses ³ | 3 |
| | Electives ⁴ | 3 |
| | 15 total | |
| <i>Spring</i> | | |
| *2.280 | Work Experience or *BA280 Field Experience | 6 |
| OA240 | Filing and Records Management and Office Systems | 3 |
| | Other Approved Courses ³ | 3 |
| | Electives ⁴ | 4 |
| | 16 total | |
| | 92 credits total | |

ASSOCIATE IN APPLIED SCIENCE IN COMPUTER INFORMATION SYSTEMS

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

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

Notes:

1. CS101 Computers in Society is a prerequisite to CIS131. Keyboarding skill is strongly recommended.
2. May substitute 2.766 Accounting I AND 2.767 Accounting II.
3. May take CS133P (Pascal), CS133B (Basic), or CS133C (COBOL). Computer Language I may be taken either Fall or Winter term, but must be taken prior to Computer Language II. Another computer programming language is recommended as an elective.
4. Computer Language II may be offered as an advanced class in one of the above noted languages, or as a combination language class in advanced programming techniques, across several languages. The student will accomplish the programming assignments in the language they began in Computer Language I.
5. Transfer students may wish to take electives and course sequences specific to their target transfer school.
6. CS280 (Field Experience) or 2.280 (Work Experience) may be taken over several terms, if the student wishes, but only after completion of first year computer courses.

| Course No. | Course Title | Credit Hours |
|--------------------|---|---------------------|
| FIRST YEAR | | |
| <i>Fall</i> | | |
| CIS131 | Computer Information Systems ¹ | 4 |
| BA211 | Principles of Accounting I ² | 3 |
| WR121 | English Composition | 3 |
| BA101 | Introduction to Business | 4 |
| | | 14 total |
| <i>Winter</i> | | |
| CS125W | Word Processing Applications | 3 |
| CS125S | Spreadsheet Applications | 3 |
| WR122 | English Composition | 3 |
| MTH95 | Intermediate Algebra II | 4 |
| PE231 | Wellness for Life or HE250 Personal Health | 3 |
| | | 16 total |
| <i>Spring</i> | | |
| CS125D | Data Base Management System Applications | 3 |
| CS140 | Introduction to Operating Systems | 3 |
| BA177 | Payroll Records and Accounting | 3 |
| BA213 | Principles of Accounting III | 3 |
| WR227 | Report Writing or WR123 English Composition ⁵ | 3 |
| | | 15 total |
| SECOND YEAR | | |
| <i>Fall</i> | | |
| CS133X | Computer Language I ³ | 4 |
| CS240 | Advanced Operating Systems | 3 |
| BA226 | Business Law I | 3 |
| | Other approved courses ⁵ | 3 |
| | Electives ⁵ | 3 |
| | | 16 total |
| <i>Winter</i> | | |
| CS244 | Systems Analysis | 3 |
| CS280 | Field Experience or 2.280 Work Experience ⁶ | 4 |
| BA235 | Business Statistics | 4 |
| | Other approved courses ⁵ | 3 |
| | Electives ⁵ | 3 |
| | | 17 total |
| <i>Spring</i> | | |
| CS233X | Computer Language II ⁴ | 4 |
| CS246 | Systems Design | 3 |
| BA285 | Business Relations or SDP113 Human Relations for Supervisors | 3 |
| SP111 | Fundamentals of Speech | 3 |
| | Other approved courses ⁵ | 3 |
| | | 16 total |
| | | 94 credits total |

ASSOCIATE IN APPLIED SCIENCE IN ELECTRONICS TECHNOLOGY

The Electronics Technology program is designed to provide training and instruction for jobs as electronic technicians in engineering, research and development and manufacturing support. The program is intended for individuals who are interested in digital and computer electronics, robotics, business, industrial, medical, automotive electronics, 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. Credit may be given for prior knowledge, experience and/or training. Certificates are available upon successful completion of short term training. The Associate in Applied Science degree is awarded upon successful completion of the two-year program. Students may continue their education by transferring to the Oregon Institute of Technology to pursue a bachelor's in Electronics Engineering Technology and master's degrees.

Notes:

1. More advanced math sequences may be used in place of the basic requirement for students who are qualified: MTH70, MTH94, MTH95, MTH40, MTH111, MTH112, MTH251
2. The required 3-credit specific electives may be selected from: Math, CIS, Business, Science or Industrial.
3. See Other Approved Courses under AAS degree requirements.

| Course No. | Course Title | Credit Hours |
|--------------------|--|------------------|
| FIRST YEAR | | |
| <i>Fall</i> | | |
| 6.309 | Introduction to Electronics | 3 |
| 6.311 | DC-AC Electronic Concepts | 4 |
| MTH30 | Applied Math/Industrial Mechanics ¹ | 4 |
| RDG90 | Effective Reading | 3 |
| PE231 | Wellness for Life | 3 |
| | | 17 total |
| <i>Winter</i> | | |
| CS133B | Introduction to Programming: BASIC | 3 |
| 6.313 | Semiconductors | 4 |
| 6.315 | Digital Fundamentals | 4 |
| MTH31 | Applied Algebra and Geometry/Industrial Mechanics ¹ | 4 |
| WR90 | Paragraph Fundamentals | 3 |
| | | 18 total |
| <i>Spring</i> | | |
| 6.314 | Linear Circuits | 4 |
| 6.316 | Microprocessor Architecture | 3 |
| MTH32 | Applied Trigonometry/Industrial Mechanics ¹ | 4 |
| SP100 | Basic Speech Communications | 3 |
| | | 14 total |
| SECOND YEAR | | |
| <i>Fall</i> | | |
| 6.317 | Sensors and Actuators | 4 |
| 6.319 | Industrial Electronics | 4 |
| 6.324 | Electronic Communications | 4 |
| | Specific Electives ² | 3 |
| | Other Approved Courses ³ | 3 |
| | | 18 total |
| <i>Winter</i> | | |
| 4.300 | Practical Physics/Mechanics | 4 |
| 6.321 | Automated Systems | 4 |
| 6.327 | Instrumentation | 4 |
| | Other Approved Courses ³ | 3 |
| | | 15 total |
| <i>Spring</i> | | |
| 6.280 | Work Experience | 1 - 5 |
| 6.300 | Electronics Project | 1 - 4 |
| 6.322 | Telecommunications | 4 |
| 6.328 | Licensing and Certification | 2 |
| | Other Approved Courses ³ | 3 |
| | Workplace Issues | 2 |
| | | 16 total |
| | | 99 credits total |

ASSOCIATE IN APPLIED SCIENCE IN FIRE SCIENCE TECHNOLOGY

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

Notes:

1. See Other Approved Courses under AAS degree requirements.

Suggested Electives:

MTH20 Basic Math (may be taken as a refresher course if needed).
5.253 Fire Apparatus and Equipment
5.254 Introduction to Fire Protection
5.257 Fire Service Hydraulics
5.262 Fundamentals of Fire Preventing
5.263 Fire Pump Construction and Operation
5.264 Building Construction for Fire Protection
5.267 Fire Department Communications and Alerting Systems
5.268 Fire Service Rescue Practices
5.271 Introduction to Fire Behavior
5.272 Fixed Systems and Extinguishers
5.273 Tractor Use/Tractor Boss
5.282 Fire Codes and Related Ordinances
5.278 Portable Pumps and Water Use S-211
5.279 Power Saws S-212
5.281 Ground Tanker/Tanker Boss S-214
5.283 Firing Methods and Equipment/
Firing Boss S-215
5.284 Crew Supervisor S-230
5.285 Basic Air Operations S-270
5.292 Organizing for Fire Suppressions
S-320
5.293 Sector Boss S-330
5.294 Maps and Records Officer S-341
5.296 Intermediate Air Operations S-370
5.297 Fire Behavior S-390

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

| Course No. | Course Title | Credit Hours |
|-----------------|---|--------------------------|
| MTH94 | Intermediate Algebra I | 4 |
| BA285 | Business Relations or SDP113 Human Relations for Supervisors | 3 |
| SP111 | Fundamentals of Speech | 3 |
| WR121 | English Composition | 3 |
| PSY111 | Personality and Development | 3 |
| CH100 | Elementary Chemistry or CH104 General Chemistry | 4 |
| CS101 | Computers in Society | 2 |
| HE250 | Personal Health or PE231 Wellness for Life | 3 |
| HE257/ 9.428 | Emergency Medical Technician I (A) | 4 |
| HE257/ 9.428 | Emergency Medical Technician I (B) | 4 |
| 5.240 | Basic Firefighter Structure | 2.5 |
| 5.241 | Firefighting Skills I | 2 |
| 5.242 | Firefighting Skills II | 2 |
| 5.243 | Firefighting Skills III | 2.5 |
| 5.260 | Hazardous Materials I | 3 |
| 5.261 | Hazardous Materials II | 3 |
| 5.274 | Firefighting Tactics and Strategy | 3 |
| 5.276 | Basic Wildland Fire Management | 3 |
| 5.280 | Cooperative Work Experience | 4 - 6 |
| 9.367 | Incident Command System (I-220) | 1.5 |
| 9.396A | Communication - Radio/Alarm | 2 |
| 9.396B | Fire Prevention and Inspection | 2 |
| 9.396C | Water Supply | 1 |
| 9.396E | Aircraft Fire Protection | 1 |
| 9.396I | Fire Investigation | 1 |
| 9.396J | Safety Practices | .75 |
| 9.396K | Laws Affecting Firefighters | .75 |
| 9.396L | Supervision and Leadership | 3 |
| 9.396Q | Driver (Fire Service) | 3 |
| 9.396R | Apparatus Operator I | 2.5 |
| 9.396S | Apparatus Operator II | 2.5 |
| | Other Approved Courses ¹ | 9 |
| | | 88 - 90 credits total |

ASSOCIATE IN APPLIED SCIENCE IN FOREST TECHNOLOGY

Forest Technology is a two-year program in which training in technical forestry is given in preparation for careers in government, industrial forestry, private woodlot management, forest contracting, outdoor recreation and other related fields. Completion of the program leads to the Associate in Applied Science degree in Forest Technology. Students are prepared for entry-level positions as forest technicians, recreation technicians, surveying technicians and scaler trainees. Many courses are transferable to four-year schools.

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

Notes:

1. Suggested electives:
5.276 Basic Wildland Fire Management
FW199 Conservation of Wildlife Resources
FW251 Principles of Wildlife Conservation
FW252 Wildlife Resources (Mammals)
FW253 Wildlife Resources (Birds)
FW255 Techniques in Wildlife Science
RR199 Recreation Resources
2. HE250 may be substituted.
3. See Other Approved Courses under AAS degree requirements.
4. Contact advisor for details

Faculty is active in finding employment for students during the summer, as well as permanent employment.

| Course No. | Course Title | Credit Hours |
|--------------------|---|------------------|
| FIRST YEAR | | |
| <i>Fall</i> | | |
| WR90 | Paragraph Fundamentals | 3 |
| CIS131 | Computer Information Systems | 4 |
| *F111 | Introduction to Forestry | 4 |
| *6.411 | Logging Operations | 3 |
| *F254 | Tree & Shrub Identification | 4 |
| | | 18 total |
| <i>Winter</i> | | |
| SP100 | Basic Speech Communications | 3 |
| MTH70 | Beginning Algebra | 4 |
| *6.409 | Forest Protection | 3 |
| *FP210 | Forest Products Manufacturing | 3 |
| *6.407 | Forest Mensuration I | 3 |
| | | 16 total |
| <i>Spring</i> | | |
| MTH33 | Applied Trigonometry for Industrial Mechanics | 4 |
| *6.408 | Forest Mensuration II | 3 |
| *FE222A | Elementary Forest Surveying | 3 |
| | Electives ¹ | 3 |
| | | 13 total |
| <i>Summer</i> | | |
| *F280 | Forestry Field Studies | 6 |
| | | 6 total |
| SECOND YEAR | | |
| <i>Fall</i> | | |
| *RR251 | Recreation Resources Management | 4 |
| *FE222B | Advanced Forest Surveying | 3 |
| PE231 | Wellness for Life ² | 3 |
| | Other Approved Courses ³ | 3 |
| | | 13 total |
| <i>Winter</i> | | |
| *6.414 | Forest Contracts and Mapping | 3 |
| *6.417 | Silviculture | 3 |
| | Other Approved Courses ³ | 3 |
| | Electives ¹ | 3 |
| | Workplace Issues ⁴ | 2 |
| | | 14 total |
| <i>Spring</i> | | |
| *6.420 | Advanced Silviculture | 3 |
| *6.416 | Aerial Photo-Interpretation | 3 |
| *6.406 | Forest Engineering | 4 |
| | Other Approved Courses ³ | 3 |
| | Electives ¹ | 3 |
| | | 16 total |
| | | 96 credits total |

ASSOCIATE IN APPLIED SCIENCE IN GENERAL BUSINESS

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

OPTION I. ASSOCIATE OF APPLIED SCIENCE IN GENERAL BUSINESS

1. Complete the first year of any two-year Business Management or Office Administration program.
2. If not included in above, complete nine (9) credits of Other Approved Courses (see AAS requirements for a listing of these), three (3) credits of Speech, three (3) credits of Health and Wellness (HE250, PE231 or PE185), two (2) credits of Workplace Issues (or BA285 or SDP113), and four (4) credits of Math or demonstrate competency at Math 20 level.
3. Complete thirty (30) additional Business credits.
4. Complete general electives in courses numbered 1.100 or above, or any transfer courses to total ninety-three (93) credits.
5. Total credits for the program: ninety-three (93).

OPTION II. ASSOCIATE OF APPLIED SCIENCE IN GENERAL BUSINESS- INTERDISCIPLINARY

1. Complete the first year of any two-year Business Management or Office Administration program.
2. If not included in above, complete nine (9) credits of Other Approved Credits (see AAS requirements for a listing of these), three (3) credits of Speech, three (3) credits of Health and Wellness (HE250, PE231 or PE185), two (2) credits of Workplace Issue (or BA285 or SDP113), and four (4) credits of Math or demonstrate competency at Math 20 level.
3. Complete thirty (30) credits in another discipline or program with prior approval from the Division Chairperson responsible for that program or discipline and the Business Division Chairperson.
4. Complete general electives in courses numbered 1.100 or above, or any lower division collegiate courses to total ninety-three (93) credits.
5. Total credits for the program: ninety-three (93).

ASSOCIATE IN APPLIED SCIENCE IN HUMAN SERVICES

The Human Services program offers training for entry-level positions in Human Services agencies. Students choose from three specialty options: Social Services, Substance Abuse and Gerontology.

| Course No. | Course Title | Credit Hours |
|-------------------|--|--------------|
| FIRST YEAR | | |
| <i>Fall</i> | | |
| HS150 | Self Awareness and Interpersonal Skills | 3 |
| PSY201 | General Psychology | 3 |
| WR121 | English Composition | 3 |
| HS167 | Gerontology | 3 |
| | Other Approved courses ¹ | 3 |
| | | 15 total |
| <i>Winter</i> | | |
| HS154 | Community Resources | 3 |
| PSY202 | General Psychology | 3 |
| WR227 | Report Writing | 3 |
| PSY199 | Intro. to Social Science Research ² | 3 |
| | Other Approved courses ¹ | 3 |
| | | 15 total |
| <i>Spring</i> | | |
| PSY203 | General Psychology | 3 |
| HS102 | Drug Use, Misuse and Addiction | 3 |
| HS155 | Interviewing Theory and Techniques | 3 |
| PE231 | Wellness for Life ³ | 3 |
| | Other Approved courses | 3 |
| | | 15 total |
| | | 45 sub total |

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

| | | |
|------------------|-------------------------------------|--------------|
| SOC204, 205, 206 | General Sociology | 9 |
| PSY239 | Introduction to Abnormal Psychology | 3 |
| CS101 | Computers in Society | 2 |
| SP111 | Fundamentals of Speech | 3 |
| HS170 | Introduction to Field Experience | 3 |
| HS260 | Group Dynamics | 3 |
| HS291 | Field Experience | 10 |
| | | 33 sub total |

SPECIALTY OPTIONS

| Social Services | | Substance Abuse | |
|------------------------------------|--------------|---|--------------|
| HS265, 266, 267 | | HS202, 203, 204 | |
| Intervention Strategies I, II, III | 9 | Counseling Chemically Dependent Client I, II, III | 9 |
| Specific Electives* | 9 | Specific Electives* | 9 |
| | sub total 18 | | sub total 18 |

| Gerontology | |
|-----------------|--------------------------------------|
| HS265, 266, 267 | Intervention Strategies I, II, III 9 |
| HE201 | Death & Dying 3 |
| HS168 | Mental Health and the Aging 3 |
| HS261 | Counseling the Older Adult 3 |
| | sub total 18 |

96 total
credits

Notes:

1. See Other Approved Courses under AAS degree requirements.
2. MTH70 with a C or better or ASSET score of 44.
3. HE250 or 3 credits of PE185 may be substituted.

* Specific electives:

HS168 Mental Health and Aging (3 cr)
 HS201 Family Addiction (3 cr)
 HS202, 203, 204 Counseling the Chemical Chemically Dependent Client I, II, III (9 cr)
 HS205 Youth Addiction (3 cr)
 HS261 Counseling the Older Adult (3 cr)
 HS265, 266, 267 Intervention Strategies I, II, III (9 cr)

ASSOCIATE IN APPLIED SCIENCE IN INDUSTRIAL TECHNOLOGY (All Apprenticeable Trades)

This program establishes credit for trade and industrial experience toward an Associate degree. Approximately one-half of the credits required for the degree are earned through community college Apprentice Related Training courses, First Aid courses and 18 credits of general education courses. The remainder of the credits are earned through achievement of Journeyman status.

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

| Course No. | Course Title | Credit Hours |
|------------|-------------------------------------|------------------------|
| RDG90 | Effective Reading ¹ | 3 |
| WR90 | Paragraph Fundamentals | 3 |
| SP111 | Fundamentals of Speech | 3 |
| PE231 | Wellness for Life ² | 3 |
| MTH20 | Basic Mathematics | 4 |
| **9.1xx | Apprentice-Related Training | 22 - 31 |
| | Workplace Issues | 2 |
| | Other Approved Courses ³ | 9 |
| | Journeyman Status | 45 |
| | | 94 - 101 total credits |

Notes:

1. WR121, WR122 and WR123 or WR227 may be substituted.
2. HE250 or 3 credits of PE185 may be substituted.
3. See Other Approved Courses under AAS degree requirements.

**Number of credits and courses for 9.1xx depends upon occupation.

ASSOCIATE IN APPLIED SCIENCE IN MACHINE TOOL TECHNOLOGY

The machine tool technology program prepares the student for entry-level employment as a machinist in the manufacturing field. Classroom instruction and intensive hands-on experience give the student a solid background in traditional as well as "high-tech" Computerized Numerical Control (CNC) machining. Completion of the program leads toward advanced studies in the fields of design, engineering and teaching. Some of the courses in this program are beneficial to already-employed skilled workers who find themselves in need of upgrading or retraining.

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

Advising by Machine Tool Technology Instructor only.

Notes:

1. WR121, 122 may be substituted for RDG90, WR90.
2. MTH20, MTH70 may be substituted for MTH30, MTH31.
3. HE250 or 3 credits of PE185 may be substituted.
4. See Other Approved Courses under AAS degree requirements.

Work Experience may be substituted as applicable to course objectives.

| Course No. | Course Title | Credit Hours |
|--------------------|--|------------------|
| FIRST YEAR | | |
| <i>Fall</i> | | |
| *4.170 | Machine Tools I | 3 |
| *4.175 | Manufacturing Processes | 2 |
| RDG90 | Effective Reading ¹ | 3 |
| *MTH30 | Applied Math for Industrial Mechanics ² | 4 |
| 4.110 | Blueprint Reading & Sketching | 3 |
| | | 15 total |
| <i>Winter</i> | | |
| *4.171 | Machine Tools II | 3 |
| *4.160 | Basic Metallurgy | 2 |
| WR90 | Paragraph Fundamentals ¹ | 3 |
| *MTH31 | Applied Algebra & Geometry for Industrial Mechanics ² | 4 |
| 4.101 | Introduction to Drafting | 3 |
| | | 15 total |
| <i>Spring</i> | | |
| *4.172 | Machine Tools III | 3 |
| *4.174 | Machine Tools Reference | 2 |
| SP100 | Basic Speech Communications | 3 |
| 4.120 | Computer Assisted Drafting I | 3 |
| PE231 | Wellness for Life ³ | 3 |
| 9.228 | Machine Tool Technology Workshop | 2 |
| | | 16 total |
| SECOND YEAR | | |
| <i>Fall</i> | | |
| *4.176 | Machine Tools IV | 3 |
| *4.173 | Numerical Control Machining I (CNC) | 3 |
| 4.150 | Welding I | 3 |
| *4.179 | Advanced Studies Project | 3 |
| BA285 | Business Relations or SDP113 Human Relations for Supervisors | 3 |
| | Other Approved Courses ⁴ | 3 |
| | | 18 total |
| <i>Winter</i> | | |
| *4.177 | Machine Tools V | 3 |
| *4.181 | Numerical Control Machining II (CNC) | 3 |
| 4.151 | Welding II-A/B: Shielded Metal Arch Welding | 3 |
| 4.300 | Practical Physics (Mechanics) | 4 |
| | Other Approved Courses ⁴ | 3 |
| | | 16 total |
| <i>Spring</i> | | |
| *4.178 | Machine Tools VI | 3 |
| *4.182 | Numerical Control Machining III (CNC) | 3 |
| 4.152 | Welding III: MIG/TIG | 4 |
| 4.304 | Practical Physics (Electrical) | 4 |
| | Other Approved Courses ⁴ | 3 |
| 9.228 | Machine Tool Technology Workshop | 1 |
| | | 18 total |
| | | 98 credits total |

ASSOCIATE IN APPLIED SCIENCE IN MANAGEMENT and SUPERVISORY TRAINING

This program is designed to provide the necessary management skills for present and future first-line managers. The objectives of the program are to provide a general education, a good general business education, the necessary management skills for first-line managers, and additional knowledge in the areas of production or marketing and retailing.

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

Notes:

1. The program provides two areas of specialization:
 - a. Production - Suggested electives: MTH95 Intermediate Algebra II, BA232 Business Statistics I, 9.380 Cardiopulmonary Resuscitation, 9.381 Standard First Aid, 5.260 Hazardous Materials I, 2.280 Work Experience, Machine Tool, Welding, Automotive, Drafting.
 - b. Marketing and Retailing - Required electives: BA238 Sales, BA239 Advertising, BA249 Retailing.
2. WR227 Report Writing may be substituted for WR123 English Composition.
3. See Other Approved Courses under AAS degree requirements.

| Course No. | Course Title. | Credit Hours |
|--------------------|--------------------------------------|------------------|
| FIRST YEAR | | |
| <i>Fall</i> | | |
| SDP101 | Principles of Management/Supervision | 3 |
| WR121 | English Composition | 3 |
| MTH94 | Intermediate Algebra I | 4 |
| EC201 | Principles of Economics | 3 |
| CS101 | Computers in Society | 2 |
| | Electives ¹ | 3 |
| | | 18 total |
| <i>Winter</i> | | |
| SDP113 | Human Relations for Supervisors | 3 |
| WR122 | English Composition | 3 |
| EC202 | Principles of Economics | 3 |
| CIS131 | Computer Information Systems | 4 |
| | Electives ¹ | 3 |
| | | 16 total |
| <i>Spring</i> | | |
| SP111 | Fundamentals of Speech | 3 |
| WR123 | English Composition ² | 3 |
| BA101 | Introduction to Business | 4 |
| EC203 | Principles of Economics | 3 |
| | Electives ¹ | 3 |
| | | 16 total |
| SECOND YEAR | | |
| <i>Fall</i> | | |
| SDP204 | Labor-Management Relations | 3 |
| BA211 | Principles of Accounting I | 3 |
| BA226 | Business Law I | 3 |
| | Other Approved Courses ³ | 3 |
| | Electives ¹ | 3 |
| | | 15 total |
| <i>Winter</i> | | |
| SDP208 | Personnel Administration | 3 |
| BA227 | Business Law II | 3 |
| BA223 | Principles of Marketing | 3 |
| BA222 | Finance | 3 |
| | Other Approved Courses ³ | 3 |
| | | 15 total |
| <i>Spring</i> | | |
| WR214 | Business English | 3 |
| BA213 | Principles of Accounting III | 3 |
| PE231 | Wellness for Life | 3 |
| | Other Approved Courses ³ | 3 |
| | Electives ¹ | 5 |
| | | 17 total |
| | | 97 credits total |

ASSOCIATE IN APPLIED SCIENCE IN MARKETING and MANAGEMENT

This program prepares the student for entry-level positions in offices. The student is introduced to total operations, formulating department policies, coordinating activities and directing personnel to attain operational goals. The Associate in Applied Science degree is awarded upon completion of the program.

| Course No. | Course Title | Credit Hours |
|--------------------|---|--------------------------|
| FIRST YEAR | | |
| <i>Fall</i> | | |
| WR121 | English Composition | 3 |
| *BA101 | Introduction to Business | 4 |
| MTH94 | Intermediate Algebra I | 4 |
| SDP101 | Principles of Management/Supervision | 3 |
| | | 14 total |
| <i>Winter</i> | | |
| WR122 | English Composition | 3 |
| *BA223 | Marketing | 3 |
| SDP113 | Human Relations for Supervisors | 3 |
| *CIS131 | Computer Information Systems | 4 |
| PE231 | Wellness for Life ¹ | 3 |
| | | 16 total |
| <i>Spring</i> | | |
| SP111 | Fundamentals of Speech | 3 |
| CS101 | Computers in Society | 2 |
| *BA249 | Retailing | 3 |
| SDP208 | Personnel Administration | 3 |
| WR214 | Business English | 3 |
| | | 14 total |
| SECOND YEAR | | |
| <i>Fall</i> | | |
| *BA226 | Business Law I | 3 |
| *BA238 | Sales | 3 |
| SDP204 | Labor-Management Relations | 3 |
| 2.280 | Cooperative Work Experience or BA280 Field Experience Other Approved Courses ² | 3 |
| | | 15 total |
| <i>Winter</i> | | |
| *BA211 | Principles of Accounting I or 2.766 Accounting | 3 - 4 |
| *BA222 | Finance | 3 |
| *BA239 | Advertising | 3 |
| 2.280 | Cooperative Work Experience or BA280 Field Experience Other Approved Courses ² | 3 |
| | | 15 - 16 total |
| <i>Spring</i> | | |
| *BA206 | Management Fundamentals | 3 |
| *BA212 | Principles of Accounting II or 2.767 Accounting II | 3 - 4 |
| SP112 | Fundamentals of Speech | 3 |
| 2.280 | Cooperative Work Experience or BA280 Field Experience Other Approved Courses ² | 4 |
| | | 3 |
| | | 16 total |
| | | 90 - 92 credits total |

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

Notes:

1. HE250 or 3 credits of PE185 may be substituted.
2. See Other Approved Courses under AAS degree requirements.

ASSOCIATE IN APPLIED SCIENCE IN MEDICAL OFFICE ASSISTANCE

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

| Course No. | Course Title | Credit Hours |
|--------------------|--|---------------------|
| FIRST YEAR | | |
| <i>Fall</i> | | |
| *BA258 | Business Relations | 3 |
| *OA124 | Typing Skill Building | 3 |
| *9.723 | Medical Terminology I | 3 |
| *9.724 | Medical Secretary I | 3 |
| *2.591 | Pre-transcription Skills | 3 |
| | | 15 total |
| <i>Winter</i> | | |
| *CIS131 | Computer Information Systems | 4 |
| *OA122 | Keyboarding II | 3 |
| *OA200 | Introduction to Word Processing | 3 |
| *9.726 | Medical Terminology II | 3 |
| *9.730 | Medical Secretary II | 3 |
| | | 16 total |
| <i>Spring</i> | | |
| *OA201 | Beginning WordPerfect | 2 |
| *OA220 | Electronic Calculators | 2 |
| *9.725 | Medical Insurance, Credits and Collections | 3 |
| *9.727 | Medical Transcription I | 3 |
| *9.728 | Medical Terminology III | 3 |
| *9.731 | Clinical Procedures I | 3 |
| | | 16 total |
| SECOND YEAR | | |
| <i>Fall</i> | | |
| *OA116 | Office Procedures | 3 |
| *9.732 | Clinical Procedures II | 3 |
| 9.766 | Accounting I ¹ | 4 |
| *2.280 | Work Experience | 2 |
| | Other Approved Courses ² | 3 |
| | | 15 total |
| <i>Winter</i> | | |
| WR121 | English Composition | 3 |
| SP111 | Fundamentals of Speech | 3 |
| MTH20 | Basic Mathematics | 4 |
| *9.733 | Clinical Procedures III | 3 |
| | Other Approved Courses ² | 3 |
| | | 16 total |
| <i>Spring</i> | | |
| *OA240 | Filing & Records Management | 3 |
| HE250 | Personal Health | 3 |
| PSY203 | General Psychology | 3 |
| *2.280 | Cooperative Work Experience | 4 |
| | Other Approved Courses ² | 3 |
| | | 16 total |
| | | 94 credits total |

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

Notes:

1. Bookkeeping I & II (9.715, 9.716) may be substituted.
2. See Other Approved Courses under AAS degree requirements.

ASSOCIATE IN APPLIED SCIENCE IN NURSING

This is a career ladder program. After completion of one quarter, the student is eligible to take the State Board of Nursing exam to become a Certified Nursing Assistant (CNA). After completion of four quarters, the student is eligible to take the State Board exam for licensure as a Practical Nurse (PN). After completion of six quarters, the student is eligible to take the State Board exam for Registered Nurse (RN) licensure.

Students must be formally admitted to the Nursing program. See the Admissions Office for requirements.

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

Notes:

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

| Course No. | Course Title | Credit Hours |
|--------------------|--------------------------------------|------------------|
| FIRST YEAR | | |
| <i>Fall</i> | | |
| WR121 | English Composition | 3 |
| *NUR101 | Fundamentals of Nursing | 9 |
| *BI231 | Anatomy/Physiology ¹ | 4 |
| CS101 | Computers in Society | 2 |
| | | 17 total |
| <i>Winter</i> | | |
| *NUR102 | Nursing Science and Practice I | 9 |
| *BI232 | Anatomy/Physiology ¹ | 4 |
| SP113 | Fundamentals of Speech | 3 |
| | | 16 total |
| <i>Spring</i> | | |
| *NUR103 | Nursing Science and Practice II | 9 |
| *BI233 | Anatomy/Physiology ¹ | 4 |
| ANTH103 | General Anthropology | 3 |
| | | 16 total |
| SECOND YEAR | | |
| <i>Fall</i> | | |
| *NUR201 | Nursing Science and Practice III | 9 |
| *BI234 | Elementary Microbiology ² | 4 |
| | Specific Electives ³ | 3 |
| | | 16 total |
| <i>Winter</i> | | |
| *NUR202 | Nursing Science and Practice IV | 9 |
| PE185 | Physical Education ⁴ | 1 |
| | Specific Electives ³ | 3 |
| | | 13 total |
| <i>Spring</i> | | |
| *NUR203 | Nursing Science and Practice V | 10 |
| *MTH94 | Intermediate Algebra I | 4 |
| | Specific Electives ³ | 3 |
| | | 17 total |
| | | 96 credits total |

ASSOCIATE IN APPLIED SCIENCE IN OFFICE ADMINISTRATION: General Secretary

This option offers the student skills and knowledge necessary to perform the clerical or stenographic tasks demanded in an office and to assume interpretive and decision-making secretarial responsibilities.

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

All the listed courses are offered each term (excluding Summer) except Business English, Accounting I and Principles of Accounting I, and the Electronic Office.

Notes:

1. See Other Approved Courses under AAS degree requirements.
2. HE250 may be substituted.

Suggested Elective:
Speedwriting

| Course No. | Course Title | Credit Hours |
|--------------------|--|-----------------------|
| FIRST YEAR | | |
| <i>Fall</i> | | |
| *OA124 | Typing Skill Building | 3 |
| *OA116 | Office Procedures | 3 |
| OA200 | Introduction to Word Processing | 3 |
| *OA240 | Filing/Records Management | 3 |
| CS101 | Computers in Society | 2 |
| | | 14 total |
| <i>Winter</i> | | |
| WR121 | English Composition | 3 |
| MTH20 | Basic Mathematics | 4 |
| *OA122 | Keyboarding II | 3 |
| *OA201 | Beginning WordPerfect | 2 |
| *2.591 | Pre-transcription Skills | 3 |
| | | 15 total |
| <i>Spring</i> | | |
| SP111 | Fundamentals of Speech | 3 |
| *OA123 | Keyboarding: Advanced Formatting | 3 |
| *OA220 | Electronic Calculators | 2 |
| *BA285 | Business Relations | 3 |
| | Other Approved Courses ¹ | 3 |
| | Elective | 3 |
| | | 17 total |
| SECOND YEAR | | |
| <i>Fall</i> | | |
| *OA204 | Advanced WordPerfect | 2 |
| *OA225 | Machine Transcription | 3 |
| 2.766 | Accounting I or BA211 Principles of Accounting I | 3 - 4 |
| PE231 | Wellness for Life ² | 3 |
| *2.280 | Work Experience | 2 |
| | Other Approved Courses ¹ | 3 |
| | | 15 - 16 total |
| <i>Winter</i> | | |
| *CIS131 | Computer Information Systems | 4 |
| BA101 | Introduction to Business | 4 |
| BA226 | Business Law I | 3 |
| *2.280 | Cooperative Work Experience | 4 |
| | | 15 total |
| <i>Spring</i> | | |
| WR214 | Business English | 3 |
| *OA256 | The Electronic Office | 3 |
| BA177 | Payroll Records and Accounting | 3 |
| | Other Approved Courses ¹ | 3 |
| | Electives | 3 |
| | | 15 total |
| | | 92 - 93 credits total |

ASSOCIATE IN APPLIED SCIENCE IN WELDING TECHNOLOGY

This program provides the training for entry-level employment and offers the technical knowledge necessary for advancement in the welding field. Coupled with experience, the program prepares a student for employment opportunities in industry, private enterprise, supervision, and/or advanced welding. These opportunities include: welding, fabrication, inspection, fitting in heavy machinery or structural steel, light industrial fabrication, welding and/or fabrication estimating, and technical sales.

All majors in the 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.

Notes:

1. HE250 may be substituted.
2. See Other Approved Courses under AAS degree requirements.

| Course No. | Course Title | Credit Hours |
|--------------------|---|-------------------|
| FIRST YEAR | | |
| <i>Fall</i> | | |
| MTH30 | Applied Math for Industrial Mechanics | 4 |
| 4.110 | Blueprint Reading & Sketching | 3 |
| *4.150 | Welding I (Gas Welding/Cutting) | 3 |
| *4.151 | Welding II-A: Shielded Metal Arc Welding | 3 |
| 4.170 | Machine Tools I | 3 |
| | | 16 total |
| <i>Winter</i> | | |
| MTH31 | Applied Algebra and Geometry for Industrial Mechanics | 4 |
| 4.101 | Introduction to Drafting | 3 |
| *4.151 | Welding II-B: Shielded Metal Arc Welding | 3 |
| *4.152 | Welding III: MIG/TIG | 4 |
| 4.171 | Machine Tools II | 3 |
| | | 17 total |
| <i>Spring</i> | | |
| *4.153 | Welding IV: Pipe Arc Welding | 3 |
| *4.154 | Welding V: Welder Fitter in Fabrication | 5 |
| 4.172 | Machine Tools III | 3 |
| 4.120 | Computer Assisted Drafting I | 3 |
| BA285 | Business Relations or SDP113 Human Relations for Supervisors | 3 |
| | | 17 total |
| SECOND YEAR | | |
| <i>Fall</i> | | |
| *4.155 | Advanced Applications | 5 |
| *4.165 | Welding Lab A | 3 |
| RDG90 | Effective Reading Strategies | 3 |
| PE231 | Wellness for Life ¹ | 3 |
| | Other Approved Courses ² | 3 |
| | | 17 total |
| <i>Winter</i> | | |
| *4.159 | Maintenance/Fitter Welder | 5 |
| *4.166 | Welding Lab B | 3 |
| 4.300 | Practical Physics (Mechanics) | 4 |
| WR90 | Paragraph Fundamentals | 3 |
| | Other Approved Courses ² | 3 |
| | | 18 total |
| <i>Spring</i> | | |
| *4.167 | Welding Lab C | 3 |
| 4.304 | Practical Physics (Electrical) | 4 |
| *4.280 | Work Experience or *9.225 Welding Workshop | 3 |
| 9.225 | Welding Workshops (4) | 1 |
| SP100 | Basic Speech Communications | 3 |
| | Other Approved Courses ² | 3 |
| | | 17 total |
| | | 102 credits total |

ASSOCIATE IN ARTS DEGREE

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

GENERAL REQUIREMENTS:

1. Ninety-three or more credits of college courses approved by the Oregon Board of Education for transfer credit.
2. Grade Point average of 2.0 (C) or better.
3. Completion of 22 credits of General Education requirements.
4. Completion of 17 quarter courses of Distribution Requirements.
5. A student must complete 30 of his/her last 45 credits at Southwestern Oregon Community College before the Associate in Arts degree is awarded.

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.
3. Physical Education, 3 credits of P.E. activity classes (PE180, 185 and 190); or PE231 Wellness for Life. No more than 6 credits of Physical Activities (PE180, 185 and 190) may be used in meeting the total credit requirement or counted in the student's final grade point average (GPA) for the A.A. degree. Courses must be in different activities or levels (i.e. beginning, intermediate, advanced).

Exceptions may be allowed for the following reasons:
Veterans: Students who have completed six months' active service in the U.S. armed forces are exempt from the physical education requirement if they file official evidence of service with the Admissions Office.

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

4. Speech, 3 credits selected from SP100, 111, 112 or 113.
5. MTH105 Introduction to Contemporary Mathematics (4 credits) its equivalent or higher level math (excluding MTH211, 212, 213).

DISTRIBUTION REQUIREMENTS:

A combination total of seventeen (17) quarter courses must be taken in the areas of (A) Arts and Letters, (B) Social Science and (C) Science/Math. These must include four (4) sequences, one from each of the three areas above and the fourth from a different discipline in one of the areas. At SWOCC at least one Arts and Letters sequence must be in Literature and one Science/Math sequence must be in a life or physical science with a laboratory. One of the four sequences must be numbered in the 200 series.

Of the remaining five courses, three must be selected from one of the two areas remaining after the fourth sequence has been chosen, and the other two courses must be from the third area.

All sequences must be selected from the Approved sequences. The additional five courses may be selected from any transfer level courses in the catalog or the current class schedule which belong to appropriate academic disciplines in Arts and Letters, Social Science or Science/Mathematics. Mathematics courses must be MTH105 Introduction to Contemporary Mathematics or higher (excluding 211, 212, 213).

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

**Approved Sequences for the
Distribution Requirement of
the Associate in Arts Degree:**

A. ARTS AND LETTERS

At least one three-quarter sequence
must be completed in Literature.

Literature:

ENG101, 102, 103 Survey of English
Literature

ENG104, 105, 106 Introduction to
Literature

ENG107, 108, 109 World Literature

ENG201, 202, 203 Shakespeare

ENG253, 254, 255 Survey of American
Literature

Language/Philosophy

FR201, 202, 203 Second-year French

SPAN201, 202, 203 Second-year
Spanish

PHL201, 202, 203 Problems of
Philosophy

Art and Music

ART211, 212, 213 Survey of Visual
Arts

MUS201, 202, 203 Introduction to Music
and Its Literature

MUS261, 262, 263 Music History

B. SOCIAL SCIENCE

Anthropology:

ANTH101, 102, 103 General

Anthropology

ANTH207, 208, 209 Introduction to
Cultural Anthropology

Criminal Justice

CJ100 Survey of Criminal Justice

CJ120 Judicial Process

CJ130 Introduction to Corrections

Economics:

EC201, 202, 203 Principles of
Economics

History:

HST101, 102, 103 History of Western

Civilization

HST201, 202, 203 History of the United
States

Political Science

PS201 American Government:

Institutions

PS202 American Government: Policy
Issues

PS241 International Politics: Global
Issues

Psychology:

PSY201, 202, 203 General Psychology

Sociology:

SOC204, 205, 206 General Sociology

C. SCIENCE/MATHEMATICS

At least one sequence must be taken in
a life or physical science with a
laboratory. Science courses with a lab
are:

Biology:

BI101, 102, 103 General Biology

BI201, 202, 203 General Biology

Botany:

BOT201, 202, 203 General Botany

Chemistry:

CH104, 105, 106 Elementary Chemistry

CH201, 202, 203 General Chemistry

General Science:

GS104, 105, 106 Physical Science
Survey

Geology:

G201, 202, 203 Geology

Physics:

PHY201, 202, 203 General Physics

PHY207, 208, 209 Engineering Physics

Zoology:

Z201, 202, 203 General Zoology

The following courses may be used as a
fourth sequence or as part of the
additional five distribution courses, but
may not be used as a science sequence
with a laboratory:

Mathematics (any three sequential
courses from the following):

MTH111 College Algebra

MTH112 Elementary Functions

MTH251 Calculus 1

MTH252, 253, 254 Calculus 2, 3, and 4

Note: The mathematics course from
general requirements may be counted
toward a math sequence.

Computer Science:

CS120, 121, 122

ASSOCIATE IN SCIENCE DEGREE

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

GENERAL REQUIREMENTS:

1. Minimum of 90 credits of specified courses (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 sequences.
5. At least 30 of the last 45 credits must be taken at SWOCC.

GENERAL EDUCATION REQUIREMENTS:

Writing 121, 122 and either 123 or 227 (9 credits)

Math 111 or higher numbered course - (4 credits) excluding Math 211, 212, 213

Personal Health or Health & Wellness or PE185 (3 credits)

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 Admissions Office.

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

Speech (3 credits)

SPECIFIED SEQUENCES:

A sequence with a minimum of 9 credits from two of the following areas, plus 9 credit hours from the third area:

Math/Science

Computer Science

Humanities - defined as:

Art - history and appreciation courses only

English - literature courses only

Languages - second year or higher

Music - history and appreciation only

Philosophy - all courses

Religious studies - all courses

Social Sciences - defined as those courses which provide an introduction to the field of study or a major branch of the field:

Anthropology

Economics

Geography

History

Political Science

Psychology

Sociology

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

For more information, consult your advisor or the Admissions Office.

ASSOCIATE IN SCIENCE IN BUSINESS ADMINISTRATION

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.) The student 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 accredited four-year institution offering a degree in Business Administration are met.

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

| Course No. | Course Title | Credit Hours |
|--------------------|---|------------------|
| FIRST YEAR | | |
| <i>Fall</i> | | |
| WR121 | English Composition | 3 |
| BA101 | Introduction to Business | 4 |
| CS101 | Computers in Society | 2 |
| | Mathematics Sequence ¹ | 4 |
| | Literature Sequence | 3 |
| | | 16 total |
| <i>Winter</i> | | |
| CIS131 | Computer Information Systems | 4 |
| WR122 | English Composition | 3 |
| | Mathematics Sequence ¹ | 4 |
| | Literature Sequence | 3 |
| | Electives | 3 |
| | | 17 total |
| <i>Spring</i> | | |
| WR123 | English Composition | 3 |
| HE250 | Personal Health ² | 3 |
| | Mathematics Sequence ¹ | 4 |
| | Literature Sequence | 3 |
| | | 13 total |
| SECOND YEAR | | |
| <i>Fall</i> | | |
| EC201 | Principles of Economics | 3 |
| BA211 | Principles of Accounting I ³ | 3 |
| BA226 | Business Law I | 3 |
| | Social Science Sequence | 3 |
| | Electives | 3 |
| | | 15 total |
| <i>Winter</i> | | |
| EC202 | Principles of Economics | 3 |
| BA212 | Principles of Accounting II ³ | 3 |
| BA235 | Business Administration | 4 |
| BA222 | Finance | 3 |
| | Social Science Sequence | 3 |
| | | 16 total |
| <i>Spring</i> | | |
| EC203 | Principles of Economics | 3 |
| BA213 | Principles of Accounting III ³ | 3 |
| SP111 | Fundamentals of Speech | 3 |
| | Social Science Sequence | 3 |
| | Electives | 3 |
| | | 15 total |
| | | 92 credits total |

Notes:

1. Math sequence must begin with MTH111 or above, not to include MTH211, 212, 213.
2. PE231 Wellness for Life may be substituted for 3 credits of HE250.
3. 2.766, 2.767, 2.768 are equivalent to BA211, BA212 and BA217. Students must petition if they wish to have 2.766, 2.767 and 2.768 changed to BA211, BA212 and BA217.

ASSOCIATE IN SCIENCE IN CRIMINAL JUSTICE ADMINISTRATION

The Associate in Science degree in Criminal Justice Administration gives the student a choice of three career tracks: Police, Corrections or Interdisciplinary Studies. This degree includes a comprehensive study in social science, the sciences and the humanities. Students are required to take a minimum of 27 credits in Criminal Justice, 65 credits in general studies and 6 credits of Criminal Justice electives.

Notes:

1. PE231 Wellness for Life may be substituted for 3 credits of PE185.
2. Criminal Justice Administration electives and Career Track courses:

Police Career Track (9 credits required)

- CJ111 Concepts of Enforcement Services (4 cr)
- CJ122 Oregon Law (3 cr)
- CJ210 Criminal Investigation (3 cr)
- CJ215 Criminal Justice Administration (3 cr)
- CJ222 Procedural Law (3 cr)
- CJ223 Rules of Evidence (3 cr)
- CJ226/PS252 Constitutional Law (3 cr)
- CJ299/SOC212 Social Control (3 cr)

Corrections Career Track (9 credits required)

- CJ101/SOC244 Criminology (3 cr)
- CJ131/SOC220 Introduction to Penology (3 cr)
- CJ132 Introduction to Parole and Probation (3 cr)
- CJ201/SOC221 Juvenile Delinquency (3 cr)
- CJ202 Psychology of Violence and Aggression (3 cr)
- CJ215 Criminal Justice Administration (3 cr)
- CJ225 Correctional Law (3 cr)
- CJ299/SOC212 Social Control (3 cr)

Interdisciplinary Studies (9 credits required)

- Combination of Police and Corrections Career Track

3. MTH111 or above not to include MTH211, 212, 213. Students who choose to satisfy this requirement with a science sequence must complete MTH94.
4. Specified Courses (6 credits required) may be taken from a career track other than the major.
 - CJ107/207 Criminal Justice Workshops (special topics) (1 cr)
 - CJ103 Introduction to Family Law (3 cr)
 - CJ115 Legal and Fundamental Aspects of Lethal Weapons (4 cr)
 - CJ140 Criminalistics (3 cr)
 - CJ243/SOC243 Narcotics and Dangerous Drugs (3 cr)
 - CJ280 Field Experience

| Course No. | Course Title | Credit Hours |
|--------------------|---|------------------|
| FIRST YEAR | | |
| <i>Fall</i> | | |
| CJ100 | Survey of Criminal Justice | 3 |
| WR121 | English Composition | 3 |
| PE185 | Physical Education ¹ | 1 |
| SOC204 | General Sociology | 3 |
| CJ110 | Introduction to Law Enforcement Literature Sequence | 3 |
| | | 16 total |
| <i>Winter</i> | | |
| CJ120 | Judicial Process | 3 |
| WR122 | English Composition | 3 |
| PE185 | Physical Education ¹ | 1 |
| SOC205 | General Sociology | 3 |
| CJ200 | Police and Public Policy Literature Sequence | 3 |
| | | 16 total |
| <i>Spring</i> | | |
| CJ130 | Introduction to Corrections | 3 |
| WR123 | English Composition or WR227 Report Writing | 3 |
| CJ220 | Criminal Law | 3 |
| PE185 | Physical Education ¹ | 1 |
| SOC206 | General Sociology Literature Sequence | 3 |
| | | 16 total |
| SECOND YEAR | | |
| <i>Fall</i> | | |
| SP111 | Fundamentals of Speech | 3 |
| PSY201 | General Psychology | 3 |
| | CJ Career Track ² | 3 |
| | Math/Science Sequence ³ | 4 |
| | Specified Courses ⁴ | 3 |
| | | 16 total |
| <i>Winter</i> | | |
| PSY202 | General Psychology | 3 |
| HE250 | Personal Health | 3 |
| PS201 | American Government or other Social Science course | 3 |
| | CJ Career Track ² | 3 |
| | Math/Science Sequence ³ | 4 |
| | | 16 total |
| <i>Spring</i> | | |
| PSY203 | General Psychology | 3 |
| HE252 | Standard First Aid | 3 |
| | CJ Career Track ² | 3 |
| | Math/Science Sequence ³ | 4 |
| | Specified Courses ⁴ | 3 |
| | | 16 total |
| | | 96 credits total |

DIPLOMA PROGRAMS

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



ACCOUNTING DIPLOMA PROGRAM

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

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

Students must demonstrate ability to type or take typing.

Notes:

1. 2.766, 2.767 and 2.768 are equivalent to BA211, BA212 and BA217. Students must petition if they wish to have 2.766, 2.767 and 2.768 changed to BA211, BA212 and BA217. Contact advisor or accounting instructor for details.
2. Students are encouraged to take Federal and State Income Tax II as an elective.

| Course No. | Course Title | Credit Hours |
|--------------------|---|------------------|
| FIRST YEAR | | |
| <i>Fall</i> | | |
| WR121 | English Composition | 3 |
| *BA211 | Principles of Accounting I ¹ | 3 |
| BA101 | Introduction to Business | 4 |
| CS101 | Computers in Society | 2 |
| MTH94 | Intermediate Algebra I | 4 |
| | | 16 total |
| <i>Winter</i> | | |
| WR122 | English Composition | 3 |
| *BA212 | Principles of Accounting II ¹ | 3 |
| *BA222 | Finance | 3 |
| OA220 | Electronic Calculators | 2 |
| BA226 | Business Law I | 3 |
| | | 14 total |
| <i>Spring</i> | | |
| *BA213 | Principles of Accounting III ¹ | 3 |
| *BA217 | The Accounting Process ¹ | 3 |
| WR214 | Business English | 3 |
| *CIS131 | Computer Information Systems | 4 |
| BA285 | Business Relations | 3 |
| | | 16 total |
| SECOND YEAR | | |
| <i>Fall</i> | | |
| *BA177 | Payroll Records and Accounting | 3 |
| *BA215 | Cost Accounting | 3 |
| *2.331 | Federal and State Income Tax I ² | 4 |
| 2.280 | Cooperative Work Experience | 3 |
| | Electives | 3 |
| | | 16 total |
| | | 62 credits total |

ADULT HIGH SCHOOL DIPLOMA PROGRAM

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

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

To discuss the Adult High School Diploma Program, obtain an appointment with the program counselor in Dellwood Hall or by calling 888-2525.

AUTOMOTIVE TECHNOLOGY DIPLOMA PROGRAM

This program prepares students for entry-level jobs in the automotive field. The required courses are applicable toward the Associate in Applied Science degree in Automotive Technology.

| Course No. | Course Title | Credit Hours |
|------------|---|---------------------|
| 0.768 | Study Skills or RDG90 Effective Reading Strategies | 3 |
| WR90 | Paragraph Fundamentals or WR121 English Composition | 3 |
| MTH30 | Applied Math for Industrial Mechanics or MTH20 Basic Mathematics | 4 |
| MTH31 | Applied Algebra and Geometry for Industrial Mechanics or MTH70 Beginning Algebra | 4 |
| 3.300 | Brakes and Suspension System | 4 |
| 3.304 | Internal Combustion Engines I | 4 |
| *3.308 | Electrical I | 4 |
| *3.322 | Automotive Electrical Systems II | 3 |
| 3.310 | Gasoline Fuel Systems | 3 |
| 3.312 | Diesel Fuel Systems | 3 |
| 3.316 | Power Trains | 3 |
| 3.318 | Automotive Steering Controls | 3 |
| *3.324 | Diagnostic Procedures and Emission Control | 3 |
| 3.326 | Automatic Transmissions | 3 |
| *3.329 | Mechanical Systems Lab I | 3 |
| *3.331 | Mechanical Systems Lab II | 3 |
| SDP101 | Principles of Management/Supervision | 3 |
| *3.333 | Mechanical Systems Lab III | 3 |
| | | 59 credits total |

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

All students must provide a basic set of hand tools in this program.

Work Experience may be substituted as applicable to course objectives.

BOOKKEEPING CLERICAL DIPLOMA PROGRAM

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

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

Notes:

1. Students may substitute 2.766 Accounting I or BA211 Principles of Accounting I or 9.715 and 9.716 Elementary Bookkeeping I and II.

| Course No. | Course Title | Credit Hours |
|---------------|--|---------------------|
| <i>Fall</i> | | |
| WR90 | Paragraph Fundamentals or WR121 English Composition | 3 |
| MTH70 | Beginning Algebra | 4 |
| OA124 | Typing Skill Building | 3 |
| CS101 | Computers in Society | 2 |
| | | 12 total |
| <i>Winter</i> | | |
| OA116 | Office Procedures | 3 |
| 9.715 | Elementary Bookkeeping I | 2 |
| OA220 | Electronic Calculators | 2 |
| BA285 | Business Relations | 3 |
| CIS131 | Computer Information Systems I | 4 |
| | | 14 total |
| <i>Spring</i> | | |
| WR214 | Business English | 3 |
| OA240 | Filing/Records Management and Office Systems | 3 |
| 9.716 | Elementary Bookkeeping II ¹ | 2 |
| BA177 | Payroll Records and Accounting | 3 |
| 2.280 | Cooperative Work Experience | 4 |
| | | 15 credits |
| | | 41 credits total |

EMERGENCY 9-1-1 DISPATCHER COMMUNICATIONS PROGRAM *

This one-year diploma program is designed to train applicants for positions in emergency dispatch agencies. Students must complete a special application, receive satisfactory placement test scores, pass an oral interview and receive a background clearance in order to enroll in this program. Enrollment is limited to 25 students.

*Restricted entry. Additional information is available through the Justice Services Office or the Admissions Office on the SWOCC campus.

Work Experience may be substituted as applicable to course objectives.

Notes:

1. This requirement waived if placement test scores indicate competency at this level.

| | | |
|---------------|--|---------------------|
| <i>Fall</i> | | |
| CJ110 | Introduction to Law Enforcement | 3 |
| CJ280 | Field Experience | 3 |
| CJ299 | Emergency Telecommunications | 3 |
| HE207 | Stress Management | 3 |
| HE252 | Standard First Aid and Personal Safety | 3 |
| | | 15 total |
| <i>Winter</i> | | |
| CJ220 | Criminal Law | 3 |
| CJ280 | Field Experience | 3 |
| CJ299 | Emergency Telecommunications | 3 |
| 5.258 | Fire Co. Organization/Station Assign. | 3 |
| 0.615.1 | Introduction to Microcomputers: Literacy & Application | 2 |
| MTH20 | Basic Mathematics ¹ | 4 |
| | | 18 total |
| <i>Spring</i> | | |
| CJ203 | Family Crisis Intervention | 3 |
| CJ280 | Field Experience | 3 |
| CJ299 | Emergency Telecommunications | 3 |
| WR90 | Paragraph Fundamentals | 3 |
| SP100 | Basic Speech Communications | 3 |
| | | 15 credits |
| | | 48 credits total |

EMERGENCY MEDICAL TECHNICIAN DIPLOMA PROGRAM

One year certificate. State of Oregon certification is accomplished after each EMT level by passing a state administered written and/or practical exam. Classroom instruction and clinical practice in basic and advanced skills in pre-hospital care of the sick and injured will be provided.

All EMT classes are offered in the evening only.

EMT III is offered every other year to a minimum class of 10 over two quarters. Next class due 1991-92.

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

Notes:

1. One year of high school chemistry with a lab or CH101 and CH102 are a prerequisite to Anatomy and Physiology.

| Course No. | Course Title | Credit Hours |
|---------------|--|------------------|
| <i>Fall</i> | | |
| *HE257A | Enhanced Emergency Medical Technician IA | 4 |
| *BI231 | Anatomy and Physiology ¹ | 4 |
| HE207 | Stress Management | 3 |
| WR121 | English Composition | 3 |
| HE280 | EMT Field Experience | 1 |
| CS101 | Computers in Society | 2 |
| | | 17 total |
| <i>Winter</i> | | |
| *HE257B | Enhanced Emergency Medical Technician IB | 4 |
| *BI232 | Anatomy and Physiology | 4 |
| HE262 | CPR Instructor Training | 2 |
| SP111 | Fundamentals of Speech | 3 |
| HE280 | EMT Field Experience | 2 |
| | Psychology Elective | 3 |
| | | 18 total |
| <i>Spring</i> | | |
| *HE258 | Emergency Medical Technician II | 5 |
| *BI233 | Anatomy and Physiology | 4 |
| *MTH94 | Intermediate Algebra I | 4 |
| HE280 | EMT Field Experience | 1 |
| | Social Science Elective | 3 |
| | | 17 total |
| | | 52 credits total |

FORESTRY DIPLOMA 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 Technology.

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

Notes:

1. Students may substitute WR227 Report Writing for WR122 English Composition.

| | | |
|---------------|--|------------------|
| WR121, WR122 | English Composition ¹ or RDG90 Effective Reading Strategies and WR90 Paragraph Fundamentals | 6 |
| MTH70 | Elementary Algebra | 4 |
| F111 | Introduction to Forestry | 4 |
| *6.409 | Forest Protection | 3 |
| *6.411 | Logging Operations | 3 |
| *6.407 | Forest Mensuration I | 3 |
| *6.408 | Forest Mensuration II | 3 |
| *FE222A | Elementary Forest Surveying | 3 |
| *RR251 | Recreation Resource Management | 4 |
| *6.414 | Forest Contracts and Mapping | 3 |
| *FE222B | Advanced Forest Surveying | 3 |
| *6.406 | Forest Engineering | 4 |
| FP210 | Forest Products Manufacturing | 3 |
| *6.416 | Aerial Photo-Interpretation | 3 |
| *6.417 | Silviculture | 3 |
| *6.420 | Advanced Silviculture | 3 |
| *F254 | Tree and Shrub Identification | 4 |
| CIS131 | Computer Information Systems | 4 |
| | | 63 total |
| <i>Summer</i> | | |
| F280 | Forestry Field Studies | 6 |
| | | 69 credits total |

LEGAL ASSISTANT DIPLOMA PROGRAM

This one-year program provides the student with essential elements necessary for entry-level employment.

Students must demonstrate ability to type or take typing prior to the second term.

Notes:

1. Entry dependent upon test score.

| Course No. | Course Title | Credit Hours |
|---------------|---|---------------------|
| <i>Fall</i> | | |
| WR121 | English Composition ¹ | 3 |
| CIS131 | Computer Information Systems | 4 |
| CJ120 | Judicial Process | 3 |
| LA101 | Introduction to Legal Terminology | 3 |
| LA203 | Introduction to Legal Research and Library Use | 3 |
| | | 16 total |
| <i>Winter</i> | | |
| WR122 | English Composition | 3 |
| LA128 | Introduction to Legal Correspondence and Forms | 3 |
| BA211 | Principles of Accounting I | 3 |
| CJ220 | Criminal Law | 3 |
| LA105 | Introduction to Litigation | 3 |
| | | 15 total |
| <i>Spring</i> | | |
| WR123 | English Composition ¹ or WR227 Report Writing | 3 |
| LA280 | Field Experience | 3 |
| SDP101 | Principles of Management/Supervision | 3 |
| CJ222 | Procedural Law | 3 |
| LA208 | Introduction to Family Law | 3 |
| BA285 | Business Relations | 3 |
| | | 18 credits |
| | | 49 credits total |

MACHINE TOOL TECHNOLOGY DIPLOMA

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

Advising by Machine Tool
Technology Instructor only.

Notes:

1. MTH20 may be substituted for MTH 30.
2. Contact advisor for details.

Work Experience may be substituted as applicable to course objectives.

| | | |
|---------------|--|---------------------|
| <i>Fall</i> | | |
| 4.170 | Machine Tools I | 3 |
| 4.175 | Manufacturing Process | 2 |
| 4.150 | Welding I | 3 |
| MTH30 | Applied Math for Industrial Mechanics ¹ | 4 |
| 9.228 | Machine Tool Technology Workshop | 2 |
| 4.110 | Blueprint Reading & Sketching | 3 |
| | | 17 total |
| <i>Winter</i> | | |
| 4.171 | Machine Tools II | 3 |
| 4.160 | Basic Metallurgy | 2 |
| 4.151 | Welding II-A: Shielded Metal Arc | 3 |
| 9.228 | Machine Tool Technology Workshop | 2 |
| 4.101 | General Drafting | 3 |
| WR90 | Paragraph Fundamentals | 3 |
| | | 16 total |
| <i>Spring</i> | | |
| 4.172 | Machine Tools III | 3 |
| 4.174 | Machine Tools References | 2 |
| 4.179 | Advanced Studies Project | 3 |
| 9.228 | Machine Tool Technology Workshop | 2 |
| 4.120 | Computer Assisted Drafting I | 3 |
| | Workplace Issues ² | 2 |
| | | 15 credits |
| | | 48 credits total |

MARKETING DIPLOMA PROGRAM

This program provides the student with some managerial skills in the marketing field and some actual supervised work experience. The courses required are applicable toward an Associate in Applied Science degree in Marketing and Management.

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 typing.

Notes:

1. 2.766, 2.767 and 2.768 are equivalent to BA211, BA212 and BA217. Students must petition if they wish to have 2.766, 2.767, 2.768 changed to BA211, BA212, BA217. Contact advisor or accounting instructor for details.
2. Students with a placement test score equivalent to MTH94 or above may request waiver of this requirement for this program.

| Course No. | Course Title | Credit Hours |
|--------------------|---|------------------|
| FIRST YEAR | | |
| <i>Fall</i> | | |
| *WR121 | English Composition | 3 |
| *BA211 | Principles of Accounting I ¹ | 3 |
| *BA101 | Introduction to Business | 4 |
| *CIS131 | Computer Information Systems | 4 |
| BA238 | Sales | 3 |
| | | 17 total |
| <i>Winter</i> | | |
| *WR122 | English Composition | 3 |
| *BA212 | Principles of Accounting II ¹ | 3 |
| *BA226 | Business Law I | 3 |
| *BA223 | Principles of Marketing | 3 |
| MTH94 | Intermediate Algebra I ² | 4 |
| | | 16 total |
| <i>Spring</i> | | |
| *BA217 | The Accounting Process ¹ | 3 |
| WR214 | Business English | 3 |
| *BA227 | Business Law II | 3 |
| *BA249 | Retailing | 3 |
| *BA239 | Advertising | 3 |
| | | 15 total |
| SECOND YEAR | | |
| <i>Fall</i> | | |
| *SDP101 | Principles of Management/Supervision | 3 |
| BA285 | Business Relations | 3 |
| *2.280 | Cooperative Work Experience or BA280 Field Experience | 8 |
| OA220 | Electronic Calculators | 2 |
| | | 16 total |
| | | 64 credits total |

MEDICAL CLERICAL DIPLOMA PROGRAM

This program prepares students to perform initial clerical duties in hospitals, medical clinics and other medical facilities. Certain courses may require some preparation courses (i.e., Typing Skill Building, Sentence Fundamentals, Paragraph Fundamentals, high school math or equivalent). Students must demonstrate English proficiency on the English placement test or take 2.591 Pre-transcription Skills fall term. Please contact your advisor.

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

1. Bookkeeping I and II (9.715, 9.716) may be substituted.

| | | |
|---------------|---|------------------|
| <i>Fall</i> | | |
| *OA124 | Typing Skill Building | 3 |
| *BA285 | Business Relations | 3 |
| *9.723 | Medical Terminology I | 3 |
| *9.724 | Medical Secretary I | 3 |
| *2.591 | Pretranscription Skills | 3 |
| | | 15 total |
| <i>Winter</i> | | |
| *CIS131 | Computer Information Systems | 4 |
| *OA122 | Keyboarding II | 3 |
| *OA200 | Introduction to Word Processing | 3 |
| *9.726 | Medical Terminology II | 3 |
| *9.730 | Medical Secretary II | 3 |
| | | 16 total |
| <i>Spring</i> | | |
| *OA201 | Beginning WordPerfect | 2 |
| *OA220 | Electronic Calculators | 2 |
| *9.725 | Medical Insurance, Credit and Collections | 3 |
| *9.727 | Medical Transcription I | 3 |
| *9.728 | Medical Terminology III | 3 |
| *9.731 | Clinical Procedures I | 3 |
| | | 16 total |
| <i>Fall</i> | | |
| *OA116 | Office Procedures | 3 |
| *OA240 | Filing and Records Management | 3 |
| *9.766 | Accounting I ¹ | 4 |
| 2.280 | Cooperative Work Experience | 4 |
| | | 14 total |
| | | 61 credits total |

MEDICAL TRANSCRIPTIONIST DIPLOMA PROGRAM

| Course No. | Course Title | Credit Hours |
|---|--|------------------|
| <i>Fall</i> | | |
| OA124 | Typing Skill Building | 3 |
| OA201 | Beginning WordPerfect | 2 |
| OA240 | Filing/Records Management and Office Systems | 3 |
| 9.723 | Medical Terminology I | 3 |
| 9.724 | Medical Secretary I | 3 |
| 2.591 | Pre-transcription Skills | 3 |
| | | 17 total |
| <i>Winter</i> | | |
| OA122 | Keyboarding II | 3 |
| BA285 | Business Relations | 3 |
| 9.726 | Medical Terminology II | 3 |
| 9.727 | Medical Transcription I | 3 |
| 9.730 | Medical Secretary II | 3 |
| | | 15 total |
| <i>Spring</i> | | |
| OA200 | Introduction to Word Processing | 3 |
| 9.725 | Medical Insurance, Credit and Collections | 3 |
| 9.729 | Medical Transcription II | 3 |
| 9.731 | Clinical Procedures I | 3 |
| 2.280 | Cooperative Work Experience | 4 |
| | | 16 total |
| Majors in this program must make a grade of C or better in all courses. | | 48 credits total |

OFFICE ADMINISTRATION DIPLOMA PROGRAM Legal Secretary Option

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

| | | |
|-----------------------------|--|------------------|
| <i>Fall</i> | | |
| OA116 | Office Procedures | 3 |
| OA124 | Typing Skill Building | 3 |
| OA201 | Beginning WordPerfect | 2 |
| OA220 | Electronic Calculators | 2 |
| CS101 | Computers in Society | 2 |
| BA285 | Business Relations | 3 |
| | | 15 total |
| <i>Winter</i> | | |
| OA122 | Keyboarding II | 3 |
| 9.735/OA131 | Legal Secretarial Procedures I | 4 |
| OA204 | Advanced WordPerfect | 2 |
| WR121 | English Composition | 3 |
| 2.591 | Pre-transcription Skills | 3 |
| | | 15 total |
| <i>Spring</i> | | |
| OA200 | Introduction to Word Processing | 3 |
| 9.736/OA132 | Legal Secretarial Procedures II | 4 |
| OA240 | Filing/Records Management and Office Systems | 3 |
| CIS131 | Introduction to Computer Information Systems | 4 |
| | Elective | 3 |
| | | 17 total |
| <i>Fall</i> | | |
| WR214 | Business English | 3 |
| BA226 | Business Law I | 3 |
| 2.766 | Accounting I | 4 |
| 9.737/OA133 | Legal Secretarial Procedures III | 3 |
| 2.280 | Work Experience | 2 |
| | | 15 total |
| Suggested Electives: | | 62 credits total |
| OA123 Keyboarding III | | |
| BA177 Payroll Accounting | | |
| OA256 The Electronic Office | | |

OFFICE ADMINISTRATION DIPLOMA PROGRAM Word Processing Option

This program is designed to prepare students for entry-level positions as word processors. Students are trained to transcribe business correspondence using word processing equipment. A diploma is awarded upon completion of the program.

| Course No. | Course Title | Credit Hours |
|---------------|--|--------------------------|
| <i>Fall</i> | | |
| OA124 | Typing Skill Building | 3 |
| OA200 | Introduction to Word Processing | 3 |
| CS101 | Computers in Society | 2 |
| WR121 | English Composition | 3 |
| 2.591 | Pre-transcription Skills | 3 |
| | | 14 total |
| <i>Winter</i> | | |
| OA116 | Office Procedures | 3 |
| OA122 | Keyboarding II | 3 |
| OA201 | Beginning WordPerfect | 2 |
| CIS131 | Computer Information Systems | 4 |
| | | 12 total |
| <i>Spring</i> | | |
| BA285 | Business Relations | 3 |
| WR214 | Business English | 3 |
| OA204 | Advanced WordPerfect | 2 |
| OA225 | Machine Transcription | 3 |
| OA256 | The Electronic Office | 3 |
| | | 14 total |
| <i>Fall</i> | | |
| OA123 | Keyboarding: Advanced Formatting | 3 |
| OA220 | Electronic Calculators | 2 |
| OA240 | Filing/Records Management and Office Systems | 3 |
| 2.766 | Accounting I or BA211 Principles of Accounting I | 4 - 3 |
| 2.280 | Cooperative Work Experience | 4 |
| | | 15 - 16 total |
| | | 55 - 56 credits total |

OFFICE MANAGEMENT DIPLOMA PROGRAM

This program trains the student for entry-level positions in offices. The student is introduced to total operations, formulating department policies, coordinating activities and directing personnel to attain operational goals. The courses required are applicable toward an Associate in Applied Science degree program in Business Management with an Office Management major.

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

Students must demonstrate ability to type or take typing.

Notes:

1. 2.766, 2.767 and 2.768 are equivalent to BA211, BA212 and BA217. Students must petition if they wish to have 2.766, 2.767, 2.768 changed to BA211, BA212, BA217. Contact advisor or accounting instructor for details.

| Course No. | Course Title | Credit Hours |
|--------------------|--|------------------|
| FIRST YEAR | | |
| <i>Fall</i> | | |
| WR121 | English Composition | 3 |
| *BA101 | Introduction to Business | 4 |
| *BA211 | Principles of Accounting I ¹ | 3 |
| CS101 | Computers in Society | 2 |
| MTH94 | Intermediate Algebra I | 4 |
| | | 16 total |
| <i>Winter</i> | | |
| WR122 | English Composition | 3 |
| *BA212 | Principles of Accounting II ¹ | 3 |
| BA285 | Business Relations | 3 |
| *OA220 | Electronic Calculators | 2 |
| | Electives | 3 |
| | | 14 total |
| <i>Spring</i> | | |
| *BA217 | The Accounting Process ¹ | 3 |
| *BA213 | Principles of Accounting III ¹ | 3 |
| WR214 | Business English | 3 |
| *CIS131 | Computer Information Systems | 4 |
| OA240 | Filing/Records Management and Office Systems | 3 |
| | | 16 total |
| SECOND YEAR | | |
| <i>Fall</i> | | |
| *BA177 | Payroll Records and Accounting | 3 |
| *BA226 | Business Law I | 3 |
| SDP101 | Principles of Management/Supervision | 3 |
| OA200 | Introduction to Word Processing | 3 |
| 2.280 | Cooperative Work Experience | 4 |
| | | 16 total |
| | | 62 credits total |

WELDING TECHNOLOGY DIPLOMA PROGRAM

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

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

Work Experience may be substituted as applicable to course objectives.

Advising by Welding Technology Instructor only.

| | | |
|---------------|---|------------------|
| <i>Fall</i> | | |
| MTH30 | Applied Math for Industrial Mechanics | 4 |
| 4.110 | Blueprint Reading and Sketching | 3 |
| *4.150 | Welding I | 3 |
| *4.151 | Welding II-A: Shielded Metal Arc Welding | 3 |
| 4.170 | Machine Tools I | 3 |
| | | 16 total |
| <i>Winter</i> | | |
| MTH31 | Applied Algebra and Geometry for Industrial Mechanics | 4 |
| 4.101 | Introduction to Drafting | 3 |
| *4.151 | Welding II-B: Shielded Metal Arc Welding | 3 |
| *4.152 | Welding III: MIG/TIG | 4 |
| 4.171 | Machine Tools II | 3 |
| | | 17 total |
| <i>Spring</i> | | |
| *4.153 | Welding IV: Pipe Arc Welding | 3 |
| *4.154 | Welding V: Welder Fitter in Fabrication | 5 |
| *4.155 | Advanced Applications | 5 |
| *4.167 | Welding Lab C | 3 |
| PSY115 | Career Workshops | 1 |
| | | 17 total |
| | | 50 credits total |

CERTIFICATE PROGRAMS

Certificate programs are less than one academic year in length and vary according to specific occupational area.



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 |
|------------|--|-----------------------|
| CS101 | Computers in Society | 2 |
| EC201 | Principles of Economics | 3 |
| EC202 | Principles of Economics | 3 |
| BA211 | Principles of Accounting I or 2.766 Accounting I | 3 - 4 |
| BA222 | Finance | 3 |
| BA229 | Family Finance and Money Management | 3 |
| BA242 | Introduction to Investments | 3 |
| | | 20 - 21 credits total |

FIRE FIGHTER TRAINING CERTIFICATE

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

| | | |
|-------|------------------------------|------------------|
| 5.240 | Basic Firefighter | 2.5 |
| 5.243 | Fire Skills III | 2.5 |
| 5.250 | Basic Firefighter Skills I | 2.5 |
| 5.251 | Firefighter Skills II | 2.5 |
| 9.382 | Basic First Aid ¹ | 1 |
| | | 11 credits total |

Notes:

1. HE252 Standard First Aid, HE260 First Responder or HE257 Emergency Medical Technician I may be substituted for 9.382 Basic First Aid.

PROFESSIONAL CERTIFICATE OF 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 |
|------------|-------------------------|------------------|
| WR121 | English Composition | 3 |
| SP112 | Fundamentals of Speech | 3 |
| BA223 | Principles of Marketing | 3 |
| BA238 | Sales | 3 |
| BA239 | Advertising | 3 |
| BA249 | Retailing | 3 |
| CS101 | Computers in Society | 2 |
| | | 20 credits total |

REAL ESTATE PROGRAM

Courses required for the state real estate salesperson examination are regularly offered on an independent study basis. Other courses listed are offered as needed. A Certificate of Completion is awarded upon completion of the required course work.

Completion of RE112, RE113 and RE116 is required for receiving the Oregon real estate salesperson license.

| | | |
|-------|--|------------------|
| RE112 | Real Estate Law 1 | 3 |
| RE113 | Real Estate Principles I | 3 |
| RE116 | Real Estate Finance I | 3 |
| RE118 | Real Estate Appraisal I | 3 |
| RE222 | Real Estate Appraising II | 3 |
| RE230 | Real Estate Office Management and Supervision of Sales Personnel | 3 |
| | | 18 credits total |

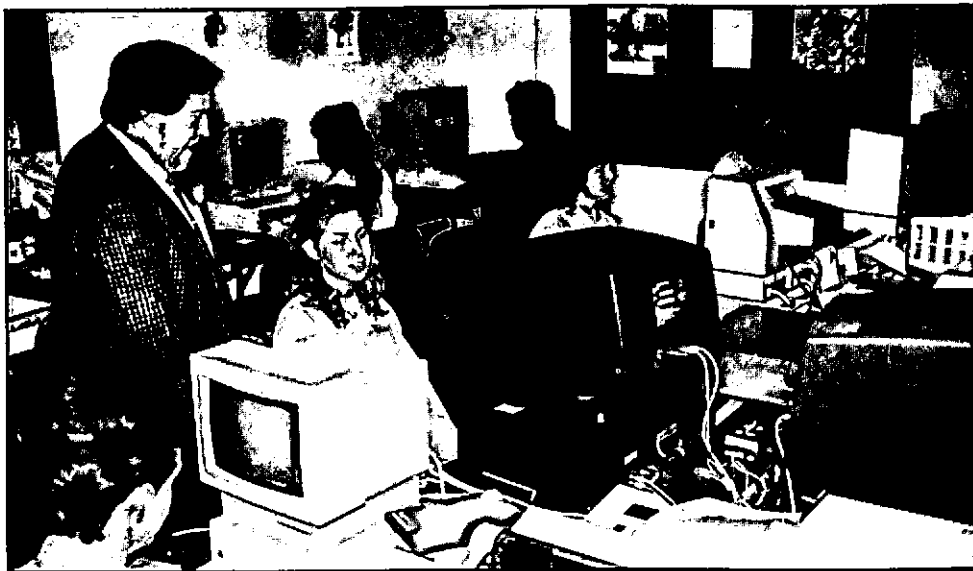
Majors in this program must make a grade of C or better in all courses.

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.

| | | |
|--------|--------------------------------------|------------------|
| WR121 | English Composition | 3 |
| SP111 | Fundamentals of Speech | 3 |
| SDP101 | Principles of Management/Supervision | 3 |
| SDP113 | Human Relations for Supervisors | 3 |
| SDP204 | Labor-Management Relations | 3 |
| SDP208 | Personnel Administration | 3 |
| | | 18 credits total |

COURSE DESCRIPTIONS



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

ACADEMIC SKILLS CENTER

ENG91/92/93 English for Foreign Students

3 credits/term (6 lec-lab hrs/wk)
Vocabulary building, reading, writing, speaking and the understanding of spoken English for students who are not native speakers. Computer lab available. Highly recommended for all foreign students.
Prerequisite: Instructor consent.

RDG90 Effective Reading Strategies

3 credits/term (3 lec hrs/wk)
Provides significant emphasis to technical reading. Exposure to a number of reading skills using a variety of written material on the seventh and tenth grade reading levels.

RDG101/102/103 College Reading

1 - 3 credits/term (1 - 3 lec hrs/wk)
Improves reading efficiency by focusing on comprehension, speed, textbook reading skills, vocabulary, and, if requested, spelling and related study skills for those reading at the college level. Developmental reading utilizes lecture and individualized instruction, as

well as reading machines, computers and programmed materials. Students work independently at their own pace. Open enrollment and variable credit available through an optional three-term sequence.

0.525.1/2 Spelling Improvement I, II

3 credits/term (3 lec hrs/wk)
A study of commonly misspelled words, spelling rules and practice in editing written work. Students learn to spell words correctly from dictation and to analyze and correct their own work. The second term offers continued study of spelling rules and their application.

0.525.5 Spelling Fundamentals

3 credits (3 lec hrs/wk)
A study of the alphabet and sounds associated with letters. Students study 70 phonemes and gain proficiency in spelling.

0.528.3/4 Beginning and Intermediate American Sign Language (ASL or Ameslan)

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

0.528.3/4/5 Sign Language I, II, III (signed English)

1 credit/term (1 lec, 1 lab hr/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.

0.593 Computer Assisted Instruction (Learning Skills Lab)

0 credits (variable)
Beginning skills in computer literacy, word processing and keyboarding.
Prerequisite: Instructor consent.

0.745 Adult Basic Education

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

0.746 High School Equivalency Preparation (GED)

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

0.747 English As A Second Language (ESL)

0 credits (variable)
For students whose first language is other than English. The "listening and speaking" approach of teaching English will be emphasized rather than instruction about the language. Reading and writing skills taught.

0.760 Mathematics Laboratory

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

0.765 1/2/3 Reading Skills

1 - 3 credits/term (1 - 2 lec hrs/wk)
Improves reading ability in individualized sessions for those reading below the college level. Computers, programmed materials and reading machines are used to improve basic skills with an emphasis on comprehension, vocabulary building and textbook reading. Spelling, speed reading and related study skills covered.

Optional three-term sequence, and variable credit.

Note: Credits do not count toward graduation.

0.768 Study Skills - Individualized
1 - 2 credits/term (1 - 2 lec hrs/wk)

Provides students with information and skills to help them succeed in a college setting. Individualized course allows students to select their own focus. Includes learning how to handle stress, time management skills, learning effective study techniques, notetaking skills, methods for analyzing textbooks, developing a college-level vocabulary, test-taking skills, or rapid reading techniques. Open enrollment, variable credit.

Note: Credits do not count toward graduation.

ACCOUNTING/ BOOKKEEPING

See Business Administration for BA designators.

AC240 Fund Accounting
3 credits (3 lec hrs/wk)

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

2.280 Cooperative Work Experience
1 - 8 credits (3 - 24 lab hrs/wk)

Students gain on-the-job experience in coordinator-approved business situations closely paralleling the field of study. Seminar arranged by supervisor. **Prerequisite:** Instructor's consent.

2.331/2.322 Federal and State Income Tax I, II

4 credits/term (4 lec hrs/wk)

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

2.766 Accounting I
4 credits (4 lec, 1 lab hrs/wk)

Prepares recordkeepers for employment and a basic understanding of the accounting field. Provides an

introduction to accounting cycles for service enterprises and retail firms; single proprietorship and corporations; the mass processing of transactions; internal and external cash control; and an introduction to payroll.

Prerequisite: Adequate knowledge of business mathematics (can be taken concurrently.)

2.767 Accounting II
4 credits (4 lec, 1 lab hrs/wk)

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

Prerequisite: 2.766 Accounting I or equivalent.

2.768 Accounting III
4 credits (4 lec, 1 lab hrs/wk)

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

Prerequisite: 2.767 Accounting II or instructor's consent.

2.772 Intermediate Accounting I
3 credits (3 lec, 1 lab hrs/wk)

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

2.773 Intermediate Accounting II
3 credits (3 lec, 1 lab hrs/wk)

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

Prerequisite: 2.772 Intermediate Accounting I.

9.715/9.716 Elementary Bookkeeping I and II

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

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

Prerequisite: Working knowledge of arithmetic including fractions, decimals and simple equations.

9.718 Bookkeeping and Records for Small Business

3 credits (3 lec hrs/wk)

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

AGRICULTURE

See SCIENCE, GENERAL

ANTHROPOLOGY

ANTH101 General Anthropology
3 credits/term (3 lec hrs/wk)

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

ANTH102 General Anthropology
3 credits/term (3 lec hrs/wk)

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

ANTH103 General Anthropology
3 credits/term (3 lec hrs/wk)

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

ANTH198/298 Independent Study of Anthropology

1-3 credits/term- to be arranged
Offers additional topics of study in anthropology through individual research or field study under professional guidance.

ANTH207/208/209 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 men; its processes of growth and expansion.

ANTH231 Native North American Culture: Pacific Northwest

3 credits/term (2.5 lec hrs/wk, plus field trips)
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.

APPRENTICESHIP

9.187 Industrial Electrical Apprenticeship
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.

9.188 Inside Electrician Related Training

1.75 credits/term (10 lec, 24 lab hrs/term for 5 years)

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

ART

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

ART115/116/117 Basic Design

3 credits/term (2 lec, 2 lec-lab hrs/wk)
Study of design through the introduction and creative use of the principles and elements of art. Employs exercises and projects developed to motivate individual research and exploration. Designed to enable the student to gain an awareness of the nature and character of materials through investigation and experimentation in a variety of media.

Prerequisite: Must be taken in sequence or have instructor's consent.

ART118/119/120 Beginning

Calligraphy

2 credits/term (1 lec, 3 lab hrs/wk)
A study of specific free-hand letterform and its history, composition, layout and matting suitable for exhibition. The letterform will be different each term.

ART131/132/133 Beginning Drawing

3 credits/term (2 lec, 4 lab hrs/wk)
Explores form and space on a two-dimensional surface. Stresses creative and analytical vision and composition. Innovative right brain exercises allow a significant progression of hand-eye-mind coordination skills. Understanding of complex form relationships in light and space is achieved by using a variety of subjects including the human figure. Sequence need not be taken in order.

ART154/155/156 Beginning Ceramics

3 credits/term (2 lec, 4 lab hrs/wk)
This introductory course includes materials, methods and techniques of pottery design and structure. Form, hand construction experimentation, throwing, glazing and firing are primary considerations. Sequence need not be taken in order.

ART171/172/173 Beginning

Printmaking

3 credits/term (2 lec, 4 lab hr/wk)
Introduces methods, materials and techniques of traditional relief printing. Includes woodcuts, linoleum cuts and wood engraving. Explores basic relief methods including rubbings, off-set, monotype, calligraphy, embossing,

plexiglass dry-point.
Sequence need not be taken in order.

ART181/182/183 Beginning Painting

3 credits/term (2 lec, 4 lab hrs/wk)
Explores visual representation on a two-dimensional surface. Students learn the use of oil or acrylic paints for space division, color and surface treatment. The second and third quarters continue the exploration of composition, technique and color control of selected subjects on a two-dimensional surface. Sequence need not be taken in order.

ART184/185/186 Beginning

Watercolor

3 credits/term (2 lec, 4 lab hrs/wk)
Active participation to develop visual and manipulative skills. Study of watercolor techniques emphasized, with special attention given to the particular characteristics of the medium. Emphasis on landscape material. May be substituted for a third term of ART131/132/133 Drawing to meet lower division major requirements. Open to non-majors.

Prerequisites: ART281/282/283 Painting; ART231/232/233 Drawing or instructor's consent.

ART191/192/193 Beginning Sculpture

3 credits/term (2 lec, 4 lab hrs/wk)
A studio introduction to the language of forms and elements of sculpture. Investigation of materials stressed through compositional exercises in clay, plaster, wood and stone. Familiarization, experimentation and expression in volumes and mass. Primary considerations of media, methods and techniques in sculpture. Open to non-majors.

ART198/298 Independent Study

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

ART199 Artstrands

1 - 2 credits

An elective studio course for students with little or no art experience. Also useful and interesting for students with past art experiences. Content is self-determined by each student within the parameters of the text. May be repeated with different projects.

ART199 Paper and Prints

1 - 3 credits

Covers the history, make-up, preparation and basic methods of paper and print making. Projects involve the making of paper and prints.

ART211/212/213 Survey of the Visual Arts

3 credits/term (3 lec hrs/wk)

Designed to develop an insight and comprehension of the actual work of art. Historical and contemporary works of art are investigated through the consideration of motives, media and methods. May be used as a fourth sequence in the AA Degree. Sequence need not be taken in order.

ART221 Graphic Design I: Lettering

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

Examines the relationship of aesthetic concepts to practical problems through a study of contemporary trends, methods and techniques. Covers layout and design for publication and advertising art direction, lettering and poster design.

ART222 Graphic Design II: Layout

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

Continues examination of the relationship of aesthetic concepts to practical problems through a study of contemporary trends, methods and techniques. Presents marks, symbols, logos and corporate identity programs emphasizing principles of design in layout, illustration and commercial art.

ART223 Graphic Design III: Illustration

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

Continues examination of the relationship of aesthetic concepts to practical problems. Studies contemporary trends, methods and techniques covering layout and design for publication and advertising art direction, and color and black and white illustration.

**ART231/232/233 Advanced Drawing**

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

Provides instruction to develop skills in observation and fundamentals of the drawing experience as keys to individual goals in drawing. A variety of media is emphasized.

ART254/255/256 Intermediate Ceramics

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

Provides continued student growth in materials, methods and techniques of pottery design and structure. Form, hand construction experimentation, throwing, glazing and firing are primary considerations. Emphasis is placed on the creative, problem-solving approach through exercises and problems in ceramic design.

ART271/272/273 Printmaking

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

Investigation of processes of printing. Combines skills and techniques of the printmaking craft with individual expressive and compositional interests. **Prerequisites:** ART171/172/173 Beginning Printmaking; ART115/116/117 Basic Design; ART281 Painting; ART231 Drawing or instructor's consent.

ART280 Field Experience

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

Practical, on-site experience in art education, graphics or art-related areas under the joint supervision of an advisor and a sponsoring professional. Nine credits maximum.

ART281/282/283 Advanced Painting

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

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

ART284/285/286 Advanced Watercolor

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

Advanced instruction in watercolor techniques, color selection, visual compositions and media characteristics, with emphasis on landscape themes. **Prerequisites:** ART184/185/186 Beginning Watercolor or instructor's consent.

ART291/292/293 Advanced Sculpture

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

Second year sculpture course explores intermediate three-dimensional shapes and forms with an emphasis on the casting process and materials.

0.512.1 Drawing I

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

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

0.512.2 Drawing II

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

Continues exploration of form and space on a two-dimensional surface. Stresses creative and analytical vision and composition with a variety of materials.

0.512.3 Drawing III

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

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

0.512.8 Life Drawing

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

Presents the fundamentals of life figure drawing through a variety of approaches, methods and media techniques.

0.513.1 Oil Painting I

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

Explores visual representation on a two-dimensional surface using oil or acrylic paints for space division, color and surface treatment.

0.513.2 Oil Painting II

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

Continues exploration of visual representation on a two-dimensional surface, with methods of application and issues of composition.

0.513.3 Oil Painting III

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

Continues exploration of visual representation on a two-dimensional surface, with basic painting methods, color and application selection and finishing projects.

0.514.1 Watercolor Painting I

1.5 credits/term (1 lec, 1 lab hr/wk)

Designed as an investigation of the medium and techniques of transparent watercolor painting.
Sequence 0.514.1, 0.514.2 and 0.514.3 must be taken in order

0.514.2 Watercolor Painting II

1.5 credits/term (1 lec, 1 lab hr/wk)

Continues the investigation of the watercolor painting medium through the use of creative exercises and investigative methods of problem solving.
Sequence 0.514.1, 0.514.2 and 0.514.3 must be taken in order.
Prerequisite: 0.514.1 or instructor's consent.

0.514.3 Watercolor Painting III

1.5 credits/term (1 lec, 1 lab hr/wk)

Continues the investigation of the watercolor painting medium through the use of creative exercises and investigative methods of problem solving.

Sequence 0.514.1, 0.514.2 and 0.514.3 must be taken in order.

Prerequisite: 0.514.2 or instructor's consent.

0.515.1 Ceramics I

1.5 credits/term (1 lec, 1 lab hr/wk)

An introduction to and investigation of clay and its plastic properties.
Sequence 0.515.1, 0.515.2 and 0.515.3 must be taken in order.

0.515.2 Ceramics II

1.5 credits/term (1 lec, 1 lab hr/wk)

Introduces the throwing process and its creative possibilities for the potter.
Sequence 0.515.1, 0.515.2 and 0.515.3 must be taken in order.

Prerequisite: 0.515.1 or instructor's consent.

0.515.3 Ceramics III

1.5 credits/term (1 lec, 1 lab hr/wk)

Introduces the development of individual and traditional historic pottery as a background for research.
Sequence 0.515.1, 0.515.2 and 0.515.3 must be taken in order.

Prerequisite: 0.515.2 or instructor's consent.

0.516.1 Elementary Sculpture I

1.5 credits/term (1 lec, 1 lab hr/wk)

Exposes the student to experiences in sculpture -- its form, media, tools and techniques -- and explores abstract and concrete concepts.

Sequence 0.516.1, 0.516.2 and 0.516.3 must be taken in order.

0.516.2 Elementary Sculpture II

1.5 credits/term (1 lec, 1 lab hr/wk)

Emphasizes the problems and approaches of the carving or subtractive method of sculpture.

Sequence 0.516.1, 0.516.2 and 0.516.3 must be taken in order.

Prerequisite: 0.516.1 or instructor's consent.

0.516.3 Elementary Sculpture III

1.5 credits/term (1 lec, 1 lab hr/wk)

Introduces advanced creative design in sculpture and offers the opportunity for

experiments in new media and methods.
Sequence 0.516.1, 0.516.2 and 0.516.3 must be taken in order.

Prerequisite: 0.516.2 or instructor's consent.

0.516.5 Woodcarving

1 credit (36 hrs total)

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

0.516.7 Glass Working (Stained Glass)

1.5 credits/term (1 lec, 1 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.

0.524.4 Basic Calligraphy

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

Practice in the art of freehand pen and brush writing forms. Concentrated study of the construction and history of one lettering style and of calligraphic design.

ASTRONOMY

See Science, General

AUTOMOTIVE TECHNOLOGY

Students must provide their own hand tools for all automotive courses. A list of required tools is available from the instructor.

0.775 Automotive Survival

1 credit (3 lec, lab hrs/wk)

For the student who knows nothing or very little about operation of the automobile. Includes theory and hands-on orientation to various automotive systems, diagnosis, maintenance and repair procedures, use of tools, how to relate intelligently to repair technicians, how to purchase and sell a car, how to research information. Seasonal service and emergency roadside repairs are covered.

0.776 Automotive Survival for Women
0.5 - 1.5 credits (1-2 lec,
1.5 -3 lab hrs/wk)

Includes theory and hands-on orientation to the various automotive systems, diagnosis, maintenance and repair procedures, use of tools, how to intelligently relate to repair technicians, how to purchase and sell a car, how to research information.

3.280 Cooperative Work Experience
1 - 6 credits (4-24 hrs/wk)
Prerequisite: Instructor's consent.

3.300 Brakes and Suspension Systems
4 credits (2 lec, 6 lab hrs/wk)

Prepares students for all phases of automotive and light truck brake systems, service and diagnosis. Basic operation, diagnosis and service of suspension systems is covered. Proper use of tools of the trade, individual and shop safety practices, use of reference materials, development of proper work habits and repair techniques are stressed.

Prerequisite: 3.304 Internal Combustion Engines I or instructor's consent.

3.304 Internal Combustion Engines I
4 credits (2 lec, 6 lab hrs/wk)

Stresses the proper use of tools of the trade, individual and shop safety practices, use of reference materials, development of proper work habits and repair techniques. Complete operation, construction and theory of internal combustion engines applicable to current use is covered. In the lab, students will disassemble, inspect and reassemble engines.

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

Covers fundamentals of electricity, theory of operation, servicing of automobile batteries, starting motors, ignition systems (conventional), DC charging systems and automobile wiring systems.

Prerequisite: 4.304 Practical Physics or instructor's consent.

3.310 Gasoline Fuel Systems
3 credits (6 lec-lab hrs/wk)

Provides students with a basic working knowledge of automotive gasoline fuel

systems including storage, pumps and distribution. Carburetion and fuel injection theory, fundamentals or operation, diagnosis, repair and adjustment will be covered.

Prerequisite: 3.304 Internal Combustion Engines I or instructor's consent.

3.312 Diesel Fuel Systems
3 credits (2 lec, 3 lab hrs/wk)

Provides a fundamental working knowledge of the diesel fuel systems found on passenger cars and light trucks. Fuel nozzles and injection pumps found on both foreign and domestic vehicles, basic service and repairs that can be completed without a flow bench will be stressed.

Prerequisite: 3.310 Gasoline Fuel Systems or instructor's consent.

3.316 Power Trains
3 credits (2 lec, 3 lab hrs/wk)

Covers fundamentals of automotive manual transmissions and power trains, including construction, operation and servicing of friction type clutch assemblies, three-speed, four-speed and over-drive transmissions, drive lines and universal joints; differentials, transaxles and drive axles.

Prerequisite: 3.304 Internal Combustion Engines I or instructor's consent.

3.318 Automotive Steering Controls
3 credits (2 lec, 3 lab hrs/wk)

Provides basic working knowledge of suspension systems and the skills necessary to perform front-end alignments and related repair and service. Covers vehicle control and handling problems, wheel balance, wheel alignment factors and manual and power steering. Wheel balance and alignment equipment will be used. Foreign and domestic vehicles and light trucks will be used as examples.

Prerequisite: 3.300 Suspension and Brakes Systems or instructor's consent.

3.322 Automotive Electrical Systems II
3 credits (2 lec, 3 lab hrs/wk)

Alternating current charging systems, standard and electronic ignition systems and electronic controlled modules are covered.

Prerequisite: 3.308 Electrical I or instructor's consent.

3.324 Diagnostic Procedures and Emission Controls
3 credits (2 lec, 3 lab hrs/wk)

Covers development of a systematic approach to engine tune-up and servicing exhaust emission controls. **Prerequisites:** 3.308 Electrical I, 3.322 Electrical II, 3.310 Gasoline Fuel Systems.

3.326 Automatic Transmissions
3 credits (2 lec, 3 lab hrs/wk)

Theory of operation, routine service procedures and overhaul of popular transmissions currently being used by American auto manufacturers.

3.329 Mechanical Systems Laboratory I
3 credits (9 lab hrs/wk)

Gives students additional experience and understanding of the automobile by diagnosis and repair of common and unusual problems and use of professional type repair equipment. Conditions and practices of industry shop situations, engine repair, brake system repair, front end alignment and wheel balancing, electrical systems troubleshooting and minor engine tune-up will be stressed.

Prerequisites: 3.300 Brakes and Suspension Systems and 3.306 Internal Combustion Engines II, fourth-term standing or instructor's consent.

3.331 Mechanical Systems Laboratory II
3 credits (9 lab hrs/wk)

A continuation of the 3.329 Mechanical Systems Lab in further developing students' skills and knowledge. Emphasis is on power train diagnosis and repair, fuel systems and charging systems service.

Prerequisites: Fifth-term standing; 3.329 Mechanical Systems Lab I or instructor's consent.

3.332 Automotive Service Management
3 credits (2 lec, 3 lab hrs/wk)

Provides a general working knowledge of the automotive service industry. Students will learn basic customer relations and skills necessary to deal with the general public in the context of automotive service and repair. Shop operations and safety procedures will be analyzed.

Prerequisite: Fourth-term standing or instructor's consent.

3.333 Mechanical Systems Laboratory III

3 credits (9 lab hrs/wk)

Further knowledge and mechanical skills through on-line service work. Lab projects will focus on, but not be restricted to, engine tune-up, emission controls, automatic transmission service and more advanced techniques of diagnosis and testing.

Prerequisites: 3.329 Mechanical Systems I and 3.331 Mechanical Systems II or instructor's consent.

9.110 Advanced Tune-up

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

Theory, operation and maintenance of automotive fuel systems.

Prerequisites: Heavy duty mechanic, service station attendant, auto mechanic or instructor's consent.

9.111 Auto Electronics I

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

Theory, maintenance and service of automotive electrical systems including minor engine tune-up.

Prerequisites: Heavy duty mechanic, service station attendant, auto mechanic or instructor's consent.

9.112 Auto Electronics II

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

Basic to advanced methods of automotive engine testing, tune-up and emission control servicing.

Prerequisite: 9.111 Auto Electrics I

9.113 Heavy Duty Equipment Electrical

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

A troubleshooting course in heavy duty electrical units such as starters, series parallel switches, alternators, point-type regulators, generators and transistor regulators.

9.116 Hydraulics I: Basic Fluid Power

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

Covers basic hydraulics operating principles and components comprising the systems.

9.117 Hydraulics II: Pumps, Valves and Controls

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

A general course dealing with the various types of hydraulic components found in industry. Uses and service procedures will be covered.

Prerequisite: 9.116 Hydraulics I or instructor's consent.

9.118 Hydraulics III: System Construction, Troubleshooting and Repair

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

Prepares individuals to diagnose and repair various hydraulic systems components. Provides individuals with the background necessary to facilitate design changes in the field.

Prerequisite: 9.117 Hydraulics II or instructor's consent.

9.120 Advanced Automotive Tune-up and Emission Controls

3 credits (3 lec hrs/wk)

Advanced methods of tune-up and emission control testing utilizing electronic test equipment.

Prerequisite: Must be employed in automotive or related trade or instructor's consent.

9.122 Gasoline Fuel Injection

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

Provides mechanics with a general working knowledge of all current production systems. Troubleshooting and diagnosis will be covered.

Prerequisite: Must be employed in automotive or related trade or instructor's consent.

9.125 Diesel Engines: Operation and Maintenance I

1 credit (3 lec-lab hrs/wk)

Provides the owner/operator a basic understanding of the operation of a diesel engine and promotes the development of a maintenance routine.

9.126 Diesel Engines: Operation and Maintenance II

1 credit (3 lec-lab hrs/wk)

Provides the owner/operator a basic understanding of the operation of a diesel engine and promotes the development of a maintenance routine. Students will learn to troubleshoot and diagnose engine problems. Repair procedures that can be completed in-frame will be stressed.

9.127 Automotive Air Conditioning

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

Provides technicians with the skills and knowledge necessary to begin air conditioning service. Technicians currently providing air conditioning

service may upgrade their skills with the latest information and repair techniques for late model systems.

BANKING

9.768 Principles of Banking

3 credits (3 lec hrs/wk)

Provides an overview of banking from the fundamentals of negotiable instruments to contemporary issues and developments within the industry.

9.769 Fundamentals of Financial Statements

3 credits (3 lec hrs/wk)

Basic accounting principles, concepts of various financial statements and explanation of the basic methods of financial analysis.

Prerequisite: BA211 Principles of Accounting I or 2.766 Accounting I or instructor's consent.

9.770 Bank Management

3 credits (3 lec hrs/wk)

Develops managerial ability through increased understanding of the problems confronting senior management. Provides students with "overall" perspective of responsibilities of upper management. Covers management principles and application more than technical tools used to put management decisions into operation.

Prerequisite: Satisfactory completion of 9.768 Principles of Banking, 9.789 Inside Commercial Banking or instructor's consent.

BIOLOGY

BI101/102/103 General Biology

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

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

BI198/298 Independent Study in Biology

1-3 credits - to be arranged, under professional guidance.



BI201, 202, 203 Introductory Biology
4 credits (3 lec, 3 lab hrs/wk)

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

Prerequisite: High school chemistry or equivalent.

BI231/232/233 Human Anatomy and Physiology

4 credits/term (3 lec, 3 lab hrs/wk)
Detailed study of the molecular, cellular, tissue, organ and organ systems of vertebrates, with emphasis on humans. Some pathological conditions are covered.

Must be taken in sequence.

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

BI231 Details total body organization including cell physiology and anatomy, tissue organization and function and functional genetic factors. Covers such body systems as cardiovascular, digestive, respiratory and integumentary systems.

BI232 Details total body organization involving muscular, skeletal, nervous, endocrine, reproductive and excretory system. Includes body integration, fluid balance and embryology.

Prerequisite: One year of biology.

BI233 Details total body organization involving muscular, skeletal, nervous endocrine, reproductive and excretory system. Includes body integration, fluid

balance and embryology.

Prerequisite: One year of biology.

BI234 Elementary Microbiology

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

Study of micro organisms, their control and occurrence in everyday life. Pathogenic microbes, infections and host resistance are of major consideration. Elementary microbiological techniques are practiced.

0.621 Field Studies in Biology- Ornithology (Birds)

1-2 credits/term (10 lec, 15 fld hrs total)

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

0.627 Marine Biology

0.5-2 credits (16-36 hrs total)

Study of near-shore oceanic environments and plants and animals living therein.

BOTANY

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

0.624 Mushroom Identification

1 credit (5 lec, 20 lab total)

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

0.624.1 Wild Edible Plants

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

Emphasis on identifying species successfully and general ways of

preparing and preserving a variety of wild edible plants and foods.

0.624.6 Plant Identification

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

Study of characteristics, classification and identification of trees, shrubs and wildflowers of Oregon. Principal timber trees of the United States and many introduced species.

0.811 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.

BUSINESS ADMINISTRATION

BA101 Introduction to Business

4 credits (4 lec hrs/wk)

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

BA177 Payroll Records and Accounting

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

Provides practice in all payroll operations, the recording of accounting entries involving payroll and the preparation of payroll tax returns required of businesses.

Prerequisites: 9.715 Bookkeeping I or 2.766 Accounting I or BA211 Principles of Accounting I or instructor's consent.

BA198/298 Independent Study In Business Administration

1-3 credits - to be arranged

BA206 Management Fundamentals

3 credits (3 lec hrs/wk)

Introduces the student to the essentials of management. Emphasis is on organizational structures, planning, decision making process, and international applications of management techniques.

BA211 Principles of Accounting I

3 credits (3 lec hrs/wk)

The theory, principles and procedures for organizing, interpreting and reporting the financial transactions of business or industry. Describes problems of recording, measuring income, purchasing, sales, inventories, special journals and internal control of cash.

BA212 Principles of Accounting II

3 credits (3 lec hrs/wk)

The theory and principles of recording financial records including accounting systems, management control, depreciation, merchandise inventory, evaluation, partnership and corporate accounting, capital stock, investments and dividends.

Prerequisite: BA211 Principles of Accounting or instructor's consent.

BA213 Principles of Accounting III

3 credits (3 lec hrs/wk)

Control accounting for departments and branches, cost accounting for manufacturing plants, income taxes and their effect on business decisions and analysis of financial statements.

Prerequisite: BA212 Principles of Accounting II or equivalent.

BA215 Cost Accounting

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

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

Prerequisites: 2.766, 2.767 and BA211 Accounting I, II, Principles of Accounting I or instructor's consent.

BA217 The Accounting Process

3 credits (3 lec hrs/wk)

Reviews and applies basic accounting systems in practical applications including journals and ledgers, application of accounting systems on a microcomputer and analyzing financial statements.

Prerequisites: BA211, BA212, Principles of Accounting I and II or 2.766, 2.767, 2.768 Accounting I, II, III.

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.

Prerequisite: BA211 Principles of Accounting I or 2.766 Accounting I.

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 relationship involved in agency and employment contracts.

BA229 Personal Finance and Money Management

3 credits (3 lec hrs/wk)

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

BA232 Business Statistics

4 credits (4 lec hrs/wk)

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

Prerequisite: MTH70 Elementary Algebra

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 within each of the 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 will be introduced. Reading financial news and corporation reports will be covered.

NOTE: This course may be taken for 1 credit. See 0.830 Introduction to Investments under Business Administration.

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.

BA280 Field Experience

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

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

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

BA285 Business Relations

3 credits (3 lec 1 lab 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.

0.830 Introduction to Investments

1 credit (1 hr/wk)

Study of securities, investment concepts and economic trends for the private investor, investment objectives, portfolios, corporate securities, exchanges, over-the-counter markets, bond markets, options markets and the money market. Investment strategies, margin purchases, short selling and efficient market theory, reading financial news and corporation reports will be covered. **NOTE:** This course may be taken for 3 credits. See BA242 Introduction to Investments under Business Administration.

0.841 Family Finance and Resources

0.5-1 credit (15-36 hrs total)

Study of new ideas for family money management including use of credit, income tax procedures, teaching children how to manage money and study of consumer buying ability. Attitudes, values and decision-making ability will be emphasized.

2.280 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's consent.

9.200 Small Business Management I

8 credits/year (510 hrs total)

Assists business operators in achieving their professional and family goals through improved management, organization and operation of their businesses.

Prerequisite: Currently operating a business and instructor's consent.

9.201 Small Business Management II

8 credits/year (510 hrs total)

Designed to prepare business owners to analyze their records for management information and make a general

interpretation of the analysis.

Prerequisites: 9.200 Small Business Management and/or instructor's consent.

9.204 Small Business Operations

3 credits (3 lec hrs/wk)

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

CHEMISTRY

CH101/102 Elementary Chemistry

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

A two term sequence at the introductory level for the allied health professions. A minimum of mathematics, but some problem-solving ability is expected and laboratory work is quantitative. Must be taken in sequence.

NOTE: THIS COURSE WILL NOT SUBSTITUTE FOR A GENERAL CHEMISTRY REQUIREMENT.

CH101 Study of measurement, the elements, atomic structure, chemical bonding, nomenclature, solution chemistry, mole concept, gas laws, equilibrium and acid-base chemistry.

Prerequisite: High school math or 4.200 Basic Mathematics. 4.202 Elementary Algebra is recommended.

CH102 Study of solution chemistry, nuclear chemistry, organic chemistry and selected topics in biochemistry.

Prerequisite: CH101 Elementary Chemistry.

CH104/105/106 General Chemistry

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

A three-term sequence that meets the general chemistry requirements of most curricula. Intended for students without previous experience in chemistry. Introduces principles of inorganic, physical, organic, nuclear and biological chemistry. Describes atomic structure and its effect on the behavior of matter, laws of chemical change and manipulation of scientific quantities.

CH104 Study of atomic structure, chemical binding, periodic table, chemical reactions, stoichiometry, gases and solution chemistry.

Prerequisite: One year of high school algebra or the equivalent.

CH105 Study of structure of solids, properties of solutions, kinetics, equilibrium, acids and bases and precipitation reactions.
Prerequisite: CH104 General Chemistry.

CH106 Study of thermodynamics, oxidation-reduction, electrochemistry and selected topics in inorganic chemistry, organic chemistry and nuclear chemistry.

Prerequisite: CH105 General Chemistry

CH198/298 Independent Study in

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

CH204/205/206 General Chemistry

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

A three-term sequence in chemistry for majors in science, engineering, or health professions. Uses mathematics and chemical principles to study the properties and structure of matter. Includes atomic and molecular structure, stoichiometry, properties of gases and the atmosphere; thermochemistry; nuclear chemistry and chemical bonding.

CH204 Study of the periodic table, introduction to reactions, stoichiometry, thermo-chemistry, atomic structure, electron configurations, gas laws and kinetic-molecular theory.

Prerequisite: High school chemistry or CH101 Elementary Chemistry, concurrent enrollment in MTH101 College Algebra.

CH205 Study of chemical binding, liquids and solids, properties of solutions, kinetics, equilibria, acids and bases, solubility product.

Prerequisite: CH204 General Chemistry.

CH206 Study of entropy and free energy, oxidation-reduction, chemistry of selected elements, organic chemistry, transition elements and nuclear chemistry.

Prerequisite: CH205 General Chemistry.

CH226/227/228 Organic Chemistry
4 credits/term (3 lec, 3 lab hrs/wk)
Chemistry of carbon compounds; covers both mechanisms and reactions of aromatic and aliphatic compounds, with emphasis on structural theory and special properties.
Prerequisite: CH106 General Chemistry or CH206 General Chemistry.

CH234 Quantitative Analysis
5 credits (3 lec/ 6 lab hrs/wk)
Principles of gravimetric analysis, spectrophotometric analysis, and volumetric analysis. Designed for predoctoral, premedical and medical technology students.
Prerequisite: CH106 or CH203 General Chemistry.
NOTE: THIS COURSE IS NOT OFFERED ON A REGULAR BASIS.

CLOTHING, TEXTILES and FASHION

9.925 Textile Studies
0.5-2 credits (1 lec, 3 lab hrs/wk max)
Understanding the many textile products, their design, dyeing methods, production, weaving and knitting characteristics. Theory and application.

COMMUNICATIONS

The communications sequence requirement (9 credits) can be satisfied by taking RD90, WR90 and SP100. For course descriptions see READING, WRITING and SPEECH.

COMPOSITION

See WRITING

COMPUTER INFORMATION SYSTEMS

CIS131 Computer Information Systems
4 credits (3 lec, 2 lec-lab hrs/wk)
Introduction to information systems technology and the role of business information processing systems in organizations. Application of software tools (spreadsheet, data manager and word processor) to business problem solving.
Prerequisites: CS101.

CS101 Computers in Society
2 credits (1 lec, 2 lec-lab hrs/wk)
This course provides an introduction to the computer's role in society. The student 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.

CS120 Concepts of Computing: Information Processing
3 credit (3 lec hrs/wk)
Introduction to the science of information representation and manipulation. Laboratories use word processors, spreadsheets and graphics packages to illustrate issues. Discussion of communication networks.
Prerequisite: CS101.

CS121 Concepts of Computing: Computers and Computation
3 credits (3 lec hrs/wk)
Introduces elements of the design of computers, provides an understanding of basic elements of programming and survey applications and discusses their effects on society.
Prerequisite: CS120 and either MTH105 or MTH111.

CS122 Concepts of Computing: Algorithms and Programming
4 credits (4 lec hrs/wk)
Introduction to algorithm design and complexity analysis, data structures, and programming. Surveys approximation and sorting algorithms, introduces techniques for program testing, uses the programming language Pascal.
Prerequisite: CS121.

CS125W Word Processing Applications
3 credit (2 lec, 2 lec-lab hrs/wk)
Use of microcomputers for word processing applications. Introduces the concepts, terminology and application of word processing technology. The student 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 course is not intended to be a study of clerical skills or operations. It will use one or more commercially available word processing software packages.
Prerequisite: CS101.

CS125S Spreadsheet Applications
3 credits (2 lec, 2 lec-lab 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

CS125D Data Base Management System Applications
3 credits (2 lec, 2 lec-lab hrs/wk)
Use of microcomputers for data base management system applications. Introduces the concepts, terminology, and application of data base management technology. The student will learn the common features of data base management system software, its application to many business uses, analysis and design of data systems, and the issues involved in choosing and installing data base management software. Uses one or more commercially available data base management system software packages.
Prerequisite: CS101, CS125S Spreadsheet Applications or knowledge of spreadsheet applications is strongly recommended, but not required.

CS133B Computer Language I - BASIC
4 credits (4 lec hrs/wk)
Introduces programming in BASIC 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.



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 will be developed with structured design techniques using logic diagrams, documentation and debugging techniques. Assignments will concentrate on business applications.
Prerequisite: CIS131.

CS133P Computer Language I - PASCAL

4 credits (4 lec hrs/wk)
Introduces programming in Pascal 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: CS131.

CS140 Introduction to Operating Systems

3 credits (2 lec, 2 lec-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.

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 will be on structured programming techniques and the use of programmer reference material.
Prerequisite: CS133B Computer Language I - BASIC.

CS233C Computer Language II - COBOL

4 credits (4 lec hrs/wk)
Advanced study of the COBOL programming language. Includes random access file handling, matrices, and sorting. Emphasis on structured programming techniques and the use of programmer reference material.
Prerequisite: CS133C - Computer Language I - COBOL.

CS233P Computer Language II - PASCAL

4 credits (4 lec hrs/wk)
Advanced study of the Pascal programming language. Includes sequential and random access file handling, matrices, and graphics. Emphasis on structured programming techniques and the use of programmer reference material.
Prerequisite: CS133P Computer Language I - PASCAL.

CS240 Advanced Operating Systems

3 credits (2 lec, 2 lec-lab hrs/wk)
Continues the study of operating systems. Includes advanced disk and file handling techniques, utilities, security issues, hardware installation, maintenance and use, installation and administration of networks. Uses one or more commercially available operating systems, including DOS.
Prerequisite: CS140.

CS244 Systems Analysis

3 credits (3 lec hrs/wk)
Introduces strategies and methods in the systems development process. Emphasis on structured analysis of computer information systems. Assignments include the analysis and evaluation of systems similar to existing systems in business and industry.
Prerequisites: CIS131 and second-year standing.

CS246 Systems Design

3 credits (3 lec hrs/wk)
Continues the study of the systems development process. Emphasis on structured design and implementation of computer information systems. Assignments include design and implementation of systems that are similar to existing systems in business and industry.
Prerequisite: CS244.

CS280 Field Experience

1-4 credits (hrs depend on credits)
Instructional program designed to give students practical experience in supervised employment related computer information systems. Students identify job performance objectives, work a specified number of hours during the term, and are awarded credit based on the identified objectives and number of hours worked.
Prerequisite: Instructor consent.

0.593 Learning Skills Lab

0 credit

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

Prerequisite: CS101.

2.280 Work Experience

(1 - 4 credits)

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

Prerequisite: Instructor consent.

CRIMINAL JUSTICE

See **JUSTICE SERVICES**

DRAFTING

4.101 Introduction to Drafting

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

Introduction to basic drafting techniques. Emphasis is placed on the use of drafting instruments, orthographic projection, approved lettering and working drawings. Drafting techniques involve geometric construction, orthographic projection, selection of views, use of special views, standard lettering and dimensioning.

4.110 Blueprint Reading and Sketching

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

Technical blueprint reading and sketching. Principles and practices applicable to a broad range of technical fields. Students will select a major field of study for specialized individual emphasis during second half of term.

4.120 Computer Assisted Drafting I

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

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

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

4.121 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:** 4.201 (CAD I) or prior experience with AutoCAD.

4.122 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. Also includes Menu customization and introduction to AutoLISP.

Prerequisite: 4.202 (CAD II) or equivalent experience.

9.603 Computer Assisted Drafting - Survey

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

Introduction to computer assisted drafting, including computer operation, file management, drawing commands, editing, dimensioning, text, menus, two-dimensional drawings, three-dimensional drawings, plotting and printing. Previous knowledge of computers or computer programming is not required.

DRIVER TRAINING

0.600 Defensive Driving

1 credit (10 hrs total)

Acquaints students with techniques of defensive driving, including how various types of motor vehicle accidents occur and some recommended methods of prevention.

ECONOMICS

EC198/298 Independent Studies in Economics - to be arranged

EC201/202/203 Principles of Economics

3 credits/term (3 lec hrs/wk)

Introduction to economic theory, policy and institutions.

EC201 includes basic economic concepts, national income, taxes, employment and fiscal policy.

EC202 Covers monetary policy, international trade and micro-economics.

EC203 includes micro-economics, labor markets, income distribution and Marxian economics.

EDUCATION

ED207 Tutoring Principles and Practices

3 credits (15 lec, 25 lab hrs total)

Education majors, prospective tutors and aides gain proficiency in teaching basic reading and math skills. The field experience in an elementary or secondary classroom provides an opportunity to apply and acquire knowledge and skills. Principles of tutoring and methods in teaching are developed.

ED209 Practicum in Tutoring

1-3 credits (36-108 lab hrs total)

Provides supervised tutoring/teaching experience in the elementary or secondary classroom. In addition to direct participation as a tutor in a one-to-one and/or small group situation, the student will write learning objectives, consider philosophies of discipline and practice observational techniques.

Prerequisite: ED207 Tutoring Principles and Practices or instructor's consent.

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.

9.025 Instructor Training

0.5-3 credits (5-36 lec hrs total)

Provides the part-time teacher with skills basic to becoming a competent instructor.

ELECTRONICS

6.280 Work Experience

1-5 credits (4-20 lab hrs/wk)

Practical experience in the electronics-related workplaces through supervised work experience.

Prerequisite: Instructor's consent.

6.300 Electronics Project

1-4 credits (3 lab hrs/wk credit)

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, recordkeeping logs, diagnosis and repair of electronic equipment or special project design and construction.

Prerequisite: Instructor's consent.

6.309 Introduction to Electronics

3 credits (6 lec/lab hrs/wk)

An introductory course in career and education options for electronic technicians. Study of electronic schematics and diagrams, identification of electronic components symbols and electronic assembly techniques. Includes field trips to electronic repair workplaces.

6.311 DC-AC Electronics Concepts

4 credits (8 lec/lab hrs/wk)

Basic electronics, concepts units, and circuit analysis of DC and AC electronics are covered. The course also treats safety, diagrams and measurement techniques.

Prerequisite: Concurrent enrollment in 3.240 Applied Math for Industrial Mechanics or instructor's consent.

6.313 Semiconductors

4 credits (8 lec/lab hrs/wk)

Principles and applications of semi-conductor devices including diodes, bipolar junction transistors and field-effect transistors. Emphasis on hands-on practical experience.

Prerequisite: 6.311 DE-AC Electronics Concept

6.314 Linear Circuits

4 credits (8 lec/lab hrs/wk)

Principles and applications of linear integrated circuit devices. Covers operational amplifiers, voltage regulators, comparators, filters and regulated devices.

6.315 Digital Fundamentals

4 credits (8 lec/lab hrs/wk)

Internal circuitry, data sheets and applications of digital ICs such as gates, clocks, shift registers, D/A converters and flip-flops.

6.316 Microprocessor Architecture

3 credits (6 lec/lab hrs/wk)

An introductory study in the principles of organization and operation of microcomputers, the basic components of computer hardware and how they are interconnected in a typical micro computer system. Microcomputer software at the assembly language level with focus on controlling and testing the hardware.

Prerequisite: 6.315 Digital Fundamentals or instructor's consent.

6.317 Sensors and Actuators

4 credits (8 lec/lab hrs/wk)

The basic methods of computer peripheral interfacing including software and hardware for basic control systems, peripheral interface, buffering, motor speed control, sensing, digital-to-analog and analog-to-digital conversion.

Prerequisite: 6.316 Microprocessor Architecture.

6.319 Industrial Electronics

4 credits (8 lec/lab hrs/wk)

Introduction to industrial controls theory and application; knowledge and theories relating to practical concepts of various devices and methods used to control industrial systems.

6.321 Automatic Systems

4 credits (8 lec/lab hrs/wk)

Principles of robotic systems with experimental application. Basic automated system modules will be built and operated in the lab.

Prerequisite: CS133B Introduction to Programming: Basic or instructor's consent.

6.322 Telecommunications

4 credits (8 lec/lab hrs/wk)

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.

6.324 Electronic Communications

4 credits (8 lec/lab hrs/wk)

Covers the principles and concepts of commercial communications circuits, systems and applications including two-way communications, AM, FM, television, optical transmission techniques, various methods of transmission and reception and types of equipment used in electronic communication. Emphasis will be placed on a practical hands-on approach.

6.327 Instrumentation

4 credits (8 lec/lab hrs/wk)

A detailed study of basic electronics test equipment; testing, measurement methods, errors, limitation, covering the use of specialized equipment.

Prerequisite: 6.319 Industrial Electronics or instructor's consent.

6.328 Licensing and Certification

2 credits (2 lec hrs/wk)

A review of current state and federal certification and licensing rules affecting electronics technicians.

Prerequisite: 6.322 Telecommunications or instructor's consent.

ENGINEERING, GENERAL

GE101/102/103 Engineering Orientation

2 credits (2 lec hrs/wk)

GE101 is an introduction to engineering and the processes involved.

Opportunities for employment are discussed. The computer is used in solutions of problems. Boolean algebra is used in GE102. GE103 includes use of vectors in three-space and an introduction to PASCAL.

Prerequisites: MTH101 previously or concurrently.

GE198/298 Independent Study in General Engineering - to be arranged



ENGLISH

See LITERATURE and WRITING

FIRE SCIENCE TECHNOLOGY

5.237 Fire Investigation

3 credits (3 lec hrs/wk)

Study of state and federal laws related to fire investigation; burning characteristics of flammables and combustible materials; interpret clues and burn pattern leading to point of origin; identify incendiary indications; sources of ignition and materials ignited; and how to preserve fire scene evidence.

5.243 Fire Skills III

2.5 credits (10 lec/lab - 20 lec hrs/total)

Provides the firefighter with the preparatory knowledge and skills to work under minimum direct supervision. **Prerequisite:** 5.250 and 5.251, Basic Firefighter Skills I and II or instructor's consent.

5.250 Basic Firefighter Skills I

3 credits (3 lec hrs/wk)

Develops skills and knowledge in organization, small tools, hoses, forcible entry, use of masks, salvage, overhaul and safety practices.

5.251 Firefighter Skills II

3 credits (3 lec hrs/wk)

Development of skills and knowledge in organization, small tools, hoses, forcible entry and the use of masks, salvage, overhaul and safety. **Prerequisite:** 5.250 Basic Firefighter Skills I or instructor's consent.

5.253 Fire Apparatus and Equipment

3 credits (3 lec hrs/wk)

Familiarization with fire apparatus; principles of application; care and preventive maintenance; safe operating practices; National Standards concerning fire apparatus, construction and design.

5.254 Introduction to Fire Protection

3 credits (3 lec hrs/wk)

Development of fire services, safety and security movements, the role of fire services, protection and safety personnel and ancillary organizations.

5.257 Fire Service Hydraulics

3 credits (3 lec hrs/wk)

Review of basic mathematics, hydraulic laws and formulae as applied to the fire service. Application of formulae and mental calculations to hydraulic problems, the study of fireground water supply problems and underwriter's requirements for pumps and accessories.

5.258 Fire Company Organization, Station Assignment

3 credits (3 lec hrs/wk)

Study of fire company organization and operation, company responsibilities in station, recordkeeping, station communications and watch, housekeeping and house privileges, tours and public relations, company organization for response to alarms, and company morale.

5.260 Hazardous Materials I

3 credits (3 lec hrs/wk)

Handling of emergencies involving the ability to recognize the hazardous materials involved, as well as making proper choices to assure a safe response, intervention and stabilization of the emergency.

5.261 Hazardous Materials II

3 credits (3 lec hrs/wk)

Handling of emergencies involving hazardous materials. By utilizing specialized equipment and techniques, the emergency involving flammable combustible liquids, explosives, toxic material and radioactive material will be safely handled from onset to completion. **Prerequisite:** 5.260 Hazardous Materials I or instructor's consent.

5.262 Fundamentals of Fire Prevention

3 credits (3 lec hrs/wk)

Fundamentals of fire inspections including standards, hazard evaluation techniques and the degree of the hazard and practical recommendations. Students will write reports, which include maps and sketches of each building inspected. They will conduct on-site inspections of buildings to locate hazards and to recommend safe practices and improvements.

5.263 Fire Pump Construction and Operation

3 credits (3 lec hrs/wk)

Designed for pump operators and firefighters. Provides basic understanding of fire pump hydraulics and measurement, including velocity of flow, friction loss, engine and nozzle pressure, discharge, steam range, drafting water, pumping from hydrants and relaying by hose or tanker. **Prerequisite:** 5.257 Fire Service Hydraulics or instructor's consent.

5.264 Building Construction for Fire Protection

3 credits (3 lec hrs/wk)

Classification of buildings, structural features affecting fire spread, effect of fire on structural strength, fire stops and ratings of materials, fire retardants and Sanborn maps.

5.268 Fire Service Rescue Practices

2 credits (15 lec, 15 lab hrs total)

Trains fire company personnel to render emergency service in life saving and rescue work, development and organization of a rescue service, practices and procedures.

Prerequisites: Approval of instructor and a course in American Red Cross Advanced First Aid or equivalent.

5.271 Introduction to Fire Behavior S-190

2 credits (2 lec hrs/wk)

Provides identification of factors that affect the start and spread of wildfire, how basic suppression methods apply to breaking the fire triangle, and situations that are potentially hazardous to life and property.

Prerequisite: Instructor's consent

5.272 Fixed Systems and Extinguishers

3 credits (3 lec hrs/wk)

A study of portable extinguisher equipment, fire alarm and detection systems, sprinkler systems and stand-pipes, protection systems for special hazards, explosion release, ventilation systems, inert atmospheres and static bonding.

5.273 Tractor Use/Tractor Boss S-213

2 credits (18 lec, 6 lab hrs total)

Tactics, organization, safety and management of tractor use in the field.

Prerequisites: Instructor's consent.

5.274 Firefighting Tactics and Strategy

3 credits (3 lec hrs/wk)

A demonstration response and size-up, fire ground tactics, analysis, and postmortem, prefire survey and planning, combined operations, mutual aid, disaster planning with emphasis on the incident command system provide students with general knowledge in the tactics and strategy.

5.276 Basic Wildland Fire Management

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

Provides the student with basic fire suppression methods related to forest fires. Occupational preparatory.

5.278 Portable Pumps and Water Use S-211

1.5 credits (12 lec, 12 lab hrs total)

Covers all aspects of portable pump operations, water use and pumper operations.

Prerequisite: Instructor's consent.

5.279 Power Saws S-212

1.5 credits (8 lec, 16 lab hrs total)

Provides the student with the knowledge of detailed operation of power saws, safety and maintenance.

Prerequisite: Instructor's consent.

5.280 Cooperative Work Experience

1-3 credits (4-12 hrs/wk)

Maximum of 9 credits applicable toward degree.

Prerequisite: Instructor's consent.

5.281 Ground Tanker/Tanker Boss S-214

2 credits (24 lec hrs total)

Provides students with the basic knowledge in assignment of tanker crews, tactics and shift planning, administration, safety, maintenance and related operations.

Prerequisite: Instructor's consent.

5.282 Fire Codes and Related Ordinances

2 credits (3 lec hrs/wk)

Study of fire, building exit, flammable liquid and other codes as related to fire prevention. Designed primarily for students interested in jobs as fire service inspectors.

Prerequisite: 5.254 Introduction to Fire Protection or instructor's consent.

5.283 Firing Methods and Equipment Fire Boss S-215

2 credits (2 lec hrs/wk)

Instructs those people responsible for burn-out operations on a fire line and those responsible for prescribed burning.

Prerequisite: Instructor's consent.

5.284 Crew Supervisor S-230

4 credits (40 lec hrs total)

Provides students with the knowledge allowing advancement in job placement. Covers fire line duties, fire organization, authority and responsibility as it relates to the position of crew boss.

Prerequisite: Instructor's consent.

5.285 Basic Air Operations S-270

2 credits (2 lec hrs/wk)

Provides personnel who are exposed directly or indirectly to aircraft with knowledge in organizational safety, tactics and logistics.

Prerequisite: Instructor's consent.

5.289 Legal Aspects of Fire Protection

3 credits (3 lec hrs/wk)

Provides students with knowledge in laws relating to fire service; tort liability of municipalities, R.F.D.P. districts, employees and governing bodies; Oregon State Fire Marshal laws and rules; Administrative ruling; Mutual Aid Conflagration Act; Fire Codes and Ordinances.

5.292 Organizing for Fire Suppression S-320

2 credits (2 lec hrs/wk)

Trains suppression personnel in management practices and activities of a fire at the initial attack level.

5.294 Maps and Records Officer S-341

2 credits (2 lec hrs/wk)

Course content includes planning, organizing and preparing materials required for an efficient and effective maps and records section on major fires.

Prerequisite: Instructor's consent.

5.297 Fire Behavior S-390

3 credits (40 lec hrs total)

Meets the training needs in fire behavior knowledge up through Class II fire overhead positions. Course content includes rate of fire spread, fire line intensity, flame length and fire behavior calculations.

Prerequisite: Instructor's consent.

9.367 Basic I.C.S. (I-226)

2 credits

The Incident Command System includes operating requirements, eight interactive components, and procedures for organizing and operating an on-scene management structure.

FOODS and NUTRITION**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 majors and food service majors.

0.874 Portable Appliance Cooking

0.5-1 credits (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.

FOREIGN LANGUAGES**FR101/102/103 First Year French**

4 credits/term (4 lec hrs/wk)

Introduction to French that stresses reading and speaking along with exercises in elementary composition and grammar.

Prerequisite: Must be taken in sequence.

FR198/298 Independent Study in French - to be arranged**FR201/202/203 Second Year French**

4 credits/term (4 lec hrs/wk)

Study of selections from representative authors; review of grammar; attention to oral use of the language.

Prerequisites: FR103 or two years high school French or equivalent for FR201; FR201 or equivalent for FR202; and FR202 or equivalent for FR203.

SPAN101/102/103 First Year Spanish

4 credits/term (4 lec hrs/wk)

Introduction to Spanish stressing reading and speaking with exercises in elementary composition and grammar.

SPAN201/202/203 Second Year Spanish

4 credits/term (4 lec hrs/wk)

A continuation of First Year Spanish stressing reading and speaking with exercises in advanced composition and grammar.

Prerequisites: SPAN101, 102, 103 or equivalent or instructor's consent.

0.557.5/0.557.6/0.557.7**Conversational French I, II, III**

3 credits/term (3 lec hrs/wk)

An introduction to practical French words and sentences.

0.558.1/0.558.2/0.558.3**Conversational German I, II, III**

3 credits/term (3 lec hrs/wk)

Develops conversational German vocabulary as well as necessary basic grammar.

0.560.1 Conversational Japanese

3 credits (3 lab hrs/wk)

Develops 500-word vocabulary including phrases and simple sentences.

Emphasis will be on pronunciation.

0.560.2 Conversational Japanese

3 credits (3 lab hrs/wk)

Develops increased speaking and reading vocabulary to approximately 900 words. Emphasis on pronunciation, conversational flow of sentences and everyday phrases.

Prerequisites: 0.560.1 Conversational Japanese I or instructor's consent.

0.560.3 Conversational Japanese III

3 credits (3 lab hrs/wk)

Increased speaking and reading vocabulary to approximately 1400 words. Emphasis on pronunciation, conversational flow of sentences and everyday phrases.

Prerequisites: 0.560.1 and 0.560.2 Conversational Japanese I, II or instructor's consent.

0.562.1 Conversational Spanish I

3 credits (3 lab hrs/wk)

Develops conversational Spanish vocabulary including necessary grammar.

0.562.2/0.562.3 Conversational Spanish II, III

3 credits/term (3 lab hrs/wk)

Develops skill in use of Spanish language and an understanding of fundamental conversational Spanish vocabulary including necessary grammar.

Prerequisite: 0.562.1 Conversational Spanish or instructor's consent.

FOREST 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 Technology. Covers a broad overview of basic forestry principles. A review of the history of forestry in Europe and the United States will be balanced with discussion of current forest management programs, laws and practices implemented in the United States today.

F198 Independent Studies - Forestry

1-3 credits

Provides students opportunities to conduct independent research areas of particular interest. Ongoing projects for the Forest Service, BLM, Coos County or private industry will be agreed on prior to course registration.

Prerequisite: Instructor's consent.

F222 Plant ID and Photography

2 credits (6 lec hrs, 4-5 day field trip total)

Photographing characteristics, classifications and identification of wild flowers, ferns, trees and shrubs.

Prerequisites: F254 Tree and Shrub Identification or botany courses, previous photography experience or instructor's consent.

254 Tree and Shrub Identification

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

Characteristics, classification and identification of woody plants in Oregon. Principal timber trees of the United States and many introduced species are covered.

F280 Forestry Field Studies

(Summer) 3 credits (40 lab hrs/wk)
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.

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 property subdivision and road surveying will be covered.
Prerequisite: FE222A Elementary Forest Surveying.

FP210 Forest Products Manufacturing

3 credits (2 lec, 4 lab hrs/wk)
Emphasis on the basic forms of products derived from timber resources and how they relate to the economy.

FW199 Conservation of Wildlife Resources

3 credits (3 lec hrs/wk)
An introduction to the principles and practices of plant and animal conservation, requirements and values of wildlife resources and history and agencies of conservation.

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 will be presented and analyzed in relation to physical and economic feasibility.

FW252 Wildlife Resources:**Mammals**

3 credits (3 lec hrs/wk)
Provides detailed information on identification, life histories, taxonomy, morphology and characteristics of mammals in general, and of Oregon mammals in particular. Use of actual specimens.

FW253 Wildlife Resources: Birds

3 credits (3 lec hrs/wk)
Provides a nontechnical introduction to ornithology, emphasizing ecology, evolution and identification of birds.

FW255 Techniques in Wildlife Science

3 credits (3 lec hrs/wk)
Techniques and equipment used to obtain biological information essential to manage wildlife on a scientific basis. Fundamental procedures of planning and conducting wildlife investigations.

RR251 Recreation Resource Management

3 credits (2 lec, 2 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.

6.406 Forest Engineering

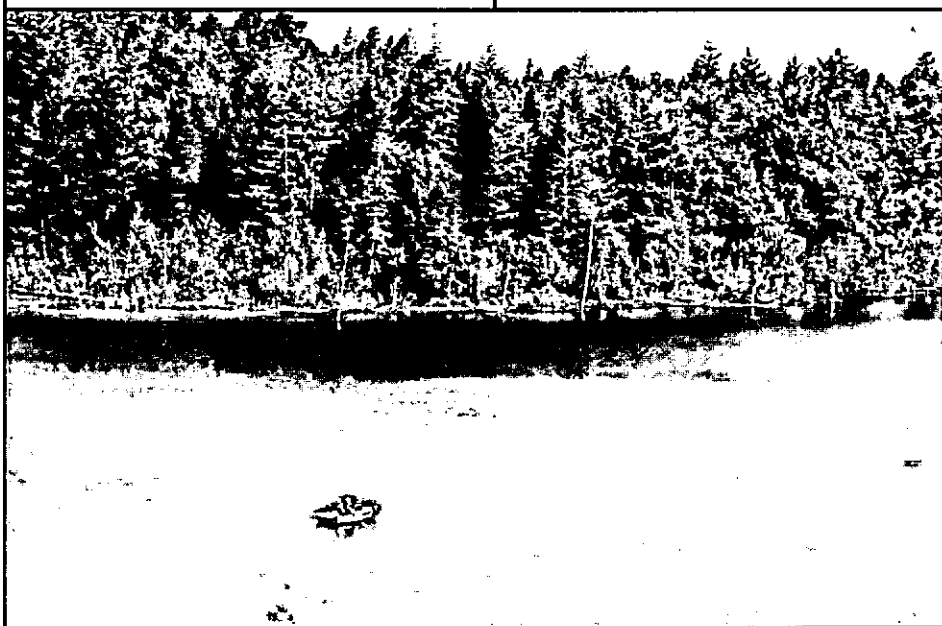
4 credits (3 lec, 4 lab hrs/wk)
Study of forest engineering procedures with particular emphasis on road design and location.
Prerequisites: FE222A Elementary Forest Surveying and FE222B Advanced Forest Surveying or instructor's consent.

6.407/6.408 Forest Mensuration I/II

3 credits (3 lec, 4 lab hrs/wk)
Basic principles and skills of forest measurements including cruising, scaling, volume measurements, log and tree grading, and use of measurement tools and techniques. The labs will apply principles learned in the classroom to measure individual trees.

6.409 Forest Protection

3 credits (2 lec, 4 lab hrs/wk)
Describes the destructive agents in the forest including disease, insects, animals and fire. Emphasis placed on identification of insect and disease organisms and control measures. Fire will be discussed relating to prevention, pre-suppression and suppression. Lab will examine these agents and various control procedures.



6.411 Logging Operations

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

Basic logging methods, cost and techniques used in the Pacific Northwest. All types of logging operations will be visited during the laboratory period.

6.414 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.

6.416 Aerial Photo-Interpretation

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

Provides the student with basic knowledge of aerial photography use in forestry and an update on the latest techniques used in remote sensing.

6.417 Silviculture

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

An introductory course to describe and observe the biological influences on forest stands. The principles involve the nature of forest trees and stands, their growth, reproduction, environment, composition, nutrition and various responses.

6.420 Advanced Silviculture

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

The application of principles previously learned to the improvement of forest stands through basic silvicultural practices. Laboratory and field exercises will include actual stand treatments on both public and private land.

Prerequisite: 6.417 Silviculture.

GEOLOGY

G145 Regional Field Geology

1 - 5 credits (variable lec/field/lab wk)

A field study of significant physical and historical geologic features of selected regions. Arranged to illustrate the geologic setting, stratigraphy and structure, topography, age and origin, significant events through geologic time, as well as special features unique to the region. Students are expected to demonstrate a knowledge of the geologic section for the region and to submit a report of their studies.

G146 Geology of Southwestern Oregon

3 credits/term (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 through 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.

G160 Volcanology

3 credits/term (3 lec hrs/wk)

Volcanic processes and phenomena, including the nature and origin of magmas; volcanic rocks; lava flows; volcanic cones, craters and calderas; and volcanic eruptions. Volcanic features of the Pacific Northwest will be emphasized.

G198/298 Independent Study in Geology

1 - 6 credits (1 - 6 hrs/wk)

Introduces geographic research methods. Research project is required, under professional guidance.

G201/202 Physical Geology

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

Describes the physical and historical nature of the earth materials, processes and structures. Includes a comprehensive study of fundamental geologic principles, volcanism, tectonics and gradation. Laboratory exercises and field trips are required.

G203 Historical Geology

3 credits/term (3 lec hrs/wk)

Describes 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 included.

G207 Geology of the Pacific Northwest

3 credits/term (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/term (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 will be emphasized.

G221 General Geology

3 credits/term (3 lec hrs/wk)

or 4 credits/term (3 lec, 2 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.

G245 Geomorphology: Scenic Geology of the United States

3 credits/term (3 lec hrs/wk)

Fundamental processes involved in the origin and evolution of landforms, with concurrent studies of the various geomorphic provinces of the United States, and landscape features unique to each. Special geologic aspects of the national parks are emphasized.

G291 Minerals and Rocks

3 credits/term (3 lec hrs/wk)

Nature and origin of rocks and minerals; crystallography; the chemistry and physical properties, description and identification of minerals; rock-forming processes; rock composition, textures, structures; and the classification, description and identification of rocks.

G299 Earth Resources: Ore Deposits and Fossil Fuels

3 credits/term (3 lec hrs/wk)

The nature, origin and occurrence of metallic and non-metallic deposits of economic value; the origin, migration and entrapment of petroleum, the geology of coal deposits; the relation of earth resources to plate tectonics; utilization of earth resources and the development of civilization; and earth resources of Oregon.

G299 Geological Hazards and Natural Catastrophes

3 credits/term (3 lec hrs/wk)

The causes and effects of earthquakes, tsunamis, landslides, ground subsidence, avalanches, floods, storms, coastal erosion and volcanic eruptions. The possibilities for prediction and mitigation, and the potential risks for hazards in Oregon, are included.

G299 Special Topics in Geology

3 credits/term (3 lec hrs/wk)

Contemporary topics drawn from a wide array of geologic disciplines. Topics vary, but generally include those of recent developments, fundamental problems, current and special interest and others of major geologic significance.

GS108 Oceanography

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

Studies the ocean and its phenomena. Discusses the chemical, biological and physical nature of ocean water; the ocean floor, shorelines and pollution. The course also includes sedimentation, volcanism, plate tectonics, and other geological aspects of the oceans.

HEALTH and FIRST AID

HE198/298 Independent Study in Health - to be arranged

HE207 Stress Management

3 credits (3 lec hrs/wk)

Examines stress, its causes and methods of alleviating or controlling it. Emphasis is given to work-related stress, especially in the field of emergency services.

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.

This course is required for the Associate in Arts degree.

HE252 Standard First Aid and Personal Safety

3 credits (3 lec hrs/wk)

Follows the Red Cross Standard First Aid and Personal Safety Guide

Requirements. The class is designed to prepare the student with first aid knowledge and skills necessary for the immediate and temporary care of the sick and/or injured until qualified medical help assumes responsibility. CPR is included. Red Cross First Aid certification is given upon completion of course requirements. Certificate is current for three (3) years.

HE262 CPR Instructor Training (AHA)

2 credits (22 lec hrs total)

Learn how to teach CPR. Review basic life support, both theory and application. Practice methods, materials and techniques used in CPR courses. Successful completion provides Instructor Certification/Recertification.

Prerequisite: Current certification in Cardiopulmonary Resuscitation by the Oregon Heart Association (BLS Course - Level C).

HE299 (ACLS) Advanced Cardiac Life Support

2 credits (17 lec, 8 lab hrs total)

Three-day course for continuing education of critical care physicians, nurses, EMT IIIs and IVs in the evaluation and treatment of cardiac problems.

Prerequisite: RN, EMT III, IV or MD.

9.380 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.

9.381 Basic First Aid (Red Cross)

0.5 credit (5 lec- 5 lab/hrs)

Designed to teach a good basic knowledge of First Aid for the immediate and temporary care of the sick and injured prior to the arrival of summoned medical treatment.



HEALTH OCCUPATIONS

HE257/9.428 Enhanced Emergency Medical Technician I (A/B)

8 credits (69 lec, 69 lab, 10 field study total)

Prepares individuals for state certification as an Emergency Medical Technician Level I, as required by ORS 485.500. Emergency Medical Technician as defined means "a person who attends any ill, injured or disabled person in connection with his transportation by ambulance. Police officers, fire fighters and other personnel serving in a dual capacity, one of which meets the definition of 'Emergency Medical Technician' are Emergency Medical Technicians within the meaning of this law."

Prerequisites: Concurrent enrollment in HE280 Field Experience and 9.428, 9.431, 9.432 are for EMT volunteers/reserves with fire departments and ambulance services and may not be used toward a diploma.

HE258/9.431 Emergency Medical Technician II

5 credits (48 lec, 16 lab hrs total)

Designed to train the EMT II and prepare the student for the Oregon written exam for certification. Consists of education and training in intravenous therapy, oxygen administration systems, patient assessment and respiratory conditions requiring emergency interventions.

Prerequisites: Current graduate of EMT I approved course or certification.

HE259/9.432 Emergency Medical Technician III (A/B)

16 credits (120 lec, 120 lab hrs total)
Must enroll in HE280 with HE259B.

Covers assessment of the patient, pharmacology, anatomy and physiology, I.V. therapy, respiratory and cardiac pathophysiology and medical emergencies. Graduate is eligible to take written and practical exam for EMT III certification.

Prerequisites: Current Oregon certification as EMT II or eligibility for same; one year experience as EMT II; or consent of Director of Health and Human Services. (Offered every other year.)

HE260/9.360 First Responder Course

3 credits (30 lec, 10 lab hrs total)

Emergency medical care training program for first responders to traffic accident victims. Includes training in the removal of victim from vehicle.

HE262 CPR Instructor Training (AHA)

2 credits (22 lec hrs total)

Learn how to teach CPR. Review basic life support, both theory and application. Practice methods, materials and techniques used in CPR courses.

Successful completion provides Instructor Certification/Recertification.

Prerequisite: Current certification in Cardiopulmonary Resuscitation by the Oregon Heart Association (BLS Course-Level C)

HE280 EMT Field Experience

1-2 credits (3-6 lab hrs/wk)

Provides increased opportunities to use EMT skills learned in the classroom.

Prerequisites: Must be enrolled or have completed transferable EMT I, II or III class and be certified at each level.

HE299 Advanced Cardiac Life Support (ACLS)

2 credits (17 lec, 8 lab hrs total)

A three-day course designed for continuing education of critical care physicians, nurses and EMT IIIs and IVs in the evaluation and treatment of cardiac problems.

Prerequisites: RN, EMT III, IV, MD

HISTORY

HST101 History of Western Civilization

3 credits/term (3 lec hrs/wk)

Introduces the knowledge, culture and traditions of the Western World from the rise of civilization in the Near East to the emergence of medieval European civilization.

Sequence with HST102, HST 103, need not be taken in order.

HST102 History of Western Civilization

3 credits/term (3 lec hrs/wk)

Introduces the knowledge, culture and traditions of the Western World from the waning of medieval European culture and the rise of European national states through the 18th century.

Sequence with HST101, HST103, need not be taken in order.

HST103 History of Western Civilization

3 credits/term (3 lec hrs/wk)

Introduces the knowledge, culture and traditions of the Western World from the 19th century to the present.

Sequence with HST102, HST102, need not be taken in order.

HST201/202/203 History of the United States

3 credits/term (3 lec hrs/wk)

Major social, economic, political and cultural developments from colonial times to the present.

Sequence need not be taken in order.

HOME ECONOMICS

The majority of courses listed below are offered on a rotating basis. A few specialized courses are provided only when specific community need has been indicated. Check with Home Economics advisors.

General

9.944 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.

9.945 Family Finance and Resource Management

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

A study of new ideas for family money management, use of credit, income tax procedures, teaching children how to manage money and study of consumer buying ability. Attitudes, values and decision-making ability will be emphasized.

9.946 Skills for Success

0.5 credit (18 lab hrs total)

Focuses on the skills and knowledge needed to make the transition from home-maker 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

HDFS226 Child Development - The Growing Years

3 credits/term (3 lec hrs/wk)

Complexities of personality, intellectual and physiological development of children from birth through adolescence. Surveys forces influencing growth and development.

9.942 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

HS102 Drug Use, Misuse and Addiction

3 credits/term (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.

HS150 Self-Awareness and Interpersonal Skills

3 credits/term (3 lec hrs/wk)

Introduction to self-awareness, communication skills and interpersonal skills. Individual and small group exercises help students improve skills in awareness, communication, values clarification, problem solving, goal setting and conflict resolution.

**HS154 Community Resources**

3 credits/term (3 lec hrs/wk)

Explores the history and values of community resources for people with specific disadvantages or handicaps. Acquaints students with local social service agencies and organizations and how to refer clients to them.

HS155 Interviewing Theory and Techniques

3 credits/term (3 lec hrs/wk)

Theoretical background and specific interviewing techniques. Practice in interviewing situations with peers and professional observation and feedback.

HS167 Gerontology

3 credits/term (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/term (3 lec hrs/wk)

Presents basic information regarding issues in mental health and aging from both a normal aging and psychopathological point of view. Emphasis on lifespan developmental perspective based on the assumption that current emotional problems can often be linked with earlier life events and patterns of coping with stress. Specific organic and functional mental disorders will be studied. A variety of approaches to assessment, treatment and health promotion are explored.

Prerequisite: HS167 or instructor consent.

HS170 Introduction to Practicum

3 credits/term (3 lec hrs/wk)

Provides the background and specific skills needed to select and succeed in a Human Services practicum placement. **Prerequisite:** HS150, HS154 and 155 with a grade of C or better.

HS201 Family Addiction

3 credits/term (3 lec hrs/wk)

Chemical dependency and how it affects a family. Focuses on family dynamics and treatment for alcoholic/addictive families.

Prerequisite: HS102, HS150, HS154 and HS155 or permission from the instructor/coordinator.

HS202 Counseling the Chemically Dependent Client I

3 credits/term (3 lec hrs/wk)

Students develop skills for counseling chemically dependent clients in individual sessions.

Prerequisite: HS102, HS150, HS154 and HS155 or permission from the instructor/coordinator.

HS203 Counseling the Chemically Dependent Client II

3 credits/term (3 lec hrs/wk)

Students increase skills in group counseling with chemically dependent clients.

Prerequisite: HS202 with a grade of C or better.

HS204 Counseling the Chemically Dependent Client III

3 credits/term (3 lec hrs/wk)

Advanced students expand skills in working with chemically dependent

clients. Includes the possibilities for wellness and wholeness for chemically dependent persons.

Prerequisite: HS203 with a grade of C or better.

HS205 Youth Addiction

3 credits/term (3 lec hrs/wk)

Students develop skills in working with chemically dependent youth. Includes prevention, intervention, assessment, and continuing recovery techniques for individuals and groups.

Prerequisite: HS102, 150, 154, and 155 or instructor/coordinator consent.

HS260 Group Dynamics

3 credits/term (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.

Prerequisite: HS150, 154 and 155 or instructor/coordinator consent.

HS261 Counseling the Older Adult

3 credits/term (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.

Prerequisite: HS167, 168 or instructor/coordinator consent.

HS265 Intervention Strategies I

3 credits/term (3 lec hrs/wk)

First of a three-term sequence on intervention strategies used in social service work. Theory and practice in behavioristic, psychoanalytic, Gestalt, and psychodramatic intervention strategies.

Prerequisite: HS150, 154 and 155 instructor/coordinator consent.

HS266 Intervention Strategies II

3 credits/term (3 lec hrs/wk)

Theory and practice in client-centered, cognitive, holistic intervention strategies.

Prerequisite: HS265 with a grade of C or better.

HS267 Intervention Strategies III
3 credits/term (3 lec hrs/wk)
Theory and practice in family, group, and community intervention strategies.
Prerequisite: HS266 with a grade of C or better.

HS291 Practicum: Human Resources
3-5 credits (90-150 hours per quarter at a pre-approved practicum site)
On-site clinical and community experience with human services organizations plus weekly one-hour seminars integrating field and classroom experiences.
Prerequisite: HS170 and approval from program coordinator.

JOURNALISM

J198/298 Independent Study of Journalism - to be arranged

J280 Field Experience
variable 9 credits maximum
(includes seminar)
Combined work and study projects in fields of writing, reporting, editing, public relations and other mass media-related activities.

JUSTICE SERVICES

CJ100 Survey of Criminal Justice
3 credits (3 lec hrs/wk)
A contemporary view of the criminal justice system and its processes. Individual consideration will be given to these specific areas: the judiciary, law enforcement, corrections and juvenile systems.

CJ101/SOC244 Criminology
3 credits (3 lec hrs/wk)
Provides a broad viewpoint of criminal behavior and the justice system. A consideration of human behavior and crime, the impact of early theoretical approaches to current, theoretical and practical treatment of crime and criminals.

CJ103/LA208 Introduction to Family Law
3 credits (3 lec hrs/wk)
Under the direction of an attorney, the student will prepare initial documents, pleadings associated with the action,

findings of action, conclusion of law and custody, legitimacy, adoption, change of name, guardianship, support and separation agreements.

CJ107/SW207 Criminal Justice Workshops
1 credit (10 hrs total)
Current criminal justice problems and methods of alleviating them.

CJ110 Introduction to Law Enforcement
3 credits (3 lec/hrs wk)
Introduction to law enforcement is the identification of area responsibilities that include: field operations, patrol procedures, community relations, police organization and functional duties.

CJ111 Concepts of Enforcement Services
4 credits (4 lec hrs/wk)
Designed to provide students with a familiarization of police field operations and services.

CJ115 Legal and Fundamental Aspects of Lethal Weapons and Laboratory
3 credits (3 lec/wk + 6 lab total)
A study of moral, legal and ethical aspects of the use of lethal weapons as applied to society's need for protection. Laboratory consists of actual use of lethal weapons.

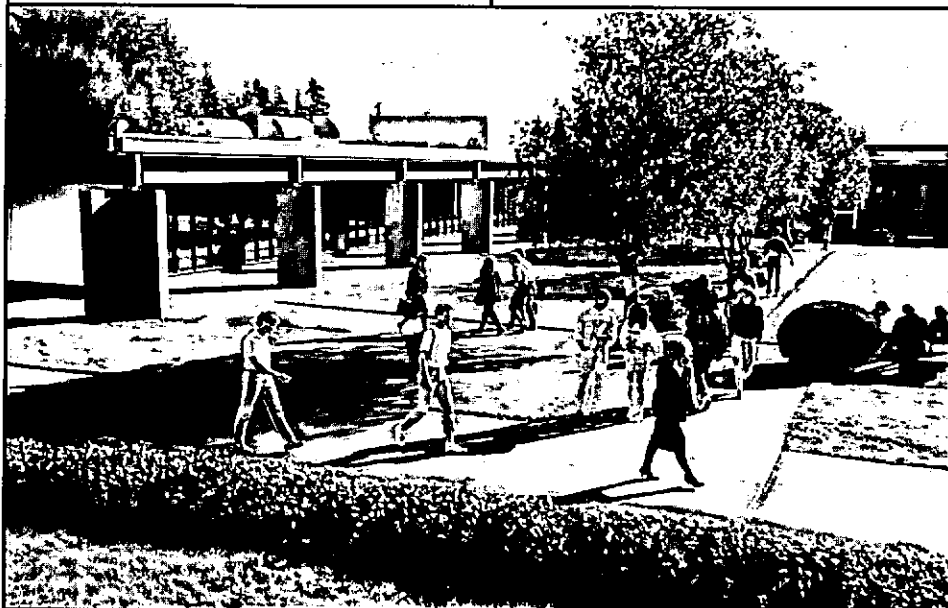
CJ120 Judicial Process
3 credits (3 lec hrs/wk)
Provides a thorough understanding of our justice system from the time of arrest through sentencing of a criminal offender; includes current legal rules of procedure.

CJ122 Oregon Law
3 credits (3 lec hrs/wk)
The elements, purpose and functions of criminal, traffic and juvenile laws of the state of Oregon.

CJ130 Introduction to Corrections
3 credits (3 lec hrs/wk)
Study of contemporary correctional institutions and detention facilities, organization and personnel program and activities, inmate society and trends and career orientation.

CJ131/SOC220 Introduction to Penology
3 credits (3 lec hrs/wk)
A basic introduction and overview of imprisonment as a correctional tool. The study of treatment and basic procedures for receiving and discharging.

CJ132 Introduction to Parole and Probation
3 credits (3 lec hrs/wk)
Introductory approach includes the historical development of probation and parole in England and the United States; 20th century development and current trends; and future possibilities in probation and parole.



CJ140 Criminalistics

3 credits (3 lec hrs/wk)

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

CJ198/298 Independent Study in Criminal Justice Administration -
to be arranged
CJ200 Police and Public Policy

3 credits (3 lec hrs/wk)

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

CJ201/SOC221 Juvenile Delinquency

3 credits (3 lec hrs/wk)

Study of deviant behavior and current criminological theories with emphasis on criminal justice applications, crime prevention and phenomena of crime as it relates to juveniles.

CJ202/PSY299 Psychology of Violence and Aggression

3 credits (3 lec hrs/wk)

The causes and extent of violence in society. An introduction to the psychological, social and physiological dynamics that cause human aggression and violence.

Prerequisites: PSY201 General Psychology, CJ100 Survey of Criminal Justice.

CJ203 Family Crisis Intervention

3 credits (3 lec hrs/wk)

Family crisis intervention covering domestic violence, problems with juveniles, substance abuse, legal and social restrictions and implications and methods of prevention and intervention.

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.

CJ212 Introduction to Substantive Law

3 credits (3 lec hrs/wk)

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

CJ215 Criminal Justice Administration

3 credits (3 lec hrs/wk)

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

CJ220 Criminal Law

3 credits (3 lec hrs/wk)

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

CJ222 Procedural Law

3 credits (3 lec hrs/wk)

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

CJ223 Rules of Evidence

3 credits (3 lec hrs/wk)

Basic principles of evidence for the law enforcement officer, including those applying to every criminal investigation to assure evidence will be admissible in court as well as increasing the weight, or importance, of that evidence.

Prerequisite: CJ120 Judicial Process is strongly recommended.

CJ225 Correctional Law

3 credits (3 lec hrs/wk)

Explores several historical and current cases involving inmate crimes and/or malpractice with inmates. Prisoners' rights as well as correctional staff rights

are examined, along with emerging trends resulting from recent court cases.

CJ226/PS252 Constitutional Law

3 credits (3 lec hrs/wk)

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

CJ2453/SOC243 Narcotics and Dangerous Drugs

3 credits (3 lec hrs/wk)

Introduces the problem of drug abuse (alcohol, drugs, narcotics) in our society. Includes identification of drugs and causes of addiction.

CJ280 Field Experience

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

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

CJ299 Emergency**Telecommunications**

9 credits (3 lec hrs/wk 3 terms)

A three-course sequence designed to cover all areas of emergency dispatch operations including computer law enforcement networks, warrant processing, records, dealing with difficult persons, prioritization of tasks and other pertinent topics.

LEGAL ASSISTANT**LA101 Introduction to Legal****Terminology**

3 credits (3 lec hrs/wk)

Learn to identify, pronounce and spell commonly used legal terms and apply this information to legal situations and transactions.

LA105 Introduction to Litigation

3 credits (3 lec hrs/wk)

Work under the supervision of an Oregon attorney in civil and criminal litigation with emphasis on civil law. An introduction to basic terms and concepts used in a litigation practice.

Prerequisites: LA100 Introduction to Law and Law Ethics is advised, with at least one year of experience in a law office.

LA107 Techniques of Interview

3 credits (3 lec hrs/wk)

Provides the student with general background information on basic human functioning and relates this information to the interview situation.

LA128 Introduction to Legal Correspondence and Forms

3 credits (3 lec hrs/wk)

Learn to recognize and utilize writing techniques and tools common to internal law office communications as well as communication techniques between the lawyer and the client.

Prerequisites: It is recommended the student have WR121 or the instructor's consent.

LA203 Introduction to Legal Research and Library Use

3 credits (3 lec hrs/wk)

Familiarizes students with the law library and basic legal research; reviews the sources of law and the judicial system, teaches students to gather materials as an aid to the attorneys, and teaches case briefing, shepardizing and digesting.

Prerequisites: LA100 Introduction to Law and Law Ethics, LA202 Introduction to Legal Terminology or instructor's consent.

LA208 Introduction to Family Law

3 credits (3 lec hrs/wk)

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

LA280 Field Experience

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

Supervised field experience in one of the agencies of the legal assistant field. Includes a seminar to discuss problems and experience gained during work experience.

LA299 Substantive Law

3 credits (3 lec hrs/wk)

An in-depth study of the substantive laws commonly encountered by the municipal, county or state police, investigators, paralegals and other

justice service employees. Includes misdemeanor and felony violations of the criminal statutes.

LITERATURE

ENG104 Introduction to Literature - Prose

3 credits/term (3 lec hrs/wk)

Introduces literature in prose through such forms as the novel, short story, essay and biography. 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/term (3 lec hrs/wk)

Introduces drama, both ancient and modern. Presents the development of drama and the elements of dramatic literature (setting, theme, characterization and language) that 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/term (3 lec hrs/wk)

Introduces the student to the types, elements and structures of poetry. Presents those elements of poetry, language, form, metrics, style, 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/term (3 lec hrs/wk)

Introduces key literary works and authors of western civilization from the ancient and classical foundations to the Middle Ages. Literature of other cultures may be introduced. Students should consider taking History of Western Civilization concurrently.

Sequence with ENG108, ENG109.

Need not be taken in order.

ENG108 World Literature

3 credits/term (3 lec hrs/wk)

Introduces key literary works and authors of western civilization from the late Middle Ages and Renaissance to the Enlightenment. Literature of other cultures may be introduced. Students should consider taking History of Western Civilization concurrently.

Sequence with ENG107, ENG109.

Need not be taken in order.

ENG109 World Literature

3 credits/term (3 lec hrs/wk)

Introduces key literary works and authors of western civilization from Romanticism to modern and contemporary writings. Literature of other cultures may be introduced.

Students should consider taking History of Western Civilization concurrently.

Sequence with ENG107, ENG108.

Need not be taken in order.

ENG 198/298 Independent Study in Literature - to be arranged

Allows accomplished literature students to pursue their own interests on a reading and conference basis under the tutorship of faculty members.

Prerequisite: Instructor's consent.

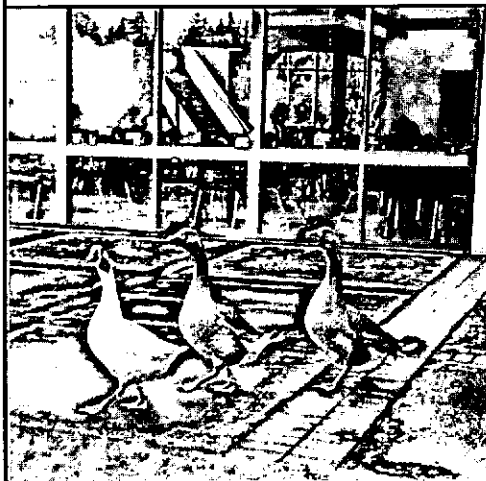
ENG201 Shakespeare

3 credits/term (3 lec hrs/wk)

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. Plays drawn from the early histories and comedies.

Sequence with ENG202, ENG203.

Need not be taken in order.



ENG202 Shakespeare

3 credits/term (3 lec hrs/wk)

An introduction to Shakespeare's dramatic literature from the middle period. The timelessness of his ideas and themes, the formal demands of drama and the development of the artist are emphasized. Plays are drawn from the middle comedies and tragedies. Sequence with ENG201, ENG203. Need not be taken in order.

ENG203 Shakespeare

3 credits/term (3 lec hrs/wk)

An introduction to Shakespeare's dramatic literature from the late period emphasizing the timelessness of his ideas and themes, the formal demands of drama and the development of the artist. Plays drawn from the tragedies, late comedies and romances. Sequence with ENG201, ENG202. Need not be taken in order.

ENG204 Survey of English Literature

3 credits/term (3 lec hrs/wk)

Literary documents and authors of the British Isles from the Anglo-Saxon beginnings through the sixteenth century. Sequence with ENG205, ENG206, need not be taken in order.

ENG205 Survey of English Literature

3 credits/term (3 lec hrs/wk)

Literary documents and authors of the British Isles from the seventeenth through the early nineteenth centuries. 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/term (3 lec hrs/wk)

Literary documents and authors of the British Isles from the nineteenth century through the modern era. Characteristic works and major figures of the period. Sequence with ENG204, ENG205, need not be taken in order.

ENG253 Survey of American Literature

3 credits/term (3 lec hrs/wk)

Introduction to the development of American Literature from the colonial beginnings through the Romantic Period. Special attention given to helping students develop a sense of

what is "American" in literature and thought.

Sequence with ENG254, ENG 255.

Need not be taken in order.

ENG254 Survey of American Literature

3 credits/term (3 lec hrs/wk)

Introduction to the development of American Literature in the middle and latter parts of the nineteenth century (often referred to as the Age of Realism). Special attention is given to helping students develop a sense of what is "American" in literature and thought. Sequence with ENG253, ENG 255. Need not be taken in order.

ENG255 Survey of American Literature

3 credits/term (3 lec hrs/wk)

Introduction to American Literature of the twentieth century. Special attention given to helping students develop a sense of what is "American" in literature and thought. Sequence with ENG253, ENG 254. Need not be taken in order.

ENG260 Introduction to Women Writers

3 credits/term (3 lec hrs/wk)

Introduction to selected women writers, their literary styles and perspectives and the conditions affecting their work.

ENG299 Special Topics in Literature

3 credits/term (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.

0.534 Appreciation of Literature

1 - 3 credits (15 - 36 hr/total)

Survey of literature to stimulate and increase enjoyment and understanding through a variety of literary works, writing periods and study approaches.

0.536 Shakespeare: Ashland

1 - 3 credits (15 - 36 hr/total)

Presents detailed examination of Shakespeare plays produced at Ashland with emphasis on understanding and appreciating Elizabethan culture. Students have the option of attending the plays in Ashland as a group.

MACHINE TOOL TECHNOLOGY**4.160 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.

4.170 Machine Tools I

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

Basic introduction of benchwork, drill presses, power saws, grinders and lathes. A general overview of tools, materials and procedures used in the machine shop.

4.171 Machine Tools II

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

A continuation of Machine Tools I, introducing the vertical and horizontal milling machines, tool sharpening and threading on the lathe, emphasizing machine tool theory and precision measurement.

Prerequisite: 4.170 Machine Tool I or instructor's consent

4.172 Machine Tools III

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

The third course provides the opportunity to apply the skills developed in Machine Tools I and Machine Tools II and to gain additional experience in the machine tool field. Advanced machine setups will be studied.

Prerequisite: 4.171 Machine Tools II or instructor's consent.

4.173 Numerical Control Machining I

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

Introduces numerical control machining, writing of point-to-point programs, setup and operation of a N.C. Milling machine and related applications.

Prerequisites: Machine Tools I and instructor's consent.

4.174 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 manufacturer's catalogs and to practically apply the information in machine shop situations.

4.175 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.

4.176 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: 4.172 Machine Tools III or instructor's consent.

4.177 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: 4.176 Machine Tools IV or instructor's consent.

4.178 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: 4.177 Machine Tools V or instructor's consent.

4.179 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 Technology major or instructor's consent.

4.181 Numerical Control Machining II

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

Second course in the N.C. 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: 4.173 Numerical

Control Machining I or instructor's consent.

4.182 Numerical Control Machining III

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

Continuing the training in CNC-machining and CNC-programming started in N.C.M. II, through advanced programming and machining techniques. Students will design, program and machine actual parts of moderate complexity.

Prerequisites: 4.181 Numerical Control Machining II or instructor's consent.

4.280 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.

Prerequisite: Instructor's consent.

9.228 Machine Tool Technology Workshop

.25-3 credits (1-9 lab hrs/wk)

Operation and setup of lathes, milling machines, grinders and other machines in the shop. Opportunity to advance skills in applications common to those in industry. Special tools and materials provided by student.

Prerequisite: Instructor's consent.

MARINE NAVIGATION**9.615 Marine Navigation - Piloting**

3 credits (3 lec hrs/wk)

Provides a basic understanding of the principles involved in navigation and the working knowledge of navigation techniques. Studies include weather, dead reckoning, piloting, electronic navigation and the utilization of these concepts for navigation; use of various navigational instruments to obtain lines of position and the use of required publications necessary to interpret these lines of position to navigational fixes. Also Rules of the Road, radio communications and distress signals and a look at celestial navigation.

9.616 Marine Celestial Navigation

3 credits (3 lec hrs/wk)

Provides a basic understanding of the principles involved in celestial navigation and a working knowledge of celestial navigational techniques. Enables recipient to meet licensing requirements of the U.S. Coast Guard to prepare operators of ocean-going vessels (more than 200 miles offshore) and for examinations in celestial navigation. A study of celestial sightings, time and the utilization of these concepts for navigation, involving the use of various instruments and required publications to reduce these lines of position to navigational lines.

MATHEMATICS**0.760 Math Lab**

(0 credit)

Individualized instruction on all levels of math from basic arithmetic to calculus. Student works at own speed and level.

Prerequisite: Registration in any math course.

MTH20 Basic Mathematics

4 credits (4 lec hrs/wk)

Prepares students for successful completion of science sequence or any other program requiring knowledge of basic mathematics.

MTH30 Applied Math for Industrial Mechanics

4 credits (4 lec hrs/wk)

Basic arithmetic operations with an emphasis on applications.

MTH31 Applied Algebra and Geometry for Industrial Mechanics

4 credits (4 lec hrs/wk)

Basic geometric concepts, graphing in a rectangular system and basic algebraic concepts and applications.

Prerequisite: MTH30 or instructor's consent.

MTH33 Applied Trigonometry for Industrial Mechanics

4 credits (4 lec hrs/wk)

Prerequisite: MTH31 or instructor's consent.

MTH40 Applied Trigonometry

4 credits (4 lec hrs/wk)

Introduction to plane trigonometry emphasizing practical applications.
Prerequisite: MTH70 or instructor's consent.

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, integers and rational numbers, their generalization and simple algebraic procedures and applications.
Prerequisite: MTH20 or instructor's consent.

MTH94 Intermediate Algebra I

4 credits (4 lec hrs/wk)

A study of the mechanics of the properties of real and complex numbers. Introduction to solving linear and quadratic equations, inequalities, fractional equations, polynomial and rational expressions with application.
Prerequisite: 4.202 Elementary Algebra or 4.203 Elementary Algebra II or equivalent.

MTH95 Intermediate Algebra II

4 credits (4 lec hrs/wk)

A study of exponents, radicals and complex numbers, quadratic equations, functions and relations, and solutions to systems of equations, plus an investigation of exponential and logarithmic functions.

Prerequisites: MTH94 Intermediate Algebra I, one year of high school algebra and/or instructor's consent.

MTH105 Introduction to**Contemporary Mathematics**

4 credits (4 lec hrs/wk)

A survey of several areas of mathematics including systems of linear equations, statistics, measurement, mathematical modeling and problem solving. The last course in a sequence that meets the math requirements for the AA degree.

Prerequisite: MTH95 Intermediate Algebra II or equivalent.

MTH111 College Algebra

4 credits (4 lec hrs/wk)

Topics include polynomial and rational functions, introduction to logarithms, and graphing. For students who have

completed 1.5 or 2 years of high school algebra and a year of geometry.

Prerequisites: MTH95 Intermediate Algebra II and two years high school algebra or instructor's consent.

MTH112 Elementary Functions

4 credits (4 lec hrs/wk)

Topics include exponential, logarithmic functions, trigonometric functions, inverse functions, applications.

Prerequisite: MTH111 College Algebra.

MTH211/212/213 Fundamentals of Elementary Mathematics I, II, III

3 credits/term (3 lec hrs/wk)

Topics include introduction to problem solving, number systems, number theory, probability and statistics, measurement, geometry, set theory, logic and right triangle trigonometry. A foundation course in arithmetic for elementary teachers.

Prerequisites: Two years high school algebra or MTH95 Intermediate Algebra II or instructor's consent.

MTH251 Calculus I**(Differential Calculus)**

4 credits/term (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: MTH112 Elementary Functions or instructor's consent.

MTH252 Calculus II**(Integral Calculus)**

4 credits/term (4 lec hrs/wk)

Topics include definite and indefinite integrals with applications to area, force, work, and growth and decay problems.

Prerequisite: MTH251 Calculus I or instructor's consent.

MTH253 Calculus III**(Infinite Series and Sequences)**

4 credits/term (4 lec hrs/wk)

Topics include indeterminate forms, infinite sequences and series, improper and multiple integral.

Prerequisite: MTH252 Calculus II or instructor's consent.

MTH254 Vector Calculus I**(Introduction to Vectors and Multidimensional Calculus)**

4 credits/term (4 lec hrs/wk)

Topics include vectors, vector functions, parametric curves, applications to motion, surface area, partial derivatives, gradients, and directional derivatives. Multiple integral with applications.

Prerequisite: MTH253 Calculus III or instructor's consent.

MUSIC**MUP105/205 Jazz Ensemble (Jazz Band)**

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

Provides opportunity for musicians to participate and improve music techniques and skills, notation, terminology and improvisation as it applies to the jazz idiom.

MUP114 Stage Band

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

Presents a wide range of musical styles, forms of jazz, popular and rock idioms. Improve instrumental skills, music reading and performer's musical awareness.

MUP121/221 Symphonic Choir (Community Choir)

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

Performance oriented practice for presentations, including music with different styles and problems.

MUP122/222 Concert Choir

2 credits/term (1 lec, 4 lab hrs/wk)

Vocal ensemble provides opportunity for singers to practice and improve talents. Attention is given to voice placement and usage, music reading, terminology and major choral literature of all styles and periods.

MUP123/223 Opera Workshop:**Community Opera**

0-3 credits/term (1 lec, 8 lab hrs/wk)

Rehearse and execute performance of an opera by an accomplished composer.

Prerequisites: Vocal training and musicianship, evaluated by audition.



**MUP125/225 Vocal Jazz Ensemble
(Southwesters)**

2 credits/term (4 lab hrs/wk)
Performance of popular vocal
arrangements. Emphasis on precision,
sensitivity and musicianship.
Prerequisites: Audition and instructor's
approval.

**MUP135/136/137 Singing
Fundamentals (Voice Class)**

1 credit/term (3 lab hrs/wk)
Provides opportunity for musicians to
improve musicianship, instrumental
techniques and skills.

**MUP142/242 Chamber Orchestra
(Sinfonietta)**

1-3 credits (1-2 lec, 1-3 lab hrs/wk)
Provides opportunity for musicians to
participate and improve musicianship
and instrumental skills.

MUP171/271 Applied Piano

1 credit (1 lab hr/wk)

MUP172/272 Applied Harpsichord

1 credit (1 lab hr/wk)

MUP173/273 Applied Organ

1 credit (1 lab hr/wk)

MUP174/274 Applied Voice

1 credit (1 lab hr/wk)

MUP175/275 Applied Violin

1 credit/term (1 lab hr/wk)

MUP180/280 Applied Guitar

1 credit/term (1 lab hr/wk)

Private lessons on a one-to-one basis
for piano, guitar and other instruments,
based on request and instructor
availability. Student may be asked to

audition to perform in recitals or college
ensembles.

MUP202 Concert Band

3 credits (2 lec, 3 lab hrs/wk)
Music studio class offering rehearsal
and performance opportunities in
concert band literature.

MUS101/102/103 Music Fundamentals

1-3 credits each (1-3 lec hrs/wk)
Introduction to principles and
foundations of music.

**MUS111/112/113 Music Theory 4 cred-
its/term (4 lec, 1 lab hrs/wk)**

Examines elements, structures and
patterns of music. Analyzes styles of
major composers and develops aural
and keyboard skills.
Must be taken in sequence.

**MUS115/116/117 Ear Training and
Sight Reading**

1 credit/term (1 lec hr/wk)
Identification of notes and rhythms.
Must be taken in sequence.

**NOTE: ALL MUSIC STUDENTS
MUST TAKE EAR TRAINING**

MUS131/132/133 Class Piano

1-2 credits/term (1-2 lec, 1 lab hr/wk)
Theory and practice in piano and
keyboard techniques.
Must be taken in sequence.

MUS134/135/136 Voice Class

1 credit/term (1 lec, 1 lab hr/wk)
Basic voice techniques.
Must be taken in sequence.

MUS137/138/139 Class Guitar

1-2 credits/term (1-2 lec, 1 lab hr/wk)
Introduces basic guitar techniques.
Must be taken in sequence.

**MUS198/298 Independent Study In
Music - to be arranged**

**MUS201/202/203 Introduction to
Music and Its Literature**

3 credits each (3 lec, hrs/wk)
Study of musical elements, forms and
historical styles.

MUS211/212/213 Music Theory II

4 credits/term (4 lec, 1 lab hr/wk)
Examines structure and elements of
music through analysis of the styles
of major composers.
Prerequisites: MUS111/112/113,
Music Theory I, II, III.

MUS261/262/263 Music History I,II,III

3 credits/term (3 lec hrs/wk)
Basic stylistic concepts from baroque to
classical and romantic to contemporary
periods.

0.522.7 Band (Jazz Band)

0 credit (1-2 lec, 1 lab hrs/wk)
Provides opportunity for musicians to
participate and improve music
techniques and skills, reading, notation,
terminology and improvisation as it
applies to the jazz idiom.

**0.522.8 Community Choir
(Symphonic Choir)**

0 credit (1-2 lec, 1 lab hrs/wk)
Performance oriented practice for
presentations, including music, with
different styles and problems.

**0.522.9 Chamber Orchestra
(Sinfonietta)**

0 credit (1-2 lec, 1 lab hrs/wk)
Vocal ensemble provides opportunity
for singers to practice and improve
talents. Attention is given to voice
placement and usage, music reading,
terminology and major choral literature
of all styles and periods.

NURSING

NUR101 Fundamentals of Nursing

9 credits (5 lec, 12 lab hrs/wk)

First quarter of a four quarter practical nursing program leading to a certificate and eligibility to take the state board examination for licensure and/or a six quarter associate degree program leading to eligibility to take state board examination for registered nurse licensure. Beginning concepts in the areas of fundamentals of nursing. Major concepts in communication, mental health, body mechanics, alignment, asepsis, nutrition, fluids, pharmacology, growth and development and maternal health are introduced.

Prerequisite: Admission to SWOCC Nursing Program.

NUR102 Nursing Science and Practice

9 credits (5 lec, 12 lab hrs/wk)

Continues to build skills and introduce new skills and concepts relating to crisis, mobility homeostasis, elimination and oxygenation. Communications, emphasis on the needs of the aged are integrated. Observation is expanded to include total assessment, nursing diagnosis, expected outcomes and rationales. Student continues to apply knowledge and skills in the hospital setting.

Prerequisites: Admission to SWOCC Nursing Program (see catalog); completion of NUR101 and Anatomy and Physiology I (BI231) with a grade C or better.

NUR103 Nursing Science and Practice II

9 credits (5 lec, 12 lab hrs/wk)

Covers maternity nursing and care of patients of all ages undergoing surgery, cardiac, gastrointestinal and fluid and electrolyte problems. Evaluation as part of nursing process is introduced. Pharmacology, nutrition and communications are integrated throughout the course. Students spend time in a hospital setting, applying skills and concepts learned.

Prerequisites: Admission to SWOCC Nursing program (see catalog); completion of NUR101 and 102 and Anatomy and Physiology I and II (BI231 and 232) with a grade C or better.

NUR150 Nursing Study Skills

1 - 2 credit (1-2 lec hrs/wk)

Introduces students to the nursing program requirements and teaches them the use of study skills in conjunction with those requirements.

NUR201 Nursing Science and Practice III

9 credits (5 lec, 12 lab hrs/wk)

Covers alterations in physiological and psychological functioning with needed nursing interventions in relation to orthopedics, urinary, cancer, blood dyscrasia and neurological problems. Nursing process in care of patients with these disorders is stressed, including acute psychiatric disorders, psychoses, substance abuse and suicide. I.V.

therapy is taught as far as maintenance, medications and blood administration. Students will study the Practical Nurse's transition from student to graduate working after graduation, legal/ethical aspects of LPN practice and giving medications to groups of patients.

Prerequisite: Satisfactory completion of first year of the program or admission into second year with advanced placement as an LPN or transfer student (see admission requirements in catalog).

NUR202 Nursing Science and Practice IV

9 credits (5 lec, 12 lab hrs/wk)

Covers complications of all aspects of pregnancy, including acute neonatal care and acute GYN problems, endocrine/renal and common acute pediatric health problems. Care of the patient in E.R., airway insertion and physical assessment of the heart and lungs is stressed.

Prerequisites: Completion of NUR201 and BI123 Elementary Microbiology with a grade C or better or advanced placement as an LPN (see admission requirements in catalog).

NUR203 Nursing Science and Practice V

10 credits (5 lec 15 hrs/wk)

Care of the patient in CCU-ICU, acute neurological problems, neck/chest surgery patients, communicable diseases, eye and ear disorders, R.N. roles, management of multiple patient assignments, organization of health care facilities, responsibilities of RN, ethically, professionally and legally. All

required lab hours are spent in last four weeks of quarter (40 hours per week including weekends).

Prerequisite: Completion of NUR202 with a grade of C or better.

Students must be in satisfactory standing to enter this quarter.

5.460 Basic Nursing Assistant

6 credits (40 lec, 20 lab, 60 clinical 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 stable environments, i.e., nursing homes, long-term and intermediate care facilities.

9.416 Intravenous Therapy for Health Professionals

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

Provides students with skills, knowledge and attitudes to perform venipuncture, maintain and discontinue intravenous solutions, medications and blood components.

Prerequisites: Currently licensed LPN, RN, or certified EMT II or III, or instructor's consent.

9.424/0.574 Hospice/WAC Training

3 credits (3 lec hrs/wk)

For persons who are interested in being volunteers for South Coast Hospice and/or We Are Concerned and those working with the terminally ill. These local community organizations offer emotional, physical and social support to individuals and families involved with a life-threatening or terminal illness. The class focuses on intrapersonal and interpersonal issues which face the volunteer and professional working with clients. The class is open to anyone interested in the subject matter covered.

9.427 Career Development Seminars: Health and Wellness - General

0-3 credits (1-90 lec and/or lab hrs total)

Inservice training program and seminars designed to study current issues and problems within health and wellness areas and methods of alleviating them.

OFFICE ADMINISTRATION

OA114 Personal Shorthand

3 credits (5 lec, 1 lec-lab hrs/wk)
Uses abbreviated alphabetic forms to record and transcribe dictation.

OA116 Office Procedures

3 credits (3 lec, 1 lec-lab hrs/wk)
Methods, concepts and procedures for today's business office operation including defining the role of the office worker, setting priorities, coordinating mail, responding to office callers, handling incoming and outgoing telephone calls, making travel arrangements, telecommunications, reprographics, developing communication skills and job search techniques, i. e. resume and cover letter preparation and job interview techniques.

OA121 Keyboarding I

3 credits (5 lec-lab hrs/wk)
Presents principles of typewriter operation and keyboarding, manuscript writing, tabulation, centering, correspondence, speed and accuracy development.

OA122 Keyboarding II

1-3 credits (2 lec, 3 lab hrs/wk)
Review and advanced instruction on formatting business correspondence, special correspondence and tables, business forms and reports. Intensive drills to increase speed and accuracy.
Prerequisites: OA121 Keyboarding or equivalent with a grade of C or better. Typing skill level at 45 wpm; be able to format a simple letter, table and report.

OA123 Keyboarding: Advanced Formatting

3 credits (2 lab, 4 lec-lab hrs/wk)
Emphasis on speed, accuracy and secretarial standards in producing documents using IBM-compatible equipment and software. Assignments include manuscripts, statistical tables, form letters, mailing lists and specialized correspondence.
Prerequisites: OA201 Beginning WordPerfect (can be taken concurrently) and OA122 Keyboarding II. Minimum typing speed of 50 wpm or instructor's consent.

OA124 Typing Skill Building

3 credits (2 lec, 3 lab hrs/wk)
Develops keyboard speed and accuracy through drill and production.
Prerequisite: OA121 Keyboarding I or the ability to touch type.

OA 131 Legal Secretarial Procedures I

4 credits (3 lec, 2 lec/lab)
The course covers background and basic operation of a law office, including ethics, responsibilities and duties of a legal secretary and career opportunities in the field of law. Structure of the court system is covered, along with basic form preparation in personal injury litigation.
Prerequisite: OA121 Keyboarding I or instructor's consent.

OA132 Legal Secretarial Procedures II

4 credits (3 lec, 2 lec/lab)
Emphasis on speed and accuracy in producing legal documents using IBM-compatible equipment. Knowledge of legal terminology will also be emphasized.
Prerequisites: OA201 Beginning WordPerfect, OA131 Legal Secretarial Procedures I. Typing speed 45 wpm or instructor's consent.

OA133 Legal Secretarial Procedures III

3 credits (1 lec, 2 lec/lab, 3 TBA lab)
Students will operate transcribing machines and IBM PC compatible equipment to produce legal documents. Continuation of study of legal terminology.
Prerequisites: OA131 and OA132 Legal Secretarial Procedures I and II. OA201 Beginning WordPerfect and typing speed 45 wpm.

OA200 Introduction to Word Processing

3 credits (2 lec, 3 lab hrs/wk)
Surveys the effects of automated office equipment in office organization structures and the role and career opportunities of word processing workers. In-depth study of electronic typewriter with memory.
Prerequisites: OA122 Keyboarding II or equivalent; or consent of instructor; minimum typing speed - 40 wpm; good language arts skills.

OA201 Beginning WordPerfect

2 credits (4 lec-lab hrs/wk)
Introduces principles and concepts of a word processing software system, including the procedures and techniques used to operate the system.
Prerequisite: CS101 or instructor's consent.

OA202 Word Processing - IBM-DW

2 credits (1 lec, 3 lab hrs/wk)
Continues word processing techniques and operations. Includes origination, processing, reproduction and distribution.

OA203 Word Processing IBM-DW

2 credits (1 lec, 3 lab hrs/wk 5 wks total)
Continues word processing techniques and operations, including origination, processing, reproduction and distribution.
Prerequisite: OA201 Beginning WordPerfect.

OA204 Advanced WordPerfect

2 credits (4 lec-lab hrs/wk 48 total)
For persons with basic skills and knowledge of WordPerfect IBM-compatible computers. Will cover merge, sort, macros, document assembly and basic desktop publishing.
Prerequisite: OA201 Beginning WordPerfect.

OA214 Personal Shorthand Skill Building

3 credits (2 lec, 3 lab hrs/wk)
Includes a review of theory and brief form mastery, transcription of mailable copy, additional skill development in reading and writing notes, review of grammar, spelling, and punctuation, and editing from rough draft material.
Prerequisite: OA114 Personal Shorthand.

OA220 Electronic Calculators

2 credits (1 lec, 3 lab hrs/wk)
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: 4.200 Basic Mathematics or equivalent or instructor's consent.

OA225 Machine Transcription

34 credits (2 lab, 4 lec-lab hrs/wk)

Practice in the conversion of audio-recorded dictation to typewritten copy, using English essentials, spelling, punctuation and grammar; and typewriting skills to produce mailable business documents.

Prerequisites: Minimum typing speed of 40 wpm; 2.591 Pre-transcription Skills; OA201 Beginning WordPerfect or instructor's consent.

OA240 Filing/Records Management & Office Systems

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

A comprehensive study of filing systems equipment and criteria by which records are created, classified, stored and retrieved. Covers effective communication transmittal systems with particular emphasis on mail handling and telephone systems.

OA256 The Electronic Office

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

Study of office information and decision support systems and policies and procedures applicable to the operations of each system. Applies supporting electronic technology, leadership techniques in the areas of word processing, data base management, spreadsheets, electronic mail and networks.

Prerequisites: OA201 Beginning WordPerfect, CIS131, OA122 Keyboarding II.

2.280 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's consent.

2.591 Pre-transcription Skills

3 credits (5 lec-lab hrs/wk)

Prepares students for the fields of shorthand and machine transcription; a thorough study of punctuation, capitalization, grammar and spelling as applied to transcribing and editing commonly used documents found in the business office.

Prerequisite: 0.525 Sentence Fundamentals or a minimum standard score of



45 on the sentence section of College Placement Test or instructor's consent.

9.709 Beginning Keyboarding for Microcomputers

1 credit (1 lec, 4 lab hrs/wk)

Develop skills in inputting alphabetic, numeric and symbol information on a microcomputer keyboard. Introduction to and practice on the numeric keypad. Covers an understanding of the basic vocabulary and concepts used in keyboarding operations for entering and retrieving information.

9.723 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 skeletal structures.

9.724 Medical Secretary I

3 credits (3 lec hrs/wk)

Introduction to medical office, telephone management, appointment book, recognizing medical emergencies, art of handling patient's problems, medical ethics and medico-legal responsibility, Oregon law, consents, authorizations and basic medical records.

9.725 Medical Insurance, Credit and Collections

3 credits (3 lec hrs/wk)

Medical insurance terminology, familiarity with types of insurance programs. Credit and collection procedures with federal and Oregon laws, credit applications, basic billing cycles.

9.726 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. Medical Terminology courses need not be taken in sequence.

9.727 Medical Transcription I

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

Introduces simpler forms of medical transcription from hospital dictation. Utilization of terminology with emphasis on accuracy.

Prerequisites: OA225 Machine Transcription or instructor's consent.

9.728 Medical Terminology III

3 credits (3 lec hrs/wk)

Covers all systems introduced in Medical Terminology I and II and intensifies spelling drills pertinent to each system. Attention to anatomical detail with more intensified explanation of anatomy, structures, glands and organs. Local physicians will lecture.

9.729 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: 9.727 Medical Transcription I or instructor's consent.

9.730 Medical Secretary II

3 credits (3 lec hrs/wk)

A continuation of Medical Office Management with medical terminology expanded into practical application as applied to medical records. Different facets of medical reporting and analysis will be covered.

9.731 Clinical Procedures I

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

Provides clinical orientation, initial instruction and basic skills for a medical/ clerical assistant.

Prerequisite: 9.723 Medical Terminology I or instructor's consent.

9.732 Clinical Procedures II

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

Provides in-depth simulation of clinical experience in procedures practiced by office nurses to prepare the medical office assistant to substitute for the physician's nurse, without major routine changes in office routine, for the safety, security and comfort of patient, physician and assistant.

Prerequisite: 9.731 Clinical Procedures I or instructor's consent.

9.733 Clinical Procedures III

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

Provides knowledge, skills and practical experience enabling the student to attain and maintain safe, intelligent, quality patient care under supervision of licensed personnel. Emphasis on medical and surgical aspects in preparation for office surgery.

Prerequisites: 9.731 Clinical Procedures I, 9.732 Clinical Procedures II or instructor's consent.

9.735 Legal Secretarial Procedures I

4 credits (3 lec, 2 lec/lab)

The course covers background and basic operation of a law office, including ethics, responsibilities and duties of a legal secretary and career opportunities in the field of law. Structure of the court system is covered, along with basic form preparation in personal injury litigation.

Prerequisite: OA121 Keyboarding I or instructor's consent.

9.736 Legal Secretarial Procedures II

4 credits (3 lec, 2 lec/lab)

Emphasis on speed and accuracy in producing legal documents using IBM-compatible equipment. Knowledge of legal terminology will also be emphasized.

Prerequisites: OA201 Beginning WordPerfect, 9.735 Legal Secretarial Procedures I. Typing speed 45 wpm or instructor's consent.

9.737 Legal Secretarial Procedures III

3 credits (1 lec, 2 lec/lab, 3 lab)

Students will operate transcribing machines and IBM PC compatible equipment to produce legal documents. Continuation of study of legal terminology.

Prerequisites: 9.735 and 9.736 Legal Secretarial Procedures I and II. OA201 Beginning WordPerfect and typing speed 45 wpm.

9.757 Introduction to Word**Processing I**

0.5 credit (3 lec-lab hrs/wk)

Introduction to using the WordPerfect program on micro-computers, input, save, revise and print documents.

Basic format changes will be introduced.

Prerequisite: Typing 25 wpm.

PHILOSOPHY**PHL201 Introduction to Philosophy**

3 credits/term (3 lec hrs/wk)

Introduction to some of the major philosophical problems that have always been of concern to reflective people.

Topics are about values or axiology, including human nature, ethics and social philosophy.

Sequence with PHL202, PHL 203.

Need not be taken in order.

PHL202 Introduction to Philosophy

3 credits/term (3 lec hrs/wk)

Introduction to some of the major philosophical problems that have always been of concern to reflective people.

Focus on the issues of mind and body, free will, determinism and epistemology or philosophy of knowledge.

Sequence with PHL201, PHL 203

Need not be taken in order.

PHL203 Introduction to Philosophy

3 credits/term (3 lec hrs/wk)

Introduction to some of the major philosophical problems that have always been of concern to reflective people.

Focus on metaphysics: cosmology, religion, meaning and purpose.

Sequence with PHL201, PHL 202, need not be taken in order.

PHOTOGRAPHY**0.519.1 Basic Photography I**

0.5-2 credits/term (15-36 hrs total)

Introduction to basic principles of photography, including instruction in camera use, including lenses and their applications, developing and processing negatives, darkroom procedures, printing and enlarging techniques, special application (i.e., dodging, toning, etc.). Includes analysis of different types of film and developing procedures. Presentation of basic components of composition, etc., leading to advanced courses in photography.

0.519.3 Introduction to Photography Basics

1.5 credits (1 lab hr/wk, two 2-hr field trips)

Techniques of photography and how to be creative in taking photos.

Prerequisites: 35mm camera and knowledge of operation.

9.255 Color Developing and Printing

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

Introductory course for those already proficient in black and white materials. Understanding color processes to the degree of processing and printing color film. Assists both the serious amateur and the commercial photographer.

Prerequisite: Proficiency in black and white processing and printing.

PHYSICAL EDUCATION**PE131 Introduction to Health & Physical Education**

3 credits (3 lec hrs/wk)

Professional orientation, basic philosophy and objectives, professional opportunities and qualifications.

PE180 Women's Athletic Team

1 credit (3 lab hrs/wk)

Volleyball
Volleyball Techniques
Basketball
Basketball Techniques



PE185 CoEd Athletics

1 credit (3 lab hrs/wk)

Track & Field
Track & Field Techniques
Cross Country
Cross Country Techniques
Fundamentals of Track & Field
Physical Conditioning for Track

PE185 Physical Education

1 credit (3 lab hrs/wk)

Provides students with an activity that will promote physical and emotional well-being. Enables the student to develop and/or pursue life-long physical activity. Class meets three hours a week. Some courses have prerequisites or require the instructor's consent. Special arrangements may be made for restricted or corrective work.

Aerobic Dance
Aerobic Exercise
Badminton
Basketball
Creative Dance I, II
Folk Dance
Golf
Jazz Aerobics
Jogging
Personal Defense
Physical Conditioning
Racquetball
Slinmnastics
Softball
Swimming
Swimnastics

Tennis
Volleyball
Weight Training
Y's Ways to a Healthy Back

PE190 Men's Athletic Team

1 credit (3 lab hrs/wk)

Basketball
Basketball Techniques

PE195/295 Professional Activities

1-2 credits (3-6 lab hrs/wk)

Designed to provide Physical Education majors with opportunities to learn and develop teaching techniques and gain basic skills in the activity. Sequence is offered every other year:

Fall Term:

Field Sports and Track & Field

Winter Term:

Basketball, Badminton, Fundamentals of Movement and Volleyball

Spring Term:

Gymnastics, Conditioning and Tennis

PE198/298 Independent Study in

Physical Education - to be arranged

PE231 Wellness for Life

3 credits (3 lec hrs/wk)

Lifetime fitness activities and wellness strategies.

PE280 Field Experience

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

9 credits maximum.

Includes seminar with teaching strategy.

Prerequisite: Instructor's consent.

Students have the opportunity to experience working with K-12 students in physical activity setting.

PHYSICS

PH201/202/203 General Physics

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

Study of principles and concepts of physical science including mechanics, heat, light, sound, electricity, magnetism and modern physics. For nonscience majors, including premedical and pre dental students.

Must be taken in sequence.

Prerequisites: MTH101 and MTH102.

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.

Must be taken in sequence.

Prerequisite: MTH200 (The following may be taken concurrently: MTH200 with PH211; MTH201 with PH212; MTH202 with PH213).

4.300 Practical Physics (Mechanics)

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

Provides fundamental physics as needed to understand technical applications. Covers the mechanical properties of matter including acceleration, inertia, force, momentum, work, energy and power. Requires completion of or concurrent enrollment in MTH31 or equivalent.

4.304 Practical Physics (Electrical)

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

Provides fundamental physics as needed to understand technical physics applications. Covers the electrical properties of matter including charge, current, potential, electric field, EMF, magnetic fields and induced fields. Also covers DC and AC circuits and components including resistors, capacitors, inductors, transformers, diodes, transistors.

Prerequisite: MTH31, 4.300.

POLITICAL SCIENCE

PS198/298 Independent Studies in Political Science - to be arranged, under professional guidance.

PS201 American Government: Institutions

3 credits/term (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/term (3 lec hrs/wk)
This course continues study of civil liberties and practical application of powers of 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.

PS241 International Politics: Global Issues

3 credits/term (3 lec hrs/wk)
This course analyzes the relations between nations and contemporary international issues studying motivating factors, nationalism, imperialism, economic rivalries and quest for security. Emphasis will be on economic, environmental, human rights and security challenges.

PSYCHOLOGY

PSY111 Personality and Development

3 credits (3 lec hrs/wk)
Emphasis on self-understanding and personal 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.

PSY135 Single Again: Aftermath of Divorce

1 credit (3 lab hrs/wk)
Designed to assist the recently divorced through the psychological and physical realities that are a part of that phenomenon. Provides instruction on historical perspective of marriage dissolution, assessing positions realistically and constructive planning for the future.

PSY140 Life Plan

3 credits (3 lec hrs/wk)
Provides an opportunity to explore current and future directions for career selection, definitions of family and development of a "Life Plan" to mesh with changing lifestyles. Occupational and personal "restructuring" throughout the life cycle.



PSY199 Introduction to Social Science Research

3 credits/term (3 lec hrs/wk)
A course to introduce the student to Social Science research. Presents the scientific method, research ethics, various research designs, goals of research, evaluation of social science research and an introduction of statistical analyses.

Prerequisite: Math 70 or a score of 44 on the asset.

PSY201 General Psychology

3 credits/term (3 lec hrs/wk)
Introduces principles and theories of human behavior. Stresses the biological and developmental aspects including the senses and perceptual processes.

PSY202 General Psychology

3 credits/term (3 lec hrs/wk)
Surveys psychological processes of learning and memory, language and thought, motivation and emotion.

PSY203 General Psychology

3 credits/term (3 lec hrs/wk)
Describes individual differences and methods of measurements. Discusses personality theory; conflict and stress; abnormal and social psychology.

PSY239 Introduction to Abnormal Psychology

3 credits (3 lec hrs/wk)
Introductory survey of the diagnosis, etiology and therapy of emotional disturbances and behavioral disorders. College reading skills required.
Prerequisite: PSY201 or instructor's consent.

PSY299 Psychology of Violence and Aggression

3 credits (3 lec hrs/wk)
Discusses the causes and extent of violence in society. An introduction to the physiological, social and psychological dynamics that cause human aggression and violence.
Prerequisites: PSY201 and CJ100

9.033 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.

PUBLIC SERVICE COURSES - FIRE

(See Fire Science Technology for Associate Degree courses.)

9.301 Firefighter I-A

1.5 credits (1 lec, 2 lab hrs/wk)
Develops understanding in fire department organizations as it pertains to industrial firefighters. Proper attitude of responsibility of station care and maintenance, and basic skills for team work in use of tools and their utilization under firefighting conditions.

9.302 Firefighter I-B

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

Develops responsible attitudes toward fire apparatus and safe, skillful handling of fire equipment, an understanding of fundamental characteristics of flammable liquids, LPG and the methods of extinguishment, an awareness of value of good prefire planning and systematic procedures of prefire planning.

9.304 Firefighter I-D

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

Review fire control tactics and apply principles of specific types of buildings and hazards. Includes air crash and rescue, mills, factories, large structure fires and motor vehicle fires.

9.305 Firefighter I-E

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

Forcible entry, fire ventilation practices, rescue, protective breathing practices and related procedures.

9.307 Rural Firefighting Strategy & Tactics

1 credit (12 lec hrs total)

Information enabling rural firefighters to evaluate fire potential and resources to handle a fire emergency.

9.311 Fire Tactics by Simulator

1.5 credits (15 lec hrs total)

Familiarizes student with operation of fire simulator as a training tool. Improves fire suppression tactics and ability to function in actual fire conditions. Prepares students for stress conditions to perform critical assignments under emergency situations.

9.313 Interagency Helicopter Training Guide Ground Support S-217

1.5 credits (18 lec hrs total)

Provides necessary skills to work as a ground support team member during fire and non-fire operations.

Prerequisite: Instructor's consent.

9.326 Apparatus Operator I

1.5 credits (10 lec, 20 lab hrs total)

Provides auxiliary and regular fire service personnel with basic operation of fire apparatus and related equipment.

9.327 Apparatus Operator II

1.5 credits (10 lec, 20 lab hrs total)

Provides advanced training in fire apparatus and pump operation, basic knowledge in water hydraulics and methods of water movement related to fire service.

Prerequisite: 9.326 Apparatus Operator I

9.328 Apparatus Operator III

2 credits (15 lec, 15 lab hrs total)

Acquaints fire fighters with basic operation and limitations of aerial trucks, water towers and related apparatus.

Prerequisite: 9.327 Apparatus Operator II.

9.329 Live Burn Exercise (Flammable Liquids)

.25-.5 credit (8-16 lab hrs total)

Provides firefighters with the opportunity to apply techniques of fire suppression in flammable liquid fires and aircraft fire/rescue operations.

9.333 Basic Incident Command System

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.

9.336 Aircraft Firefighting and Rescue Procedures

2.5 credits (20 lec, 10 lec-lab hrs total)

Basic knowledge and understanding of aircraft types, fuel systems, emergency procedures, firefighting and rescue procedures and F.A.A. requirements dealing with crash sites.

9.337 Introduction to Wildland Fire Suppression

1 credit (12 lec hrs total)

Meets specific measurable objectives as they relate to forest fire control and suppression.

9.338 Sector Boss (S-330)

3 credits (3 lec hrs/wk)

Identifies specific sector boss responsibilities and shows relationship to successful and economical fire management.

Prerequisites: 5.284, 5.292 and 5.297 or instructor's consent.

9.395 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.

PUBLIC SERVICE COURSES - POLICE

(See Criminal Justice for Associate Degree courses.)

9.370 Basic Law Enforcement I

3 credits (3 lec hrs/wk)

Introduction to criminal justice and the judicial system, the U.S. Constitution, civil/legal liabilities, Oregon Criminal Code elements and Motor Vehicle laws.

9.371 Basic Law Enforcement II

3 credits (3 lec hrs/wk)

Continuation of Basic Law Enforcement I, covering laws of search and seizure, laws of evidence, testimony in court and investigative techniques and motor vehicle laws.

9.372 Basic Law Enforcement III

3 credits (3 lec hrs/wk)

Patrol techniques, safe vehicle operation, vehicle stop skills and safe firearm skills.

9.374 Dispatcher Training

3 credits (3 lec hrs/wk)

Dispatcher training course for both fire and police dispatchers. Covers telephone skills to civil liability of a dispatcher. Those succeeding will receive Fire Standards Accreditation Board certification.

9.375 Search and Rescue Training

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

Provides all the training and skills needed to meet state search and rescue certification standards.

9.376 Diving Instruction for Law Enforcement Personnel

3 credits (30 lec, 6 lab hrs total)

Skin and SCUBA diving course for open-water diving experience, preparatory to more advanced skills/experience to become law enforcement water-rescue divers.

9.390 Career Development: Law Enforcement

0-9 credits (1-324 lec and/or lab hrs total)

In-service training to study current issues and problems within the public service areas and methods of alleviating them.

9.393 Career Development: Human Services

0-9 credits (1-324 lec and/or lab hrs total)

In-service training program to study current issues and problems and methods of alleviating them within the human service areas

REAL ESTATE

Most real estate courses are offered on an individual basis. Contact the Business Division chairperson for more information.

RE112 Real Estate Law I

3 credits (3 lec hrs/wk)

Survey of Oregon Real Estate Law as it applies to ownership, use and transfer of real property, classes of property, legal description, instruments of conveyance, estates, liens, easements, deed restrictions and contracts.

Partially fulfills the educational requirements for the Oregon Real Estate Salesperson License. Self-study uses a textbook and a related series of slide-tape programs. Students are required to accumulate 30 hours of library preparation time to be eligible to take the final exam.

Prerequisite: Should be taken concurrently with RE113 Real Estate Principles I.

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.

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 non-government 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: RE113 Real Estate Principles I.



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: Basic knowledge of real estate.

RE222 Real Estate Appraising II

3 credits (3 lec hrs/wk)

Continuation of Real Estate Law I with emphasis on employment contracts, title insurance, earnest money receipts, options, closing statements, loan applications, escrow instructions, lending instruments, misrepresentation, insurable liability, subdivision and building codes, broker-attorney relationships, subdivision laws and landlord-tenant act.

Prerequisite: RE112 Real Estate Law I.

RE230 Real Estate Office Management and Supervision of Sales Personnel

3 credits (3 lec hrs/wk)

Methods of supervising activities of real estate sales personnel emphasizing planning, selection, training and evaluation of sales personnel, motivation, authority, communications, discipline and public relations. Students will examine methods for establishing and operating a small real estate office with focus on organizational formats, planning, office facilities, financial reports, non-financial records, office personnel, office manuals and public relations.

Prerequisites: RE112 Real Estate Law I, RE113 Real Estate Principles I, and RE116 Real Estate Finance I.

9.290 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. Provides continuing education for realtors.

REFRIGERATION

9.130 Refrigeration I

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

Introduction to refrigeration, history, trade appreciation, fundamentals of refrigeration and compression systems.

9.131 Refrigeration II

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

Introduction and fundamentals of compression systems, all types of refrigerants in use and the various types of flow controls used in refrigeration and air conditioning. Covers employment opportunities and apprenticeship.

Prerequisite: 9.130 Refrigeration I.**9.132 Refrigeration III**

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

Fundamentals of refrigeration, compression systems, flow equipment, condensers, flow chart controls.

Prerequisite: 9.131 Refrigeration II.**9.133 Refrigeration IV**

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

Continuation of refrigeration covering electrical controls and control valves.

Prerequisite: 9.132 Refrigeration III.**9.134 Refrigeration V**

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

Electric and electronic controls, control valves, evaporators and condensers.

Prerequisite: 9.133 Refrigeration IV.**9.135 Refrigeration VI**

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

Defrosting methods and compressor drives.

Prerequisite: 9.135 Refrigeration V.**9.136 Refrigeration VII**

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

Operating and servicing refrigeration equipment.

Prerequisite: 9.135 Refrigeration VI.**9.137 Refrigeration VIII**

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

Operating and servicing refrigeration equipment, refrigerated enclosures, instruments, meters and heat calculation.

Prerequisite: 9.136 Refrigeration VII.**9.138 Refrigeration IX**

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

Instruments, meters and heat calculators, refrigerant lines and pressure drop.

Prerequisite: 9.137 Refrigeration VIII.**9.139 Refrigeration X**

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

Refrigerant line velocity, pressure drops and liquid cooling.

Prerequisite: 9.138 Refrigeration IX.**9.140 Refrigeration XI**

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

Line velocity, liquid cooling, absorption systems.

Prerequisite: 9.139 Refrigeration X.**SCIENCE, GENERAL****AGRICULTURE****0.624 Mushroom Identification**

1 credit (25 hrs/total)

Covers identification of local wild mushrooms, their basic characteristics and location. Emphasis on positive identification of edible and nonedible species, preparation for food and methods of preserving.

0.624.1 Wild Edible Plants

1 credit (1 lec, 1 lab hr/wk, 2 field trips, 4 hrs ea)

Emphasis on identification, preparation and preservation of wild edible plants.

0.811 Gardening

1 credit (25 hrs/total)

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

ASTRONOMY**PH121 Introductory Astronomy**

3 credits (3 lec hrs/wk)

A descriptive treatment of the solar system, stars, stellar evolution, galaxies and cosmology. New discoveries of the last few years in stellar astronomy will be discussed. Fulfills one term of Physical Science Survey requirement.

GS107 Astronomy

4 credits/term (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 will be emphasized. Recent discoveries in stellar astronomy will be discussed. Fulfills one term of Physical Science Survey requirement. Includes lab component.

PHYSICAL SCIENCE

A sequence in Physical Science must include 104 and 105 plus either 106, 107 or 108.

GS104/105 Physical Science

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

An overview of the essential ideas in physics and chemistry and their application to either astronomy or geology. Laboratory exercises illustrate important principles and provide experience with measurement and scientific method.

Prerequisite: One year of high school algebra or instructor's consent.**GS104 Introduction to the laws of**

motion, the principles of work and energy, electricity and magnetism.

GS105 Introduction to chemistry,

emphasizing atomic structure, chemical change and chemical bonding.

GS106 Introduction to earth science.**GS108 Oceanography**

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

Studies the ocean and its phenomena. Discusses the chemical, biological and physical nature of ocean water; the ocean floor, shorelines and pollution. The course also includes sedimentation, volcanism, plate tectonics, and other geological aspects of the oceans.

GS198/298 Independent Studies - General Science

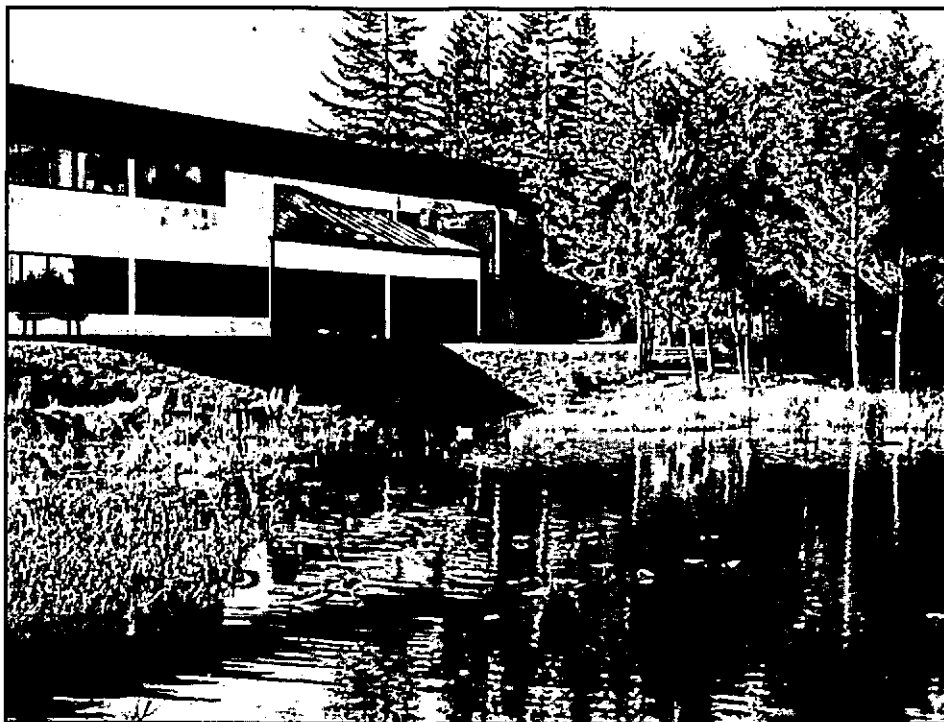
1-3 credits (1-9 hrs/wk)

Provides opportunities for studies of special interest, under professional guidance.

Prerequisite: Instructor's consent.**GS275 Uses and Resources of the Ocean**

3 credits (3 lec hrs/wk)

Studies the significance of the oceans to society and our role in the utilization of the marine environment. Includes history, food and mineral resources, water and energy resources, pollution and waste disposal, coastal processes and activities, ocean law and management, technology and instrumentation, navigation and positioning, and miscellaneous issues. Local marine-related activities and problems are emphasized.



SOCIOLOGY

SOC198/298 Independent Studies in Sociology - to be arranged, under professional guidance.

SOC204 General Sociology
3 credits/term (3 lec hrs/wk)
Focuses on sociology as a science, examines concepts related to human social structure, culture, socialization, status and role, gender roles, social groups, organizations, social stratification, race and ethnic relations.

SOC205 General Sociology
3 credits/term (3 lec hrs/wk)
Applies sociological perspectives to the study of recent social changes, trends in social institutions of the family, religion, education, economics, politics, medical sociology, plus selected topics.

SOC206 General Sociology
3 credits/term (3 lec hrs/wk)
Discusses identification and analysis of social problems. Explores addictions, crime and delinquency, group discrimination, inequality, poverty, alienation, domestic and international violence, environment and energy from sociological perspectives focusing on feasible solutions.

SOC210 Marriage and the Family
3 credits (3 lec hrs/wk)
Examines intimate relationship, courtship, marriage and family patterns - old, new, and unconventional. The course focuses on how relationships are built, maintained, changed, and how people cope with love, sexuality, children, conflict, divorce, blended families, disabilities and death of family members.

SOC212 Social Control
3 credits (3 lec hrs/wk)
Social controls in relation to the family, the environment, education, health care, social services and the criminal justice system.

SOC220/CJ131 Introduction to Penology
3 credits (3 lec hrs/wk)
Introduction and overview of imprisonment as a correctional tool. The study of treatment and basic procedures for receiving and discharging.

SOC221/CJ201 Juvenile Delinquency
3 credits (3 lec hrs/wk)
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/term (3 lec hrs/wk)
Application of general communication behaviors and techniques to interpersonal and group communication patterns. The development of self-awareness and self-confidence, listening and feedback skills, and the non-verbal dynamics and conflict resolution necessary for effective communication in groups and to a general audience are developed.

SP111 Fundamentals of Speech
3 credits/term (3 lec hrs/wk)
Preparation and presentation of original informational speeches with emphasis on content, organization, adjustment to various speaking situations, delivery skills and the effective use of spoken language.

SP112 Fundamentals of Speech
3 credits/term (3 lec hrs/wk)
Analysis of communication methods designed to change attitudes or actions through persuasion. Development of critical thinking and effective spoken communication skills.

SP113 Fundamentals of Speech
3 credits/term (3 lec hrs/wk)
Practice of communication techniques and oral skills necessary to effectively participate in a group discussion. Introduction to problem-solving, analysis, reasoning, evidence and group leadership varied content sources.

SP215 Small Group Communication
3 credits/term (3 lec hrs/wk)
Study of communication factors in small group activities, including process and task, the verbal and non-verbal messages of leadership, norms and roles, conflict-reduction and decision-making within specified small group assignments.

SP230 Oral Interpretation
3 credits/term (3 lec hrs/wk)
Analysis and interpretation of literature through oral readings. Application of techniques of interpretation, characterization, emotional expressiveness and intellectual clarity to a variety of readings of literary merit.

SUPERVISORY TRAINING

SDP101 Principles of Management/Supervision
3 credits (3 lec hrs/wk)
Total responsibility of the supervisor is covered, including self-development, communication, employee development, human relations, discipline, organization, planning, quality control and grievances. Course is taught as beginning level in supervision.

SDP204 Labor-Management Relations
3 credits (3 lec hrs/wk)
History and development of the labor movement and both union and management roles in labor relations. Discusses federal and state legislation, contracts, negotiation, conciliation, arbitration, grievances and disciplinary procedures.

SDP208 Personnel Administration
3 credits (3 lec hrs/wk)
Aspects of personnel administration responsibilities including general supervisory practices, recruitment, selection, interviewing, performance appraisal, motivation techniques, training and equal employment opportunity and affirmative action programs.

SDP113 Human Relations for Supervisors
3 credits (3 lec hrs/wk)
The practical application of basic psychology in building better employer-employee relationships by studying human relations techniques.

THEATRE

TA101 Introduction to the Theatre
3 credits/term (3 lec hrs/wk)
Designed to develop student appreciation of the development, theory and processes of creating live performances through human expression in theatre arts and crafts.

TA121 Fundamentals of Acting
3 credits/term (3 lec hrs/wk)
Methods, techniques and theory of acting as an art form through theatrical exercises.

TA122 Fundamentals of Acting
3 credits/term (3 lec hrs/wk)
Methods, techniques and theory of acting as an art form through characterization.

TA123 Fundamentals of Acting
3 credits/term (3 lec hrs/wk)
Methods, techniques and theory of acting as an art form through scenework.

TA221 Intermediate Acting Techniques
3 credits/term (3 lec hrs/wk)
Identification of problems of characterization in a variety of theatrical literatures and probable solutions to specific challenges.

TA222 Intermediate Acting Techniques
3 credits/term (3 lec hrs/wk)
Practice in acting roles through developing imagination and ability to improvise.

TA223 Intermediate Acting Techniques
3 credits/term (3 lec hrs/wk)
Development of acting skills in progressively more demanding scenework through advanced acting techniques.

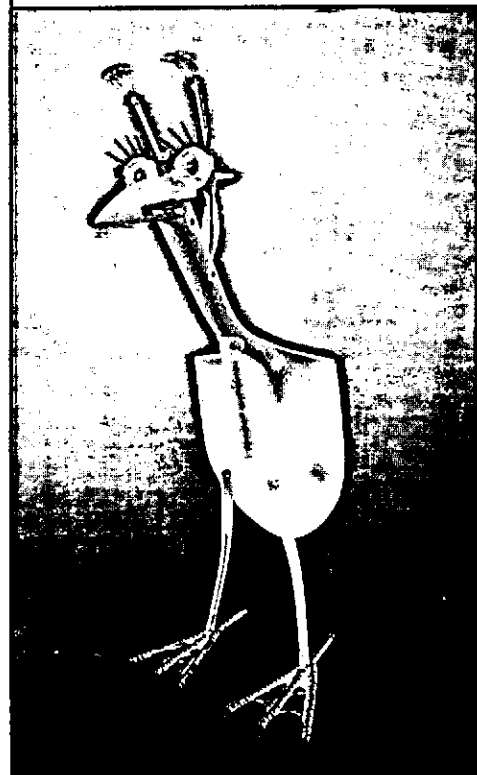
WELDING TECHNOLOGY

0.763.1 General Metals
1 credit (36 hrs total)
An introductory course for those interested in investigating the field of metal working. Course includes basic arc and gas welding, bending, foundry processes and sheet metal.

4.150 Welding I
3 credits (1 lec, 4 lec-lab hrs/wk)
Introduction to oxyacetylene welding and cutting, covering theory of welding and cutting, safety and operation of oxyacetylene equipment to join light gauge metal in flat horizontal, vertical and overhead positions. Use of oxyacetylene cutting torch to cut and pierce steel.

Prerequisite: Instructor's consent.

4.151 Welding II-A: Shielded Metal Arc Welding (SMAW)
3 credits (1 lec, 4 lec-lab hrs/wk)
Arc welding covering safety and power supplies, arc metallurgy, rod selection, and techniques for flat and horizontal positions.
Prerequisites: Completion of 4.150 Welding I with a grade C or better or instructor's consent.



4.151 Welding II-B: Shielded Metal Arc Welding (SMAW)

3 credits (1 lec, 4 lec-lab hrs/wk)

Arc welding covering safety and power supplies, arc metallurgy, rod selection and techniques for flat, horizontal, vertical and overhead positions.

Prerequisites: Completion of 4.151 Welding IIA with a grade C or better or instructor's consent.

4.152 Welding III: Metal Inert Gas Welding (MIG), Tungsten Inert Gas Welding

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

Metal inert gas welding and tungsten inert gas welding pertaining to the welding of ferrous and non-ferrous metals.

Prerequisites: Completion of 4.150, 4.151 Welding I, IIA with a grade C or better or instructor's consent.

4.153 Welding IV: Pipe ARC Welding

3 credits (4 lec-lab hrs/wk)

Introduction to pipe arc welding stressing techniques, methods and safety.

Prerequisites: Completion of 4.150, 4.151, 4.152 Welding I, II, III with a grade C or better or instructor's consent.

4.154 Welding V: Welder Fitter In Fabrication

5 credits (10 lec-lab hrs/wk)

Synthesizes all aspects of the welding field with special emphasis on integrating related fields.

Prerequisites: Completion of 4.150, 4.151, 4.152, Welding I, II, III, with a grade C or better or instructor's consent.

4.155 Advanced Applications

5 credits (10 lec-lab hrs/wk)

This capstone course for the two-year AA degree entails demonstration of skills and the knowledge acquired, the use of new equipment such as a Pulse/ARC MIG Welding machine and on-the-job work experience. Leads to the American Welding Society Certification (structured, AWS, ASME, API, nuclear) to qualify for entry into the job market.

Prerequisites: Welding majors only; completion of 4.150, 4.151 (A,B), 4.152, 4.153, 4.154 Welding I, II (A,B), III, IV, V with a grade C or better or instructor's consent.

4.159 Maintenance/Fitter Welding

5 credits (2 lec, 9 lab hrs/wk)

Introduction to maintenance and fitting procedures needed for safe occupations skills in welding trades.

Prerequisite: Second year welding majors.

4.165 Welding Lab A

3 credits (9 lab hrs/wk)

Development of welding skills, job shop techniques and related welding areas.

Prerequisite: Completion of 4.150, 4.151 (A,B), 4.152 Welding I, II, III with a grade C or better or instructor's consent.

4.166 Welding Lab B

3 credits (9 lab hrs/wk)

Emphasis on development of welding skills, job shop techniques and related welding areas.

Prerequisites: Completion of 4.150, 4.151 (A,B), 4.152 Welding I, II, III with a grade C or better or instructor's consent.

4.167 Welding Lab C

3 credits (9 lab hrs/wk)

Emphasis on development of welding skills, job shop techniques and related welding areas.

Prerequisite: Completion of 4.150, 4.151 (A,B), 4.152 Welding I, II, III with a grade C or better or instructor's consent.

4.280 Work Experience

1-6 credits (1 lec, 4 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's consent.

9.150 Welding I

3 credits (1 lec, 4 lec-lab hrs/wk)

Introduction to oxyacetylene welding and cutting. Covers theory of welding and cutting, safety, operation of oxyacetylene equipment to join light gauge metal in flat, horizontal, vertical and overhead positions. Use of oxyacetylene cutting torch to cut and pierce steel.

9.151 Welding II-A: Shielded Metal Arc Welding (SMAW)

3 credits (1 lec, 4 lec-lab hrs/wk)

Introduction to arc welding covering safety and power supplies, arc metallurgy, rod selection, and techniques for flat and horizontal positions.

Prerequisites: Completion of 9.150 Welding I with a grade C or better or instructor's consent.

9.151 Welding II-B: Shielded Metal Arc Welding (SMAW)

3 credits (4 lec-lab hrs/wk)

Arc welding covering safety, power supplies, arc metallurgy, rod selection, techniques for flat, horizontal, vertical and overhead positions.

Prerequisites: Completion of 9.150 Welding I with a grade C or better or instructor's consent.

9.152 Welding III: Metal Inert Gas Welding (MIG), Tungsten Inert Gas Welding

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

Prerequisite: Completion of Welding I and II or instructor's consent.

9.154 Electrical I

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

Covers elementary principles of electricity as applied to welding.

Prerequisite: Welding majors.

9.158 Advanced Maintenance/Fitter Welding

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

Emphasizes safety, job techniques, safe material handling and setup.

Prerequisite: 4.159 Maintenance Fitter Welding.

9.220 Welding Skills Lab

1 credit (4 lab hrs/wk)

Emphasis on upgrading of welding skills related to job needs and requirements.

Prerequisites: Instructor's consent and previous welding experience.

9.225 Welding Workshop: General Welding

0.25 credit (12 lab hrs/total)

Provides experienced welders with practice in basic welding techniques for skills upgrading and/or certification.

Prerequisite: Instructor's consent.

9.225 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's consent.

9.225 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's consent.

9.225 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's consent.

WRITING

WR90 Paragraph Fundamentals

3 credits/term (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 essay.
Prerequisites: 0.525 with a grade of C or above (not S or U), placement test score or instructor's consent.
Sequence with RD90, SP100 for COMMUNICATIONS (should be taken in order: RD90, WR90, SP100).

WR121 English Composition

3 credits/term (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.

WR122 English Composition

3 credits/term (3 lec hrs/wk)
Fundamentals of expository prose with special emphasis on the rhetorical principles of argumentation. Special attention is given to audience and style. Basic principles and use of logic in argumentative/persuasive writing is introduced.

Sequence with WR121, WR123 or WR227. Must be taken in sequence.

WR123 English Composition

3 credits/term (3 lec hrs/wk)
Designed to teach the research process and the conventions of writing and documenting a research paper. Emphasis is on developing a method for planning, researching and writing papers based on collected data.
Sequence with WR121, WR122. Must be taken in sequence.

WR214 Business English

3 credits/term (3 lec hrs/wk)
A study of practice in written and oral communication in business. Includes information gathering, writing, editing, identifying audience, listening, interviewing and nonverbal communication.
Prerequisites: WR121 or WR90.

WR222 Advanced Composition

3 credits/term (3 lec hrs/wk)
Explores advanced approaches to writing that are beyond the scope of traditional composition offerings. Emphasis on advanced and experimental methods in form, style and tone.
Prerequisites: WR121 and WR122.

WR227 Report Writing

3 credits/term (3 lec hrs/wk)
Focuses on research and writing for technical and specialized disciplines. Emphasis on information gathering, problem solving, organization and mechanics in reports. Students will be given the opportunity to prepare reports in their chosen disciplines.
WR227 may substitute for WR123 in the English Composition sequence.
Prerequisites: WR121, WR90 or instructor's consent.

WR241 Introduction to Imaginative Writing

3 credits/term (3 lec hrs/wk)
Practice in blending personal experiences and imagination in various literary forms. Concentrates on fiction writing techniques of characterization, dialogue, scene and structure. Student work is discussed in class along with nonstudent work in order to develop the techniques of imaginative writing.
Sequence with WR242, WR243, need not be taken in order.

WR242 Introduction to Imaginative Writing

3 credits/term (3 lec hrs/wk)
Practice in creative writing techniques with a concentration on poetic devices of imagery, rhythm, poetic meaning and structure. Student work is discussed in class along with nonstudent work in order to develop the techniques of imaginative writing.
Sequence with WR241, WR243, need not be taken in order.

WR243 Introduction to Imaginative Writing

3 credits/term (3 lec hrs/wk)
Practice in creative writing techniques of the student's choice. Student work is discussed in class along with non-student work in order to develop the techniques of imaginative writing.
Sequence with WR241, WR242, need not be taken in order.

WR299 Writing Fiction Workshop

1 - 2 credits
Designed to encourage writers to use a variety of fictional elements such as voice, tone, point of view, setting, dreams and dialogue. Student's work will be read aloud and critiqued by class members and the instructor.

0.525 Sentence Fundamentals

5 credits (5 hrs/wk)
Designed to teach the skills of writing well-formed, grammatically correct and varied sentences, organizing paragraphs and using correct spelling and punctuation. Credits do not count toward graduation.

0.543 Creative Writing

1 credit
Concentrates on fiction writing techniques of characterization, dialogue, scenes and structure. Short stories are written and critiqued.

0.546 Creative Writing

1 credit
Concentrates on poetic techniques of imagery, rhythm, poetic meaning and structure. Poems are written and critiqued. Other forms of fiction may also be worked on with the instructor's consent.

0.552 Creative Writing

1 credit

Concentrates on a combination of fiction and poetry writing techniques. Other forms such as prose, poem or nature writing may also be discussed.

Students may experiment with a variety of forms when writing for class critique.

HONORS IN ENGLISH

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

SMALL BUSINESS MANAGEMENT PROGRAM

The Small Business Management (SBM) program is a three-year program designed to improve the management skills of small business owners. The program consists of seminars, class discussions and individual on-site consultations with the BDC 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 SBM program. Therefore, admittance to the program is at the discretion of the SBM instructor 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.

Continuation in the program is based on the participant's responses to the educational content of the program.

If, in the opinion of the instructor, the participant is not making an effort to meet the monthly commitment mutually agreed upon, the instructor can give the participant three months' notice that further participation in the program will be terminated if commitment is not renewed. If such termination occurs before the end of the participant's tuition year, there will be no tuition refund given.

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 SBM 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 students, the college reserves the right to modify, add or delete specific seminars in the program.

For further information, contact the Business Development Center, 330 Central, Coos Bay Mall, 269-0253.



ADMINISTRATION

Board of Education

Citizens of the college district are represented in all aspects of the college operation by the Board of Education - seven men and women elected from the towns and cities of the district, by the people.

The Board, assisted by five ex-officio Board members representing the students, faculty, classified and administrative staff, determines the policy to be administered by the college president. A seven member appointed Budget Committee assists the Board with annual budget preparation.

The Board

Kathleen Eymann
Mark Hamlin
Ron Hjort - Chair
Ron Kreskey
Clint Laird
Jon Littlefield
Toni Poole - Vice Chair

Budget Committee

Margaret Collins
Harvey Crim
Cindy Finlayson
Ed Landucci
Linda Power
Chuck Reigard
Debra Thommen
James Vancho

ADMINISTRATIVE STAFF

Office of the President

Dr. Stephen Kridelbaugh, President
Christy Sutton, Executive Secretary

Office of Instruction

Phillip Anderson, Interim Dean of Instructional and Student Services

Patricia Bruneau-Gaber, Associate Dean of Extended Learning

Barbara Davey, Associate Dean of Career Education

C. J. Gradenwitz, Director of the Business Development Center

Jane Huckleberry, Director of the Retired Senior Volunteer Program

Dortha McCarthy, Director of the Learning Resource Center/Director of International Studies

Jan Newlander, Director of Special Programs

Tom Nicholls, Coordinator of Student Activities

Shella Ward, Cooperative Work Experience Specialist

Office of Administrative Services

Jim Love, Dean of Administrative Services/Director of Human Resources

Pat Alvey, Instructional Materials Technician

Greg Barker, Buildings and Grounds

Carrie Colvin, Confidential Secretary

Shirley Gitchell, Director of Financial Aid

Kevin Kimball, Finance Director

Kay Kronstelner, Payroll Bookkeeper

Sharleen Lillebo, Bookstore Manager

Ron Olson, Accounting Specialist

Charla Spigolon, Personnel Specialist

Jean von Schweinitz, Registrar

Stanley Wilkes, Custodial/Security Supervisor

FULL-TIME FACULTY

Jerrl Bennett-Stillmaker, Assistant Professor, Nursing
A.S. in Nursing, 1976
B.S. in Nursing, 1979, Southern Oregon State College
M.S. in Nursing, 1987, University of Portland

Hans Boettcher, Professor, Industrial Mechanics
B.S. in Mechanical Engineering, 1967, California State Polytechnic University

Robert Bower, Professor, English
B. S. In English, 1969, Lycoming College
M.A. In English, 1971, Western Illinois University

Donald Burdg, Professor, Mathematics
B.S. in Mathematics, 1951
M.A. in Education, 1952, Colorado State College
M.S. in Mathematics, 1966, Oregon State University

Edward Chilla, Professor, Speech, Composition and Drama
B.A. in Drama, 1962, San Jose State
M.F.A. in Theatre Direction, 1969, University of Oregon

Barry Cotterill, Assistant Professor/Counselor
B.A. in History, 1974, University of California, Berkeley
M.A. in Education/Counseling, 1975, Reed College

Ray Daniels, Assistant Professor, Industrial Mechanics
B.S. in Industrial Education, 1969
Ed.M. in Industrial Education, 1977, Oregon State University

Evan Davis, Assistant Professor, English
B.A. in English, 1974, California State University, Hayward
M.A. in English, 1977, Iowa State University

Nathan Douthit, Professor, History
A.B. in History, 1960, Harvard University
M.A. in History, 1965
Ph.D. in History, 1972, University of California, Berkeley

Stephen Erickson, Professor,
Psychology
B.A. in Psychology, 1970
M.S. in Psychology/Community College
Teaching, 1972, Eastern Washington
University

Peggy Fralck, Assistant Professor,
Office Occupations
B.S. in Business Education, 1983,
M.A. in Computer Education, 1986,
Northern Michigan University

Willi Furrer, Assistant Professor,
Business/Economics
B.A. in Economics, 1981,
M.B.A. in Finance, 1982, Fairleigh
Dickinson University

Dorothy Gillett, Associate Professor,
Secretarial Science
B.S. in Business Education, 1957,
Eastern Illinois University
M.Ed. in Business Education, 1967,
Oregon State University

Richard Grossman, Professor,
Secretarial Science
B.S.B.A. in Hotel and Restaurant
Management, 1965, Denver University
M.S. in Business Education, 1969, San
Jose State University

Dennis Hanhl, Associate Professor,
Electronics
A.S. in Electronics and Industrial
Mechanics, 1971, Southwestern Oregon
Community College
B.S. in Trade and Industrial Education,
1979,
M.Ed. in Industrial Education, 1983,
Oregon State University

Sally Harrold, Assistant Professor,
English
B.A. in English, 1968, Agnes Scott
College
M.A. in English, 1970, University of
Wisconsin at Madison
Ph.D. in English, 1986, Texas Christian
University

Jan Hooper, Associate Professor, Com-
puter Science
B.A. in History, 1968, California State
University, Los Angeles
M.B.A., 1984, California State
Polytechnic University, Pomona

Steven L. Hooper, Assistant Professor,
Industrial Mechanics
B.S. in Industrial Management, 1973,
California State Polytechnic University
Certified Master Automobile Technician,
1980

Charles Hower, Professor, Life
Sciences
B.A. in Chemistry, 1956, Whitman
College
Ph.D. in Inorganic and Nuclear
Chemistry, 1962, University of
Washington

John Hunter, Professor/Counselor
B.S. in Education and General Science,
1964, Oregon State University
M.Ed. in Education and Counseling
Psychology, 1967, University of Oregon

Kenneth Jensen, Assistant Professor,
Industrial Mechanics
Technology Approved Vocational
Instructor

Kirk Jones, Professor/Head Librarian
B.A. in History, 1969,
M.L. in Librarianship, 1970, University of
Washington

Daniel Kelly, Associate Professor,
Physics/ Electronics
B.S. in Physics, 1971, California State
University, Northridge
M.S. in Physics, 1973, University of
California, Los Angeles

Bill Lemolne, Professor, Forest
Technology
B.S. in Forest Management, 1961,
University of Massachusetts
M.S. in Forest Management, 1967,
University of Minnesota

Lanny Leslie, Professor, Business
B.S. in Forest Management, 1967,
Utah State University
M.Ed. in Vocational Education, 1975
Oregon State University

Margaret McGuire, Associate
Professor, Developmental Education
B.A. in Social Administration, 1956,
University of Manchester, England
M.S. in Curriculum and Instruction, 1977,
Graduate in Philosophy, 1990,
University of Oregon

William McGuire, Associate Professor,
Computer Science
B.A. in Physics and Mathematics, 1959,
Portland State University
M.A. in Mathematics and Physics, 1962,
University of Oregon

Robert Miller, C.M.A., Professor,
Business
B.A. in Business Administration, 1957,
Bemidji State University
M.A. in Public Administration, 1964,
University of Minnesota

John Noland, Professor, English
B.A. in English, 1966, Kansas State
University
M.F.A. in Creative Writing, 1968,
University of Oregon

Rosemary Plank, Assistant Professor,
Nursing
B.S. in Nursing, 1974,
M.S.N. in Nursing Education/
Administration, 1980, University of
Minnesota

Ronald Pullen, Assistant Professor,
Mathematics
B.A. in Mathematics, 1967,
M.A. in Mathematics Education, 1972,
Arizona State University

Angela Quinn, Associate Professor,
Nursing
B.S. in Nursing, 1980, Southern Oregon
State College
M.S. in Nursing, 1983, University of
Portland

Clara Radcliffe, Professor, English
B.A. in English Literature/History, 1958,
Wayne State University
M.A. in English Literature/History, 1959,
University of Michigan
Ph.D. in English Literature, 1974, State
University of New York

Richard Raposa, Assistant Professor,
Justice Services
A.S., 1974, in Police Science Tunxis
Community College
B.A. in Social Systems and Policy,
1977, University of Hartford
1990, Western New England
College School of Law

Christian Rosman, Professor, Music
B.A. in Philosophy, 1966, Seattle University
M.Ed. in Education, 1970, Western Washington University
M.M. in Music, 1978, Eastern Washington University

Darrell Saxton, Professor, Fire Science
A.S. in Fire Science Technology, 1981, Southwestern Oregon Community College/Approved Vocational Instructor

Christine Scholey, Assistant Professor, Developmental Education
B.A. in Speech Communication, 1978, California State University Long Beach
M.A. in Rhetoric, 1981, Purdue University

Melanie Lou Schwartz, Assistant Professor, Art
B.F.A. in Fine Arts, 1972, University of Nebraska
M.A. in Art, 1973,
M.F.A. in Fine Arts, 1974, University of Iowa

Robert Shepard, Professor, English
B.A. in English, 1970,
M.A. in English, 1971, University of Oregon

James Shumake, Professor, Life Sciences
B.S. in Biology and Chemistry, 1964, Florida State University
M.S. in Zoology, 1966, Oregon State University

John Speasl, Professor, Physical Education and Health
B.S. in Health and Physical Education, 1972,
M.S. in Secondary Education, 1973, Southern Oregon College

Venelta Stender, Professor, Home Economics/ Resource Development
B.S. in Home Economics, 1955, University of Idaho
M.S. in Home Economics, 1969, Oregon State University

Donald E. Stensland, Professor, Earth Sciences
B.A. in Sociology and History, 1953, Augsburg College
M.S. in Geology, 1969, Oregon State University

Ronald Stubbs, Professor, Social Sciences
B.A. in Anthropology, 1965,
M.A. in Anthropology, 1966, University of Montana

Andres Toriblo, Professor, Mathematics
B.S. in Mathematics, 1959, University of Oregon
M.S. in Mathematics, 1966, Oregon State University

Carol Vernon, Professor, Art
B.S. in Ceramics and Secondary Art Education, 1967, Portland State University
M.A. in Design, 1972,
Certificate in Art Therapy, Northwest Institute for the Creative Arts Therapies/ University of Oregon

Terry Weaver, Professor /Media Specialist
B.A. in Religion, Chemistry, Mathematics, 1963, Graceland College
M.S.Ed. in AV Communication, 1965,
Ed.D. in AV Communication, 1971, Indiana University

R. Ronald Wheadon, Associate Professor, Human Services
B.S. in Psychology, 1976,
M.S.W. in Social Work, 1981, University of Utah



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President Stephen Kridelbaugh presents *Robert Glazier* with a certificate of tuition waiver on his return from Operation Desert Storm in compliance with the following Board resolution.

BE IT RESOLVED that the Board of Education of the Southwestern Oregon Community College District, by resolution, waives tuition for up to two years for those service men and women who have served in the Desert Storm Theatre and who were residents of the college district during the time of their service in the Desert Storm Theatre and, **FURTHERMORE**, this policy shall be effective until January 1, 2001, and, **FURTHERMORE**, the Board of Education directs college administration to establish procedures for the implementation of this resolution.



To help celebrate National Community College Month in February, SWOCC President Stephen Kridelbaugh presented a scholarship certificate to the first baby born in the college district.

The lucky winner was *Katherine Marie Chambers*, daughter of Junia and John Chambers, born at 12:20 a.m. on February 1, 1991 at Bay Area Hospital. The certificate is redeemable for one year's tuition at SWOCC when she reaches college age.

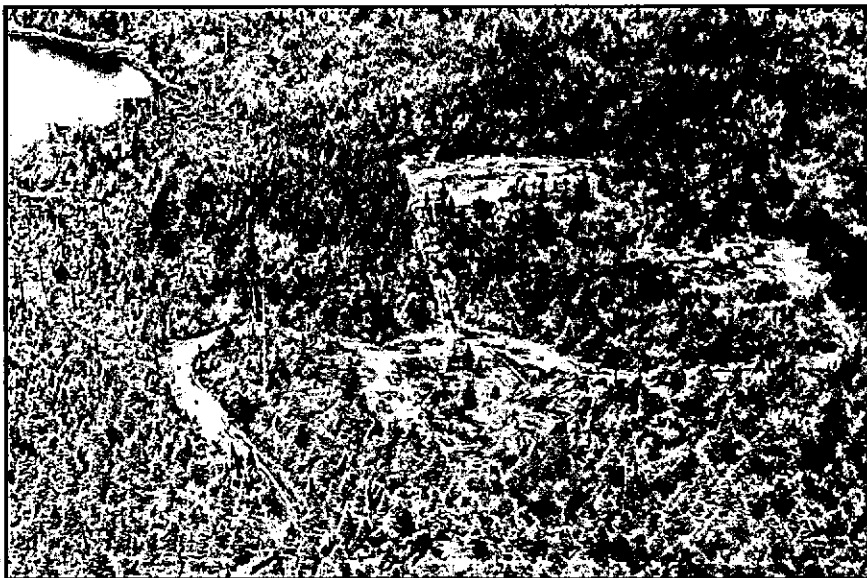
The year? 2009.

On the thirtieth anniversary of Southwestern Oregon Community College . . .

It all started with petitions at the Coos County Fair in 1957.

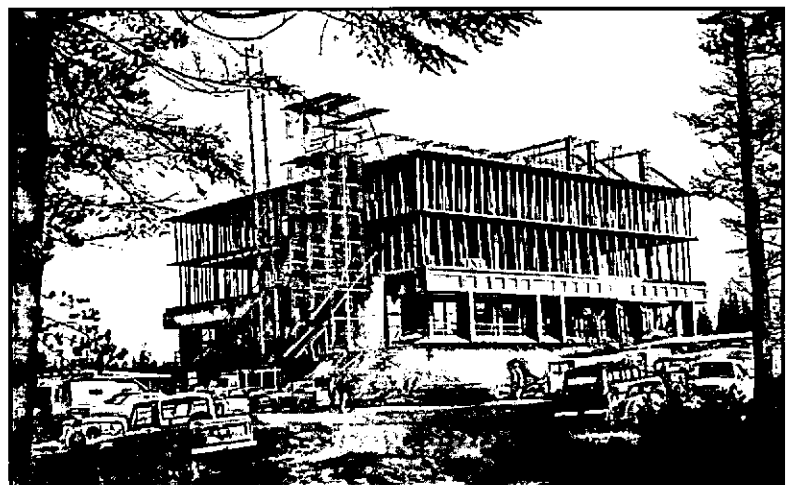


First classes were held in surplus Navy facilities and local school district buildings in 1961. An old hotel in North Bend was the first administration building.



The first official college buildings were begun in 1963 on the Empire Lakes site.

On-going construction completed the current buildings in 1983.



On the thirtieth anniversary of Southwestern Oregon Community College . . .

Mark Hamlin, current Board member and longshoreman, with Henry Hansen, retired longshoreman, one of the founders of Southwestern Oregon Community College and a member of its first Board.



President
Stephen Kridelbaugh
1990 -



President
Wendell Van Loan
1961 - 1965



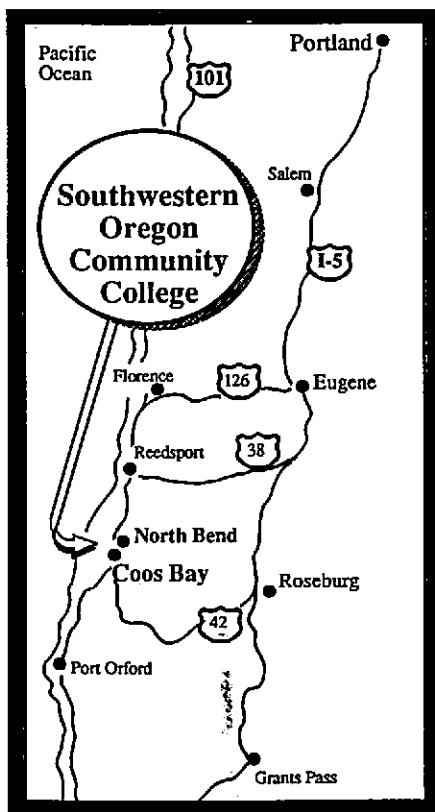
President
Jack Brookins
1965 - 1985



President
Robert Barber
1985 - 1990



On the thirtieth anniversary of Southwestern Oregon Community College . . .



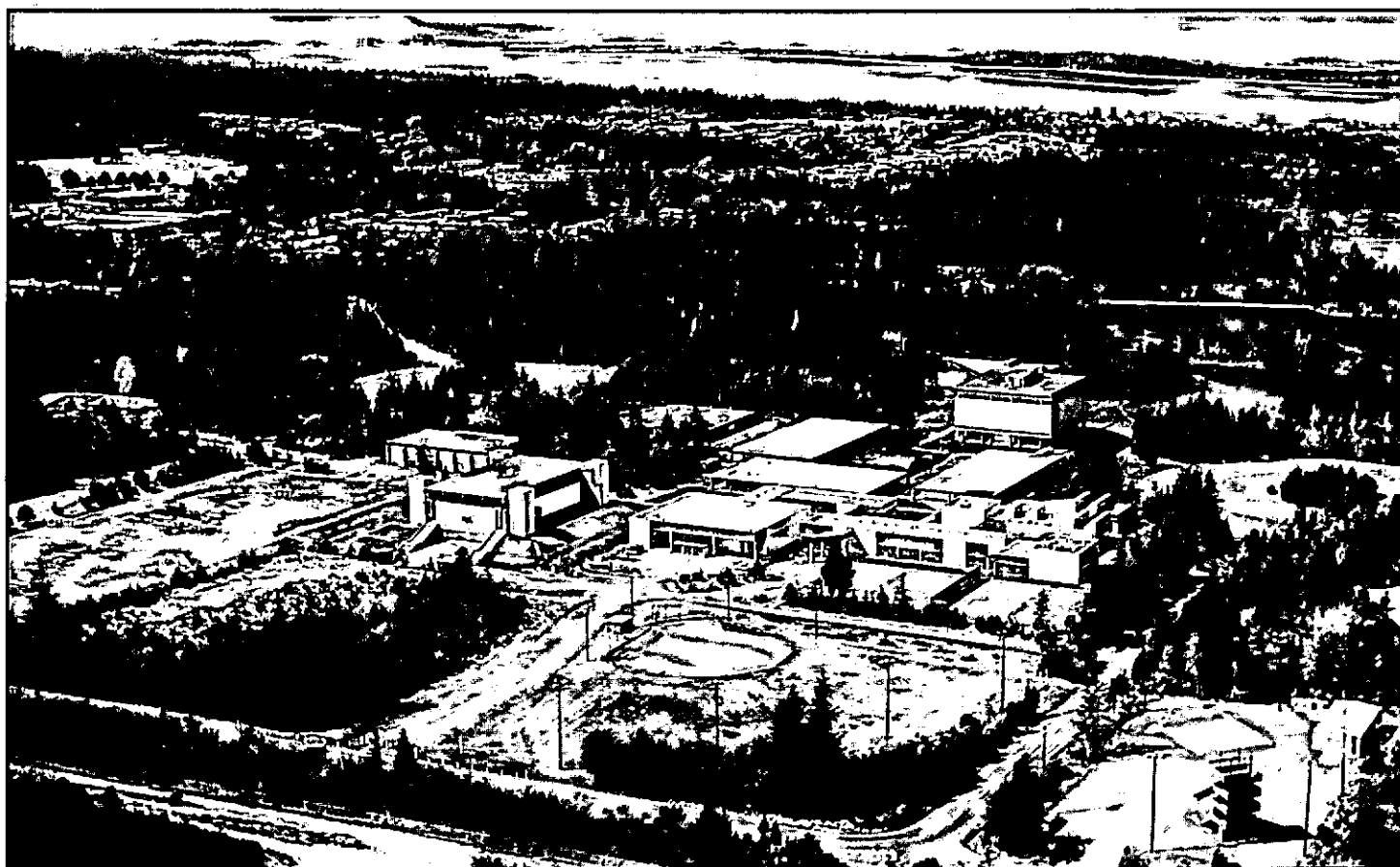
Southwestern Oregon Community College is located in the heart of Oregon's scenic south coast - an area known for its miles and miles of open public beaches, vast forests, clear lakes and rivers, immense sand dunes, abundant wildlife and boundless recreational opportunities.

Visitors and residents alike enjoy camping, fishing, 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 mountain trails and country roads offer other kinds of adventures.

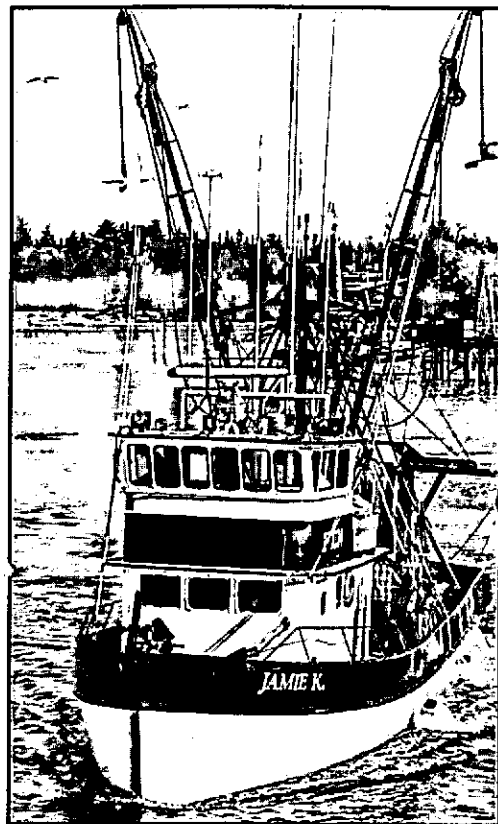
Organized sports include softball, basketball, volleyball and bowling leagues. A fitness center at SWOCC and a regionally acclaimed racquetball facility in Coos Bay offer a wide choice of physical fitness activities.

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

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



South Coast Scenes



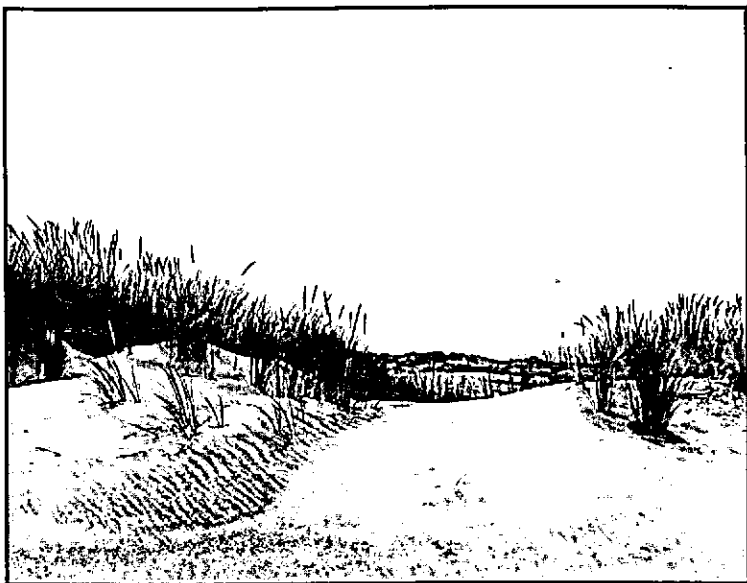
David Bridgman



Brad Garrison



South Coast Scenes



Ward Robertson



Greg Gerson

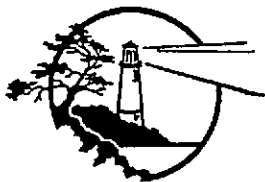


Ward Robertson

SOUTHWESTERN OREGON COMMUNITY COLLEGE*

Making A Difference

1988 Newmark Avenue ♦ Coos Bay, Oregon 97420
503 888-2525



APPLICATION FOR ADMISSION

A non-refundable fee of \$12.00 must accompany this application.

PERSONAL INFORMATION: (please print)

Social Security No: _____ Birthdate _____

Name: _____
Last First MI

Maiden or other last name: _____

Mailing address: _____
Street

City County State Zip Code

Phone: Home _____ Msg _____

Permanent Address _____
Street

City County State Zip Code

VETERAN STATUS: _____ Viet Nam _____ Other _____ Not a veteran

Will you be receiving veterans educational benefits? _____ Yes _____ No

The following data is required for federal reports. We will appreciate your providing this voluntary information:

Ethnic: _____ Caucasian _____ American Indian/Alaskan _____ Black
_____ Asian _____ Hispanic _____ Other

Gender: _____ Male _____ Female U.S. Citizen: _____ Yes _____ No

ENROLLMENT STATUS:

I plan to enroll

Fall 19____ Winter 19____

Spring 19____ Summer 19____

I am _____ Enrolling in college for first time

_____ Returning SWOCC student

_____ Transferring from other college

_____ Now attending high school

RESIDENCY: Have you lived continuously in Oregon for the past 90 days? _____ Yes _____ No

If you answered NO, please give your out-of-state address:

Street

City County State Zip Code

EDUCATIONAL BACKGROUND:

High school attending or last attended:

School City State

Last grade completed: _____ Date graduated: _____

High school equivalency/GED: _____ Yes _____ No

Adult high school diploma: _____ Yes _____ No

Date received: _____

Where received: _____

Previous colleges attended:

Name date degree

Name date degree

EDUCATIONAL GOALS:

My intended course of study at SWOCC is:
(see back for list of programs)

I intend to: _____ Complete a degree; _____ Complete a certificate;

_____ Complete a diploma; _____ Take courses that interest me;

_____ Complete courses to become employable.

_____ I intend to transfer to a 4-year school. My major at the 4-year school will be: _____

HOW I LEARNED ABOUT, OR CHOSE TO ATTEND SWOCC:

Check all that apply

_____ Newspaper _____ Television _____ Radio

_____ Class schedule _____ SWOCC presentation

_____ Friend/relative _____ Counselor/Teacher

_____ Other (please explain) _____

I CERTIFY THAT THE INFORMATION ON THIS FORM IS CORRECT.

Signature Date

GETTING ENROLLED AT SOUTHWESTERN OREGON COMMUNITY COLLEGE:

1. Have your high school send one transcript to SWOCC.
2. Have any college(s) you have previously attended send one transcript to SWOCC.
3. Return this application along with \$12 to the Business Office at SWOCC.
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SWOCC PROGRAMS

The following are certificate, diploma or degree programs that can be completed at Southwestern Oregon Community College. Many prepare the student to go directly into the job market, but some will also transfer to four-year schools and apply toward a baccalaureate degree.

CERTIFICATE PROGRAM (Less than one year)

Certified Nursing Assistant
Finance
Firefighter Training
Marketing
Real Estate
Supervision

DIPLOMA PROGRAMS (At least one, but less than two years)

| | |
|------------------------------|--------------------------|
| Accounting | Machine Tool Technology |
| Adult High School | Marketing |
| Bookkeeping/Clerical | Medical/Clerical |
| Emergency 9-1-1 | Medical Transcriptionist |
| Emergency Medical Technician | Office Management |
| Forestry | Steno/Clerical |
| Legal Assistant | Welding Technology |
| Legal Secretary | Word Processing |

ASSOCIATE IN ARTS DEGREE

Oregon Block Transfer

ASSOCIATE IN SCIENCE DEGREE

Business Administration
Criminal Justice Administration

ASSOCIATE IN APPLIED SCIENCE DEGREE

| | |
|-----------------------------------|-----------------------|
| Automotive Technology | Nursing |
| Banking & Finance | Office Administration |
| Business Management | General Secretary |
| Accounting Option | Welding Technology |
| Office Management | |
| Computer Information Systems | |
| Electronics Technology | |
| Fire Science Technology | |
| Forest Technology | |
| General Business | |
| Human Services | |
| Social Services Option | |
| Substance Abuse Option | |
| Industrial Technology | |
| (Apprenticeable Trades) | |
| Machine Tool Technology | |
| Management & Supervisory Training | |
| Marketing & Management | |
| Medical Office Assistant | |
| Nursing | |

BACCALAUREATE DEGREE PROGRAMS

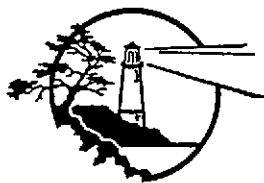
(To be completed at a four-year college or university)

The following list of majors is representative of those that students planning to pursue at baccalaureate degree might choose, but it is by no means exhaustive. In most cases, two years of coursework toward the baccalaureate major may be completed at SWOCC

| | |
|-------------------------------------|--|
| Agriculture | Hotel, Restaurant & Tourism Management |
| Anthropology | Human Services |
| Architecture & Environmental Design | Industrial Management |
| Area and Ethnic Studies | Interdisciplinary Studies |
| Art/Art Education/Art History | International Studies |
| Atmospheric Sciences | Journalism |
| Biochemistry/Biophysics | Landscape Architecture |
| Biology/Botany/Entomology | Law (Preprofessional) |
| Microbiology/Zoology | Law Enforcement & Corrections |
| Business Administration | Liberal Studies |
| Business Education | Manufacturing Technology |
| Chemistry Education | Mathematics |
| Community | Mass Communications |
| Computer & Information Science | Medical Technology (Preprofessional) |
| Criminal Justice Administration | Music |
| Dance | Nursing |
| Dental Hygiene | Oceanography |
| Dentistry (Preprofessional) | Pharmacy (Preprofessional) |
| Economics | Philosophy |
| Education, Elementary | Physical Education |
| Education, Secondary | Physics |
| Engineering | Political Sciences |
| English | Psychology |
| Fire Sciences Administration | Public Administration |
| Foreign Languages | Recreation |
| Forestry | Religious Studies |
| General Science | Social Work |
| Geography | Sociology |
| Geology | Speech |
| Gerontology | Television & Film |
| Health & Health Education | Theatre |
| Health Care Administration | Veterinary Medicine |
| History | |
| Home Economics | |

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SOUTHWESTERN OREGON COMMUNITY COLLEGE*



Making A Difference

1988 Newmark Avenue ♦ Coos Bay, Oregon 97420
503 888-2525

APPLICATION FOR ADMISSION

A non-refundable fee of \$12.00 must accompany this application.

PERSONAL INFORMATION: (please print)

Social Security No: _____ Birthdate _____

Name: _____
Last First MI

Maiden or other last name: _____

Mailing address: _____
Street

City County State Zip Code

Phone: Home _____ Msg _____

Permanent Address _____
Street

City County State Zip Code

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| Atmospheric Sciences | Journalism |
| Biochemistry/Biophysics | Landscape Architecture |
| Biology/Botany/Entomology | Law (Preprofessional) |
| Microbiology/Zoology | Law Enforcement & |
| Business Administration | Corrections |
| Business Education | Liberal Studies |
| Chemistry Education | Manufacturing Technology |
| Community | Mathematics |
| Computer & | Mass Communications |
| Information Science | Medical Technology |
| Criminal Justice Administration | (Preprofessional) |
| Dance | Music |
| Dental Hygiene | Nursing |
| Dentistry (Preprofessional) | Oceanography |
| Economics | Pharmacy |
| Education, Elementary | (Preprofessional) |
| Education, Secondary | Philosophy |
| Engineering | Physical Education |
| English | Physics |
| Fire Sciences Administration | Political Sciences |
| Foreign Languages | Psychology |
| Forestry | Public Administration |
| General Science | Recreation |
| Geography | Religious Studies |
| Geology | Social Work |
| Gerontology | Sociology |
| Health & Health Education | Speech |
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