

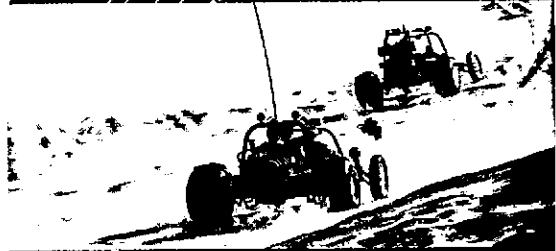
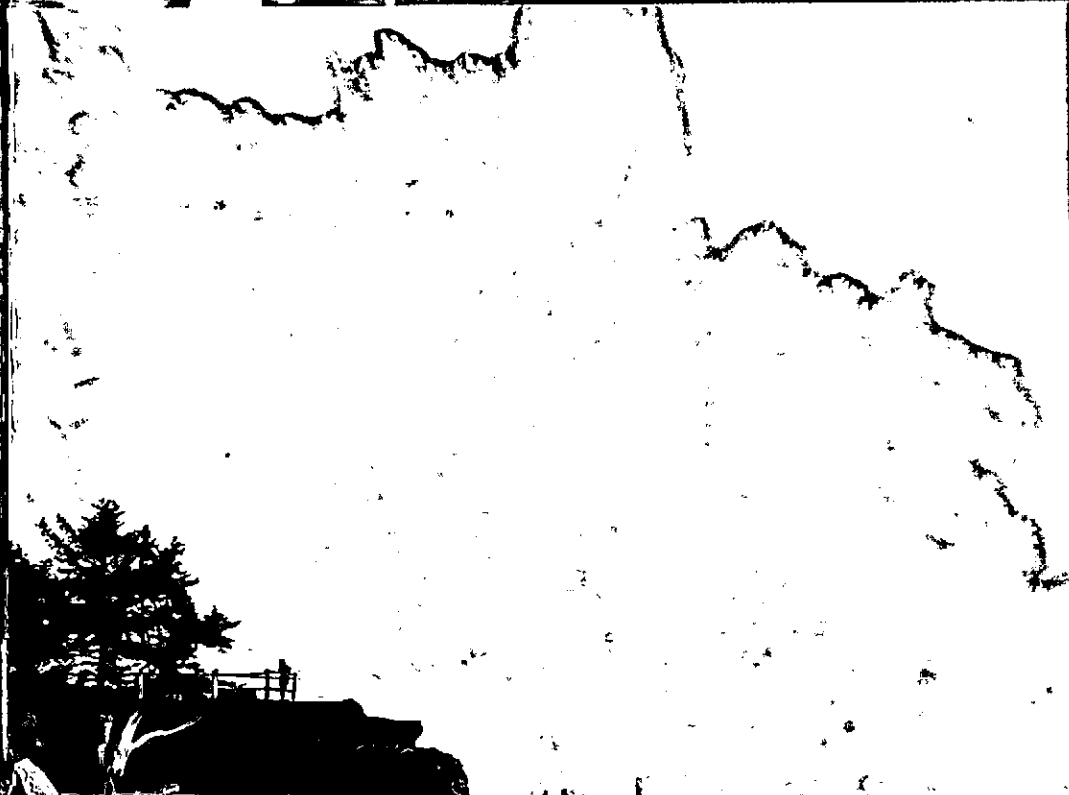
SOUTHWESTERN OREGON COMMUNITY COLLEGE 2000/2001 CATALOG

TRANSCRIPT EVALUATION



2000/2001 CATALOG

SOUTHWESTERN OREGON COMMUNITY COLLEGE





SOUTHWESTERN

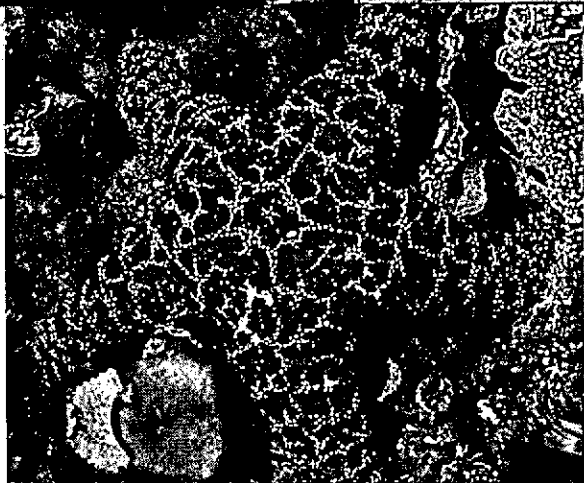
Oregon Community College

1988 Newmark Ave., Coos Bay, OR 97420

www.southwestern.cc.or.us

Southwestern Main Campus	(541) 888-2525/(800) 962-2838
Hearing Impaired	(541) 888-7368
Athletic Department	(541) 888-7208
Business Office/Cashier	(541) 888-7202
Campus Recruiter	(541) 888-7611
Counseling and Testing	(541) 888-7405
Federal Work Study/General Student Employment	(541) 888-7309
Financial Aid Office	(541) 888-7410
International Student Program	(541) 888-7225
Registration and Records	(541) 888-7420
Student Support Services	(541) 888-7419
Student Housing	(541) 888-7634
Student Loan Coordinator	(541) 888-7246
Southwestern Curry County Location - Brookings	(541) 469-5017
Southwestern Curry County Location - Gold Beach	(541) 247-2741
Southwestern Curry County Location - Port Orford	(541) 332-1325

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photos courtesy of kelly gonzales, trisha tewes and clay mills

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about the area

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

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

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

Organized sports on and off campus include softball, baseball, men's and women's basketball, men's and women's track, men's and women's soccer, volleyball, wrestling, swimming, golf and bowling leagues. Fitness facilities include Southwestern's fitness center, weight room, tennis courts, ball fields, hall house and gym. North Bend and Coos Bay offer community pools, ball fields and tennis courts. Private facilities include racquetball, swimming and dance.

SOUTHWESTERN OREGON COMMUNITY COLLEGE

Quick Reference Calendar *

	Fall 2000	Winter 2001	Spring 2001	Summer 2001 (tentative)	Fall 2001 (tentative)
Registration begins	May 15	November 20	February 26		
Move-In Day for housing residents	September 21 (all students)	January 4 (new students) January 7 (returning students)	March 30 (new students)	June 16 (all students)	September 13 (all students)
Last day to register for on-line classes	September 15	January 5	March 30	June 15	September 14
New Student Orientation	September 22	January 4	March 30		September 14
Day and evening classes begin	September 25	January 8	April 2	June 18	September 17
Last day to register or add classes without instructor consent	September 29	January 12	April 6	June 20	September 21
Last day for refunds	October 6	January 19	April 13	June 26	September 28
Financial Aid students must complete registration process by today (funds disbursed based on today's enrollment status)	October 11	January 24	April 18	July 5	October 3
Financial Aid disbursement checks mailed	October 12, 13	January 25, 26	April 19, 20	July 5, 6	October 4, 5
Last day to change to audit without instructor consent	November 3	February 16	May 11	July 13	October 26
Last day to withdraw without responsibility for a grade	November 3	February 16	May 11	July 13	October 26
Holidays	November 10, 23 & 24	January 15, February 19	May 28	July 4	November 12, 22 & 23
Graduation applications due	November 16	February 23	May 4	July 22 ¹² ¹²	November 8
Last day to process registrations or add/drops	December 6	March 14	June 6	August 1	November 28
Review and final exams	December 11 through 15	March 19 through 23	June 11 through 15	August 6 through 9	December 3 through 7
Check-Out Day for housing residents *Only if not returning spring term	December 16	*March 24	June 16	August 10	December 8
Last day of term	December 15	March 23	June 15	August 9	December 7
Graduation One- and two- year programs			June 15		

* Academic Calendar subject to change. Please check each term's Schedule of Classes for registration information.

southwestern oregon community college

2000-2001 academic calendar*

summer term 2000

May 11-17	Advising by appointment in faculty offices
May 15-26	Registration
May 18-June 16	Advising continues
May 29	CAMPUS CLOSED - MEMORIAL DAY
May 30-June 2	Open Registration
June 12	Fin.Aid/Agency summer book sales begin
June 16	Last day to register for on-line classes
June 17	Move-In Day for housing residents
June 19	Day and night classes begin
June 19-21	Late registration for summer term
June 21	Last day to register or add classes without instructor consent
June 27	Last day for refunds
June 29	Fin. Aid students should complete all add/drops, including waiting list classes, for correct check disbursement
June 29	Last day to return textbooks for full refund
July 4	CAMPUS CLOSED - INDEPENDENCE DAY OBSERVED
July 5	Fin. Aid students must complete the registration process by today (funds disbursed based on today's enrollment status)
July 6, 7	Fin. Aid disbursement checks mailed
July 13	GRADUATION APPLICATIONS DUE
July 14	Last day to withdraw without responsibility for a grade or to change to audit without instructor consent
August 2	Last day to change to audit or withdraw with instructor consent
August 2	Last day to process summer registrations and add/drops
August 7-11	Textbook buy-back
August 10	Last day of classes
August 10	Fall payment deadline
August 11	Check-Out Day for housing residents
August 11-September 22	Term Break

fall term 2000

August 20-September 5	Computer upgrade - limited services available
September 4	CAMPUS CLOSED - LABOR DAY
September 11	Advising appointment schedules distributed to faculty
September 11	Faculty returns to campus
September 11-15	INSERVICE (campus may be closed)
September 15	Last day to register for on-line classes
September 18	Fin. Aid/Agency fall book sales begin
September 18-22	Advising by appointment in faculty offices
September 18-22	Follow up registration for fall
September 21	Move-In Day for housing residents
September 22	Last day to register for on-line classes
September 22	New Student Orientation 10:00 a.m.
September 25	Day and night classes begin
September 25-30	Late registration for fall term
September 29	Last day to register or add classes without instructor consent
October 6	Last day for refunds
October 6	Last day to return textbooks for full refund
October 6	Fin. Aid students should complete all add/drops, including waiting list classes, for correct check disbursement
October 11	Fin. Aid students must complete the registration process by today (funds disbursed based on today's enrollment status)
October 12, 13	Fin. Aid disbursement checks mailed
October 30	Begin making advising appointments for winter registration on sign-up sheets on faculty doors
November 3	Last day to withdraw without responsibility for a grade or change to audit without instructor consent
November 10	CAMPUS CLOSED - VETERAN'S DAY
November 13-17	Advising by appointment in faculty offices
November 13-December 21	Advising
November 16	GRADUATION APPLICATIONS DUE
November 20	Registration for winter term begins
November 20	Make payment arrangements with Cashier at time of registration
November 23, 24	CAMPUS CLOSED - THANKSGIVING-HOLIDAY OBSERVED
December 1	Southwestern Foundation General Scholarship applications available for 2001-2002
December 4	Begin making advising appointments for late winter registration on sign-up sheets on faculty doors
December 6	Last day to change to audit or withdraw with instructor consent
December 6	Last day to process fall registrations and add/drops
December 11-15	Final exam week
December 13-15	Textbook buy-back
December 16	Check-Out Day for housing residents
December 18-29	Term Break
December 25, 26	CAMPUS CLOSED - CHRISTMAS HOLIDAY OBSERVED

southwestern oregon community college

2000-2001 academic calendar*

winter term 2001

January 1	CAMPUS CLOSED - NEW YEAR'S
January 2	Fin. Aid/Agency winter book sales begin
January 4	New Student Orientation 1:30 p.m. and Housing Move-In Day
January 4	Faculty returns to campus
January 4	Advising and registration
January 5	Last day to register for on-line classes
January 7	Housing open for returning residents
January 8	Day and night classes begin
January 8-12	Late registration for winter term
January 12	Last day to register or add classes without instructor consent
January 15	CAMPUS CLOSED - DR. MARTIN-LUTHER KING, JR. DAY
January 19	Last day for refunds
January 19	Last day to return textbooks for full refund
January 19	Fin. Aid students should complete all add/drops, including waiting list classes, for correct check disbursement
January 24	Fin. Aid students must complete the registration process by today (funds disbursed based on today's enrollment status)
January 25,26	Fin. Aid disbursement checks mailed
February 5	Begin making advising appointments for spring registration on sign-up sheets on faculty doors
February 16	Last day to withdraw without responsibility for a grade or change to audit without instructor consent
February 19	CAMPUS CLOSED - PRESIDENT'S DAY
February 21-27	Advising by appointment in faculty offices
February 23	GRADUATION APPLICATIONS DUE
February 26	Registration for spring term begins
February 26	Make payment arrangements with Cashier at time of registration
March 1-30	Advising
March 6	Southwestern Foundation General Scholarship application deadline for academic year 2001-2002
March 12	Begin making advising appointments for late spring registration on sign-up sheets on faculty doors
March 14	Last day to change to audit or withdraw with instructor consent
March 14	Last day to process winter registrations and add/drops
March 19-23	Final exam week
March 21-23	Textbook buy-back
March 24	Check-Out Day for housing residents not returning spring term
March 26-30	Spring break

spring term 2001

March 26	Fin. Aid/Agency spring book sales begin
March 30	New Student Orientation 1:30 p.m. and Housing Move-In Day
March 30	Last day to register for on-line classes
April 2	Faculty returns to campus
April 2	Day and night classes begin
April 2-6	Late registration for spring term
April 6	Last day to register or add classes without instructor consent
April 13	Last day for refunds
April 13	Last day to return textbooks for full refund
April 13	Fin. Aid students should complete all add/drops, including waiting list classes, for correct check disbursement
April 18	Fin. Aid students must complete the registration process by today (funds disbursed based on today's enrollment status)
April 19,20	Fin. Aid disbursement checks mailed
April 30	Begin making advising appointments for summer and fall registration on sign-up sheets on faculty doors
May 4	GRADUATION APPLICATIONS DUE
May 11	Last day to withdraw without responsibility for a grade or change to audit without instructor consent
May 14-21	Advising by appointment in faculty offices
May 21	Registration for summer and fall terms begins
May 21	Make payment arrangements with Cashier at time of registration
May 24-June 21	Advising
May 28	CAMPUS CLOSED - MEMORIAL DAY
June 6	Last day to process spring registrations and add/drops
June 6	Last day to change to audit or withdraw with instructor consent
June 11-15	Final exam week
June 13-15	Textbook buy-back
June 15	Commencement
June 16	Check-Out Day for all housing residents
June 18-22	Term break

* Academic Calendar subject to change. Please check each term's Schedule of Classes for registration information.

how to enroll at southwestern

STUDENT CLASSIFICATION	APPLICATION PROCESS	PLACEMENT TESTING	CONTACT	REGISTRATION FOR CLASSES
Degree and Certificate seeking students	<p>Complete application form. Take placement test and submit official copy of high school or GED transcript to the Transcript Evaluator.</p> <p>The Nursing, EMT and Pharmacy Technician have special application procedures. Please contact the Student Services Office.</p>	Required.	Counseling and Testing Center, Stensland Hall (541) 888-7405 or (800) 962-2838, ext: 1838.	<p>New Students:</p> <ol style="list-style-type: none"> 1. Meet with advisor after placement test. 2. Plan your schedule. 3. Get your advisor's signature on your schedule. 4. Make an appointment to register. 5. Register at the appointment time. <p>Returning Students:</p> <ol style="list-style-type: none"> 1. Make an appointment with your advisor. 2. Plan your schedule. 3. Get your advisor's signature on your schedule. 4. Make an appointment to register. 5. Register at the appointment time.
International Students	Submit TOEFL score, transcripts, and financial statement to International Student Coordinator before 1-20 and application forms are issued.	Required.	International Student Coordinator (541) 888-7225 or (800) 962-2838, ext: 7225	Same as degree seeking students.
Special Students, credit students who are non-degree seeking	No application required.	Required for Math or Writing courses.	Counseling and Testing Center, Stensland Hall (541) 888-7405	Register by touch-tone phone or at the Registration window.
Students taking one class for credit	No application required.	Required for Math or Writing courses.		Register by touch-tone phone or at the Registration window.
High school students enrolled for classes on the Southwestern campus	File application form. Obtain release from high school principal or counselor.	Required for Math or Writing courses.	Counseling and Testing Center, Stensland Hall (541) 888-7405.	Same as degree seeking students.
High school students taking advanced placement classes in high school	File application form.	Required unless AP granted in English and Math.	High School Liaison (541) 888-7408	Register at the high school.
Non-credit students	No application required.	Not required.	Office of Outreach and Professional Development (541) 888-7415	Register by touchtone phone or at the Registration window.

If you need help at any time with any part of this process, see a counselor in Stensland Hall or call to schedule an appointment at (541) 888-7405 or (800) 962-2838, ext. 7405.

an overview

ACCREDITATION

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

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

THE COLLEGE — HISTORY

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

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

Enrollment has grown from 266 students in 1961 to over 13,000 students annually. Staff has grown from 15 to more than 80 full-time faculty and from 11 to over 275 part-time instructors. Cultural and athletic events at the College attract 20,000 men, women and children each year.

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

Permanent campus construction began in 1963. Most of the campus was built between 1965 and 1969. A second phase of construction, which began in 1979, provided new and remodeled shops and laboratories and expanded facilities for several programs. The expansion included a student center with a cafeteria, student activity space, student government offices and meeting rooms for school and community activities.

The College entered a new building phase in 1994 with the construction of a new student services and general classroom building. This was followed immediately by a comprehensive One-Stop Career Center, a Family Center, student housing, a new baseball field, and an indoor athletic practice facility.

In 1995, the residents of Curry County voted to annex themselves to the district. Thus, the college area nearly doubled in size, extending to the California border. A full range of college services are now offered there.

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

As a partner in the South Coast's economic development, Southwestern offers students and industrial partners education that meets their needs. When students enroll for a short course, a two-year transfer or two-year associate degree, they are preparing for a rewarding future.

THE COLLEGE — MISSION

Southwestern 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 in finding your place in society.

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

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

The Board Vision

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

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

The Board Mission

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

AFFIRMATIVE ACTION, EQUAL OPPORTUNITY NON-DISCRIMINATION

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

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

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

DRUG AND ALCOHOL-FREE CAMPUS

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

admission, registration, residency and tuition

ADMISSION (541) 888-7420

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

- Are 18 years of age or older
- Have graduated from an accredited high school
- Have completed a General Education Development (GED) certificate or an Adult High School Diploma

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

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

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

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

Students pursuing a degree or certificate from Southwestern or individuals enrolled in 12 or more credits, must complete an *Application for Admission* and submit the completed form to the Cashier's Office with the \$20 application fee. *Application for Admission* forms are available in the lobby of Dellwood Hall or call (541) 888-7611 to request one. For students in Curry County, offices are located in Brookings at 420 Alder Street, (541) 469-5017, Fax (541) 412-9159; in Gold Beach at 29392 Ellensburg Avenue, (541) 247-2741, Fax (541) 247-6247; and in Port Orford at 1202 Oregon Street, (541) 332-3023.

Admission to the College does not ensure admittance to a particular course or program of study. Restricted entry programs include Culinary Arts (pending), Nursing, Pharmacy Technician, Certified Nursing Assistant, Certified Medication Aide, Emergency Medical Technician, and may include

separate applications. Contact the Associate Dean of Student Services/Registrar in Dellwood Hall, Room 4, (541) 888-7338.

International Student Admission

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

Transfer Student Admission

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

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

Non-degree Admission

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

To be eligible to enroll via the touch-tone registration process, you must complete the Student Record Form. This information creates a student record so the system will recognize you as a student when you call. Two to three working days are required to process.

Schedule of Classes

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

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

PLACEMENT and PLACEMENT TESTING (541) 888-7405

Students who will be full-time, or who will be pursuing a degree or certificate program must complete placement tests prior to registration. Placement tests may also be required before students enroll in certain classes regardless of their enrollment status. The purpose of placement tests is to ensure

that students have the appropriate level of academic skills to allow them to succeed in a course and/or program. Students generally may not register in classes that require a skill level higher than that indicated by their placement tests. This is particularly true in the areas of math, reading, and writing. Students need to work with their advisors to ensure that they are placed in classes commensurate with their skill level. Placement tests may be taken on a walk-in basis between 8 a.m. and 4 p.m. in the Counseling and Testing Center in Stensland Hall.

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

REGISTRATION (541) 888-7420

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

Detailed information is available in the Schedule of Classes published before registration. Late registration takes place during the first week of classes each term. It is possible to register between registration and late registration.

Students are encouraged to use touch-tone registration to ensure prompt enrollment in classes. The alphabet is randomly chosen to ensure everyone has an equal opportunity to register timely. Students who have not met the prerequisites may be blocked from using touch-tone registration. Dates and times of registration are published in the Schedule of Classes.

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

RESIDENCY STATUS FOR TUITION PURPOSES

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

Resident Tuition

Per Credit Cost	
0-15 credits	\$40
16-18 credits	\$0
Over 18 credits	\$40
Total Cost Per Term	
15-18 credits	\$600
Over 18 credit hours	\$600 plus \$40 per additional credit

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

International Student Tuition

Tuition per credit hour completed

0-45	\$141 per credit
Over 45 completed credits	\$120 per credit

TUITION AND FEES

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

A deferred payment plan (payment in three installments) is available for those who qualify; an extra fee of \$25 is charged for this service. If a student is under 18 years of age, Southwestern requires a deferred contract be made in the parent or guardian's name and requires their signature in the presence of the Cashier. For information, or to use this plan, consult the Cashier in Dellwood Hall, Room 16.

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

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

Responsibility for Payment

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

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

Class Fees

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

Tuition Waved

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

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

Agency Billing

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

Gold Card Club

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

Refunds (541) 888-7202

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

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

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

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

residency and tuition

TYPES OF CREDIT

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

Credit classes

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

Non-credit classes are generally offered for community interest, personal enrichment, and professional development. The content is generally not applicable toward a certificate, diploma or degree, and courses are not always transcribed.

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

Developmental courses are designed to have a student gain skill and knowledge before taking college level courses. These courses will generally have a departmental prefix and a two- or four-digit number. (Example: MTH70, RD0573.)

Professional/Technical courses will vary, but will have a departmental prefix and a two-, three-, or four-digit number. Because course numbers vary, students planning to transfer to four-year institutions should follow the course selections shown under the Associate in Arts Degree requirements, and consult with their faculty advisor.

COURSE LOAD

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

- 1/2 - time - 6 to 8 credit hours in a regular term.

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

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

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

CREDIT BY CHALLENGE OR ADVANCED PLACEMENT

The College Level Examination Program (CLEP) and Southwestern course challenge process (Credit by Evaluation) allow students to demonstrate knowledge and proficiency and acquire credit in selected academic areas. Contact the Counseling and Testing Center in Stensland Hall for information and guidelines regarding these challenge processes. Financial Aid is not available for these courses.

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

Credits Transferred from Other Colleges

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

108 Credit Limitation

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

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

STATUTE OF LIMITATIONS ON AAS AND AS DEGREES AND CERTIFICATES

1. Students whose course of study has been interrupted for a year or more must meet new certificate or degree requirements.
 - a. The application of existing coursework will be evaluated on an individual basis by the Transcript Evaluator and the appropriate instructors.
 - b. Modifications or exceptions may be made in certain circumstances — for example, if the student has been employed in the skill area, and has thus been able to keep up with

developments in the field, or if the time lapse is marginally outside accepted limits. All exceptions will be made with the knowledge and consent of the appropriate instructors.

2. Students taking more than five years to complete an AAS or AS degree or certificate must have coursework evaluated by the Transcript Evaluator and the program department before graduation. Students may have to retake courses or take additional coursework to graduate.

CONTINUING EDUCATION UNIT (CEU)

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

PROFESSIONAL DEVELOPMENT UNIT (PDU)

In accordance with professional certification organizations, Southwestern will award Professional Development Units (PDU) or regular college credit that can be translated into PDUs for such purposes as:

1. Continuations of certification in teaching or other professions requiring PDUs.
2. Professional and career development.
3. Personal development as necessary for advancement in employment. A PDU is defined by the certifying organization.

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

ENROLLMENT STATUS AND GUIDELINES FOR CHANGE

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

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

the instructor's permission and signature, at any time through Wednesday 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 Wednesday of the sixth week of classes in regular terms and a comparable point of time in summer term. Withdrawal after that point can only occur if the instructor chooses to sign the add/drop form and assign a W.
4. A student may be administratively withdrawn from a class or classes when the student exhibits disruptive behavior or misconduct. There is no deadline for such withdrawal.

AUDITING COURSES

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

The following guidelines apply to auditing:

1. Tuition and fees are the same for auditing a course as for taking the course for credit.
2. A student may audit a course only if he/she has met the prerequisites for the course.
3. A course taken for audit cannot be changed/petitioned for credit.

GRADES — DEFINITIONS AND POINTS

- A (4 grade points) Excellent
- B (3 grade points) Above average
- C (2 grade points) Average
- D (1 grade point) Below average
- F (0 grade point) Failing
- R (0 grade point) Satisfactory effort. Student attended class regularly and did assigned work, but did not meet course learning objectives. Credits apply for course load, but do not apply toward completion of a program, and are not used in computing grade point average for that term. Students must repeat the course within one year or the R changes to an F. This grade applies only to the following developmental courses: MTH20, MTH30, MTH31, MTH60, MTH65, MTH70, WR0525, WR60 and WR90. For more information on the R grade, refer to Financial Aid rules and the Academic Notification System.
- Y (0 grade point) No basis for evaluation. The student did not attend class, and/or did not complete enough of the requirements to provide basis for grade. Course credit is not used in computing grade point average.
- S (0 grade point) Satisfactory - equivalent to a C or better. Credit as specified. Course credit is not

- used in computing grade point average.
- U (0 grade point) Unsatisfactory - no credit earned. Course credit is not used in computing grade point average.
 - I Incomplete - no credit. "I " is given for passing work, which could not be completed during the finals week of the term because of circumstances beyond the student's control.
 - Z Grades were not received from instructor. Student will be notified when grade is posted to the transcript.
 - M Multi-term course. Class begins in one term and ends in another. Grades are issued at a later date.

CALCULATING GRADE POINT AVERAGE

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

A - 4 credit course	4x4 credit=16
B - 3 credit course	3x3 credit= 9
C - 1 credit course	2x1 credit= 2
8 credits	27 grade points
27 grade points divided by 8 credits = 3.375 grade point average.	

COURSE REPEAT PROCEDURE AND ABILITY TO PROFIT POLICY

For academic purposes, the ability to profit from instruction is defined as the ability to achieve the skill level or knowledge to apply the subject matter in an academic or practical situation. This is defined as at least an S or C grade. A student may repeat a course once to improve a grade. A second repeat may only be attempted with the written recommendation of a counselor, and a third repeat requires the approval of the Dean of Instruction. Financial Aid will only fund a class for a maximum of two times. Refer to the Financial Aid Satisfactory Academic Progress Policy available from the Financial Aid Office.

All course attempts will remain on the transcript. Only the best grade will be reflected in the cumulative grade point average. Financial Aid is required by federal regulations to calculate the cumulative grade point average using the historical transcript of all actual grades earned.

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

SCHOLASTIC STATUS ACADEMIC POLICY

To be recognized for:
Academic Excellence - Students must meet the

following criteria:

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

Honor Roll - Students must meet the following criteria:

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

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

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

Southwestern Scholar - Students must meet the following criteria:

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

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

HONORS IN ENGLISH

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

ACADEMIC NOTIFICATION SYSTEM

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

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

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

Step 3 - Academic Suspension - If, during any term while on probation, the student does not make satisfactory progress, the student will be suspended.

A suspended student must petition the Academic Standards Committee to be reinstated. The committee will decide if the student will be allowed to return to school and under what conditions. One such condition may be a reduced class load for the term.

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

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

ADMINISTRATIVE WITHDRAWAL OF STUDENTS

Attendance at the first meeting of a class is considered mandatory. A student who fails to attend the first meeting of a class may be administratively withdrawn at the instructor's request. This does not apply to students who have made prior arrangements with the instructor.

Any student whose behavior disrupts the educational process of a class can be administratively withdrawn from that class.

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

1. poses a danger of causing physical harm to self or others; or
2. could cause property damage; or
3. could directly and substantially impede the educational process and/or the lawful activities of others.

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

STUDENT EDUCATIONAL RECORDS

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

The Family Education Rights and Privacy Act (FERPA or Pell-Buckley amendment) and Oregon Administrative Rules protect the confidentiality of student records and student access to those records. Under the provisions of the FERPA and OARs, the educational institution must designate the informa-

tion it will release without the written consent of the student as directory information, and protect the confidentiality of all other student records.

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

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

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

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

Students have the right, by pre-scheduled appointment, with the Associate Dean of Student Services/Registrar to access their educational records, as defined in OAR 582-41-410, as well as to challenge the correctness of those records, to request amendment of those records and, in case of dispute, to obtain a hearing (OAR 581-41-450). The student may not request a hearing under this policy to challenge a grade, only the accuracy of its recording. Students who wish to inspect their records must schedule an appointment with the Associate Dean of Student Services/Registrar. If the student requests a copy of any document in the records, a copy charge of \$.25 per page will be assessed. This does not include transcripts, which can be obtained for the following cost: unofficial student copies \$2 per copy and official copies \$5 for the first copy and \$4 for each additional copy provided at the same time. A student may forfeit the right to receive an official transcript, if he/she has an outstanding accounts receivable with the College, or has been notified that their transcript may be withheld.

For further information regarding student records,

contact the Registration and Records Office in Dellwood Hall.

STUDENT IDENTIFICATION NUMBERS

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

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

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

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

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

privacy of your records.

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

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

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

Su numero sera utilizado solamente para los propositos ya mencionados. La ley estatal y federal protege los particulares de sus archivos.

student services

ACADEMIC ADVISING (541) 888-7405

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

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

LIBRARY (541) 888-7270

The library, located on the second and third floors of Tioga Hall, provides an array of resources for the informational needs of students, staff and community members. The collection consists of reference materials, books, computer databases, periodicals, maps, videos and other audio visual materials.

A variety of electronic information retrieval methods are available including our online catalog (Coastline), CD-ROM databases and Internet access. Many of the databases provide full text. In addition, materials may be borrowed from other libraries through a worldwide interlibrary loan system.

Introduction to the Library (LIB127) is a self-paced one credit transferrable course that is taught by the librarians. It is offered each term.

Library hours during fall, winter and spring terms:

Sunday	1 p.m. - 5 p.m.
Monday - Thursday	8 a.m. - 9 p.m.
Friday	8 a.m. - 5 p.m.
Saturday	Closed

Hours for summer term, holidays and breaks are posted.

VETERANS (541) 888-7338

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

The Veterans Administration requires information concerning each veteran student's enrollment, date

of interruption or termination of training, and change in the number of credit hours and unsatisfactory progress or conduct.

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

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

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

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

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

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

Satisfactory Progress - A veteran must maintain an overall 2.0 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 2.0 or the student receives two or more Y, U, R, or F grades for two consecutive terms.

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

STUDENT CONDUCT CODE and STUDENT RIGHTS and RESPONSIBILITIES

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

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

financial aid

FINANCIAL AID (541) 888-7410

Southwestern makes every possible effort to ensure that students with financial difficulties have access to educational opportunities. The Financial Aid Office administers a variety of local, institutional, state, and federal aid programs. Students interested in financial aid are encouraged to contact the Financial Aid Office, in Dellwood Hall, Room 12, for information and application forms. Workshops and seminars are available throughout the year to inform and assist students in the financial aid process. Information explaining the application procedures, verification procedures, satisfactory academic progress guidelines, scholarship information, registration procedures, loan information, financial aid programs, return of Title IV funds policy, loan application procedures, and other policies and procedures is available at the Financial Aid Office. All information is available on the Southwestern web page: <http://www.southwestern.cc.or.us>.

WHAT TYPES OF FINANCIAL AID ARE AVAILABLE?

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

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

For detailed information, contact the Financial Aid Office.

HOW TO APPLY FOR FEDERAL AND STATE FINANCIAL AID: See chart for required forms.

The Financial Aid Office at Southwestern uses the file completion dates to establish priority and first

consideration for campus-based funds.

1. Complete the Free Application for Federal Student Aid (FAFSA) and mail as early as possible, beginning January 1 of each year for consideration for the following academic year (begins summer term at Southwestern). These forms are available at Southwestern and at local high schools and colleges. Initial processing of the FAFSA generally takes six to eight weeks, at which time Student Aid Reports (SARs) will be mailed to the students.
2. Students who applied for federal student aid in the prior academic year may receive Renewal Applications from the Federal Processor and may complete the Renewal Application instead of the FAFSA (do not complete both). Renewal applications will usually be mailed to the students in early December. (Students who do not receive a Renewal Application by mid-January are urged to complete the FAFSA instead.) Students should review the information on the Renewal Application, make any changes needed, and mail for processing beginning January 1 of each year. SARs with the updated information will be mailed to the students within approximately six to eight weeks.
3. Beginning April 25, FAFSAs may also be submitted to the Financial Aid Office for electronic filing, rather than by mail to the Central Processor. Students will be sent an Institutional Acknowledgment Report. Please note that Renewal Applications cannot be submitted electronically by Southwestern.
4. The Financial Aid Office at Southwestern will receive an Institutional Student Information Report (ISIR) from the Federal Processor, and students are not required to submit the SAR/Institutional Acknowledgment Report to the Financial Aid Office. Students will be mailed a notice from the Financial Aid Office indicating that the ISIR has been received. Students should return the enclosed Financial Aid Eligibility Determination Request card to the Financial Aid Office to indicate the desire to begin a financial aid file. Prior Southwestern students and students identified by the Director of Recruiting will automatically be sent an Unofficial Aid Package.
5. Once the Financial Aid Office receives either the SAR or the Financial Aid Eligibility Determination Request, the students will be sent a notice stating the date to expect the Unofficial Aid Package. This package will include a preliminary estimate of the financial aid for which the student may be eligible, as well as a checklist of the items which the student must complete before official eligibility can be determined. No application will be considered complete until Step 5 has been completed and all items on the checklist have been completed. It is very important that students apply as early as possible and send in all requested documents promptly.
6. Students are required to provide an official grade transcript from all schools attended since high school (except GED and military training).
7. Students must take the placement tests at

Southwestern. See the Counseling Center for waiver criteria.

8. Students must demonstrate the ability to benefit from college instruction by having a high school diploma or GED certificate or by passing the placement test. See the Counseling Center regarding this test.
9. Apply for admission to Southwestern and declare a valid major.
10. Once the information has been submitted to the Financial Aid Office, students will be sent a notice that their files are ready for a final review by the Director, the Assistant Director of Financial Aid, or an Aid Coordinator. The notice will include the date upon which the students may expect to receive the Official Award Letter. Should discrepancies occur during the final review process, students will be contacted to request additional information. All required information must be submitted before the Official Award Letter can be prepared.
11. In addition to the FAFSA, students who wish to apply for a Federal Stafford Loan must complete a Federal Stafford Loan application and attend a Pre-Loan Advising Session. Students may request Loan Packets at the Financial Aid Office after the students have received the Official Award Letter.
12. Students who are awarded Federal Work Study (FWS), General Student Employment (GSE), or Athletic Work Study (AWS) funding and would like to work must attend an orientation session. Contact the Student Employment Coordinator in the Financial Aid Office for dates and times.
13. Students receiving scholarships, waivers, and/or agency funds should notify the Financial Aid Office of all funds promptly. If scholarship, waiver, and/or agency funds do not fully pay for tuition and fees, students must contact the Cashier on or before the payment deadline date to pay the outstanding balance or to arrange a payment plan (e.g. tuition and fees = \$600; scholarship = \$440; student must pay the difference of \$160, or arrange a payment plan, by the payment deadline date.)
14. All financial aid students must maintain satisfactory academic progress, according to specific financial aid guidelines. These guidelines are different from institutional policy and are explained in a pamphlet available at the Financial Aid Office and mailed to students with the Unofficial Aid Package. For additional information on satisfactory academic progress guidelines at Southwestern, an optional Financial Aid Workshop is available upon request.

WHEN TO APPLY:

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

Deadline dates for 2000-2001 award year:

March 1, 2000 priority for first consideration as established by file complete date.

June 30, 2001 last date the FAFSA may be received by the processing center.

June 30, 2001 (or student's last day of enrollment in 2000-2001, whichever comes first) - SAR or ISIR to the Financial Aid Office.

For 2001-2002 deadlines, see the Financial Aid Office. For additional information, procedures, and policies see the Financial Aid Office or visit the web.

AVAILABILITY OF FUNDS:

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

FINANCIAL AID DISBURSEMENTS:

Financial aid funds are mailed, after the student account has been credited, at the end of the third week of each term. Further disbursements are mailed each Wednesday beginning the fourth week of the term. Disbursements may be picked up in person beginning the fifth week of the term if the funds have not already been mailed. Students are responsible for paying all tuition and fees in excess of financial aid funding by the payment/withdrawal deadline date listed in the schedule. (i.e., tuition and fees of \$580 and scholarship of \$540, students must pay the \$40 difference). Students must have all the necessary paperwork, workshops, seminars, etc., completed before their accounts may be credited. Students who do not complete all the necessary steps by Friday at 3:30 pm of the second week of classes in any term will experience delays in the disbursement of funds. Students must be in the proper classes/credits by Wednesday of the third week of the term. Federal and state aid is disbursed to students based on the eligible enrollment status on Wednesday of the third week of the term. Any add/drops processed after this date do not affect financial aid funding. Refer to the registration procedure form available outside the Financial Aid Office and refer to the award letters for any further requirements. Bookstore charges will be established for all financial aid students who qualify. For information and applications, contact the Financial Aid Office in Dellwood Hall, in the back lobby, (541) 888-7410. Scholarship information is posted in Empire Hall, and a list is available from the Financial Aid Office. Students receiving financial aid should have all add/drops and Bookstore charges processed by the end of the second week of classes in order to have an accurate check disbursement. If an add/drop is processed during the third week, students must contact the Financial Aid Office and disbursement of funds may be delayed.

Students must officially withdraw from classes. The fee assessed at the time of withdrawal is

determined by the actual date the withdrawal process was begun or determined to have occurred. See the College's withdrawal policy stated in the Tuition and Fees section under Refunds.

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

FINANCIAL AID RETURN OF TITLE IV FUNDS POLICY AND RULES

Students who receive student financial aid for a term and who COMPLETELY withdraw, drop out,

receive all W grades, all Ys, one F and one or more Ys, or are expelled during that term are required to return aid received according to federal guidelines for return of Title IV funds.

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

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

WITHDRAWAL DATE POLICY

Students who fail to officially withdraw are, in the absence of documentation, assumed to have withdrawn in week one. All other withdrawals are based on documentation of attendance or student information. A complete copy of this policy is available, with examples, from the Financial Aid Office or on the web.

financial aid programs available at southwestern

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

- You must enroll at least half-time (six credits) each term. Aid is given for less-than-half-time enrollment in eligible credits only if funds are available. For 2000-2001 the Federal Pell Grant is available for less-than-half-time enrollment.
- You must be in an eligible degree or certificate program and enrolled in eligible credits for the degree or certificate program.
- You must submit a copy of a high school diploma or a GED certificate, or demonstrate the ability to benefit from instruction by passing an approved test.
- You must not be in default on a loan or owe a refund, return of Title IV funds, or repayment of any Title IV financial aid program.
- You must file the Free Application for Federal Student Aid (FAFSA).
- You must reapply each academic year.
- You must be admitted as a regular student.
- You must be a United States citizen or an eligible non-citizen.
- If you are a male over 18 years of age and born after December 1, 1959, you must be registered with the United States Selective Service, unless you are currently on active duty with the armed forces (membership in the reserves does not qualify).
- You must use money you receive to help meet the costs of enrolling at and attending Southwestern.
- You must sign a Statement of Educational Purpose/Certification Statement on Overpayments and Default.
- You must maintain satisfactory academic progress. A pamphlet explaining the requirements is available from the Financial Aid Office.

financial aid grant programs

<u>Program</u>	<u>Brief Description</u>	<u>Application</u>	<u>Award Amounts at Southwestern</u>
Federal Pell Grant	A federal grant program for undergraduate students.	FAFSA*	\$400 to \$3,300 for 2000-2001.
Federal Supplemental Educational Opportunity Grant (FSEOG)	A federal and college funded grant program for undergraduate students.	FAFSA*	\$100 to \$450 for 2000-2001 at Southwestern. Amount varies by school.
State Need Grant (SNG)	A state grant program for undergraduate students.	FAFSA*	\$1,017 for 2000-2001. Must be in 12 eligible credits per term to receive. Limited to 12 terms/8 semesters.

employment programs

<u>Program</u>	<u>Brief Description</u>	<u>Application</u>	<u>Award Amount at Southwestern</u>
Federal Work Study (FWS)	A federal and college funded program to provide employment opportunities for students on or off campus.	FAFSA*	\$450 to \$2,100 per year for 2000-2001. Additional funds available for summer. (Summer maximum of \$1,800.)
General Student Employment	Southwestern funded employment program.	Contact the Financial Aid Office.	Variable
Athletic Work Study (AWS)	Southwestern funded employment program for student athletes.	Contact the Athletic Department.	\$1,000 per year

loans — federal family education loan program

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

*FAFSA - Free Application for Federal Student Aid

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

institutional scholarships – May not exceed 15 credits of tuition.

<u>Program</u>	<u>Brief Description</u>	<u>Application</u>	<u>Award Amount at Southwestern</u>
Merit, District and Scholarship for Excellence▼	Tuition scholarships for graduating seniors from Bandon, Brookings-Harbor, Coquille, Gold Beach, Marshfield, Myrtle Point, North Bend, Pacific, Powers, or Reedsport high schools.	Southwestern Foundation General Scholarship Application	Ten merit and ten District scholarships per year up to \$600 tuition waived per term for 2000-2001. Scholarship is for six consecutive terms (summer optional). Must be enrolled in a minimum of 12 credits each term.
Presidential Tuition Scholarship▼	Awarded to students in approved areas of study.	Contact instructor in area of interest.	\$600 tuition per term for 2000-2001. Must be enrolled in a minimum of 12 credits each term (up to 50 awarded).
Scholastic Tuition Scholarship▼	Awarded to full-time students with consecutive enrollment (summer optional), pursuing a degree or certificate at Southwestern; must maintain satisfactory academic progress. Must have completed at least 45 credits at Southwestern (but less than 108, including transfer credits) by spring term. GPA is a primary factor for receiving this award.	Southwestern Foundation General Scholarship Application	\$600 tuition waived per term for 2000-2001. Tuition for one academic year (three terms maximum – or 108 credits maximum). May not reapply. Cannot receive other Southwestern funded tuition – scholarships at the same time. Must be enrolled in a minimum of 12 credits each term (summer optional).
GED Tuition Scholarship▼	Awarded to students who score an average of 65 or above on the GED test taken at Southwestern and who completed the GED program at Southwestern.	Notified automatically by ABE/GED.	\$600 tuition waived per term for 2000-2001. Scholarship is for six consecutive terms. Must be enrolled in a minimum of 12 credits each term (summer optional). Enrollment must begin the term after completing the GED test.
Desert Storm▼	Awarded to students who were residents of the College district and who served in the Persian Gulf during Desert Shield/Desert Storm.	Contact the Financial Aid Office with DD 214 and diploma or transcript from district high school.	Full tuition waived per term for 2000-2001. Scholarship is for six consecutive terms. Must be enrolled in a minimum of 12 credits each term (summer optional).

institutional scholarships (continued) - May not exceed 15 credits of tuition scholarship

Dislocated Workers▼	Awarded to students who are certified dislocated workers or who provide a notice from their employer of layoff due to downsizing or closure generally resulting in a significant number of employees who are unable to find work in the community.	Contact the Financial Aid Office with Dislocated Worker Certification or letter from employer.	Full tuition waived for 6 consecutive terms (summer optional). Application for federal aid required; students who are eligible for federal or state grants will have the Dislocated Worker Scholarship replaced by the federal/state aid.
Internship Program▼	Internships provide students with the opportunity to utilize their skills and knowledge. Must be a full-time student pursuing a degree at Southwestern. Must maintain satisfactory academic progress.	See the Internship Coordinator.	Amounts vary. Cannot receive Southwestern-funded tuition scholarships in excess of 15 credits per term.
Southwestern Grants▼	Grants are provided to students with exceptional skills and knowledge in a specified academic area. Must be a full-time student pursuing a degree at Southwestern. Must maintain satisfactory academic progress.	See a faculty member or contact the campus recruiter.	May not receive other Southwestern-funded tuition scholarships at the same time.
Southwestern Foundation	A variety of need and non-need based scholarships awarded to students in various areas of study.	Southwestern Foundation General Scholarship Application	Variable – applications are available each December and at other variable times throughout the year. Most scholarships have a deadline of early Spring term.

PAYMENT OPTIONS

<u>Program</u>	<u>Brief Description</u>	<u>Application</u>	<u>Award Amount at Southwestern</u>
Emergency Tuition Loan▼	Short term loan for tuition, fees and books, which must be repaid by the end of the term.	Contact the Business Office to apply.	Up to the cost of tuition, fees and books.
Deferred Tuition▼	Tuition, fees and housing costs are paid in three equal installments over the term.	Contact the Business Office to apply.	Variable
Alternative Loans	P.L.A.T.O. – The Classic Student Loan. Minimum income requirements or co-applicant required; good established credit variable interest rates.	http://www.platoloan.com or 1-800-GO PLATO	Covers the cost of attendance.
	TERI Loans	1-800-255 TERI	

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

special services and programs

ADULT HIGH SCHOOL DIPLOMA PROGRAM (541) 888-7405

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

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

To discuss the Adult High School Diploma Program, contact a counselor in Stensland Hall by calling (541) 888-7405.

ADULT LEARNING SKILLS PROGRAM (541) 888-7116

The Adult Learning Skills Program, an integration of the College's adult re-entry programs (ABE/GED, Work and Life Skills, Single Parent/Homemaker Project, JOBS, ESL), provides access to information, skills and resources for individuals who are in the process of a major life change. A variety of classes and support services are available to prepare participants for success in their families, in the workforce and in academic programs.

English as a Second Language

English as a Second Language classes are non-credit classes that assist non-English or limited-English speaking people to survive in our community. Students develop listening, speaking, reading and writing skills to improve their job skills and/or prepare for entry in ABE, GED or community college programs. Several countries are usually represented in the classes.

Learning takes place in large or small groups or through individual tutoring. Students can also access computer-assisted instruction. At the time of enrollment, skill level is determined by interview and/or written assessment. Students may enter classes at any time during the term and work at their own speed.

Citizenship

The Citizenship class is a non-credit class which assists permanent resident aliens with five years residency (three years if married to an American citizen) to fill out the N-400 form and prepare for their naturalization interview. The class is a combination of lecture and small group or pair activities. Students practice the history, government and personal information questions which they will need to answer in the interview and also practice writing dictated sentences similar to those used in

the interview to demonstrate literacy. The class is usually offered two times a year or as needed.

Orientation

To access other daytime basic skills, work and life skills development classes, students enter through a one week orientation class which repeats during the term to give students multiple access points to the program. Orientation is the first step for students to investigate new life options, define personal success, set goals, and select their next activities.

Basic Skills Development

Basic Skills Development classes are non-credit classes for adults who have not completed high school as well as for those who are returning to upgrade academic skills in preparation for college, training or job advancement. The program offers special help in reading, writing, math, vocabulary and spelling. Learning takes place in small and large groups, through tutoring and computer assisted instruction. There are classes for teens and for those bridging to college or employment. Many students use this instruction to prepare for the General Education Development (GED) examinations, the College Placement Test, the ASVAB, and other special certifications.

Work and Life Skills Development

There are several options available to students seeking to upgrade skills and make life changes.

Introduction to the Computer is a 12 hour workshop designed to acquaint students with the basics of using a computer.

Workforce Skills is a class to learn to write a resume and cover letter; practice interviewing skills; learn about job search, networking, workplace diversity, sexual harassment, office politics, workplace etiquette, and communication.

Clerical Skill Building is an introductory clerical applications class. Students are given opportunities to improve grammar, spelling and proofreading; to learn how to write business letters, memos and minutes; to practice phone and customer service skills; and to organize, file and create spreadsheets. Additional workshops and classes such as computer skills and customer service are offered.

Single Parent/Displaced Homemaker Project is a program is open to unemployed or under-employed single parents, displaced homemakers, spouses of injured workers, and/or widows, of all ages. Participants attend orientation, and other skills classes which prepare them for re-entry to the workforce and/or vocational education. The project provides a lending library of college books and a clothing closet for participants who are going to work. Support services such as child care and gas vouchers are available.

APPRENTICESHIP TRAINING

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

ARTS and LECTURES

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

ASSOCIATED STUDENT GOVERNMENT (541) 888-7326

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

ASG represents students on the following campus committees and groups:

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

As well as at the state level:

- Community Colleges of Oregon Student Association and Commissions (CCOSAC) and National level:
- American Student Association of Community Colleges (ASACC)

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

ATHLETICS, INTER-COLLEGIATE (541) 888-7452

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

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

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

BUSINESS DEVELOPMENT CENTER (541) 888-7100

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

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

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

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

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

BUSINESS MANAGEMENT PROGRAM (541) 888-7100

The Business Management Program (BMP) is designed to improve the management skills of small business owner/managers. The program consists of seminars, class discussions and individual on-site consultations with the BMP business counselors.

Individual business consultations include a management audit of the business, recommendations and technical assistance with specific issues, and on-going counseling on individual challenges facing the business or manager.

Only a limited number of businesses can be accommodated in the BMP program. Therefore, admittance and commitment to the program is at the discretion of the BMP director and is based on the commitment of the business owner to the program, the number of years in business, payment of fees, cooperation with requests for information and space availability.

Confidentiality of the business records of every participant is strictly assured, and on this basis the records must be open to the program instructor.

Registration for the BMP program is for one year at a time. Full payment of the tuition is due upon receipt of the appropriate registration forms. Registration can be renewed for a maximum three years but is dependent upon re-admittance each year.

In order to keep the program content current and manageable for the participants, the college reserves the right to modify the program.

For further information, contact the Business Development Center, at 2110 Newmark, Coos Bay, (541) 888-7100.

CONTRACTED TRAINING and EMPLOYEE DEVELOPMENT (541) 888-7103

Southwestern Oregon Community College offers a variety of training options through Contracted Training and Employee Development. Businesses and organizations, regardless of size, can have training tailored to meet their needs and the needs of their employees.

We will customize training on topics of your choice and do it locally at a cost that is reasonable. A wide variety of types of training can be designed, including computer, safety, performance planning, communication skills, adapting to change, customer service, handling conflict, supervision and more.

Job Profiling and Assessment services are now available through Contracted Training. ACT Work Keys is used worldwide to identify the skills employees need to be successful on the job and to determine where additional training will help build a higher performance workforce. Developed by ACT, an international leader in educational assessment, Work Keys offers a complete spectrum of job analysis, assessment, instructional support, reporting and training services.

Out of town seminars can be costly. We will save you time and money and provide the training you need. If you are a small business with only a few employees, we can work together to share costs with other local businesses with similar training needs.

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

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

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

- updated career information
- transfer student information
- job placement information and referrals
- resumé and job interviewing assistance
- career testing and Micro skills
- catalogs for most two- and four-year colleges in the northwest
- Career Information System

COOPERATIVE WORK EXPERIENCE/FIELD EXPERIENCE (541) 888-1515

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

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

Field Experience is designed to add depth to classroom instruction through application in the areas of social science, sciences and humanities. It provides students with an opportunity to investigate career opportunities, as well as earn transferable credit for the number of hours worked per term. For information contact the Internship Coordinator at (541) 888-1515.

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

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

Curry County classes are scheduled through the Southwestern Curry Offices.

COUNSELING SERVICES (541) 888-7405

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

Specific individual and group counseling services include:

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

CURRY COUNTY (541) 469-5017

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

A campus is located in Brookings-Harbor at 420 Alder Street (541-469-5017) with offices, three classrooms, a computer instructional lab and student study lab. In Gold Beach, a classroom, office and computer lab are located at 29392 Ellensburg Avenue, at the county fairgrounds (541-247-2741). Office hours are held weekly on Fridays in Port Orford at the County Annex (541-332-3023). Classes are also held in local schools and community buildings.

FAMILY CENTER (541) 888-7336

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

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

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

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

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

GRADUATION (541) 888-7246

Students desiring to earn a degree or certificate from Southwestern Oregon Community College must process a graduation application. The Application for Degree or Certificate is available in Dellwood Hall, Room 5. The graduation application fee should be paid to the Cashier's Office. Deadlines for applying for graduation are published in the Schedule of Classes.

Official transcripts from accredited colleges and universities previously attended that apply toward a Southwestern degree or certificate must be on file with the Transcript Evaluator.

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

Advisors are available to assist students in selecting coursework that applies to the degree or certificate but students have final responsibility for satisfying graduation requirements.

The graduation ceremony is held annually in June. The process above must be completed to be eligible to march in the graduation ceremony.

GRIEVANCE PROCEDURE (541) 888-7338

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

SERVICES FOR STUDENTS WITH DISABILITIES (541) 888-7349

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

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

HIGH SCHOOL RELATIONS (541) 888-7405

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

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

HOUSING (STUDENT) (541) 888-7635

The Housing Office is located in Dellwood Hall, Room 7. Southwestern is one of only a few community colleges to provide housing and meal plans for students. The College offers a thriving residence program that will be an integral part of your college experience.

Housing accommodations feature:

- Apartments with four private bedrooms, two shared bathrooms and a shared living room, kitchen, balcony or patio, and storage space. A limited number of double rooms are available.
- Fully furnished shared areas with one kitchen table, four chairs, a sofa and love seat, two end tables and a coffee table.
- Bedrooms include a single bed, mattress, desk, chair, dresser and closet.
- Kitchens with full size stove and refrigerator.
- All utilities included.
- Apartments are accessed by a computerized card lock system. Lost cards are deactivated to assure security for each student.
- Each bedroom features local phone service with your own number, satellite TV and computer data port to access the Internet at no additional expense (you will need an ethernet card).
- 24 hour security with regular patrols.
- The Lighthouse Depot with a Laundromat, study room, student lounge with big screen TV and VCR, game room, mail room, lighted basketball court and sand volleyball pit.

Certain buildings are designated as wellness apartments. Wellness apartments are dedicated to the development and maintenance of healthy lifestyles. Students residing in wellness apartments (and their guests) commit to abstain from the use or possession of tobacco, alcohol and drugs.

Our food service offers three scheduled meals every day Monday through Friday. Brunch and dinner are served on Saturday and Sunday in Empire Hall. **If you live in student housing, you must purchase a minimum meal plan.** We try to meet the special dietary requirements of students. If you have special needs in this area, arrangements should be made with the Housing Office prior to your attending Southwestern.

To live in Student Housing

College policy requires all out-of-district/out-of-state first-time freshman students choosing to attend Southwestern to live in student housing their freshman year unless you have a dependent, are a veteran, are 21 years of age prior to the first day of class, or if student housing is filled. To be eligible for student housing you must turn 18 years of age before December 15th of the fall term.

Rooms are reserved on a first-come/first-served basis. To reserve a room you must submit a completed Housing Application, Room and Board Agreement and a \$250 refundable Room Reservation deposit. Students not taking a full-time load (12 credits) must submit a request in writing to the Director of Housing in order to be considered for housing.

Upon receipt of your Housing Application, signed Room and Board Agreement and paid deposit, you will be assigned a room. Charges will be applied to your student account for room, meal plan and social fee. All fees are paid at the Cashier's window, located in Dellwood Hall. For students expecting financial aid, you will need to have the following by the first day of classes:

- Received an official award letter listing your financial awards.
- Attended an entrance interview and submitted a completed loan application if you are a student needing to apply for a loan.
- If not completed prior to the first day of classes, you must make payment arrangements with the Cashier, located in Dellwood Hall.

Contracts are for a full year or one academic term (approximately three months). Students who live in housing, complete a room reservation for the next term, and are pre-registered for the following term may leave articles in their rooms over the breaks though the College is not responsible for any theft or stolen items. Student Housing is closed over the fall to winter break. Students needing housing during this time must see the Student Housing office and pay additional room charges. Returning housing students may stay over spring break at no additional cost. Please check with the Student Housing office for the dates and times housing open and closes each term.

For further details and more information contact the Housing Office in Dellwood Hall, Room 7, (541) 888-7635.

INTERNATIONAL STUDENT PROGRAM (541) 888-7225

Southwestern provides a comprehensive array of services: Aside from the special orientation process designed specifically to familiarize our international students with the College and community, we have Test of English as a Foreign Language (TOEFL) preparation on campus; personal and academic counseling; special tutoring services to help students progress in their courses; a mentor program that brings international students together with American

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

INTERSHIPS (541) 888-1515

The goal at Southwestern is to provide a meaningful internship experience for every student. At Southwestern we feel that a successful internship combines classroom theory with practical experience in the workplace.

Internships may be on or off campus. The Internship Coordinator will work with you to find a position that is appropriate for your career choice, or you may make your own arrangements. Students that complete internships have on-the-job experience that makes them more qualified and ready for full-time employment or continued education.

The benefits of an internship are the opportunities to explore and confirm your career choice and to receive guidance in career expectations and demands. Internships also provide instruction in resume preparation and job interviewing. You may also earn college credit for employment related to your major, as well as develop job skills and self confidence. Internships help you locate job prospects for long term employment after graduation and develop job contacts and a work history that look great on your resume. They also give you the opportunity to add practical experience to classroom instruction.

Before participating in an internship, students take an introductory workshop that prepares them for employer expectations and employee responsibilities. When beginning the internship, each student works with an internship coordinator and the employer to establish desired outcomes, plan activities to achieve the outcomes and develop evaluation criteria.

The Internship office is located in Tioga Hall, Room 324, (541) 888-1515.

OREGON ADVANCED TECHNOLOGY CONSORTIUM (541) 888-7100

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

the skill level of their workforce.

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

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

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

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

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

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

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

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

STUDENT ACTIVITIES

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

The Office of Student Activities is the principal programming unit at the College for a wide range of yearly student events. The Residence and Student

Life Director acts as the program advisor.

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

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

STUDENT CLUBS and ORGANIZATIONS

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

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

SUPPLEMENTAL INSTRUCTION

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

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

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

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

Tutoring Lab - This is a program designed to provide all students the academic assistance they need to complete their courses. The service is offered free of charge to all Southwestern students. Highly qualified tutors who have successfully completed the courses they are tutoring staff the center. They are available to help with classes that students may need additional help with.

The tutoring center currently offers a drop-in program along with tutoring by appointment. Appointment based tutoring is also available for students whose class and work schedules do not allow them to receive help during scheduled business hours.

Regular tutoring center hours are: Monday through Thursday, 8:00 a.m. to 9:00 p.m., Friday 8:00 a.m. to 4:00 p.m., and Sunday 1:00 p.m. to 5:00 p.m. For more information contact (541) 888-7301.

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

TRANSFER PROCEDURES (541) 888-7405

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

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

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

degree programs



- AAOT • Associate in Science • Associate in Applied Science •
- One Year Certificates • Short Term Certificates •

degree programs offered at southwestern

name of degree	major code	name of degree	major code
Associate in Arts	1002	One Year Certificates	
Oregon Block Transfer		Accounting	2151
Associate in Science		Bookkeeping/Clerical	2155
Emphases		Childhood Education and Family Studies	2156
Athletic Training	1043	Culinary Arts: Chef Training (Pending State Approval)	
Business Administration	1022	Emergency Medical Technician	2161
Childhood Education and Family Studies	1070	Fabrication/Welding Technology	2181
Computer Science	1005	Forestry	2157
Criminal Justice Administration	1011	Juvenile Corrections	2162
Engineering	1040	Manufacturing/Machining Technology	2165
Fitness Management	1042	Medical Clerical	2169
Human Services	1030	Medical Transcription	2171
Mathematics	1050	Office Administration	
Music	1048	Legal Secretary	2173
Natural Science	1060	Office Occupations	2178
Semiconductor Manufacturing	1045	Pharmacy Technician	2180
		Rural Health Aide	2174
Associate in Applied Science		Short Term Certificates	
Apprenticeship Trades	2301	Certified Medication Assistant	2202
Business Management		Certified Nursing Assistant	2201
Accounting Option	2105	Perioperative Nursing	2204
Marketing Option	2107	Professional Certificate in Finance	2203
Office Management Option	2109	Professional Certificate in Marketing	2207
Small Business Management Option	2108	Professional Certificate in Networking	
Childhood Education and Family Studies	2114	Computer Emphasis	2215
Computer Information Systems	2113	Electronics Emphasis	2216
Criminal Justice Administration		Professional Certificate in Supervision	2211
Corrections Officer Option	2136	Professional Certificate in	2213
Law Enforcement Officer Option	2137	Web Site Design	
Culinary Arts Management Training (Pending State Approval)		Professional Certificate in	2214
Environmental Technology	2118	Web Site Production	
Fire Science	2116		
Forest Resources Technology	2117		
Human Services			
Gerontology Option	2122		
Social Services Option	2119		
Substance Abuse Option	2121		
Manufacturing Technology			
Fabrication/Welding Technology Option	2133		
Industrial Electronics Technology Option	2115		
Machining/Manufacturing Technology Option	2123		
Medical Assistant	2127		
Nursing	2129		
Turf and Landscape Technology	2135		

associate in arts degree

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

general requirements:

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

Note:

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

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

general education requirements:

1. English Composition, nine credits, (WR121, 122, 123 or 227) with a grade of C or better in each quarter.

2. Health Education, three credits (HE250 or PE231).
3. Oral Communications/Rhetoric: three credits, (SP100, 111, 112, 217, 218, 219, or 229), with a C or better.
4. Mathematics: four credits of college-level mathematics, MTH105, its equivalent or higher level math (except MTH211), with a grade of C or better.

Note:

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

sequence/distribution requirements:

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

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

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

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

HD100 College Success and Survival
HD112 Study Skills
HD208 Career/Life Plan
LIB127 Introduction to the Library
OA121 Keyboarding I
OA201 Beginning Word Processing
RD 101,102,103 College Reading

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

See sequence and distribution lists on following pages.

can take eng/hum seq & use other as Dist.

approved sequences and distribution courses

arts and letters

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

sequences:

Art History:

ART204, 205, 206 History of Western Art

Humanities:

HUM204, 205, 206 World Mythology & Religion

Literature:

ENG104, 105, 106 Introduction to Literature
 ENG107, 108, 109 World Literature
 ENG201, 202, 203 Shakespeare
 ENG204, 205, 206 Survey of English Literature
 ENG253, 254, 255 Survey of American Literature

Music History:

MUS261, 262, 263 Music History

Philosophy:

PHL101, 102, 103 Philosophy

distribution courses:

Acting:

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

Art:

ART115, 116, 117 Basic Design
 ART131, 132, 133 Introduction to Drawing
 ART191, 192, 193 Beginning Sculpture
 ART225, 226, 227 Computer Art
 ART231, 232, 233 Advanced Drawing
 ART240 Paper and Prints
 ART250, 251, 252 Beginning Ceramics
 ART253, 254, 255 Intermediate Ceramics
 ART270, 271, 272 Introduction to Printmaking
 ART281, 282, 283 Beginning Painting
 ART284, 285, 286 Intermediate Painting
 ART291, 292, 293 Intermediate Sculpture
 ART199, 299 Special Topics in Art

distribution courses (continued):

Journalism:

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

Language:

FR201, 202, 203 Second-Year French
 SPAN201, 202, 203 Second-Year Spanish
 GER201, 202, 203 Second-Year German

Literature:

ENG199, 299 Special Topics in Literature

Music:

MUS101, 102, 103 Music Fundamentals
 MUS111, 112, 113 Music Theory I
 MUS211, 212, 213 Music Theory II
 MUS199, 299 Special Topics in Music

Philosophy:

PHL199, 299 Special Topics in Philosophy

Speech:

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

Writing:

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

social sciences

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

sequences:

Anthropology:

ANTH101, 102, 103 General Anthropology
 ANTH221, 222, 223 Introduction to Cultural Anthropology
 ANTH230, 231, 232 Native North Americans

*Childhood Education and Family Studies:

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

*Criminal Justice

(any three courses from the following):
 CJ100 Foundations of Criminal Justice
 CJ101/SOC244 Criminology
 CJ201/SOC221 Juvenile Delinquency
 CJ220 Criminal Law
 CJ243/SOC243 Narcotics & Dangerous Drugs

Economics:

ECON201, 202, 203 Principles of Economics

History:

HST101, 102, 103 History of Western Civilization
 HST201, 202, 203 History of the United States

*Human Services:

HS265, 266, 267 Intervention Strategies

Political Science:

PS201, 202, 205 American Government

Psychology:

PSY201, 202, 203 General Psychology

Sociology:

SOC204, 205, 206 General Sociology

distribution courses:

*Childhood Education and Family Studies:

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

*Human Services:

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

Psychology:

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

Sociology:

SOC210 Marriage and Family
 SOC221/CJ201 Juvenile Delinquency
 SOC243/CJ243 Narcotics and Dangerous Drugs
 SOC244/CJ101 Criminology

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

science and mathematics

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

sequences:

Biology:

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

Chemistry:

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

General Science:

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

Geology:

G201, 202, 203	Geology
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Physics:

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

Engineering (continued):

ENGR211	Statistics
ENGR212	Dynamics
ENGR213	Strength (Mechanics) of Materials
ENGR250/MTH265	Engineer Probability and Statistics

Environmental Science:

ENV111	Introduction to Environmental Science
ENV131	Environmental Science I
ENV132	Environmental Science II
ENV133	Environmental Science III

Geology:

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

distribution courses:

Biology:

BI149	Introduction to Human Genetics
BI234	Elementary Microbiology
BI299A	Biology of Estuaries

Chemistry:

CHEM241, 242, 243	Organic Chemistry
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Computer Science:

CIS131	Computer Information Systems
CS133B	Computer Language I - BASIC
CS151	Introduction to Computer Programming
CS161	Introduction to Computer Science I
CS162	Introduction to Computer Science II
CS233B	Computer Language II - BASIC
CS233U	Computer Language II - C
CS261	Data Structures

Engineering:

ENGR111	Engineer Orientation I
ENGR112	Engineer Orientation II
ENGR201	Electrical Fundamentals I
ENGR202	Electrical Fundamentals II
ENGR203	Electrical Fundamentals III

Mathematics:

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

Physics:

PH121	Introductory Astronomy
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Requirements	Credit hours	Southwestern courses which satisfy requirements
Humanities (Choose courses from at least two different prefixes other than your major.)	Minimum 15 hours	ART204, 205, 206; ENG104, 105, 106, 107, 108, 109, 201, 202, 203, 204, 205, 206, 253, 254, 255, 299A; PHL101, 102; TA100
Natural Science (Choose courses from at least two different prefixes other than your major.)	Minimum 15 hours	ANTH101; BI101, 102, 103, 201, 202, 203; CHEM104, 105, 106, 221, 222, 223; G201, 202, 203; GS104, 105, 106, 107, 108; PH121, 201, 202, 203, 211, 212, 213
Social Science (Choose courses from at least two different prefixes other than your major.)	Minimum 15 hours	ANTH101, 102, 103, 221, 222, 223; EC201, 202, 203; HST201, 202, 203; PS201, 202, 205; PSY201, 202, 203; SOC204, 205, 206
Arts, Languages, and Logic (Choose courses outside of your major.)	Minimum 15 hours	
Artistic Creation (Sub-Area 1)	3 to 12 hours	ART115, 116, 117, 131, 132, 133, 184, 185, 186, 191, 192, 193, 231, 232, 233, 250, 251, 252, 253, 254, 255, 270, 271, 272, 281, 282, 283, 284, 285, 286, 291, 292, 293; MUP171, 271; MUS101, 102, 103; TA141, 142, 143; WR241, 242, 243
Languages and Logic (Sub-Area 2)	3 to 12 hours	CS140; GER101, 102, 103, 201, 202, 203; MTH105, 211, 212, 213, 241, 242, 243, 251, 252, 253; MUS111, 112, 113; PHL103; SP100, 111, 112, 218, 219; SPAN101, 102, 103, 201, 202, 203

Notes:

1. A maximum of 126 credit hours earned at a community college may be applied toward a baccalaureate degree.
2. The Writing Proficiency Exam (WPE) must be passed prior to graduation from Eastern. Students are required to complete writing courses through WR121 or, upon entering, demonstrate a Test of Standard Written English (TSWE) score of 50 or better before attempting the WPE given at Eastern.
3. Students who have earned an Associate of Arts (AAOT) transfer degree from Southwestern Oregon Community College will be considered as having met the lower division General Education Distribution Requirements at Eastern.
4. General Education Distribution Requirements: In the absence of an A.A. degree from an Oregon community college, students must complete a minimum of 15 credits in each of the following four areas: Humanities; Natural Science; Social Science; and Arts, Languages, and Logic. Within each of the four areas a student must have completed courses with at least two different prefixes other than the prefix or prefixes of the student's major. No more than 12 hours in a discipline may be applied in an area.
5. For the Bachelor of Science (BS) degree: In addition to completing the General Education Distribution Requirements, students are required to demonstrate the application of mathematics at the college level. Means for satisfying this requirement are described in each major at Eastern.
6. For the Bachelor of Arts (BA) degree: In addition to completing the General Education Distribution Requirements, students are required to demonstrate proficiency in a single foreign language (two years or completion of a second-year foreign language course sequence or equivalency).
7. Courses in which D grades have been earned will transfer to Eastern.
8. Students graduating from high school in 1997 or later are required to have two years of high school second language or two terms from a community college.
9. This guide is subject to change without notice and should not be regarded as a contract between Eastern and students attending Southwestern Oregon Community College.

Requirements	Semester hours	Southwestern courses which satisfy requirements	Quarter hours
Inquiry Seminar	3	Completed two full years at college and WR121, 122.	6
Vital Past	6	Most History courses; MUS261, 262, 263.	9
Images and Arts	6	All Literature courses; WR241, 242, 243; MUS theory, history or literature courses; ART All studio, theory, and history courses; TA All performance, technical and history courses.	9
Ultimate Questions	6	PHL101, 102, 103.	9
Individuals, Systems & Societies	6	ECON201, 202, 203; SOC204, 205, 206; PS201, 202, 203; PSY201, 202, 203; Any ANTH courses.	9
Natural World	6	Any course in Chemistry, Physics, Geology, Biology or General Science.	9

Notes:

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

Requirements	Credit hours	Southwestern courses which satisfy requirements
Communication Speech English Composition Nine additional credits from speech/writing courses having WRI122 or SPE111 as a prerequisite; specified by the major department from the following: WRI123, 214, 227, 321, 322, 323, 327, 328, 350, 410; SPE321.	3 6 9	SP111 WR121 and 122 WR123, 214, 227; SP219
Business Nine credits of business and industrial management.	9	BA206, 211, 213, 215, 222, 223, 226, 227, 238, 239, 242, 249, 250, 285, 288
Humanities Nine credits selected by student or specified by a major department.	9	ART115, 116, 117, 131, 132, 133, 184, 185, 186, 204, 205, 206, 231, 232, 233, 240, 250, 251, 252, 253, 254, 255, 270, 271, 272, 281, 282, 283, 284, 285, 286, 291, 292, 293; ENG104, 105, 106, 107, 108, 109, 201, 202, 203, 204, 205, 206, 253, 254, 255; GER201, 202, 203; MUS134; PHL101, 102, 103; SPAN201, 202, 203; TA100, 141, 142, 143
Social Sciences Twelve credits selected by student or specified by a major department.	12	ANTH101, 102, 103, 221, 222, 223, 230, 231, 232; CJ101, 110, 200, 201, 220; EC201, 202, 203; HST101, 102, 103, 201, 202, 203; PS201, 202, 205; PSY201, 202, 203, 219; SOC204, 205, 206, 210, 221, 244
Technology Twelve credits selected by student or specified by a major department from technical electives offered by a major department. At least one computer course is required.	12	ENGR211, 212, 213. Select computer course from CIS131; CS101, 133B, 133C, 133U, 140, 161, 162, 233C, 233U, 240, 244, 261
Science/Mathematics College Algebra Twelve additional credits selected by student or specified by a major department from biological sciences, mathematics, or physical science.	4 12	MTH111 BI101, 102, 103, 201, 202, 203, 231, 232, 233, 234; CHEM104, 105, 106, 221, 222, 223, 241, 242, 243; G201, 202, 203; GS104, 105, 106; MTH105, 112, 243, 251, 252, 253, 254, 255, 256; PH201, 202, 203, 211, 212, 213

Notes:

- Transfer students seeking a baccalaureate degree must complete a minimum of 60 credits of upper division work before a degree will be awarded. Upper division work is defined as 300 and 400 level classes at a bachelor's degree granting institution.
- OIT considers for transfer those courses that carry a grade of D+ or better. However, many OIT departments require C or better course grades for prerequisite and graduation purposes.
- Students who have earned an Associate of Arts (AAOT) transfer degree from Southwestern Oregon Community College will be considered as having met the lower division General Education Requirements at OIT.
- Students seeking a Civil Engineering degree at OIT may not use "performance" based humanities (ART, MUS, TA) to satisfy the general education requirements.
- This guide is subject to change without notice and should not be regarded as a contract between OIT and students attending Southwestern Oregon Community College.

Requirements	Credit hours	Southwestern courses which satisfy requirements
Writing I	3	WR121
Writing II	3	SP111; WR122, 123, 214, 222, 227, 241, 242
Writing III/Speech	3	Any courses listed to meet Writing II requirements not taken to meet the Writing II requirement or SP112, 218, 219.
Mathematics	4	MTH105, 111 or higher (must be completed before transferring).
Fitness	3	PE231
Writing Intensive Course		(Must be taken at OSU as part of major)
Physical Science Including Lab	4 to 5	CHEM104, 105, 106, 221, 222, 223; G201, 202, 203; GS104, 105, 106, 107, 108; PH201, 202, 203, 211, 212, 213
Biological Science Including Lab	4	BI101, 102, 103, 201, 202, 203, 234
One additional Physical Science or Biological Science Course	4 to 5	Any courses listed for Physical or Biological Science above.
Western Culture	3	ART204, 205, 206; ENG107, 108, 109, 201, 202, 203, 204, 205, 206, 254, 255; HST101, 102, 103, 201, 202, 203; PHL101, 102
Cultural Diversity	3	ANTH223, 230, 231, 232; HST201, 202, 203
Literature and the Arts	3	ART204, 205, 206; ENG104, 105, 106, 107, 108, 109, 201, 202, 203, 204, 205, 206, 254, 255; TA100
Social Processes and Institutions	3	ANTH103; ECON201, 202, 203; PSY201, 203; SOC204, 205; HST101, 102, 103
Difference, Power, and Discrimination	3	HST201, 202, 203; SOC206
Two additional courses from two of these areas: Western Culture, Cultural Diversity, Literature and the Arts, and Social Processes and Institutions	6	Any courses listed above for Western Culture, Cultural Diversity, Literature and the Arts, Social Processes and Institutions.
Global Issues	3	(Upper division course; must be taken at OSU)
Science, Technology and Society	3	(Upper division course; must be taken at OSU)

Notes:

1. A maximum of 108 credit hours earned at a community college may be applied toward a baccalaureate degree.
2. No more than two courses from the same department may be used to fulfill the Baccalaureate Core Curriculum requirements.
3. In general, only courses with letter prefixes and numbers above 100 are accepted at OSU.
4. Students with vocational/technical credits (normally two or four digit numbers) should contact the assistant registrar at OSU for assistance in determining transferability of these courses to an OSU major.
5. Departments, schools, or colleges at OSU may restrict the courses used by their major students to satisfy each general educational component.
6. OSU will accept D grades. Some departments, schools, or colleges may not accept D grades in required courses.
7. Students with an Associate of Arts (AAOT) transfer degree from Southwestern Oregon Community College will be considered as having met OSU's lower division Baccalaureate Core Curriculum requirements.
8. Effective July 1, 1998 OSU will accept up to 12 hours of professional/technical course work on a credit only basis. Grades for these courses count as pass only.
9. This guide is subject to change without notice and should not be regarded as a contract between OSU and students attending Southwestern Oregon Community College.

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

Notes:

1. A maximum of 108 credit hours earned at a community college may be applied toward a baccalaureate degree.
2. In general, only courses with letter prefixes and numbers above 100 are accepted in transfer to PSU. PSU posts transfer equivalencies on their homepage. To see how specific courses will transfer, go to the website, <http://www.pdx.edu>, then click on: "student services o admissions *undergraduate admissions* transfer equivalency catalogs. Once there, scroll down to Southwestern, double click and see exactly how courses will transfer from Southwestern to PSU.
3. PSU accepts credit in certain professional/technical courses when these are equivalent or parallel to PSU courses.
4. In order to transfer to PSU students must have completed a minimum of 30 transferable credit hours (transferable college level work, passes with a D or better or a Pass from a regionally accredited college or university). Students must also meet the minimum GPA requirement: 2.0 college GPA for Oregon residents, 2.25 college GPA for out-of-state residents, or 2.5 college GPA for international students.
5. PSU does not award credit for the following courses: OA121, 122, 123 (and some other office administration classes).
6. Students who have earned an Associate of Arts (AAOT) transfer degree from Southwestern Oregon Community College will be considered as having met PSU's lower division general education requirements.
7. This guide is subject to change without notice and should not be regarded as a contract between PSU and students attending Southwestern Oregon Community College.

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

Notes:

1. A maximum of 108 credit hours earned at community colleges may be applied toward a baccalaureate degree.
2. Courses in the major, including course work from supportive areas that is required of the major, and courses toward a minor may also be used to meet general education requirements.
3. In satisfying the total set of requirements of Goals 2 through 9, a student may use at most nine credits from one department.
4. A single course may not be used to satisfy more than one general education goal.
5. Only courses with a letter prefix and a number of 100 or higher are considered transferable.
6. A maximum of 24 credit hours of vocational/technical courses are accepted as free electives.
7. Courses in which D grades have been earned are accepted by SOU, with the exception of Goals 1 and 2, which require a grade of C- or better.
8. Students who have earned an Associate of Arts (AAOT) transfer degree from Southwestern Oregon Community College will be considered as having met the Core Curriculum requirements at SOU.
9. Students who transfer to SOU with less than 45 transfer level credits and who have not completed both WR121 and WR122 will be required to complete the sequence of College Colloquium courses (CORE 101/102/103) at SOU which will satisfy both Goals 1 and 2.
10. This guide is subject to change without notice and should not be regarded as a contract between SOU and students attending Southwestern Oregon Community College.

Requirements	Units	Southwestern courses which satisfy requirements
Written English	6 credit hours	WR121 (must be completed before transferring) & WR122 or WR123 (with grade C or better).
Arts and Letters* These courses must be completed in at least two subjects (prefixes), and a minimum of two courses must be completed in one subject.	16 credit hours	Choose from the following: ART 204, 205, 206; ENG 104, 105, 106, 107, 109, 201, 202, 203, 204, 205, 206, 253, 254, 255, 260; GER 201, 202, 203; MUS 201, 202, 203, 261, 262, 263; PHL 101, 102, 103; SPAN 201, 202, 203; TA 100.
Social Science* These courses must be completed in at least two subjects (prefixes), and a minimum of two courses must be completed in one subject.	16 credit hours	ANTH 102, 103, 221, 222, 223, 230, 231; BA 101; ECON 201, 202, 203; HST 101, 102, 103, 201, 202, 203; PS 201, 202, 205; PSY 202, 203, 239; SOC 204, 205, 206, 210.
Science* These courses must be completed in at least two subjects (prefixes), and a minimum of two courses must be completed in one subject.	16 credit hours	ANTH 101; BI 101, 102, 103, 201, 202, 203, 231, 232, 233, 234; CHEM 104, 105, 106, 221, 222, 223; CS 133C, 133P, 233C; G 201, 202, 203, 207, 220, 221, 291; GS 104, 105, 107, 108; MTH 105, 211, 212, 213, 241, 242, 243, 251, 252, 253; PH 121, 201, 202, 203, 211, 212, 213; PSY 201.
Multiculture (Same course may be chosen to meet this requirement and one of the requirements listed above.).	2 courses	Area 1 - American Cultures: ANTH 230, 231, 232. Area 2 - Identity, Pluralism & Tolerance. Area 3 - International Cultures: ANTH 103, 221, 222, 223. Choose one course from two different areas.

Notes:

1. A maximum of 108 credit hours earned at a community college may be applied toward a baccalaureate degree.
 2. Only courses with letter prefixes and numbers above 100 are accepted at the University of Oregon.
 3. A maximum of 12 credit hours of vocational/technical courses are accepted.
 4. BA degree requires equivalent of two years of college foreign language.
 5. BS degree requires MTH111 and two higher mathematics courses, or MTH105 and two higher mathematics courses.
 6. Courses in which D grades have been earned will transfer to UO, but will not satisfy degree requirements in writing, mathematics, or foreign language and may not be acceptable for major requirements.
 7. Students not meeting freshman admissions criteria must complete 36 transfer hours and WR121, and MTH105 or MTH111 before transferring. Students may request a waiver of the math course for the admission requirement.
 8. Students with an Associate of Arts (AAOT) transfer degree from Southwestern Oregon Community College will be considered as having met the general education requirements at UO. The Multiculture requirement is not satisfied by completing the AAOT degree unless two of the acceptable courses are taken as part of the AAOT degree.
 9. This guide is subject to change without notice and should not be regarded as a contract between UO and students attending Southwestern Oregon Community College.
- * No more than three courses from any one department may be used to satisfy the total 48 credit group requirement. Courses in the major may be used to satisfy the group requirement.
- * Beginning fall 1999, all new admits will no longer have the option of using Arts and Letters group satisfying credits to meet the Bachelor of Arts language proficiency or of using Science group satisfying credits to meet the Bachelor of Science Mathematics/Computer Science proficiency.
- ** Effective fall 1994, PSY201 will become a science group requirement satisfying course. It may be used as a social science course if taken prior to fall 1994.

Requirements	Credit Hours	Southwestern courses which satisfy requirements
Skills		
English Composition	3	WR121, 122, or 123. WR121 preferred.
Speech	3	SP111, 112, 218, 219, 229. SP111 preferred.
Physical Education	5	PE170, 180, 185, 190, 195, 231, 295; courses should include different activities. PE231 and one activity course preferred.
Distribution		
Creative Arts (Art, Dance, Music, Theater Arts)	9	All courses with prefix of ART, MUP, MUS, TA and numbered 100 or higher (except: MUS299; ART225, 226, 227, 280; and any courses numbered 199). Nine hours in a combination of three different areas preferred. A maximum of three hours in music performance (MUP) is allowed.
Humanities (Literature, Philosophy, and Religion)	12	A sequence of nine hours in the same discipline is required. All courses with ENG or PHL prefix and numbered 100 or higher (except: ENG198, 298, 299). A nine-hour literature sequence (e.g., ENG104, 105, 106) plus an additional course in Philosophy (PHL201, 202, 203) or Religion is preferred.
Natural Sciences and Mathematics	12	A sequence of at least eight hours in the same discipline is required. All courses with the following prefixes and numbered 100 or higher: BI (except BI198, 299), CH (except CH198), G (except G198, 298, 299), PH. A 12-hour sequence in the same discipline preferred. NOTE: The equivalent of Western's BI101, GS104 and GS106 are recommended for Elementary Education majors.
Social Science	12	A sequence of at least nine hours in the same discipline is required. This sequence must include courses numbered 100 or higher and be in ANTH (except ANTH198, 298), EC, HST, PS (except PS198, 298), or SOC (except SOC198, 298). The remaining three hours may be in any social science area, including Psychology and Criminal Justice. NOTE: Geography and U.S. History are recommended for Elementary Education majors.

Notes:

1. A maximum of 108 credit hours earned at a community college may be applied toward a baccalaureate degree.
2. In general, only courses with letter prefixes and numbers above 100 are accepted at WOU.
3. Up to 24 hours of professional-technical credits can be transferred as free electives.
4. Courses in which D grades have been earned are accepted at WOU.
5. Students who have not completed all of the Liberal Arts Core Curriculum (LACC) requirements listed above at the time they transfer will be expected to complete them with courses among those specifically required of freshmen beginning their work at WOU.
6. Courses numbered 198, 199, 298 and 299 and Cooperative Work Experience (CWE) credits transfer to WOU as general elective credits and are not applied to the major or LACC requirements. Up to 12 hours of CWE can be accepted.
7. Students are encouraged to seek exemption from the Skills requirements by demonstrating proficiency through the appropriate departments at WOU.
8. Students with an Associate of Arts (AAOT) transfer degree from Southwestern Oregon Community College will be considered as having met the LACC requirements at WOU.
9. Courses used to fulfill major requirements may be used to meet LACC requirements if the student earns an Associate of Arts (AAOT) transfer degree. In the absence of an AA degree, students must check with their major department to determine if courses required in the major may also be used to fulfill LACC requirements. Such courses may be used to meet major requirements or LACC, but not both.
10. This guide is subject to change without notice and should not be regarded as a contract between Western Oregon University and students attending Southwestern Oregon Community College.

associate in science degree

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

general requirements:

1. Minimum of 90 credits of specified courses with a grade of C or better (see individual curriculum for listing).
2. Grade point average minimum of 2.0 (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 21 credits as listed under specified area requirements.
5. At least 30 of the last 45 credits must be taken at Southwestern.

general education requirements:

Writing (9 credits total)

WR121 - 3 credits

WR122, 214 or 214T - 3 credits

WR123 or 227 - 3 credits

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

Speech (3 credits)

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

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

Exceptions may be allowed for the following reasons:

Veterans: Students who have completed six months active service in the U.S. armed

forces are exempt from the physical activity (PE185) requirement if they file official evidence of service with the Transcript Evaluator.

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

specified area requirements:

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

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

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

Computer Literacy

Critical Thinking

Environmental Awareness

Library/Research Skills

Major applications in writing and computation

Professional Ethics

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

HD100 College Success and Survival

HD112 Study Skills

HD208 Career/Life Plan

LIB127 Introduction to the Library

OA121 Keyboarding I

OA201 Beginning Word Processing

RD 101,102,103 College Reading

The maximum total number of credits allowable for basic, developmental, or supportive courses under Federal Financial Aid guidelines is 45.

See specified area approved courses on the following page.

specified area requirements

humanities:

Art History: ART204, 205, 206	History of Western Art
Humanities: HUM204, 205, 206	World Mythology & Religion
Literature: ENG104, 105, 106 ENG107, 108, 109 ENG201, 202, 203 ENG204, 205, 206 ENG253, 254, 255	Introduction to Literature World Literature Shakespeare Survey of English Literature Survey of American Literature
Music History: MUS261, 262, 263	Music History
Philosophy: PHL101, 102, 103	Philosophy

social sciences:

Anthropology: ANTH101, 102, 103 ANTH221, 222, 223 ANTH230, 231, 232	General Anthropology Introduction to Cultural Anthropology Native North Americans
Economics: ECON201, 202, 203	Principles of Economics
History: HST101, 102, 103 HST201, 202, 203	History of West Civilization History of the United States
Political Science: PS201, 202, 205	American Government
Psychology: PSY201, 202, 203	General Psychology
Sociology: SOC204, 205, 206	General Sociology

mathematics/science/computer science/engineering:

Mathematics: (Any three courses)	
MTH111	College Algebra
MTH112	Elementary Functions
MTH212	Fundamentals of Elementary Algebra II
MTH213	Fundamentals of Elementary Algebra III
MTH231	Elements of Discrete Math I
MTH232	Elements of Discrete Math II
MTH241	Calculus for Business and Social Science I
MTH242	Calculus for Business and Social Science II

Mathematics: (Continued)

MTH243/BA232	Introduction to Probability and Statistics
MTH251	Calculus I
MTH252	Calculus II
MTH253	Calculus III
MTH254	Vector Calculus I
MTH255	Vector Calculus II
MTH256	Differential Equations
MTH261	Linear Algebra I
MTH262	Linear Algebra II
MTH265/ENGR250	Statistics for Science and Engineering

Biology: BI101, 102, 103 BI201, 202, 203 BI231, 232, 233	General Biology Introductory Biology Human Anatomy and Physiology
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Chemistry: CHEM104, 105, 106 CHEM221, 222, 223	Introductory Chemistry General Chemistry
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General Science: GS104, 105	Physical Science
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Plus one of the following:	
GS106	Earth Science or
GS107	Astronomy or
GS108	Oceanography

Geology: G201, 202, 203	Geology
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Physics: PH201, 202, 203 PH211, 212, 213	General Physics General Physics with Calculus
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Computer Science: CS151 CS161 CS162	Introduction to Computer Programming Introduction to Computer Science I Introduction to Computer Science II
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Engineering: ENGR201, 202, 203 ENGR211, 212, 213	Electrical Fundamentals I, II, III Statics, Dynamics, Strength (Mechanics) of Materials
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business administration curriculum for the associate in science degree

This two-year program is generally transferable to four-year programs in Business Administration at senior institutions of the Oregon State System of Higher Education. Students should be able to complete requirements for the baccalaureate degree with two additional years of course work at those institutions. (Consult your faculty advisor for more detailed information on requirements for specific four-year institutions.)

Students may petition for adjustments in the Southwestern Oregon Community College Associate in Science in Business Administration degree if course requirements for the first two years of any regionally accredited four-year institution offering a degree in Business Administration are met.

first year			second year		
Course No.	Course Title	Credit Hours	Course No.	Course Title	Credit Hours
Fall			Fall		
BA101	Introduction to Business	4	BA211	Principles of Accounting I ³	4
WR121	English Composition	3	BA226	Business Law I	3
	Mathematics Sequence ¹	4	BA232	Business Statistics ⁴	4
	Literature Sequence	3	ECON201	Principles of Economics - Social Science Sequence	3
		14 total			17 total
Winter			Winter		
CIS131	Computer Information Systems	4	BA222	Finance	3
WR122	English Composition	3	ECON202	Principles of Economics	3
	Mathematics Sequence ¹	4		Social Science Sequence	3
	Literature Sequence	3		Electives ⁵	6
		14 total			15 total
Spring			Spring		
BA280	Field Experience or BA206 Management Fundamentals	3	BA213	Principles of Accounting III ³	4
HE250	Personal Health ²	3	ECON203	Principles of Economics	3
WR123	English Composition	3	SP111	Fundamentals of Public Speaking	3
	Mathematics Sequence ¹	4		Social Science Sequence	3
	Literature Sequence	3		Elective ⁵	3
		16 total			16 total
					92 credits total

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

Notes:

1. Math sequences include MTH111, 112, 231; MTH111, 112, 241; MTH111, 112, 251; or MTH111, 241, 242.
2. PE231 or three credits of PE185 may be substituted for HE250.
3. AC2766, AC2767 and AC2768 are equivalent to BA211 and BA212. Students must petition if they wish to have AC2766, AC2767 and AC2768 changed to BA211 and BA212. Students choosing this option will also need to take BA213. Contact your advisor or accounting instructor for details.
4. MTH243 may be substituted for BA232.
5. Electives must be courses numbered between 100 and 299.
BA212 Principles of Accounting II is strongly recommended.

childhood education and family studies curriculum for the associate in science degree

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

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

first year			second year		
Course No.	Course Title	Credit Hours	Course No.	Course Title	Credit Hours
Fall			Fall		
CIS131	Computer Information Systems ¹	4	ED251	Students with Special Needs	3
ECE150	Intro/Observation in ECE	3	ED280	Field Experience ²	3
HDFS225	Prenatal, Infant, Toddler Development	3	MTH211	Fund of Elem Math or Specific Elective ⁵	3
LIB127	Introduction to the Library	1		Humanities Sequence	3
PHL101	Introduction to Philosophy: Philosophical Problems	3		Science Sequence	4
WR121	English Composition	3			16 total
		17 total	Winter		
Winter			ED258	Multicultural Education	3
ECE209	Theory and Practicum ²	3	MTH212	Fund of Elem Math or Specific Elective ⁵	3
HDFS247	Preschool Child Development	3		Humanities Sequence	3
HE250	Personal Health ³	3		Science Sequence	4
PHL102	Ethics	3		Speech Course ⁶	3
WR122	English Composition	3			16 total
	Social Science Course ⁴	3	Spring		
		18 total	HDFS140	Contemporary American Families	3
Spring			MTH213	Fund of Elem Math or Specific Elective ⁵	3
ECE102	Practicum ²	3		Humanities Sequence	3
ECE154	Language and Literacy	3		Science Sequence	4
HDFS229	Development in Middle Childhood	3		Social Science Course ⁴	3
MTH111	College Algebra	4			16 total
WR123	English Composition or WR227 Report Writing	3			99 credits total
		16 total			

Majors in this program must complete all courses with a grade of C or better. *

Notes:

1. Prerequisite of CS101 or equivalent.
2. ECE209, ECE102, and ED280 must be taken in sequence. A criminal history check is required prior to enrollment in ECE209.
3. PE231 may be substituted for HE250.
4. Must be from social sciences specified area requirements list for AS degree.
5. Specific Electives:

ECE240	Lesson & Curriculum Planning	HDFS285	Professional Issues in ECE
FN225	Nutrition	HS154	Community Resources
HDFS222	Family Relations	HS167	Gerontology
PHL103	Critical Thinking		
6. SP100, SP112, SP217, SP218, SP219 or SP229.

*Students who plan to obtain a degree in Elementary Education should take MTH211, 212 and 213.

**Students who have not completed two years of high school foreign language are encouraged to take approved language courses.

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

Students who wish to complete the requirements for the One-Year Certificate in Childhood Education and Family Studies should take ECE240 Lesson and Curriculum Planning, FN225 Nutrition and HS154 Community Resources.

computer science curriculum for the associate in science degree

This program is designed to offer students a transfer degree in Computer Sciences at an Oregon University or four year college, and specifically articulates with Oregon State University. It will lead to an Associate of Science degree with an emphasis in computer science upon completion from Southwestern.

first year			second year		
Course No.	Course Title	Credit Hours	Course No.	Course Title	Credit Hours
Fall			Fall		
CIS131	Computer Information Systems	4	CS261	Data Structures or elective ^{2,3,4}	4
CS151	Introduction to Computer Programming	4	MTH231	Elements of Discrete Math I	4
MTH251	Calculus I	4	MTH254	Vector Calculus I	4
WR121	English Composition	3	PH211	General Physics with Calculus	5
		15 total			17 total
Winter			Winter		
CS161	Introduction to Computer Science I	4	MTH232	Elements of Discrete Math II	4
MTH252	Calculus II	4	PH212	General Physics with Calculus	5
SP111	Fundamentals of Public Speaking	3		Humanities/Social Science Course ¹	3
	Humanities/Social Science Course ¹	3		Elective ^{3,4}	3
WR122	English Composition	3			15 total
		17total	Spring		
Spring			PH213	General Physics with Calculus	5
CS162	Introduction to Computer Science II	4		Biological Science Course ⁵	4
MTH253	Calculus III	4		Humanities/Social Science Course ¹	3
PE231	Wellness for Life	3		Elective ^{3,4}	3
	Humanities/Social Science Course ¹	3			15 total
WR227	Report Writing	3			96 credits total
		17 total			

Majors in this program must complete all courses, except electives, with a grade of C or better.

Notes:

- Humanities/social science courses must be selected from each of the following areas:
Social Sciences - Processes and Institutions -one course from:
 ANTH103; ECON201, 202; PSY201, 202; SOC204, 205.
Social Sciences - Western Culture -one course from: HST101, 102, 103, 201, 202, 203.
Humanities - Arts and Letters- two courses from: ENG104, 105, 106, 107, 108, 109, 201, 202, 203, 204, 205, 206, 253, 254, 255; PHL101, 102.
- If elective chosen, student must take CS261 or ECE271 at OSU to articulate.
- Recommend taking electives from the CS department. See CS advisor for course selection.
- Electives must be courses numbered between 100 and 299.
- One biological science course must be taken from: BI101, 102, 103, 201, 202, 203, 234.

criminal justice administration curriculum for the associate in science degree

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

first year			second year		
Course No.	Course Title	Credit Hours	Course No.	Course Title	Credit Hours
Fall			Fall		
CJ100	Foundations of Criminal Justice	3	CJ210	Criminal Investigation	3
CJ110	Introduction to Law Enforcement	3	CJ222	Procedural Law	3
CJ280	Field Experience: Career Exploration ¹	1	PE185	Physical Education ²	1
SOC204	General Sociology	3	PS201	American Government: Institutions	3
SP111	Fundamentals of Public Speaking ¹	3		Math/Science/Computer Science/ Engineering Course ⁴	4
WR121	English Composition	3		Humanities Course ³	3
		16 total			17 total
Winter			Winter		
CJ101	Criminology	3	CIS131	Computer Information Systems	4
CJ130	Introduction to Corrections	3	CJ232	Introduction to Corrections Casework	3
CJ201	Juvenile Delinquency	3			
CJ280	Field Experience: Career Exploration	1	PE185	Physical Education ²	1
SOC205	General Sociology	3		Humanities Course ³	3
WR122	English Composition	3		Math/Science/Computer Science/ Engineering Course ⁴	4
		16 total		Criminal Justice Specific Elective ⁵	3
Spring					18 total
CJ220	Criminal Law	3	Spring		
CJ226	Constitutional Law	3	CJ225	Corrections Law	3
CJ280	Field Experience: Career Exploration	1	CJ280	Field Experience	6
SOC206	General Sociology	3	PE185	Physical Education ²	1
WR123	English Composition or WR227 Report Writing	3		Math/Science/Computer Science/ Engineering Course ⁴	4
	Criminal Justice Specific Elective ⁵	3		Criminal Justice Specific Elective ⁵	3
		16 total			17 total
					100 credits total

Majors in this program must complete all CJ courses with a grade of C or better.

Notes:

1. SP100, SP112, or SP219 may be substituted.
2. PE231 or HE250 may be substituted for three credits of PE185.
3. Humanities courses include art and music history and appreciation, literature, philosophy and World Mythology and Religion.
4. MTH111 or above. Students who choose to satisfy this requirement with science courses must complete MTH111 or higher.
5. Students must select three of the following Criminal Justice Administration Specific Electives, with the assistance of their advisor:
 - CJ131/SOC220 Institutional Corrections
 - CJ140 Criminalistics
 - CJ203 Crisis Intervention
 - CJ215 Criminal Justice Administration
 - CJ229 Community Based Corrections
 - CJ243/SOC243 Narcotics and Dangerous Drugs
 - CJ198/298 Independent Study in Criminal Justice Administration

engineering curriculum for the associate in science degree

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

first year			second year		
Course No.	Course Title	Credit Hours	Course No.	Course Title	Credit Hours
Fall			Fall		
ENGR111	Engineering Orientation I	3	CHEM221	General Chemistry	5
MTH251	Calculus I (Differential Calculus)	4	ENGR201	Electrical Fundamentals I	3
PH211	General Physics with Calculus	5	ENGR211	Statics	3
WR121	English Composition	3	MTH254	Vector Calculus I	4
		15 total		Humanities/Social Sciences Course ¹	3
					18 total
Winter			Winter		
ENGR112	Engineering Orientation II	3	CHEM222	General Chemistry	5
MTH252	Calculus II (Integral Calculus)	4	ENGR202	Electrical Fundamentals II	3
PH212	General Physics with Calculus	5	ENGR212	Dynamics	3
WR122	English Composition	3	MTH255	Vector Calculus II	4
	Humanities/Social Sciences Course ¹	3		Humanities/Social Sciences Course ¹	3
		18 total			18 total
Spring			Spring		
ENGR245	Engineering Graphics and Design	3	ENGR250	Engineering Probability & Statistics	4
MTH253	Calculus III (Infinite Series & Sequences)	4	MTH256	(Applied) Differential Equations	4
PH213	General Physics with Calculus	5	SP111	Fundamentals of Public Speaking	3
WR227	Technical Report Writing	3		Basic Engineering Course ²	3
	Humanities/Social Sciences Course ¹	3		Health/Fitness Course ³	3
		18 total			17 total
					104 credits total

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

Students planning to transfer to OSU should also consider taking one biological science course from the following list (a general baccalaureate core requirement at OSU): BI101, 201, 234.

The following courses are also appropriate for various engineering degree programs and will generally transfer to most four-year colleges and universities: CHEM241, 242, 243; CS151, 161, 162; MTH231, 232, 261, 262.

Notes:

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

Social Sciences - Processes and Institutions -one course from:

ANTH103; ECON201, 202; PSY201, 202; SOC204, 205.

Social Sciences - Western Culture -one course from: HST101, 102, 103, 201, 202, 203.

Humanities - Arts and Letters - two courses from: ENG104, 105, 106, 107, 108, 109, 201, 202, 203, 204, 205, 206, 253, 254, 255; PHL101, 102.

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

Engineering Major Appropriate course

Chemical CHEM223

Civil ENGR213

Computer ENGR203

Electrical ENGR203

Mechanical ENGR213

3. One health/fitness course must be selected from: HE250; PE231; or three credits of PE185.

fitness management and athletic training curriculum for the associate in science degree

This degree is designed to offer the student a transfer degree in Fitness Management or Athletic Training. This program is articulated with Southern Oregon University's Department of Health and Physical Education leading to the baccalaureate in Athletic Training or Health Promotion and Fitness Management.

first year			second year fitness management option		
Course No.	Course Title	Credit Hours	Course No.	Course Title	Credit Hours
Fall			Fall		
BI201	Introductory Biology	4	BI231	Human Anatomy & Physiology	4
GS104	Physical Science	4	PE259	Care & Prevention of Injuries I	3
PE131	Intro to Health & Physical Ed	3	PE265	Tests & Measurements	3
PSY201	General Psychology	3	PE280P	Practicum	3
WR121	English Composition	3		Humanities Course	3
		17 total			16 total
Winter			Winter		
BI202	Introductory Biology	4	BI232	Human Anatomy & Physiology	4
CIS131	Computer Information Systems	4	HE250	Personal Health	3
MTH111	College Algebra	4	HE252	Standard First Aid	3
PSY202	General Psychology	3	PE261	Techniques of Taping or	3
WR122	English Composition	3		PE263 Sports and Drugs	3
		18 total		Humanities Course	3
Spring					16 total
BI203	Introductory Biology	4	Spring		
FN225	Nutrition	4	BI233	Human Anatomy & Physiology	4
PE195	Professional Activities:	2	PE262	Dev. of Adult Fitness Programs	3
	Physical Conditioning		PE264	Personal Trainer Cond. Concepts	3
PE231	Wellness for Life	3	PE280P	Practicum	3
WR123	English Composition or	3	SP218	Interpersonal Communication or	3
	WR227 Report Writing			SP219 Small Group Discussion	3
		16 total			16 total
second year athletic training option					99 credits total
Course No.	Course Title	Credit Hours	Note: For students transferring to Southern Oregon University all courses with an HE or PE prefix must be completed with a minimum grade point average of 2.5. Student must obtain a minimum grade point average of 2.25 in all other courses except BI231, 232 and 233 which require a minimum grade point average of 2.0.		
Fall					
BI231	Human Anatomy & Physiology	4			
PE259	Care & Prevention of Injuries I	3			
PE265	Tests and Measurements	3			
PE280P	Practicum	3			
	Humanities Course	3			
		16 total			
Winter					
BI232	Human Anatomy & Physiology	4			
HE252	Standard First Aid	3			
PE260	Care & Prevention of Injuries II	3			
PE261	Techniques of Taping	3			
	Humanities Course	3			
		16 total			
Spring					
BI233	Human Anatomy & Physiology	4			
PE262	Dev. of Adult Fitness Programs	3			
PE264	Personal Trainer Cond. Concepts	3			
PE280P	Practicum	3			
SP218	Interpersonal Communication or	3			
	SP219 Small Group Discussion	3			
		16 total			
		99 credits total			

human services curriculum for the associate in science degree

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

first year			second year		
Course No.	Course Title	Credit Hours	Course No.	Course Title	Credit Hours
Fall			Fall		
HS100	Introduction to Human Services	3	HS265	Intervention Strategies I	4
PSY201	General Psychology	3	MTH111	College Algebra	4
SP219	Small Group Discussion ¹	3	SOC204	General Sociology	3
WR121	English Composition	3		Humanities Sequence ⁴	3
	Science Sequence ²	4		Specific Elective ⁶	3
		16 total			17 total
Winter			Winter		
HS154	Community Resources	3	HS266	Intervention Strategies II	4
PSY202	General Psychology	3	SOC205	General Sociology	3
PSY228	Intro to Social Science Research ³	3		Humanities Sequence ⁴	3
WR122	English Composition	3		Math/Science/Computer Science/ Engineering Course ⁵	4
	Science Sequence ²	4		Humanities Elective ⁴	3
		16 total			17 total
Spring			Spring		
CIS131	Computer Information Systems	4	HS267	Intervention Strategies III	4
HS155	Interviewing Theory & Techniques	3	PE231	Wellness for Life or HE250	3
PSY203	General Psychology	3	SOC206	General Sociology	3
WR123	English Composition or WR227 Report Writing	3		Humanities Sequence ⁴	3
	Science Sequence ²	4		Humanities Elective ⁴	3
		17 total			16 total
					99 credits total

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

Notes:

- SP111 may be substituted for SP219.
- One lab science sequence must be selected from: BI101, 102, 103; BI201, 202, 203; BI231, 232, 233; CHEM104, 105, 106; CHEM221, 222, 223; G201, 202, 203; PH201, 202, 203; PH211, 212, 213; or GS104, 105, plus one of the following: GS106, 107 or 108.
- PSY228 has a prerequisite of MTH60.
- Students must choose one sequence (minimum of nine credits) from: ART204, 205, 206; ENG104, 105, 106; ENG107, 108, 109; ENG201, 202, 203; ENG204, 205, 206; ENG253, 254, 255; HUM204, 205, 206; PHL101, 102, 103; MUS261, 262, 263.
In addition students must choose six credits from the approved associate in science degree specified area requirements list. A minimum of six credits in Literature is required. Courses must come from at least two disciplines. No more than nine credits can be from one discipline. Spanish, (200 level), and Philosophy are highly recommended as humanities electives.
- Must be from specified area requirements list.
- Specific electives:

CJ100	Criminal Justice	HDFS229	Development in Middle Childhood
CJ101	Criminology	HE201	Death and Dying
CJ130	Introduction to Corrections	HS167	Gerontology
CJ201	Juvenile Delinquency	HS168	Mental Health and Aging
CJ220	Criminal Law	HS200	Understanding Addictive Behavior
CJ226	Constitutional Law	HS202	Counseling the Chemically Dependent
CJ229	Community Based Corrections	HS261	Counseling the Older Adult
ED258	Multicultural Education	HS291	Practicum (with Instructor Consent)
HDFS140	Contemporary Families	PSY239	Abnormal Psychology
HDFS225	Prenatal, Infant & Toddler Development	PSY240	Introduction to Psychopharmacology
		SPAN101, 102, 103	First Year Spanish
- Students who have not completed two years of high school foreign language are encouraged to take approved foreign language courses.

mathematics curriculum for the associate in science degree

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

first year			second year		
Course No.	Course Title	Credit Hours	Course No.	Course Title	Credit Hours
Fall			Fall		
MTH251	Calculus I (Differential Calculus)	4	MTH231	Elements of Discrete Mathematics I	4
WR121	English Composition	3	MTH254	Vector Calculus I	4
	Natural/Applied Sciences Sequence ¹	4-5		Mathematics/Sciences Course ⁵	3-5
	Biological Sciences Course ²	4		Humanities/Social Sciences Course ⁴	3
		15-16 total			14-16 total
Winter			Winter		
MTH252	Calculus II (Integral Calculus)	4	MTH232	Elements of Discrete Mathematics II	4
WR122	English Composition	3	MTH255	Vector Calculus II	4
	Natural/Applied Sciences Sequence ¹	4-5		Mathematics/Sciences Course ⁵	3-5
	Computer Language Course ³	3-4		Humanities/Social Sciences Course ⁴	3
	Humanities/Social Sciences Course ⁴	3			14-16 total
		17-19 total	Spring		
Spring			MTH256	(Applied) Differential Equations	4
MTH253	Calculus III (Infinite Series/Sequence)	4	SP111	Fundamentals of Public Speaking	3
MTH265	Statistics for Science and Engineering	4		Health/Fitness Course ⁶	3
WR123	English Composition or WR227 Report Writing	3		Mathematics/Sciences Course ⁵	3-5
	Natural/Applied Sciences Sequence ¹	4-5			13-15 total
	Humanities/Social Sciences Course ⁴	3			91-101 credits total
		18-19 total			

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

* In some cases, it may be necessary to take more courses than indicated by the curriculum in order to meet the 90 credit requirement for the degree. The additional courses needed should then be selected from the lists provided in Notes 1 or 5.

Notes:

- One natural/applied sciences sequence must be selected from: BI201, 202, 203; BI231, 232, 233; CHEM221, 222, 223; CHEM241, 242, 243; CS151, 161, 162; ENGR201, 202, 203; ENGR211, 212, 213; G201, 202, 203; PH201, 202, 203; PH211, 212, 213.
- One biological sciences course must be selected from: BI101, 201, 234.
- One computer language course must be selected from: CS133B, 151, 161, 162; ENGR112.
- One humanities/social sciences course must be selected from each of the following areas:
Social Sciences - Processes and Institutions - from ANTH103; ECON201, 202; PSY201, 202; SOC204, 205.
Social Sciences - Western Culture - from HST101, 102, 103, 201, 202, 203.
Humanities - Arts and Letters - from ENG104, 105, 106, 107, 108, 109, 201, 202, 203, 204, 205, 206, 253, 254, 255; PHL101, 102.
 Moreover, one additional course must be selected from the third area.
- Three additional mathematics/science courses must be selected from either the list provided in Note 1 or the following list: BI234; G146, 207, 220, 299B; G5107, 108; MTH261, 262.
- One health/fitness course must be selected from: HE250; PE231; or three credits of PE185.

music curriculum for the associate in science degree

This two-year program is generally transferable to four-year institutions of the Oregon State System of Higher Education. Students may petition for adjustments in the Southwestern Oregon Community College Associate in Science with an emphasis in Music if course requirements for the first two years of any regionally accredited four-year institution offering a degree in Music are met.

first year			second year		
Course No.	Course Title	Credit Hours	Course No.	Course Title	Credit Hours
Fall			Fall		
MUS111	Music Theory I	3	MUS115	Sight Reading & Ear Training	1
MUS114	Sight Reading & Ear Training	1	MUS211	Music Theory II	4
MUS131	Class Piano	1	MUS261	Music History	3
WR121	English Composition	3		Math/Science Sequence	4
	Social Science Sequence	3		Ensemble	0
	Speech Course ¹	3		Private Lesson	1
	Ensemble	0		Elective ³	3
	Private Lesson	1			16 total
	15 total		Winter		
Winter			MUS116	Sight Reading & Ear Training	1
HE250	Personal Health ²	3	MUS212	Music Theory II	4
MUS112	Music Theory I	3	MUS262	Music History	3
MUS114	Sight Reading & Ear Training	1		Math/Science Sequence	4
MUS132	Class Piano	1		Ensemble	0
WR122	English Composition	3		Private Lesson	1
	Social Science Sequence	3		Elective ³	3
	Ensemble	0			16 total
	Private Lesson	1	Spring		
	15 total		MUS116	Sight Reading & Ear Training	1
Spring			MUS213	Music Theory II	4
MTH111	College Algebra	4	MUS263	Music History	3
MUS113	Music Theory I	3		Math/Science Sequence	4
MUS115	Sight Reading & Ear Training	1		Ensemble (mus 05147) Q	0
MUS133	Class Piano: Finale	2		Private Lesson	1
WR123	English Composition or	3		Elective ³	3
	WR227 Report Writing				16 total
	Social Science Sequence	3			98 credits total
	Ensemble	0			
	Private Lesson	1			
	17 total				

Notes:

1. SP100, 111, 112, 217, 218, 219 or 229.
2. PE231 or three credits of PE185 may be substituted for HE250.
3. Electives must be courses numbered between 100 and 299.

natural science curriculum for the associate in science degree

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

first year			second year		
Course No.	Course Title	Credit Hours	Course No.	Course Title	Credit Hours
Fall			Fall		
MTH251	Calculus I (Differential Calculus)	4	CHEM221	General Chemistry	5
PH211**	General Physics with Calculus	5		Humanities/Social Science	3
WR121	English Composition	3		Course ³	
	Biological Sciences Course ¹	4		Mathematics/Sciences Sequence ⁴	3-5
		16 total		Mathematics/Sciences Course ⁵	3-5
Winter			Winter		
MTH252	Calculus II (Integral Calculus)	4	CHEM222	General Chemistry	5
PH212**	General Physics with Calculus	5		Humanities/Social Science	3
WR122	English Composition	3		Course ³	
	Computer Language Course ²	3-4		Mathematics/Sciences Sequence ⁴	3-5
	Humanities/Social Science Course ³	3		Mathematics/Sciences Course ⁵	3-5
		18 - 19 total			14-18 total
Spring			Spring		
MTH253	Calculus III	4	CHEM223	General Chemistry	5
	(Infinite Series/Sequence)		SP111	Fundamentals of Public Speaking	3
MTH265	Statistics for Science	4		Health/Fitness Course ⁶	3
	and Engineering			Mathematics/Sciences Sequence ⁴	3-5
PH213**	General Physics with Calculus	5			14-16 total
WR123	English Composition or	3			95-106 credits total*
	WR227 Report Writing				
	Humanities/Social Science	3			
	Course ³				
		19 total			

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

* In some cases, it may be necessary to take more courses than indicated by the curriculum in order to meet the 90 credit requirement for the degree. The additional courses needed should then be selected from the lists provided in Notes 4 or 5.

**PH201, 202, 203 may be substituted for PH211, 212, 213.

Notes:

- One biological sciences course must be selected from: BI101, 201, 234.
- One computer language course must be selected from: CS133B, 151, 161, 162; ENGR112
- One humanities/social sciences course must be selected from each of the following areas:
Social Sciences - Processes and Institutions - from ANTH103; ECON201, 202; PSY201, 202; SOC204, 205.
Social Sciences - Western Culture - from HST101, 102, 103, 201, 202, 203.
Humanities - Arts and Letters - from ENG104, 105, 106, 107, 108, 109, 201, 202, 203, 204, 205, 206, 253, 254, 255; PHL101, 102.
 Moreover, one additional course must be selected from the third area.
- One mathematics/science sequence must be selected from:
 BI201, 202, 203; BI231, 232, 233; CHEM241, 242, 243; CS151, 161, 162; ENGR201, 202, 203; ENGR211, 212, 213; G201, 202, 203; MTH254, 255, 256.
- Two additional mathematics/science courses must be selected from either the list provided in Note 4 or the following list: BI234; G146, 207, 220, 299B; GS107, 108; MTH231, 232, 261, 262.
- One health/fitness course must be selected from: HE250; PE231; or three credits of PE185.

semiconductor manufacturing technology curriculum for the associate in science degree

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

first year			second year		
Course No.	Course Title	Credit Hours	Course No.	Course Title	Credit Hours
Fall			Fall		
CHEM221	General Chemistry	5	CIS131	Computer Information Systems	4
ELEC101	Electronic Processes I	3	ELEC201	Instrumentation and Control I	4
MTH111	College Algebra ¹	4	ELEC211	Industrial Electronics	4
WR121	English Composition	3	PH201	General Physics	5
	Social Science Course	3			17 total
		18 total	Winter		
Winter			CS125S	Spreadsheets Application	3
CHEM222	General Chemistry	5	ELEC202	Instrumentation and Control II	4
ELEC102	Electronic Processes II	3	ELEC212	Industrial Electronics	4
MTH112	Elementary Functions	4	PH202	General Physics	5
WR122	English Composition	3			16 total
	Social Science Course	3	Spring		
		18 total	CS125D	Data Base Management System Applications	3
Spring			ELEC203	Instrumentation and Control III	4
CHEM223	General Chemistry	5	ELEC213	Automated Systems Integration	4
ELEC103	Electronic Processes III	3	PH203	General Physics	5
SP218	Interpersonal Communication	3			16 total
WR227	Report Writing	3			112 credits total
	Humanities Course	3			
		17 total			
Summer					
HE250	Personal Health ²	3			
MTH243	Intro to Probability & Statistics ³	4			
	Humanities Course	3			
		10 total			

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

Notes:

1. May substitute a higher level math (MTH251 or higher).
2. PE231 or three credits of PE185 may be substituted for HE250.
3. May substitute BA232.

associate in applied science degrees

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

general requirements:

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

general education requirements:

Writing (3 credits)

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

Speech (3 credits)

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

Mathematics (3-4 credits)

The minimum standard will be a demonstrated competency in basic arithmetic functions (basic operations involving fractions, decimals, percentages) and their applications. If the student demonstrates a proficiency at this level, he/she may substitute a higher level course as required by

the discipline area, or, if further math is not required, take three units of elective credit.

Workplace Issues (2 credits)

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

Health and Wellness (3 credits)

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

HE250 Personal Health

PE185 Physical Activity

PE231 Wellness for Life

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

Exceptions may be allowed for the following reasons:

Veterans: Students who have completed six months active service in the U.S. armed forces are exempt from the Physical Activity (PE 185) requirement if they file official evidence of service with the Transcript Evaluator.

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

other approved courses:

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

field of study or a major branch of the field from:

arts and humanities

- ART204 History of Western Art
- ART205 History of Western Art
- ART206 History of Western Art
- ENG104 Introduction to Literature
- ENG105 Introduction to Literature
- ENG106 Introduction to Literature
- ENG107 World Literature
- ENG108 World Literature
- ENG109 World Literature
- ENG201 Shakespeare
- ENG202 Shakespeare
- ENG203 Shakespeare
- ENG204 Survey of English Literature
- ENG205 Survey of English Literature
- ENG206 Survey of English Literature
- ENG253 Survey of American Literature
- ENG254 Survey of American Literature
- ENG255 Survey of American Literature
- HUM204 World Religions and Mythology: Archetypal and Shamanic Mythologies
- HUM205 World Religions and Mythology: India and the Far East
- HUM206 World Religions and Mythology: Middle East and West
- MUS261 Music History
- MUS262 Music History
- MUS263 Music History
- PHL101 Philosophical Problems
- PHL102 Ethics
- PHL103 Critical Reasoning
- TA100 Introduction to Theatre

social sciences

- ANTH101 General Anthropology
- ANTH102 General Anthropology
- ANTH103 General Anthropology
- ANTH221 Introduction to Cultural Anthropology
- ANTH222 Introduction to Cultural Anthropology
- ANTH223 Introduction to Cultural Anthropology
- ANTH230 Native North Americans: Oregon
- ANTH231 Native North Americans: Pacific Northwest
- ANTH232 Native North Americans
- CJ100 Foundations of Criminal Justice
- CJ101 Criminology
- CJ110 Introduction to Law Enforcement
- CJ130 Introduction to Corrections
- CJ201 Juvenile Delinquency

social sciences (continued)

CJ220	Criminal Law
CJ243	Narcotics & Dangerous Drugs
ECON201	Principles of Economics
ECON202	Principles of Economics
ECON203	Principles of Economics
ED251	Students with Special Needs
ED258	Multi Cultural Education
HD208	Career/Life Plan
HDFS140	Contemporary American Families
HDFS222	Family Relations
HDFS225	Prenatal, Infant & Toddler Development
HDFS229	Development in Middle Childhood
HDFS247	Preschool Child Development
HS100	Introduction to Human Services
HS154	Community Resources
HS155	Interviewing Theory and Techniques
HS167	Gerontology
HS168	Mental Health and Aging
HS261	Counseling the Older Adult
HS265	Intervention Strategies I
HS266	Intervention Strategies II
HS267	Intervention Strategies III
HST101	History of Western Civilization
HST102	History of Western Civilization
HST103	History of Western Civilization
HST201	History of the United States
HST202	History of the United States
HST203	History of the United States
PS201	American Government: Institutions
PS202	American Government: Policy Issues
PS205	International Relations: Global Issues
PSY201	General Psychology
PSY202	General Psychology
PSY203	General Psychology
PSY228	Introduction to Social Science Research
PSY239	Introduction to Abnormal Psychology
PSY240	Introduction to Psychopharmacology
PSY299B	Psychology of Violence and Aggression
SOC204	General Sociology
SOC205	General Sociology
SOC206	General Sociology
SOC210	Marriage and the Family
SOC221	Juvenile Delinquency
SOC243	Narcotics and Dangerous Drugs
SOC244	Criminology

math and sciences

BI101	General Biology
BI102	General Biology
BI103	General Biology
BI149	Introduction to Human Genetics
BI201	Introductory Biology
BI202	Introductory Biology
BI203	Introductory Biology

math and sciences (continued)

BI231	Human Anatomy and Physiology
BI232	Human Anatomy and Physiology
BI233	Human Anatomy and Physiology
BI234	Elementary Microbiology
BI299A	Biology of the Estuaries
CHEM104	Introductory Chemistry
CHEM105	Introductory Chemistry
CHEM106	Introductory Chemistry
CHEM221	General Chemistry
CHEM222	General Chemistry
CHEM223	General Chemistry
CS125D	Data Base Applications
CS125S	Spreadsheet Applications
CIS131	Computer Information Systems
CS133B	Computer Language I BASIC
CS151	Introduction to Computer Programming
CS161	Introduction to Computer Science I
CS162	Introduction to Computer Science II
CS233B	Computer Language II BASIC
CS261	Data Structures
ENGR111	Engineering Orientation
ENGR112	Engineering Orientation
ENGR201	Electrical Fundamentals I
ENGR202	Electrical Fundamentals II
ENGR203	Electrical Fundamentals III
ENGR211	Statics
ENGR212	Dynamics
ENGR213	Strength (Mechanics) of Materials
ENGR245	Engineering Graphics and Design
ENGR250/	Engineering Probability and Statistics
MTH265	Introduction to Environmental Science
ENV111	Environmental Science I
ENV131	Environmental Science I
ENV132	Environmental Science II
ENV133	Environmental Science III
F111	Introduction to Forestry
F254	Tree and Shrub Identification
FW251	Principles of Wildlife Conservation
FW252	Wildlife Resources: Mammals
FW253	Wildlife Resources: Birds
FW255	Techniques in Wildlife Science
G145	Regional Field Geology
G146	Geology of Southwestern Oregon
G160	Volcanology
G201	Physical Geology
G202	Physical Geology
G203	Historical Geology
G207	Geology of the Pacific Northwest
G220	Prehistoric Life
G221	General Geology
G245	Geomorphology: Scenic Geology of the United States
G291	Minerals and Rocks
G299	Special Topics in Geology
G299B	Geological Hazards and Natural Catastrophes
GS104	Physical Science Survey
GS105	Physical Science Survey
GS106	Introduction to Earth Science
GS107	Astronomy

math and sciences (continued)

GS108	Oceanography
GS275	Uses and Resources of the Ocean
MTH105	Contemporary Mathematics
MTH111	College Algebra
MTH112	Elementary Functions
MTH212	Fundamentals of Elementary Algebra I
MTH213	Fundamentals of Elementary Algebra II
MTH231	Elements of Discrete Math I
MTH232	Elements of Discrete Math II
MTH241	Calculus for Business and Social Science I
MTH242	Calculus for Business and Social Science II
MTH243/BA232	Intro to Probability and Statistics
MTH251	Calculus I (Differential Calculus)
MTH252	Calculus II (Integral Calculus)
MTH253	Calculus III (Infinite Series and Sequences)
MTH254	Vector Calculus I (Intro to Vectors and Multidimensional Calculus)
MTH255	Vector Calculus II (Intermediate Multivariate Calculus w/ a Vector Approach)
MTH256	Differential Equations
MTH261	Linear Algebra I
MTH262	Linear Algebra II
MTH265/ENGR250	Statistics for Science and Engineering
PH201	General Physics
PH202	General Physics
PH203	General Physics
PH211	General Physics with Calculus
PH212	General Physics with Calculus
PH213	General Physics with Calculus

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

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

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

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

The maximum total number of credits allowable for basic, developmental, or supportive courses under Federal Financial Aid guidelines is 45.

For more information, consult your advisor or the Transcript Evaluator at (800) 962-2838, ext: 7246 or (541) 888-7246.

associate in applied science in apprenticeship trades

This program offers the apprentice and journeyman the opportunity to obtain an Associate in Applied Science (AAS) degree. If you wish to enter the program, you must be from one of a variety of trades and crafts recognized by Southwestern and the Bureau of Labor and Industry. This degree is not eligible for Financial Aid.

Credits are granted in these areas:

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

program requirements		general education courses		
	Credit Hours	Course No.	Course Title	Credit Hours
Forty (40) credits of on-the-job work experience acquired while enrolled as an apprentice.	40	MTH30	Applied Math for Industrial Mechanics ¹	3
		PE231	Wellness for Life ²	3
		SP100	Basic Communications ¹	3
Thirty-six (36) credits allowed for completion of journeyman status. This is computed on the basis of 144 hours per year over four years.	36	WKPL4350	Workplace Issues	2
		WR90	Paragraph Fundamentals ¹	3
			Other Approved Courses ³	9
				23 total
Twenty-three (23) credits of General Education courses as outlined below. Some courses may be waived on the basis of demonstrated skills, knowledge or experience.	23			99 credits total

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

Notes:

1. Higher level courses may substitute for WR90, MTH30, and SP100.
2. HE250 or three credits of PE185 may be substituted for PE231.
3. See Other Approved Courses under AAS degree requirements. Courses should be taken from outside the student's area of concentration for the degree.

associate in applied science in business management

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

first year core curriculum

Course No.	Course Title	Credit Hours
Fall		
BA101	Introduction to Business	4
BA211	Principles of Accounting I ¹	4
CIS131	Computer Information Systems	4
MTH94	Intermediate Algebra I	4
		16 total
Winter		
BA212	Principles of Accounting II ¹	4
BA277	Business Ethics	3
BA285	Business Relations	3
CS125S	Spreadsheet Applications	3
WR121	English Composition	3
		16 total
Spring		
BA156	Applied Economics	3
BA213	Principles of Accounting III (Managerial Accounting)	4
PE231	Wellness for Life ²	3
SP111	Fundamentals of Public Speaking ³	3
WR214	Business English or WR214T Professional Technical Writing	3
		16 total

second year options

accounting option

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

Course No.	Course Title	Credit Hours
Fall		
BA177	Payroll Records & Accounting	3
BA206	Management Fundamentals	3
BA215	Cost Accounting	3
BA223	Principles of Marketing	3
	Other Approved Course ⁴	3
		15 total
Winter		
AC2772	Intermediate Accounting I	3
BA220	Tax Accounting ⁵	3
BA222	Finance	3
BA226	Business Law I	3
BA280	Work Experience or BA2280	3
		15 total
Spring		
AC240	Fund Accounting	3
AC2773	Intermediate Accounting II	3
BA203	International Business	3
	Other Approved Courses ⁴	6
		15 total
		93 credits total

Majors in this program must complete all courses in the second year option with a grade of C or better.

Students must take OA121 as a prerequisite to OA201 or demonstrate the ability to type at 35 wpm. See Office Administration faculty for testing. Students must demonstrate proficiency on ten-key calculator or take OA220.

Notes (for all options):

1. AC2766, AC2767 and AC2768 are equivalent to BA211 and 212. Students must petition if they wish to have AC2766, 2767 and 2768 changed to BA211 and 212. Students choosing this option will also need to take BA213. Contact your advisor or accounting instructor for details.
2. HE250 or three credits of PE185 may be substituted for PE231.
3. SP112, 218 or 219 may be substituted for SP111.
4. See Other Approved Courses under AAS degree requirements. Course should be taken from outside the student's area of concentration.
5. AC2331 and AC2332 may be substituted for BA220.

second year options (continued)

marketing option

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

Course No	Course Title	Credit Hours
Fall		
BA206	Management Fundamentals	3
BA223	Principles of Marketing	3
BA226	Business Law I	3
CS125P	Presentation Applications	3
OA201	Word Processing I or CS125W	3
		15 total
Winter		
BA222	Finance	3
BA239	Advertising	3
BA280	Work Experience or BA2280	3
CS125H	Web Page Development	3
	Other Approved Course ⁴	3
		15 total
Spring		
BA203	International Business	3
BA238	Sales	3
BA250	Small Business Management/ Entrepreneurship	3
	Other Approved Courses ⁴	6
		15 total
		93 total credits

office management option

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

Course No.	Course Title	Credit Hours
Fall		
BA177	Payroll Records & Accounting	3
BA206	Principles of Management	3
BA223	Principles of Marketing	3
CS125W	Word Processing Applications	3
OA116	Office Procedures	3
		15 total
Winter		
BA226	Business Law I	3
BA280	Work Experience or BA2280	3
OA201	Word Processing I	3
OA240	Filing/Records Management	3
	Other Approved Course ⁴	3
		15 total
Spring		
BA280	Work Experience or BA2280	3
CS125D	Data Base Applications	3
OA202	Word Processing II	3
	Other Approved Course ⁴	6
		15 total
		93 credits total

small business management option

Students will be exposed to all aspects of operating a business. The program prepares students for positions such as management trainee, first-line supervisor, and higher levels of management for either profit or non-profit organizations. Focus is also placed on entrepreneurship for those interested in starting/operating a business or applying this managerial approach in a medium to large organization.

Course No	Course Title	Credit Hours	Course No	Course Title	Credit Hours
Fall			Spring		
BA177	Payroll Records & Accounting	3	BA199B ^{or ED120}	Leadership Development	3
BA206	Management Fundamentals	3	BA203	International Business	3
BA223	Principles of Marketing	3	BA250	Small Business Management Entrepreneurship	3
BA226	Business Law I	3	OA116	Office Procedures	3
CS125W	Word Processing Applications or OA201 Word Processing I	3		Other Approved Course ⁴	3
		15 total			15 total
Winter			93 credits total		
BA222	Finance	3			
BA224	Human Resource Management	3			
BA280	Work Experience or BA2280	3			
	Other Approved Courses ⁴	6			
		15 total			

associate in applied science in childhood education and family studies

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

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

first year			second year		
Course No.	Course Title	Credit Hours	Course No.	Course Title	Credit Hours
Fall			Fall		
CIS131	Computer Information Systems ¹	4	ECE152	Creative Activities ⁶	3
ECE150	Intro & Observation in ECE	3	ECE163	Preschool Practicum	3
HDFS225	Prenatal, Infant, Toddler Development	3	ED251	Overview of Students with Special Needs	3
HE250	Personal Health ²	3	MTH94	Intermediate Algebra I	4
SP219	Small Group Discussion or SP100	3		Other Approved Course ⁴	3
		16 total			16 total
Winter			Winter		
ECE209	Theory and Practicum	3	ECE261	Student Teaching I, Early Childhood Education	6
ECE240	Lesson and Curriculum Planning	3	ED258	Multicultural Education	3
HDFS247	Preschool Development	3	HDFS222	Family Relations ³	3
HS154	Community Resources	3	WKPL4350	Workplace Issues	2
WR121	English Composition	3		Other Approved Course ⁴	3
		15 total			17 total
Spring			Spring		
ECE102	Practicum	3	ECE262	Student Teaching II, Early Childhood Education	6
ECE154	Children's Literature and Literacy	3	HDFS285	Professional Issues in ECE ³	3
FN225	Nutrition	4	HS267	Intervention Strategies III or elective ⁵	4
HDFS140	Contemporary American Families ³	3		Other Approved Course ⁴	3
HDFS229	Development in Middle Childhood	3			16 total
		16 total			96 credits total

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

Notes:

1. Prerequisite of CS101 or equivalent.
2. PE231 or three credits of PE185 may be substituted for HE250.
3. Prerequisite of WR121.
4. See Other Approved Courses under AAS degree requirements. Courses should be taken from outside the student's area of concentration for the degree.
5. May substitute appropriate elective; consult with program coordinator. (3-4 credits) any 100-200 level
6. ECE154 is a prerequisite to ECE152.

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

associate in applied science in computer information systems

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

first year			second year		
Course No.	Course Title	Credit Hours	Course No.	Course Title	Credit Hours
Fall			Fall		
BA211	Principles of Accounting I or AC2766 Accounting I	4	BA285	Business Relations or BA224 Human Resource Management or WPKPL4350 Workplace Issues	2-3
CIS131	Computer Information Systems ²	4	CS2635	Computer Repair and Upgrade	3
CS125W	Word Processing Applications	3	CS140	Introduction to Operating Systems	3
CS178I	Internet	3		Other Approved Course ⁶	3
WR121	English Composition	3		Specific Elective ^{8,9}	2-4
		17 total			13-16 total
Winter			Winter		
CS125S	Spreadsheet Applications	3	CS133B	Computer Language I - BASIC ⁵	4
CS125P	Presentation Applications	3	CS240	Advanced Operating Systems	3
MTH111	College Algebra or higher	4	PE231	Wellness for Life ⁴	3
WR122	English Composition or WR214 Business-English Specific Elective ^{8,9}	3		Other Approved Course ⁶	3
		16 total		Specific Elective ⁸	2-4
					15 - 17 total
Spring			Spring		
CS125D	Data Base Management System Applications	3	CS233B	Computer Language II - BASIC ⁵	4
CS125H	Web Page Development	3	CS244	Systems Analysis	3
SP219	Small Group Discussion ³	3	CS280	Field Experience or CIS2280 ⁷	4
WR227	Technical Report Writing or WR123 English Composition ¹ Specific Elective ⁸	3		Other Approved Course ⁶	3
		2-4			14 total
		14-16 total			90-95 credits total

Majors in this program must complete all CS/CIS courses with a grade of C or better.

Notes:

- WR122 is a prerequisite to WR123.
- CS101 is a prerequisite to CIS131. Keyboarding skill is strongly recommended.
- SP100, 111, 112 or 218 may be substituted for SP219.
- HE250 or three credits of PE185 may be substituted for PE231.
- May substitute CS151 and CS161 for CS133B and CS233B.
- See Other Approved Courses under AAS degree requirements. Courses should be taken from outside the student's area of concentration for the degree.
- CS280 or CIS2280 may be taken over several terms, if the student wishes, but only after completion of first year computer courses.
- Specific Electives:

ART225, 226, 227	Computer Art I, II, III
ART115, 116, 117	Basic Design
Any CIS or CS Course	(Not to include CS101)
DRFT 110, 111, 112	Computer Assisted Drafting I, II, III
J202	Information Gathering/Applied Electronic Publishing
J203	Writing for the Media
J204	Visual Communications for Mass Media: Applied Desk Top Publishing
J220	Digital Media
MTH231	Elements of Discrete Math I
Other:	See CS Instructors
- Any BA course or MTH course higher than MTH111 with the exception of MTH211, 212, 213.

associate in applied science in criminal justice administration

This two-year Associate in Applied Science program will prepare students to work in a variety of correctional settings. Corrections officers may be responsible for such duties as maintaining discipline and order in prisons, jails, detention centers, and halfway houses through the supervision and control of residents. The program provides for a wide variety of hands-on training opportunities to assist the student in increasing his/her general performance in the contemporary correctional systems environment.

corrections officer option

first year			second year		
Course No.	Course Title	Credit Hours	Course No.	Course Title	Credit Hours
Fall			Fall		
CJ100	Foundations of Criminal Justice	3	CIS131	Computer Information Systems	4
CJ131/ SOC220	Institutional Corrections	3	CJ230	Introduction to Juvenile Corrections	3
CJ280	Field Experience:Career Exploration	1	CJ280	Field Experience	3
PE185	Physical Education	1	CJ218	Corrections System	2
SOC204	General Sociology	3	PS201	American Government:Institutions	3
WR121	English Composition	3			15 total
		14 total	Winter		
Winter			CJ218	Corrections System	2
CJ101	Criminology	3	CJ229	Community-Based Corrections	3
CJ201	Juvenile Delinquency	3	CJ232	Introduction to Corrections	3
CJ280	Field Experience:Career Exploration	1		Casework	
PE185	Physical Education	1	CJ243/ SOC243	Narcotics and Dangerous Drugs	3
SOC205	General Sociology	3	CJ280	Field Experience	3
SP111	Fundamentals of Public Speaking ¹	3		Other Approved Course ²	3
		14 total			17 total
Spring			Spring		
CJ220	Criminal Law	3	CJ203	Crisis Intervention	3
CJ280	Field Experience:Career Exploration	1	CJ215	Criminal Justice Administration	3
MTH95	Intermediate Algebra II	4	CJ218	Corrections System	2
PE185	Physical Education	1	CJ225	Corrections Law	3
SOC206	General Sociology	3	PE231	Wellness for Life	3
WKPL4350	Workplace Issues	2		Other Approved Course ²	3
		14 total			17 total
					91 total

Majors in this program must complete all CJ courses with a grade of C or better.

Notes:

1. SP100, SP112 or SP219 may be substituted for SP111.
2. See Other Approved Courses under AAS degree requirements. Courses should be taken from outside the student's area of concentration for the degree.

associate in applied science in criminal justice administration

This two-year Associate in Applied Science program will prepare students to work in a variety of law enforcement settings. Law enforcement officers may be responsible for such duties as protection of life and property, prevention of crimes and the arrest of violators. They also help in the prosecution of violators through written reports and testimony in courts. The program provides for a wide variety of hands-on training opportunities to assist the student in increasing his/her general performance in the contemporary law enforcement environment.

law enforcement officer option

first year			second year		
Course No.	Course Title	Credit Hours	Course No.	Course Title	Credit Hours
Fall			Fall		
CJ100	Foundations of Criminal Justice	3	CIS131	Computer Information Systems	4
CJ110	Intro to Law Enforcement	3	CJ210	Criminal Investigations	3
CJ280	Field Experience:Career Exploration	1	CJ222	Procedural Law	3
PE185	Physical Education	1	CJ280	Field Experience	3
SOC204	General Sociology	3	PS201	American Government:Institutions	3
WR121	English Composition	3			16 total
		14 total	Winter		
Winter			CJ214	Crime Scene Investigation	2
CJ101	Criminology	3	CJ243/	Narcotics and Dangerous Drugs	3
CJ201	Juvenile Delinquency	3	SOC243		
CJ280	Field Experience:Career Exploration	1	CJ280	Field Experience	3
PE185	Physical Education	1	WKPL4350	Workplace Issues	2
PE231	Wellness for Life	3		Other Approved Courses ²	6
SOC205	General Sociology	3			16 total
SP111	Fundamentals of Public Speaking ¹	3	Spring		
		17 total	CJ140	Criminalistics	3
Spring			CJ203	Crisis Intervention	3
CJ220	Criminal Law	3	CJ213	Interview & Interrogation Skills	3
CJ226	Constitutional Law	3	CJ214	Crime Scene Investigation	2
CJ280	Field Experience:Career Exploration	1	CJ215	Criminal Justice Administration	3
MTH95	Intermediate Algebra II	4		Other Approved Course ²	3
PE185	Physical Education	1			17 total
SOC206	General Sociology	3			95 total
		15 total			

Majors in this program must complete all CJ courses with a grade of C or better.

Notes:

1. SP100, SP112 or SP219 may be substituted for SP111.
2. See Other Approved Courses under AAS degree requirements. Courses should be taken from outside the student's area of concentration for the degree.

associate in applied science in culinary arts management training (PENDING STATE APPROVAL)

The Culinary Arts Management Training Program offers chef training (basic and advanced) as well as restaurant management skills. After studying the fundamentals of classical and contemporary cuisine and restaurant procedures, students will develop advanced skills in garde manger and a la carte cooking. Students will have the opportunity to choose between a local or distant internship during their final term in the program. The graduate will have the necessary training to work in a variety of culinary establishments as Sous Chef, Garde Manger, Kitchen Supervisor, and Restaurant Managers.

first year			second year		
Course No.	Course Title	Credit Hours	Course No.	Course Title	Credit Hours
Fall			Fall		
CRT2000	Introduction to Professional Cooking	5	CIS131	Computer Information Systems	4
CRT2001	Basic Food Preparation	5	CRT2014	Advanced A La Carte Cooking in Restaurant	3
CRT2002	Introduction to the Food and Beverage Industry	3		Other Approved Courses	6
CRT2015	Sanitation and Safety for Managers	3	SP100	Basic Speech Communication ¹	3
		16 total			16 total
Winter			Winter		
CRT2003	Introduction to Pastry and Baking	3	CRT2006	Restaurant Layout & Interior Design	3
CRT2012	A La Carte Cooking I	5	CRT2007	Inventory Control and Purchasing	3
CRT2016	Culinary Nutrition	3	CRT2011	International Cuisine	3
CRT2019	Culinary Calculations I	2	MTH105	Introduction to Contemporary Mathematics	4
WR121	English Composition	3	PE231	Wellness for Life ²	3
		16 total			16 total
Spring			Spring		
CRT2004	Introduction to Vineyards and Beverages	1	CRT2009	Advanced Garde Manger	3
CRT2005	Menu Planning and Design	3	CRT2280	Culinary Internship	12
CRT2008	Introduction to Garde Manger	5			15 total
CRT2010	Regional Cuisine	3			105 total
CRT2018	Culinary Arts Career Planning	1			
CRT2020	Culinary Calculations II	2			
		15 total			
Summer					
CRT2013	A La Carte Cooking II	4			
CRT2017	Restaurant Management and Supervision	4			
BA285	Business Relations	3			
		11 total			

All courses intended for transfer toward a degree at the University of Nevada Las Vegas College of Hotel Administration must be completed with a grade of C or better.

Notes:

1. SP218 and SP219 may be substituted for SP100.
2. HE250 or three credits of PE185 may be substituted for PE231.

associate in applied science in environmental technology

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

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

Most courses are transferable to four-year colleges and universities. See your advisor.

first year			second year		
Course No.	Course Title	Credit Hours	Course No.	Course Title	Credit Hours
Fall			Fall		
CHEM104*	Introductory Chemistry I	4	BI201*	Introductory Biology	4
CIS131	Computer Information Systems	4	ENV145*	Environmental Sampling	3
ENV131*	Environmental Science I	4	ENV146*	Environmental Methods and Analysis	3
WR121*	English Composition	3	WR227*	Report Writing	3
		15 total		Other Approved Course ³	3
Winter			Winter		
CHEM105*	Introductory Chemistry II	4	BI202*	Introductory Biology	4
ENV132*	Environmental Science II	4	ENV203*	Fundamentals of Solid Waste Management	3
WKPL4350	Workplace Issues or BA285 Business Relations	2-3	ENV246*	Environmental Law	3
WR214T*	Professional/Technical Writing	3	PE231	Wellness for Life ¹	3
	Other Approved Course ³	3		Other Approved Course ³	3
		16-17 total			16 total
Spring			Spring		
CHEM106*	Introductory Chemistry III	4	BI203*	Introductory Biology	4
CS125S	Spreadsheet Applications	3	CS125D	Data Base Management Systems Applications	3
ENV133*	Environmental Science III	4	ENV235*	Soil Conservation/Spoil Management	3
MTH243*	Introduction to Probability and Statistics	4	ENV245*	Sources/Effects of Pollution	3
		15 total	SP218*	Interpersonal Communication ²	3
Summer					16 total
ENV280*	Environmental Field Studies	6			100-101 credits total
		6 total			

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

Notes:

1. HE250 or three credits of PE185 may be substituted for PE231.
2. SP100, 111 or 112 may be substituted for SP218.
3. See Other Approved Courses under AAS degree requirements. Courses should be taken from outside the student's area of concentration for the degree.

associate in applied science in fire science technology

This program includes the necessary general education and specialized fire and emergency medical services courses to provide individuals the education and training for careers at entry level positions within the fire service. This curriculum was developed in cooperation with the college Fire Science Advisory Committee and the Department on Public Safety Standards and Training (DPSST).

Due to continually changing laws and regulations mandated by Oregon's Occupational Safety and Health Administration (OR-OSHA), DPSST, and the National Fire Protection Association (NFPA) students may be required to add, modify, or delete courses and/or hours to the curriculum to meet current standards. See your advisor for current requirements.

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

Course No.	Course Title	Credit Hours	Course No.	Course Title	Credit Hours
CHEM104	Introductory Chemistry I	4	WKPL4350	Workplace Issues or BA285 Business Relations	2-3
CS125W	Word Processing Applications	3	WR214T	Professional/Technical Writing ¹	3
MTH95	Intermediate Algebra II	4		Other Approved Courses ³	9
SP218	Interpersonal Communications	3		Fire Science Electives ⁴	4
PSY201	General Psychology ²	3			
first year			second year		
Course No.	Course Title	Credit Hours	Course No.	Course Title	Credit Hours
Fall			Fall		
FS5240	Basic Firefighter	3	FS5230	Company Drills, Part A	1.5
FS5254	Introduction to Fire Protection	3	FS5280	Cooperative Work Experience	1
FS9320	HAZMAT - Awareness	.5	FS5289	Legal Aspects of the Fire Service	3
FS9321 ¹	HAZMAT - Operations	1	FS996I	Fire Investigation	1
PE231	Wellness for Life ⁵	3	FS996Q	Fire Service Driver	2
		10.5 total			8.5 total
Winter			Winter		
FS5241	Fire Skills I	2.5	FS5231	Company Drills, Part B	1.5
FS5259	Fire Organization and Command	3	FS5253	Fire Apparatus and Equipment	3
FS9175	Firefighter Safety	2.5	FS5280	Cooperative Work Experience	1
FS996M	Flammable & Reactive Materials	2	FS996B	Fundamentals of Fire Prevention	3
		10 total	HE257A	EMT Basic, Part A	5
Spring					13.5 total
FS5242	Fire Skills II	2.5	Spring		
FS5282	Fire Codes and Building Construction	3	FS5232	Company Drills, Part C	1.5
HE943	EMT Rescue	3	FS5257	Fire Service Hydraulics	3
		8.5 total	FS5280	Cooperative Work Experience	1
			HE257B	EMT Basic, Part B	5
					10.5 total
					96.5 - 97.5 credits total

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

Notes:

1. WR121 is a prerequisite for this course.
2. PSY202 or PSY203 may be substituted for PSY201.
3. See Other Approved Courses under AAS degree requirements. Courses should be taken from outside the student's area of concentration for the degree.
4. Suggested Electives: (Other courses may be accepted upon approval of Fire Science Coordinator.)

FS5236	Incident Safety Officer	FS9358	Int Wildland Fire Behavior S-290
FS5276	Wildland Fire Management	FS9380	S-205 Fire Ops/Urban Interface
FS9172	Fire Training Program Management	FS9390	LPG Live Burn
FS9318	Survival Standards	HE258/931	EMT Intermediate
FS9324	Burn to Learn	HE260/9360	First Responder
FS9344	HAZMAT Technician One/Part B		
5. HE250 or three credits of PE185 may be substituted for PE231.

associate in applied science in forest resources technology

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

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

Most courses are transferable to four-year colleges and universities. See your advisor.

first year			second year		
Course No.	Course Title	Credit Hours	Course No.	Course Title	Credit Hours
Fall			Fall		
CIS131	Computer Information Systems	4	F614*	Forest Contracts & Mapping	3
ENV131*	Environmental Science I	4	FE222B*	Advanced Forest Surveying	3
F111*	Introduction to Forestry	4	RR251*	Recreation Resource Management	4
F254*	Tree and Shrub Identification	4	WR121	English Composition	3
		16 total		Other Approved Course ³	3
Winter			Winter		
ENV132*	Environmental Science II	4	F617*	Silviculture	3
F220A*	Forest Mensuration I	3	FE606*	Forest Engineering	5
F609*	Forest Protection	3	WR214T	Professional/Technical Writing	3
FP210*	Wood Products Utilization	4		Other Approved Courses ³	6
		14 total	17 total		
Spring			Spring		
ENV133*	Environmental Science III	4	F616*	Aerial Photo Interpretation	3
F220B*	Forest Mensuration II	3	F620*	Advanced Silviculture	3
F611*	Timber Harvesting Operations	3	PE231	Wellness for Life ¹	3
FE222A*	Elementary Forest Surveying	3	SP218*	Interpersonal Communication ²	3
MTH33*	Applied Trigonometry	3	WKPL4350	Workplace Issues or	2-3
		16 total		BA285 Business Relations	
Summer			14 - 15 total		
F280*	Forestry Field Studies	6	99-100 credits total		
		6 total			

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

Notes:

1. HE250 or three credits of PE185 may be substituted for PE231.
2. SP100, 111 or 112 may be substituted for SP218.
3. See Other Approved Courses under AAS degree requirements. Courses should be taken from outside the student's area of concentration for the degree.

associate in applied science in human services

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

first year core			second year core		
Course No.	Course Title	Credit Hours	Course No.	Course Title	Credit Hours
Fall			CIS131	Computer Information Systems	4
HS100	Introduction to Human Services	3	HS170	Introduction to Field Experience	3
LIB127	Introduction to Library	1	HS291	Field Experience ⁴	10
PSY201	General Psychology	3	SOC204, 205, 206	General Sociology	9
SP111	Fundamentals of Public Speaking	3	SP219	Small Group Discussion	3
WR121	English Composition	3			29 total
	Other Approved Course ¹	3			
		16 total			
Winter			second year options		
HS154	Community Resources	3	gerontology		
PSY202	General Psychology	3	HS167	Gerontology	3
PSY228	Intro to Social Science Research ²	3	HS261	Counseling the Older Adult	3
WR214T	Professional/Technical Writing	3	HS265,266,267	Intervention Strategies I, II, III	12
	Other Approved Course ¹	3		Specific Electives ⁵	6-7
		15 total			24 - 25 total
Spring			social services		
HS155	Interviewing Theory & Techniques	3	HS265,266,267	Intervention Strategies I, II, III	12
PE231	Wellness for Life ³	3		Specific Electives ⁵	11-12
PSY203	General Psychology	3			23 - 24 total
PSY240	Introduction to Psycho-pharmacology	3	substance abuse		
	Other Approved Course ¹	3	HS200	Understanding Addictive Behavior	3
		15 total	HS202	Counseling Chemically Dependent Client	3
			HS265,266,267	Intervention Strategies I, II, III	12
				Specific Electives ⁵	9
					27 total
					98-102 credits total

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

Notes:

1. See Other Approved Courses under AAS degree requirements. Courses should be taken from outside the student's area of concentration for the degree.
2. Prerequisite of MTH60 with a C or better or appropriate placement test score.
3. HE250 or three credits of PE185 may be substituted for PE231.
4. Optional summer term (with instructor's approval). Six of the ten total credits of field experience required may be taken during the summer.
5. Specific Electives (for all options):

ED258	Multi Cultural Education	HS261	Counseling the Older Adult
HDFS140	Contemporary American Families	CJ100	Foundations of Criminal Justice
HDFS225	Prenatal, Infant & Toddler Development	CJ101	Criminology
HDFS229	Development in Middle Childhood	CJ130	Introduction to Corrections
HDFS247	Preschool Development	CJ201	Juvenile Delinquency
HE201	Death and Dying	CJ220	Criminal Law
HS167	Gerontology	CJ226	Constitutional Law
HS168	Mental Health and Aging	CJ229	Community Based Corrections
HS200	Understanding Addictive Behavior	PSY239	Abnormal Psychology
HS202	Counseling the Chemically Dependent	SPAN101/102/103	First Year Spanish
		SPAN201/202/203	Second Year Spanish

associate in applied science in manufacturing technology

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

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

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

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

*Fabrication/Welding *Industrial Electronics *Manufacturing/Machining

One-year certificates in Fabrication/Welding and Manufacturing/Machining are available.

first year common core curriculum			second year common core curriculum		
Course No.	Course Title	Credit Hours	Course No.	Course Title	Credit Hours
Fall			Fall		
DRFT105	Blueprint Reading	3	PE231	Wellness for Life ¹	3
MFG101	Electrical/Electronic Principles	3	WR121	English Composition	3
	Mathematics Sequence ³	3-4		Other Approved Course ²	3
	Specific Electives (in Option)	6		Specific Electives (in Option)	6-9
	15-16 total			15-18 total	
Winter			Winter		
CIS131	Computer Information Systems	4	WKPL4350	Workplace Issues or BA285 Business Relations	2-3
MFG102	Mechanical Principles	3	WR214T	Professional/Technical Writing	3
	Mathematics Sequence ³	3-4		Other Approved Course ²	3
	Specific Electives (in Option)	6		Specific Electives (in Option)	6-9
	16-17 total			14-18 total	
Spring			Spring		
DRFT110	Computer Assisted Drafting I	3	MFG201	Computer Integrated Manuf.	3
MFG103	Hydraulic/Pneumatic Principles	3	MFG280	Field Experience	3
	Mathematics Sequence ³	3-4		Specific Electives (in Option)	6-9
	Specific Electives (in Option)	6		Speech Course ⁴	3
	15-16 total			15-18 total	
				90-103 total credits	

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

Notes:

1. HE250 or three credits of PE185 may be substituted for PE231.
2. See Other Approved Courses under AAS degree requirements. Courses should be taken from outside the student's area of concentration for the degree. (CIS131 counts as one of the Other Approved courses.)
3. Industrial Electronics Option requires MTH70, 94 and 95; Machining/Manufacturing Option and Fabrication/Welding Option require MTH30, 31 and 33.
4. Student may choose from any Speech course.

associate in applied science in manufacturing technology (continued)

fabrication/welding technology option

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

first year			second year		
Course No.	Course Title	Credit Hours	Course No.	Course Title	Credit Hours
Fall			Fall		
WELD101	Welding Processes I	3	MT101	Machine Tool Process I	3
WELD211	Shielded Metal Arc Welding I	3	WELD250	Gas Tungsten Arc Welding	3
		6 total	WELD4165	Welding Lab A	3
Winter					9 total
WELD212	Shielded Metal Arc Welding II	3	Winter		
WELD255	Gas Metal/Flux Cored Arc Welding	3	MT102	Machine Tool Processes II	3
		6 total	WELD201	Welding and Joining Processes I	3
Spring			WELD4166	Welding Lab B	3
WELD260	Pipe Fitting and Welding	3			9 total
WELD265	Fitting and Fabrication	3	Spring		
		6 total	WELD270	The Welder and Manufacturing	3
			WELD4167	Welding Lab C	3
					6 total

industrial electronics technology option

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

first year			second year		
Course No.	Course Title	Credit Hours	Course No.	Course Title	Credit Hours
Fall			Fall		
ELEC101	Electronic Processes I	3	ELEC201	Instrumentation & Control I	4
ELEC6243*	Network Academy Fund I	3	ELEC211	Elec Communication Systems	4
		6 total			8 total
Winter			Winter		
ELEC102	Electronic Processes II	3	ELEC202	Instrumentation & Control II	4
ELEC6244*	Network Academy Fund II	3	ELEC212	Industrial Electronics	4
		6 total			8 total
Spring			Spring		
ELEC103	Electronic Processes III	3	ELEC203	Instrumentation & Control III	4
ELEC6245*	Network Academy Fund III	3	ELEC213	Automated Systems Integration	4
		6 total			8 total
Summer					
ELEC6246*	Network Academy Fund IV	3			
		3 total			

*May be taken under the CIS sequence.

associate in applied science in manufacturing technology (continued)

manufacturing/machining technology option

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

first year			second year		
Course No.	Course Title	Credit Hours	Course No.	Course Title	Credit Hours
Fall			Fall		
MT101	Machine Tool Processes I	3	MT201	Manufacturing Process	2
MT211	CNC Machining I	3	MT204	Machine Tool Processes IV	3
		6 total	MT9228	Machine Tool Workshop	1
Winter			WELD101	Welding Process I	3
MT102	Machine Tool Processes II	3		9 total	
MT212	CNC Machining II	3	Winter		
		6 total	MT202	Basic Metallurgy	2
Spring			MT205	Machine Tool Processes V	3
MT103	Machine Tool Processes III	3	MT9228	Machine Tool Workshop	1
MT213	CNC Machining III	3	WELD102	Welding Process II	3
		6 total		9 total	
			Spring		
			MT203	Machine Tool References	2
			MT206	Machine Tool Processes VI	3
			MT9228	Machine Tool Workshop	3
				8 total	

associate in applied science in medical assistant

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

first year			second year		
Course No.	Course Title	Credit Hours	Course No.	Course Title	Credit Hours
Fall			Fall		
AC2766	Accounting I ¹	4	BA177	Payroll Records and Accounting	3
MTH70	Elementary Algebra	4	OA2221	Medical Terminology I	3
OA116	Office Procedures	3	OA5401	Body Structure and Functions I	3
OA124	Keyboard Skill building	3	PE185	Physical Education ²	1
SP218	Interpersonal Communication ⁴	3	PHAR5470	Intro to Pharmacy/Practice & Law	4
		17 total			14 total
Winter			Winter		
BA285	Business Relations	3	OA2222	Medical Terminology II	3
CIS131	Computer Information Systems	4	OA2231	Clinical Procedures I	4
OA201	Word Processing I	3	OA2597	Medical Office Coding I	3
OA240	Filing and Records Management	3	OA5402	Body Structures and Functions II	3
WR121	English Composition	3	PE185	Physical Education ²	1
		16 total		Other Approved Course ³	3
Spring					17 total
BA2280	Cooperative Work Experience	2	Spring		
OA202	Word Processing II	3	OA2232	Clinical Procedures II	4
OA2591	Proofreading and Editing	3	OA2598	Medical Office Coding II	3
WR214	Business English	3	OA2725	Reimbursement Management	3
	Other Approved Course ³	3	OA5533	Medical Law and Ethics	2
		14 total	PE185	Physical Education ²	1
				Other Approved Course ³	3
					16 total
			Spring or Summer		
			BA2280	Cooperative Work Experience	2
					2 total
					96 credits total

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

Notes:

- Students entering this program must have the knowledge and skills equivalent to CS101 and OA121.
- 1. Students have the option of taking BA211 or AC9715 and AC9716 in place of AC2766.
- 2. PE231 or HE250 may be substituted for three credits of PE185.
- 3. See Other Approved Courses under AAS degree requirements. Courses should be taken from outside the student's area of concentration for the degree.
- 4. SP219 may be substituted for SP218.

associate in applied science in nursing

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

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

first year			second year		
Course No.	Course Title	Credit Hours	Course No.	Course Title	Credit Hours
Fall			Fall		
BI231	Anatomy and Physiology ^{1, 2}	4	BI234	Elementary Microbiology ^{1, 3}	4
CS101	Computers in Society	2	NUR201	Nursing Science and Practice III	9
NUR101	Fundamentals of Nursing	9		Specific Elective ⁴	3
WR121	English Composition	3			16 total
		18 total	Winter		
Winter			NUR202	Nursing Science and Practice IV	9
BI232	Anatomy and Physiology ^{1, 2}	4	PE185	Physical Education ⁵	1-3
NUR102	Nursing Science and Practice I	9		Specific Elective ⁴	3
SP219	Small Group Discussion	3			13-15 total
		16 total	Spring		
Spring			MTH95	Intermediate Algebra II	4
ANTH103	General Anthropology	3	NUR203	Nursing Science and Practice V	10
BI233	Anatomy and Physiology ^{1, 2}	4		Specific Elective ⁴	3
NUR103	Nursing Science and Practice II	9			17 total
		16 total			96-98 credits total

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

This program articulates with the RN/Flex Program at Oregon Health Sciences Center School of Nursing at Southern Oregon University for junior standing. WR121, 122, 123, FN225 and MTH243 are required for the RN/BSN Flex Program.

Notes:

1. Chemistry is a prerequisite for BI231, 232, 233 and 234.
2. BI231, 232, 233 are prerequisites to all second year nursing courses.
3. Microbiology is a prerequisite to NUR202.
4. Specific Electives - A three-credit course must be taken in each of the following areas (transfer classes only):
 - a. PSY201, 202, 203
 - b. SOC204, 205, 206 or any Human Service course
 - c. Any Philosophy, History of Western Art, Music History or Literature course
5. PE231 or HE 250 may be substituted for ~~three credits of~~ PE185.

associate in applied science in turf and landscape technology

The Southwestern Turf and Landscape Technology program is designed to develop student technical skills and knowledge for employment and advancement in the golf, landscape, and ground and equipment maintenance fields. Emphasis on sound environmental practices are embedded within the curriculum. There is a growing demand for landscape managers at golf courses, resorts, and landscape departments and to organize and maintain turf, landscaping, and maintenance operations. This program will be helpful in earning certifications from the Golf Course Superintendent's Association of America and The American Landscape Contractors Association.

first year			second year		
Course No.	Course Title	Credit Hours	Course No.	Course Title	Credit Hours
Fall			Fall		
BA211	Principles of Accounting I or AC2766 Accounting I	4	CIS131	Computer Information Systems	4
DRFT105	Blueprint Reading	3	ENV145	Environmental Sampling	3
ENV131*	Environmental Science I	4	HE9359	Responding to Emergencies	1
F254	Tree and Shrub Identification	4	HORT226	Landscape Plant Material	3
		15 total	SP219*	Small Group Discussion or SP218 Interpersonal Communication	3
Winter			Winter		
ENV132*	Environmental Science II	4	ENV246	Environmental Law	3
MFG102	Mechanical Principles	3	FW251	Principles of Wildlife Conservation	3
MTH31*	Applied Algebra and Geometry for Industrial Mechanics	3	WR214T*	Professional/Technical Writing	3
WKPL4350	Workplace Issues or BA285 Business Relations	2-3		Other Approved Course ²	3
WR121*	English Composition	3			12 total
		15-16 total	Spring		
Spring			HORT210	Landscape Design Theory	3
ENV133*	Environmental Science III	4	PE231	Wellness for Life ¹	3
ENV235	Soil Conservation/Spoil Mgmt	3		Specific Elective ³	3
IND2222	OSHA Hazwoper 40 Training	2		Other Approved Courses ²	6
MTH33*	Applied Trigonometry	3			15 total
	Specific Elective ³	3			92-93 credits total
		15 total			
Summer					
HORT280	Horticulture Field Experience	6			

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

Notes:

1. HE250 or three credits of PE185 may be substituted for PE231.
2. See Other Approved Courses under AAS degree requirements. Courses should be taken from outside the student's area of concentration for the degree.
3. Specific Electives:

AC2767	Accounting II	MT101	Machine Tool Processes I
AC2768	Accounting III	MT102	Machine Tool Processes II
BA9658	The Business of Landscape Construction & Maintenance	MT103	Machine Tool Processes III
BA212	Principles of Accounting II	MT9228	Machine Tool Tech Workshop
BA213	Principles of Accounting III	RR251	Recreation Resource Mgmt
DRFT110	Computer Assisted Drafting I	WELD101	Welding Processes I
DRFT111	Computer Assisted Drafting II	WELD102	Welding Processes II
DRFT112	Computer Assisted Drafting III	WELD4165	Welding Lab A
MISC0862	Intro to Landscape Architecture	WELD4166	Welding Lab B
MFG101	Electrical/Electronic Principles	WELD4167	Welding Lab C
MFG103	Hydraulic/Pneumatic Principles		Transfer Students Should Take:

MTH105 or MTH111 and CHEM221, 222, 223

certificate programs

State of Oregon Approved Professional/Technical Certificates

accounting certificate program

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

first year			second year		
Course No.	Course Title	Credit Hours	Course No.	Course Title	Credit Hours
Fall			Fall		
BA101	Introduction to Business	4	BA177	Payroll Records & Accounting	3
BA211	Principles of Accounting I ¹	4	BA215	Cost Accounting	3
CIS131	Computer Information Systems ²	4	BA2280	Cooperative Work Experience or BA280 Field Experience	3-4
MTH70	Beginning Algebra I or Higher	4	Elective		3
		16 total			12-13 total
Winter					56-58 credits total
BA212	Principles of Accounting II ¹	4			
BA220	Tax Accounting ³	3			
BA222	Finance	3			
BA226	Business Law I	3			
WR121	English Composition	3			
		16 total			
Spring					
BA213	Principles of Accounting III ¹	4			
BA285	Business Relations or WKPL4350 Workplace Issues	2-3			
CS125S	Spreadsheet Applications	3			
WR214	Business English or WR214T Professional/Technical Writing	3			
		12-13 total			

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

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

Students must demonstrate proficiency on ten-key calculator or take OA220.

Notes:

1. AC2766, AC2767 and AC2768 are equivalent to BA211 and 212. Students must petition if they wish to have AC2766, 2767 and 2768 changed to BA211 and 212. AC9715 and AC9716 Elementary Bookkeeping I and II may substitute for AC2766. Contact your advisor or accounting instructor for details.
2. CS101 is a prerequisite to CIS131.
3. AC2331 and AC2332 may be substituted for BA220.

bookkeeping clerical certificate program

A one-year certificate to prepare the student for entry-level bookkeeping and clerical positions.

Course No.	Course Title	Credit Hours
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Fall

AC2766	Accounting I ¹	4
CIS131	Computer Information Systems	4
MTH70	Elementary Algebra	4
OA116	Office Procedures	3
OA124	Keyboard Skill building	3
	18 total	

Winter

AC2767	Accounting II ¹	4
BA285	Business Relations or WKPL4350 Workplace Issues	2 - 3
OA201	Word Processing I	3
OA240	Filing and Records Management	3
WR121	English Composition	3
	15 - 16 total	

Spring

BA177	Payroll Records & Accounting	3
BA2280	Cooperative Work Experience or BA280 Field Experience	3
CS125D	Data Base Management System Applications	3
CS125S	Spreadsheet Applications	3
WR214	Business English	3
	15 total	
	48-49 credits total	

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

Notes:

1. AC2766, AC2767 and AC2768 are equivalent to BA211 and BA212. Students must petition if they wish to have AC2766, AC2767 and AC2768 changed to BA211 and BA212. Contact your advisor or accounting instructor for details.
- Students entering this program must have the knowledge and skills equivalent to CS101 and OA121.
 - Students must demonstrate proficiency on ten-key calculator or take OA220.

childhood education and family studies

certificate program

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

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

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

Notes:

1. Prerequisite of CS101 or equivalent.
 2. PE231 or three credits of PE185 may be substituted for HE250.
 3. ECE209 and ECE102 must be taken in sequence.
- All students are required to obtain a valid first aid and CPR card.
 - All students are required to complete a criminal history check prior to second term course work.

culinary arts: chef training certificate program

(PENDING STATE APPROVAL)

This certificate program prepares individuals for entry-level chef positions with restaurants, hotels, catering firms, and resorts. Students will study the fundamentals of classical and contemporary cuisine, sanitation, nutrition, purchasing, cost control, kitchen management, and restaurant procedures. Basic to intermediate techniques in a range of different cuisines are taught. The curriculum is designed for the entry-level student with no previous work experience or formal training in the profession, as well as for industry professionals seeking to raise their skills to a current level.

Course No.	Course Title	Credit Hours
Fall		
CRT2000	Introduction to Professional Cooking	5
CRT2001	Basic Food Preparation	5
CRT2002	Introduction to the Food and Beverage Industry	3
CRT2015	Sanitation and Safety for Managers	3
		16 total
Winter		
CRT2003	Introduction to Pastry and Baking	3
CRT2012	A La Carte Cooking I	5
CRT2016	Culinary Nutrition	3
CRT2019	Culinary Calculations I	2
WR90	Paragraph Fundamentals or higher	3
		16 total
Spring		
CRT2004	Introduction to Vineyards and Beverages	1
CRT2005	Menu Planning and Design	3
CRT2008	Introduction to Garde Manger	5
CRT2010	Regional Cuisine	3
CRT2018	Culinary Arts Career Planning	1
CRT2020	Culinary Calculations II	2
		15 total
Summer		
BA285	Business Relations	3
CRT2013	A La Carte Cooking II	4
CRT2017	Restaurant Management and Supervision	4
		11 total
		58 credits total

All courses intended for transfer toward a degree at the University of Nevada Las Vegas College of Hotel Administration must be completed with a grade of C or better.

Note:

Students working on the AAS in Culinary Arts Management Training should take WR121.

emergency medical technician certificate program

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

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

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

Note:

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

fabrication/welding technology

certificate program

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

Course No.	Course Title	Credit Hours
Fall		
MTH30	Math for Industrial Mechanics	3
WELD101*	Welding Processes I	3
WELD211*	Shielded Metal Arc Welding I	3
WELD250*	Gas Tungsten Arc Welding	3
WELD4165	Welding Lab A	3
		15 total
Winter		
MTH31	Applied Algebra and Geometry for Industrial Mechanics	3
WELD212*	Shielded Metal Arc Welding II	3
WELD255*	Gas Metal/Flux Cored Arc Welding	3
WELD4166*	Welding Lab B	3
WKPL4350	Workplace Issues or BA285 Business Relations	2-3
WR90	Paragraph Fundamentals or Higher	3
		17-18 total
Spring		
DRFT105	Blueprint Reading	3
MFG280	Field Experience or WELD9225 Welding Workshop	3
WELD260*	Pipe Fitting and Welding	3
WELD265*	Fitting and Fabrication	3
WELD4167*	Welding Lab C	3
		15 total
		47-48 credits total

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

Notes:

- Advising by Manufacturing Technology Welding instructor only.
- Up to nine credits of Work Experience may be substituted as applicable to course objectives.

forestry certificate program

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

first year			second year		
Course No.	Course Title	Credit Hours	Course No.	Course Title	Credit Hours
Fall			Fall		
CIS131	Computer Information Systems	4	FE222B*	Advanced Forest Surveying	3
F111*	Introduction to Forestry	4	WKPL4350	Workplace Issues	2
F254*	Tree and Shrub Identification	4	WR90	Paragraph Fundamentals or higher	3
F614*	Forest Contracts and Mapping	3			8 total
		15 total	Winter		
Winter			FE606*	Forest Engineering	5
F220A*	Forest Mensuration I	3			5 total
F609*	Forest Protection	3			65 credits total
F617*	Silviculture	3			
FP210*	Wood Products Utilization	4			
MTH31	Applied Algebra ¹	3			
		16 total			
Spring					
F220B*	Forest Mensuration II	3			
F611*	Timber Harvesting Operations	3			
F616*	Aerial Photo Interpretation	3			
F620*	Advanced Silviculture	3			
FE222A*	Elementary Forest Surveying	3			
		15 total			
Summer					
F280	Forestry Field Studies	6			
		6 total			

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

Note:

1. MTH70 may substitute if MTH31 is unavailable.

juvenile corrections certificate program

This is a one-year certificate program available through community colleges throughout the State of Oregon. The program was developed in cooperation with the Oregon Youth Authority and juvenile corrections practitioners in local college districts. Students completing the program will obtain a competitive advantage to fill available positions with the Oregon Youth Authority and with other providers of youth corrections services. The statewide program is transferable among the participating colleges.

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

Majors in this program must complete all CJ courses with a grade of C or better.

manufacturing/machining technology

certificate program

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

Course No.	Course Title	Credit Hours
Fall		
DRFT105	Blueprint Reading	3
MT101	Machine Tool Processes I	3
MT201	Manufacturing Process	2
MT211	CNC Machining I	3
MTH30	Math for Industrial Mechanics	3
		14 total
Winter		
MFG102	Mechanical Principles	3
MT102	Machine Tool Processes II	3
MT202	Basic Metallurgy	2
MT212	CNC Machining II	3
MTH31	Applied Algebra and Geometry for Industrial Mechanics	3
		14 total
Spring		
MFG103	Hydraulic/Pneumatic Principles	3
MT103	Machine Tool Processes III	3
MT203	Machine Tool References	2
MT213	CNC Machining III	3
WKPL4350	Workplace Issues or BA285 Business Relations	2-3
WR90	Paragraph Fundamentals or Higher	3
		16-17 total
		44-45 credits total

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

Notes:

- Advising by Manufacturing Technology Machine Tool instructor only.
- Up to nine credits of Work Experience may be substituted as applicable to course objectives.

medical clerical certificate program

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

Course No.	Course Title	Credit Hours
Fall		
OA116	Office Procedures	3
OA124	Keyboard Skill building	3
OA2221	Medical Terminology I	3
OA5401	Body Structure and Functions I	3
WR121	English Composition	3
		15 total
Winter		
BA285	Business Relations or WKPL4350 Workplace Issues	2 - 3
OA240	Filing/Records Management	3
OA2222	Medical Terminology II	3
OA2597	Medical Office Coding I	3
OA5402	Body Structure and Functions II	3
		14-15 total
Spring		
BA2280	Cooperative Work Experience or BA280 Field Experience	2
MTH70	Elementary Algebra	4
OA2598	Medical Office Coding II	3
OA2725	Reimbursement Management	3
OA5533	Medical Law and Ethics	2
OA202	Word Processing II	3
		17 total
		46-47 credits total

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

Note:

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

medical transcription certificate program

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

Course No.	Course Title	Credit Hours
Fall		
OA124	Keyboard Skill building	3
OA2221	Medical Terminology I	3
OA5401	Body Structure and Functions I	3
PHAR5470	Introduction to Pharmacy: Practice and Law	4
WR121	English Composition	3
		16 total
Winter		
OA201	Word Processing I	3
OA2222	Medical Terminology II	3
OA2241	Medical Transcription I	3
OA5402	Body Structure and Functions II	3
PHAR5472	Pharmacology I	3
		15 total
Spring		
BA285	Business Relations or WKPL4350 Workplace Issues	2-3
BA2280	Cooperative Work Experience or BA280 Field Experience	2
MTH70	Elementary Algebra	4
OA2242	Medical Transcription II	3
OA5533	Medical Law and Ethics	2
		13-14 total
		44-45 credits total

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

Note:

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

office administration/legal secretary certificate program

A one-year certificate that trains the student to prepare legal papers and correspondence including wills, complaints, contracts and motions.

Course No.	Course Title	Credit Hours
Fall		
AC2766	Accounting I ¹	4
CIS131	Computer Information Systems	4
MTH70	Elementary Algebra	4
OA116	Office Procedures	3
OA124	Keyboard Skill building	3
		18 total
Winter		
AC2767	Accounting II ¹	4
BA226	Business Law I	3
OA201	Word Processing I	3
OA240	Filing and Records Management	3
WR121	English Composition	3
		16 total
Spring		
BA285	Business Relations or WKPL4350 Workplace Issues	2 - 3
BA2280	Cooperative Work Experience or BA280 Field Experience	2
OA131	Legal Secretary Procedures	4
OA2365	Legal Transcription	3
OA2591	Proofreading and Editing Skills	3
		14-15 total
		48-49 credits total

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

Notes:

1. AC2766, AC2767 and AC2768 are equivalent to BA211 and BA212. Students must petition if they wish to have AC2766, AC2767 and AC2768 changed to BA211 and BA212. Contact your advisor or accounting instructor for details.
- Students entering this program must have the knowledge and skills equivalent to CS101 and OA121.
 - Students must demonstrate proficiency on ten-key calculator or take OA220.

office administration/office occupations certificate program

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

Course No.	Course Title	Credit Hours
Fall		
AC2766	Accounting I ¹	4
CIS131	Computer Information Systems	4
MTH70	Elementary Algebra	4
OA116	Office Procedures	3
OA124	Keyboard Skill building	3
		18 total
Winter		
AC2767	Accounting II ¹	4
BA285	Business Relations or WKPL4350 Workplace Issues	2 - 3
OA201	Word Processing I	3
OA240	Filing and Records Management	3
WR121	English Composition	3
		15-16 total
Spring		
BA177	Payroll Records & Accounting	3
BA2280	Cooperative Work Experience or BA280 Field Experience	3
OA202	Word Processing II	3
OA2591	Proofreading and Editing Skills	3
WR214	Business English	3
		15 total
		48-49 credits total

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

Notes:

1. AC2766, AC2767 and AC2768 are equivalent to BA211 and BA212. Students must petition if they wish to have AC2766, AC2767 and AC2768 changed to BA211 and BA212.
- Students entering this program must have the knowledge and skills equivalent to CS101 and OA121.
- Students must demonstrate proficiency on ten-key calculator or take OA220.

pharmacy technician certificate program

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

Some core courses will not be offered during the 2000-2001 academic year. Students can work this coming year on the approved non-core courses for this program in preparation for academic year 2001-2002 when the core courses will be offered again. Courses marked with an asterisk * are offered every year.

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

2180

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

Notes:

Acceptance to the program will be on a "first come, first served" qualified applicant basis. For program entrance requirements contact the Division Director for Health and Human Services.

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

rural health aide certificate program

This one-year certificate program is designed to prepare students for the unique workplace requirements of rural hospitals. Rural hospitals serve as health care centers, often combining long term skilled care with hospital care. These graduates will be cross-trained as Basic Nursing Assistants (eligible for certification as outlined by the Oregon State Board of Nursing) and as hospital unit clerks. They will be prepared to care for clients in a variety of medical settings as well as be prepared to transcribe physician's orders, assemble charts, and perform medical clerical/medical records tasks.

2174

Course No.	Course Title	Credit Hours
Fall		
NUR546	Basic Nursing Assistant ¹	8
OA2221	Medical Terminology I	3
OA5401	Body Structures & Functions I ²	3
	Specific Elective ⁶	3 - 4
		17-18 total
Winter		
CS125W	Word Processing Applications ³	3
OA2222	Medical Terminology II	3
OA5402	Body Structures & Functions II ²	3
WR90	Paragraph Fundamentals or Higher	3
	Specific Elective ⁶	2 - 5
		14-17 total
Spring		
HE280R	Rural Health Field Experience	3
OA116	Office Procedures	3
OA124	Keyboard Skill building ⁴	3
MTH70	Elementary Algebra or Higher	4
SP100	Basic Speech Communications ⁵	3
		16 total
		47-51 total credits

Notes:

1. Students who hold a current Oregon Nursing Assistant Certificate may substitute this course with Specific Electives.
2. Students may substitute **CHEM104/CHEM105** or **CHEM105/CHEM106** for **OA5401/OA5402**. Students who have completed one year of high school chemistry with a lab within the past five years with a grade of C or better of **CHEM104/CHEM105** may substitute **BI231/BI232** or **BI233/BI234** for **OA5401/OA5402**.
3. Prerequisite is **CS101** with a C or better.
4. Prerequisite is **OA121** with a C or better or a typing speed of 30 wpm.
5. **SP218** or **SP219** may be substituted for **SP100**.
6. Specific Electives:

ANTH103 General Anthropology
HE201 Exploring Death and Dying
HS167 Introduction to Gerontology
HS168 Mental Health and Aging
NUR951 Certified Medication Aide
OA240 Filing and Records Management
OA2597 Medical Office Coding I

OA5533 Medical Law and Ethics
PHAR5472 Pharmacology I
PHAR5474 Pharmacy Calculations
PSY201 General Psychology
PSY202 General Psychology
PSY203 General Psychology

professional certificate programs

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

professional certificate in basic nursing assistant training

Basic Nursing Assistant training prepares students to be eligible for certification as outlined by the Oregon State Board of Nursing, to care for clients in a variety of settings including long-term care and intermediate care, home health, hospice care, foster care and assisted living situations.

Course No.	Course Title	Credit Hours
NUR546	Basic Nursing Assistant	8 credits total

professional certificate in medication aide training

Medication Aide training prepares students to be eligible for certification as outlined by the Oregon State Board of Nursing. Students learn to use principles of safety in the administration of medication; define terms related to the administration of medications; correctly interpret abbreviations commonly used in the administration of medication; demonstrate the ability to correctly calculate doses of medications; keep accurate records; and identify legal parameters of the Certified Medication Aide (CMA) role. Students must already be an Oregon Certified Nursing Assistant.

Course No.	Course Title	Credit Hours
NUR951	Certified Medication Aide Training	5 credits total

professional certificate in perioperative nursing

This certificate is designed for practicing registered nurses who have no previous experience in operating room nursing. Course content includes knowledge and skills required to care for patients having surgical intervention. Preparation for beginning level independent practice will incorporate direct classroom instruction and lecture/lab work in an operating room suite.

Course No.	Course Title	Credit Hours
NUR9411	Perioperative Nursing	4
NUR9412	Perioperative Nursing Clinical Practicum	6
		10 credits total

professional certificate programs (continued)

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

professional certificate in finance

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

Course No.	Course Title	Credit Hours
BA101*	Introduction to Business	4
BA211*	Principles of Accounting I ¹	4
BA222	Finance	3
BA229	Personal Finance & Money Mgmt	3
BA242	Introduction to Investments	3
CS125S	Spreadsheet Applications	3
		20 credits total

2203

professional certificate in marketing

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

Course No.	Course Title	Credit Hours
BA101*	Introduction to Business	4
BA223*	Principles of Marketing	3
BA238	Sales	3
BA239	Advertising	3
CS125H	Web Page Development	3
CS125P	Presentation Applications	3
WR121*	English Composition	3
	Speech Course* ²	3
		25 credits total

2207

professional certificate in supervision

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

Course No.	Course Title	Credit Hours
BA101*	Introduction to Business	4
BA206*	Management Fundamentals	3
BA224	Human Resource Management	3
BA285	Business Relations	3
SP111*	Fundamentals of Public Speaking or 3 SP219 Small Group Discussions	3
WR121*	English Composition	3
		19 credits total

2211

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

Notes:

1. AC2766 and AC2767 may be substituted for BA211. Students must petition if they wish to have AC2766 and AC2767 changed to BA211. Contact your advisor or accounting instructor for details.
2. Student may choose from any speech course.

professional certificate programs (continued)

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

professional certificate in networking fundamentals

This certificate program is designed for students who are preparing for entry-level work in data communications and computer networking. Courses within the certificate will prepare students to take the CCNA Examination.

Students may select either a Computer Information Systems (CIS) emphasis or Electronics (ELEC) emphasis.

computer information systems emphasis

Course No.	Course Title	Credit Hours
CIS131	Computer Information Systems	4
CIS6243	Network Academy Fundamentals I	3
CIS6244	Network Academy Fundamentals II	3
CIS6245	Network Academy Fundamentals III	3
CIS6246	Network Academy Fundamentals IV	3
CS2635	Computer Repair and Upgrade	3
CS140	Introduction to Operating Systems	3
CS240	Advanced Operating Systems	3
		25 credits total

electronics emphasis

Course No.	Course Title	Credit Hours
CIS131	Computer Information Systems	4
ELEC6243	Network Academy Fundamentals I	3
ELEC6244	Network Academy Fundamentals II	3
ELEC6245	Network Academy Fundamentals III	3
ELEC6246	Network Academy Fundamentals IV	3
ELEC101	Electronic Processes I	3
ELEC102	Electronic Processes II	3
ELEC103	Electronic Processes III	3
		25 credits total

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

professional certificate programs (continued)

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

professional certificate in web site design

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

Course No.	Course Title	Credit Hours
Fall		
ART225	Computer Art I	2
CS178I	Internet	3
J204	Visual Communication	4
		9 total
Winter		
ART115	Basic Design or ART199 Art Workshop	3
ART226	Computer Art II	2
CS125P	Presentation Applications	3
		8 total
Spring		
ART227	Computer Art III	2
CS125H	Web Site Development	3
J220	Digital Media	4
		9 total
		26 credits total

2213

The following courses are suggested electives but are not required for the professional certificate:

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

professional certificate in web site production

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

Course No.	Course Title	Credit Hours
Fall		
ART225	Computer Art I	2
CS125P	Presentation Applications	3
CS178I	Internet	3
		8 total
Winter		
ART226	Computer Art II	2
CS125D	Data Base Management Systems Applications or CS125W Word Processing Applications	3
CS125H	Web Site Development	3
		8 total
Spring		
CS135H	Multimedia Web Development	4
J220	Digital Media	4
		8 total
		24 credits total

2214

The following courses are suggested electives but are not required for the professional certificate:

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

66

7

course descriptions



• a thru z •

course descriptions

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

For information on course numbering, see Page 11 of this catalog under "Types of Credit."

ACADEMIC SKILLS

ABE0745 Adult Basic Education

0 credit (variable hrs)

A modified open-entry, open exit course.

Participants study the basic skills in written communication, mathematics, and reading comprehension. Emphasis will be placed on those skills necessary to pass the five General Education Development (GED) tests, to be successful in entry level employment or to be successful in college or other training. Learning may take place in small groups, with individualized instruction, or in computer assisted environments.

DEV0768 Study Skills - Individualized

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

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

ESL0747 English as a Second Language (ESL)

0 credit (2-15 lec-lab hrs/wk)

A course for students whose first language is other than English. The whole language approach to English will be taught rather than instruction about the language.

HD0962 Overcoming Barriers to Success

0 credit (6-48 lec-lab hrs/term)

Ongoing series of workshops and/or discussion groups aimed at furthering college success by overcoming perceived barriers with new perspectives and strategies by reinforcing goal attainment patterns.

HD100 College Success and Survival

1 credit (2 lec-lab hrs/wk)

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

HD112 Study Skills

3 credits (3 lec hrs/wk)

A course designed to increase the student's success in college by assisting the student in obtaining skills necessary to reach his/her educational objectives. Students will be introduced to time management strategies, note taking, library usage, problem

solving, exam strategies, muscle reading and memory development. Additionally students will identify their primary learning style, and they will be assisted in identifying goals and the steps necessary to achieve those goals. This course is considered a supportive course.

HD204 Eliminating Self-Defeating Behaviors (Increasing Success Attributes)

3 credits (3 lec hrs/wk)

Students learn success attributes which transcend college functioning and create success in life. Through guided journal assignments students apply success strategies while practicing writing skills. Students evaluate the maturity of their decisions, develop purposeful goals, identify and modify self-defeating patterns and limiting beliefs, and strengthen self-concept. The course emphasizes development of self-responsibility, self-motivation, self-management, mutually supportive relationships, inner awareness, active and lifelong learning, self-esteem, creative and critical thinking skills, and a positive experience of life.

HD208 Career/Life Plan

3 credits (3 lec hrs/wk)

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

HD215 Transfer Success

1 credit (2 lec-lab hrs/wk)

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

MISC0791 Citizenship

0 credits (2 lec-lab hrs/wk)

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

RD0593 Reading Lab

0 credit (variable hrs/wk)

Provides workshops and presentations teaching reading and study skills, using a variety of software and other materials. Also provides instructor assistance, software, and other materials for students from the reading program who are completing assignments for their reading and study skills classes. **Concurrent course:** Must be registered for a reading or study skills class or related workshop.

RD0751/0752/0753 Reading Skills

3 credits/term (3 lec hrs/wk)

A systematic approach for identifying and correcting reading difficulties and improving reading efficiency through individualized instruction. From the results of informal reading tests given at the beginning of the term, each student is given individually prescribed coursework. Students use multi-grade level materials to improve their basic knowledge of phonics, vocabulary and spelling in addition to materials designed to improve reading comprehension and efficiency. The student will participate in a follow-up evaluation at the end of the term, involving testing, conferencing and advising.

Prerequisite: Appropriate score on placement test.

RD90 Effective Reading

3 credits (3 lec hrs/wk)

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

Prerequisite: Appropriate score on placement test.

RD101/102/103 College Reading

3 credits/term (3 lec hrs/wk)

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

ACCOUNTING/BOOKKEEPING**AC240 Fund Accounting (Governmental)**

3 credits (3 lec hrs/wk)

This course presents accounting for governmental and non-profit organizations. It includes budgetary and expenditure control, as well as considerations,

reporting and operations of general, special revenue, and capital projects.

Prerequisite: AC2767 or BA211.

AC2331/2332 Federal and State Income Tax I, II

4 credits/term (4 lec hrs/wk)

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

AC2766 Accounting I

4 credits (4 lec, 1 lab hr/wk)

This course provides the accounting student with a basic understanding of the accounting field and helps to prepare recordkeepers for employment and gives the accounting student the basic understanding of the accounting field. It provides an introduction to the accounting cycle for a service enterprise and a retail firm for a single proprietorship. The course covers mass processing of transactions using special journals and internal and cash controls for a business.

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

AC2767 Accounting II

4 credits (4 lec, 1 lab hr/wk)

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

Prerequisite: AC2766 or equivalent with a C or better.

AC2768 Accounting III

4 credits (4 lec, 1 lab hr/wk)

Accounting III continues corporation accounting concepts exploring additional statements and financial analysis. It includes a review of basic accounting concepts and introduces the general ledger on the microcomputer.

Prerequisite: AC2767 or equivalent with a C or better.

AC2772 Intermediate Accounting I

3 credits (3 lec hrs/wk)

This course offers a comprehensive study of accounting theory and concepts. Emphasis is on how these concepts apply to financial accounting. Attention will also be focused on use of accounting information for management purposes.

Prerequisite: AC2768 or BA212 with a C or better.

AC2773 Intermediate Accounting II

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

This course covers accounting concepts, theories, and practices involving particular areas of the balance sheet, as well as reporting of income and changes in financial position.

Prerequisite: AC2772 with a C or better.

AC9715/9716 Elementary Bookkeeping I and II
2 credits/term (2 lec, 1 lab hr/wk)
Develops an understanding of service and merchandise business bookkeeping and record-keeping. Students learn to analyze and record simple transactions using double entry bookkeeping methods. Must be taken in sequence.

BA2280 Cooperative Work Experience
1-8 credits (4-32 lab hrs/wk)
This course provides the student with an opportunity to gain on-the-job experience in coordinator-approved business situations that closely parallel with the field of study.
Prerequisite: Instructor consent.

ANTHROPOLOGY

ANTH0681 Genealogy: Using the Internet
0 credit (4-22 lec, 2-11 lec-lab hrs total)

This course is designed to help the participant locate and evaluate the genealogical data available on the Internet. The emphasis is for the student to use their own families and areas of interest as a research base.

ANTH0682 Genealogy for Beginners
0 credit (4-22 lec, 2-11 lec-lab hrs total)

Gives beginning genealogists the tools to organize their research, focus their direction and begin the task of researching their ancestor's history.

ANTH0683 Genealogy-Census Sources for Beginners
0 credit (4-22 lec, 2-11 lec-lab hrs total)

This course is designed to teach beginning genealogists how to use census records to develop family histories.

ANTH0684 Genealogical Research Using Original Documents
0 credit (4-22 lec, 2-11 lec-lab hrs total)

This course is designed to introduce students to the use of original records in genealogical research. The students will learn where to locate the records, how to interpret the records for genealogical and historical information and use this information to further their research.

ANTH0685 Genealogical Family History Library Research

0 credit (12 lec, 33 lab hrs total)
This course includes preparation for, research at the Family History Library in Salt Lake City, Utah, and evaluation of the research. The student will attend two sessions building a research outline that will prepare them for the research trip. The second part of the class will be held at the Family History Library where the student will work with their outline and perform research. The third part of the class will be

spent evaluating the new information and developing a new research plan based on the results of the previous research.

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

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

ANTH102 General Anthropology
3 credits (3 lec hrs/wk)
Traces the transition of human societies from hunting and gathering to farming and the beginnings of urban life through prehistoric and historic archaeology; techniques of archaeological field work, analysis and dating; the development of cultural stages and civilizations in Pre-Columbian North and Meso-America.

ANTH103 General Anthropology
3 credits (3 lec hrs/wk)
Focuses on the concept of culture, including its organization and functioning, cultural diversity and change. Economic, kinship, religious, political, artistic and linguistic diversity are highlighted.

ANTH198/298 Independent Study of Anthropology
1-3 credits (hrs to be arranged)
Prerequisite: Instructor consent.

ANTH199A/SOC199A Special Topics in Anthropology
1 credit (30 lab hrs total)
A field study of significant sociological and/or anthropological features of a selected region. Students will apply techniques of inquiry and analysis from various academic disciplines in order to understand and resolve key issues at selected field study sites. Introductory lecture/lab will survey key issues and introduce techniques required for a site-based field study.

ANTH221/222/223 Introduction to Cultural Anthropology
3 credits/term (3 lec hrs/wk)
Discusses the meaning of culture; its significance for human beings; its diverse forms and degrees of elaboration among different groups of people; its processes of growth and expansion.

ANTH230 Native North Americans: Oregon
3 credits (3 lec hrs/wk)
A survey of prehistoric and historic cultures in Oregon. Also discusses contemporary Native American issues. This course is designed to introduce various tribes of Native Americans who occupied present day Oregon as their homeland. Geographic areas, cultural survival strategies, cultural similarities and differences, migrations, trade, and temporary

changes are explored through the findings of archaeology, linguistics, ethnology, historical documents and present day tribal members.

**ANTH231 Native North American:
Pacific Northwest**

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

ANTH232 Native North Americans
3 credits (3 lec hrs/wk)

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

Prerequisite: WR0525 or equivalent.

APPRENTICESHIP

APPR9187 Industrial Electrical Apprentice
3 credits/term (2 lec, 2 lab hrs/wk for 4 years)
Designed with the use of national standards as a guide so students participating in the Manufacturing Electrical Apprenticeship will, upon completion of these classes, be able to take the necessary state test for their electrical licenses.

ART

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

ART0521 Basic Drawing I
1.5 credits (1 lec, 2 lab hrs/wk)
Explores form and space on a two dimensional surface. Stresses creative and analytical vision and composition with a variety of media.

ART0522 Basic Drawing II
1.5 credits (1 lec, 2 lab hrs/wk)
Continues exploration of form and space on a two-dimensional surface. Stresses creative and analytical vision and composition with a variety of materials.

ART0523 Basic Drawing III
1.5 credits (1 lec, 2 lab hrs/wk)
Continues exploration of form and space on a two-dimensional surface stressing creative and analytical vision and composition with a variety of media and styles.

ART0524 Beginning Calligraphy
1 credit (1 lec, 3 lab hrs/wk)
A study in the practice and applications of italic style calligraphic lettering using metal and fiber tip pens.

An introduction to the bookhand style will be included.

ART0527 Drawing Basics - Open Studio
1 credit (3 lec-lab hrs/wk)
Exploration in a lab setting of a variety of drawing media and their use, while students develop their ability to see and sketch three-dimensional objects on two-dimensional surfaces. Introduces basic drawing fundamentals.

ART0528 Figure Drawing
1.5 credits (1 lec, 2 lab hrs/wk)
Explores form and space on a two-dimensional surface. Stresses creative and analytical vision and composition. Innovative exercises allow a significant progression of hand-eye-brain coordination skills. Understanding of complex form of relationships in light and space is achieved by using the human figure as the primary subject.

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

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

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

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

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

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

ART0543 Watercolor Painting III
1.5 credits (1 lec, 2 lab hrs/wk)
Continues the investigation of the watercolor painting media through the use of creative exercises

and methods of problem solving. Includes lecture, demonstrations and studio involvement.

ART0551 Ceramics I

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

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

ART0552 Ceramics II

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

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

ART0553 Ceramics III

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

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

ART0557 Ceramics Basics - Open Studio

1 credit (3 lab hrs/wk)

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

ART0567 Glass Working (Stained Glass)

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

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

ART0569 Paper and Prints

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

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

ART115 Basic Design

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

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

ART116 Basic Design

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

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

Prerequisite: ART115.

ART117 Basic Design

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

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

Prerequisite: ART116.

ART131/132/133 Introduction to Drawing

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

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

ART184A, B, C Watercolor Basics I, II, III

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

Introduces principles and concepts of watercolor at a beginning level.

ART191/192/193 Beginning Sculpture

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

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

ART198/298 Independent Study in Art

1-3 credits (hrs to be arranged)

Prerequisite: Instructor consent.

ART199A Painting Workshop

1 credit (1 lec hr/wk)

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

ART199C ART Workshop Level I

1 credit (1 lec hr/wk)

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

ART199D ART Workshop Level II

1 credit (1 lec hr/wk)

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

Prerequisite: ART199C.

**ART199E Computer Art Workshop I
(Design Focus)**

1 credit (2 lec-lab hrs/wk)

This workshop will explore and produce basic design possibilities with PAINT, CORELDRAW, Clip Art, and WEB Servers.

**ART199F Computer Art Workshop II
(Production Focus)**

1 credit (2 lec-lab hrs/wk)

This workshop will produce a basic product using publishing software that includes graphics, text, cover, and table of contents.

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

3 credits/term (3 lec hrs/wk)

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

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

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

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

ART225 Computer Art I

2 credits (4 lec-lab hrs/wk)

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

ART226 Computer Art II

2 credits (4 lec-lab hrs/wk)

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

Prerequisite: ART225.

ART227 Computer Art III

2 credits (4 lec-lab hrs/wk)

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

Prerequisite: ART226.

ART231/232/233 Drawing (Advanced)

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

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

Prerequisites: ART131/132/133.

ART240 Paper and Prints (Handmade Paper)

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

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

ART250/251/252 Ceramics (Beginning)

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

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

ART253/254/255 Ceramics (Intermediate)

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

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

ART270/271/272 Introduction to Printmaking

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

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

ART280 Field Experience

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

Nine credits maximum.

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

Prerequisite: Instructor consent.

ART281/282/283 Painting (Beginning)

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

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

ART284/285/286 Painting (Intermediate)
3 credits/term (2 lec, 4 lab hrs/wk)
Continues visual observation and composition of selected subjects using oil or acrylic media. Emphasis will be given to individual needs and interests in painting.
Prerequisites: ART281/282/283.

ART291/292/293 Sculpture
3 credits/term (2 lec, 4 lab hrs/wk)
Continues to explore three-dimensional shapes and forms. Includes casting processes and materials. Continues mold making techniques with an emphasis on creativity and exploration of media.
Prerequisites: ART191/ ART192/ART193.

ART299A Special Studies: Ceramics
1.5 credits (3 lec, 6 lab hrs/wk)
A ceramics workshop featuring emphasis on special decorating and glazing techniques and clay forms not usually done in the traditional ART250 and ART253 sequences.

ART299B Special Studies: Screen Printing
1 credit (1 lec, 2 lab hrs/wk)
Presents screen printing techniques using handcut paper and aqua stencils, tusche, and glue, photo-stencil materials, and types of ink for printing on paper.

ASTRONOMY See SCIENCE

BIOLOGY/BOTANY

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

BI149 Introduction to Human Genetics
3 credits (3 lec hrs/wk)
Covers the basic concepts of genetics as they have developed since the nineteenth century. Discusses current techniques that are being developed and applied to problems of inheritance patterns, genetic disorders, and genetic therapy. Behavior and population genetics are included.
Prerequisites: MTH70 and WR0525 with a C or better.

BI198/298 Independent Study in Biology
1-3 credits (hrs to be arranged)
Prerequisite: Instructor consent.

BI201/202/203 Introductory Biology
4 credits/term (3 lec, 3 lab hrs/wk)
Plant and animal diversity; genetics and evolution; physiology and anatomy of plants and animals;

ecology; molecular biology; majors in programs which require students to complete a series in introductory biology.

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

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

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

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

BI231/232/233 Human Anatomy and Physiology
4 credits/term (3 lec, 3 lab hrs/wk)
Detailed study of the molecular, cellular, tissue, organ and organ systems of vertebrates, with emphasis on humans. Some pathological conditions are covered. Must be taken in sequence.

BI231 - A review of inorganic and organic chemistry will be included. In addition, metabolic pathways will be discussed.

BI232 - A detailed study of the anatomy and physiology of the cardiovascular, lymphatic, nervous and endocrine systems will be included.

BI233 - A detailed study of the anatomy and physiology of the respiratory, digestive, urinary, and reproductive systems will be included.

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

BI234 Elementary Microbiology
4 credits (3 lec, 3 lab hrs/wk)
Microbiology principles applied to health-related fields. Includes characteristics, physiology, and growth requirements of microorganisms, sterilization principles, infection, and immunity. Pathogenic microbes, infections and host resistance will be a major consideration.
Prerequisite: High school chemistry or equivalent within last five years.

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

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

BOT0624 Mushroom Identification

1 credit (5 lec, 20 lab hrs total)

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

BOT0646 Plant Identification

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

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

BOT0812 Gardening: Beginning Bonsai

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

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

BOT0861 Home Landscaping: The Practical Hands-on Approach

1 credit (3 lab hrs/wk)

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

BOT198/298 Independent Study in Botany

1-3 credits (hrs to be arranged)

Prerequisite: Instructor consent.

BUSINESS ADMINISTRATION**BA2280 Cooperative Work Experience**

1-8 credits (4-32 lab hrs/wk)

This course provides the student with an opportunity to gain on-the-job experience in coordinator approved business situations that closely parallel with the field of study.

Prerequisite: Instructor consent.

BA9285 Management Training

0-3 credits (1-36 hrs total)

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

Prerequisite: Business Development Center (BDC) consent required.

BA9286 Administrative Assistant Training

0-3 credits (1-36 hrs total)

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

BA9658 The Business of Landscape Construction and Maintenance

2 credits (2 lec hrs/wk)

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

BA101 Introduction to Business

4 credits (4 lec hrs/wk)

This course surveys American business organization, operation and management. This course develops an awareness of the nature of business in the capital system. Introduction is made to the fields of ownership, organization, personnel, accounting, financing, marketing, management, production, insurance, real estate, foreign trade and government regulations.

BA156 Applied Economics

3 credits (3 lec hrs/wk)

This course introduces the subject of economics in a practical business-oriented sense. The course relies on current events and practical applications. The content includes supply and demand, fiscal and monetary policies, and international trade.

BA177 Payroll Records and Accounting

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

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

Prerequisite: AC9716 or AC2767 or BA211.

BA198/298 Independent Study in Business Administration

1-3 credits (hrs to be arranged)

Prerequisite: Instructor consent.

BA120 BA199B/ED120 Leadership Development

3 credits (3 lec hrs/wk)

This course is designed to provide a basic understanding of leadership and group dynamics theory and to assist the student in developing a personal philosophy of leadership, an awareness of the moral and ethical responsibilities of leadership, and an awareness of one's own style of leadership. The course will integrate readings from the humanities, classic works of literature, contemporary multicultural writings, and experimental learning exercises with readings and discussions of traditional leadership theories.

BA199C Nature Based Tourism Leadership Training

3 credits (12 lec, 48 lec-lab hrs total)

This course is designed to give tourism leaders an understanding of the complex nature of operating a sustainable nature-based tourism economic sector and the issues involved. The course will provide knowledge of a working nature-based tourism economy and present various perspectives of those involved in the industry. Students will gain an understanding of working partnerships between government, conservation and business; the issues around resource management; and what each partner needs for themselves and from each other. Learn how tourism products can be packaged, and what eco-tourists want and expect from businesses, people and the government of their destination.

BA203 International Business

3 credits (3 lec hrs/wk)

Surveys the nature, scope and significance of International Business. Emphasis is on the aspects of International Business and the environmental forces which impact the global market place.

Prerequisite: BA223 with a C or better.

BA206 Management Fundamentals SDP101

3 credits (3 lec hrs/wk)

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

Prerequisite: BA101 with a C or better.

**BA211 Principles of Accounting I
(Financial Accounting)**

4 credits (4 lec hrs/wk)

Discusses the theory, principles and procedures for organizing, interpreting and reporting the financial transactions of business or industry. Describes and discusses the problems of properly recording and measuring income and expense. Specialized areas such as; merchandise inventory, special journals, cash, and receivables are discussed.

Prerequisite: MTH70 with a C or higher, or appropriate score on placement test.

BA212 Principles of Accounting II

4 credits (4 lec hrs/wk)

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

Prerequisite: AC2767 or BA211 with a C or better.

**BA213 Principles of Accounting III
(Managerial Accounting)**

4 credits (4 lec hrs/wk)

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

Prerequisite: AC2767 or BA211 with a C or better.

BA215 Cost Accounting

3 credits (3 lec hrs/wk)

This course develops techniques for determining product costs under job order, process and standard costing and introduces cost analysis for decision making.

Prerequisite: AC2767 or BA211 with a C or better.

BA220 Tax Accounting (Personal Income Tax)

3 credits (3 lec hrs/wk)

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

Prerequisite: AC2767 or BA211.

BA222 Finance

3 credits (3 lec hrs/wk)

This course covers the procedures, practices and policies of financial managers. It deals with financial management, financial markets, financial analysis, working capital management and long-term financing decisions.

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.

Prerequisite: BA101 with a C or better.

BA224 Human Resource Management SDP113

3 credits (3 lec hrs/wk)

The student will be introduced to personnel functions as it relates to the Management of the Human Resources of an organization. Areas of concentration will include employee selection, training, and compensation.

Prerequisite: BA206 with a C or better.

BA226 Business Law I

3 credits (3 lec hrs/wk)

This course involves introducing the student to the legal environment of business, court systems, functions and jurisdiction and dispute resolution. Particular attention is given to a general understanding of 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)

This course acquaints the students with specific legal issues in conducting business. Topics include real property, personal property, bailments, law of sales, commercial paper, wills and trusts, and the legal relationship established in an agency, a partnership and a corporation.

Prerequisite: BA226 with a C or better.

BA229 Personal Finance and Money Management

3 credits (3 lec hrs/wk)

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

BA232/MTH243 Business Statistics

4 credits (4 lec hrs/wk)

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

Prerequisite: MTH95 with a C or better.

BA238 Sales

3 credits (3 lec hrs/wk)

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

BA239 Advertising

3 credits (3 lec hrs/wk)

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

Prerequisite: BA223 with a C or better.

BA242 Introduction to Investments

3 credits (3 lec hrs/wk)

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

**BA250 Small Business Management:
Entrepreneurship**

3 credits (3 lec hrs/wk)

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

Prerequisite: BA223 with a C or better.

BA277 Business Ethics

3 credits (3 lec hrs/wk)

This course is designed to make the student aware of the ethical issues currently facing business, and to provide a background against which the student may evaluate and/or compare his or her own ethical views/stands.

BA280 Field Experience

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

Practical on-site experience that will allow students to test knowledge learned in the classroom and explore the variety of workplaces in which to apply that knowledge.

Prerequisite: Instructor consent.

BA285 Business Relations

3 credits (3 lec hrs/wk)

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

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

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

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

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

CHEM105 - Covers gases, properties of solution, equilibrium, acids and bases, and radioactivity.

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

Prerequisite: MTH65 or MTH70 with a C or better.

CHEM198/298 Independent Study in Chemistry

1-3 credits (hrs to be arranged)

Prerequisite: Instructor consent.

CHEM221/222/223 General Chemistry

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

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

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

CHEM222 - Covers gases, liquids, solutions, equilibrium theory, acids and bases, oxidation reduction.

CHEM223 - Covers thermodynamics, kinetics, electrochemistry, nuclear reactions, and transition metal chemistry.

Prerequisite: High school chemistry or equivalent and MTH95 with a C or higher, or concurrent enrollment in MTH111.

CHEM241/242/243 Organic Chemistry

3 credits/term (3 lec hrs/wk)

Chemistry of carbon compounds for science and pre-professionals (such as pre-dental, pre-medical and veterinary students). Includes a study of the major classes of organic compounds. Must be taken in sequence.

CHEM241 - Specifically alkanes, alkenes, alkyl halides, alkynes and aromatic compounds

Prerequisite: CHEM106 or CHEM223 with a C or better.

CHEM242 - Specifically organometallic compounds, alcohols, diols, thiols, ethers, epoxides, aldehydes, and ketones.

Prerequisite: CHEM241 with a C or better.

CHEM243 - Specifically enols, enolates, Carboxylic acids and derivatives, amines, aryl halides and phenols and chemistry of these functional groups.

Prerequisite: CHEM242 with a C or better.

CHEM241L/242L/243L Organic Chemistry Lab

1 credit (3 lab hrs/wk)

A lab course that introduces students to the lab methods used in organic chemistry.

COMPOSITION See WRITING**COMPUTER INFORMATION SYSTEMS****CIS0593 Computer Lab**

0 credit (variable hrs/wk)

Provides an opportunity to students who are enrolled in a course requiring the use of the College's computer lab facilities.

Concurrent course: Enrollment in course requiring computer lab use.

CIS0594 Open Computer Lab

0 credit (variable hrs/wk)

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

CIS2280 Work Experience

1-4 credits (4-16 lab hrs/wk)

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

Prerequisite: Instructor consent.

CIS6243/ELEC 6243 Network Academy**Fundamentals I**

3 credits (6 lec-lab hrs/wk)

This course introduces students to fundamental concepts of computer internet-working including network topology, cabling (media), electrical

considerations, the OSI model, Internet Protocol (IP) addressing, bridges, switches, hubs, and routers. Students will be expected to apply knowledge and skills learned in this term to successive internet-working courses. This course is the first in a series of courses (4) which will prepare students to take the Cisco CCNA Certification Exam.

**CIS6244/ELEC6244 Network Academy
Fundamentals II**

3 credits (6 lec-lab hrs/wk)

This course introduces students to fundamental concepts of computer internet working including the TCP/IP transport-layer protocol; Cisco router hardware and software architecture; Cisco IOS software configuration, backup, upgrade, load; static and dynamic routing. Students will be expected to apply knowledge and skills learned in this term to successive internet-working courses. This course is the second in a series of courses (4) which will prepare students to take the Cisco CCNA Certification Exam.

Prerequisite: CIS6243 or ELEC6243.

**CIS6245/ELEC6245 Network Academy
Fundamentals III**

3 credits (6 lec-lab hrs/wk)

This course introduces students to fundamental concepts of computer internet-working including IGRP routing protocols; LAN segmentation; and techniques that allow networks to automatically reconfigure themselves to overcome, Local Area Network theory and design; routing Novell IPX protocol. Students will be expected to apply knowledge and skills learned in this term to successive internet-working courses. This course is the third in a series of courses (IV) which will prepare students to take the Cisco CCNA Certification Exam.

Prerequisite: CIS6244 or ELEC6244.

**CIS6246/ELEC6246 Network Academy
Fundamentals IV**

3 credits (6 lec-lab hrs/wk)

This course introduces students to fundamental concepts of computer internet-working including Wide Area Network (WAN) theory and design; Point-to-Point Protocol data transfer; Integrated Services Digital Network (ISDN) data transfer; and Frame Relay data transfer. Students will be expected to apply knowledge and skills learned in this term to successive internet-working courses. This course is the fourth in a series of courses (4) which will prepare students to take the Cisco CCNA Certification Exam.

Prerequisite: CIS6245 or ELEC6245.

CIS131 Computer Information Systems

4 credits (4 lec hrs/wk)

This is a complete computer literacy course. Students will become familiar with current computer terminology and concepts including hardware, software, communications, networks, the Internet, and the impact of computers on society. Students will review and learn additional end-user skills in file management using PC operating system, word processing, and Internet browser/search engines. Students will

learn end-user skills in spreadsheet, database, and presentation software applications.

Prerequisite: CS101 with a C or better.

CS2635 Computer Repair and Upgrade

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

Identification of hardware required to upgrade personal computer systems to new technology. Evaluation of a computer's existing hardware and software versus the new/future technology requirements. Students will learn to install, trouble-shoot and maintain hardware and operating system. Also offered as CS2636 for no credit or grade.

Prerequisite: CS101 with a C or better.

CS101 Computers in Society

2 credits (2 lec hrs/wk)

This is the first course in computer literacy and is intended for the novice user. Students will become familiar with current computer terminology. Students will learn end-user skills in file management using PC operating system, word processing and Internet searching software.

CS125D Data Base Management System Applications

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

This course will introduce the use of microcomputers for data base management systems applications. It 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. This course uses one or more commercially available data base management system software packages.

Prerequisite: CS101 with a C or better.

CS125H Web Site Development

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

Using a HTML editor and presentation theories, students will learn how to design and implement an effective web page.

Prerequisite: CS101 with a C or better.

CS125P Presentation Applications:

Microsoft Power Point

3 credits (3 lec hrs/wk)

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

Prerequisite: CS101 with a C or better.

CS125S Spreadsheet Applications

3 credits (3 lec hrs/wk)

This course will introduce 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 issues involved in

choosing and installing spreadsheet software. It will use one or more commercially available spreadsheet software packages.

Prerequisite: CS101 with a C or better.

CS125W Word Processing Applications: Microsoft

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

This course familiarizes students in the use of microcomputers for word processing applications. This course will introduce 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.

Prerequisite: CS101 with a C or better.

CS133B Computer Language I - BASIC

4 credits (4 lec hrs/wk)

This course introduces programming in BASIC on a microcomputer. Programs are developed with structured design techniques using logic diagrams, documentation, and debugging techniques.

Assignments are taken from a variety of fields.

Prerequisite: CIS131 with a C or better.

CS135H Multimedia Web Development

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

This course introduces students to multimedia design techniques and to features of current multimedia development software tools to produce movies and web sites with a high degree of interactivity and user control. Basic procedures for importing, linking, and organizing diverse media types are covered as well as conventions for controlling graphics, video, audio, animation, and text. Advanced topics include various scripting techniques.

Prerequisite: CS125H with a C or better.

CS135W Advanced Word Processing:

Desktop Publishing

3 credits (3 lec hrs/wk)

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

Prerequisite: CS125W or OA201.

CS140 Introduction to Operating Systems

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

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

Prerequisite: CS101 or equivalent.

CS151 Introduction to Computer Programming

4 credits (4 lec hrs/wk)

This course introduces structured programming techniques using C or other structured languages 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 and MTH 111 with a C or better.

CS161 Introduction to Computer Science I
4 credits (4 lec hrs/wk)

This course offers a history and overview of fundamental computer science concepts using an object-oriented programming language. Topics include object-oriented programming, software engineering, algorithm development, machine representation of data, introduction to graphic programming, and sources of error.

Prerequisite: CS151 with a C or better.

CS162 Introduction to Computer Science II
4 credits (4 lec hrs/wk)

This course covers software engineering principles and modern programming methods. Topics include event-driven programming for graphical user interfaces, recursion, stream, and exception handling. This course also introduces analysis of algorithms, sorting and searching.

Prerequisite: CS161 with a C or better.

CS178I Internet

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

Students will learn to use the resources of the internet for locating information, disseminating information and communication. Students will learn how the internet works, hardware/software considerations, popular browsers, popular search engines, other inter resources, societal issues, and current topics.

CS233B Computer Language II-BASIC
4 credits (4 lec hrs/wk) CS233VB

This course provides advanced study of the BASIC programming language. This course will include sequential and random access file handling, matrices and graphics. The emphasis is on structured programming techniques and the use of programmer reference material.

Prerequisite: CS133B.

CS233U Computer Language II-C++
4 credits (4 lec hrs/wk)

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

Prerequisite: CS151 with a C or better.

CS240 Advanced Operating Systems
3 credits (3 lec hrs/wk) 240U + 240W

This course continues the study of operating systems. It will include advanced disk and file handling techniques, utilities, security issues, hardware installation and maintenance, and the use, installation, and administration of networks. It will

use one or more commercially available operating systems, including DOS.

Prerequisite: CS140 with a C or better.

CS244 Systems Analysis

3 credits (3 lec hrs/wk)

This course introduces strategies and methods in the systems development process. Emphasis on structured analysis of computer information systems. Assignments will include the analysis and evaluation of systems that are similar to existing systems in business and industry.

Prerequisite: CIS131 and CS125D with a C or better.

CS261 Data Structures

4 credits (4 lec hrs/wk)

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

Prerequisite: CS162 with a C or better.

CS280 Field Experience

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

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

Prerequisite: Instructor consent.

CRIMINAL JUSTICE SERVICES

CJ5104/FS5104/HE5104 Emergency Services Provider

4 credits (4 lec hrs/wk)

The course will provide training to instructor candidates from various areas within Public Safety (fire, law enforcement, wildland, emergency medical services, etc). The course will present instructional methods such as academic philosophies, techniques of teaching and delivery, processes of developing training programs, establishing course evaluations tools and managing and supervising training programs. Students will be required to complete two presentations outside of the classroom (one lecture, one hands-on) for state and federal certification.

CJ9355 Private Security Services Provider Training Unarmed Private Security Officer

2 credits (2 lec hrs/wk)

This course covers required training for unarmed private security providers to become certified in Oregon by the Oregon Board on Public Safety Standards and Training.

CJ9367/FS9367 Basic Incident Command System
1.5 credits (16 lec hrs total)

This course is designed to provide students with the basic knowledge of the Incident Command System (ICS)/National Interagency Incident Management System (NIIMS). The ICS includes operational requirements, eight interactive components and

procedures for organizing and operating an on-scene management system.

CJ9375 Search and Rescue Training

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

Provides all the training and skills needed to meet state search and rescue certification standards.

CJ9390 Career Development: Criminal Justice Administration

0 credit (up to 324 hrs total/term)

A variety of in-service training activities conducted within criminal justice agencies in the college district. Current issues and problems are addressed along with methods of alleviating them.

CJ100 Foundations of Criminal Justice

3 credits (3 lec hrs/wk)

This course presents a contemporary view of the criminal justice system and its processes. The structural and theoretical framework of the system is examined and the function, role and practices of police, courts and corrections components of the system are surveyed. Career opportunities in the criminal justice field are explored.

CJ101/SOC244 Criminology

3 credits (3 lec hrs/wk)

This course offers an interdisciplinary perspective of crime and criminal behavior in relation to the criminal justice system. Theoretical approaches to explaining crime, criminal statistics, typologies and victimology will be assessed. The influence of crime theory on public policy will be explored.

CJ110 Introduction to Law Enforcement

3 credits (3 lec/hrs wk)

A comprehensive look at law enforcement in America ranging from the historical evolution of police systems to an analysis of the work of police officers. Topics addressed include law enforcement jurisdiction and field operation, patrol procedures, organization of law enforcement agencies, selection and socialization of police officers, and current issues related to law enforcement.

CJ130 Introduction to Corrections

3 credits (3 lec hrs/wk)

Introduces students to the philosophy and history of corrections in the United States. Sentencing, corrections institutions, and community corrections are addressed along with critical issues in the field. A field trip to a correctional facility is scheduled as part of this course.

CJ131/SOC220 Institutional Corrections

3 credits (3 lec hrs/wk)

A detailed exposure to correctional facilities used for the punishment of those convicted of crimes. The evolution of the penal institution, levels of custodial security, and issues relating to custody, treatment, and programs within penal institutions will be explored. Field trips to correctional facilities.

CJ140 Criminalistics

3 credits (3 lec hrs/wk)

Introduces students to the application of science to

criminal investigation. Scientific techniques useful in preventing and recognizing crime, and in identifying perpetrators of crimes are addressed. Students are introduced to proper techniques for collecting, preserving, and identifying physical evidence and are introduced to the services offered by state and federal crime laboratories.

Prerequisite: CJ210 is recommended, but not required.

CJ198/298 Independent Study in Criminal Justice Administration

1-3 credits (hrs to be arranged)

Prerequisite: Instructor consent.

CJ201/SOC221 Juvenile Delinquency

3 credits (3 lec hrs/wk)

A philosophical, historical, and practical survey of juvenile justice administration in the United States. Considered in the context of an interdisciplinary framework, theories, factors, and characteristics of delinquency will be presented and treatment and delinquency prevention programs will be surveyed.

CJ203 Crisis Intervention

3 credits (3 lec hrs/wk)

Crisis intervention is a daily function of the professional in public safety. Proper response to a crisis situation may have a profound effect on the overall outcome of the situation. This course will provide students the proper tools to intervene effectively when faced with a crisis situation.

CJ210 Criminal Investigation

3 credits (3 lec hrs/wk)

This course is a study of basic principles and theories of investigative routines. The course focuses upon the primary skills used in all justice agency investigations with specific emphasis on criminal proceedings. Attention will be given to crime scenes, interviewing, evidence collection and preservation, witness and suspect identification information, surveillance, technical resources for investigations, specific investigation operations techniques and case preparation for prosecutor and courtroom presentations.

CJ213 Interview and Interrogation Skills

3 credits (3 lec hrs/wk)

This course will examine the dynamics of psychological persuasion as they are applied through the course of criminal interrogations. The deliberate, refined processes and techniques of psychological persuasion will be examined with specific attention to the practical and legal limitations of achieving the goals of criminal interviewing and interrogation.

CJ214 Crime Scene Investigation: Contemporary Applications

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

This course will focus on specialized investigative issues specific to a variety of contemporary crime scenes and criminal events. The crime scenes/events focused on each term will vary according to availability of crime scene access in the community. Analysis of crime scenes and events will include the specialized investigative approaches unique to

homicides and assaults, arson, crimes against children, hate crime, and environmental crime investigations. Issues discussed will include discovery of atypical crime events, their investigation, reconstruction, examination, and management by law enforcement investigators.

CJ215 Criminal Justice Administration

3 credits (3 lec hrs/wk)

Surveys the complexities of organizing and managing a police agency. Topics covered include principles of organizing and operating police agencies, leadership, policy formulation, and human resource management along with traditional management functions such as planning and budgeting. Traditional and non-traditional management principles are addressed.

CJ218 Corrections System: Special Populations Supervision

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

This course will focus on the supervisory issues specific to the management of a variety of special corrections populations; including sex offenders, women, violent youth, the elderly/geriatric client, and physically disabled client under correction supervision. Supervision activities and client supervision techniques required for public safety and effective case management will be discussed. The unique discipline concerns regarding special management populations and their supervision needs will be addressed for each special corrections population identified.

CJ220 Criminal Law

3 credits (3 lec hrs/wk)

An introductory analysis of the criminal law and the development and philosophy of criminal law, criminal law as a social force, definitions and concepts, constitutional principles and the classification of crimes in relation to criminal justice administration. Students are introduced to legal research, the study of case law and methodology, and specific criminal offenses.

CJ222 Procedural Law

3 credits (3 lec hrs/wk)

An examination of legal procedure and process considerations related to the investigation of crime, processing of accused persons, and maintenance of order in American society. Rights of individuals and obligations of criminal justice practitioners, particularly law enforcement, will be analyzed. The course focuses on First, Fourth, Fifth and Fourteenth Amendments to the United States Constitution.

CJ225 Corrections Law

3 credits (3 lec hrs/wk)

An analysis of the legal principles related to the rights and status of persons convicted of crimes in the United States. Constitutional principles related to probation, incarceration, and parole will be addressed along with legal obligations and liabilities of corrections agencies and their employees.

CJ226 Constitutional Law

3 credits (3 lec hrs/wk)

This course presents a thorough overview of the primary freedoms afforded by the first ten amendments and the 14th amendment of the U.S. Constitution. Specific emphasis will be placed on the role of the courts, constitutional case interpretation and rights of the accused.

CJ229 Community-Based Corrections

3 credits (3 lec hrs/wk)

Examines a variety of community corrections services and treatment options as historically and presently practiced. Focus is on probation and parole systems and services, community-based release programs and alternatives to incarceration.

CJ230 Introduction to Juvenile Corrections

3 credits (3 lec hrs/wk)

This course introduces students to the historical and contemporary aspects of corrections in relationship to juvenile offenders. Primary emphasis in the course is centered on juvenile corrections philosophy as applied to the correction and treatment of juvenile offenders.

CJ232 Introduction to Corrections Casework

3 credits (3 lec hrs/wk)

This course offers an overview of approaches to behavior modification through interviewing and counseling along with techniques available to entry level corrections practitioners in interviewing and counseling. The course also introduces students to advanced methods utilized by professional counselors.

CJ243/SOC243 Narcotics and Dangerous Drugs

3 credits (3 lec hrs/wk)

Introduction to the relationship of substance abuse to crime and criminal justice administration. Emphasis is on illicit drugs and alcohol. Drug effects, theories of abuse, legislation, enforcement strategies, policy options, and treatment and prevention strategies relative to substance abuse are addressed.

CJ280 Field Experience

1-6 credits (3-18 lab hrs/wk)

Supervised field experience in one of the agencies of criminal justice. Includes a seminar for discussion of problems and experience gained.
Prerequisite: Instructor consent.

CULINARY ARTS

CRT2000 Introduction to Professional Cooking

5 credits (1 lec, 12 lab hrs/wk)

This course will focus on the fundamental principles of modern cooking. Students will learn about what happens to food when it is heated, about how food is cooked with different cooking methods, and about rules of seasoning and flavoring. Theories which explain the chemistry of cooking will be emphasized so students can successfully practice them in the kitchen. Emphasis will be placed on the vocabulary

of cooking, procedures, ingredients, menu terms, food quality standards, and equipment use.

Prerequisite: Instructor consent.

CRT2001 Basic Food Preparation

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

This course will focus on learning pre-preparation techniques important to professional kitchen operations - Mise En Place. The students will learn the importance of carefully planned pre-preparation, the difference in preparation requirements for set and extended meal service, and keeping sharp edges on knives. Students will gain competence in performing basic cutting techniques, basic cooking and marinating procedures, and handling convenience foods in pre-preparation operations.

Prerequisite: Instructor consent.

Concurrent: HEC9932.

CRT2002 Introduction to the Food and Beverage Industry

3 credits (3 lec hrs/wk)

This course offers students an overview of the food service industry; its structure, organization, size, economic impact, regulatory and peripheral industries, managerial problems and practices, trade journals, and resources. Emphasis will be on operational topics of current concern for the industry. Guest speakers representing various segments of the industry will provide an introduction to career opportunities and a view of real-world activities.

Prerequisite: Instructor consent.

CRT2003 Introduction to Pastry and Baking

3 credits (1 lec, 4 lec-lab hrs/wk)

This course will cover fundamentals of baking and pastry (including terminology, ingredients, technology, equipment, recipe conversion, measurements, storage, and sanitation). Students will gain experience in using various mixing methods. Techniques in yeast and quick bread, pastry, pie, cookie, and dessert making and presentation will be covered.

Prerequisite: CRT2001 with a C or better.

CRT2004 Introduction to Vineyards and Beverages

1 credit (1 lec hr/wk)

This course will present an introduction from a culinary perspective to wine and spirits produced by European and American vineyards. Students will study wine production, labeling, and laws of the beverage industry. Emphasis is on developing a knowledge base suitable for assisting customers in choosing the "correct" wine for classical and contemporary cuisine.

Prerequisite: Instructor consent.

CRT2005 Menu Planning and Design

3 credits (3 lec hrs/wk)

This course will cover the basic principles of planning and design necessary to create a variety of menus for various food service operations. Layout, costing, and promotional approaches will be covered.

Prerequisite: Instructor consent.

CRT2006 Restaurant Layout and Interior Design

3 credits (3 lec hrs/wk)

This course will offer students an opportunity to design their own restaurant from the ground floor up. Emphasis will be on kitchen layout, dining room design, menu planning, staff allocation, exterior design, and obtaining financing. Students develop a concept proposal suitable for presentation.

Prerequisite: Instructor consent.

CRT2007 Inventory Control and Purchasing

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

This course will present basic principles of purchasing food, beverage, equipment, contract services, and supplies. Students will learn the necessary skills for product identification, supplier selection, ordering, receiving, storing, and issuing processes as they apply to purchasing and inventory controls in the food service industry.

Prerequisite: Instructor consent.

CRT2008 Introduction to Garde Manger

5 credits (2 lec, 6 lec-lab hrs/wk)

This course will cover the preparation and artistic presentation of cold cuisine. While using garde manger small tools, students will develop skills in the fundamentals of preparing hot and cold appetizers, lunch and dinner salads, egg cookery, dressings, pates, vegetable and fruit carving, garnishes, hot and cold sandwiches, and food decoration. Basics of cold food pantry organization and sanitizing techniques will be covered.

Prerequisite: CRT2000 with a C or better.

CRT2009 Advanced Garde Manger

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

This course expands on the basic knowledge of the cold food garde manger kitchen. Students will be introduced to the artistic production and presentation of buffet arrangements, ice carving, tallow and butter sculptures, terrines, galantines, pates and decorative pieces.

Prerequisite: CRT2008 with a C or better.

CRT2010 Regional Cuisine

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

This course will focus on various international and American regional cuisines. Students will develop a working understanding of the local products, traditional ethnic recipes, and kitchen tools indigenous to various regional cuisines. The course will include the cuisines from national and international regions including New England, Louisiana, New Mexico, Florida, France, Italy and Scandinavia.

Prerequisite: CRT2001 with a C or better.

CRT2011 International Cuisine

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

This course will focus on various international cuisines including Oriental, Italian, Mexican, British and other European countries. Cultural and historical perspectives will be covered, as well as ingredients and methods specific to each cuisine. Students will prepare and present classic dishes from each cuisine.

Prerequisite: Instructor consent.

CRT2012 A La Carte Cooking I

5 credits (15 lab hrs/wk)

This course will focus on the necessary skills to Mise En Place - to work at each station of a professional kitchen with emphasis on the sauce station (stocks, thickening agents, reduction, liaison, purees, mother sauces and butters). The students will gain competence in A la minute methods for preparing entrees and side dishes. Plate presentation approaches in the classical and contemporary styles will be included.
Prerequisite: Instructor consent.

CRT2013 A La Carte Cooking II

4 credits (12 lab hrs/wk)

This course will enable students to further develop their basic a la carte and leadership skills in a classical kitchen. Students will study entree preparation and plating styles particular to the featured cuisine. The focus will be on the production of quality food and service, organization on the line, and coordination with the expeditor.

Prerequisite: CRT2012 with a C or better.**CRT2014 Advanced A La Carte Cooking in a Restaurant**

3 credits (9 lab hrs/wk)

This course is designed for the advanced student to prepare classical and contemporary entrees and plating techniques. The focus is on the preparation and presentation of high quality food and service as well as the organization of classical and contemporary style kitchens.

Prerequisite: CRT2013 with a C or better.**CRT2015 Sanitation and Safety for Managers**

3 credits (3 lec hrs/wk)

This course provides information necessary to inform, strengthen, and update hospitality and tourism industry supervisors on current principles and practices of sanitation and safety. The course is based on the Educational Foundation of the National Restaurant Association's ServSafe training and certification course work. Discussion will include Oregon's recent enactment of statewide food handler training and the Hazard Analysis Critical Control Point (HACCP) system. Other topics of study will include potable water systems, waste treatment, lodging facilities, recreational facilities, swimming pool and spa regulations, and hazardous materials. Upon successful completion of this course a certificate of completion will be issued by the National Restaurant Association.

Prerequisite: Instructor consent.**CRT2016 Culinary Nutrition**

3 credits (3 lec hrs/wk)

This course will cover the study of nutrition as it applies to food preparation, menu analysis, and recipe alternatives for the culinary arts. Students will learn how food affects the human body and will prepare nutritional menus within the context of kitchen and restaurant operation.

Prerequisite: Instructor consent.**CRT2017 Restaurant Management and Supervision**

4 credits (4 lec hrs/wk)

This course will focus on the necessary skills for effective restaurant management and supervision, operations analysis, food production and service, culinary techniques, sanitation and safety, food costing and supervision of staff, and service management. State regulations and cost controls specific to restaurant operations will be covered.

Prerequisite: Instructor consent.**CRT2018 Culinary Arts Career Planning**

1 credit (10 lec hrs/total)

This course will focus on the development of habits, traits, and grooming standards necessary for success in today's culinary arts job market. Students will review career tracts and opportunities in the culinary arts industry. Interview skills and portfolio development will be included.

Prerequisite: Instructor consent.**CRT2019 Culinary Calculations I**

2 credits (2 lec hrs/wk)

This course covers the first half of a review of basic calculation procedures used by culinarians in food preparation. Students will learn basic calculations used in the kitchen for recipe conversions and food cost controls. Topics covered will include the metric system and finding approximate yields of recipes.

Prerequisite: Instructor consent.**CRT2020 Culinary Calculations II**

2 credits (2 lec hrs/wk)

This course covers the second half of a review of basic calculation procedures used by culinarians in food preparation. Students will learn basic calculations used to figure recipe costs, pricing, daily cost reports, inventories and financial statements. Topics covered will include the metric system and conducting a breakeven analysis.

Prerequisite: CRT2019 with a C or better.**CRT2280 Culinary Internship**

12 credits (36 lab hrs/wk)

This course offers student work place experience in a variety of supervised settings that are applicable to the development of a student as a professional in the Food Service Industry. Students will have the opportunity to work in different areas under the direction of chefs and food/beverage managers. Internships will be progressive training experiences structured to fit the background and career goals of each individual student.

Prerequisite: Instructor consent.**DRAFTING****DRFT105 Blueprint Reading**

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

This course presents instruction and skill development in blueprint reading and interpretation as applicable in the manufacturing and fabrication trades. Emphasis is placed on fundamentals of blueprint reading including understanding basic lines, views, dimensions, tolerances, symbols, machine call-

outs, and notations. Also included is recognition of detail in manufacturing and fabrication prints.

DRFT110 Computer Assisted Drafting I

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

Introduction to computer-aided drafting (CAD) software, the hardware components comprising a CAD station, and basic disk operating systems (MS-DOS). Drawing set-up, drawing aides, basic drawing, editing and display commands are used to create 2-D schematic and mechanical drawings.

Prerequisite: CS101 or equivalent.

DRFT111 Computer Assisted Drafting II

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

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

Prerequisite: DRFT110 or prior experience with AutoCAD.

DRFT112 Computer Assisted Drafting III

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

Review of CAD I & II and all drawing and editing commands. Introduction to isometrics, three dimensional drawing, plotting and printing a drawing, scripts and slide shows, digitizing existing drawings and use of DXF and IGES formats.

Prerequisite: DRFT111 or equivalent.

EARLY CHILDHOOD EDUCATION

ECE100 Early Childhood Education Practicum

.5-3 credits (1.5-9 lab hrs/wk)

This course is being offered as a collaborative project between Southwestern and local high schools. This course is designed to practice information about child development from an Ecological Systems Theory. This theory views the child as developing within a complex system of relationships affected by multiple levels of the surrounding environment, from immediate settings of the family and school to broad cultural values and programs. Through seminar and work in the College's Educare program, students will learn about the various factors that influence the development of the child and observe and work directly with children in a school setting. Students through direct application will gain knowledge in promoting cognitive, physical, social and emotional development as well as the enhancement of the child's independence, self-confidence, and self-control.

ECE102 Practicum

3 credits (1 lec, 6 lab hrs/wk)

Students will gain experience in various roles and responsibilities of the early childhood educator, working with young children in an organized setting and assisting with supervision of daily activities in a

preschool program, including observation/assessment and curriculum development.

Prerequisite: ECE209 with a C or better.

ECE150 Introduction and Observation in Early Childhood Education

3 credits (3 lec hrs/wk)

A beginning course focusing on the history of early childhood education and the value and usage of objective observation as a teaching tool. Includes weekly discussion and weekly observation.

ECE152 Creative Activities

3 credits (3 lec hrs/wk)

A curriculum course focusing on understanding and implementing a development approach to creative activities as well as discussion on presentation and methods of evaluation. Students will learn how to utilize various art mediums and materials, incorporate science/cooking experiences, drama/puppetry and the development of mathematical thinking. Specifically, this course will teach students how to develop art, math, science, music and movement activities and curriculum.

Prerequisite: ECE154 with a C or better.

ECE154 Children's Literature and Literacy

3 credits (3 lec hrs/wk)

This course is designed to give the student an overview of children's literature and what is available in quality children's literature, along with a rationale for the purpose of such literature, ways to implement its use, and ways to evaluate its appropriateness in given school situations. In addition, students will read children's books, evaluate some of these and have story groups with children. Exploring how children develop literacy will also be covered in depth.

ECE163 Preschool Practicum

3 credits (1 lec, 6 lab hrs/wk)

Student will gain experience working with young children in a laboratory preschool setting, assisting with supervision of the various activities in a preschool program; including planning, executing and evaluating curriculum materials appropriate for the young child.

Prerequisite: ECE102 with a C or better.

ECE209 Theory and Practicum

3 credits (1 lec, 6 lab hrs/wk)

Assists students in developing their leadership potential through classroom discussion and field experience opportunities, on campus and in the community. Students will gain experience and orient themselves to the various roles of the early childhood educator, working with young children in an organized setting and assisting with supervision of daily activities in a preschool program, including observation/assessment and guidance techniques.

ECE240 Lesson and Curriculum Planning

3 credits (3 lec hrs/wk)

Instruction in planning daily and weekly activities for Early Childhood Education centers. Methods and materials are used to focus learning on the whole

child's needs including social, emotional, creative, physical and cognitive.

ECE261 Student Teaching I, Early Childhood Education

6 credits (2 lec, 12 lab hrs/wk)
Students engage in supervised teaching of young children in a laboratory setting, applying what they have learned through course work and previous lab work-curriculum planning, observation/assessment, daily planning, working with children and families.
Prerequisite: ECE163 with a C or better.

ECE262 Student Teaching II, Early Childhood Education

6 credits (2 lec, 12 lab hrs/wk)
Students will continue to engage in supervised teaching of young children in a laboratory preschool and in a community setting.
Prerequisite: ECE261 with a C or better.

ECONOMICS

ECON198/298 Independent Studies in Economics
1-3 credits (hrs to be arranged)
Prerequisite: Instructor consent.

ECON201 Principles of Economics
3 credits/term (3 lec hrs/wk)
This course provides an introduction to economic theory, policy and institutions. It covers basic economic concepts, national income, taxes, employment and fiscal policy.

ECON202 Principles of Economics
3 credits/term (3 lec hrs/wk)
This course provides an introduction to economic theory, policy and institutions. The course covers monetary policy, international trade and an introduction to microeconomics.

ECON203 Principles of Economics
3 credits/term (3 lec hrs/wk)
This course provides an introduction to economic theory, policy and institutions. It covers microeconomics, labor markets, income distribution and Marxian economics.

EDUCATION

ED0593 Tutoring Lab
0 credit (variable hrs/wk)
Tutoring lab is a support service for Southwestern Oregon Community College students. This course provides individual or small group tutoring in order to improve a broad range of skills and knowledge. The course uses tutors and individualized instructional materials as needed.

ED120/BA199B Leadership Development
3 credits (3 lec hrs/wk)
This course is designed to provide a basic understanding of leadership and group dynamics theory and to assist the student in developing a personal

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

ED125 Tutoring Principles and Practice
2 credits (10 lec, 30 lab hrs total)
Provides techniques for acquainting adults with basic communications and computational skills. Lecture and laboratory includes practice in tutoring adults in reading, writing and mathematics.

ED126 Tutoring Principles and Practice-Advanced: Level 2 Certification
2 credits (2 lec hrs/wk for 5 wks & 3 lab hrs/wk for 10 wks)
Provides techniques for acquainting adults with basic communication and computational skills. Lecture and laboratory includes practice in tutoring adults in various subjects.
Prerequisite: ED125 with a C or better.

ED127 Tutoring Principles and Practice-Advanced: Level 3 Certification
2 credits (2 lec hrs/wk for 5 wks & 3 lab hrs/wk for 10 wks)
Provides techniques for acquainting adults with basic communication and computational skills. Lecture and laboratory includes practice in tutoring adults in reading, writing and mathematics.
Prerequisite: ED126 with a C or better.

ED221 Advanced Specialized Practicum
3 credits (1 lec, 6 lab hrs/wk)
Allows students to enhance their parenting skills. Students work directly with their own child(ren) in the Child Development Center. Through direct instruction students gain knowledge in promoting their children's cognitive, physical, social and emotional development as well as the enhancement of the child's independence, self-confidence and self-control.

ED222 Advanced Specialized Practicum
3 credits (1 lec, 6 lab hrs/wk)
This course builds on the knowledge gained through ED221. Students continue to work directly with their own child(ren) in the Child Development Center. Students use developmentally appropriate practices to plan activities for the child. They implement, observe and assess various educational strategies.

ED223 Advanced Specialized Practicum
3 credits (1 lec, 6 lab hrs/wk)
This course builds on the knowledge gained through ED221 and ED222. Students continue to work directly with their own child(ren) in the Child Development Center. Students use developmentally appropriate practices and assist children in all areas of development. Students become mentors and models for other students enrolled in earlier levels of

Parent Enhancement. Students learn to be advocates for families and children through the promotion of positive parenting practices, developmentally appropriate teaching and curriculum practices, and techniques of individual, child and family empowerment.

ED251 Overview of Students with Special Needs
3 credits (3 lec hrs/wk)

Covers the handicapping and medical conditions teachers in the public and private sector must be able to recognize and understand to plan accordingly. The following may be covered: learning disabled, mentally retarded, severely emotionally disturbed, speech and language impaired, vision and hearing impaired, physically handicapped, other health impairments, autism, traumatic brain injuries, Tourette's syndrome, and attention deficit disorder. Although not a handicapping or medical condition, the needs of at-risk youth and techniques for teaching students for whom English is a second language will be covered.

ED258 Multicultural Education
3 credits (3 lec hrs/wk)

Introduces the student to anti-bias curriculum. Students will be instructed in how to creatively value diversity and help children respect each other as individuals, confronting, transcending and eliminating barriers based on race, culture, gender or ability.

ED280 Field Experience in Education
1-3 credits (3-9 hrs/wk)

Field Experience is a course which provides students with the opportunity to gain practical experience in applying teaching or tutoring methods and techniques. The course also allows students to explore the field of public education as a possible career choice.

Prerequisite: Instructor consent.

ELECTRONICS

ELEC6243/CIS6243 Network Academy
Fundamentals I

3 credits (6 lec-lab hrs/wk)

This course introduces students to fundamental concepts of computer internet-working including network topology, cabling (media) electrical considerations, the OSI model, Internet Protocol (IP) addressing, bridges, switches, hubs, and routers. Students will be expected to apply knowledge and skills learned in this term to successive internet-working courses. This course is the first in a series of courses (4) which will prepare students to take the Cisco CCNA Certification Exam.

ELEC6244/CIS6244 Network Academy
Fundamentals II

3 credits (6 lec-lab hrs/wk)

This course introduces students to fundamental concepts of computer internet working including the TCP/IP transport-layer protocol; Cisco router hardware and software architecture; Cisco IOS software configuration, backup, upgrade and load; static and

dynamic routing. Students will be expected to apply knowledge and skills learned in this term to successive internet-working courses. This course is the second in a series of courses (4) which will prepare students to take the Cisco CCNA Certification Exam.

Prerequisite: CIS6243 or ELEC6243.

ELEC6245/CIS6245 Network Academy
Fundamentals III

3 credits (6 lec-lab hrs/wk)

This course introduces students to fundamental concepts of computer internet-working including IGRP dynamic routing protocols; LAN segmentation; and techniques that allow networks to automatically reconfigure themselves to overcome, Local Area Network theory and design; routing Novell IPX protocol. Students will be expected to apply knowledge and skills learned in this term to successive internet-working courses. This course is the third in a series of courses (4) which will prepare students to take the Cisco CCNA Certification Exam.

Prerequisite: CIS6244 or ELEC6244.

ELEC6246/CIS6246 Network Academy
Fundamentals IV

3 credits (6 lec-lab hrs/wk)

This course introduces students to fundamental concepts of computer internet-working including Wide Area Network (WAN) theory and design; Point-to-Point Protocol data transfer; Integrated Services Digital Network (ISDN) data transfer; and Frame Relay data transfer. Students will be expected to apply knowledge and skills learned in this term to successive internet-working courses. This course is the fourth in a series of courses (4) which will prepare students to take the Cisco CCNA Certification Exam.

Prerequisite: CIS6245 or ELEC6245.

ELEC6280 Cooperative Work Experience
1-5 credits (4-20 lab hrs/wk)

Practical, on-the-job experience in electronics and related areas. Supervised by employer or authorized, qualified personnel.

Prerequisite: Instructor consent.

ELEC6300 Electronics Project Lab
1-4 credits (3-12 lab hrs/wk)

This is a project course for students to develop their abilities in special interest areas of electronics. Actual course content is to be arranged with the instructor prior to enrollment. Typical course work includes learning new technology, technical documentation, record-keeping logs, diagnosis, and repair of electronic equipment or special project design and construction.

Prerequisite: Instructor consent.

ELEC101 Electronic Processes I
3 credits (2 lec, 3 lab hrs/wk)

This is the first sequence of courses designed to introduce the manufacturing technology student to the area of basic electronics technology as it applies to devices and circuits used in electronic communication, computer interface and control used

in robotics and automated manufacturing systems. Topics will include electrical safety, direct current and alternating current fundamentals, identification of various electrical and electronic components and their symbols, and application of basic electronic test equipment. Emphasis is placed with hands-on applications which include using electrical and electronic theory, electronic test equipment, computer software and hardware. Subjects covered will include electrical schematics and systems documentation interpretation, basic preventive maintenance, troubleshooting techniques, and principles of Quality Control and Assurance as they apply to the basics of manufacturing monitor and control.

ELEC102 Electronic Processes II

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

This is the second in the sequence of courses designed to introduce the manufacturing technology student to the area of electronics technology as it applies to semiconductor and control devices and circuits used in electronic communication, computer interface and control used in robotics and automated manufacturing systems. Fundamentals include semiconductor theory and device applications, computer software simulation, laboratory experiments, electronic test and measurement, and practical applications. Topics will include preventive maintenance, troubleshooting techniques, ISO 9000 standards, and an overview of Total Quality Management as they apply to the basics of manufacturing monitor and control.

Prerequisite: ELEC101 with a C or better.

ELEC103 Electronic Processes III

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

This is the third in a sequence of courses designed for the manufacturing technology student in the area of electronics technology as it applies to devices and circuits used in electronic communication, computer interface and control in robotics and automated manufacturing systems. Topics will include analog and digital devices and systems, software simulation, laboratory experiments, applications of digital/micro-processor control, and programmable controllers. Students will explore practical applications and troubleshooting of control devices, circuits, and systems. Quality Assurance, ISO 9000, and Total Quality Management subjects will be covered as they apply to the manufacturing workplace.

Prerequisite: ELEC102 with a C or better.

ELEC201 Instrumentation and Control I

4 credits (8 lec-lab hrs/wk)

This course provides a detailed study of electronics test equipment, sensing and measuring devices: testing, measurement methods, errors, and limitations of instruments and control systems. Covers use of devices and software used for monitoring processes and control in the manufacturing environment.

Prerequisite: ELEC103 with a C or better.

ELEC202 Instrumentation and Control II

4 credits (8 lec-lab hrs/wk)

This course presents the principles of robotics and automated systems with manufacturing applications. Content includes an overview of the robotics and automated systems used in manufacturing. Basic automated manufacturing system principles will be simulated and explored in the lab.

Prerequisite: ELEC201 with a C or better.

ELEC203 Instrumentation and Control III

4 credits (8 lec-lab hrs/wk)

This course will cover concepts and theory of both analog and digital techniques used in various telecommunication systems. Content includes practical application of various devices and methods to real world situations.

Prerequisite: ELEC202 with a C or better.

ELEC211 Electronic Communications Systems

4 credits (8 lec-lab hrs/wk)

The content of this course will cover the principles and concepts of commercial communications circuits, systems and applications including communication. Topics include AM, FM, television, digital and optical transmission techniques and types of equipment used in electronic communication in the manufacturing work place.

Prerequisite: ELEC103 with a C or better.

ELEC212 Industrial Electronics

4 credits (8 lec-lab hrs/wk)

This course enables the student to gain an understanding of various electronic and mechanical devices and methods used to control industrial processes and systems.

Prerequisite: ELEC201 with a C or better.

ELEC213 Automated Systems Integration

4 credits (8 lec-lab hrs/wk)

This course brings together the electronics hardware and software in order to monitor and control various advanced automated manufacturing processes and robotics applications used in the manufacturing industry.

Prerequisite: ELEC212 with a C or better.

ELEC280 Field Experience

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

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

Prerequisite: Instructor consent.

ENGINEERING, GENERAL

ENGR111 Engineering Orientation I

3 credits (3 lec hrs/wk)

The engineering profession; historical development; ethics and standards of practice, curricula and careers. Introduction to problem analysis and solution, examination of simple electrical and mechanical systems.

Prerequisite: MTH112 with a C or better.

ENGR112 Engineering Orientation II

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

A systematic approach to solutions of engineering problems through computational programming. Fundamentals of computing systems, logical analysis, algorithm development, and input and output design. A higher-level language (e.g., FORTRAN or C) will be studied and utilized.

Prerequisite: MTH112 with a C or better.

ENGR201 Electrical Fundamentals I

3 credits (3 lec hrs/wk)

Introduction to elementary circuit concepts and components. Fundamental circuit models and laws. Circuit transformations and equivalents. The node-voltage and mesh-current methods of analysis. Characteristics and applications of operational amplifiers, capacitors and inductors.

Prerequisite: PH213 with a C or better.

ENGR202 Electrical Fundamentals II

3 credits (3 lec hrs/wk)

Transient response of first-order and second-order system circuits. Sinusoidal steady-state response of circuits. Steady-state power calculations. Balanced three-phase circuits. Mutual inductance.

Prerequisite: ENGR201 with a C or better.

ENGR203 Electrical Fundamentals III

3 credits (3 lec hrs/wk)

Introduction to Laplace Transforms and their applications in circuit analysis. Examination of frequency-selective circuits and active filter circuits. Introduction to Fourier Series and Fourier Transforms and their applications in circuit analysis.

Prerequisite: ENGR202 with a C or better.

ENGR211 Statics

3 credits (3 lec hrs/wk)

Analysis of forces and moments induced in structures and machines under various types of loading conditions. Applications of static equilibrium principles of engineering systems. Calculation of centroids and moments of inertia. Friction phenomena.

Prerequisite: PH213 with a C or better.

ENGR212 Dynamics

3 credits (3 lec hrs/wk)

Fundamental principles and methods of Newtonian mechanics, including kinematics and kinetics of motion, and work-energy and impulse-momentum relations. Applications involving systems of particles and rigid bodies.

Prerequisite: ENGR211 with a C or better.

ENGR213 Strength (Mechanics) of Materials

3 credits (3 lec hrs/wk)

Analysis of stress and strain in deformable bodies. Examination of structural and mechanical members subjected to axial loading, torsion, bending, and shear. Consideration of combined stress states, statically-indeterminate systems, and column instability.

Prerequisite: ENGR212 with a C or better.

ENGR245 Engineering Graphics and Design

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

Graphic communication, multiview and pictorial representation, conceptual design, spatial analysis, engineering designs; graphical analysis and solutions; industrial procedures; introduction to design theory, and computer-aided drafting.

Prerequisite: MTH112 with a C or better.

ENGR250/MTH265 Engineering Probability and Statistics (Statistics for Science and Engineering)

4 credits (4 lec hrs/wk)

A calculus-based statistics course recommended for mathematics, science, and engineering majors. Focusing on probability, random variables, mathematical expectation. Probability distributions, sampling distributions, functions of random variables. Statistical inference (one- and two-sample estimation methods and tests of hypotheses), regression and correlation analysis.

Prerequisite: MTH252 with a C or better.

GE198/298 Independent Study in General Engineering

1-3 credits (hrs to be arranged)

Prerequisite: Instructor consent.

ENGLISH

See **LITERATURE and WRITING** _____

ENVIRONMENTAL TECHNOLOGY _____**ENV101 Fundamentals of Environmental Geology**

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

A basic study of the fundamental geological principles and applying them to environmental concerns. The role of water in the formation and transportation of soil will also be discussed. The lab will include a mix of hands-on and thought provoking questions dealing with social, ethical, and political issues relevant to environmental concerns.

ENV111 Introduction to Environmental Science

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

This course introduces students to current environmental issues. The course covers scientific basis dealing with environmental problems and is designed to help students learn scientific and analytical tools to search for answers to environmental concerns.

ENV131 Environmental Science I

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

This course introduces basic principles of ecology and environmental science and examines environmental problems and issues concerning human population growth.

ENV132 Environmental Science II

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

This course examines environmental problems and issues related to resource use and management such as deforestation, global warming, soil erosion, water

and food shortages, loss of biodiversity and energy issues.

Prerequisite: ENV131 with a C or better.

ENV133 Environmental Science III

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

This course examines environmental problems and issues related to environmental contamination such as air and water pollution, solid waste disposal, and pesticide use, and explores relationships between environmental problems and other aspects of society.

Prerequisite: ENV132 with a C or better.

ENV145 Environmental Sampling

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

A lecture and laboratory course designed to provide the students with the knowledge and field experience in environmental sampling. The course will cover fundamentals of environmental sampling for air, soil, and water. Emphasis will be placed on the development of sampling plans and the selection of appropriate sampling parameters, containers, and preservatives, along with field and laboratory quality assurance and quality control.

Prerequisites: CHEM106 and MTH243 with a C or better.

Concurrent course: ENV146.

ENV146 Environmental Methods and Analysis

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

A lecture and laboratory course designed to provide students the opportunity to practice the fundamental principles underlying quantitative and qualitative analysis and their application.

Prerequisites: CHEM106 and MTH243 with a C or better.

Concurrent course: ENV145.

ENV203 Fundamentals of Solid Waste Management

3 credits (3 lec hrs/wk)

An examination of the management of solid and hazardous waste. Included is the identification of waste sources, waste classification, and an examination of possible treatment methods. Pollution prevention and waste minimization plans will be developed, and relevant legislation will be introduced.

ENV210 Environmental Resources

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

This course introduces students to current environmental issues. The student will explore the various natural and social systems involved with these issues. The course will cover the scientific basis dealing with environmental problems and how various regional environmental concerned entities have attempted to resolve these problems. This course is designed to help the student to learn the scientific and analytical tools to search for the answer to environmental concerns. This will include the historical perspective as well as the current and potential methods addressing environmental issues. Some of the issues explored will be air quality, energy and mineral resource, forestry, water resources, fisheries, and population/urban growth.

ENV211 Natural Resource Policy

3 credits (3 lec hrs/wk)

This course will discuss and evaluate our national policies which have created the management system that governs our natural resources.

ENV235 Soil Conservation and Spoil Management

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

An introduction to the technical aspects of soil science. This course includes the principles of soil conservation, erosion and sediment processes, spoils placement, both mechanical and natural methods of stabilization, and impacts of not practicing prudent soil conservation methods.

ENV245 Sources and Effects of Pollution

3 credits (3 lec hrs/wk)

Basic types and sources of pollution, their inter-relationships with climate and their effect on living and non-living things will be emphasized. Pollution control methods and waste minimization activities will be included.

ENV246 Environmental Law

3 credits (3 lec hrs/wk)

This course will summarize the regulatory and legal requirements associated with the National Environmental Policy Act (NEPA), Resources Conservation and Recovery Act (RCRA), Comprehensive Environmental Response, Compensation and Liability Act (CERCLA), Emergency Planning and Community Right-to-Know Act (EPCRA), Clean Air Act, Clean Water Act, Safe Drinking Water Act, Federal Insecticide, Fungicide, Rodenticide Act (FIFRA), and the Toxic Substance Control Act. This course will underscore the critical impact of accurate and complete records upon the overall success of environmental and hazardous waste management programs. The basic elements of compliance auditing and examples of commonly required regulatory reports, forms, and record keeping will be introduced in the course. Oregon's requirements will be the model presented in class whenever possible.

ENV280 Environmental Field Studies

6 credits (40 lab hrs/wk)

The student is required to be employed in a full-time (paid or voluntary, 40 hour/week), environmentally related position for an organization or company utilizing environmental principles, methods, techniques, and/or skills.

Prerequisite: Instructor consent.

FIRE SCIENCE TECHNOLOGY

FS996Q Fire Science Driver

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

This course is designed to provide firefighter students with concepts in emergency driving, defensive driving, Oregon law/policies and vehicle maintenance. Students will also receive skills and knowledge to drive and maintain emergency vehicles.

FS5104/CJ5104/HE5104 Emergency Services**Instructor**

4 credits (4 lec hrs/wk)

The course will provide training to instructor candidates from various areas within Public Safety (fire, law enforcement, wildland, emergency medical services, etc). The course will present instructional methods such as academic philosophies, techniques of teaching and delivery, processes of developing training programs, establishing course evaluations tools and managing and supervising training programs. Students will be required to complete two presentations outside of the classroom (one lecture, one hands-on) for state and federal certification.

FS5230/5231/5232 Company Drills, Part A, B, C
1.5 credits (1 lec, 1 lec-lab hr/wk)

Course is designed to provide second year fire science students with the opportunity to gain an awareness of the various types of emergencies which they may encounter as professional firefighters. Each scenario is somewhat limited in scope, yet should stimulate the student to further develop needed skills and self-study to help them prepare for potential incidents. Prerequisites: FS5240, FS5241, FS5242 with a C (S) or better and instructor consent.

FS5236 Incident Safety Officer

1.5 credits (15 lec hrs total)

This course is designed to provide company officers with the skills and knowledge needed to function effectively as the safety officer at fire department incident operations. At the completion of this course it is expected that the officer will have developed decision making skills through the recognition of cues that affect personal safety (safety cues).

FS5240 Basic Firefighter (Structure)

3 credits (24 lec, 20 lec-lab total)

This course is designed to provide the beginning fire science student with the basic knowledge and hands-on skills necessary to be involved in fire suppression activities under the direct supervision of a skilled firefighter. Oregon's Department of Public Safety Standards and Training (DPSST) establishes this level as meeting the requirements for paid and volunteer firefighters to be actively involved in fire suppression activities.

FS5241 Fire Skills I

2.5 credits (2 lec, 1 lec-lab hrs/wk)

Develops skills and knowledge of organization, small tools, hose, forcible entry and other related skills used in the fire service.

Prerequisite: FS5240.

FS5242 Fire Skills II

2.5 credits (2 lec, 1 lec-lab hrs/wk)

This course is designed to help the student with further development of skills and knowledge in rescue practices, hose and stream practices, salvage and overhaul procedures, and self-contained breathing apparatus and other related skills needed in the fire service with minimum direct supervision.

Prerequisites: FS5240 and FS5241.

FS5253 Fire Apparatus and Equipment

3 credits (2.5 lec, 1 lec-lab hrs wk)

Course provides students with information on care and preventive maintenance of emergency vehicles, safe operating practices and techniques necessary for safely pumping water from various types of engines. Prerequisite: FS5240 with a C (S) or better.

FS5254 Introduction to Fire Protection

3 credits (3 lec hrs/wk)

This course introduces the student to different aspects of the fire protection career field. It is primarily intended for the person who wishes to become a firefighter. This class is considered the foundation course for all of the fire science technology students. Included is an overview of aspects of the hiring/selection process, fire protection opportunities other than structural firefighter positions (emergency medical technician, wildland firefighter, airport firefighter, search and rescue team members, fire prevention, etc.) and resources utilized in the fire service. Also, the students will be introduced to the concept of the systems approach to fire protection by presenting the components of modern fire department responsibility, including; emergency incident management, public education, training, resource management and customer service.

FS5257 Fire Service Hydraulics

3 credits (3 lec hrs/wk)

The goal of this course is to present and explain the different formulas and methods for correctly calculating engine pressure during pumping operations. It is vital to safe and effective fire ground operations that the driver/operator be able to properly calculate engine pressures while operating a pumper.

FS5261 Hazardous Materials (HAZMAT) II
(HAZMAT Awareness and Operations)

3 credits (3 lec hrs/wk)

This course is designed to provide required annual refresher training on HAZMAT Awareness and Operations. Also known as HAZMAT "First Responder" level, those individuals certified to this level must be recertified annually according to Occupational Health Safety Administration rules and regulations.

Prerequisites: FS9320 and FS9321 with a C (S) or better.

FS5276 Basic Wildland Fire Management

2.5 credits (24 lec, 16 TBA lab hrs/total)

This entry-level course is designed to train new firefighters in basic wildland fire fighting skills. Firefighters successfully completing this course will be qualified to suppress wildland fires under close supervision. This course comprises four separate wildland classes; I-100 (Introduction to Incident Command System), S-130 (Basic Wildland Firefighter Training), S-190 (Introduction to Fire Behavior) and PMS-416 (Standards for Survival). This training is required for all personnel prior to certification as a Firefighter (Type 2) under the National Wildfire Coordinating Group (NWCG) wildland qualification system.

FS5280 Cooperative Work Experience

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

Maximum of 6 credits applicable toward degree.

This course consists of a planned program of observation and practical experience in a selected organization within the fire suppression field, or with an organization whose work is related to structural fire fighting. This course is designed to give students actual experience and the opportunity to apply fire science concepts and theory to a field situation.

Prerequisite: Instructor consent.**FS5282 Fire Codes and Related Ordinances**

3 credits (3 lec hrs/wk)

Provides students with basic knowledge of federal, state and local codes related to building construction, fire and life safety requirements and other codes.

Includes Oregon state fire marshal fire safety regulations and related state requirements. National Fire Protection Association (NFPA) and other standards related to fire prevention and life safety are examined. Also covered is an examination of possible fire conditions within construction of buildings which can cause firefighters' problems.

FS5289 Legal Aspects of the Fire Service

3 credits (3 lec hrs/wk)

Provides students with firefighter's legal responsibilities in driving emergency vehicles, prevention inspections, alarms and communications and other fire protection activities. Covers firefighter's rights, duties, liabilities and participation in legal activities including state and local fire marshal laws relating to fire protection.

FS9175 Firefighter Safety

2.5 credits (2.5 lec hrs/wk)

Course is designed to explore all aspects of firefighter safety. Firefighters are subjected to hazards on the fire ground, during training, en route to an incident, at the station, and at other incidents which can result in injury or death. Students will explore those safety hazards and possible mitigation techniques for ensuring their safety.

FS9318 Survival Standards (PMS-416, Standards for Survival, Annual Refresher)

.5 credit (6 lec, 2 lec-lab hrs total)

Taken from the National Wildfire Coordinating Group's S-190 Basic Wildland Firefighter Type II curriculum, this class provides mandatory annual refresher training. The class provides refresher training on recognizing those wildfire situations which have the potential for serious injury and/or death.

FS9320 Hazardous Materials Awareness

0.5 credit (8 lec hrs total)

This course is to provide the hazardous materials first responder with the knowledge and skills to detect and identify hazardous materials and handle minor incidents.

FS9321 Hazardous Materials Operations

1 credit (16 lec hrs total)

This course is designed to provide basic operations procedures for emergency personnel involved with hazardous materials.

FS9380 S-205 Fire Ops/Urban Interface

2.5 credits (22 lec, 10 lec-lab total)

This course is designed to meet the training needs for Initial Attack Incident Commanders (wildland suppression) and Company Officers (structural suppression/urban interface) confronting wildland fires that threaten life and urban interface structures and homes.

Prerequisite: FS5276 with a C or better.**FOREIGN LANGUAGE**

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

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

GER101/102/103 First Year German

5 credits/term (5 lec hrs/wk)

Introduces the written and spoken language of German-speaking people. Includes pronunciation, grammar, vocabulary, and comprehension. Emphasizes speaking, listening comprehension, reading comprehension and writing. Must be taken in sequence.

GER201/202/203 Second Year German

5 credits/term (5 lec hrs/wk)

Continues the review and expansion of language, grammar, conversation, composition and culture. Emphasizes speaking, listening comprehension, reading comprehension and writing. Must be taken in sequence.

Prerequisite: GER103 with a C or better, or 2 years of high school German.**GER198/298 Independent Study in German**

2 credits/term (hrs to be arranged)

Prerequisite: Instructor Consent.**SPAN0521 Beginning Conversational Spanish**

3 credits (3 lec hrs/wk)

The student develops conversational Spanish vocabulary including necessary grammar for those with knowledge in Spanish.

SPAN0522 Advanced Beginner Conversational Spanish

3 credits (3 lec hrs/wk)
The student develops conversational Spanish vocabulary and necessary grammar for those with knowledge in Spanish. Emphasis is on fluency and pronunciation.

SPAN0523 Intermediate/Advanced Conversational Spanish

3 credits (3 lec hrs/wk)
The student develops conversational Spanish vocabulary and necessary grammar for those with knowledge in Spanish. Emphasis is on fluency and pronunciation.

SPAN101/102/103 First Year Spanish

4 credits/term (4 lec hrs/wk)
Introduces the written and spoken language of Spanish-speaking people. Includes pronunciation, grammar, vocabulary, and comprehension. Emphasizes speaking, listening comprehension, reading comprehension and writing. Must be taken in sequence.

SPAN198/298 Independent Study in Spanish

1-3 credits (hrs to be arranged)
Prerequisite: Instructor consent.

SPAN201/202/203 Second Year Spanish

4 credits/term (4 lec hrs/wk)
Continues the review and expansion of language, grammar, conversation, culture and composition. Emphasizes speaking, listening comprehension, reading comprehension and writing. Must be taken in sequence.

Prerequisite: SPAN103, two years high school Spanish or instructor consent.

FOREST RESOURCES TECHNOLOGY

F111 Introduction to Forestry

4 credits (3 lec, 3 lab hrs/wk)
The course will cover a broad overview of basic forestry principles, many of which are courses unto themselves. A review of the history of forestry in both Europe and the U.S. 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 (hrs to be arranged)
Prerequisite: Instructor consent.

F220A Forest Mensuration I

3 credits (2 lec, 2 lec-lab, 2 lab hrs/wk)
Teaches the basic skills and principles of forest measurements, including cruising, scaling, volume measurements, log and tree grading and the use of various measurement tools and techniques. The labs apply principles learned in the classroom to measure individual trees.

F220B Forest Mensuration II

3 credits (2 lec, 4 lec-lab hrs/wk)
This course is designed to extend the skills and knowledge gained in Mensuration I to include various cruising methods and techniques currently used which are based on standard sampling designs such as line-plot, variable plot, strip and 3-P. A review of elementary statistics is included.
Prerequisite: F220A with a C or better.

F254 Tree and Shrub Identification

4 credits (3 lec, 3 lab hrs/wk)
This course covers characteristics, classification and identification of woody plants in Oregon. Principle timber trees of the United States and many introduced species will also be covered.

F280 Forestry Field Experience (Summer)

1 - 6 credits (40 lab hrs per credit)
The student is required to be employed in a full-time (paid or voluntary, 40 hour week) forestry or forestry-related position for an organization or company utilizing forestry principles, methods, techniques, and/or skills.
Prerequisite: Instructor consent.

F603 Forest Ecology

3 credits (2.5 lec, 1.5 lab hrs/wk)
This course provides the student with the basic knowledge of Forest Ecology. The course will cover the elements of the forest ecosystem and its interrelationships.

F609 Forest Protection

3 credits (2 lec, 4 lab hrs/wk)
This course describes the destructive agents in the forest including disease, insects, animals and fire. Emphasizes identification of insect and disease organisms and control measures. Fire will be discussed as it relates to prevention, pre-suppression and suppression. Students will examine these techniques and understand various control procedures.

F611 Timber Harvesting Operations

3 credits (2 lec, 4 lab hrs/wk)
This course covers basic logging methods, costs and techniques used primarily in the Pacific Northwest but which are often used in many parts of the world. Various types of logging operations will be visited during laboratory periods.

F614 Forest Contracts and Mapping

3 credits (2 lec, 4 lab hrs/wk)
This course covers basic forms of forest contracts and their functional administration. It also covers forest mapping as it relates to forest contracts using new techniques such as GPS mapping and AutoCAD.

F616 Aerial Photo-Interpretation

(Remote Sensing)
3 credits (2 lec, 4 lab hrs/wk)
This course provides students with the basic knowledge of aerial photographs used in forestry and an update on the latest techniques used in remote sensing. New methods of photo digitizing will be introduced as well as airborne video using GPS and GIS.

F617 Silviculture

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

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

F620 Advanced Silviculture

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

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

Prerequisite: F617.

FE222A Elementary Forest Surveying

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

This course will discuss 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)

This course provides an advanced application and use of precision engineering instruments. It is designed to follow FE222A Elementary Forest Surveying.

Prerequisite: FE222A with a C or better.

FE606 Forest Engineering

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

Study of forest engineering procedures with particular emphasis on road design and location.

Prerequisites: FE222A and FE222B.

**FP210 Wood Products Utilization
(Forest Products)**

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

This course covers the basic forms of products derived from timber resources and how they relate to the economy. Emphasis is on the type of products obtained and their relative importance to our economic system.

**FW0621 Field Studies in Biology-Ornithology
(Birds)**

.5 credits (10 lec, 15 lab hrs total)

This field course involves the study of field identification, behavior, migration and nesting of local birds.

**FW6430 Introduction to Oregon's Fish and
Wildlife**

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

This course will provide basic information on the life histories and habitats of Oregon's game and non-game wildlife species including fish, reptiles and amphibians, birds, and mammals. History, legislation, and wildlife management practices will also be discussed. One full day Saturday field trip is included to view wildlife habitat and management techniques.

FW6440 Ichthyology

3 credits (3 lec hrs/wk)

This course introduces the student to the field of ichthyology. The students will learn how fish have become distributed and how they have evolved into a wide variety of species that are acutely suited to their environment as well as their community. The course will provide students with in-depth knowledge of the design and function of most families of fish in the Pacific Northwest.

FW251 Principles of Wildlife Conservation

3 credits (3 lec hrs/wk)

This course will give the student 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, 1.5 lec-lab hrs/wk)

This course will provide detailed information on identification, life histories, taxonomy, morphology and characteristics of mammals in general and of Oregon mammals in particular.

FW253 Wildlife Resources: Birds

3 credits (3 lec hrs/wk)

This course will provide detailed information on identification, life histories, taxonomy, morphology and characteristics of birds in general and Oregon birds in particular. There will be several field trips emphasizing identification of local birds.

FW255 Techniques in Wildlife Science

3 credits (3 lec hrs/wk, 1 day fld trip TBA)

This course provides a review of a variety of fish and wildlife populations and various management techniques. Classroom sessions will include slide programs, videos, illustrated handouts, and the use of actual specimens. A field trip will provide a hands on opportunity for the students to use a variety of sampling equipment.

RR251 Recreation Resource Management

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

An introductory course in outdoor recreation exploring the needs and demands of the American public for recreational opportunities, stressing importance and management of forest and wild lands for recreational use. Economic factors of planning, design, development and management of our recreational resources will be covered.

GEOLOGY**G0621 Geology of Western Oregon**

1 credit (3 lab hrs/wk)

Introduction to geology principles and processes with an emphasis on local geology, including topographical and geologic maps and field trips to observe local geology.

G0623 Minerals and Rocks of Oregon

0 credit (3 lec-lab hrs/wk)

A study of the nature, origin and use of minerals and semi-precious minerals. Concentrates on identification, sampling and collection methods of common rock-forming minerals and semi-precious minerals located in Oregon.

G145 Regional Field Geology

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

A field study of significant geologic features of selected regions. Arranged to illustrate the geologic setting, stratigraphy and structure, topography, age and origin, significant events through geologic time, and special features unique to the region. Students are expected to demonstrate a knowledge of the geologic section for the region and to submit a report of their studies. Also offered as G1640 for no credit or grade.

G146 Geology of Southwestern Oregon

3 credits (3 lec hrs/wk)

Studies the physical and historical features of southwestern Oregon. Examines the geologic setting, age and origin, stratigraphy, structure and topography. Includes the sequence of events and geologic features of the Coast Range and Klamath Mountain provinces of southwestern Oregon. The major geologic aspects of each city in the region are emphasized.

G198/298 Independent Study in Geology

1-6 credits (1-6 hrs/wk to be arranged)

Prerequisite: Instructor consent.

G201/202 Physical Geology

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

A study of the nature of the earth and earth materials, geologic structures, fundamental geologic principles, and physical processes acting within and upon the earth. Laboratory exercises and field trips are required.

Concurrent course: G145.

G203 Historical Geology

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

A study of the physical and historical nature of the earth. Includes principles of historical geology, geologic time, the sequence of tectonic changes, stratigraphic relations, paleogeographic environments and major events through time; and the progression of plant and animal life through time. Laboratory exercises and field trips are included.

G207 Geology of the Pacific Northwest

3 credits (3 lec hrs/wk)

Regional study of the geologic history of the Pacific Northwest: the stratigraphic relations, the structural framework, the origin and development of landforms, other significant geologic features and the sequence of geologic events for each of the major provinces.

G220 Prehistoric Life

3 credits (3 lec hrs/wk)

Nature and classification of prehistoric life, its stratigraphic significance, fossilization, evolutionary

mechanisms and patterns, functional morphology and paleoecology. Identification of significant fossil invertebrate genera is emphasized.

G221 General Geology

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

Introduces the physical aspects of geology. Includes rocks and mineral formation and identification, volcanos, earthquakes, plate tectonics and glaciation. Also includes other gradational processes, other aspects of volcanism, geologic time, a brief survey of prehistoric life and sequence of major changes and events through time. Laboratory exercises included if taken for 4 credits.

G291 Minerals and Rocks

3 credits (3 lec hrs/wk)

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

G299B Geological Hazards and Natural Catastrophes

3 credits (3 lec hrs/wk)

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

HEALTH and FIRST AID**HE9359 Responding to Emergencies**

1 credit (23 hrs total)

Teaches First Aid skills the citizen responder needs to act as first link in EMS system. Covers skills to sustain life, reduce pain and minimize consequences of injury or sudden illness until professional medical help arrives. Emphasizes prevention of injuries and illness, with a focus on personal safety, CPR

HE9380 Cardiopulmonary Resuscitation (AHA or Red Cross)

0.5 credit (4 lec, 6 lab hrs total)

Developed to teach skills and background of application of CPR in cardiac arrests, clearing an airway obstruction of a choking victim and recognizing the aforesaid situation. Red Cross and/or American Heart Association certification.

HE9381 Standard First Aid

0.5 credit (5 lec, 5 lab hrs total)

Designed to teach a good basic knowledge of First Aid for the immediate and temporary care of the sick and injured prior to the arrival of summoned medical treatment. This course meets the standard requirements of OSHA yet exceeds with CPR (Cardiopulmonary Resuscitation).

HE198/298 Independent Study in Health

1-3 credits (hrs to be arranged)

Prerequisite: Instructor consent.

HE201 Exploring Death and Dying

3 credits (3 lec hrs/wk)

This class deals with death on a personal level.

Historical, psychological, socio-cultural, epidemiological, and developmental aspects including current issues on death and dying are discussed by the class as a group and sharing personal experience is encouraged. Also offered as HE0575 for no credit or grade.

HE250 Personal Health

3 credits (3 lec hrs/wk)

Study of personal health issues with emphasis on wellness, behavior, substance use and abuse, physical fitness, consumer health issues and current health concerns, sexuality, mental health, stress management and nutrition awareness.

HE252 Standard First Aid

3 credits (3 lec hrs/wk)

This course follows the National Safety Council, American Heart Association and OSHA requirements to prepare the student with First Aid knowledge, skill, and techniques necessary for the immediate and temporary care of the sick and/or injured until qualified medical help assumes responsibility will be stressed. First Aid and CPR certification is given upon completion of course requirements.

HEALTH OCCUPATIONS and EMERGENCY MEDICAL TECHNICIAN**HE5104/CJ5104/FS5104 Emergency Services Instructor**

4 credits (4 lec hrs/wk)

The course will provide training to instructor candidates from various areas within Public Safety (fire, law enforcement, wildland, emergency medical services, etc). The course will present instructional methods such as academic philosophies, techniques of teaching and delivery, processes of developing training programs, establishing course evaluations tools and managing and supervising training programs. Students will be required to complete two presentations outside of the classroom (one lecture, one hands-on) for state and federal certification.

HE5280 Certified Nurse Assistant Cooperative Work Experience

0 credit (maximum of 360 lab hrs total)

CNA Cooperative Work Experience provides a clinical experience between Southwestern Oregon Community College and a local clinical site that operates from mid-June until the beginning of fall term. It is a position that nursing students may apply for during the spring quarter of the first year of the nursing program. Students work under the direction of a registered nurse and function as a support person on designated nursing units in the clinical site. Students are expected to safely practice within their scope of knowledge and in accordance with the policies and procedures of the designated clinical site. Prerequisites: NUR103 with a C or better, proof of malpractice insurance coverage, CNA certification,

completion of one year of clinical experience in a school of nursing, satisfactory completion of pre-employment physical and drug screen required by the designated clinical site.

HE9424/HE0574 Hospice/WAC Training

3 credits (3 lec hrs/wk)

This is a training course for persons interested in becoming hospice volunteers. Basic hospice principles and history of the hospice movement are presented as are skills needed by the volunteers to carry out their roles. The process of dying is discussed, including needs of clients/families. The major focus of the class is on helping others. The class is conducted in group format and sharing personal experiences is encouraged. HE0574 is non credit.

HE9427 Career Development Seminars:**Health and Wellness - General**

0-3 credits (1-90 lec and/or lab hrs total)

Inservice training program and seminars designed to study current issues and problems within health and wellness areas and methods of alleviating them.

HE9456 Therapeutic Touch

1 credit (1 lec hr/wk)

Therapeutic Touch is a nursing intervention which is an interpretation of the ancient healing practice of laying on of hands. It is based on compassion and the intent to use oneself and one's hands as an instrument of healing. Therapeutic Touch promotes relaxation and pain relief. It can be used in a variety of settings both in and out of the hospital. This one credit course will outline the theory, the historical perspectives, and the method of Therapeutic Touch. The participants will gain sufficient experience to be able to use it in daily practice. Therapeutic Touch is currently being practiced by many nurses and allied health professionals throughout the world and is taught in nursing schools along with traditional curricula.

HE257/928 Emergency Medical Technician-Basic (A/B)

10 credits (80 lec, 60 lab, 10 field study hrs total)

This course prepares individuals for certification in Oregon as an Emergency Medical Technician-Basic. Develops skills in recognition of symptoms of illness and injuries and proper procedures of emergency care. HE928 is for volunteers not pursuing the EMT one year Certificate.

Prerequisites: Students are required to complete a special application and meet minimum entrance requirements to register for the course. Application information can be obtained through the EMT Program Coordinator's Office or the Student Services Office.

HE258/931 Emergency Medical Technician-Intermediate (A/B)

9 credits (76 lec, 44 lab hrs total)

This course prepares individuals for certification in Oregon as an Emergency Medical Technician-Intermediate. The course covers theory and practice of procedural responsibilities delegated to the EMT-

Intermediate. The course incorporates discussion, demonstration and practical application of the following: roles and responsibilities, patient assessment, oxygenation, ventilation, airway adjuncts, shock, intravenous and intraosseous therapy, basic ECG monitoring, defibrillation, pharmacology and EMT-Intermediate protocols. Upon successful completion of the EMT-Intermediate curriculum course, a student will be eligible to sit for the state EMT-Intermediate certifying examinations, ventilation, airway adjuncts, defibrillation, shock, intravenous and intraosseous infusions, defibrillation and basic ECG monitoring, pharmacology and medications, and protocols.

Prerequisite: HE258A or HE931A with a C or better.

HE260/9360 First Responder Course

3 credits (30 lec, 10 lab hrs total)

Prepares students for certification as a First Responder. Course offers training designed to improve the quality of emergency care rendered to victims of accidents and illness. Students are taught to be proficient in providing basic life support and to take action necessary to minimize patient discomfort and to prevent further complications. Must be at least 16 years of age.

HE262 CPR Instructor Training (AHA)

2 credits (22 lec hrs total)

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

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

HE280E EMT Field Experience

1 credit (30 lab hrs total)

This course consists of a planned program of observation and practical experience with an organization providing emergency medical services. The course is designed to provide students with experience and an opportunity to apply emergency medical concepts and theory in a field situation.

Prerequisites: HE257A and B (HE928A and B) or HE258A and B (HE931A and B) and instructor consent. (May be taken concurrently.)

HE280R Rural Health Aide Field Experience

3 credits (90 lab hrs total)

The student is required to participate in a ward clerk/unit clerk (paid or voluntary) field experience for a hospital performing such tasks as transcribing physician's orders, assembling charts, and performing medical clerical/medical records tasks. Students will gain experience in telephone skills and professional interactions specific to hospital settings.

HE942 Introduction to Emergency Medical Services

3 credits (3 lec hrs/wk)

This course covers the role and responsibilities of the paramedic, emergency medical services systems, medical-legal considerations, major incident

response, hazardous materials awareness and stress management.

HE943 Emergency Medical Technology Rescue

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

This course covers elementary procedures of rescue practices, systems, components, support and control of rescue operations including ladder procedures and basic rescue tools. Introduction to techniques and tools of patient extrication, emphasizing application to traffic accidents, as required for paramedic certification.

HE944 Emergency Communication and Patient Transport

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

This course covers ambulance operation, laws, maintenance, and safety; emergency response driving and route planning; communication systems, radio types, HEAR system, codes and correct techniques.

HISTORY

HST0612 World War II - A Community Experience

0 credit (3 lec hrs/wk)

A comprehensive overview of the issues and operations of World War II. This class will give a historical perspective as well as insights from guest speakers who are World War II veterans.

HST101/102/103 History of Western Civilization

3 credits/term (3 lec hrs/wk)

HST101 - Introduces the knowledge, culture and traditions of the Western World from the rise of civilization in the Near East to the emergence of medieval European civilization. Sequence with **HST102**, **HST103**, need not be taken in order. *to 1500's*

HST102 - This course traces the Western World's history from the Protestant Reformation of the 16th century through the French Revolution of the late 18th century. Sequence with **HST101**, **HST103**, need not be taken in order. *late 1700's*

HST103 - Traces the knowledge, culture and political-economic development of the Western World from the early 19th century to the present. Sequence with **HST101**, **HST102**, need not be taken in order. *1800's*

HST201/202/203 History of the United States

3 credits/term (3 lec hrs/wk)

HST201 - The United States from colonial times to the mid-19th century just prior to the Civil War. Introduces students to major themes of American social, economic, cultural and political history. Sequence need not be taken in order. *1492-1860*

HST202 - Major social, economic, political and cultural developments from the mid-19th century to the 1920s. Sequence need not be taken in order. *1860-1920*

HST203 - Major social, economic, political and cultural developments from the 1920s to the present. Sequence need not be taken in order. *1920-present*

HST215 History of World War II

3 credits (3 lec hrs/wk)

This course traces the causes, progression and results of World War II, including political, social and military development.

HOME ECONOMICS

Some of the following listed courses are offered on a rotating basis. A few specialized courses are provided only when specific community need has been indicated. Check with the Office of Professional and Technical Education.

FN225 Nutrition

4 credits (4 lec hrs/wk)

This course focuses on the study of basic nutrition principles and newer scientific investigations of optimal diet for health. A review of present-day nutrition problems is included. The course is valuable for home economic, nursing, physical education, food service, dental hygiene and childhood education majors.

HEC0795 Home Maintenance and Remodeling

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

A course designed to teach the basic principles of home repair and maintenance based on an understanding of basic home construction techniques and the correct selection of methods, materials and tools to use to correct and repair basic problems and to develop a home maintenance and care plan.

HEC0798 Home Design

2 credits (2 lec hrs/wk)

This course is designed to introduce basic principles of home design including architectural style, site planning, home furnishing and decorating for residential building or remodeling.

HEC0843 Making Household Cabinets

1.5 credits (3 lec-lab hrs/wk)

An introductory course that will expose the beginning student to the tools, techniques and materials involved in constructing kitchen and bathroom cabinetry. Building techniques will be centered on typically available tools owned by most "do it yourselves" and hobbyists. Topics include designing cabinets, hand and power tool use, material selection, building techniques and cabinet installation. Each student will build a small cabinet during the session.

HEC0850 Introduction to Furniture Making

1.5 credits (3 lec-lab hrs/wk)

An introductory course that will expose the student to the tools, techniques and materials involved in the construction of solid wood furniture. Topics include design, hand and power tool use, joint making and finishing. This course is a blend of lectures, demonstrations and hands-on experiences for the students. The development of sound wood-working techniques and skills is emphasized.

HEC0851 Intermediate Furniture Making

1.5 credits (3 lec-lab hrs/wk)

An intermediate course that allows students to continue their skill development in the proper use of hand and power tools. Emphasis will be placed on students pursuing sound woodworking techniques. Each student will build a small object of their own design.

HEC0874 WOK Cooking

.5 credit (6 lec, 9 lab hrs total)

This course features the selection, use and care of the WOK for food preparation. Emphasis will be on energy and time saving cooking techniques with the method of domestic and ethnic cuisine.

HEC9942 Parent Seminar (STEP)

1 credit (2 lec-lab hrs/wk)

Help for parents dealing with the everyday difficulties of raising children in a rapidly changing world.

HEC9944 Balancing Work and Family

0-2 credits (1-24 lec hrs total)

Designed to help each participant develop strategies for managing the stress accompanying the dual roles and implementing sound strategies to accomplish tasks and responsibilities involved in maintaining a family and home while working outside the home or in a home-based business.

HEC9946 Skills for Success

0.5 credit (18 lab hrs total)

Focuses on the skills and knowledge needed to make the transition from homemaker to the dual role involved when also working outside the home. Addresses goal setting, self-esteem, management of the home, family and personal resources including time and energy, human relations, personal development and strategies for gaining employment.

HORTICULTURE**HORT210 Landscape Design Theory**

2 credits (2 lec hrs/wk)

Functional and aesthetic aspects of landscape planning as a basis for design decisions affecting the building environment; the site planning process; history of landscape planning; and case studies.

HORT226 Landscape Plant Materials

3 credits (3 lec hrs/wk)

The identification of trees, shrubs, vines, and ground cover used in landscape horticulture.

HORT280

1-6 credits (40-240 hrs total)

The student is required to be employed in a full-time (paid or voluntary, 40 hour week) horticulture or horticulture-related position for an organization or company utilizing environmental principles, methods, techniques, and/or skills.

HUMAN DEVELOPMENT and FAMILY STUDIES

HDFS9280 Child Care Seminars

0 credit (3-36 hrs total)

A series of seminars aimed at improving competencies and general knowledge needed in the field of child care.

HDFS140 Contemporary American Families

3 credits (3 lec hrs/wk)

This course will provide an introduction to family studies. It will focus on the diversity of the American family today and a historical overview of changes in the family environment and structure over time. Students will become familiar with a variety of internal and external factors influencing families such as parenting, violence, gender, divorce, remarriage, economics and culture.

Prerequisite: WR121 with a grade of C or better.

HDFS222 Family Relations

3 credits (3 lec hrs/wk)

A practical and theoretical course examining communication patterns and relationships between adults, adults and children and within intimate personal relations (marriage, families, and couple relations). Emphasis is on understanding the role of the family and its consequent role in the development of the child.

Prerequisite: WR121 with a C or better

HDFS225 Prenatal, Infant, and Toddler Development

3 credits (3 lec hrs/wk) *prenatal - 2 yrs*

This course introduces the principles of development, prenatal through two years of age. Emphasis will be on physical, intellectual, emotional, and social growth and development of young children.

HDFS229 Development in Middle Childhood

3 credits (3 lec hrs/wk) *6-12 yrs*

This course includes the study of growth and development in six through twelve year old children. Emphasis will be on physical, cognitive, emotional and social growth of the school-aged child.

HDFS247 Preschool Child Development

3 credits (3 lec hrs/wk) *1 1/2 - 5 yrs*

The principles of development as they apply to the young child ages two and one-half through five. Emphasis is placed on physical, cognitive, emotional and social growth in children in this age group. Students gain experience in observation and assessment.

HDFS285 Professional Issues in Early Childhood Education

3 credits (3 lec hrs/wk)

Early childhood educators fulfill a diverse role in present society. This course prepares students to meet the many professional roles requiring knowledge of ethics, conflict resolution, advocacy, and understanding of how to influence the government process. Also covers the latest information available in child development, family studies and changes in

rules and regulations governing early childhood education programs.

Prerequisite: WR121 with a C or Better

HUMAN SERVICES

HS0665 Journey of Hope: Family Education

0 credit (2.5 lec-lab hrs/wk)

Presents basic psychoeducational and skill training with self-care, emotional support, and empowerment to families of persons with schizophrenia or major affective disorders.

HS100 Introduction to Human Services

3 credits (3 lec hrs/wk)

An introductory course in the nature and scope of selected problems in America and the relationship of these problems to the historical development of the human service system and human service organizations.

HS102 Drug Use, Misuse and Addiction

3 credits (3 lec hrs/wk)

Examines drugs, their physiological and psychological effects, and implications of treatment and prevention. Covers food additives, prescription medication and chemicals in the environment.

HS154 Community Resources

3 credits (3 lec hrs/wk)

Addresses the history and organizational perspective of the development of human services institutions. Students explore human service work as it relates to the client, worker and work place. Community resources are identified and students learn the appropriate methods of identifying client needs and referring the client to available resources. There is an introduction to interviewing and relationship development.

HS155 Interviewing Theory and Techniques

3 credits (3 lec hrs/wk)

This course is designed to provide the student the theoretical basis for effective interviewing techniques. The student will be instructed in theory of effective interviewing and practice these theories in role playing exercises in the classroom. The student will practice interviewing situations common to Human Services settings with peers and professional observation and evaluation.

HS167 Gerontology

3 credits (3 lec hrs/wk)

Presents aging as an active developmental process which occurs throughout life. Examines social, physical, emotional and cultural dynamics which influence the aging process. Examines ways of promoting positive involvement throughout life.

HS168 Mental Health and Aging

3 credits (3 lec hrs/wk)

Presents basic information regarding issues in mental health and aging that is grounded in an integrated, bio psychosocial approach to human behavior. Specific organic and functional mental disorders will

be studied within the context of the family and community. The course will present an interdisciplinary approach to the care of the elder client. Also offered as HS0668 for no credit or grade.

HS170 Introduction to Practicum

3 credits (3 lec hrs/wk)

Provides the background and specific skills needed to select and succeed in a human services practicum placement.

Prerequisites: HS100, HS154 and HS155 with a C or better.

HS200 Understanding Addictive Behavior

3 credits (3 lec hrs/wk)

Presents a concept for understanding addictions of any kind, examining a unifying addictions model and determining the implications this has for recovery. The majority of the course concentrates on effects of addiction with youth and families focusing on family dynamics and treatment of addictive families, with emphasis on principles of intervention with youth, juvenile assessment and the addiction process for youth and families. The material is presented in lectures, class exercises, reading assignments, group discussions and explanations.

HS202 Counseling the Chemically Dependent Client

3 credits (3 lec hrs/wk)

This course is designed to introduce students to the theory of addiction, dual diagnosis, and their inter-relatedness. The student will be expected to utilize various treatment models to develop and conduct treatment with chemically dependent clients. Family, group and individual treatment relating to chemical dependency will be included in the focus of study in the course.

HS260/SP219 Group Dynamics (Small Group Discussion)

3 credits (3 lec hrs/wk)

Introduction to theory of small group behavior and skills in working with groups. Includes styles of group leadership, roles played by various group members and supervisor/subordinate relationships.

HS261 Counseling the Older Adult

3 credits (3 lec hrs/wk)

How to work with and/or provide services for older adults. Covers physical, emotional, environmental and developmental issues unique to older persons. Includes discussion and practice of communication and counseling skills emphasizing empathy, respect, and genuineness.

HS265 Intervention Strategies I

4 credits (4 lec hrs/wk)

First in a series of three designed to provide students with skills necessary for the provision of mental health/human services. Students learn to work with clients using a Biopsychosocial Cultural Environmental perspective, and to think about, interpret, and use Psychoanalytic, Adlerian, Existential and Person Centered theories and therapies while providing therapeutic interventions and counseling services.

HS266 Intervention Strategies II

4 credits (4 lec hrs/wk)

Second in a three-part series providing students with knowledge and development of skills to provide therapeutic interventions to persons in need of mental health/human services. Students will understand and be able to describe and utilize, in class and the field, all aspects of Gestalt, Reality, Behavior, Cognitive-Behavior and Family Systems theory and therapy. **Prerequisite:** HS265.

HS267 Intervention Strategies III

4 credits (4 lec hrs/wk)

Third of the three course series providing students with knowledge of theory and practice skills enabling them to establish warm therapeutic relationships and provide therapeutic interventions to persons in need of mental health services. Students learn to address the changing family and to consider the various non-traditional family forms existing in today's society from a multi-cultural perspective.

Prerequisite: HS266.

HS291 Practicum: Human Services

3-5 credits (90-150 hrs/quarter at a pre-approved practicum site)

On-site clinical and community experience with human services organizations plus weekly one-hour seminars integrating field and classroom experiences. **Prerequisite:** Approval from program coordinator.

HUMANITIES

HUM204 World Mythology and Religion (Archetypal and Shamanic Mythologies)

3 credits (3 lec hrs/wk)

The origins and character of world mythologies. Course explores the archetypal stories by which human consciousness shapes a sense of order and belonging in the natural and supernatural worlds. Emphasis will be given to the shaman as storyteller and sage, as living bridge between the worlds, as healer and shaper of community and culture.

HUM205 World Mythology and Religion (India and the Far East)

3 credits (3 lec hrs/wk)

A consideration of the great myths of India and the Far East. This course will explore the foundational myths and the sacred texts which give rise to and inform the great religions of the region, particularly Hinduism and the vehicles of Buddhism. Consideration will also be given to the indigenous myths of the Orient and the ways of life, for instance: Shinto, Daoism, Confucianism, they support.

HUM206 World Mythology and Religion (Middle East and Western)

3 credits (3 lec hrs/wk)

Treats the great myths and religions of Egypt and the fertile crescent. Course also treats Celtic and Nordic beliefs indigenous to Europe, and the mystery religions of Greece. The influence of the ancient myths of early pastoral and agrarian cultures on the Hebrew,

Islamic and Christian religions, will be considered, as well as the departure those religions make from the mythic character of the world from which they emerged.

INTERNATIONAL STUDIES

DEV0650 Computer Assisted English for International Students

1 credit (3 lab hrs/wk)

Methods of guided self-study are used to improve language skills. Begins with an assessment of a student's ability in speaking, learning, grammar, vocabulary and pronunciation of English. A prescription of exercises from selected computer modules are given to the student by the instructor. Students work on the material at their own pace. Students are re-assessed every two weeks to assist them in progressing toward their goals and to assign additional exercises.

JOURNALISM

Students in the Journalism Program learn the techniques and concepts of modern communication in classes that emphasize practical publishing experience. In all classes, students apply their skills by writing, editing, and designing publications, including the Southwester, a twice-monthly newspaper serving the College and regional community and World Wide Web pages distributed electronically. Second-year students learn advanced editing and publication management skills by serving on the editorial staffs of these publications.

J202 Information Gathering/Applied Electronic Publishing

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

Students research, annotate, and analyze information on a chosen public policy issue. Researchers will utilize libraries, computer databases, and personal interviews to create an annotated bibliography, from which they will digest and publish a research report on the World Wide Web.

Prerequisite: WR122.

J203 Writing for the Media

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

This class introduces the basic skills and responsibilities required of writers working in print and electronic media, with a focus on writing informative news articles. Students learn to write with objectivity, clarity and style by publishing articles in the student newspaper and on the College's World Wide Web page.

J204 Visual Communication for Mass Media: Applied Desktop Publishing

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

Students learn the basic concepts, skills, and tools of visual communication, with a focus on applied desk-

top publishing. Students study and practice the aesthetics of page layout, page design and the use of text, photography and graphic art. Using desktop publishing software, students design and publish pages in the student newspaper and on the World Wide Web.

J215 Publishing Lab: Print and Electronic

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

Students practice journalism and publishing skills by publishing the student newspaper and other publications, including magazine and World Wide Web pages. Staff duties include writing, editing, photography, graphic design, computer network management, advertising, and business management. This lab is required for all staff members on the Southwester.

Prerequisite: Any one of the following: J202, J203, J204, J217, WR241, WR242, WR243, or WR222.

J217 Feature Writing

3 credits (3 lec hrs/wk)

Students write non-fiction feature articles for print and electronic media. After studying basic models of narrative and explanatory feature writing, students write feature articles for the student newspaper, magazine and World Wide Web page.

J220 Digital Media

4 credits (3 lec, 2 lec-lab hrs/wk) J199 m = J299 m

Digital media provides an introduction to software, production techniques, and theory required for new media and multimedia publishing. Students will practice and analyze new media and multimedia technologies, and analyze the effects of these technologies on the communication process, focusing on the practice of documentary journalism and on the interplay between audience and interactive content. Students will apply these technologies in media projects that integrate digital imaging (graphics, photography, and video) and digital audio for publication in various delivery formats.

Prerequisite: J 204 with a C or better.

J280 Field Experience

9 credits maximum (variable hours)

Combined work and study projects in the fields of writing, reporting, editing, public relations and other mass media-related activities.

Prerequisite: WR122 with a C or better.

LIBRARY

LIB127 Introduction to the Library

1 credit (3 independent study hrs/wk)

Introduction to using the fundamental resources of a library: its catalogs, periodical indexes, electronic resources, and special collections. Includes an integrated set of skills and knowledge in assessing, evaluating, and using various kinds of information. This course is considered a supportive course.

LITERATURE

ENG0536 Shakespeare: Ashland

1-3 credits (15-36 hrs total)

Presents detailed examination of Shakespeare plays produced at Ashland with emphasis on understanding and appreciating Elizabethan culture. Students have the option of attending the plays in Ashland as a group.

ENG104 Introduction to Literature - Fiction

3 credits (3 lec hrs/wk)

Reading analysis and appreciation of significant works of fiction, especially short stories, with emphasis on the fiction writer's craft. Presents methods of in-depth critical reading that serve as a basis for further study and enjoyment of literature. Sequence with ENG105, ENG106. Need not be taken in order.

ENG105 Introduction to Literature - Drama

3 credits (3 lec hrs/wk)

Reading, analysis and appreciation of significant works of drama and the elements of dramatic literature (setting, theme, characterization and language) serve as a basis for further study and enjoyment of drama. Sequence with ENG104, ENG106. Need not be taken in order.

ENG106 Introduction to Literature - Poetry

3 credits (3 lec hrs/wk)

Reading, analysis and appreciation of significant poems, how they are written and how they speak to human concerns. Presents those elements of poetry, language, form, metrics, style, and voice that serve as a basis for further study and enjoyment of poetry. Sequence with ENG104, ENG105. Need not be taken in order.

ENG107 World Literature

3 credits (3 lec hrs/wk)

Introduces key literary works and authors of world literature from the Ancient and Classical foundations to the Middle Ages. Students should consider taking History of Western Civilization concurrently. Sequence with ENG108, ENG109. Need not be taken in order.

ENG108 World Literature

3 credits (3 lec hrs/wk)

Introduces key literary works and authors of world literature from the late Middle Ages and Renaissance to the Enlightenment. Students should consider taking History of Western Civilization concurrently. Sequence with ENG107, ENG109. Need not be taken in order.

ENG109 World Literature

3 credits (3 lec hrs/wk)

Introduces key literary works and authors of world literature from Romanticism to modern and contemporary writings. Students should consider taking History of Western Civilization concurrently. Sequence with ENG107, ENG108. Need not be taken in order.

ENG 198/298 Independent Study in Literature

1-3 credits (hrs to be arranged)

Prerequisite: Instructor consent.

ENG201/202/203 Shakespeare

3 credits/term (3 lec hrs/wk)

This course is an introduction to Shakespeare's early dramatic literature with an emphasis on the timelessness of his ideas and themes, the formal demands of drama, and the development of the artist. Need not be taken in order.

ENG201 - The plays for this term are drawn from early histories and comedies.

ENG202 - The plays for this term are drawn from the middle comedies and tragedies.

ENG203 - The plays for this term are drawn from the later comedies, tragedies and romances.

ENG204 Survey of English Literature

3 credits (3 lec hrs/wk)

Discusses literary documents and authors of the British Isles from Anglo-Saxon beginnings through the sixteenth century. Study focuses on, but is not limited to, characteristic works and major figures of the period. Sequence with ENG205, ENG206. Need not be taken in order.

ENG205 Survey of English Literature

3 credits (3 lec hrs/wk)

Discusses literary documents and authors of the British Isles from the sixteenth century through the early nineteenth century. Study focuses on, but is not limited to, characteristic works and major figures of the period. Sequence with ENG204, ENG206. Need not be taken in order.

ENG206 Survey of English Literature

3 credits (3 lec hrs/wk)

Discusses literary documents and authors of the British Isles of the nineteenth and twentieth centuries. Sequence with ENG204, ENG205. Need not be taken in order.

ENG253 Survey of American Literature

3 credits (3 lec hrs/wk)

Introduction to the development of American Literature from the colonial beginnings through the Romantic Period. Special attention is given to helping students develop a sense of what is "American" in literature and thought. Sequence with ENG254, ENG255. Need not be taken in order.

ENG254 Survey of American Literature

3 credits (3 lec hrs/wk)

Introduction to the development of American Literature in the middle and latter parts of the nineteenth century (late romanticism, realism and naturalism). Special attention is given to helping students develop a sense of what is "American" in literature and thought. Sequence with ENG253, ENG255. Need not be taken in order.

ENG255 Survey of American Literature

3 credits (3 lec hrs/wk)

Introduction to the development of American Literature of the twentieth century. Special attention

is given to helping students develop a sense of what is "American" in literature and thought. Sequence with ENG253, ENG254. Need not be taken in order.

ENG299H Grandfather's California

3 credits (3 lec hrs/wk)

Students will read four regional novels (of Central and Coastal California) by three significant Western writers to develop (1) an understanding of the universal and regional elements of each novel and (2) better insight into the character of a time and place that many students in Curry County might know either first-hand or through stories passed down by their parents or grandparents. Classes will consider how each work might be a product both of its time and its author's history, and students will be encouraged to explore both other works by the same authors (to compare styles and themes) and non-fiction records (to compare the historical views presented).

ENG299J Twentieth Century Utopian Literature

3 credits (3 lec hrs/wk)

Offers the opportunity to explore a major literary genre, the novel, while addressing one of the most persistent and compelling themes of C20 literature, the vision of possible futures. A look at both utopian and dystopian themes and their roots in the aspirations and anxieties of human nature. Also offered as ENG0537 for no credit or grade.

MACHINE TOOL TECHNOLOGY

MT4280 Cooperative Work Experience

1-9 credits (4-36 lab hrs/wk)

This course provides the student with on-the-job experience in coordinator-approved shop situations that closely parallel with the field of study. Students work under supervisors and coordinators. The seminar arranged by supervisor.

Prerequisite: Instructor consent.

MT9228 Machine Tool Technology Workshop

0.25-3 credits (1-9 lab hrs/wk)

This course emphasizes operation and setups of the lathe, milling machines, grinders and other machines in the shop. Student projects provide further practices in skills for tool grinding, turning, boring, and milling operations. Special tools and materials to be provided by the student. The student will plan projects, machine the parts according to specifications.

Prerequisite: Instructor consent.

MT101 Machine Tool Processes I

3 credits/term (1 lec, 4 lec-lab hrs/wk)

This sequence is designed to introduce the manufacturing technology student to the field of machine tool technology which includes an overview of typical traditional as well as Computer Numerically controlled (CNC) machines commonly found in industry. The function, basic operation and setup, and tooling will be studied with practical applications on lathes, milling machines, drill presses and grinders, including an introduction to computer controlled programming and operation of CNC

machines. An overview of the machine tool processes will relate how blueprints and math are applied on the job. This beginning course will introduce the student to bench work, basic measurement, lathe and bench grinders.

MT102 Machine Tool Processes II

3 credits (1 lec, 4 lec-lab hrs/wk)

The second course in this sequence continues the study of machine tool operations and setup with emphasis on the vertical milling machines, tool sharpening by hand and advanced lathe setups such as threading and tapering. Machine theory and precision measurement is studied and applied. Students gain sound understanding of why machine tools are the basis of manufacturing.

Prerequisite: MT101 with a C or better.

MT103 Machine Tool Processes III

3 credits (1 lec, 4 lec-lab hrs/wk)

In this third course of the basic sequence the student will study the operation and setup of the tool and cutter grinder, the surface grinder, and the horizontal bandsaw. Provides students with an opportunity to apply the skills developed in the two previous MT courses. Students will have the necessary understanding of why machine tools are the basis of manufacturing. More advanced machine setups will be studied and applied. The students will gain basic skills in the area of computer usage in the machine shop.

Prerequisite: MT102 with a C or better.

MT201 Manufacturing Process

2 credits (2 lec hrs/wk)

Production processes used in industry and technical problems relating to mass production of metallic and non-metallic products.

MT202 Basic Metallurgy

2 credits (2 lec hrs/wk)

This course provides a practical approach to the study of metals and non-metallic materials, their physical properties, heat treatment of steels, testing of some physical properties and machinability of metals.

MT203 Machine Tool References

2 credits (2 lec hrs/wk)

This course is designed to give the student the experience and knowledge needed to retrieve the technical information from machine manuals, Machinery's Handbook, tool and equipment manufacturers' catalogs and then practically apply the information in machine shop situations.

MT204 Machine Tools IV

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

This is the first course in a sequence covering advanced setups and operations for lathes, milling machines and grinders.

Prerequisite: MT103 with a C or better.

MT205 Machine Tools V

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

This course provides a continuation of Machine Tools IV, including more advanced setups and operations

on milling machines and lathes. Basic tools and fixture making is studied with more emphasis on closer tolerances.

Prerequisite: MT204 with a C or better.

MT206 Machine Tools VI

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

This final course of six-course sequence designed to consolidate the topics and machines studied and relate this information to industrial applications. Setup and operation of production machines is studied.

Prerequisite: MT205 with a C or better.

MT211 Computer Numerical Control Machining I

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

This course introduces computer numerical control machining (CNC), writing of point-to-point programs, setup and operations of a CNC milling machine and related applications.

Prerequisite: MT103 with a C or better.

MT212 Computer Numerical Control Machining II

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

This second course in the series introduces computer numerical control machining, the use of computers in writing programs to operate machines, setup and operation of CNC milling machines and CNC lathes.

Prerequisite: MT211 with a C or better.

MT213 Computer Numerical Control Machining III

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

This course continues the training in CNC Machining and CNC Programming and Machining Techniques. Students will design, program and machine actual parts of moderate complexity.

Prerequisite: MT212 with a C or better.

MANUFACTURING TECHNOLOGY

MFG101 Electrical/Electronic Principles

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

Electrical/Electronic principles introduces the concepts and applications of various technologies found in the manufacturing industry including actuators, transducers, drives, motors, and combinations of devices used for control and monitoring of industrial processes. Emphasis on hands-on applications of electrical/electronic measurement of physical properties, sensing and control of motion, fault diagnosis, and preventative maintenance.

Prerequisite: MTH30 or MTH70 with a C or better or equivalent.

MFG102 Mechanical Principles

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

This course presents a study of the principles, concepts and applications of various mechanisms encountered in industry, including belt drives, chain drives, and linkages. Subject matter on mechanical components and systems covers operational principles, uses, maintenance, troubleshooting, and procedures for repair and replacement. Emphasis on

hands-on setup of various drive systems, use of common precision measuring equipment and the properties of various sealant materials.

MFG103 Hydraulic/Pneumatic Principles

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

An overview of fluid power technology and a basic working knowledge of the components used in fluid power circuits. Both hydraulic and pneumatic systems will be discussed with an emphasis on the differences between the two. Hands-on setups of various fluid circuits, using standard hydraulic/pneumatic schematics will be an important part of the laboratory applications. Fluid power will include operational principles, uses, preventative and periodic maintenance, troubleshooting and procedures for repair and replacement.

MFG201 Computer Integrated Manufacturing I

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

This course will provide the students with an introduction to the concept and technologies of Computer Integrated Manufacturing. Course activities and design emphasize the development of high performance skills and standards specified by businesses. Instruction will include the following topics: operational principles of a complete manufacturing system, manufacturing models of CIM, modern aids for planning and setting up of complex manufacturing systems, and operations of modern flexible manufacturing assembly systems, control structures of CIM systems, enterprise communication technologies and concepts, computer aided design and its impact on manufacturing.

MFG280 Field Experience

3 credits (12 lab hrs/wk)

Students will gain on-the-job experience in coordinator-approved shop situations that closely parallel field of study. Work overseen by supervisor and coordinator. Seminar arranged by supervisor.

Prerequisite: Instructor consent.

MARINE NAVIGATION

IND9615 Marine Piloting and Plotting

3 credits (3 lec hrs/wk)

Provides a basic understanding of the principles involved in plotting. Electronic navigation instruments will be covered. Information will include weather; dead reckoning, and lines of position; various means for determining course and position; standard publications and their uses; marine rules of the road, and aids to navigation; and use of marine radio systems for communication.

IND9616 Marine Celestial Navigation

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

This class teaches the basic principles of celestial navigation and correct use of navigational tools to a means of navigation. Enables students to prepare for U.S. Coast Guard examinations for ocean-going vessels.

MATHEMATICS

MTH20 Basic Mathematics

4 credits (4 lec hrs/wk)

Prepares students for successful completion of any program requiring knowledge of basic mathematics.

Prerequisite: Appropriate score on placement test.

MTH30 Math for Industrial Mechanics

3 credits (3 lec hrs/wk)

Basic arithmetic operations with an emphasis on applications. Offered by the math department in cooperation with the professional technical program areas.

Prerequisite: Appropriate score on placement test.

MTH31 Applied Algebra and Geometry for Industrial Mechanics

3 credits (3 lec hrs/wk)

Basic geometric concepts, graphing in a rectangular system and basic algebra concepts with applications. Offered by the math department in cooperation with the professional technical program faculty.

Prerequisite: Successful completion of MTH30 or MTH20 with a C or better.

MTH33 Applied Trigonometry

3 credits (3 lec hrs/wk)

Introduction to plane trigonometry emphasizing practical applications. Offered by the math department in cooperation with the vocational preparation program areas.

Prerequisite: MTH31, MTH65 or MTH70 with a C or better.

MTH60 Beginning Algebra I

4 credits (4 lec hrs/wk)

The transition class from arithmetic to algebra for students with NO previous experience in algebra or who were marginally successful in basic math classes. Topics include rational numbers, ratio, proportion, percent, geometry of regular polygons, signed numbers, exponents, linear equations, introduction to polynomials, and graphs of linear equations.

Prerequisite: MTH20 or MTH30 with a D or better or appropriate score on placement test.

MTH65 Beginning Algebra II

4 credits (4 lec hrs/wk)

Second term in a sequence of Basic Algebra. Topics include polynomial operations, factoring polynomials, rational expressions, systems of equations, radicals and fractional exponents.

Prerequisite: MTH60 with a C or better.

MTH70 Elementary Algebra

4 credits (4 lec hrs/wk)

The transition from arithmetic to algebra for students with little or no previous experience in algebra. Includes concepts of numbers, natural number integers, and rational numbers; their generalization and simple algebraic procedures.

Prerequisite: Appropriate score on placement test or successful completion of MTH20 or MTH 30 with a B or better.

MTH94 Intermediate Algebra I

4 credits (4 lec hrs/wk)

A study of the general concepts of intermediate algebra including Exponents and Polynomials, Linear Functions and their Graphs, Rational Functions and their Graphs, Linear Inequalities, Radicals and Complex Numbers.

Prerequisite: MTH31, MTH65 or MTH70 with a C or better, or appropriate score on placement test.

MTH95 Intermediate Algebra II

4 credits (4 lec hrs/wk)

A study of the general concepts of intermediate algebra including Radicals and Complex Numbers, Quadratic Equations, Lines, Conics, Variation, Systems of Equations, Exponential and Logarithmic Functions.

Prerequisite: MTH94 with a C or better.

MTH105 Introduction to Contemporary Mathematics

4 credits (4 lec hrs/wk)

For students who have completed 1.5 to 2 years of high school algebra and a year of geometry, who have a "non-science" major and need to complete a term of college level mathematics. Subject areas: algebraic concepts applied to business situations, relations, functions, statistics, equations, geometry, inequalities and graphing.

Prerequisite: Appropriate score on placement test or MTH95 with a C or better.

MTH111 College Algebra

4 credits (4 lec hrs/wk)

Topics include polynomial and rational functions and an introduction to logarithms.

Prerequisite: Appropriate score on placement test, MTH95 or MTH105 with a C or better.

MTH112 Elementary Functions

4 credits (4 lec hrs/wk)

Topics include exponential, logarithmic functions, trigonometric functions, inverse functions, applications.

Prerequisite: Appropriate score on placement test or successful completion of MTH111 with a C or better.

MTH211 Fundamentals of Elementary Mathematics I

3 credits (3 lec hrs/wk)

A foundation in mathematics for elementary teachers. Topics include introduction to problem solving, number systems, number theory, logic, sets, relations and functions.

Prerequisite: MTH95 with a C or better.

MTH212 Fundamentals of Elementary Mathematics II

3 credits (3 lec hrs/wk)

A foundation in mathematics for elementary teachers. Topics include rational numbers, exponents, decimals and applications. Probability and statistics will be introduced.

Prerequisite: MTH95 with a C or better.

MTH213 Fundamentals of Elementary Mathematics III

3 credits (3 lec hrs/wk)

A foundation in mathematics for elementary teachers. Topics include euclidean geometry, constructive geometry, measurement, motion and tessellation.

Prerequisite: MTH95 with a C or better.

MTH231/232 Elements of Discrete Mathematics I and II

4 credits/term (4 lec hrs/wk)

Elementary logic and proof, mathematical induction. Sets, relations, functions. Theory of graphs and trees, combinatorics, algorithms. Boolean and matrix algebra. A required two-course sequence for computer engineering and computer science majors. Must be taken in sequence.

Prerequisite: MTH251 with a C or better.

MTH241/242 Calculus for Business and Social Science I and II

4 credits (4 lec hrs/wk)

Introduction to differential and integer calculus of polynomial, rational, exponential, and logarithmic functions with applications in the social and business sciences. The emphasis will be on an intuitive approach and on the applications of differentiation.

Prerequisite: Appropriate score on placement test or MTH111 with a C or better.

MTH243/BA232 Introduction to Probability and Statistics

4 credits (4 lec hrs/wk)

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

Prerequisite: MTH95 with a C or better.

MTH251 Calculus I (Differential Calculus)

4 credits (4 lec hrs/wk)

Topics include rates of change, the derivative, velocity, acceleration, algebraic rules of differential calculus, applications to maximum and minimum problems, curve sketching and analytic geometry.

Prerequisite: Appropriate score on placement test or MTH112 with a C or better.

MTH252 Calculus II (Integral Calculus)

4 credits (4 lec hrs/wk)

Topics include definite and indefinite integrals with applications to area, force, work, and growth and decay problems.

Prerequisite: MTH251 with a C or better.

MTH253 Calculus III (Infinite Series and Sequences)

4 credits (4 lec hrs/wk)

Topics include indeterminate forms, infinite sequences and series, improper and multiple integrals, conic sections and the formal definition of limit.

Prerequisite: MTH252 with a C or better.

MTH254 Vector Calculus I (Introduction to Vectors and Multidimensional Calculus)

4 credits (4 lec hrs/wk)

Topics include vectors, vector functions, parametric curves, applications to motion, surface area, partial derivatives, gradients, and directional derivatives. Multiple integrals with applications.

Prerequisite: MTH253 with a C or better.

MTH255 Vector Calculus II (Vector Analysis)

4 credits (4 lec hrs/wk)

Introduction to vector analysis, divergence, curl, line, surface integrals, and the theorems of Gauss and Stokes. Multiple integrals.

Prerequisite: MTH254 with a C or better.

MTH256 Differential Equations

4 credits (4 lec hrs/wk)

First and second order linear equations, first order nonlinear equations, Laplace transform, and systems of differential equations.

Prerequisite: MTH255 with a C or better.

MTH261 Linear Algebra I

4 credits (4 lec hrs/wk)

Systems of linear equations, matrix concepts and algebra. Finite-dimensional vector spaces, bases and dimension. Linear transformations and matrix representations. The first course of a two-course sequence recommended for engineering, mathematics, and science majors.

Prerequisite: MTH254 with a C or better.

MTH262 Linear Algebra II

4 credits (4 lec hrs/wk)

Determinants, eigenvalues and eigenvectors. Projections, orthogonalization, least-squares problems, Properties of positive-definite and symmetric matrices. Computations with matrices. The second course of a two-course sequence recommended for engineering, mathematics, and science majors.

Prerequisite: MTH261 with a C or better.

MTH265/ENGR250 Statistics for Science and Engineering (Engineering Probability and Statistics)

4 credits (4 lec hrs/wk)

A calculus-based statistics course recommended for mathematics, science, and engineering majors. Focusing on probability, random variables, mathematical expectation. Probability, distributions, sampling distributions, functions of random variables. Statistical inference (one- and two- sample estimation methods and test hypotheses), regression and correlation analysis.

Prerequisite: MTH252 with a C or better.

MISCELLANEOUS

Note: The courses listed below are offered on a rotating basis. Contact the Office of Professional and Technical Education or the Business Development Center for more information.

CS0700 Computer Training Seminars

0 credit (variable, 1-36 hrs total)

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

DRIV0620 "55 ALIVE" Defensive Driving

0.5 credit (8 lec hrs total)

The AARP program of classroom instruction that defines current driving skills and teaches preventative measures to develop safe, defensive driving techniques. A driver improvement course for persons 50 years and older developed by American Association for Retired Persons.

Prerequisite: Must be age 50 or older.

IND2222 OSHA Hazwoper 40 Training

2 credits (4 lec-lab hrs/wk)

A general overview of safety in the workplace and OSHA regulations.

IND4100 Flagger Certification & Work Zone Traffic Control

0.4 CEUs (4 lec hrs total)

Provides participants with the knowledge to become certified in traffic control and flagging. Participants will learn the fundamental principles of traffic control and gain a good understanding of Oregon Department of Transportation regulations. Contact the Business Development Center for more information.

IND9230 OSHA Safety Supervisor Training and Safety Committee Development.

0.8 CEUs (8 lec hrs total)

Designed to provide safety supervisors with an overview of their compliance responsibilities, gaining an understanding of supervisory responsibilities for employee safety, hazard abatement, employee rights and protection from reprisal. Basic OSHA standards and accident/injury prevention tools that can be integrated into every workday activity will be covered. Contact the Business Development Center for more information.

ITP0583/0584/0585 Beginning, Intermediate, Advanced Sign Language (signed English)

2 credits/term (2 lec hrs/wk)

Signed English skills of the manual alphabet, finger spelling and more advanced signs so students can communicate receptively and expressively with the hearing impaired. Games, videotapes, guest signers and amateur interpreting practice are included.

MISC0661 Amateur Radio for Beginners (No-code Technician Licensing)

0 credit (18 lec-lab hrs total)

Covers basic electrical and electronic theory, radio circuit components, practical radio circuitry and operation, Federal Communications Commission (FCC) and amateur regulations.

MISC0862 Introduction to Landscape Architecture

2 credits (2 lec, .5 lab hrs/wk)

Introduction to landscape architecture, history, site planning and landscape design; natural and adapted ornamental plant materials; emphasis on practical application and solution of student problems.

MISC0863 Landscaping for the Homeowner

0 credit (1 lec, 1 lec-lab hr/wk)

Covers basic landscaping and maintenance that can be done by the homeowner with a minimum of effort and/or equipment. Theory and practice taught will give the homeowner an understanding of pruning, soils, sprinklers, fertilizers, pathways, plants, lawns and landscaping equipment.

MUSIC

All music ensemble credits are transferable and can be used as elective credits up to 12 credits. Most music programs require 12 ensemble credits.

MUP0537 Barbershop Singing for Women: Four-part Harmony for Women

0 credit (2.5 lec-lab hrs/wk)

Introduction to women's barbershop harmony stressing musical elements peculiar to the barbershop style. Includes vocal technique, stage presence, and principles of vocal harmonization.

MUP0538 Barbershop: Men's Chorus

0 credit (2.5 lec-lab hrs/wk)

A performance ensemble which rehearses and performs the appropriate musical literature chosen by the instructor. Instruction will be given to individuals as well as the ensemble as how to improve the overall musical effect.

MUP105/205 Jazz Band

1 credit (2 lec-lab hrs/wk)

The sounds of the "Big Band" era. This group performs on a regular basis throughout the state. Only advanced musicians are admitted. Also offered as MUP0526 for no credit or grade.
Prerequisite: Instructor consent.

MUP114 Stage Band

2 credits (4 lec-lab hrs/wk)

Pop ballads to jazz both traditional and non-traditional. Intermediate and advanced musicians are admitted. Instructor consent is not required for the student to register for the class but the student may be asked by the instructor to demonstrate their ability. Also offered as MUP0544 for no credit or grade.

MUP121 Symphonic Choir

1 credit (2 lec-lab hrs/wk)

A large choral ensemble performing the works of major composers, encompassing all musical periods and styles. Instructor consent is not required but students may be asked to audition. Also offered as MUP0528 for no credit or grade.

MUP123/223 Opera Workshop

0-3 credits (2-8 lec-lab hrs/wk)

Operas, opera selections, operatic arias or operettas done in costumes, staging and concert style.

Instructor consent is not required but students may be asked to audition. Also offered as MUP0523 for no credit or grade.

MUP125 Vocal Jazz (Southwesters)

2 credits (4 lec-lab hrs/wk)

Pop ballads, early rock and roll, traditional jazz and blues. Instructor consent is not required but students may be asked to audition. Also offered as MUP0525 for no credit or grade.

MUP131 Chamber Choir

2 credits (4 lec-lab hrs/wk)

Small choral ensemble performing the major works and the octavo literature of prominent composers of every musical period. Instructor consent is not required but students may be asked to audition. Also offered as MUP0513 for no credit or grade.

MUP142/242 Orchestra

1 credit (2 lec-lab hrs/wk)

Strings, woodwinds, brass and percussion. Performing the works of major composers of every musical period. Intermediate and advanced musicians admitted. Instructor consent is not required but students may be asked to audition. Also offered as MUP0529 for no credit or grade.

MUP202A Concert Band

2 credits (4 lec-lab hrs/wk)

A college ensemble performing marches, traditional band literature, classical literature arranged for concert band. Intermediate and advanced musicians are admitted. Instructor consent is not required but students may be asked to audition. Also offered as MUP0546 for no credit or grade.

MUP202B Community Band

1 credit (2 lec-lab hrs/wk)

An ensemble performing marches, traditional band literature, classical literature arranged for concert band. Intermediate and advanced musicians are admitted. Students may be asked to audition. Also offered as MUP0527 for no credit or grade.

Prerequisite: Instructor consent required.

Individual lessons are based on request and instructor availability. Student may be asked to audition, to perform in recitals or college ensembles.

Individual Lessons

1-3 credits (0.50-1.50 lec-lab hrs/wk)

Individual lessons are arranged with the instructor based upon available time and space. Instructor consent is required for all private lessons. All credits for private lessons are transferable. Music majors are expected to have a primary instrument of performance and be enrolled for individual instruction. Lessons are given for all levels of musicianship: beginning, intermediate and advanced.

Prerequisite: Instructor consent.

MUP171/271 Piano

MUP175/275 Violin

MUP177/277 Cello

MUP180/280 Guitar

MUP183/283 Clarinet

MUP186/286 Trumpet

MUP188/288 Trombone

MUP174/274 Voice

MUP176/276 Viola

MUP178/278 Bass Guitar

MUP181/281 Flute

MUP184/284 Saxophone

MUP187/287 French Horn

MUP191/291 Percussion

Lecture Courses

Many music courses can be used for Distribution and Elective requirements for degree programs. Music History may also be used as a sequence requirement for the Associate in Arts degree.

MUS101/102/103 Music Fundamentals

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

Music fundamentals: scales, key signatures, meter, notation, chords, non-harmonics, introduction to piano and sight-singing. Music minors, beginning musicians, and preparatory music majors.

MUS111/112/113 Music Theory I

3 credits/term (3 lec hrs/wk)

A course to instruct in the fundamentals of music, figured bass analysis, four part composition, chords with sevenths, secondary dominants, modulation and basic musical form. This is a preparatory course for private instruction, for ensemble participation and for a better understanding of music and music history. Required for music majors and minors, recommended for beginning and intermediate musicians. Contact music advisor for proper placement. **Prerequisites:** For MUS112; MUS111. For MUS113; MUS112.

Concurrent course: For MUS111; MUS114 and MUS131. For MUS112; MUS114 and MUS132. For MUS113; MUS115 and MUS133.

MUS114/115/116 Sight Reading and Ear Training

1 credit/term (1 lec hr/wk)

Develop the ability to read music notation using only the singing voice. Learn to hear music, identify tones and transfer them to music notation.

Note: Required for music majors and minors. Also offered as MUS0514/0515/0516 for no credit or grade.

MUS131/132 Piano Class

1 credit/term (1 lec hr/wk)

Piano basics and music fundamentals. Learn to read notes, basic music symbols, perform simple chords. Proper finger techniques and major and minor scale performance. Introduction to Classical Piano Methods.

MUS133 Piano Class: (Introduction to Finale)

2 credits/term (2 lec hrs/wk)

Learn to use Finale, a music printing program and secondarily a sequencing program. A wide range of musical capabilities will be put at the disposal of the student. The Finale program will benefit every musician from the elementary to the most advanced. Students will learn to enter both vocal and instrumental music into the computer; how to use musical

markers and technology; how to transpose and arrange; how to prepare a musical composition to be a professional looking sheet of music. Students will be expected to schedule computer time outside of the class. Students are expected to maintain personal disks with all of their assignments.

MUS134/135/136 Voice Class
1 credit/term (1 lec hr/wk)

Vocal basics and music fundamentals. Learn tone production, breathing, vowel-consonant clarity and relaxation techniques.

MUS137/138/139 Guitar Class
1 credit/term (1 lec hr/wk)

Guitar basics and music fundamentals. Learn to read notes, basic music symbols and perform simple chords and strumming-picking techniques.

MUS198/298 Independent Study in Music
1-3 credits (hr to be arranged)

Prerequisite: Instructor consent.

MUS211/212/213 Music Theory II
4 credits/term (4 lec hrs/wk)

A study of polyphony, counterpoint, chromatic chords and 20th century composition. Music majors, music minors, intermediate and advanced musicians.
Prerequisite: MUS113.

Concurrent course: MUS115 or MUS116.

MUS261/262/263 Music History I, II, III
3 credits/term (3 lec hrs/wk)

Early music, Renaissance, Baroque 350 to 1750; Classical and Romantic 1750-1900; Post-Romantics, Impressionistic, Contemporary 1900 to present. Emphasis is placed on composers, musical literature, music form and a wide range of listening. This course can be used to fulfill the Arts and Humanities Sequence requirement for the Associate in Arts degree.

MUS299A FINALE: Music Printing
(Computer Composition)

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

Learn to use Finale, a music printing program and secondarily a sequencing program. A wide range of musical capabilities will be put at the disposal of the student. This program will benefit every musician from the elementary to the most advanced. Students will learn to enter both vocal and instrumental music into the computer; how to use musical markings and terminology; how to transpose and arrange; how to prepare a musical composition to be a professional-looking sheet of music. Students will be expected to schedule computer time outside of the class and to maintain personal disks with all of their assignments.

NURSING

NUR546 Basic Nursing Assistant
8 credits (45 lec, 105 lab hrs total)

Prepares a Basic Nursing Assistant to be eligible for certification as outlined by the Oregon State Board of Nursing, to care for clients in a variety of settings

including long-term and intermediate care, home health, hospice care, foster care and assisted living situations.

Prerequisites: CPR level C card, pre-application testing, health assessment and immunization status.

NUR951 Certified Medication Aide Training
5 credits (40 lec, 40 lab hrs total)

The Medication Aide Training Program shall consist of a minimum of 80 hours of instruction divided into at least 40 hours classroom instruction and at least 40 hours supervised clinical experience of which at least 20 hours must be in a long-term care nursing facility. Students learn to utilize principles of safety in the administration of medication; define terms related to the administration of medications; correctly interpret abbreviations commonly used in administration of medication; demonstrate the ability to correctly calculate doses of medications; keep accurate records; and identify legal parameters of the Certified Medication Aide (CMA) role.

Prerequisites: Must be Certified Nursing Assistant (Oregon); be on the CNA registry for nine months prior to the first day of the Medication Aide Training Program; provide documentation of at least nine months full-time experience or the equivalent in part-time experience as a CNA in the last five years.

NUR9411 Perioperative Nursing
4 credits (3 lec 3 lec-lab hrs/wk)

This introductory course is designed for the registered nurse who has had no previous experience in operating room nursing. Course content includes knowledge and skills required to care for patients having surgical intervention. Emphasis will be on those skills required to prepare the nurse for beginning level independent practice. Students through direct classroom instruction and lecture/lab work in an Operating Room suite will gain the knowledge and skills required to provide care to patients during the preoperative, intraoperative, and postoperative period.

NUR9412 Perioperative Nursing Clinical Practicum

6 credits (18 lab hrs/wk)

This course is designed as a vehicle to put into practice the knowledge and skills learned in Perioperative Nursing NUR9411. Students will complete a minimum of two 8-hour practicum shifts per week in an operating room. Emphasis will be placed on performing those functions directly related to scrubbing and circulating for selected surgical procedures.

NUR9413 Basic Critical Care Nursing
3 credits (3 lec hrs/wk)

This introductory course is designed for practicing registered nurses to increase their knowledge of physiology and application of this knowledge with critical thinking skills to care approaches for the more acute critical patient. Its purpose is to provide information on body-system specific pathophysiology for advanced nursing management. Students will be introduced to specific skills pertinent to care of critical patients with an emphasis on skills

needed in Intensive Care Units (ICU), Intermediate Care Units (IMCU), Post Anesthesia Care Units (PACU), and Emergency Departments (ED).

NUR101 Fundamentals of Nursing

9 credits (5 lec, 12 lab hrs/wk)
First quarter of a six-quarter associate degree nursing program. Successful completion of the first four quarters qualifies the student to take the National Licensure Examination for Practical Nurse (LPN); successful completion of the remaining two quarters qualifies the student to take the National Examination for Registered Nurse (RN). NUR101 introduces the student to fundamental concepts in nursing including nursing process, health and physical assessment; communication, diversity, growth and development, the basis for professionalism in nursing, legal and ethical foundations, caring, basic skills and critical thinking. Students will be expected to apply knowledge and skills learned in this term to successive nursing courses. This course involves 5 hours of theory and 12 hours of skills lab/clinical experience weekly. Independent study, skills and computer lab practice will require additional unscheduled time as well as scheduled time.

Prerequisite: Admission to the Nursing Program.

NUR102 Nursing Science and Practice I

9 credits (5 lec, 12 lab hrs/wk)
This course builds on concepts and skills learned in the previous term. Selected functional health patterns are explored in greater depth. Areas addressed in this term are: fluid balance problems which affect multiple body systems; problems with protection (integumentary); oxygenation (respiratory); circulatory (cardiac); visual and auditory (ear/eye); neurologic and mental health systems. As novice practitioners of nursing, students apply learned concepts and skills to selected aspects of client care in a hospital setting.

Prerequisite: NUR101 with a C or better.

NUR103 Nursing Science and Practice II

9 credits (5 lec, 12 lab hrs/wk)
Builds on material learned in NUR101 and NUR102. Previously learned concepts and skills are integrated and applied to the planning and delivery of nursing care to clients of all ages undergoing surgery, and to clients experiencing common disorders in the endocrine and gastrointestinal systems. Care of child-bearing women and families is also a focus. Basic human need for sleep and rest is studied and applied to a variety of patient care situations. Clinical experiences include operating room, maternity and medical surgical nursing.

Prerequisite: NUR102 with a C or better.

NUR201 Nursing Science and Practice III

9 credits (5 lec, 12 lab hrs/wk)
Builds on concepts learned in NUR101, 102, and 103. The student will learn to care for clients experiencing acute alterations in functional health patterns related to orthopedics, the renal system, cancer, the pediatric

client and family and the geriatric client and family. Students will complete this course with the LPN Capstone, the beginning of their professional status as a licensed practitioner.

Prerequisites: NUR103 with a C or better, or admission into NUR201 through advanced placement as an LPN, and BI231, BI232, and BI233 with a C or better.

NUR202 Nursing Science and Practice IV

9 credits (5 lec, 12 lab hrs/wk)
Builds on concepts and skills learned in NUR101, 102, 103, and 201. The student has studied basic nursing skills and the issues surrounding chronic and acute illness. The student will explore these concepts as applied to patients experiencing acute alterations in fluid and electrolyte balance, the hemopoietic system, the liver, skin and tissue integrity following a major burn and the endocrine system. The student will learn about caring for the high-risk child bearing family, and the acutely mentally ill patient, and will be introduced to basic concepts in Community Health Nursing and how they are applied to his/her practice in clinical nursing.

Prerequisite: NUR201 with a C or better.

NUR203 Nursing Science and Practice V

10 credits (5 lec, 15 lab hrs/wk)
Introduces students to theoretical and practical applications related to the care of clients requiring high acuity nursing care. Primary focus is on critical thinking, decision making and client care management. Students learn how to apply patient/client care in a variety of health care management settings. Concepts such as managed care, case management and delegation are covered.

Prerequisite: NUR202 with a C or better.

OFFICE ADMINISTRATION

OA2221 Medical Terminology I

3 credits (3 lec hrs/wk)
This course provides the student with the basic knowledge of building medical terms with root words, suffixes and prefixes. Also provides medical terminology related to the body as a whole, integumentary system, gastrointestinal system, respiratory system and musculoskeletal system. Must be taken in sequence.

OA2222 Medical Terminology II

3 credits (3 lec hrs/wk)
Medical Terminology II is a continuation of Medical Terminology I, to include terminology and abbreviations related to the cardiovascular, blood and lymphatic, genitourinary, female/male reproductive, endocrine, nervous, and special senses. Each system outline will include functions and components, suffixes, prefixes, anatomic reference points, and terminology (diagnostic, symptomatic, and operative) pertinent to that system. Must be taken in sequence.
Prerequisite: OA2221 with a C or better.

OA2231 Clinical Procedures I

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

Provides clinical orientation, initial instruction and basic skills for a medical/clerical assistant. Provides in-depth simulation of office nurse's duties. Prepares the medical office assistant to substitute for the physician's nurse, without major changes in office routine for the safety, security, and comfort of the patient, physician and the medical assistant. Must be taken in sequence.

Prerequisites: OA2221 and OA5401 with a C or better.

Concurrent course: HE9380.

OA2232 Clinical Procedures II

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

Provides theoretical knowledge, skills and practical experience which enables the student to attain and maintain safe, intelligent, quality patient care under supervision of licensed personnel. Emphasis on medical and surgical asepsis, in preparation for office surgery. Primarily for students already employed in the health care field.

Prerequisite: OA2231 with a C or better.

OA2241 Medical Transcription I

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

This course introduces students to simpler forms of medical transcription from hospital dictation.

Utilization of terminology with emphasis on accuracy.

Prerequisite: OA2221 with a C or better.

OA2242 Medical Transcription II

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

This course introduces students to the use of specialized/complex medical dictation by actual physicians for the purpose of developing transcription skills.

Prerequisite: OA2241 with a C or better.

OA2280 Cooperative Work Experience

1-8 credits (4-32 lab hrs/wk)

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

Prerequisite: Instructor consent.

OA2365 Legal Transcription

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

This course offers practice in the conversion of legal audio-recorded dictation to hard copy. Students will use legal terminology to produce mailable legal documents.

Prerequisite: OA201 with a C or better.

OA2591 Proofreading and Editing

3 credits (3 lec hrs/wk)

This course is designed to prepare students to proofread and edit business documents. It includes the study of punctuation, capitalization, grammar, and spelling as applied to transcribing and editing commonly used documents found in the business office.

Prerequisites: ASSET writing score of 43 or better, WR0525 with a C or better.

OA2597 Medical Office Coding I

3 credits (3 lec hrs/wk)

Provides the student with a basic knowledge of the fundamental coding systems used between the medical community and insurance carriers, private and government. Includes coding health related conditions and diseases, descriptive terms and abbreviations for reporting medical services and procedures performed by physicians, and other coding systems.

Prerequisites: OA2221 and OA5401 with a C or better.

OA2598 Medical Office Coding II

3 credits (3 lec hrs/wk)

Provides the student with a basic knowledge of the fundamental coding systems used between the medical community and the insurance carriers, private and government. Includes coding health related conditions and diseases, descriptive terms, and abbreviations for reporting medical services and procedures performed by physicians and other coding systems.

Prerequisite: OA2597 with a C or better.

OA2725 Reimbursement Management

3 credits (3 lec hrs/wk)

This course teaches students medical insurance terminology and provides familiarity with various types of insurance programs. Content covers insurance claim processing with an introduction to forms, assignment and coordination of benefits, credit and collection procedures with federal and Oregon laws, credit applications, basic billing cycles, and an introduction to coding.

Prerequisites: OA5401 and OA2221 with a C or better.

OA5401 Body Structure and Functions I

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

This course is a general survey of human anatomy and physiology. It is designed for medical office students, pharmacy technicians, and other students who desire a broad review of body systems. Normal structure and functions of the integumentary, skeletal, muscular, nervous, and special human body systems; characteristics of the cell as the basis for life, and organization of tissues and organs will be covered. The lecture/lab segment will give students the opportunity to use other than the lecture/discussion modality to visualize through the use of models of the body systems. Must be taken in sequence.

OA5402 Body Structure and Functions II

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

This course is a continuation of OA5401's general survey of human anatomy and physiology. It is designed for medical office students, pharmacy technicians and other students who desire a broad review of body systems. Normal structure and functions of the endocrine, circulatory, respiratory, digestive, urinary, and female/male reproductive human body systems; and organization of tissues and organs with each system will be covered. Must be taken in sequence.

Prerequisite: OA5401 with a C or better.

OA5533 Medical Law and Ethics

2 credits (2 lec hrs/wk)

Medical Law and Ethics is a survey of the manner in which the law and codes of ethics affect the practice of health occupations paraprofessionals. An introduction to the concepts of litigation, consent, introduction to law, ethics and bioethics, genetic engineering, sterilization, abortion, and death and dying.

OA116 Office Procedures

3 credits (3 lec hrs/wk)

Presents methods, concepts and procedures for business office operations. This includes career planning, understanding the office environment, and how to organize an efficient workplace. It also includes information on the electronic office.

OA121 Keyboarding I

3 credits (5 lec-lab, 1.5 TBA lab hrs/wk)

Presents principles of touch method typing. Typing speed and accuracy are developed through drills and practice using the touch method of typing. Students are introduced to basic production work in the form of business and personal letters, tables, manuscripts and memos. This course is considered a supportive course.

OA122 Keyboarding II

3 credits (5 lec-lab, 1.5 TBA lab hrs/wk)

Preparation of business reports, letters, tabulated materials, business forms, and job search documents. Students will also perform a variety of exercises to increase their speed and accuracy in keyboarding.

Prerequisites: OA121 or equivalent, and typing skill level at 25-35 wpm.

OA124 Keyboard Skillbuilding

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

Development of speed and accuracy utilizing a diagnostic approach to individual skill assessment and prescribed drill work.

Prerequisite: OA121 with a C or better.

OA131 Legal Secretarial Procedures

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

This course introduces the student to the law office, to the courts and to the law library; ethics and duties of the legal secretary; familiarization with national, state and local professional organizations; qualifications, duties, and responsibilities of a notary public; the purpose, the form and the disposition of selected non-court documents operative in Oregon; practice given to office-style documents and legal correspondence.

Prerequisite: OA201 with a C or better.

OA201 Word Processing I

3 credits (3 lec hrs/wk)

Introduces the principles and concepts of a Windows word processing software system. Includes the procedures and techniques used to operate the system and produce mailable copy documents. Emphasis is on production. This course is considered a supportive course.

Prerequisite: CS101.

OA202 Word Processing II

3 credits (3 lec hrs/wk)

Advanced word processing training for persons with basic skills and knowledge of Windows, IBM-compatible computers. Emphasis is on production of mailable copy and use of advanced formatting features.

Prerequisite: OA201 with a C or better.

OA220 Electronic Calculators

1 credit (2 lec/lab hrs/wk)

The student will learn the ten-key system for machine operation and use of electronic, desk-top style calculators in the four fundamentals of mathematics. Four operations are used to solve applied business problems with speed and accuracy.

Prerequisite: MTH20.

OA240 Filing/Records Management

3 credits (3 lec hrs/wk)

This course provides a comprehensive study of filing systems, equipment and criteria by which records are created, classified, stored and retrieved according to the rules established by the Association of Records Managers and Administrators (ARMA).

PHARMACY TECHNICIAN

Note: Students must successfully complete all courses (attain a grade of C or better) in a quarter of the Pharmacy Technician curriculum before advancing to the next quarter.

PHAR5470 Introduction to Pharmacy Law:**Practice and Law**

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

Introduces students to the career of Pharmacy Technician, explores history and personnel related to pharmaceutical services and includes standards of pharmacy ethics. A variety of practice environments and technician roles are identified. An introduction to Federal and State laws regulating pharmacy practice and the roles of professional associations and regulatory agencies is provided. A general overview of the knowledge base required for the occupation and introduction to standard pharmacy references prepare the student for the remainder of courses in the Pharmacy Technician certificate program.

Prerequisite: Appropriate reading placement test score or admission to the Pharmacy Technician Program.

PHAR5472 Pharmacology I

3 credits (3 lec hrs/wk)

Basic course introducing common generic and trade names of therapeutic drugs and drug categories, discusses their uses to prevent or interfere with disease processes, and important contraindications in the treatment of disease states. Included are common over-the-counter (OTC) drugs.

Prerequisites: OA2221 and RD101 with a C or better or appropriate score on the reading placement test. OA2222 with a C or better, or may be taken concurrently.

PHAR5473 Pharmacology II

3 credits (3 lec hrs/wk)

Basic course introducing common generic trade names of therapeutic drugs and drug categories, discusses their uses to prevent or interfere with disease processes, and important contraindications in the treatment of disease states. Included are common over-the-counter (OTC) drugs.

Prerequisite: PHAR5472 with a C or better.

PHAR5474 Pharmacy Calculations

2 credits (2 lec hrs/wk)

Basic mathematics review with an introduction to application in Pharmacy Technician duties. Covers systems of weight, measure, and temperature, practice converting from one to another and the understanding of retail accounting. Students develop the basic capabilities needed to calculate percent concentrations, drug dosages, and milliequivalents.

Prerequisite: MTH70 with a C or better, or appropriate score on math placement test.

PHAR5475 Pharmacy Technician Procedures I

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

Provides knowledge and skills needed in the performance of technical pharmacy tasks. Included are ambulatory, prescription processing, hospital dispensing systems, compounding and prepacking, communications, computer operations, aseptic technique, IV prep admixtures and oncology preparations.

Prerequisite: PHAR5470 with a C or better.

PHAR5476 Pharmacy Technician Procedures II

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

Provides knowledge and skills needed in the performance of technical pharmacy tasks. Included are ambulatory, prescription processing, hospital dispensing systems, compounding and prepacking, communications, computer operations, aseptic technique, IV prep admixtures and oncology preparations.

Prerequisites: PHAR5470 and PHAR5474 with a C or better.

PHAR5477 Pharmacy Records Management

3 credits (3 lec hrs/wk)

Provides knowledge and skills in preparing, maintaining and storing a multiple of pharmacy records. Students practice typing a variety of instructional and retail prescription labels, and producing at a predetermined, satisfactory rate.

Prerequisites: PHAR5470, PHAR5474 and PHAR 5475 with a C or better.

PHAR5478 Pharmacy Technician Practicum

3 credits (9 lab hrs/wk)

Pharmacy experience in retail and/or institutional pharmacy practice. Instruction and supervision provided by staff or participating agencies. Concurrent classroom activities are included.

Prerequisites: PHAR5470, PHAR5472, PHAR 5473, PHAR5474, PHAR5475, PHAR5476 and PHAR5477 with a C or better.

PHILOSOPHY

old #s

PHL101 Introduction to Philosophy:

= PHL 201

Philosophical Problems

3 credits (3 lec hrs/wk)

Introduces problems and systems of philosophy of concern to reflective people. Focus is on metaphysics (the nature of reality), mind and body, free will, determinism, and meaning and purpose. This course will broaden and enrich the scope of traditional introductory courses by incorporating a multi-cultural and feminist perspective, including historical comparisons from different cultures, for example when philosophy began in the Eastern Mediterranean and in India and China. Sequence with PHL102, PHL103. Need not be taken in order.

Prerequisite: WR121 with a C or better.

PHL102 Ethics

3 credits (3 lec hrs/wk)

PHL = 202

Develops the idea of man as a moral agent and considers critically various interpretations of the ideals and standards of moral conduct, including those of non-Western origin. Introduces ethical problems which have resulted from advances in science, technology and medicine. Attention is given to environmental and business ethics. Sequence with PHL101, PHL103. Need not be taken in order.

Prerequisite: WR121 with a C or better.

PHL103 Critical Thinking

3 credits (3 lec hrs/wk)

PHL = 203

Focuses on improving reasoning and critical assessment ability. Emphasizes practical methods, involves study of editorials, essays, propaganda, advertisements, etc. Examples are taken from the mass media, literature, political sources, philosophy and history. Includes introduction to logic, deductive and inductive arguments. Sequence with PHL101, PHL 102. Need not be taken in order.

Prerequisite: WR121 with a C or better.

PHL299 Feminism and Philosophy

3 credits (3 lec hrs/wk)

Class focuses on feminist theory and philosophy with special emphasis on theories of knowledge and power as they relate to the position of women today and in the past. There will be special emphasis placed on the contribution of women in the history of philosophy as well as in related disciplines such as literature and cultural studies; the contribution of feminist perspectives in the academy: the difference between sexual and gender identities and the relationship between language and knowledge as it relates to feminist methodology.

Prerequisite: WR121.

PHOTOGRAPHY

ART0515 Art of Photography:

Seeing Photographically

0 credits (3 lec hrs/wk for 4 wks,
4 lec-lab hrs/wk for 2 wks)

A course in the introduction to the "Art of Photography," which serves as a means toward artistic expression through the medium of photography. Lecture/discussions, slide shows and two outdoor nature photography work sessions will develop the student's ability for personal expression by delving deeper into the visual aspects of his/her personal vision. It is expected that students will have a basic understanding of the manual controls of their cameras-such as aperture, shutter speed and film speed prior to taking this course.

ART0519 Basic Photography I

0.5-2 credits (15-36 hrs total)

Introduction to basic principles of photography, including instruction in camera use, including lenses and their applications. Includes analysis of different types of film. Presentation of basic components of composition, etc., leading to advanced courses in photography.

ART0595 Introduction to Photography Basics

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

Learning techniques of photography and creativity in photographic processes.

PHYSICAL EDUCATION

No more than nine credits of Physical Activity (PE170, 180, 185, 190) may be used in meeting the total credit requirement or counted in the GPA. Courses must be in different activities (basketball, volleyball, tennis, etc.) or levels (i.e., beginning, intermediate, advanced). Progressive courses such as Super Circuit, Physical Conditioning, and Slimnastics may each be taken up to three times for credit. See Physical Education requirement for each degree.

PE131 Introduction to Health & Physical Education

3 credits (3 lec hrs/wk)

This course is designed to offer an orientation for those students seeking a teaching career in health and physical education. Students will be introduced to basic philosophies and objectives, professional opportunities, qualifications, and certification requirements for health and physical education teachers at the elementary, secondary, and college levels. This course will be taught fall term each year.

PE170 Co-ed Athletic Team

1-2 credits (5-10 lab hrs/wk)
Golf Track & Field

PE180 Women's Athletic Team

1-2 credits (5-10 lab hrs/wk)
Basketball Soccer
Softball Volleyball

PE185 Physical Education

1 credit (3 lab hrs/wk)

Provides students with an activity that will promote physical and emotional well-being. Enables the student to develop and/or pursue life-long physical activity. Class meets three hours a week. Some courses have prerequisites or require instructor consent. Special arrangements may be made for restricted or corrective work.

Aerobic Exercise	Sailing
Badminton	Skiing
Basketball	Slimnastics
Bowling	Snowboarding
Dance Fundamentals	Softball
Golf	Super Circuit
Judo	Swimnastics
Karate	T'ai Chi Ch'uan
Kayaking	Tennis
Physical Conditioning	Volleyball
Racquetball	Weight Training

PE190 Men's Athletic Team

1-2 credits (5-10 lab hrs/wk)
Basketball Baseball
Soccer Wrestling

PE195/295 Professional Activities

1-2 credits (3-6 lec-lab hrs/wk)

Designed to provide Physical Education majors with opportunities to learn and develop teaching techniques and gain basic skills in the activity. Sequence is offered every other year:

Fall Term:

PE195 Field Sports and PE295 Track & Field
Required for P.E. majors.

Winter Term:

PE195 Badminton, Basketball, Fundamentals of Movement and Volleyball.
Required for P.E. majors.

Spring Term:

PE295 Gymnastics, Conditioning and Tennis
Required for P.E. majors.

PE198/298 Independent Study in Physical Education

1-3 credits (hrs to be arranged)

Prerequisite: Instructor consent.

PE199A Athletic Orientation

2 credits (2 lec hrs/wk)

Designed for all members of the athletic team. Students are introduced to a wide variety of information as it relates to student athletes, and various problems faced due to participation in the Athletic program. Areas covered will include financial aid, registration and scheduling to avoid time conflicts, NWAACC eligibility rules, time management, and functions of the Athletic Department.

Prerequisite: Must be a member of one of the College's athletic teams.

PE208A Coaching Baseball

2 credits (2 lec hrs/wk)

This class is designed for coaches and future coaches to improve their background in coaching baseball. This class will involve demonstration and discussion of offensive and defensive strategies, individual skills, coaching skills, rules, organization, ethics, and philosophy.

PE231 Wellness for Life

3 credits (3 lec hrs/wk)

Students will learn about basic human anatomy, nutrition, and weight management concepts in this course. They will learn the importance of physical activity, good health habits, and how these behaviors will improve the quality of life as they age. Students will use physical assessment techniques to assess their present strength, flexibility, and cardiovascular health; and will receive informational tools needed to facilitate change in their present state of fitness. Current health issues and concepts will also be covered in this course.

PE259 Care and Prevention of Injuries I

3 credits (3 lec hrs/wk)

Care and Prevention of Injuries I is an introductory course in Athletic Training. Its purpose is to educate and train students in the basic principles of care and prevention of injuries by learning to recognize and treat athletic injuries with a focus on lower extremities. Treatments include bandage, taping, massage, and follow up care, rehabilitation, and other mechanical aids. Techniques of prevention of injuries will also be covered. This will include an analysis of different types of injuries and emergency procedures.

PE260 Care and Prevention of Injuries II

3 credits (3 lec hrs/wk)

Care and Prevention II is a continuation of the concepts presented in Care and Prevention I. Its purpose is to facilitate the learning of evolution techniques for specific segments of the body. This course will also focus on soft tissue and joint injuries of the upper extremities, as well as management plans for acute and chronic care.

Prerequisites: PE259.

PE261 Techniques of Taping

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

Techniques of taping is an introductory course in athletic training. Its purpose is to educate and train students in the basic principles of prophylactic taping and wrapping by learning theory and application strategies for athletic activity.

PE262 Development of Adult Fitness Programs

3 credits (3 lec hrs/wk)

Students will gain experience with how to develop and implement an effective adult fitness program that promotes better health and quality of life.

Principles of exercise physiology and kinesiology will be studied as they apply to issues of fitness, nutrition, exercise prescription and the health needs of specific populations.

PE263 Sports and Drugs

3 credits (3 lec hrs/wk)

This course is designed for students participating in the Fitness Management Program. The major objective is to have the students become aware of the substance use and drug abuse that takes place in sports today. Students will have the opportunity to research drugs that are associated with sports and give a presentation on their findings. Drugs such as Creatine, Anabolic Steroids, Ephedrine, Cocaine and Caffeine and their negative impacts on fitness and health will be covered.

PE264 Personal Trainer Conditioning Concepts

3 credits (3 lec hrs/wk)

Study of exercise and physical conditioning concepts for personal trainers. This course bridges the scientific fundamentals of human movement (exercise physiology, functional anatomy, biomechanics and neurophysiology) into personal training conditioning concepts.

PE265 Tests and Measurements

3 credits (3 lec hrs/wk)

This course is designed for students participating in the fitness management program. The major goal is to help each student apply the principles of measurement and evaluation to the fitness job market. Students will be introduced to the "how" and "why" of evaluation. In addition, the class will provide a wide assortment of tests, administrative instructions, and norms regarding physical education and fitness testing. Finally, practical computer applications will be covered to show the support they can provide regarding tests and measurements.

PE280 Field Experience

3 credits (9 lab hrs/wk)

6 credits maximum.

This course offers work place experience in a variety of supervised settings that are applicable to the development of the student as a professional in the Fitness Management/Athletic Training fields.

Prerequisites: PE131 and Instructor consent.

PE280P Practicum: Fitness Management/Athletic Training

3 credits (9 lab hrs/wk)

Students will gain experience in the various roles and responsibilities of the health and fitness management fields. Students will participate in a variety of supervised settings that are applicable to the development of the student as a professional in the health and fitness field.

Prerequisite: PE131 with a C or better.

PHYSICS

PH121 Elementary Astronomy

3 credits (3 lec hrs/wk)

A descriptive treatment of the solar system: stars, stellar evolution, galaxies and cosmology. The results of current space missions are emphasized. Recent discoveries in stellar astronomy will be discussed.

Prerequisite: MTH70 with a C or better.

PH201/202/203 General Physics

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

Study of the physical properties and interactions of mechanics, sound, heat, light, electricity, magnetism, and optics. Includes laboratory activities. Must be taken in sequence.

Prerequisite: MTH112 with a C or better.

PH211/212/213 General Physics with Calculus

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

Study of the physical properties and interactions of mechanics, sound, heat, light, electricity, magnetism and optics. For science and engineering majors. Includes laboratory activities. Must be taken in sequence.

Prerequisite: MTH112 with a C or better.

Concurrent courses: MTH251 with PH211, MTH252 with PH212, and MTH253 with PH213.

POLITICAL SCIENCE

PS198/298 Independent Studies in Political Science

1-3 credits (hrs to be arranged)

Prerequisite: Instructor consent.

PS201 American Government: Institutions

3 credits (3 lec hrs/wk)

An introduction to American political institutions, processes and ideology in relation to politics and public policy.

PS202 American Government: Policy Issues

3 credits (3 lec hrs/wk)

This course continues study of civil liberties and practical application of powers of the federal government to society's problems. Current issues in American politics and the application of federal government powers to society's problems will be addressed.

PS205 International Politics: Global Issues

3 credits (3 lec hrs/wk)

Analysis of current relations between nations, international and regional organizations, and non-governmental agencies. Emphasis on international political economy, global environment, human rights and security issues. Major world regions as well as developed and developing third world countries will be studied.

PSYCHOLOGY

PSY111 Introduction to Personality and Development

3 credits (3 lec hrs/wk)

Introductory course in personality and development. Emphasis on aiding student toward self-understanding and personality development. Stresses theories of personality, interpersonal relations, interpersonal communications and small group interactions.

PSY201 General Psychology

3 credits (3 lec hrs/wk)

Introduces principles and theories of human behavior. Stresses scientific methodology, brain and other physiological influences on behavior, learning, sensory and perceptual processes.

PSY202 General Psychology

3 credits (3 lec hrs/wk)

Focuses on memory, consciousness, language and thinking, life span development and motivation.

PSY203 General Psychology

3 credits (3 lec hrs/wk)

Focuses on emotion, stress, health, intelligence, personality, mental disorders, treatment of mental disorders and social psychology.

PSY228 Introduction to Social Science Research

3 credits (3 lec hrs/wk)

Introduction to the basic research methods used by social scientists. Includes an introduction to statistical analysis, observational studies, survey research and experimental design.

Prerequisite: MTH 60 with a C or better.

PSY239 Introduction to Abnormal Psychology

3 credits (3 lec hrs/wk)

Discusses the diagnosis, etiology and therapy of emotional disturbances and behavioral disorders.

PSY240 Introduction to Psychopharmacology

3 credits (3 lec hrs/wk)

Basic introduction to the principles of drug action on the mind and body. Focuses on drug metabolism, the nervous system and neuron physiology. Includes some psychopharmacological research findings on alcohol, psychotherapeutic drugs, benzodiazepines, barbiturates, stimulants, marijuana, opiates, caffeine, nicotine and hallucinogens.

READING See Academic Skills

REAL ESTATE

Most real estate courses are offered on an individual basis. Contact the Office of Outreach and Professional Development for more information.

RE9290 Oregon Real Estate

1 credit (12 lec hrs total)

A review of the financing program available in the marketplace today. Emphasis on conventional real

estate loans, government finance programs, finance regulations and alternate and seller financing. Provide continuing education for realtors.

RE112 Real Estate Law I

3 credits (3 lec hrs/wk)

Survey of Oregon Real Estate Law as it applies to ownership, use and transfer of real property, classes of property, legal description, instruments of conveyance, estates, liens, easements, deed restrictions and contracts. Partially fulfills the educational requirements for the Oregon Real Estate Salesperson License. This course is a self-study course.

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. This course is a self-study course.

RE116 Real Estate Finance I

3 credits (3 lec hrs/wk)

Describes methods for financing the acquisition and transfer of real property. Includes the mortgage market, money, mortgage loan procedures, lending instruments, foreclosures and remedies, government loan programs and nongovernment loan programs. Partially fulfills the educational requirements for the Oregon Real Estate Salesperson License. This course is a self-study course.

SCIENCE, GENERAL

PHYSICAL SCIENCE

A sequence in Physical Science must include GS104 and GS105 plus either GS106, GS107 or GS108.

GS104 Physical Science

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

This course provides an overview of the essential ideas in physics with an emphasis on the laws of motion, work and energy. The topics are presented from a historical perspective. This foundation is then used as the basis for studying concepts in light, electricity and modern physics.

Prerequisite: MTH70 with a C or better.

GS105 Physical Science

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

This course is an introduction to the elementary facts and ideas of chemistry and also a brief survey of the broader world of chemistry and its contributions to modern technology. Several environmental issues will be developed as a framework for learning chemistry. The course will cover atomic structure, properties of the elements, chemical reactions, molecular structure, chemical bonding, atmospheric chemistry, solution chemistry, and selected topics in organic and biochemistry.

Prerequisite: MTH70 with a C or better.

GS106 Introduction to Earth Science

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

Introduces various branches of earth science. Includes basic terminology, fundamental processes and respective interrelationships. Exercises may be added.

GS107 Astronomy

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

A descriptive treatment of the solar system, stars, stellar evolution, galaxies and cosmology. The results of current space missions are emphasized. Recent discoveries in stellar astronomy will be discussed.

Fulfills one term of Physical Science Survey requirement. Includes lab component.

Prerequisite: MTH70 with a C or better.

GS108 Oceanography

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

Studies the ocean and its phenomena. Discusses the chemical, biological, geological and physical nature of the oceans, the ocean floor and shoreline. The course also includes sedimentation, volcanism, plate tectonics and other geological aspects of the oceans. Laboratory exercises included if taken for 4 credits.

GS198/298 Independent Studies in General Science

1-3 credits (1-9 hrs/wk to be arranged)

Prerequisite: Instructor consent.

SOCIOLOGY

SOC198/298 Independent Studies in Sociology

1-3 credits (hrs to be arranged)

Prerequisite: Instructor consent.

SOC199A/ANTH199A Special Topics in Sociology

1 credit (30 lab hrs total)

A field study of significant sociological and/or anthropological features of a selected region. Students will apply techniques of inquiry and analysis from various academic disciplines in order to understand and resolve key issues at selected field study sites. Introductory lecture/lab will survey key issues and introduce techniques required for a site-based field study.

SOC204 General Sociology

3 credits (3 lec hrs/wk)

Focuses on sociology as a science, examines concepts related to human social structure, culture, socialization, status and role, gender roles, social groups, organizations, social stratification, race and ethnic relations.

SOC205 General Sociology

3 credits (3 lec hrs/wk)

Applies sociological perspectives to the study of recent social changes, trends in social institutions of the family, religion, education, economics, politics, medical sociology, plus selected topics.

Prerequisite: SOC204 with a C or better.

SOC206 General Sociology

3 credits (3 lec hrs/wk)

Discusses identification and analysis of social problems. Explores addictions, crime and delinquency, group discrimination, inequality, poverty, alienation, domestic and international violence, environment and energy from sociological perspectives focusing on feasible solutions.

Prerequisite: SOC205 with a C or better.

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.

SOC213 Racial and Ethnic Relations

3 credits (3 lec hrs/wk)

An historical perspective and contemporary problems in American society as related to minority and majority populations.

SOC220/CJ131 Institutional Corrections

3 credits (3 lec hrs/wk)

A detailed exposure to correctional facilities used for the punishment of those convicted of crimes. The evolution of the penal institution, levels of custodial security, and issues relating to custodial, treatment, and programs within penal institutions will be explored. Field trips to correctional facilities.

SOC221/CJ201 Juvenile Delinquency

3 credits (3 lec hrs/wk)

A philosophical, historical, and practical survey of juvenile justice administration in the United States. Considered in the context of an interdisciplinary framework, theories, factors, and characteristics of delinquency will be presented and treatment and delinquency prevention programs will be surveyed.

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**SP0521 Public Speaking (Introduction to Basic Communication and Speech)**

0 credit (3 lec hrs/wk)

Introduces the art of public speaking. Includes basic skills in oral communication as well as speech writing, research, conducting meetings, extemporaneous speaking and oral reading. Includes an introduction to the communication process, nonverbal communication, role playing, problem solving and group dynamics; considers a variety of individual and small group communication situations. Develops self-awareness, self-confidence, listening and feedback, nonverbal dynamics and conflicts reduction.

SP100 Basic Speech Communications

3 credits (3 lec hrs/wk)

Applies general communication theories of intra-personal, interpersonal and group communication. Develops an awareness of interpersonal communication as it relates to employment and informational interviewing, groups problem solving and communication climates.

SP111 Fundamentals of Public Speaking (Podium)

3 credits (3 lec hrs/wk)

Students prepare and present original, informative speeches with emphasis on content, organization, delivery and technique.

SP112 Persuasive Speech (Podium)

3 credits (3 lec hrs/wk)

Students examine persuasion in a variety of contexts. Students will prepare and present original persuasive speeches. The study of theory includes critical thinking, persuasive techniques, organization patterns and audience analysis.

SP217 Understanding Media: Persuasive Image

3 credits (3 lec hrs/wk)

Focus is on the effects of mass media on society. Special discussions include media violence studies, children and television, sexism, ageism, racism in the media and social movements. The agenda-setting functions of the media and critical consumer awareness is also presented.

SP218 Interpersonal Communication

3 credits (3 lec hrs/wk)

Focuses on improving communication with oneself in order to improve relationships. Addresses perception, emotions, language, non-verbal communication, listening and conflict resolution skills.

SP219/HS260 Small Group Discussion (Group Dynamics)

3 credits (3 lec hrs/wk)

Focuses on skill building and theory in decision-making, problem setting, presentation planning and knowledge of group process. This course is also designed to assist students in using effective small group techniques in a variety of settings.

SP229 Oral Interpretation

3 credits (3 lec hrs/wk)

Introduces techniques of delivery including diction, vocal intonations and gestures. Students apply techniques of literature and audience analysis. Class requires analysis and oral interpretation of several pieces of literature.

THEATRE**TA0503 Acting I**

0 credit (3 lec-lab hrs/wk)

Students will be introduced to the monologue, learning several rehearsal techniques based on Stanislavski's method of acting.

TA0504 Acting II

0 credit (3 lec-lab hrs/wk)

Students focus on vocal expression, studying methods and techniques of voice production in the theater. These methods and techniques are practiced in monologues and imitations.

TA0505 Acting III

0 credit (3 lec-lab hrs/wk)

Students will experience several elements connected with an audition, then take part in an audition.

TA0507 Stage Presence

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

Prepares individuals in the art of stage presence and understanding audience behavioral patterns.

TA100 Introduction to Theatre

3 credits (3 lec hrs/wk)

Studies the development, theory and processes of creating live performances through human expression.

TA141 Acting I: Monologues

3 credits (3 lec hrs/wk)

Studies the methods, techniques and theory of acting as an art form. Performance of laboratory exercises and cuttings from plays are the basic teaching approaches.

TA142 Acting II: Vocal Expression

3 credits (3 lec hrs/wk)

Studies the methods, techniques and theory of acting as an art form. Performance of laboratory exercises and cuttings from plays are the basic teaching approaches.

TA143 Acting III: Scenework

3 credits (3 lec hrs/wk)

Studies the methods, techniques and theory of acting as an art form. Performance of laboratory exercises and cuttings from plays are the basic teaching approaches.

TA153 Rehearsal and Performance

(From Audition to Closing Night)

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

Training in theater production through rehearsal of a play for public performance. Includes stage crew, production people, and actors.

TA241 Intermediate Acting Techniques: Styles

3 credits (3 lec hrs/wk)

Surveys styles and techniques of acting including mime, improvisation, voice, stage combat and physical preparation.

TA242 Intermediate Acting Techniques:**Improvisation**

3 credits (3 lec hrs/wk)

Surveys styles and techniques of acting including mime, improvisation, voice, stage combat and physical preparation.

TA243 Intermediate Acting Techniques:**Rehearsal Process**

3 credits (3 lec hrs/wk)

Surveys styles and techniques of acting including mime, improvisation, voice, stage combat and physical preparation.

TA299 Special Studies: Interactive Theater

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

Presents selected topics of study in interactive theater. Class participants will conceive of, rehearse, and perform in ensemble selected scenes, based upon issues of personal, theoretical, social, and political concern. Performance component may result in interactive, playback, or Forum Theater. Also offered as TA0509 for no credit or grade.

WELDING TECHNOLOGY**WELD4165 Welding Lab A**

3 credits (9 lab hrs/wk)

This course leads students toward AWS structural certification on 3/8 plate using E6010 electrodes. Students will free bend test coupons in each position starting in flat, progressing toward overhead. Emphasis on welding techniques that meet or exceed industrial standards.

Prerequisites: WELD101, WELD211 and WELD250 with a C or better. May be taken concurrently.

WELD4166 Welding Lab B

3 credits (9 lab hrs/wk)

An extension of Lab A where students continue welds with E6010 electrodes, progressing through overhead position. Students will start welding with E7018 low hydrogen electrodes. All testing will be according to AWS structural codes. Emphasis on quality welding, not quantity.

Prerequisite: WELD4165 with a C or better.

WELD4167 Welding Lab C

3 credits (9 lab hrs/wk)

An extension of Welding Lab B, allowing students the opportunity to finish welding and testing with E7018 low hydrogen electrodes. Options for welding with hard wire and flux core will be available.

Emphasizes welding according to structural codes. Prerequisite: WELD4166 with a C or better.

WELD9225 Welding Workshop:**Argon/TIG Welders Only**

0.25 credit (12 lab hrs total)

Provides experienced welders with practice in basic welding techniques for skills upgrading and/or certification.

Prerequisite: Instructor consent.

WELD9225 Welding Workshop:**Certification for Non-Majors**

0.25 credit (12 lab hrs total)

Provides experienced welders with practice in basic welding techniques for skills upgrading and/or certification.

Prerequisite: Instructor consent.

WELD9225 Welding Workshop:**Certification for Majors**

0.25 credit (12 lab hrs total)

Provides experienced welders with practice in basic welding techniques for skills upgrading and/or certification.

Prerequisite: Instructor consent.

WELD101 Welding Processes I

3 credits (1 lec, 4 lec-lab hrs/wk)

Emphasizes oxy-acetylene welding and cutting, introduction to Gas Tungsten Arc Welding and Plasma Arc Cutting. Topics include soft soldering, brazing, silver soldering and oxy-acetylene welding in flat, horizontal and vertical positions using several joint designs. Efficient use of hand and machine oxy-acetylene torch cutting are covered. An introduction to Gas Tungsten Arc Welding, basic setup and operation, and Plasma Arc Cutting setup and operation. Industrial Safety, joint design, welding techniques, cutting techniques and proper care of equipment will be stressed.

WELD102 Welding Processes II

3 credits (1 lec, 4 lec-lab hrs/wk)

Introduction to Electric Arc Welding Processes with primary emphasis on the basics of Shielded Metal Arc Welding, Gas Metal Arc Welding and Flux Cored Arc Welding. Students will develop basic knowledge and skill in set-up and safe use of Shielded Metal Arc Welding (SMAW), Gas Metal Arc Welding (GMAW) and Flux Cored Arc Welding (FCAW) to industry standards. Basic welding application using SMAW, GMAW and FCAW will be discussed in lecture and demonstrated in lab with students required to perform basic welds.

WELD201 Welding and Joining Processes

3 credits (1 lec, 4 lec-lab hrs/wk)

This course studies the application of modern welding, joining and forming processes on new emerging manufacturing materials. The focus is on new welding and joining processes for ferrous and non-ferrous metals and various materials used in manufacturing. Metallurgy of ferrous and non-ferrous materials and properties of other materials will be researched. Students will learn from lecture/discussion, audio-visual presentations, lab experiences, demonstrations,

and research activities. Emphasis will be on new emerging products and technologies.

Prerequisites: WELD211 and WELD255 with a C or better.

WELD211 Shielded Metal Arc Welding I

3 credits (1 lec, 4 lec-lab hrs/wk)

This course covers Shielded Metal Arc Welding (SMAW) including safety, arc welding fundamentals, polarity, amperage ranges, weld techniques, weld defects, causes and cures. Students learn through lecture, demonstration, and practical application of skills and concepts. Lab activities will cover flat, horizontal and vertical welds using E6010 and E7018 electrodes.

Prerequisites: WELD101 and WELD102.

WELD212 Shielded Metal Arc Welding II

3 credits (1 lec, 4 lec-lab hrs/wk)

This course is an advanced level course in Shielded Metal Arc Welding. Emphasis is on operating characteristics of E6010 and E7018 electrodes, constant current type power sources, properties of steels, manipulative techniques for welding, proper joint design preparation and AWS certification standards and testing methods. Lab activities will cover vertical and overhead welds using E6010 and horizontal fillet, vertical and overhead welds using E7018.

Prerequisite: WELD211.

WELD250 Gas Tungsten Arc Welding

3 credits (1 lec, 4 lec-lab hrs/wk)

This course covers all aspects of manual Gas Tungsten Arc Welding (GTAW) from safety and process operation through welding techniques and applications. Students learn through lecture, demonstration and practical application of concepts and techniques. Emphasis will be on safety, equipment set-up, manual welding techniques and procedures for both ferrous and non-ferrous materials, quality control and inspection, and industrial codes and procedures.

WELD255 Gas Metal/Flux Cored Arc Welding

3 credits (1 lec, 4 lec-lab hrs/wk)

This course covers advanced uses of wire feed welding processes. Students will learn techniques in wire feed welding process through lecture/demonstration and practical application of industry methods. The semi-automatic Gas Metal Arc Welding (GMAW) and Flux Cored Arc Welding (FCAW) processes and manual welding techniques will be presented. Equipment needs and setup, joint design, filler materials, shielded gases, welding techniques along with safety will be stressed.

Prerequisites: WELD101 and WELD102.

WELD260 Pipe Fitting and Welding

3 credits (1 lec, 4 lec-lab hrs/wk)

This course is an introduction to pipe layout, fitting and arc welding. Through lecture, demonstration and practical application, students will be presented with basic pipe and piping information, basic pipe layout practices, and basic pipe welding techniques for 1G rolled position, 2G and 5G fixed position using E6010 and E7018 electrodes. Safety, quality, and

proper weld technique will be stressed according to industry standards for appearance and weld soundness.

Prerequisites: WELD101 and WELD211.

WELD265 Fitting and Fabrication

3 credits (1 lec, 4 lec-lab hrs/wk)

Provides layout and fitting skills applicable to an industrial welding and fabrication shop. It is designed to provide students with the experience of reading prints, estimating and ordering material, performing layout and cutting work, fitting pieces into assemblies, and weld-out procedures applicable to fabricating a finished product. Students will learn in a lecture/lab environment which will emphasize problem solving and cooperation within an industrial-like environment. Safety, accuracy, quality and a commitment to excellence will be emphasized in completing assigned lab fabrications.

Prerequisites: WELD101 and WELD211.

WELD270 The Welder and Manufacturing

3 credits (1 lec, 4 lec-lab hrs/wk)

This course will provide insight into the role of the welder in manufacturing processes, in both current and future manufacturing facilities. Problem solving and cooperation for individual and group projects will be stressed. Students will learn through lecture/discussion, audiovisual presentation, lab experiences, demonstrations, manufacturing simulations and research activities.

Prerequisites: WELD211 and WELD255 with a C or better.

WORKPLACE ISSUES

WKPL4350 Workplace Issues

2 credits (2 lec hrs/wk)

Assists students in acquiring the interpersonal and human relations (including effective and clear speaking, inquiry and listening) skills, adapting to change, valuing diversity, developing intellectual tolerance and balancing the needs of work, family and self. This will be accomplished utilizing examinations, written assignments, class activities and various reading materials.

WKPL9033 Career Workshops (General)

0 credit (1-120 lec hrs total)

Career workshops are training sessions that improve the present skills of the employee.

WRITING

WR0525 Sentence Fundamentals

5 credits (5 lec hrs/wk)

Designed to teach the skills of writing well-formed, grammatically correct and varied sentences, and of using punctuation. Credits do not count toward graduation.

WR0542 Writing Your Autobiography

3 credits (3 lec hrs/wk)

Introduces students to the techniques of writing an autobiography. Includes method, style and organization. Both student and non-student works are discussed in class in order to develop writing techniques.

WR0543 Creative Writing: Fiction

1 credit (3 lec hrs/wk)

Concentrates on fiction writing techniques of characterization, thematic content, dialogue, scenes and structure. Exercises are written and critiqued.

WR0546 Creative Writing: Poetry

1 credit (3 lec hrs/wk)

Introduces the theory, techniques, and practices of poetry writing to the beginning student through reading published work and through written classroom exercises. Part of the term is spent in a writers' workshop discussing, analyzing and critiquing student writing by the class and instructor.

WR0552 Creative Writing: Explorations

1 credit (3 lec hrs/wk)

This course introduces the theory, techniques and practice of poetry writing to the beginning student through reading published work and through written classroom exercises. Part of each term is spent in a writers' workshop where student writing is discussed, analyzed and critiqued by the whole class and the instructor.

WR0593 Writing Lab

0 credit (variable hrs/wk)

Writing Lab is a support service for Southwestern students in the process of academic writing, providing individual assessment and instruction in specific writing problems from mechanics to content. Students must be enrolled in at least one Southwestern course.

WR0667 Getting Published

2 credits (2 lec hrs/wk)

Presents students with proper formats for submitting their letters, columns, articles, poems, fiction, books, and screenplays to publishers. Topics will include queries, electronic submissions, desktop publishing, vanity publishers and agents. Will enable students to use resource materials to locate proper publisher for their writing. Includes marketing tips. Course will also be a workshop in which actual works are submitted and/or published.

WR0759 Writing and Editing

0 credit (2 lec hrs/wk)

Individualized writing instruction teaches students the writing process; invention, revision, and editing, with the focus on students analyzing and improving their own writing process and writing.

WR60 Writing for Foreign Students

5 credits (3 lec hrs/wk)

Writing for Foreign Students focuses on improving sentence construction and variety as well as paragraph and essay development. All reading and writing practice is done using texts from various disciplines in the humanities and science for the purpose of preparing foreign students for success in mainstream college courses.

Prerequisite: Minimum TOEFL score of 450.

WR90 Paragraph Fundamentals

3 credits (3 lec hrs/wk)

Designed to help students write clear, correct paragraphs in standard English. A final goal is to have students organize paragraphs in an extended essay. Will include discussion of grammar, punctuation and conventions of style and usage.

Prerequisite: WR0525 with a C or better or placement test score.

WR121 English Composition

3 credits (3 lec hrs/wk)

Presents the fundamentals of expository prose through the development and frequent exercise of writing abilities. Designed to help students learn the use of unity, clarity, coherence and detail in the development of written ideas. Sequence with WR122, WR123 or WR227. Must be taken in sequence.

Prerequisite: WR90 with a C or better or placement test score.

WR122 English Composition

3 credits (3 lec hrs/wk)

Fundamentals of expository prose with special emphasis on rhetorical principles of argumentation. Special attention is given to audience and style. Basic principles and use of logic in argumentative/persuasive writing are introduced. Must be taken in sequence with WR121, WR123 or WR227.

Prerequisite: WR121 with a C or better.

WR123 English Composition

3 credits (3 lec hrs/wk)

Designed to teach the research process; the conventions of writing and documenting a research paper; and the discourse conventions, audience expectations, and bibliographic formats of selected disciplines. Emphasis is on developing a method for planning, researching, and writing papers based on collected information. The research paper develops an argumentative or analytical thesis; it necessitates critical reading and persuasive writing.

Prerequisite: WR122 with a C or better.

WR199A Writing Your Autobiography

3 credits (3 lec hrs/wk)

Introduces students to the techniques of writing an autobiography. Includes method, style and organization. Both student and non-student works are discussed in class in order to develop writing techniques.

WR199B Writing From Observation

1 credit (20 lec hrs/total)

Students will apply techniques of inquiry and analysis from various academic disciplines in order to understand and resolve key issues at selected field sites. Introductory lecture/lab will survey key issues and introduce techniques required for a site-based field study. Initial visits will be organized by a lead instructor or a team of instructors. With pre-approval and consultation of a writing instructor, this course may provide writing assignments for the Freshman Composition sequence. This course may also serve as preparation for a second-year capstone project.

WR214 Business English

3 credits (3 lec hrs/wk)

For Business and Office Occupations majors, WR214 consists of the study of and practice in modern business communication, especially written communication. Emphasis is on persuasive and routine correspondence, rhetorical strategies, and appropriate conventions. The class will shape students' language skills, focusing on conciseness, correctness, and consistent and appropriate tone. Students learn to use style sheets and current conventions in punctuation. Students will use their knowledge of human behavior, business environments, and business organization and apply it to effective written and oral business communication.

Prerequisite: WR121 with a C or better.

WR214T Professional/Technical Writing

3 credits (3 lec hrs/wk)

Professional/Technical Writing will familiarize students with various strategies for accomplishing professional goals through communication. The course will stress the application of higher order thinking in routine and persuasive correspondence, memos and reports by teaching rhetorical strategies and the importance of appropriate style and conventions. Students will write at least 3,000 words to be evaluated by the instructor, in addition to other, non-evaluated assignments.

Prerequisite: WR121 with a C or better.

WR222 Advanced Composition

3 credits (3 lec hrs/wk)

Explores approaches to writing that are beyond the scope of traditional composition offerings. Emphasis is on sophisticated or experimental methods and abundant student writing.

Prerequisites: WR121 and WR122 with a C or better.

WR227 Report Writing

3 credits (3 lec hrs/wk)

Report Writing studies the principles of composition applied to the writing of reports required in the technical and business professions. Includes procedures for fact gathering, organization, graphic layout and other methods of compiling data. Students learn to quote, paraphrase and summarize sources correctly and effectively, and to cite those sources and list them with the aid of a style sheet. Students write

reports in their chosen disciplines. Report Writing may be substituted for WR123 English Composition. **Prerequisite:** WR122, WR214 or WR214T with a C or better.

WR241 Imaginative Writing: Fiction Writing
3 credits (3 lec hrs/wk)

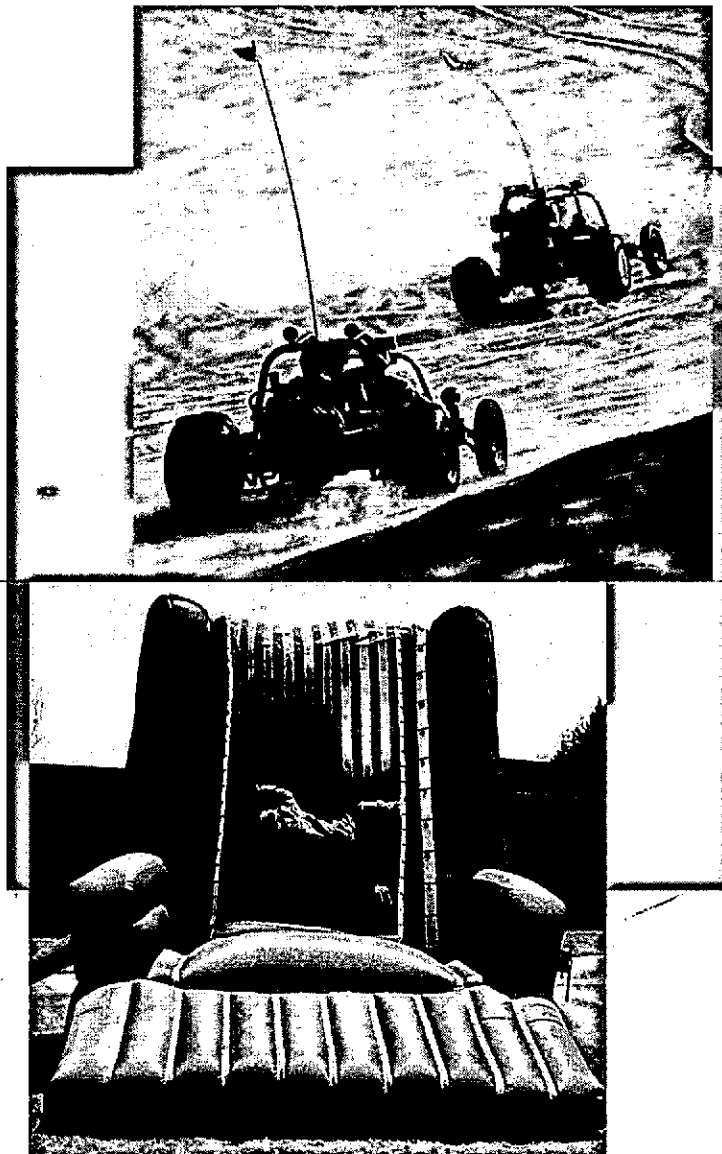
Introduces the theory, techniques and practice of fiction writing to beginning students. Emphasizes the short story. Beginning of the term is spent reading and analyzing published work for writing techniques in characterization, scenes, dialogue, thematic content and structure. Writing exercises, in class and homework, complement these discussions and are critiqued. Remainder of the term is spent in a writers' workshop in which class members and the instructor analyze and critique student writing. Sequence with WR242, WR243. Need not be taken in order.

WR242 Imaginative Writing: Poetry Writing
3 credits (3 lec hrs/wk)

Introduces the theory, techniques and practices of poetry writing to the beginning student through reading published work and through written classroom exercises. Part of the term is spent in a writers' workshop discussing, analyzing and critiquing student writing by the class and instructor. Sequence with WR241, WR243. Need not be taken in order.

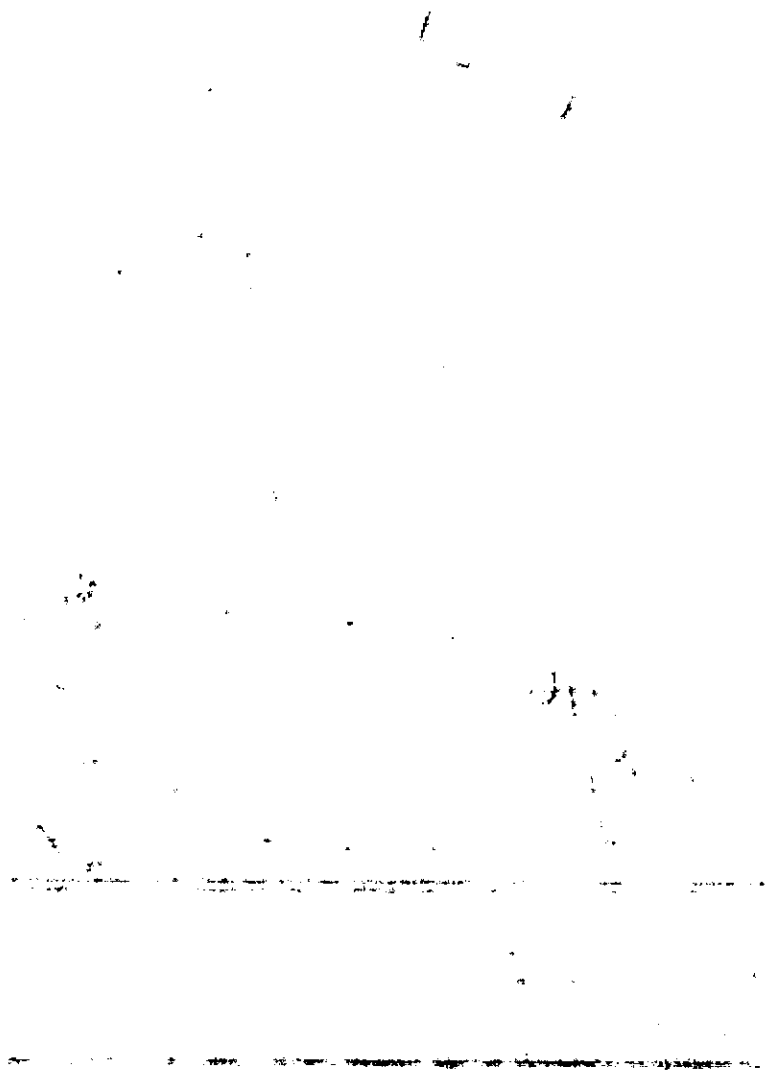
WR243 Imaginative Writing: Explorations
3 credits (3 lec hrs/wk)

Discussion of the techniques of play writing, nature writing, and other selected non-fiction, poetry, and fiction through the reading and analysis of published work and through classroom writing exercises. Areas to be explored depend upon student and teacher interest. Part of the term is spent in a writers' workshop discussing, analyzing and critiquing student writing by the class and instructor. Sequence with WR241, WR242. Need not be taken in order.



Its not all academic ...

XCCI = SECT



administration and faculty



• board of education • budget committee • office of the president •
instructional services • administrative services • marketing, recruitment,
college advancement • information technology • full-time faculty •
• emeritus administrators and faculty •

administration

board of education

Citizens of the college district are represented in all aspects of the college operation by the Board of Education - seven men and women elected, from the towns and cities of the district, by the people. The Board, assisted by five ex-officio Board members representing the students, faculty, classified and administrative staff, determines the policies to be administered by the College President. A seven member appointed Budget Committee assists the Board with annual budget preparation.

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Dr. Stephen Kridelbaugh, President
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Daniel Birkovich, Assistant Director/Lead Teacher, Family Center
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James Bouley, BDC Coordinator, Curry County
Sharilyn Brown, Educational Talent Search Specialist
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Michael Emmett, Newmark Center Coordinator
Hunter Fales, ADA Coordinator
Mary Jane Fisher, CCLS Extended Services Supervisor
Raye Gieseke, Career/Placement Specialist
Melody Gillard-Juarez, Director of Retired and Senior Volunteer Program

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Karen Helland, Child Care Resource/Referral Coordinator
Cindy Hernandez, Office Manager/Administrative Assistant to the Dean of Instructional and Student Services
Margallee James, SOI Academic Assessment Specialist
Barbara Johnson, Mentor/Tutor/Transfer/Retention Specialist, Student Support Services
Kieah Kanui, Assistant Director/Lead Teacher, Family Center
Barbara Miles, Coordinator of Regional Workforce Quality Council
Connie Nelson, Director, Educational Talent Search
Judy Ocobock, Registration/Records Supervisor
Lori Potts, Director, Family Center
Janet Pretti, Curry County Coordinator/Assistant
Paul Reynolds, Coordinator, Fire/Health/Safety Career Development
Jon Richards, Director, Business Development Center
Mike Scott, Director of Corrections Education

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Sheldon Meyer, Dean of Administrative Services
Greg Barker, Director of Plant Services
Robin Bunnell, Director of Financial Aid
Jill Christiana, Bookstore Manager
Joe Colo, Business Manager
Larry Fourmet, Printshop Supervisor/Graphic Artist
Carole Howland, Human Resources Specialist, Employee Relations/Benefits Coordinator
Dan Kiewert, Maintenance Supervisor
Jennifer Meyers, Human Resources Specialist, Recruitment Coordinator
Ron Olson, Special Projects Assistant
Barbara Robson, Administrative Assistant to the Dean of Administrative Services
Jesse Standard, Custodial Supervisor
William Winfield, Public Safety Officer Supervisor

Marketing/Recruitment/College Advancement

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Kelly Gonzales, Public Relations/Marketing Specialist
Barbara Gulias, Resource Development Specialist
Tom Nicholls, Coordinator of Student Recruitment
Jeff Whitey, Director of Housing

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Information Technology

Kat Flores, Interim Director/Information Technology, Research and Planning
Sandi Arbuckle, Systems Administrator
Phillip Barker, System and Security Specialist

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Phillip Anderson
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Elaine Case
Harvey Crim
Sam Cumpston
Barbara Davey
Barbara Dodrill
Nathan Douthit
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Veneita Stender
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Jean von Schweinitz
Carol Vernon
Sheila Ward
Terry Weaver

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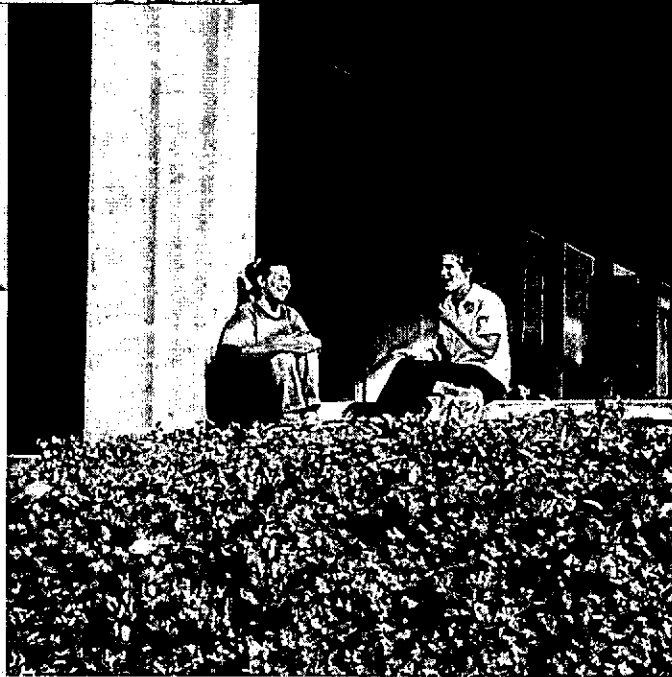
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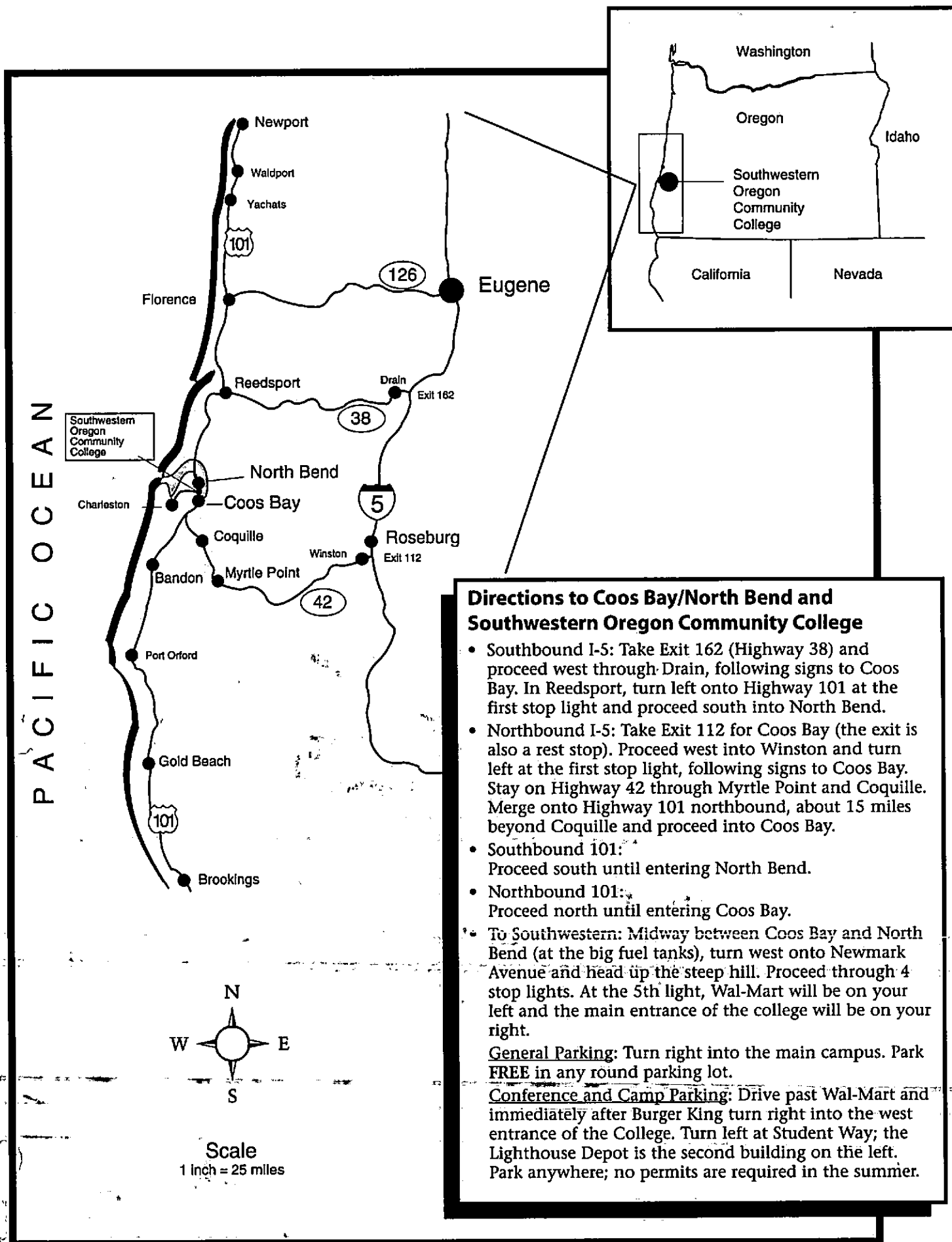


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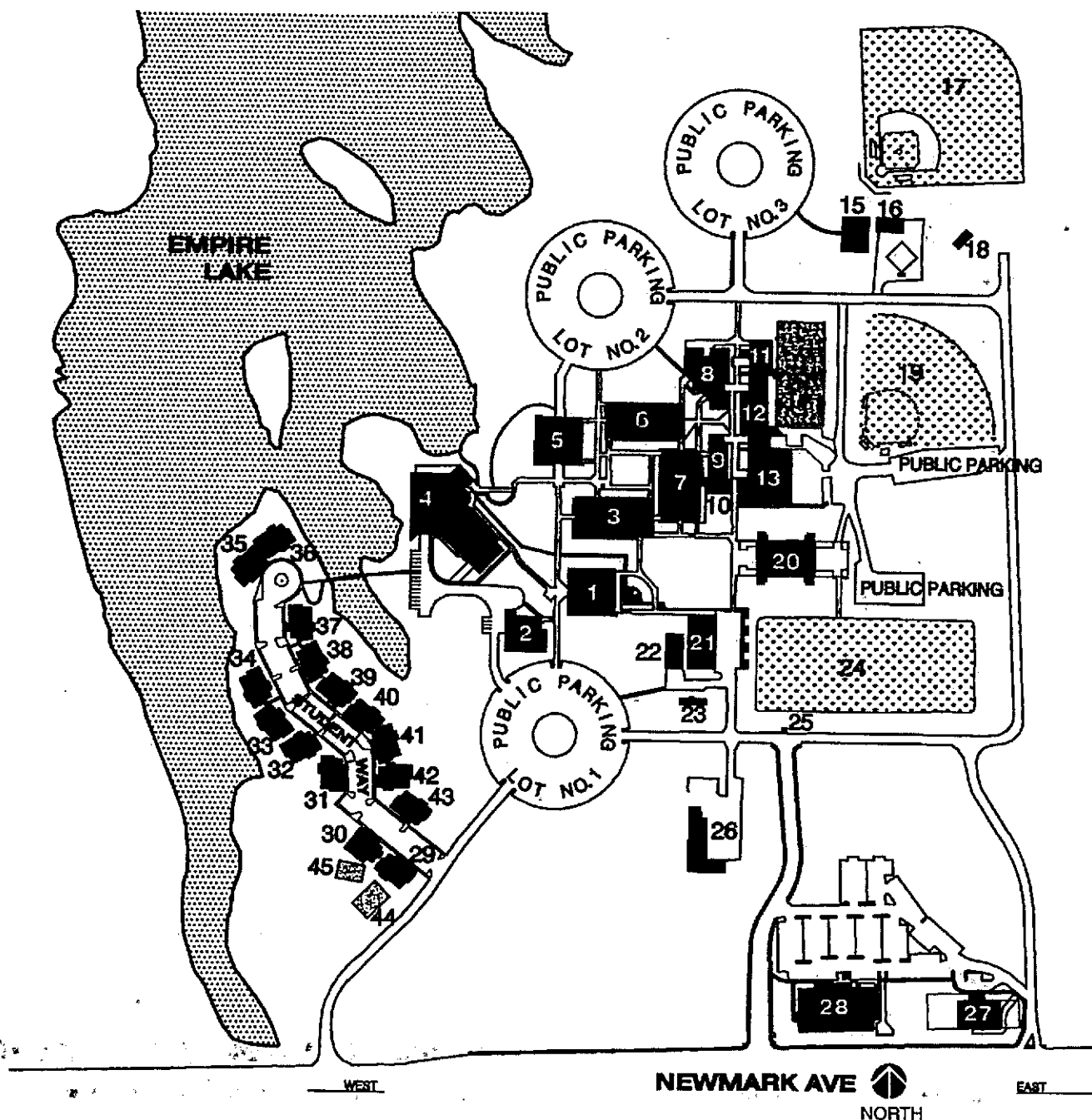


regional map • campus map



campus directory

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| 2. Stensland | 14. Tennis Courts | 26. Plant Services/
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| 3. Randolph Hall | 15. Field House | 27. Family Center/
Child Care | 37. Yaquina Head |
| 4. Empire Hall | 16. Fire Science | 28. Newmark Center | 38. Cape Meares |
| 5. Tioga Hall | 17. Baseball Field | 29. North Head | 39. Tillamook Rock |
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| 10. B-2 | 22. B-3 Storage | 34. Cape Arago | 44. Volleyball Court |
| 11. Sunset Hall | 23. Offices | | 45. Basketball Court |
| 12. Sumner Hall | 24. Soccer Field | | |



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