

WE ARE
Southwestern

www.socc.edu



ACADEMIC CALENDAR 2013-2014

Dates are subject to change. Please check quarterly schedule or online at www.socc.edu

TERM	SUMMER 2013	FALL 2013	WINTER 2014	SPRING 2014
Advising	May 1	May 1	November 13	February 26
Registration (Make payment arrangements with Student First Stop Center at time of Registration)	May 6 - June 26	May 6 - October 2	November 18 - January 8	March 3 - April 2
Bookstore charging begins	June 17	September 24	December 16	March 24
Move-In day for housing residents	June 22	September 27	January 4	March 29
New student orientation		September 28		
Student Service Offices open 9 a.m. - Noon		September 28		
Classes begin	June 24	September 30	January 6	March 31
Waitlists completed, see Instructor.	June 20	September 26	January 2	March 27
Last day to register or add classes without instructor consent.	June 26	October 2	January 8	April 2
Financial Aid Students must complete all add/drops, including wait list classes, for correct check disbursement (funds disbursed based on today's enrollment status)	July 4	October 11	January 17	April 11
Financial Aid Disbursement begins	July 11	October 18	January 20	April 18
Last day to change to audit	August 1	November 8	February 14	May 9
Last day to withdraw	August 7	December 4	March 12	June 4
Graduation applications due	August 1	November 8	February 7	May 2
Southwestern Foundation General Scholarship Applications available 2014-2015		December 2		
Student Awards Convocations 3:00 - 5:00 p.m.				June 4
Final exam week	August 12-15	December 9-12	March 17-20	June 9-12
Textbook buy-back	August 12-15	December 10-13	March 18-21	June 10-13
Check-out for housing residents	August 17	December 14	March 22	June 14
Commencement				June 13
Grades available in myLakerLink	August 28	December 18	March 26	June 18
Term breaks	August 19 - September 20	December 16 - January 3	March 24-28	June 16-20
CAMPUS OFFICES CLOSED (Note: Offices closed on Fridays during the Summer)	June 21, 28 July 4, 5, 12, 19, 26 August 2, 9, 16, 23, 30	September 2, 16 November 11, 28-29 December 23 - January 2	January 20 February 17	May 26



To all of our students and members of our communities:

Welcome to Southwestern! Thank you for choosing Southwestern Oregon Community College (SWOCC) as your destination for education and training.

SWOCC has strong roots in this region, leading back to the inspired pioneers who first brought secondary education to the South Coast and the courageous early students who dodged mud and construction to walk to classes. We are thankful for the five decades our students, employees and communities have supported our missions, visions and the services we provide.

What does your future hold? A degree, certificate of completion or transfer. This catalog is a roadmap to your future. A journey through these pages may lead to a future certificate, degree, or a career pathway. Whether you are trying to advance in your current job or learning skills to start a new career, SWOCC has the instructors and staff to guide you to your destination. Please let us help you complete your goals.

Our graduates experience much success in the workforce as lawyers, nurses, chefs, welders, teachers, parents and every occupation imaginable. We look forward to hearing about your success in years to come. Upon graduation, you are invited to participate in the Laker Club, the college's alumni association.

We invite you to participate in the celebrations this year and continue your personal journeys with SWOCC!

Welcome to the Laker Family!

Patty M. Scott, Ed.D.
President

SOUTHWESTERN HISTORY

Southwestern Oregon Community College is located within two miles of the Pacific Ocean in an area of scenic beauty and mild climate.

The 153-acre institution lies completely within the city of Coos Bay and is bordered on the north and east by the city of North Bend.

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

Enrollment has grown from 266 students in 1961 to nearly 14,500 students annually. Staff has grown from 15 to more than 60 full-time faculty and from 11 to over 275 part-time instructors. Cultural and athletic events at the college attract 20,000 men, women, and children each year.

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

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

government offices, and meeting rooms for school and community activities.

The college entered a new building phase in 1994 with the construction of a new student services and general classroom building. This was followed immediately by a comprehensive Student First Stop Center, a Family Center, student housing, a new baseball field, an indoor athletic practice facility and a state-of-the-art performing arts and conference center.

The residents of Curry County voted to annex themselves to the district in 1995; the college area nearly doubled in size, extending to the California

border. A full range of college services is now offered in Curry County.

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



SOUTHWESTERN MISSION STATEMENT AND ACCREDITATION

MISSION STATEMENT

Southwestern Oregon Community College supports student achievement by providing access to lifelong learning and community engagement in a sustainable manner.

Adopted November 19, 2012.

CORE THEMES

- Learning and Achievement
- Access
- Community Engagement
- Sustainability

Adopted November 19, 2012.

VISION STATEMENT

Southwestern leads and inspires lifelong learning.

Adopted June 26, 2006

ACCREDITATION

Southwestern Oregon Community College is accredited by the Northwest Commission on Colleges and Universities.

Accreditation of an institution of higher education by the Northwest Commission on Colleges and Universities indicates that it meets or exceeds criteria for the assessment of institutional quality evaluated through a peer review process. An accredited college or university is one which has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future.

Institutional integrity is also addressed through accreditation. Accreditation by the Northwest Commission on Colleges and Universities is not partial but applies to the institution as a whole. As such, it is not a guarantee of every course or program offered, or the competence of individual graduates. Rather, it provides reasonable assurance about the quality of opportunities available to students who attend the institution.

Inquiries regarding an institution's accredited status by the Northwest Commission on Colleges and Universities should be directed to the administrative staff of the institution. Individuals may also contact:
Northwest Commission on Colleges and Universities
8060 165th Avenue N.E., Suite 100
Redmond, WA 98052
(425) 558-4224
www.nwccu.org

The Northwest Commission on Colleges and Universities officially reaffirmed Southwestern Oregon Community College's accreditation on July 20, 2012, following a comprehensive seven-year on-site review held in April 2012. The next review by NWCCU is the Year One Self-Evaluation Report that is to be submitted to NWCCU by March 1, 2013, and is a self-evaluation report of the Mission and Core Themes that is to include an addendum to address

Recommendations 1 and 2 of the Spring 2012 Seven Year Comprehensive Peer-Evaluation Report.

Copies of the college's accreditation, self-study reports, approvals, and certifications are available for review by contacting the Accreditation Liaison Officer or requesting to review copies of reports which have been made available at the Library (not all reports are available at the Library at this time), located in Tioga Hall. NWCCU Accreditation status is granted as an institution; any program specialized accreditation or approvals are granted by other agencies.

SOUTHWESTERN PROGRAM ACCREDITATION

OREGON COAST CULINARY INSTITUTE CULINARY AND BAKING AND PASTRY PROGRAMS ACCREDITATION

Culinary Arts and the Baking and Pastry Programs were granted accreditation by the American Culinary Federation (ACF). This accreditation is the highest level available for initial accreditation by the ACF – the premier professional chefs' organization in North America, focusing its efforts on offering education, apprenticeship and industry certification. With the accreditation, OCCI's graduates will automatically gain the title of Certified Culinarian upon graduation, along with their associate's degrees.

NURSING PROGRAM ACCREDITATION

The Oregon State Board of Nursing (OSBN) is the state agency responsible for overseeing the standards for approval of nursing programs in Oregon. Southwestern is an approved program having submitted the required self-study in Fall 2006. The OSBN website provides the following information:

The Oregon State Board of Nursing monitors continuing compliance with the Standards for Approval. The standards address faculty approval, curriculum approval, and student standards and records as well as several other program specific approvals.

EMT PARAMEDIC PROGRAM ACCREDITATION

The State of Oregon Office of Workforce Development, in partnership with the State's Emergency Medical Services office, reviews programs every five years for each college offering Emergency Medical Services (EMS) training. The program approval encompasses all aspects of a training program, including administrative support, curriculum, facilities, funding, instructor credentials, and program management.

Southwestern began offering the two-year Paramedic Degree in Fall 2008. The first on-site visit for program approval took place on May 28 and 29, 2009. The program was approved through 2012.

CHILDHOOD EDUCATION AND FAMILY STUDIES ACCREDITATION

Both the Associate of Science with an emphasis in Childhood Education and Family Studies and our Associate in Applied Science in Childhood Education and Family Studies are now accredited through the National Association for the Education of Young Children (NAEYC) Early Childhood Associate Degree Accreditation program.





HOW TO ENROLL	6-9
DEGREE REQUIREMENTS	10-12
ASSOCIATE OF ARTS/OREGON TRANSFER (AA/OT).....	14-17
OREGON TRANSFER MODULE (OTM).....	18-20
ASSOCIATE OF SCIENCE/OREGON TRANSFER IN BUSINESS (ASOT-BUS)	21-23
ASSOCIATE OF SCIENCE (AS).....	24-25
ASSOCIATE OF GENERAL STUDIES (AGS).....	26-27
ASSOCIATE OF APPLIED SCIENCE (AAS)	28-29
CAREER PATHWAYS CERTIFICATES OF COMPLETION.....	30-31
CERTIFICATES OF COMPLETION.....	32
PROGRAM REQUIREMENTS	35-107
QUICK REFERENCE GUIDE	13, 33-34
COURSE DESCRIPTIONS.....	108-160
TERMS FOR SUCCESS	161-162
SPECIAL PROGRAMS.....	163-166
ACADEMIC INFORMATION	167-177
COURSE NUMBERING SYSTEM.....	174
GRADES/ACADEMIC STANDING	175-177
STUDENT RESOURCES.....	178-181
STUDENT RIGHTS AND CODE OF CONDUCT	182-188
ADMINISTRATION AND FACULTY	188-192
INDEX.....	193-194

While every effort is made to ensure the accuracy of the information in this catalog, Southwestern Oregon Community College has the right to make changes at any time without prior notice. This catalog is not a contract between Southwestern Oregon Community College and current or prospective students. Some policies and procedures are subject to change. See quarterly schedule of courses for details.

EQUAL OPPORTUNITY

It is the policy of Southwestern Oregon Community College Board of Education that there will be no discrimination or harassment on the grounds of race, color, gender, marital status, sexual orientation, religion, national origin, age, political affiliation, parental status, veteran status or disability in any educational programs, activities or employment. Persons having questions about equal opportunity and nondiscrimination should contact the Vice President of Administrative Services in Tioga 511, phone 541-888-7206 or TDD 541-888-7368. All other issues, concerns, and complaints should also be directed to the Vice President of Administrative Services for referral to the appropriate administrator.

1. GENERAL ADMISSION INFORMATION

Southwestern has an open-door admission policy and welcomes students who wish to obtain a quality education. In general, students may enroll in classes if they meet any one of the following requirements and have the ability to benefit 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; or
- Were home schooled and have met state requirements for high school equivalency/completion.

Students in need of assistance with any part of this process are encouraged to see the Admissions office staff in Dellwood Hall, Room 4, or call 541-888-7636 or 800-962-2838, ext. 7636 to schedule an appointment.

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

Students under the age of 18 who have not graduated from high school or earned a GED must visit www.socc.edu or meet with an advisor/counselor and have his or her parent(s) fill out the "Underage Student Agreement" or "High School Partnership" form. Please contact the Educational Support Programs and Services (ESPS) office in Stensland Hall or call 541-888-7405.

Curry County residents have three locations to contact for assistance, the Curry Campus - Brookings 96082 Lone Ranch Pkwy, 541-813-1676, the Gold Beach Center, 29392 Ellensburg Ave, PO Box 590, 541-247-2741 and the Port Orford Center, 541-332-3023.

2. COMPLETE AN APPLICATION FOR ADMISSION

FIRST-TIME STUDENTS

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

- Apply online at www.socc.edu/admissions and submit the application fee online, or
- Visit the Student First Stop Center in Dellwood Hall for an application and submit it with the application fee, in person or by mail.

Students taking less than 12 credits in a term or attending for personal interest only need to complete a Student Record Form. The non-degree form is located in myLakerLink at www.socc.edu. Once the required information is submitted, please allow three working days to receive your user ID and password by email.

INTERNATIONAL STUDENT ADMISSION

International students must meet federal immigration and college requirements before being admitted to Southwestern. International students who present Test of English as a Foreign Language (TOEFL) scores with a minimum score of 450 may be admitted to Southwestern. Other tests accepted are listed online at www.socc.edu/isp/pgs/admissions/index.shtml.

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

SOUTHWESTERN FACT

International Transcripts must be mailed to a third party evaluator. A fee is charged for this service. World Education Services Inc. - ask for a "Course by Course Report." WES Inc., P.O. Box 26879, San Francisco, CA 94126, 800-414-0147, www.wes.org.

Or

Academic Evaluation Institute Inc. - ask for a "Comprehensive Report." ACEI Inc., P.O. Box 6908, Beverly Hills, CA 90212, 310-275-3530, www.acei1.com.

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

SPECIAL ADMISSIONS PROGRAMS

There are additional admission processes for restricted-entry courses, programs, and training opportunities which require a separate application:

- Baking and Pastry: 541-888-7700
- Culinary Arts: 541-888-7700
- Nursing, Nursing Assistant and Medical Aide: 541-888-7443
- Phlebotomy: 541-888-7443
- Emergency Medical Technician Paramedic: 541-888-7432

Call the numbers indicated or the Admissions Office in Dellwood Hall, Room 4, 541-888-7636.

TRANSFER STUDENTS

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

SOUTHWESTERN FACT

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

3. DECLARE A MAJOR

Degree-seeking students must declare a major on the Application for Admission. To change a declared major, visit the Educational Support Programs and Services (ESPS) office and complete a Change of Major form. Advisors are unable to declare or change majors. Changes to majors made within the second week of the term will apply to the current term. Changes made after that will apply to the following

term. Refer to the catalog from the year in which you declared your major.

STATUTE OF LIMITATIONS ON AA/OT, AS, AGS AND AAS DEGREES & CERTIFICATES

To earn an associate's degree or Certificate of Completion, students must meet the requirements in the catalog year in which they declared their major at Southwestern. Students who are not enrolled in at least one course toward their degree for more than one year will lose the right to complete the degree under the original catalog requirements. Students must then meet the requirements in the catalog from the year they re-enroll at Southwestern.

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

An edition of the catalog is valid for five academic years. For example, a catalog that takes effect in summer of 2012 is valid only through spring of 2017.

Students should regularly consult an advisor in their major field. Failure to complete the requirements within that time line will require students to move to the current catalog year or to petition the Academic Standards Committee, using the Academic Standards Committee Petition form, for an exception to the policy. Students taking more than five years to complete their degree program must have coursework evaluated by the Transcript Evaluator and the program faculty before graduation. Students may have to retake courses or take additional coursework in order to graduate.

SOUTHWESTERN FACT

Students receiving financial aid are required to declare a valid major.

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

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

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

4. APPLY FOR FINANCIAL AID

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

Southwestern's Financial Aid office contacts students by mail/email for the next steps in the financial aid process. For further information visit us online at www.socc.edu/financialaid/, at the Student First Stop Center in Dellwood Hall, or call 541-888-7352.

SOUTHWESTERN FACT

A FAFSA is required every academic year. Starting January 1, the FAFSA and the renewal FAFSA are available online at www.fafsa.ed.gov.

All students seeking student loans must complete a FAFSA and must complete all the financial aid and loan steps.

Degree-seeking students taking less than 12 credits in a term may still have financial assistance available to them. Complete the FAFSA and contact the Student First Stop Center for more information.

5. ARRANGE FOR HOUSING

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

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

6. TAKE A PLACEMENT TEST

The purpose of a placement test is to determine students' entry-level for reading, writing, and math. Tests are given in the Educational Support Programs and Services (ESPS) office located in Stensland Hall between 8:15 a.m. and 3:00 p.m., Monday through Friday, and take an average of two hours to complete. Students will receive a copy of their test results, and students' advisors will discuss the results with them as

well as assist them in selecting classes based on their placement. Call ESPS located in Stensland Hall at 541-888-7371 for more information.

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

SOUTHWESTERN FACT

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

DETERMINING MANDATORY READING

A reading skills class is required for all full-time (12 credits) or degree-seeking students whose reading test scores are between 30-41 on the ASSET Placement test or 36-81 on the COMPASS Placement test. These students are required to attend reading skills classes until their test scores are 41 or higher on the ASSET or 78 or higher on the COMPASS. Students may take other courses needed to complete their programs or degrees while enrolled in reading skills classes. Students with disabilities will not be excluded from this policy based on disability alone.

7. MEET WITH AN ADVISOR

Degree-seeking students must see their advisor for the following term before they may register. Students will discuss their educational goals with their advisors and receive assistance planning their class schedules. Students should visit Educational Support Programs and Services (ESPS) in Stensland Hall if they need an advisor assigned. Students who are unsure of their educational goals may receive help from counselors to determine a college major and career goal.

Visit myLakerLink at www.socc.edu to find a listing of Southwestern classes. Students should register using myLakerLink online at www.socc.edu but may also register in person at the Student First Stop Center.

SOUTHWESTERN FACT

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

8. REGISTER FOR CLASSES

Register at myLakerLink online at www.socc.edu. Students may also receive assistance at the Student First Stop Center in Dellwood Hall.

WHAT MYLAKERLINK CAN DO FOR YOU AT SOUTHWESTERN!

• ACCESS:

Get a user ID
How to use/receive a password

• REGISTRATION:

Search for classes
Register for classes
Add/drop classes
Manage your wait list

• FINANCIAL:

Check your account summary
Make a payment
Check your financial aid status
Apply for a student loan

• ACADEMIC NEEDS:

Email your advisor
Print an unofficial transcript
Order an official transcript
View your GPA and grades

• DIFFICULTIES WITH MYLAKERLINK?

Visit the Southwestern Student First Stop Center in Dellwood Hall; Email firststop@socc.edu; or Call (541) 888-7352.

9. PAY FOR CLASSES

Current tuition and fees are listed online at www.socc.edu, in this catalog and in Southwestern's Schedule of Classes. All courses carry a per credit tuition charge, per credit fee, and a per course fee.

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

SOUTHWESTERN FACT

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

UNDERSTANDING YOUR RESPONSIBILITY FOR PAYMENT

Southwestern accepts cash, checks, money orders, VISA, MasterCard, and Discover.

Refer to Southwestern's website, Southwestern's Schedule of Classes, or the catalog for the refund and withdrawal periods. Refer to the financial aid sections if you will be receiving any type of financial aid assistance.

SOUTHWESTERN FACT

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

10. PURCHASE YOUR TEXTBOOKS

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

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

The Bookstore is located in Stensland Hall. Business hours are Monday-Friday, 8:30 a.m. to 4:30 p.m. and on the web at www.socc.edu/bookstore.

The Bookstore offers online purchasing at www.socc.bkstr.com.

SOUTHWESTERN FACT

Book buy-back is held during finals week of each term. Refer to the academic calendar for exact dates.

11. ATTEND ORIENTATION TO COLLEGE

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



DEGREE REQUIREMENTS

PHILOSOPHY OF GENERAL EDUCATION

Southwestern holds that general education should accomplish two major objectives. The first objective is to provide students with knowledge that will help them attain their full potential as informed and responsible members of society. General education courses offer knowledge that enables students to communicate effectively, to explain relationships among societies, to articulate what it is to be human, to develop artistic expression, to analyze the natural world, and to make informed decisions about physical and mental health.

The second objective of general education is to equip students with the mental skills they must possess if they are to learn independently. Mental skills such as listening, speaking, writing, computing, analyzing, synthesizing, and deliberating logically will enable students to learn on their own throughout their lives.

Southwestern intends that students who complete general education classes shall possess the knowledge and the mental skills essential if they are to develop their potential as individuals and as citizens. General education requirements are aimed at conveying to students the knowledge that each person is valuable and that communities of people are valuable. They are designed to prepare students to promote their own personal well being and that of society.

A core of general education instruction permeates each of the college's five degrees (AAS, AGS, AA/OT, AS, ASOT-BUS), offering students many opportunities to acquire the knowledge and mental skills they must possess to become lifelong learners and responsible citizens.

GENERAL STUDENT LEARNING OUTCOMES

Students graduating from Southwestern with a two-year degree are expected to have gained the knowledge, skills and attitudes (dispositions) and to demonstrate competency for the following institutional general learning outcomes:

Communication: Students completing a degree will be able to demonstrate effective knowledge, skills, and attitudes in reading, writing, speaking, and listening, presentation of self and information.

Computation: Students completing a degree will be able to demonstrate effective knowledge, skills, and attitudes in technology skills, computer proficiency, math proficiency, decision analysis (synthesis & evaluation), understanding of and ability to apply mathematical concepts and reasoning, analyzing and using numerical data.

Creative, Critical & Analytical Thinking: Students completing a degree will be able to demonstrate effective knowledge, skills and attitudes using curiosity, learning strategies, information gathering, analysis, synthesis, evaluation, creativity, research, and problem solving.

Community/Global Consciousness & Responsibility: Students completing a degree will be able to demonstrate effective knowledge, skills, and attitudes involving respect, citizenship, cultural awareness, interpersonal skills, ethics, lifelong learning, community service, self-esteem, integrity, and empathy.

Discipline Content: Students completing a degree will be able to demonstrate effective skills and attitudes that are specific to a discipline or career.

ENTRY REQUIREMENTS

Students are required to take the college placement test to determine skill level and readiness in math, reading and writing. As part of their program, students must begin with the courses within their skill level as determined by the placement test score.

Certain programs are restricted-entry programs. Please see the program pages for further instruction.

ADVANCED STANDING

Course work from accredited colleges and universities will be accepted in accordance with college policies.

ASSOCIATE OF ARTS-OREGON TRANSFER DEGREE (AA/OT)

The AA/OT degree is designed for students planning to transfer into a baccalaureate degree program in the Oregon University System (University of Oregon, Oregon State University, Eastern Oregon University, Western Oregon University, Southern Oregon University, Portland State University, or Oregon Institute of Technology). All of these universities accept the AA/OT as a "block transfer," enabling a student to enter as a junior with all of the transfer school's lower division general education requirements met. The AA/OT offers students the flexibility to choose courses that interest them while fulfilling requirements at their transfer schools.

Several Oregon private institutions and a limited number of out-of-state institutions also accept the AA/OT. These include Concordia University, Pacific University, Warner Pacific College, George Fox University and Marylhurst University in the Portland area, as well as Western Baptist College, BYU - Hawaii, Hawaii Pacific University, Boise State University, Seattle Pacific University, and Washington State University.

It is important to note that the AA/OT may not be the best degree option for all majors. Students should consult advisors in their major areas for educational planning related to required courses in their majors.

ASSOCIATE OF SCIENCE – OREGON TRANSFER IN BUSINESS (ASOT-BUS)

The ASOT-BUS degree is designed for business majors planning to transfer to a baccalaureate degree program at four-year institutions in the Oregon University System (OUS). It does not guarantee admission to the business school/program of any OUS institution. A student who holds the ASOT-BUS degree transferring to any institution in the OUS will have met the lower division general education requirements for that institution's baccalaureate degree programs. Students will also have junior standing for admission and registration purposes.

ASSOCIATE OF SCIENCE (AS)

The AS degree is designed for students who plan to transfer and complete a Bachelor of Science degree at a four-year institution. The degree requirements allow students more flexibility in course selection, allowing them to focus on their major requirements. NOTE: Completion of this degree does not guarantee that all lower division general education requirements have been met for a baccalaureate degree (i.e., this is not a block transfer degree as is the AA/OT). In selecting courses for this degree, students are strongly encouraged to consult the specific transfer curriculum pages in this catalog, a faculty advisor, and the institution to which they intend to transfer to determine if it is an appropriate choice.

ASSOCIATE OF GENERAL STUDIES DEGREE (AGS)

This flexible degree option enables a student to complete an associate's degree that is tailored to the general education requirements of the transfer school. Students must exercise caution in using the AGS option, as the degree does not guarantee transferability of courses completed. Educational planning for the AGS should be done with the help of an advisor.

OREGON TRANSFER MODULE (OTM)

The OTM is an approved 45-unit subset of general education courses (foundational skills and introduction to discipline courses) that are common among Oregon's colleges and universities. Courses are selected from an approved list of 100 and 200 level general education requirements, determined by each Oregon community college, OUS institution, or participating Oregon independent college or university. It is designed to improve student access to a college degree by enhancing opportunities for the transfer of credits earned at one community college or OUS campus to another public college or university.

Any student completing the requirements for an OTM that conforms to the guidelines will have met the requirements for the OTM at any Oregon community college or institution in the OUS institution. At the time of transfer, the receiving institution may specify

additional course work for a major or degree, and for any additional institution specific general education requirements not included in the OTM.

DIRECT TRANSFER

Transfer without a degree is an option for Southwestern students. A student may select a major and transfer school, then take only the specific courses required for that major and/or college. Students in certain majors may need to transfer after one year to take advantage of critical major courses offered in the sophomore year. When a student opts for direct transfer, Southwestern courses are evaluated and accepted on a course-by-course basis by the transfer institution.

Direct transfer students must meet the transfer schools' "freshman" or "transfer admission" requirements. Catalogs from transfer institutions contain information about credit hour and grade point average requirements and transfer application procedures.

TRANSFER DEGREE REQUIREMENTS

SUCCESSFUL TRANSFER

Success in the transfer process is largely the result of careful planning. It is each student's responsibility to learn the program requirements of any prospective transfer school and to keep up-to-date on changes in those requirements. Therefore, students should periodically contact the Educational Support Programs and Services (ESPS) office and/or the transfer institution for updates. Prudent use of available resources and advising can help ensure smooth transition to a four-year institution.

Students can benefit from following these tips for successful transfer:

- **Plan Ahead:** Enroll in HD100: College Success and Survival and/or contact an advisor during your first term at Southwestern to develop an education plan. If you need help with choosing a major or career, enroll in HD140 Career/Education Exploration or HD208 Career/Life Plan. Consider taking HD215 Transfer Success.
- **Maintain Contact:** Establish early contact with Admissions representatives and major advisors at Southwestern and transfer institutions. Keep in touch with them in order to keep up-to-date on major and transfer requirements.
- **Know the Rules:** Pay attention to GPA and transfer credit policies, application deadlines and both general education and major course requirements of transfer institutions.
- **Confirm Transferability of Courses:** Not all 100-200 level courses transfer to all four-year schools. Transfer colleges have the "last say" on transferability.
- **Utilize Transfer Resources:** This catalog, the Educational Support Programs and Services (ESPS) office, quarterly Transfer

Days and Southwestern faculty advisors are key sources of information and guidance.

- **Ask for Help:** Make sure you have current and complete information; ask for what you need to complete the transfer process successfully.

TRANSFER PROBLEM HOTLINE

If a student has a problem transferring classes to a college or university, the student should first try to resolve the problem through contact with the transfer institution. Southwestern advisors may be of assistance in such cases. However, if a problem cannot be resolved, the student may call the Transfer Problem Hotline at the Oregon Department of Education for help. The hotline number is 503-378-8609, ext 367.



PAGE	TRANSFER EMPHASIS	DEGREE OR DIRECT TRANSFER	TRANSFER AGREEMENT
14-17	Associate of Arts/Oregon Transfer	AA/OT	Oregon University System
21-23, 41-42	Associate of Science/Oregon Transfer Business	ASOT-BUS	Oregon University System
49-57	Childhood Education and Family Studies	AS	Eastern Oregon University Portland State University
51-52	Childhood Education and Family Studies	AAS	Southern Oregon University
66-67	Criminal Justice	AS	Southern Oregon University
81-82	Mathematics	AS	
83-84	Marine Biology	AS	University of Oregon
91	Natural Science	AS	
92-93	Natural Resources	AS	
100-101	Physical Education	AS	Eastern Oregon University
18-20	Oregon Transfer Module	OTM	Oregon Community Colleges Oregon University System

ASSOCIATE OF ARTS/OREGON TRANSFER DEGREE (AA/OT)

DEGREE REQUIREMENTS

The Associate of Arts/Oregon Transfer Degree (AA/OT) is a program of study that community college students can follow to fulfill all their lower division general education requirements for a bachelor's degree at an Oregon University System (OUS) institution. It is an agreement between the Oregon State System of Higher Education and Oregon's community colleges to provide transfer of community college coursework to an OUS institution.

Completion of the AA/OT degree can lead to junior standing, for registration purposes, for any student admitted to a university in the OUS (University of Oregon, Oregon State University, Portland State University, Western Oregon University, Southern Oregon University, Oregon Institute of Technology and Eastern Oregon University). The AA/OT does not necessarily meet specific institutional, departmental, or major requirements with regard to courses or grade point average. Students may transfer between 108 and 128 community college credits to four-year OUS institutions. Students should plan carefully with the four-year institution to which they plan to transfer in order to meet individual institutional requirements. Students considering transfer to private and out-of-state institutions will find the AA/OT to be excellent preparation for upper division study.

Upon enrolling at Southwestern, students need to be ready for college-level mathematics, writing and science in order to complete the AA/OT in two years. If students lack the necessary skills, Southwestern offers excellent preparatory courses and tutorial assistance to help them get on track quickly.

FOUNDATIONAL REQUIREMENTS LEARNING OUTCOMES

Upon successful completion of this program the student will be able to:

WRITING

- Read actively, think critically, and write purposefully and capably for academic and, in some cases, professional audiences.

- Locate, evaluate, and ethically utilize information to communicate effectively.
- Demonstrate appropriate reasoning in response to complex issues.

INFORMATION LITERACY

- Formulate a problem statement.
- Determine the nature and extent of the information needed to address the problem.
- Access relevant information effectively and efficiently.
- Evaluate information and its source critically.
- Understand many of the economic, legal, and social issues surrounding the use of information.

SPEECH/ORAL COMMUNICATION

- Engage in ethical communication processes that accomplish goals.
- Respond to the needs of diverse audiences and contexts.
- Build and manage relationships.

MATHEMATICS

- Use mathematics to solve problems.
- Recognize which mathematical concepts are applicable to a scenario, apply appropriate mathematics and technology in its analysis, and then accurately interpret, validate, and communicate the results.

HEALTH, WELLNESS AND FITNESS

- Evaluate and assess physical fitness needs.
- Create an effective physical conditioning program.
- Evaluate how well a physical training program works and how to make adjustments to improve it.
- Understand strength, flexibility, speed and power.

DISCIPLINE STUDIES LEARNING OUTCOMES

Upon successful completion of this program the student will be able to:

ARTS AND LETTERS

- Interpret and engage in the Arts and Letters, making use of the creative process to enrich the quality of life.
- Critically analyze personal values and ethics within the stream of human experience and expression to engage more fully in local and global issues.
("Arts and Letters" refers to works of art, whether written, crafted or designed, and performed, and documents of particular poignancy and significance in statement or design.)

SOCIAL SCIENCES

- Apply analytical skills to historical and contemporary social phenomena so as to explain, evaluate, and predict human behavior.
- Apply knowledge and experience critically so as to realize an informed sense of self, family, community, and the diverse social world in which we live.

SCIENCE, MATH, COMPUTER SCIENCE

- Gather, comprehend, and communicate scientific and technical information in order to explore ideas, models, and solutions and generate further questions.
- Apply scientific and technical modes of inquiry, individually, and collaboratively, to critically evaluate existing or alternative explanations, solve problems, and make evidence-based decisions in an ethical manner.
- Assess the strengths and weaknesses of scientific studies and critically examine the influence of scientific and technical knowledge on human society and the environment.

CULTURAL LITERACY

- Identify and analyze complex practices, values, and beliefs and the culturally and historically defined meanings of difference.

ASSOCIATE OF ARTS/OREGON TRANSFER DEGREE (AA/OT)

GRADUATION REQUIREMENTS

Complete a minimum of 90 credit hours and all courses must be passed with a grade of 'C' or better. Students must have a minimum cumulative GPA of 2.0 at the time the AA/OT is awarded. Twenty-four (24) credits must be completed at Southwestern before the AA/OT degree is awarded.

Successfully complete the following: Courses (except for elective credits) must be selected from the list of approved courses for the AA/OT degree, see page 16. The list is available on the following pages and in the Admissions office, Student First Stop Center, Educational Support Programs and Services (ESPS) or from the program advisor.

Students may take any college-level course that would bring total credits to 90 quarter hours including up to 12 credits of college designated Career and Technical Education (career technical) courses. *Note: Please see page 109 for a list of career technical alpha prefixes offered at Southwestern. A maximum of nine (9) credits of PE185 may be applied to the AA/OT degree.*

Courses that are developmental in nature (designed to prepare students for college transfer courses) are not applicable to this degree.

Complete the graduation application process one term prior to the term of completion (e.g., spring term graduates must apply during winter term).

DEGREE
REQUIREMENTS



ASSOCIATE OF ARTS/OREGON TRANSFER DEGREE (AA/OT)

DEGREE REQUIREMENTS	FOUNDATIONAL REQUIREMENTS	DISCIPLINE STUDIES REQUIREMENTS <i>Note: All courses must be completed with a grade of 'C' or better.</i>			ELECTIVES
	WRITING Three (3) courses from WR121, WR122 and WR123 or WR227. (Must complete with a grade of 'C' or better) <i>Note: Information Literacy is included through embedding the appropriate content and analytical activity in courses that count toward the writing Foundational Requirement.</i>	ARTS AND LETTERS Three (3) courses chosen from two (2) or more disciplines. <i>Note: A second year foreign language may be included, but not first year.</i> ART115, 116, 117, 131, 132, 133, 191, 192, 204, 205, 206, 225, 244, 253, 281, 282, 283, 284, 285, 286, 291, 292 ASL201, 202, 203 ENG104, 105, 106, 107, 108, 109, 201, 202, 203, 204, 205, 206 GER201, 202, 203 HUM204, 205, 206 J 203, 205, 215, 217 MUS101, 111, 112, 113, 201, 202, 203, 205, 206, 211, 212, 213 PHL101, 102, 103 SP100, 111, 218, 219, 220 SPAN201, 202, 203 WR214, 214T, 241, 242, 243	SOCIAL SCIENCES Four (4) courses chosen from two (2) or more disciplines. ANTH101, 102, 103, 221, 222, 223, 230, 231, 232 CJ101 ECON201, 202 ED169, 258 GEOG105 HDFS140, 222, 229, 247 HST101, 102, 103, 104, 201, 202, 203, 240 PS201, 202, 203 PSY100, 201, 202, 203, 228, 231, 237, 239, 243 SOC105, 204, 205, 206, 208, 210, 213, 221 WS101	SCIENCE/MATH/COMPUTER SCIENCE Four (4) courses from at least two (2) disciplines including at least three (3) laboratory courses in biological and/or physical science. LABORATORY COURSES: BI101, 102, 103; 142; 201, 202, 203; 231, 232, 233, 234 CHEM 221, 222, 223 G201, 202, 203 GS104, 105, 106, 107, 108 PH201, 202, 203; 211, 212, 213 OTHER APPROVED COURSES: BI140, 149 BOT201 CHEM110 CS160, 161, 162, 261 ENGR111, 112, 201, 202, 203, 211, 212, 213 G146, 207, 220, 221, 246, 291 MTH105, 111, 112, 212, 213, 231, 232, 241, 242, 243, 251, 252, 253, 254, 255, 256, 260, 265	Students may take any college-level course that would bring total credits to 90 quarter hours including up to 12 credits of college designated Career and Technical Education (career technical) courses. <i>Note: All courses must be completed with a grade of 'C' or better.</i> Please see page 109 for a list of career technical alpha prefixes offered. A maximum of nine (9) credits of PE185 may be applied to the AA/OT degree. Three (3) credit hours of PE185 may be granted toward the AA/OT degree for completion of military basic training. A copy of the military transcript or DD-214 is required. Courses numbered 199/299 will qualify as elective credit only.
	MATHEMATICS One (1) course from MTH105 or higher, excluding MTH211. (Must complete with a grade of 'C' or better)				Please see page 109 for a list of career technical alpha prefixes offered. A maximum of nine (9) credits of PE185 may be applied to the AA/OT degree. Three (3) credit hours of PE185 may be granted toward the AA/OT degree for completion of military basic training. A copy of the military transcript or DD-214 is required. Courses numbered 199/299 will qualify as elective credit only.
	SPEECH/ORAL COMMUNICATION One (1) course from SP100, SP111, SP218 or SP219. (Must complete with a grade of 'C' or better)				SUPPORTIVE COURSES <i>Note: The college has determined that the following supportive courses may be necessary to assist students to successfully complete their program. They will count as electives only. CIS125W, HD0529, 100, 112, 113, 140, 147, 152, 154, 204, 215, 208, HE112, LIB127, OAI21, RD101, 102, 103.</i> A maximum number of 45 credits is allowed for basic, developmental, or supportive courses under federal financial aid guidelines.
	HEALTH, WELLNESS AND FITNESS PE185 (3 courses) or one (1) three credit course from HE250 or PE231. (Must complete with a grade of 'C' or better)	CULTURAL LITERACY <i>Students must select one course from any of the discipline studies that is designated as meeting the statewide criteria for cultural literacy. Courses below meet the Cultural Literacy requirement.</i> ANTH103, 221, 222, 223, 230, 231, 232; ED258; ENG107 108, 109; GEOG105; HDFS140; HUM204, 205, 206; HST104; MUS205; PSY231; SOC208, 210, 213; SP220; WS101			

PROGRAM NOTES

1. Community colleges may not add requirements at the local level. The total credits should not exceed the number required to meet these course requirements within the college's credit structure.
2. Writing courses must meet the specific course outcomes as identified by Oregon Writing and English Advisory Council (OWEAC). In addition, the group of courses that is sufficient for meeting this requirement must, together, provide all of the content recommended by the OWEAC, including a research component.
3. Although they are important in terms of preparation, courses that are developmental in nature are designed to prepare students for college-level work and are not counted in the 90 quarter hours required for the AA/OT.
4. The "Foundational Requirements" above represent minimal skill competencies. As such, they may be open to demonstration of competency. Each community college is encouraged to establish how students may demonstrate competency in lieu of completing the course(s).
5. Computer Science courses used in the Science/Math/Computer Science area must meet Oregon Council of Computer Chairs criteria for a science course. Math courses listed in the Science/Math/Computer Science area must meet the outcomes and criteria for Mathematics.
6. All Foundational Requirement courses and Discipline Studies courses must meet the statewide outcomes and criteria for the specific area.
7. The second year of a foreign language, but not the first year, may be included among courses that count toward the Arts and Letters requirement. American Sign Language (ASL) is considered a foreign language.
8. WR115 may be included in the AA/OT degree as an elective providing that the WR115 course at the community college has been approved by the Department of Community Colleges and Workforce Development as meeting statewide learning outcomes for the course.

9. The principal advantage of the AA/OT is that it fulfills the lower division (freshman/sophomore) general education requirements for baccalaureate degrees at all OUS institutions. It does not necessarily meet all of the degree requirements that an OUS institution might have beyond the requirements for majors. The AA/OT guarantees that all general education credits that a student earned will be accepted as the general education requirements at the receiving institution.

10. In some cases, students may also be able to use AA/OT general education courses to meet certain lower division requirements in their intended majors. However, caution is required since the AA/OT degree was not intended for this purpose. Students who have a major in mind and also want to maximize the amount of AA/OT coursework that will count toward it, should work closely with an academic advisor and make use of the ATLAS system when designing their AA/OT degrees. For students intending to become teachers, specific recommendations on structuring their AA/OT degrees are given at: How to become an Oregon Teacher. General transfer information is available at: <http://www.ous.edu/stucoun/prospstu/transfer.php>.

11. Because the amount of coursework required for an AA/OT degree corresponds to two academic years, degree recipients are considered juniors for purposes of registration at an OUS institution. Students should keep in mind, however, that the AA/OT does not guarantee that two additional years will suffice to earn a baccalaureate degree, that is because the AA/OT does not give students junior-standing in their majors. Neither does it guarantee entrance into a competitive major. Students may need to take additional introductory work to prepare for certain majors and should check with an advisor regarding availability at their local community colleges. In addition, it's not uncommon for students to change their majors and find that they must go back and take introductory work in the new area.

12. Students and academic advisors should recognize that although the AA/OT provides an excellent structure for many students—particularly those who are unsure of their primary academic focus—it is not

ideal for everyone. In particular, it does not articulate well with certain majors such as engineering, biological and physical sciences, and the fine and performing arts. Students contemplating these majors cannot easily accommodate their highly-specific prerequisite coursework into the AA/OT framework. In general, an AA/OT recipient who is pursuing any course of study that is credit-heavy at the major lower division level may have to take additional lower division coursework, specific to the major, after transfer. Students contemplating such majors should consult closely with an advisor.

OREGON TRANSFER MODULE (OTM)

DEGREE REQUIREMENTS

The Oregon Transfer Module (OTM) is an approved 45 credits of general education courses (foundational skills and introduction to discipline courses) that are common among Oregon's colleges and universities. Courses are selected from an approved list of 100 and 200 level general education requirements, determined by each Oregon community college, Oregon University System (OUS) institution, or participating Oregon independent college or university. It is designed to improve student access to a college degree by enhancing opportunities for the transfer of credits earned at one community college or OUS campus to another public college or university.

Any student completing an OTM who conforms to the guidelines below will have met the requirements for the OTM at any Oregon community college or institution in the OUS.¹ Upon transfer, the receiving institution may specify additional course work that is required for a major, for degree requirements, or to make up the difference between the OTM and the institution's total general education requirements.²

The OTM includes coursework chosen from the courses approved for the categories below by the institution issuing the credit. In the case of community colleges, these are courses approved for the AA/OT degree; in the case of universities and four-year colleges, they are courses approved for the general education portion of a baccalaureate degree.

FOUNDATIONAL SKILLS LEARNING OUTCOMES

Upon successful completion of this program the student will be able to:

WRITING

- Read actively, think critically, and write purposefully and capably for academic and, in some cases, professional audiences.
- Locate, evaluate, and ethically utilize information to communicate effectively.

- Demonstrate appropriate reasoning in response to complex issues.

INFORMATION LITERACY

- Formulate a problem statement.
- Determine the nature and extent of the information needed to address the problem.
- Access relevant information effectively and efficiently.
- Evaluate information and its source critically.
- Understand many of the economic, legal, and social issues surrounding the use of information.

SPEECH/ORAL COMMUNICATION

- Engage in ethical communication processes that accomplish goals.
- Respond to the needs of diverse audiences and contexts.
- Build and manage relationships.

MATHEMATICS

- Use mathematics to solve problems.
- Recognize which mathematical concepts are applicable to a scenario, apply appropriate mathematics and technology in its analysis, and then accurately interpret, validate, and communicate the results.

INTRODUCTION TO DISCIPLINES LEARNING OUTCOMES

Upon successful completion of this program the student will be able to:

ARTS AND LETTERS

- Interpret and engage in the Arts and Letters, making use of the creative process to enrich the quality of life.

- Critically analyze personal values and ethics within the stream of human experience and expression to engage more fully in local and global issues.

("Arts and Letters" refers to works of art, whether written, crafted or designed, and performed, and documents of particular poignancy and significance in statement or design.)

SOCIAL SCIENCES

- Apply analytical skills to historical and contemporary social phenomena so as to explain, evaluate, and predict human behavior.
- Apply knowledge and experience critically so as to realize an informed sense of self, family, community, and the diverse social world in which we live.

CULTURAL LITERACY

- Identify and analyze complex practices, values, and beliefs and the culturally and historically defined meanings of difference.

SCIENCE, MATH, COMPUTER SCIENCE

- Gather, comprehend, and communicate scientific and technical information in order to explore ideas, models, and solutions and generate further questions.
- Apply scientific and technical modes of inquiry, individually, and collaboratively, to critically evaluate existing or alternative explanations, solve problems, and make evidence-based decisions in an ethical manner.
- Assess the strengths and weaknesses of scientific studies and critically examine the influence of scientific and technical knowledge on human society and the environment.

GRADUATION REQUIREMENTS

Complete a minimum of 45 credit hours and all courses must be passed with a grade of 'C' or better. Students must have a minimum cumulative GPA of 2.0 at the time the OTM is awarded. Twenty-four (24) credits must be completed at Southwestern before the OTM degree is awarded.

Complete elective courses to reach a total of 45 credits. The courses must be numbered 100 or above. Complete the graduation application process one term prior to the term of completion (e.g., spring term graduates must apply during winter term).

PROGRAM NOTES

1. Courses that are designed to prepare students for college-level work are not applicable to the transfer module.

2. When choosing courses in science and mathematics, students and advisors should check the specific requirements at receiving schools. Courses that include a laboratory component, or that deal with specific subjects, may be required for majors or degrees.

3. Computer Science courses used in the Math/Science/Computer Science area must meet Oregon Council of Computer Chairs criteria for a science course.

4. In Arts and Letters, the second year of a foreign language may be included, but not the first year. American Sign Language (ASL) is considered a foreign language.

5. All Oregon community colleges and OUS institutions will offer students the opportunity to complete an OTM and the OTM designation will be posted on the transcript by the issuing institution upon request. Regionally accredited private colleges and universities within the state are also welcome to offer and issue transfer modules, which will be accepted at any Oregon public college or university.

6. OTM credits may not match program requirements in the receiving school. The OTM supplements, but does not supplant existing articulation agreements and does not replace effective advising.



OREGON TRANSFER MODULE (OTM)

DEGREE
REQUIREMENTS

FOUNDATIONAL SKILLS REQUIREMENTS	INTRODUCTION TO DISCIPLINE STUDIES REQUIREMENTS <i>Note: All courses must be completed with a grade of 'C' or better.</i>			ELECTIVES
WRITING Two (2) courses of college-level composition from WR121, WR122, WR123 or WR227. (Must complete with a grade of 'C' or better) <i>Note: Information Literacy is included through embedding the appropriate content and analytical activity in courses that count toward the writing Foundational Requirement.</i>	ARTS AND LETTERS Three (3) courses. <i>Note: A second year foreign language may be included, but not first year.</i> ART115, 116, 117, 131, 132,133, 191, 192, 204, 205, 206, 225, 244, 253, 281, 282, 283, 284, 285, 286, 291, 292 ASL201, 202, 203 ENG104, 105, 106, 107, 108,109, 201, 202, 203, 204, 205, 206 GER201, 202, 203 HUM204, 205, 206 J 203, 205, 215, 217 MUS101, 111, 112, 113, 201, 202, 203, 205, 206, 211, 212, 213 PHL101, 102, 103 SP100, 111, 218, 219, 220 SPAN201, 202, 203 WR214, 214T, 241, 242, 243	SOCIAL SCIENCES Three (3) courses. ANTH101, 102, 103, 221, 222, 223, 230, 231, 232 CJ101 ECON201, 202 ED169, 258 GEOG105 HDFS140, 222, 229, 247 HST101, 102, 103, 104, 201, 202, 203, 240 PS201, 202, 203 PSY100, 201, 202, 203, 228, 231, 237, 239, 243 SOC105, 204, 205, 206, 208, 210, 213, 221 WS101	SCIENCE/MATH/COMPUTER SCIENCE Three (3) courses, including at least one (1) biological or physical science with a lab. LABORATORY COURSES: BI101, 102, 103; 142; 201, 202, 203; 231, 232, 233, 234 CHEM 221, 222, 223 G201, 202, 203 GS104, 105, 106, 107, 108 PH201, 202, 203; 211, 212, 213 OTHER APPROVED COURSES: BI140, 149 BOT201 CHEM110 CS160, 161, 162, 261 ENGR111, 112, 201, 202, 203, 211, 212, 213 G146, 207, 220, 221, 246, 291 MTH105, 111, 112, 212, 213, 231, 232, 241, 242, 243, 251, 252, 253, 254, 255, 256, 260, 265	Students may take any college-level course that would bring total credits to 45. Courses must be from the Introduction to Disciplines area (Arts & Letters, Social Science, or Science/Math/Computer Science). <i>Note: All courses must be completed with a grade of 'C' or better.</i> A maximum of nine (9) credits of PE185 may be applied to the OTM. Three (3) credit hours of PE185 may be granted toward the OTM for completion of military basic training. A copy of the military transcript or DD-214 is required. Courses numbered 199/299 will qualify as elective credit only. SUPPORTIVE COURSES <i>Note: The college has determined that the following supportive courses may be necessary to assist students to successfully complete their program. They will count as electives only. CIS125W, HD0529, 100, 112, 113, 140, 147, 152, 154, 204, 215, 208, HE112, LIB127, OA121, RD101, 102, 103.</i> A maximum number of 45 credits is allowed for basic, developmental, or supportive courses under federal financial aid guidelines.
MATHEMATICS One (1) course of college-level mathematics, for which at least Intermediate Algebra is a prerequisite. MTH105 or higher, excluding MTH211. (Must complete with a grade of 'C' or better)				
SPEECH/ ORAL COMMUNICATION One (1) course taken from SP100, SP111, SP218 or SP219. (Must complete with a grade of 'C' or better)				
	CULTURAL LITERACY <i>Students are encouraged to complete at least one course with the embedded Cultural Literacy component in order to complete OTM requirements.</i> ANTH103, 221, 222, 223, 230, 231, 232; ED258; ENG107 108,109; GEOG105; HDFS140; HUM204, 205, 206; HST104; MUS205; PSY231; SOC208, 210, 213; SP220; WS101			

ASSOCIATE OF SCIENCE/OREGON TRANSFER DEGREE IN BUSINESS (ASOT-BUS)

Any student having the Associate of Science Oregon Transfer - Business (ASOT-BUS) degree recognized on an official college transcript will have met the lower division general education requirements of baccalaureate degree programs of any institution in the Oregon University System (OUS).

Students transferring under this agreement will have junior status for registration purposes. Courses, class standing or GPA requirements for specific majors, departments or schools are not necessarily satisfied by an ASOT-BUS degree.

FOUNDATIONAL REQUIREMENTS LEARNING OUTCOMES

Upon successful completion of this program the student will be able to:

WRITING

- Read actively, think critically, and write purposefully and capably for academic and, in some cases, professional audiences.
- Locate, evaluate, and ethically utilize information to communicate effectively.
- Demonstrate appropriate reasoning in response to complex issues.

INFORMATION LITERACY

- Formulate a problem statement.
- Determine the nature and extent of the information needed to address the problem.
- Access relevant information effectively and efficiently.
- Evaluate information and its source critically.
- Understand many of the economic, legal, and social issues surrounding the use of information.

SPEECH/ORAL COMMUNICATION

- Engage in ethical communication processes that accomplish goals.
- Respond to the needs of diverse audiences and contexts.

- Build and manage relationships.

MATHEMATICS

- Use mathematics to solve problems.
- Recognize which mathematical concepts are applicable to a scenario, apply appropriate mathematics and technology in its analysis, and then accurately interpret, validate, and communicate the results.

HEALTH, WELLNESS AND FITNESS

- Evaluate and assess physical fitness needs.
- Create an effective physical conditioning program.
- Evaluate how well a physical training program works and how to make adjustments to improve it.
- Understand strength, flexibility, speed and power.

DISCIPLINE STUDIES LEARNING OUTCOMES

Upon successful completion of this program the student will be able to:

ARTS AND LETTERS

- Interpret and engage in the Arts and Letters, making use of the creative process to enrich the quality of life.
- Critically analyze personal values and ethics within the stream of human experience and expression to engage more fully in local and global issues.
("Arts and Letters" refers to works of art, whether written, crafted or designed, and performed, and documents of particular poignancy and significance in statement or design.)

SOCIAL SCIENCES

- Apply analytical skills to historical and contemporary social phenomena so as to explain, evaluate, and predict human behavior.
- Apply knowledge and experience critically so as to realize an informed sense of self, family, community, and the diverse social world in which we live.

SCIENCE, MATH, COMPUTER SCIENCE

- Gather, comprehend, and communicate scientific and technical information in order to explore ideas, models, and solutions and generate further questions.
- Apply scientific and technical modes of inquiry, individually, and collaboratively, to critically evaluate existing or alternative explanations, solve problems, and make evidence-based decisions in an ethical manner.
- Assess the strengths and weaknesses of scientific studies and critically examine the influence of scientific and technical knowledge on human society and the environment.

CULTURAL LITERACY

- Identify and analyze complex practices, values, and beliefs and the culturally and historically defined meanings of difference.

GRADUATION REQUIREMENTS

Complete a minimum of 90 credit hours and all courses must be passed with a grade of 'C' or better. Students must have a minimum cumulative GPA of 2.0 at the time the ASOT-BUS degree is awarded. Twenty-four (24) credits must be completed at Southwestern before the ASOT-BUS degree is awarded.

All courses should be aligned with the student's intended program of study and the degree requirements of the baccalaureate institution to which the student plans to transfer. A student is encouraged to work with and advisor in the selection of courses within the ASOT-BUS degree for alignment to the institution the student intends to transfer.

Successfully complete the following: Courses (except for elective credits) must be selected from the list of approved courses for the ASOT-BUS degree, see page 23. The list is available on the following pages and in the Admissions office, Student First Stop Center, Educational Support Programs and Services (ESPS) or from the program advisor.

ASSOCIATE OF SCIENCE/OREGON TRANSFER DEGREE IN BUSINESS (ASOT-BUS)

DEGREE REQUIREMENTS

Students may take any college-level course that would bring total credits to 90 quarter hours including up to 12 credits of college designated Career and Technical Education (career technical) courses. *Note: Please see page 109 for a list of career technical alpha prefixes offered at Southwestern. A maximum of nine (9) credits of PE185 may be applied to the ASOT-BUS degree.*

Courses that are developmental in nature (designed to prepare students for college transfer courses) are not applicable to this degree.

Complete the graduation application process one term prior to the term of completion (e.g., spring term graduates must apply during winter term).

UNIVERSITY - SPECIFIC PREREQUISITES AND RECOMMENDATIONS

Eastern Oregon University: WR227 Technical Report Writing; The Business Law course for the ASOT-BUS is required.

Oregon Institute of Technology: The Business Law course for the ASOT-BUS is required. Recommendations: PSY201 Psychology, BUS215 Principles of Management (BAS206), BUS223 Principles of Marketing.

Oregon State University: BA276 Intro to Statistical Inference, BA302 Business Process Management, BA260 Intro to Entrepreneurship, MTH241 Calculus for Biological/Management/Social Sciences, MTH245 Math for Biological/Management/Social Sciences, The Business Law course for the ASOT-BUS is required. Recommendations: Public Speaking or Argument Critical Discourse course like COMM111 or COMM114. Computer Applications course should emphasize spreadsheet content. Not all community colleges have direct equivalents to all OSU Pre-Business requirements. For further information, refer to articulation tables at our website: <http://bit.ly/rBawiY>.

Portland State University: CS106 Computing Fundamentals II; BA205 Business Communications Using Technology; STAT244 Introduction to Probability

and Statistics II; COMM 220 Public Speaking GPA: 3.0 overall transfer. Minimum 'C-' or better on pre-business courses. There is a GPA exception rule, for details, please contact the School of Business Administration (SBA) at PSU directly. All students must be admitted to the SBA in order to complete their degree.

Southern Oregon University: BA226 Business Law, BA282 Applied Business Statistics. GPA: 2.0 overall and 2.5 in all business courses. Additionally, students must complete all required lower division classes with a grade of 'C-' regardless of where the class was taken. Students must apply for admission to the Business School/Program.

University of Oregon: BA240 Managing Business Information: Business Applications Software; MTH241, MTH242 Calculus for Business and Social Science

I, II; MTH243 (and MTH244 if required for UO equivalency. Please consult an advisor.) Multicultural requirement; GPA: 2.90 overall and 2.75 in pre-business core; student must apply for admission to the Business School/Program. The application process includes a writing assessment.

Western Oregon University: The Business Law course for the ASOT-BUS is required as is MTH241 and MTH243.



ASSOCIATE OF SCIENCE/OREGON TRANSFER DEGREE IN BUSINESS (ASOT-BUS)

FOUNDATIONAL REQUIREMENTS	DISCIPLINE STUDIES REQUIREMENTS <i>Note: All courses must be completed with a grade of 'C' or better.</i>			BUSINESS-SPECIFIC REQUIRED COURSES REQUIREMENTS <i>Note: All courses must be completed with a grade of 'C' or better.</i>
WRITING Take WR121, WR122 and WR227. <i>Note: Information Literacy is included through embedding the appropriate content and analytical activity in courses that count toward the writing Foundational Requirement.</i>	ARTS AND LETTERS Three (3) courses chosen from two (2) or more disciplines. <i>Note: A second year foreign language may be included, but not first year.</i> ART115, 116, 117, 131, 132, 133, 191, 192, 204, 205, 206, 225, 244, 253, 281, 282, 283, 284, 285, 286, 291, 292 ASL201, 202, 203 ENG104, 105, 106, 107, 108, 109, 201, 202, 203, 204, 205, 206 GER201, 202, 203 HUM204, 205, 206 J 203, 205, 215, 217 MUS101, 111, 112, 113, 201, 202, 203, 205, 206, 211, 212, 213 PHL101, 102, 103 SP100, 111, 218, 219, 220 SPAN201, 202, 203 WR214, 214T, 241, 242, 243	SOCIAL SCIENCES Four (4) courses chosen from two (2) or more disciplines, with a minimum of two (2) courses in "Principles of Economics" (to include microeconomics and macroeconomics) at the 200 level. ANTH101, 102, 103, 221, 222, 223, 230, 231, 232 CJ101 ECON201, 202 ED169, 258 GEOG105 HDFS140, 222, 229, 247 HST101, 102, 103, 104, 201, 202, 203, 240 PS201, 202, 203 PSY100, 201, 202, 203, 228, 231, 237, 239, 243 SOC105, 204, 205, 206, 208, 210, 213, 221 WS101	SCIENCE/MATH/COMPUTER SCIENCE Four (4) courses from at least two disciplines including at least three (3) laboratory courses in biological and/or physical science. LABORATORY COURSES: BI101, 102, 103; 142; 201, 202, 203; 231, 232, 233, 234 CHEM 221, 222, 223 G201, 202, 203 GS104, 105, 106, 107, 108 PH201, 202, 203; 211, 212, 213 OTHER APPROVED COURSES: BI140, 149 BOT201 CHEM110 CS160, 161, 162, 261 ENGR111, 112, 201, 202, 203, 211, 212, 213 G146, 207, 220, 221, 246, 291 MTH105, 111, 112, 212, 213, 231, 232, 241, 242, 243, 251, 252, 253, 254, 255, 256, 260, 265	BA101, 211, 212, 213, 230* <i>*Or other Business-Specific Elective as approved by the Dean of CTE or the program director.</i>
MATHEMATICS A minimum of three (3) courses for which Intermediate Algebra is a prerequisite, including one course in statistics.				ELECTIVES <i>Note: All courses must be completed with a grade of 'C' or better.</i>
SPEECH/ORAL COMMUNICATION A minimum of three (3) credits of a fundamentals of speech or communication course.				Students may take any college-level course that would bring total credits to 90 quarter hours including up to 12 credits of college designated Career and Technical Education (career technical). Eight to nine (8-9) credits, depending on choice of transfer institution. <i>Note: See Program Notes for specific courses by Oregon university on page 22.</i> <i>Please see page 109 for a list of career technical alpha prefixes offered.</i>
COMPUTER APPLICATIONS Proficiency in word processing, spreadsheet, database, and presentation software as demonstrated by successful completion of applicable course.	CULTURAL LITERACY <i>Students must select one course from any of the discipline studies that is designated as meeting the statewide criteria for cultural literacy. Courses below meet the Cultural Literacy requirement.</i> ANTH103, 221, 222, 223, 230, 231, 232; ED258; ENG107 108, 109; GEOG105; HDFS140; HUM204, 205, 206; HST104; MUS205; PSY231; SOC208, 210, 213; SP220; WS101			A maximum of nine (9) credits of PE185 may be applied to the ASOT-BUS degree. Three (3) credit hours of PE185 may be granted toward the ASOT-BUS for completion of military basic training. A copy of the military transcript or DD-214 is required. Courses numbered 199/299 will qualify as elective credit only. A maximum number of 45 credits is allowed for basic, developmental, or supportive courses under federal financial aid guidelines.

ASSOCIATE OF SCIENCE DEGREE (AS)

The Associate of Science (AS) degree is designed for students who plan to transfer and complete a Bachelor of Science degree at a four-year institution. The degree requirements allow students more flexibility in course selection, allowing them to focus on their discipline requirements.

NOTE: Completion of this degree does not guarantee that all lower division general education requirements have been met for a baccalaureate degree (i.e., this is not a block transfer degree as is the AA/OT). In selecting courses for this degree, students are highly encouraged to consult the specific transfer curriculum pages in this catalog, the faculty advisor, and the institution to which they intend to transfer to determine if it is an appropriate choice.

GENERAL EDUCATION OUTCOMES

Upon successful completion of this program the student will be able to:

WRITING

- Read actively, think critically, and write purposefully, capably, and ethically for a variety of audiences.
- Use appropriate reasoning and artful communication to address complex issues in the service of learning, discovery, reflection, justice, and self expression.
- Focus, organize, and logically develop the ideas in their written work.

SPEECH/ORAL COMMUNICATION

- Engage in ethical communication processes that allow people to accomplish goals.
- Respond to the needs of diverse audiences and contexts.
- Build and manage personal and community relationships.

MATHEMATICS

- Perform calculations and algebraic manipulations at a college mathematics level.
- Apply mathematics to successfully formulate and solve real-world problems.
- Understand and correctly use mathematical notation and terminology.

HEALTH, WELLNESS AND FITNESS

- Evaluate and assess current and future physical fitness needs.
- Create and perform an effective physical conditioning program for lifetime wellness.
- Understand how muscular strength and endurance, muscular flexibility, cardiorespiratory fitness, and body composition affect lifetime wellness.

DISTRIBUTION REQUIREMENTS OUTCOMES

Upon successful completion of this program the student will be able to:

ARTS AND LETTERS

- Interpret and engage in the Arts and Letters, making use of the creative process to enrich the quality of life.
 - Critically analyze personal values and ethics within the stream of human experience and expression to engage more fully in local and global issues.
- ("Arts and Letters" refers to works of art, whether written, crafted or designed, and performed, and documents of particular poignancy and significance in statement or design.)

SOCIAL SCIENCES

- Apply analytical skills to historical and contemporary social phenomena so as to explain, evaluate, and predict human behavior.
- Apply knowledge and experience critically so as to realize an informed sense of self, family, community, and the diverse social world in which we live.

SCIENCE, MATH, COMPUTER SCIENCE

- Use scientific modes of inquiry, individually and collaboratively, to critically evaluate diverse ideas, solve problems, and make evidence-based decisions for self, family, community, and the world.

- Gather, comprehend, and communicate scientific and technical information to generate new ideas, solutions, models, and further questions confidently, and creatively.

The following curricula are governed by a formal transfer agreement with a four-year university and must be followed specifically to satisfy AS degree requirements: Childhood Education and Family Studies Emphasis, Criminal Justice Administration Emphasis, Physical Education Emphasis, Engineering Emphasis, Mathematics Emphasis, Natural Resource Emphasis and Natural Science Emphasis.

GRADUATION REQUIREMENTS

Complete a minimum of 90 credit hours of specified courses with a minimum Grade Point Average (GPA) of 2.0 or better. Twenty-four (24) credits must be completed at Southwestern before the AS degree is awarded.

Complete elective courses to reach a total of 90 credits. The courses must be numbered 100 or above. Career technical courses may only be applied to the AS degree in the following curricula which are governed by formal transfer agreements with four-year universities and are part of a current, formal transfer agreement with a four-year institution (see specific catalog transfer pages). Career technical courses offered at community colleges in Oregon are identified by specific alpha prefixes, see page 109.

Childhood Education & Family Studies Emphasis

Criminal Justice Emphasis

Physical Education Emphasis

Engineering Emphasis

Mathematics Emphasis

Natural Science Emphasis

Natural Resources Emphasis

Complete the graduation application process one term prior to the term of completion (e.g., spring term graduates must apply during winter term).

GENERAL EDUCATION REQUIREMENTS	DISTRIBUTION REQUIREMENTS <i>Courses must be at least three (3) credits each complete six (6) credits each from the following Related Area of Instruction Requirements.</i>			ELECTIVES
WRITING Nine (9) credit hours at a level equivalent to WR121, WR122 and WR123 or WR227. (Must complete with a grade of 'C' or better)	ARTS AND LETTERS Six (6) credit hours. <i>Note: A second year foreign language may be included, but not first year.</i> ART115, 116, 117, 131, 132, 133, 191, 192, 204, 205, 206, 225, 244, 253, 281, 282, 283, 284, 285, 286, 291, 292 ASL201, 202, 203 ENG104, 105, 106, 107, 108, 109, 201, 202, 203, 204, 205, 206 GER201, 202, 203 HUM204, 205, 206 J 203, 205, 215, 217 MUS101, 111, 112, 113, 201, 202, 203, 205, 206, 211, 212, 213 PHL101, 102, 103 SP100, 111, 218, 219, 220 SPAN201, 202, 203 WR214, 214T, 241, 242, 243	SOCIAL SCIENCES Six (6) credit hours. ANTH101, 102, 103, 221, 222, 223, 230, 231, 232 CJ101 ECON201, 202 ED169, 258 GEOG105 HDFS140, 222, 229, 247 HST101, 102, 103, 104, 201, 202, 203, 240 PS201, 202, 203 PSY100, 201, 202, 203, 228, 231, 237, 239, 240 SOC105, 204, 205, 206, 208, 210, 213, 221, 243 WS101	SCIENCE/MATH/COMPUTER SCIENCE Six (6) credit hours. LABORATORY COURSES: BI101, 102, 103; 142; 201, 202, 203; 231, 232, 233, 234 CHEM 221, 222, 223 G201, 202, 203 GS104, 105, 106, 107, 108 PH201, 202, 203; 211, 212, 213 OTHER APPROVED COURSES: BI140, 149 BOT201 CHEM110 CS160, 161, 162, 261 ENGR111, 112, 201, 202, 203, 211, 212, 213 G146, 207, 220, 221, 246, 291 MTH105, 111, 112, 212, 213, 231, 232, 241, 242, 243, 251, 252, 253, 254, 255, 256, 260, 265	Students may take any college-level course that would bring total credits to 90 quarter hours. Career and Technical Education courses may only be applied to the AS degree in the designated emphasis areas which are governed by agreements with four-year universities and are part of a current, formal transfer agreement with a four-year institution (see specific catalog program page). Career technical courses offered at community college are identified by a specific alpha prefixes, see page 109.
SPEECH/ORAL COMMUNICATION One (1) course taken from SP100, SP111, SP218 or SP219. (Must complete with a grade of 'C' or better)				
MATHEMATICS Four (4) credit hours of college level mathematics from MTH105 or higher, excluding MTH211. (Must complete with a grade of 'C' or better)				<i>Note: A maximum of nine (9) credits of PE185 may be applied to the AS degree.</i> <i>Three (3) credit hours of PE185 may be granted toward an AS degree for completion of military basic training. A copy of the military transcript or DD-214 is required.</i> <i>Courses numbered 199/299 will qualify as elective credit only.</i> <i>A maximum number of 45 credits is allowed for basic, developmental, or supportive courses under federal financial aid guidelines.</i>
HEALTH, WELLNESS AND FITNESS PE185 (3 courses) or one (1) three credit course from HE250 or PE231. (Must complete with a grade of 'C' or better)				

ASSOCIATE OF GENERAL STUDIES DEGREE (AGS)

DEGREE REQUIREMENTS

The purpose of the Associate of General Studies (AGS) degree is to provide students an opportunity to pursue a broad general education during the two years at a community college. It is intended as a flexible program for the student who is not pursuing a specified curriculum in the lower division transfer or career technical area. The AGS degree may, in addition to including the number of hours in the divisional areas as listed below, include courses in lower division collegiate transfer and career technical education. Because of the flexibility and broad approach of this degree, a student may find that it may not fulfill all of the requirements of full junior standing when transferred to a four-year institution.

GENERAL EDUCATION OUTCOMES

Upon successful completion of this program the student will be able to:

WRITING

- Read actively, think critically, and write purposefully, capably, and ethically for a variety of audiences.
- Use appropriate reasoning and artful communication to address complex issues in the service of learning, discovery, reflection, justice, and self expression.
- Focus, organize, and logically develop the ideas in their written work.

SPEECH/ORAL COMMUNICATION

- Engage in ethical communication processes that allow people to accomplish goals.
- Respond to the needs of diverse audiences and contexts.
- Build and manage personal and community relationships.

MATHEMATICS

- Perform calculations and algebraic manipulations at a college mathematics level.
- Apply mathematics to successfully formulate and solve real-world problems.
- Understand and correctly use mathematical notation and terminology.

HEALTH AND PHYSICAL EDUCATION

- Evaluate and assess physical fitness needs.
- Create an effective physical conditioning program.
- Evaluate how well a physical training program works and how to make adjustments to improve it.
- Understand strength, flexibility, speed and power.

COMPUTER LITERACY

- Identify different types of computers, the components of a personal computer (including internal components such as microprocessors) and how these components work together.
- Perform functions common to all Microsoft Windows applications with an emphasis on the common functionality between the two Microsoft Office applications, Microsoft Word and Excel, including: Start and exit either the Word or Excel application, modify the display of tool bars and other on-screen elements, use online help, and perform file management, editing, formatting and printing functions common to Word, Excel and most Windows applications.
- Identify common terminology associated with computer networks and the Internet.
- Identify components and benefits of networked computers, the difference between different types of networks (LAN and WAN).
- Describe how computer networks fit into other communications networks (like the telephone network).

DISTRIBUTION REQUIREMENTS OUTCOMES

Upon successful completion of this program the student will be able to:

ARTS AND LETTERS

- Interpret and engage in the Arts and Letters, making use of the creative process to enrich the quality of life.

- Critically analyze personal values and ethics within the stream of human experience and expression to engage more fully in local and global issues.

("Arts and Letters" refers to works of art, whether written, crafted or designed, and performed, and documents of particular poignancy and significance in statement or design.)

SOCIAL SCIENCES

- Apply analytical skills to historical and contemporary social phenomena so as to explain, evaluate, and predict human behavior.
- Apply knowledge and experience critically so as to realize an informed sense of self, family, community, and the diverse social world in which we live.

MATH/SCIENCE/COMPUTER SCIENCE

- Use scientific modes of inquiry, individually and collaboratively, to critically evaluate diverse ideas, solve problems, and make evidence-based decisions for self, family, community and the world.
- Comprehend scientific and technical information to generate new ideas, solutions, models and further questions confidently, and creatively.

GRADUATION REQUIREMENTS

Complete a minimum of 90 credit hours with a minimum Grade Point Average (GPA) of 2.0 or better. Twenty-four (24) credits must be completed at Southwestern before the AGS degree is awarded.

Complete the graduation application process one term prior to the term of completion (e.g., spring term graduates must apply during winter term).

ASSOCIATE OF GENERAL STUDIES DEGREE (AGS)

GENERAL EDUCATION REQUIREMENTS	DISTRIBUTION REQUIREMENTS			ELECTIVES
WRITING Six (6) credit hours at a level equivalent to WR121 and WR122 or WR214 or WR214T.	ARTS AND LETTERS Nine (9) credit hours. <i>Note: A second year foreign language may be included, but not first year.</i> ART115, 116, 117, 131, 132,133, 191, 192, 204, 205, 206, 225, 244, 253, 281, 282, 283, 284, 285, 286, 291, 292 ASL201, 202, 203 ENG104, 105, 106, 107, 108,109, 201, 202, 203, 204, 205, 206 GER201, 202, 203 HUM204, 205, 206 J 203, 205, 215, 217 MUS101, 111, 112, 113, 201, 202, 203, 205, 206, 211, 212, 213 PHL101, 102, 103 SP100, 111, 218, 219, 220 SPAN201, 202, 203 WR214, 214T, 241, 242, 243	SOCIAL SCIENCES Nine (9) credit hours. ANTH101, 102, 103, 221, 222, 223, 230, 231, 232 CJ101 ECON201, 202 ED169, 258 GEOG105 HDFS140, 222, 229, 247 HST101, 102, 103, 104, 201, 202, 203, 240 PS201, 202, 203 PSY100, 201, 202, 203, 228, 231, 237, 239, 240 SOC105, 204, 205, 206, 208, 210, 213, 221, 243 WS101	MATH/SCIENCE/ COMPUTER SCIENCE Twelve (12) credit hours. Minimum three (3) courses, 12 credits from approved list with a minimum of eight (8) credits of laboratory courses in biological or physical sciences. LABORATORY COURSES: BI101, 102, 103; 142; 201, 202, 203; 231, 232, 233, 234 CHEM 221, 222, 223 G201, 202, 203 GS104, 105, 106, 107, 108 PH201, 202, 203; 211, 212, 213 OTHER APPROVED COURSES: BI140, 149 BOT201 CHEM110 CS160, 161, 162, 261 ENGR111, 112, 201, 202, 203, 211, 212, 213 G146, 207, 220, 221, 246, 291 MTH105, 111, 112, 212, 213, 231, 232, 241, 242, 243, 251, 252, 253, 254, 255, 256, 260, 265	Students may take any college-level course that would bring total credits to 90 quarter hours. <i>Note: A maximum of nine (9) credits of PE185 may be applied to the AGS degree.</i> <i>Three (3) credit hours of PE185 may be granted toward an AGS degree for completion of military basic training. A copy of the military transcript or DD-214 is required.</i> <i>Courses numbered 199/299 will qualify as elective credit only.</i>
SPEECH/ ORAL COMMUNICATION Three (3) credit hours at a level equivalent to SP100 or higher.				SUPPORTIVE COURSES <i>Note: The college has determined that the following supportive courses may be necessary to assist students to successfully complete their program. They will count as electives only. CIS125W, HD0529, 100, 112, 113, 140, 147, 152, 154, 204, 208, HE112, LIB127, OA121, RD101, 102, 103.</i> <i>A maximum number of 45 credits is allowed for basic, developmental, or supportive courses under federal financial aid guidelines.</i>
MATHEMATICS Four (4) credit hours of college level mathematics from MTH105 or higher, excluding MTH211.				
HEALTH AND PHYSICAL EDUCATION PE185 (3 courses) or one (1) three credit course from HE250 or PE231.				
COMPUTER LITERACY Four (4) credit hours CIS120 or demonstrated proficiency.				

ASSOCIATE OF APPLIED SCIENCE DEGREE (AAS) CAREER TECHNICAL PROGRAMS

The Associate of Applied Science (AAS) is a state approved associate's degree that is intended to prepare graduates for direct entry into the workforce. An AAS may also help to prepare students for career advancements, occupational licensures, or further study toward a baccalaureate degree.

DEGREE
REQUIREMENTS

RELATED INSTRUCTION (GENERAL EDUCATION) OUTCOMES

Upon successful completion of this program the student will be able to:

ORAL COMMUNICATION/SPEECH

- Engage in ethical communication processes that allow people to accomplish goals.
- Respond to the needs of diverse audiences and contexts.
- Build and manage personal and community relationships.

MATHEMATICS (COMPUTATION)

- Analyze and evaluate real-world problems in a logical manner.
- Model, analyze, and solve real-world problems in a mathematical context.
- Utilize technology for analyzing and evaluating real-world problems.

HUMAN RELATIONS

- Understand the importance of goal setting, planning, and the impact of a positive mental outlook in both ones personal and professional life.
- Recognize and respect diversity as a vital component of effective human relation skills.

DIGITAL LITERACY

- Employ basic computer hardware, software, operating systems, and networking concepts to be able to make informed hardware and software purchasing decisions and demonstrate simple trouble shooting.
- Effectively use key office productivity software such as spreadsheet, word processing, database, and presentation applications to process and communicate information.
- Use the Internet effectively to gather, process, and communicate information.
- Discuss user's responsibilities and implications of privacy, security, and health in regards to computer use.

GRADUATION REQUIREMENTS

Complete a minimum of 90 credits of specified courses (see individual curriculum for listing) with a minimum Grade Point Average of 2.0 or better. The student must achieve at least a 'C' grade or better for all courses in the program. Twenty-four (24) credits must be completed at Southwestern before the AAS degree is awarded.

Complete the graduation application process one term prior to the term of completion (e.g., spring term graduates must apply during winter term).



ASSOCIATE OF APPLIED SCIENCE DEGREE (AAS) CAREER TECHNICAL PROGRAMS

RELATED INSTRUCTION (GENERAL EDUCATION)

Courses must be selected from the approved list of Related Instruction (General Education) courses. All Related Instruction (General Education) courses must be completed with a grade of 'C' or better.

HEALTH AND WELLNESS	WRITING	ORAL COMMUNICATION/ SPEECH	MATHEMATICS (COMPUTATION)	HUMAN RELATIONS	DIGITAL LITERACY
<p>PE185 (3 courses) or one (1) three credit course from HE250 or PE231.</p> <p><i>Note: Three (3) credit hours of PE185 may be granted toward an AAS degree for completion of military basic training. A copy of the military transcript or DD-214 is required.</i></p> <p><i>A maximum of six (6) credits of PE185 may be applied to the AAS degree.</i></p>	<p>Three (3) credit hours at a level equivalent to WR115 or higher.</p> <p>WR115, 121, 122, 123, 214, 214T</p>	<p>Three (3) credit hours at a level equivalent to SP100 or higher.</p> <p>SP100, 111, 218, 219</p>	<p>Three to four (3-4) credit hours at a level equivalent to MTH70 or higher.</p> <p>MTH70, 80, 85, 94, 95, 97, 105, 111, 112, 212, 213, 231, 232, 241, 242, 243, 251, 252, 253, 254, 255, 256, 260, 265</p>	<p>Three (3) credit hours or as specified in the AAS degree program.</p> <p>BA285 PSY201, 203, 100</p>	<p>Four (4) credit hours.</p> <p>CIS120 or demonstrated proficiency.</p>

COMPLETE THE ABOVE REQUIREMENTS PLUS ELECTIVES

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

SUPPORTIVE COURSES

Note: The college has determined that the following supportive courses may be necessary to assist students to successfully complete their program. They will count as electives only. CIS125W, HD0529, 100, 112, 113, 140, 147, 152, 154, 204, 208, 215, HE112, LIB127, OA121, RD101, 102, 103

Note: A maximum number of 45 credits is allowed for basic, developmental, or supportive courses under federal financial aid guidelines.

WHAT IS A CAREER PATHWAYS CERTIFICATE OF COMPLETION?

A Career Pathways Certificate of Completion is an Oregon community college credential comprised of 12-44 credits that are wholly contained in an approved Associate of Applied Science (AAS) degree/option or an independent Certificate of Completion (45+ credits). The Career Pathway Certificate provides a state-sanctioned credential for a course of study that: 1) acknowledges a specific skill proficiency to help students qualify for a job or enhanced employment opportunities; 2) is centered on the needs of students by providing educational options; and 3) provides the flexibility to achieve specific competencies within a longer term career path. These certificates lead to an AAS degree - or even beyond. For more information see www.socc.edu/pathways.

HOW DO STUDENTS ENROLL IN PATHWAYS?

All courses included in Pathways are college courses. Students register for courses through the usual Southwestern registration process. See www.socc.edu and click on myLakerLink or see Southwestern's Schedule of Classes.

WHEN ARE COURSES OFFERED?

Courses included in Career Pathway Certificates of Completion are offered at a variety of times including daytime, evenings, and online. See the Southwestern's Schedule of Classes or myLakerLink.

HOW DO STUDENTS LEARN MORE?

Students can find more information about certificates on the Southwestern website at www.socc.edu/pathways or by visiting the Student First Stop Center in Coos Bay or calling 541-888-7352; at the Curry Campus calling 541-469-5017.

DO STUDENTS TAKE A PLACEMENT TEST?

Students who will be full-time, who will be pursuing a degree or certificate program, or receiving financial aid, must complete a placement test prior to registration. The placement test determines the

students' entry-levels for reading, writing and math. If students have prior college work, have taken a placement test at another college, or have recent ACT or SAT scores, check with ESPS in Stensland Hall on the main campus in Coos Bay at 541-888-7405.

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

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

HOW DO STUDENTS PAY FOR COLLEGE CREDIT WHILE IN HIGH SCHOOL?

Check with the guidance counselor at your high school for specific options, which may include College Now, Dual Credit, Expanded Options, Enhanced Options, personal payment and other opportunities.

ARE EMPLOYERS WILLING TO ASSIST EMPLOYEES IN ATTAINING THE COURSES NECESSARY FOR THE CERTIFICATE?

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

IS FINANCIAL AID AVAILABLE FOR STUDENTS STUDYING TOWARD A CERTIFICATE?

Financial aid may be available. If you have any questions, email fao@socc.edu or call 541-888-7352.

HOW MUCH DOES IT COST TO EARN A CERTIFICATE?

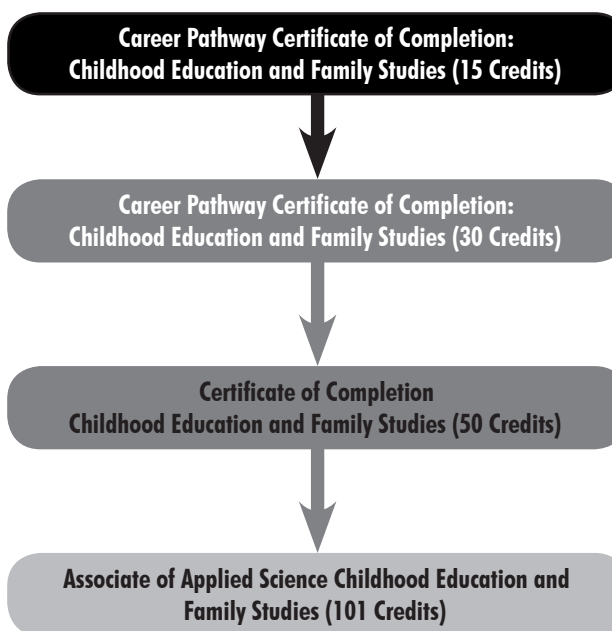
The cost varies depending upon how many courses are in the certificate. The cost of tuition and fees can be found in Southwestern's Schedule of Classes, in this catalog or at www.socc.edu.

For more information contact ESPS at 800-962-2838 or 541-888-7405; email advisingquestions@socc.edu; in Curry County call 541-469-5017.

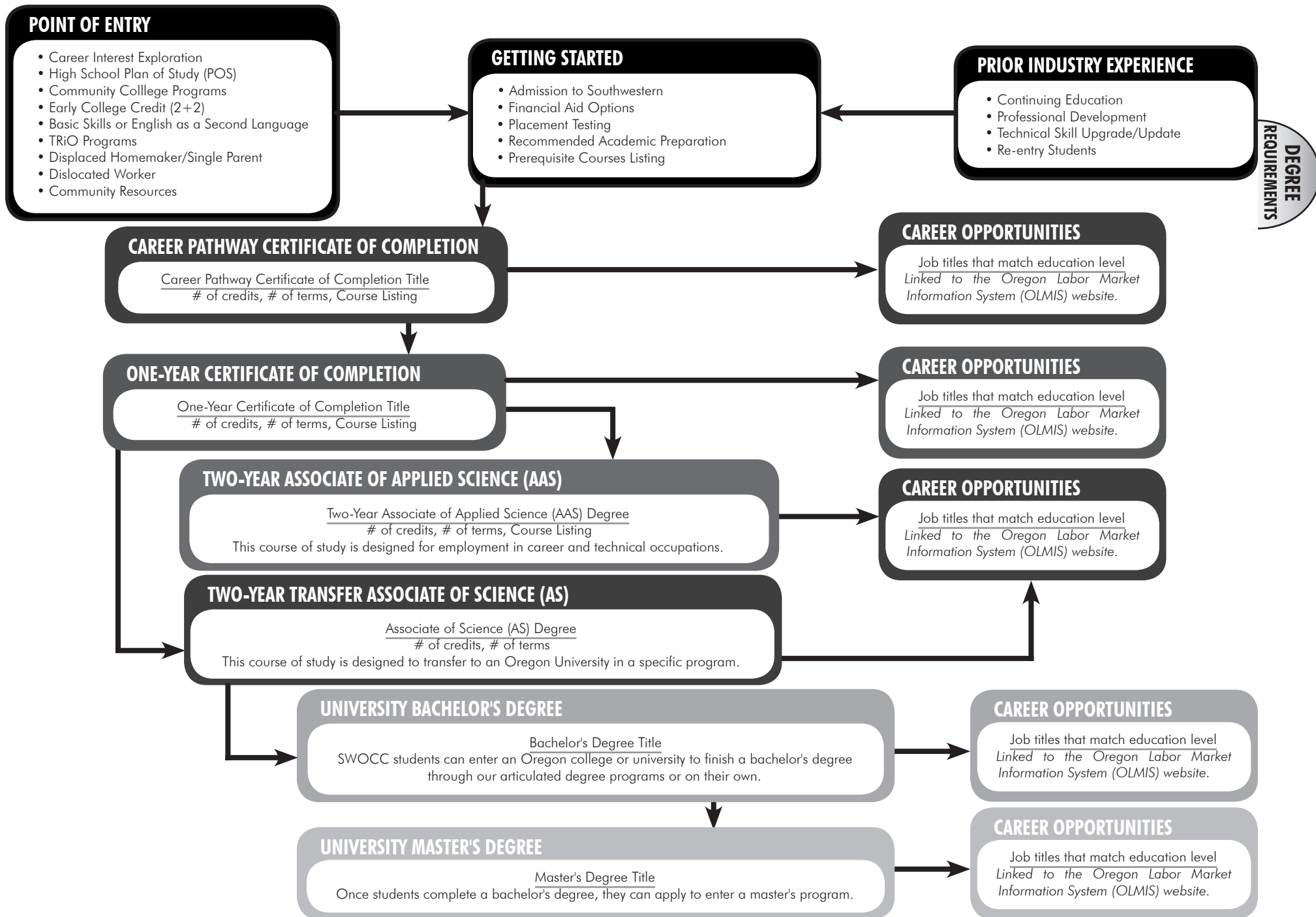
WHAT IS A CAREER PATHWAYS ROADMAP?

A Career Pathways Roadmap is a graphic display of the path from the first certificate of completion to the two-year degree and beyond with career opportunities. Below is a sample of the roadmap graphic that has been used in this catalog.

On the following page is a sample of a complete Career Pathways Roadmap, these can be accessed online at www.socc.edu.



CAREER PATHWAY CERTIFICATES OF COMPLETION



CERTIFICATES OF COMPLETION

DEGREE REQUIREMENTS

A Certificate of Completion is awarded for a specific curriculum of fewer than 90 credits and is approved by the State Board of Education. Programs that are at least 45 credits are considered One-Year Certificates of Completion and are eligible for federal financial aid. Programs that are fewer than 45 credits are considered Less Than One-Year Certificates of Completion. These programs are state approved but may not be eligible for federal financial aid.

RELATED INSTRUCTION (GENERAL EDUCATION) OUTCOMES

Upon successful completion of this certificate the student will be able to:

COMMUNICATION

- Engage in ethical communication processes that allow people to accomplish goals.
- Respond to the needs of diverse audiences and contexts.
- Build and manage personal and community relationships.

COMPUTATION

- Analyze and evaluate real-world problems in a logical manner.
- Model, analyze, and solve real-world problems in a mathematical context.
- Utilize technology for analyzing and evaluating real-world problems.

HUMAN RELATIONS

- Demonstrate proficiency in reading, writing, listening, presentation, and analytical skills.
- Operate as a team member and/or leader using effective communication strategies.
- Demonstrate computer skills: Word processing, presentation software, and Internet research techniques.

- Use research skills to access information and utilize critical thinking skills to draw conclusions and/or form ideas/opinions.
- Understand the importance of goal setting, planning, and the impact of a positive mental outlook in both ones personal and professional life.
- Recognize and respect diversity as a vital component of effective human relation skills.

GRADUATION REQUIREMENTS

- The One-Year Certificate of Completion will be awarded to students who satisfy the following requirements:

Complete the credit hours indicated with a minimum Grade Point Average (GPA) of 2.0 or better. Complete 15 credits at Southwestern before the Certificate of Completion is awarded.

Complete the graduation application process one term prior to the term of completion (e.g., spring term graduates must apply during winter term).

- The Less Than One-Year Certificate of Completion will be awarded to students who satisfy the following requirements:

Complete the credit hours indicated with a minimum Grade Point Average (GPA) of 2.0 or better. Complete nine (9) credits at Southwestern before the Certificate of Completion is awarded.

Complete the graduation application process one term prior to the term of completion (e.g., spring term graduates must apply during winter term).

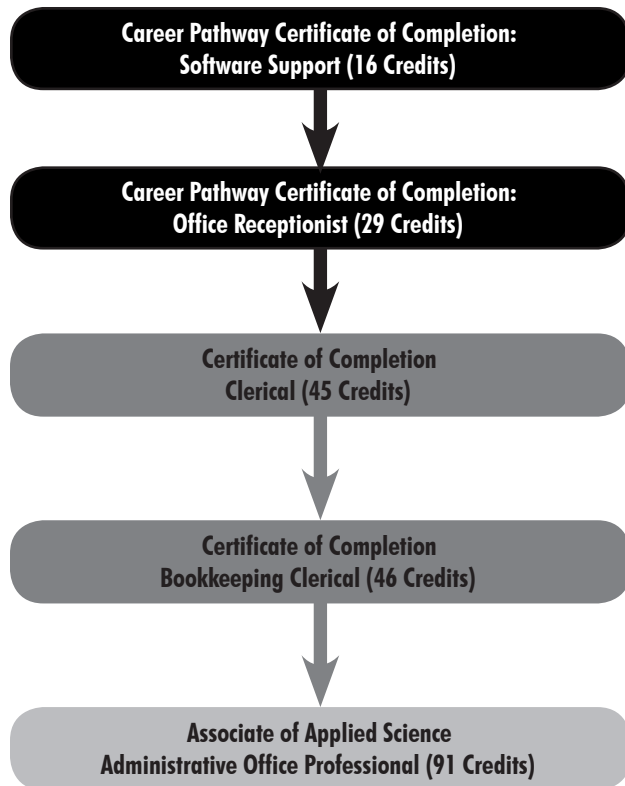
PAGE	PROGRAM	DEGREE/CERTIFICATION	ADMISSION CATEGORY
35-36	Administrative Office Professional	Associate of Applied Science	Open
38	<i>Bookkeeping Clerical</i>	Certificate of Completion	Open
37	<i>Clerical</i>	Certificate of Completion	Open
39	<i>Office Receptionist</i>	Career Pathway Certificate of Completion	Open
40	<i>Software Support</i>	Career Pathway Certificate of Completion	Open
41-42	Associate of Science/Oregon Transfer in Business	Associate of Science/Oregon Transfer in Business	Open
43-44	Business Management/Entrepreneurship	Associate of Applied Science	Open
45	<i>Accounting</i>	Certificate of Completion	Open
47	<i>Marketing</i>	Career Pathway Certificate of Completion	Open
46	<i>Supervision</i>	Career Pathway Certificate of Completion	Open
49-50	Childhood Education and Family Studies Emphasis	Associate of Science	Open
51-52	Childhood Education and Family Studies	Associate of Applied Science	Open
53	<i>Childhood Education and Family Studies (50 Credits)</i>	Certificate of Completion	Open
54	<i>Childhood Education and Family Studies (30 Credits)</i>	Career Pathway Certificate of Completion	Open
55	<i>Childhood Education and Family Studies (18 Credits)</i>	Career Pathway Certificate of Completion	Open
56	<i>Infant and Toddler Development</i>	Career Pathway Certificate of Completion	Open
57	<i>Parenting Educator and Early Childhood Home Visitor</i>	Career Pathway Certificate of Completion	Open
58-60	Computer Information Systems	Associate of Applied Science	Open
61	<i>Computer Information Systems</i>	Certificate of Completion	Open
62	<i>Support Technician</i>	Career Pathway Certificate of Completion	Open
63	<i>Network Management</i>	Career Pathway Certificate of Completion	Open
64-65	Health Informatics	Associate of Applied Science	Open
66-67	Criminal Justice Emphasis	Associate of Science	Open
68-69	Criminal Justice	Associate of Applied Science	Open
70-71	Culinary Arts	Associate of Applied Science	Restricted
72-73	Baking and Pastry Arts	Associate of Applied Science	Restricted
74-75	EMT - Paramedic	Associate of Applied Science	Restricted
76-77	Fire Science Technology	Associate of Applied Science	Open
78	<i>Fire Science Technology: Level II</i>	Certificate of Completion	Open
79	<i>Fire Science Technology: Level I</i>	Career Pathway Certificate of Completion	Open

PROGRAM REFERENCE GUIDE

DEGREE
REQUIREMENTS

80	Green Technician	Certificate of Completion	Restricted
81-82	Mathematics Emphasis	Associate of Science	Open
83-84	Marine Biology Emphasis	Associate of Science	Open
85-86	Medical Assistant	Associate of Applied Science	Open
89	<i>Medical Clerical</i>	Certificate of Completion	Open
88	<i>Medical Aide</i>	Career Pathway Certificate of Completion	Open
87	<i>Health Care Career Core</i>	Career Pathway Certificate of Completion	Open
90	<i>Personal Care Aide</i>	Career Pathway Certificate of Completion	Open
91	Natural Science Emphasis	Associate of Science	Open
92-93	Natural Resources Emphasis	Associate of Science	Open
94-95	Nursing	Associate of Applied Science	Restricted
96	Paraeducator / Educational Assistant	Certificate of Completion	Open
97	Pharmacy Technician	Certificate of Completion	Open
98	Phlebotomy Technician	Certificate of Completion	Restricted
99	Personal Trainer / Aging Adult	Certificate of Completion	Open
99	Personal Trainer / Group Exercise Leader	Certificate of Completion	Open
100-101	Physical Education Emphasis	Associate of Science	Open
48	Retail Management	Certificate of Completion	Open
102	Rural Health Aide	Certificate of Completion	Open
103-104	Welding and Fabrication	Associate of Applied Science	Open
105	<i>Welding and Fabrication</i>	Certificate of Completion	Open
106	<i>Welding Assistant</i>	Career Pathway Certificate of Completion	Open
107	<i>Welding Technician</i>	Career Pathway Certificate of Completion	Open

ASSOCIATE OF APPLIED SCIENCE ADMINISTRATIVE OFFICE PROFESSIONAL



Administrative Office Professional jobs are in high demand and exist in every type of business, industry, or non-profit organization. Increasing office automation and organizational restructuring will continue to make secretaries and administrative assistants more productive in coming years. In addition to the need to have current technology skills, many secretarial and administrative duties are of a personal, interactive nature and, therefore, are not easily automated. Responsibilities such as planning conferences, working with clients, and instructing staff require tact and communication skills.

This degree prepares the student for entry into administrative office positions leading to careers such as an administrative professional, medical/legal professional, or careers in other office specialties.

Students will develop abilities that create opportunities for promotion, job transition, and positions of greater responsibility in the workplace.

The program provides a strong foundation of office and technology skills as well as course work in business communications, business theory, interpersonal relations, and business law. Program emphasis is placed on preparing the student to perform complex tasks including the integration of workplace skills that emphasize communication, teamwork, project management, and problem-solving.

Students may choose to enter the program by completing the Certificate of Completion Clerical or the Certificate of Completion Bookkeeping or by the Administrative Office Professional: Career Pathway Certificate of Completion: Office Receptionist. The course work for these certificates will apply toward completion of the AAS Administrative Office Professional degree.

PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of this program the student will be able to:

- Apply human relations, organizational development, and critical thinking skills to solve problems in an office setting.
- Compose, proofread, and produce a wide range of business documents using appropriate software and equipment.
- Follow professional business procedures and standards.
- Store, retrieve, distribute, and manage information to support office and management personnel.
- Integrate computer, computation, communication, and critical thinking skills to accomplish complex office tasks and solve problems.

- Apply knowledge of the internal organization and management of an office.
- Work both independently and as part of a team.

GRADUATION REQUIREMENTS

Students must complete a minimum of 91 credit hours with a minimum Grade Point Average (GPA) of 2.0 or better. All courses in this program must be completed with a 'C' or better. Twenty-four (24) credits must be completed at Southwestern before the AAS Administrative Office Professional degree is awarded.

Complete the graduation application process one term prior to the term of completion (e.g., spring term graduates must apply winter).

PROGRAM
REQUIREMENTS

ADMINISTRATIVE OFFICE PROFESSIONAL

ASSOCIATE OF APPLIED SCIENCE ADMINISTRATIVE OFFICE PROFESSIONAL

PREREQUISITES	CIS101 (2) Computers in Society	OA121 (3) Keyboarding I	WR90 (3) Paragraph Fundamentals (or placement test score)	MTH20 (4) Basic Mathematics (or placement test score)	Reading Score of ASSET41 COMPASS81
FALL = 15 CREDITS	OA220 (1) Electronic Calculators	OA124 (3) Keyboard Skillbuilding	CIS120 (4) Concepts of Computing	MTH70 (4) Elementary Algebra (or higher)	CIS125W (3) Word Processing Applications
WINTER = 17 CREDITS	BA101 (4) Introduction to Business	AC2764 (4) Small Business Accounting	BA288 (3) Customer Service	BA285 (3) Human Relations in Organizations	OA240 (3) Filing Records and Management
SPRING = 15 CREDITS	WR121 (3) English Composition ¹	CIS135W (3) Advanced Word Processing	BA217 (3) Accounting Process	BA206 (3) Management Fundamentals	OA116 (3) Office Procedures

47 CREDITS = FIRST YEAR TOTAL REQUIREMENTS

FALL = 13 CREDITS	PE231 (3) Wellness for Life ²	BA230 (4) Business Law	(3) Specific Elective ³	OA2591 (3) Proofreading and Editing	
WINTER = 16 CREDITS	BA205 (4) Solving Communication Problems with Technology	SP111 (3) Fundamentals of Public Speaking ⁴	(3) Specific Elective ³	(3) Specific Elective ³	CIS125S (3) Spreadsheet Applications
SPRING = 15 CREDITS	BA280 (4) Field Experience	CIS235 (4) Integrated Computer Projects	BA284 (1) Job Readiness	BA224 (3) Human Resource Management	(3) Specific Elective ³

44 CREDITS = SECOND YEAR TOTAL REQUIREMENTS

91 CREDITS = TOTAL PROGRAM REQUIREMENTS

PROGRAM NOTES

¹WR115 may be substituted for WR121.

²HE250 or three credits of PE185 may be substituted for PE231.

³Specific Electives: Select from any 100 level or higher CIS/CS, BA, AC course, ART225, WR214 or WR214T.

⁴SP100, 218, or 219 may be substituted for SP111.

CERTIFICATE OF COMPLETION CLERICAL

The Certificate of Completion Clerical prepares students to fulfill a wide variety of entry-level office support positions in any industry. The coursework combines computer skills, filing, word processing, office procedures, and basic bookkeeping. Students will also gain specialized skills in payroll processing, accounts payable/receivable, or desktop publishing.

Credits earned in this program can be applied to the AAS Administrative Office Professional degree.

PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of this program the student will be able to:

- Use computers and office equipment proficiently.
- Organize and protect information resources to meet business needs.
- Perform routine bookkeeping tasks for a small sole proprietorship, partnership, or corporation, including payroll.

- Diplomatically, tactfully, and respectfully interact with diverse populations.
- Describe, explain, and apply concepts of customer service to office work.
- Research technical issues using library, Internet, and specialized reference works.
- Demonstrate effective time management techniques.
- Model professional and ethical behaviors.

GRADUATION REQUIREMENTS

Students must complete a minimum of 45 credit hours with a minimum Grade Point Average (GPA) of 2.0 or better. All courses must be passed with a grade of 'C' or better. Fifteen (15) credits must be completed at Southwestern before the Certificate of Completion Clerical is awarded.

Complete the graduation application process one term prior to the term of completion (e.g., spring term graduates must apply during winter term).

GAINFUL EMPLOYMENT DISCLOSURE

SWOCC is required by federal regulations to disclose information related to SWOCC's educational programs that lead to gainful employment in a recognized occupation. This information is intended to provide students the opportunity to measure employment outcomes associated with SWOCC's certificate programs.

Gainful employment information can be found online at <http://www.socc.edu/academics/pgs/degrees/one-year-certificate/certificate-of-completion-clerical.shtml>.

PROGRAM
REQUIREMENTS

PREREQUISITES	CIS101 (2) Computers in Society	OA121 (3) Keyboarding I	WR90 (3) Paragraph Fundamentals (or placement test score)	MTH20 (4) Basic Mathematics (or placement test score)	Reading Score of ASSET41 COMPASS81
FALL = 14 CREDITS	OA220 (1) Electronic Calculators	OA124 (3) Keyboard Skillbuilding	WR121 (3) English Composition ¹	MTH70 (4) Elementary Algebra (or higher)	CIS125W (3) Word Processing Applications
WINTER = 17 CREDITS	OA240 (3) Filing Records and Management	AC2764 (4) Small Business Accounting	BA288 (3) Customer Service	BA285 (3) Human Relations in Organizations	BA205 (4) Solving Communication Problems with Technology
SPRING = 14 CREDITS	BA280 (3) Field Experience	BA284 (1) Job Readiness	(3) Specific Elective ²	OA116 (3) Office Procedures	CIS120 (4) Concepts of Computing
45 CREDITS = TOTAL PROGRAM REQUIREMENTS					

PROGRAM NOTES

¹WR115 may be substituted for WR121.

²Administrative Office Professional Specific Electives, choose from: BA156, BA223, BA277, CIS140, WR214T, CIS125WE, or a one-year sequence in a foreign language.

CERTIFICATE OF COMPLETION BOOKKEEPING CLERICAL

The Certificate of Completion Bookkeeping Clerical is a one-year certificate to prepare students for entry into general clerical and bookkeeping positions. This occupation is one of the largest growth occupations in the economy. The large size of this occupation ensures plentiful job openings, including many opportunities for temporary and part-time work.

Graduates of the program are qualified for entry into positions such as: General bookkeeper, accounts receivable, accounts payable, payroll clerk, file clerk, civil service employee, and many general and combination office positions requiring some knowledge of bookkeeping.

The Certificate of Completion Bookkeeping Clerical can be a starting point for completion of the AAS Administrative Office Professional degree.

PROGRAM
REQUIREMENTS

PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of this program the student will be able to:

- Use appropriate computer software applications to record, present, and summarize financial activities.
- Organize and store information at current workplace standards.
- Perform routine bookkeeping tasks for a variety of business entities.
- Maintain basic payroll record keeping.
- Diplomatically, tactfully, and respectfully interact with diverse populations.

GRADUATION REQUIREMENTS

Students must complete a minimum of 46 credit hours with a minimum Grade Point Average (GPA) of 2.0 or better. All courses must be passed with a grade of

'C' or better. Fifteen (15) credits must be completed at Southwestern before the Certificate of Completion Bookkeeping Clerical is awarded.

Complete the graduation application process one term prior to the term of completion (e.g., spring term graduates must apply during winter term).

GAINFUL EMPLOYMENT DISCLOSURE

SWOCC is required by federal regulations to disclose information related to SWOCC's educational programs that lead to gainful employment in a recognized occupation. This information is intended to provide students the opportunity to measure employment outcomes associated with SWOCC's certificate programs.

Gainful employment information can be found online at <http://www.socc.edu/academics/pgs/degrees/one-year-certificate/certificate-of-completion-bookkeeping-clerical.shtml>.

PREREQUISITES	CIS101 (2) Computers in Society	OA121 (3) Keyboarding I	WR90 (3) Paragraph Fundamentals (or placement test score)	MTH20 (4) Basic Mathematics (or placement test score)	Reading Score of ASSET41 COMPASS81
FALL = 15 CREDITS	OA220 (1) Electronic Calculators	OA124 (3) Keyboard Skillbuilding	CIS120 (4) Concepts of Computing	MTH70 (4) Elementary Algebra (or higher)	CIS125W (3) Word Processing Applications
WINTER = 16 CREDITS	OA240 (3) Filing Records and Management	AC2764 (4) Small Business Accounting	BA288 (3) Customer Service	BA285 (3) Human Relations in Organizations	CIS125S (3) Spreadsheet Applications
SPRING = 15 CREDITS	BA280 (3) Field Experience	WR121 (3) English Composition ¹	BA217 (3) Accounting Process	OA116 (3) Office Procedures	BA177 (3) Payroll Records and Accounting
46 CREDITS = TOTAL PROGRAM REQUIREMENTS					

PROGRAM NOTES

¹WR115 may be substituted for WR121.

CAREER PATHWAY CERTIFICATE OF COMPLETION: OFFICE RECEPTIONIST

The Administrative Office Professional: Career Pathway Certificate of Completion: Office Receptionist prepares students for immediate employment as a receptionist, customer service, or information clerk position in a variety of industries.

Employment of receptionists and information clerks is expected to increase by 15 percent from 2008 to 2018, which is faster than the average for all occupations. Employment growth will result from growth in industries such as offices of physicians and in other health practitioners, legal services, personal care services, construction, and management and technical consulting.

Credits earned in this program can be applied to the AAS Administrative Office Professional, the Certificate of Completion Clerical, and the Certificate of Completion Bookkeeping Clerical.

PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of this program the student will be able to:

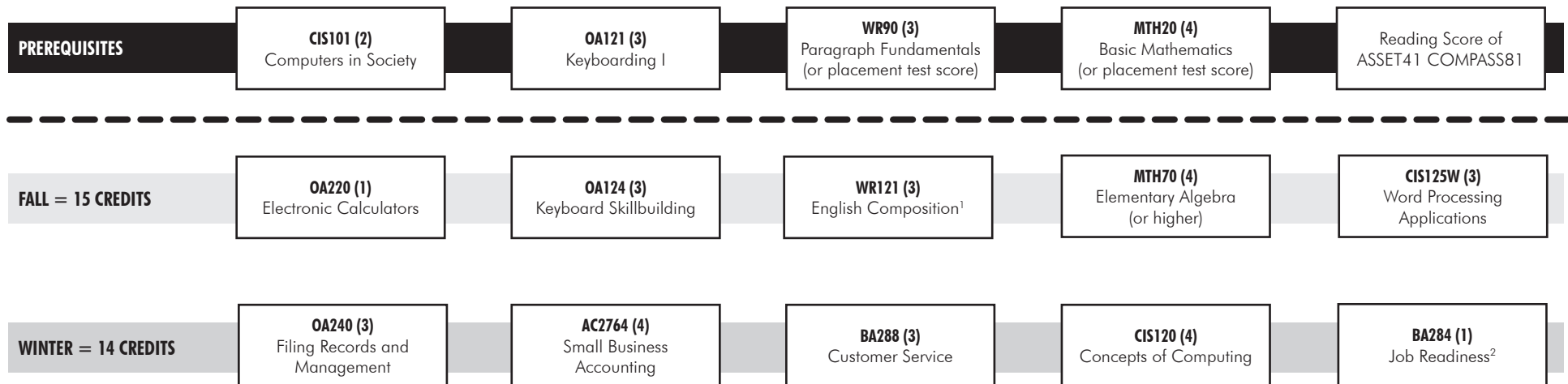
- Provide customer service according to specific instructions.
- Use computer and phone systems to schedule, email, and organize according to specific instructions.
- Enter data accurately (requires basic math, keyboarding, and copying skills).
- Accurately produce, edit, and proofread business documents.
- Follow professional business procedures and standards.
- Store, locate, and retrieve information to support office personnel.

GRADUATION REQUIREMENTS

Students must complete a minimum of 29 credit hours with a minimum Grade Point Average (GPA) of 2.0 or better. All courses must be passed with a grade of 'C' or better. Nine (9) credits must be completed at Southwestern before the Administrative Office Professional: Career Pathway Certificate of Completion: Office Receptionist is awarded.

Complete the graduation application process one term prior to the term of completion (e.g., spring term graduates must apply during winter term).

PROGRAM
REQUIREMENTS



29 CREDITS = TOTAL PROGRAM REQUIREMENTS

PROGRAM NOTES

¹WR115 may be substituted for WR121.

²BA284 is offered in the Spring.

CAREER PATHWAY CERTIFICATE OF COMPLETION: SOFTWARE SUPPORT

The Administrative Office Professional: Career Pathway Certificate of Completion: Software Support is intended to prepare the student for the industry examination in software applications. This 16 credit certification is an intensive program emphasizing the hands-on use of common business applications. Students completing this certificate will have gained the knowledge and ability to successfully pass industry standard certification examinations. As a stand-alone certification, this can be used for professional development toward job advancement. As part of the AAS degree, this certificate enhances the ability of the student to work efficiently in an office environment and provide support for colleagues. Students completing

this certification will be prepared to seek entry-level employment in occupations such as software applications specialists and software training and support specialist.

PROGRAM STUDENT LEARNING OUTCOMES

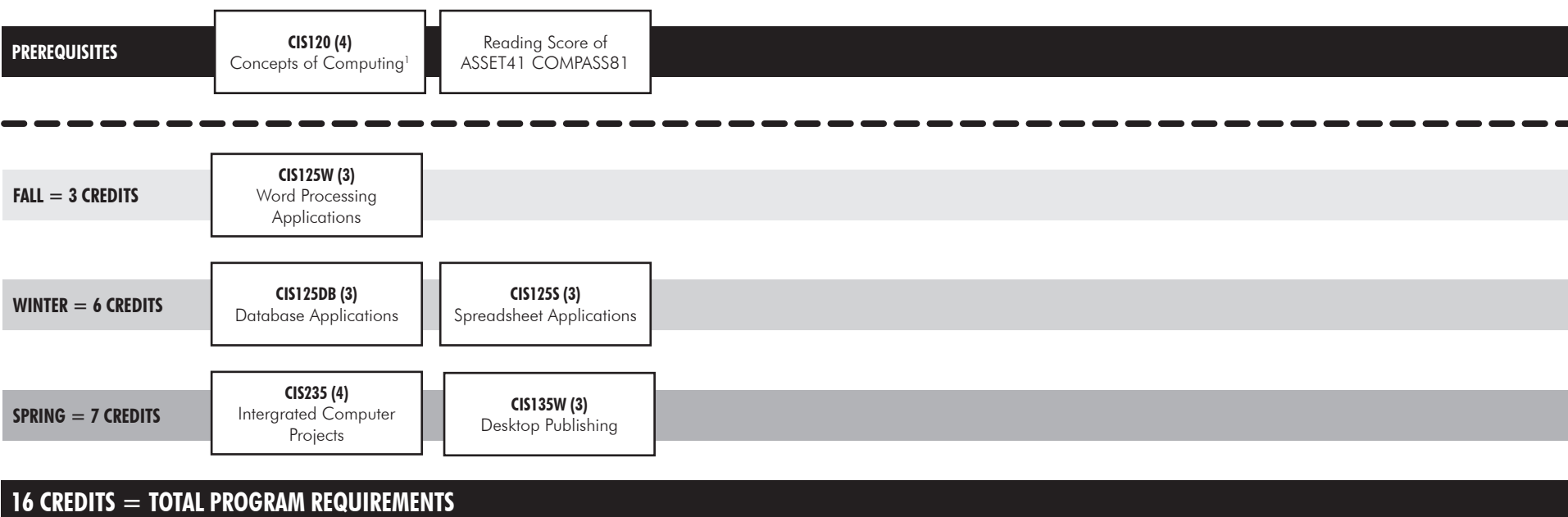
Upon successful completion of this program the student will be able to:

- Demonstrate skills in the use of common business application software.

GRADUATION REQUIREMENTS

Students must complete a minimum of 16 credit hours with a minimum Grade Point Average (GPA) of 2.0 or better. All courses in the major must be passed with a grade of 'C' or better. Nine (9) credits must be completed at Southwestern before the Administrative Office Professional: Career Pathway Certificate of Completion: Software Support is awarded.

Complete the graduation application process one term prior to the term of completion (e.g., spring term graduates must apply during winter term).



PROGRAM NOTES

¹CIS120 or demonstrated proficiency in Computer Literacy.

**Some CS/CIS courses may be offered only online.

ASSOCIATE OF SCIENCE/OREGON TRANSFER IN BUSINESS (ASOT-BUS)

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

It is strongly recommended that students review the list of university-specific prerequisites and recommendations and contact the specific OUS institution business school/program early in the first year of their ASOT-BUS program at Southwestern to be advised about additional requirements and procedures for admission consideration to the OUS institution and the business school/program.

GRADUATION REQUIREMENTS

Complete a minimum of 90 credit hours of specified courses with a minimum Grade Point Average (GPA) of 2.0 or better. Twenty-four (24) credits must be completed at Southwestern before the ASOT-BUS degree is awarded.

Successfully complete the following: Courses (except for elective credits) must be selected from the list of approved courses for the ASOT-BUS, see page 23. The list is available on the following pages and in Admissions, the Student First Stop Center, Educational Support Programs and Services (ESPS) or from the program advisor.

Students may take any college-level course that would bring total credits to 90 quarter hours including up to 12 credits of college designated Career and Technical Education (career technical) courses. Note: Please see page 109 for a list of career technical alpha prefixes offered at Southwestern. A maximum of nine

(9) credits of PE185 may be applied to the ASOT-BUS degree.

Courses that are developmental in nature, designed to prepare students for college transfer courses, are not applicable to this degree.

Complete the graduation application process one term prior to the term of completion (e.g., spring term graduates must apply during winter term).

UNIVERSITY - SPECIFIC PREREQUISITES AND RECOMMENDATIONS

Eastern Oregon University: WR227 Technical Report Writing; The Business Law course for the ASOT-BUS is required.

Oregon Institute of Technology: The Business Law course for the ASOT-BUS is required. Recommendations: PSY201 Psychology, BUS215 Principles of Management (BAS206), BUS223 Principles of Marketing.

Oregon State University: BA276 Intro to Statistical Inference, BA302 Business Process Management, BA260 Intro to Entrepreneurship, MTH241 Calculus for Biological/Management/Social Sciences, MTH245 Math for Biological/Management/Social Sciences, The Business Law course for the ASOT-BUS is required. Recommendations: Public Speaking or Argument Critical Discourse course like COMM111 or COMM114. Computer Applications course should emphasize spreadsheet content. Not all community colleges have direct equivalents to all OSU Pre-Business requirements. For further information, refer to articulation tables at our website: <http://bit.ly/rBawY>.

Portland State University: CS106 Computing Fundamentals II; BA205 Business Communications Using Technology; STAT244 Introduction to Probability and Statistics II; COMM220 Public Speaking GPA: 3.0 overall transfer. Minimum 'C-' or better on pre-business courses. There is a GPA exception rule, for details, please contact the School of Business Administration

(SBA) at PSU directly. All students must be admitted to the SBA in order to complete their degree.

Southern Oregon University: BA226 Business Law, BA282 Applied Business Statistics. GPA: 2.0 overall and 2.5 in all business courses. Additionally, students must complete all required lower division classes with a grade of 'C-,' regardless of where the class was taken. Students must apply for admission to the Business School/Program.

University of Oregon: BA240 Managing Business Information: Business Applications Software; MTH241, MTH242 Calculus for Business and Social Science I, II; MTH243 (and MTH244 if required for UO equivalency. Please consult an advisor.) Multicultural requirement; GPA: 2.90 overall and 2.75 in pre-business core; student must apply for admission to the Business School/Program. The application process includes a writing assessment.

Western Oregon University: The Business Law course for the ASOT-BUS is required as is MTH241 and MTH243.

ASSOCIATE OF SCIENCE/OREGON TRANSFER IN BUSINESS (ASOT-BUS)

FALL = 15 CREDITS

BA101 (4)*
Introduction to Business

BA211 (4)*
Principles of Accounting I

(4)*
Mathematics Course¹

WR121 (3)*
English Composition

WINTER = 15 CREDITS

CIS120 (4)*
Concepts of Computing

BA212 (4)*
Principles of Accounting II

(4)*
Mathematics Course¹

WR122 (3)*
English Composition

SPRING = 14 CREDITS

(3)*
Speech/
Oral Communication²

BA213 (4)*
Principles of
Accounting III

(4)*
Mathematics Course¹

WR227 (3)*
Report Writing

44 CREDITS = FIRST YEAR TOTAL REQUIREMENTS

FALL = 15 CREDITS

ECON201 (4)*
Microeconomics

(4)
Lab Science Requirement³

BA230 (4)*
Business Law

(3)
Arts and Letters
Requirement³

WINTER = 18 CREDITS

ECON202 (4)*
Macroeconomics

(4)
Lab Science Requirement³

(4)
Social Sciences
Requirement³

(3)
Arts and Letters
Requirement³

(3)
Science Requirement³

SPRING = 14-15 CREDITS

(4)
Social Sciences
Requirement³

(4)
Lab Science Requirement³

(3-4)
Elective or University-
Specific Requirement⁴

(3)
Arts and Letters
Requirement³

43-47 CREDITS = SECOND YEAR TOTAL REQUIREMENTS

90-94 CREDITS = TOTAL PROGRAM REQUIREMENTS

PROGRAM NOTES

¹Mathematics Course: A minimum of 12 credits, MTH111 or higher, four of which must be statistics, please see advisor for specific course recommendations.

²ASOT-BUS Foundational Requirements, see page 23.

³ASOT-BUS Discipline Studies Requirements, see page 23. Cultural Literacy: Students must select one course from any of the discipline studies that is designated as meeting the statewide criteria for cultural literacy, see page 23.

⁴ASOT-BUS Electives and/or University-Specific Requirements: (This list of prerequisites and recommendations is subject to change without notice) 8-9 credits, depending on choice of transfer institution.

ASSOCIATE OF APPLIED SCIENCE BUSINESS MANAGEMENT/ENTREPRENEURSHIP



**Career Pathway Certificate of Completion:
Supervision (19 Credits)**

**Career Pathway Certificate of Completion:
Marketing (27 Credits)**

**Certificate of Completion
Accounting (45 Credits)**

**Associate of Applied Science
Business Management/Entrepreneurship (92 Credits)**

Prepare yourself for your future in business. This two-year degree exposes students to all aspects of operating a small business with a focus on entrepreneurship. The program would also prepare students for positions such as management trainee, first-line supervisor, buyers and purchasing agents, sales managers, and higher levels of management for either profit or nonprofit organizations. Focus is placed on entrepreneurship for those interested in starting/operating a business or applying this managerial approach in a medium to large organization.

Employment in this field is expected to remain steady. Prospects are very good for those who want to own and manage a business, especially if they have determination, talent and a unique service or product.

Many students will decide to begin this program by first earning a Business Management/Entrepreneurship: Career Pathway Certificate of Completion: in Supervision or Marketing or with a Business Management/Entrepreneurship: Certificate of Completion Accounting. These Career Pathway

Certificates of Completion and the Certificate of Completion can typically be completed in one year.

Students who intend to transfer to a four-year institution with the goal of completing a bachelor's degree in business should consider completing the ASOT-BUS degree and consult with business program faculty.

PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of this program the student will be able to:

- Employ appropriate and effective business communication skills including both verbal and written.
- Operate as a team member and/or leader in an organization.
- Demonstrate proficiency in using contemporary business software.
- Develop a financial record keeping system for a typical small business.
- Analyze and interpret a small business financial statement.
- Develop an effective business plan.
- Explore entrepreneurial potential.

GRADUATION REQUIREMENTS

Students must complete a minimum of 92 credit hours with a minimum Grade Point Average (GPA) of 2.0 or better. All courses must be passed with a grade of 'C' or better. Twenty-four (24) credits must be completed at Southwestern before the AAS Business Management/Entrepreneurship degree is awarded.

Complete the graduation application process one term prior to the term of completion (e.g., spring term graduates must apply during winter term).

PROGRAM
REQUIREMENTS

BUSINESS MANAGEMENT/ENTREPRENEURSHIP

ASSOCIATE OF APPLIED SCIENCE BUSINESS MANAGEMENT/ENTREPRENEURSHIP

FALL = 17 CREDITS

BA101 (4)
Introduction to Business

BA150 (3)
Introduction to
Entrepreneurship

CIS120 (4)
Concepts of Computing

WR115 (3)
Introduction to Expository
Writing (or higher)

BA238 (3)
Sales

WINTER = 17 CREDITS

BA285 (3)
Human Relations in
Organizations

AC2764 (4)
Small Business
Accounting¹

CIS125S (3)
Spreadsheet Applications

MTH94 (4)
Intermediate Algebra I
(or higher)

BA223 (3)
Principles of Marketing

SPRING = 16 CREDITS

BA156 (3)
Essentials of Economics²

BA213 (4)
Principles of
Accounting III

BA206 (3)
Management
Fundamentals

BA239 (3)
Advertising

(3)
Specific Elective³

50 CREDITS = FIRST YEAR TOTAL REQUIREMENTS

FALL = 16 CREDITS

BA230 (4)
Business Law

SP219 (3)
Small Group Discussion⁴

BA250 (3)
Small Business
Management

PE231 (3)
Wellness for Life⁵

(3)
Specific Elective³

WINTER = 13 CREDITS

BA222 (3)
Finance

CIS245 (3)
Project Management

BA205 (4)
Solving Business
Problems with Technology

(3)
Specific Elective³

SPRING = 13 CREDITS

BA292 (4)
Capstone Project

BA277 (3)
Business Ethics

BA224 (3)
Human Resource
Management

BA280 (3)
Cooperative Work
Experience

42 CREDITS = SECOND YEAR TOTAL REQUIREMENTS

92 CREDITS = TOTAL PROGRAM REQUIREMENTS

PROGRAM NOTES

¹BA211 and BA212 may be substituted for AC2764.

²Four credits of ECON201 or ECON202 may be substituted for BA156.

³Business Management/Entrepreneurship Specific Electives: Any CS/CIS course not required for the degree including CIS184; OA116; Any BA/AC courses not required for degree; WR214; CRT2015.

⁴SP111 or SP218 may be substituted for SP219.

⁵HE250 or three credits of PE185 may be substituted for PE231.

CERTIFICATE OF COMPLETION ACCOUNTING

The Certificate of Completion Accounting is designed for students who wish to enter the field as a bookkeeper or accounting clerk. This program prepares students to accomplish a wide variety of tasks within the broad area of accounting, including administrative accounting, small business accounting, and entry-level governmental accounting. In addition, this certificate provides students with the necessary foundation for preparing for the American Institute of Professional Bookkeepers (AIPB) certification exam. The courses required for this certificate are applicable toward an AAS Business Management/Entrepreneurship.

PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of this program the student will be able to:

- Identify, analyze, record, and summarize routine economic events using generally accepted accounting principles.

- Prepare commonly-used federal and state payroll and tax documents and reports.
- Demonstrate knowledge of relevant timelines for completion and submission of these documents and reports.

GRADUATION REQUIREMENTS

Students must complete a minimum of 45 credit hours with a minimum Grade Point Average (GPA) of 2.0 or better. All courses must be passed with a grade of 'C' or better. Fifteen (15) credits must be completed at Southwestern before the Certificate of Completion Accounting is awarded.

Complete the graduation application process one term prior to the term of completion (e.g., spring term graduates must apply during winter term).

GAINFUL EMPLOYMENT DISCLOSURE

SWOCC is required by federal regulations to disclose information related to SWOCC's educational programs that lead to gainful employment in a recognized occupation. This information is intended to provide students the opportunity to measure employment outcomes associated with SWOCC's certificate programs.

Gainful employment information can be found online at <http://www.socc.edu/academics/pgs/degrees/one-year-certificate/certificate-of-completion-accounting.shtml>.

PROGRAM
REQUIREMENTS

FALL = 15 CREDITS	MTH70 (4) Elementary Algebra (or higher)	BA211 (4) Principles of Accounting I ¹	CIS120 (4) Concepts of Computing	WR115 (3) Introduction to Expository Writing (or higher)	
WINTER = 14 CREDITS	BA285 (3) Human Relations in Organizations	BA212 (4) Principles of Accounting II	CIS125S (3) Spreadsheet Applications	BA101 (4) Introduction to Business	
SPRING = 16 CREDITS	BA177 (3) Payroll Records and Accounting	BA213 (4) Principles of Accounting III	BA217 (3) Accounting Process	(3) Specific Elective ²	BA280 (3) Cooperative Work Experience

45 CREDITS = TOTAL PROGRAM REQUIREMENTS

PROGRAM NOTES

¹AC2766 and AC2767 may be substituted for BA211.

²Business Management/Entrepreneurship Specific Electives: Any CS/

CIS course not required for the degree including CIS184; OA116; any
BA/AC courses not required for degree; WR214; CRT2015.

CAREER PATHWAY CERTIFICATE OF COMPLETION: SUPERVISION

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

PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of this program the student will be able to:

- Demonstrate effective communication skills including both verbal and written.
- Understand the role of a leader.
- Identify and implement strategies for managing employee relations.

GRADUATION REQUIREMENTS

Students must complete a minimum of 19 credit hours with a minimum Grade Point Average (GPA) of 2.0 or better. All courses in this program must be completed with a 'C' or better. Nine (9) credits must be completed at Southwestern before the Business Management/Entrepreneurship: Career Pathway Certificate of Completion: Supervision is awarded.

Complete the graduation application process one term prior to the term of completion (e.g., spring term graduates must apply during winter term).

PROGRAM
REQUIREMENTS



19 CREDITS = TOTAL PROGRAM REQUIREMENTS

PROGRAM NOTES

¹SP111 or SP218 may be substituted for SP219.

CAREER PATHWAY CERTIFICATE OF COMPLETION: MARKETING

The Business Management/Entrepreneurship: Career Pathway Certificate of Completion: Marketing is for those who wish to update skills or increase advancement potential.

The courses are designed to provide students with a strong basic understanding of fundamentals and current practices in the field of marketing. Businesses will find this short-term certificate especially helpful in quickly training present and new employees in basic subject matter pertinent to the marketing function.

PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of this program the student will be able to:

- Demonstrate effective communication skills including both verbal and written.
- Describe the marketing methods including the analysis and inter-relationship of the marketing mix: Product, price, place and promotion.
- Develop/implement a marketing plan to achieve the goals of a business.

GRADUATION REQUIREMENTS

Students must complete a minimum of 27 credit hours with a minimum Grade Point Average (GPA) of 2.0 or better. All courses in this program must be completed with a 'C' or better. Nine (9) credits must be completed at Southwestern before the Business Management/Entrepreneurship: Career Pathway Certificate of Completion: Marketing is awarded.

Complete the graduation application process one term prior to the term of completion (e.g., spring term graduates must apply during winter term).

PROGRAM
REQUIREMENTS

FALL = 13 CREDITS	WR115 (3) Introduction to Expository Writing (or higher)	CIS195 (3) Web Development I ¹	BA238 (3) Sales
WINTER = 8 CREDITS	BA205 (4) Solving Communication Problems with Technology	BA101 (4) Introduction to Business	BA223 (3) Principles of Marketing
SPRING = 6 CREDITS	BA239 (3) Advertising	CIS120 (4) Concepts of Computing	

27 CREDITS = TOTAL PROGRAM REQUIREMENTS

PROGRAM NOTES

¹CIS125WE may be substituted for CIS195.

CERTIFICATE OF COMPLETION RETAIL MANAGEMENT

The Certificate of Completion Retail Management is a one-year certificate recommended for students who would like to work in retail sales or students who are currently working in retail sales and are interested in advancing in their careers. Upon completion of this certificate, students will demonstrate skills necessary to successfully work in the field of retail sales and be in a position to advance to higher levels of responsibility including supervisory management. Career opportunities include retail clerks, management trainees, sales associates and other similar retail positions.

PROGRAM
REQUIREMENTS

PROGRAM STUDENT LEARNING OUTCOMES

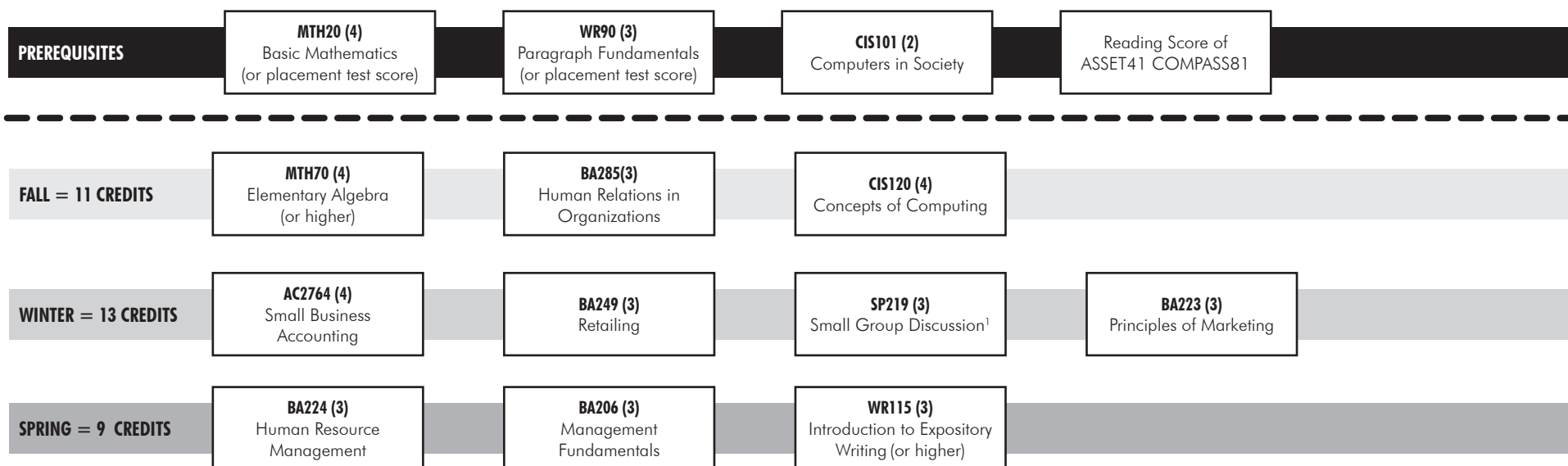
Upon successful completion of this program the student will be able to:

- Demonstrate effective communication skills including both verbal and written.
- Operate as a team member and/or leader using effective communication strategies.
- Demonstrate computer skills: Word processing, electronic spreadsheet, database management, general accounting applications, presentation software and Internet research techniques.
- Describe the marketing methods including the analysis and inter-relationship of the marketing mix: Product, price, place and promotion.

GRADUATION REQUIREMENTS

Students must complete a minimum of 33 credit hours with a minimum Grade Point Average (GPA) of 2.0 or better. All courses in this program must be completed with a 'C' or better. Fifteen (15) credits must be completed at Southwestern before the Certificate of Completion Retail Management is awarded.

Complete the graduation application process one term prior to the term of completion (e.g., spring term graduates must apply during winter term).



33 CREDITS = TOTAL PROGRAM REQUIREMENTS

PROGRAM NOTES

¹SP100, 111, 218 or 220 may be substituted for SP219.

ASSOCIATE OF SCIENCE CHILDHOOD EDUCATION AND FAMILY STUDIES EMPHASIS

The Associate of Science (AS) degree, with an emphasis in Childhood Education and Family Studies, leads to a baccalaureate degree in human development, early childhood education, social science or a teaching certification. Students may petition for adjustments in the Southwestern AS degree if course requirements are met for the first two years of any regionally accredited four-year institution offering a degree in education, early childhood education, family studies, human or child development. Eastern Oregon Universities distance education degree of liberal studies with an early childhood education emphasis articulates to SWOCC's AS degree. The AS degree is also articulated with Portland State University through their external degree program.

All coursework specific to childhood education and family studies degrees and certificates is offered online through Southwestern's e-SOCC online platform.

Both the AS with an emphasis in childhood education and family studies and our AAS in Childhood Education and Family Studies (page 51) are now accredited through the National Association for the Education of Young Children (NAEYC) Early Childhood Associate Degree Accreditation program.

For further program information, please contact the Childhood Education Director at ece@socc.edu. Information online at <http://www.socc.edu/academics/pgs/academic-dept/childhood-education/index.shtml>.

GRADUATION REQUIREMENTS

Students must complete a minimum of 90 credit hours with a minimum Grade Point Average (GPA) of 2.0 or better. Twenty-four (24) credits must be completed at Southwestern before the AS degree is awarded.

Courses that are developmental in nature, designed to prepare students for college transfer courses, are not applicable to this degree.

Complete the graduation application process one term prior to the term of completion (e.g., spring term graduates must apply during winter term).



PROGRAM
REQUIREMENTS

CHILDHOOD EDUCATION AND FAMILY STUDIES

ASSOCIATE OF SCIENCE CHILDHOOD EDUCATION AND FAMILY STUDIES EMPHASIS

PROGRAM
REQUIREMENTS

PREREQUISITES	CIS101 (2) Computers in Society	WR90 (3) Paragraph Fundamentals (or placement test score)	MTH95 (4) Intermediate Algebra I (or placement test score)	Reading Score of ASSET41 COMPASS81	
FALL = 16 CREDITS	ECE150 (3) Introduction and Observation in ECE	WR121 (3) English Composition	HDFS225 (3) Prenatal, Infant and Toddler Development	ECE/ED151 (3) Guidance and Classroom Management ¹	(4) Lab Science Course ²
WINTER = 16 CREDITS	ECE154 (3) Children's Literature and Literacy	WR122 (3) English Composition	HDFS247 (3) Preschool Child Development	ECE209 (3) Theory and Practicum I ¹	(4) Lab Science Course ²
SPRING = 18 CREDITS	CIS120 (4) Concepts of Computing	WR123 (3) English Composition ³	HDFS229 (4) Development in Middle Childhood	ECE102 (3) Theory and Practicum II ¹	(4) Lab Science Course ²
50 CREDITS = FIRST YEAR TOTAL					
FALL = 16 CREDITS	ED169 (3) Overview of Students with Special Needs	(3) Physical Education Course ⁴	MTH111 (4) College Algebra ⁵	(3) Speech Course ⁶	ED258 (3) Multicultural Education
WINTER = 15 CREDITS	ED280 (3) Cooperative Work Experience	(3) Arts and Letters Course ⁷	(3) Arts and Letters Course ⁷	HDFS222 (3) Family Relations	(3) Specific Elective ⁸
SPRING = 15 CREDITS	HDFS140 (3) Contemporary American Families	(3) Specific Elective ⁸	(3) Specific Elective ⁸	HDFS285 (3) Professional Issues in Early Childhood Ed.	(3) Arts and Letters Course ⁷
46 CREDITS = SECOND YEAR TOTAL					
94 CREDITS = TOTAL RECOMMENDED PROGRAM CREDITS					

PROGRAM NOTES

¹ECE/ED151, ECE209, and ECE102 must be taken in sequence. A criminal history check is required for ECE209.

²Refer to AS Degree Requirements, page 25.

³WR227 may be substituted for WR123.

⁴PE231 or HE250.

⁵Refer to AS Degree Requirements, page 25. Students may substitute MTH212, 213, or 243 for the math course. Students who plan to obtain a degree in Elementary Education through the OUS system should take MTH211, 212, 213. Students are encouraged to take any required math prerequisites during their first year.

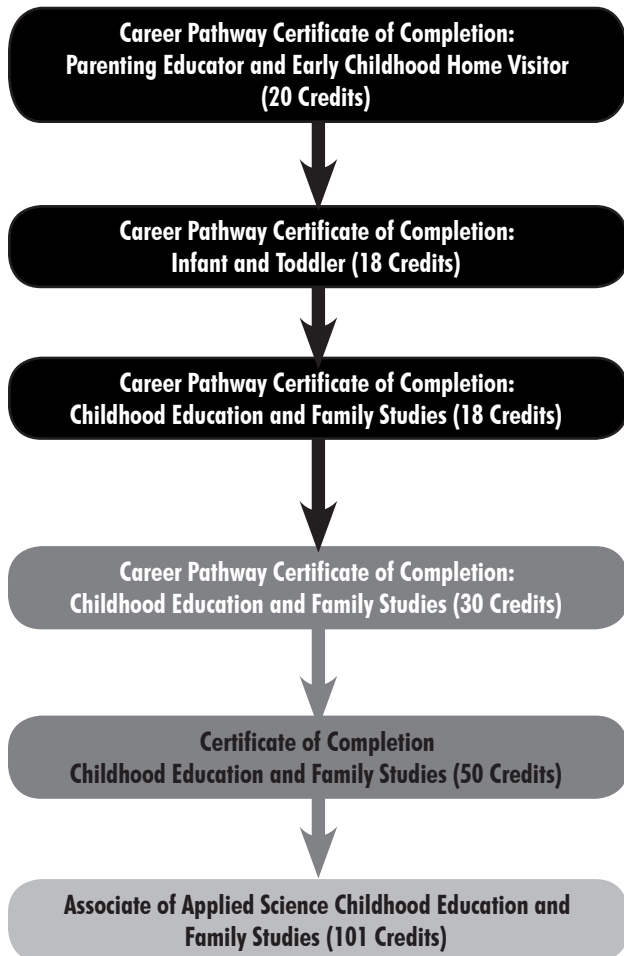
⁶SP100, 111, 218 or SP219.

⁷Refer to AS Degree Requirements, page 25. One course must be taken to meet the Cultural Literacy Requirement. Students who have not completed two years of high school foreign language are encouraged to take approved language courses.

⁸Specific Electives: ECE240, FN225, MTH211, MTH212, MTH213, PSY201, PSY202, PSY203, ED/ECE199/299. Students who wish to complete the requirements for the Certificate of Completion in Childhood Education and Family Studies should take ECE240 and FN225.

- Students seeking teaching licensure are advised to plan their academic program jointly with their Southwestern Advisor and an advisor from the Southwestern University Center to be best prepared for transfer requirements. This degree meets the requirements for both the AS and AA/OT requirements.

ASSOCIATE OF APPLIED SCIENCE CHILDHOOD EDUCATION AND FAMILY STUDIES



The Associate of Applied Science (AAS) Childhood Education and Family Studies prepares students to work in a variety of educational and child care settings, including preschool, day care, private kindergarten and as a para-professional in the public schools. This degree offers students the opportunity to gain enhanced practical experience through practicum and student teaching courses. This degree program is fully articulated with Southern Oregon University's early childhood development program. Students who transfer to Southern Oregon University, and are accepted into the program, should be able to

complete requirements for the baccalaureate degree with two additional years of course work. This degree is offered as an online degree through Southwestern Oregon Community College and is also articulated with the distance education department at Portland State University leading to a Bachelor of Social Science with an early childhood certificate; with careful course work choices, all lower division requirements will be met at transfer.

PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of this program the student will be able to:

- Devise ways, including culturally relevant activities, to meet each child's individual needs to nurture cognitive, physical, social, and emotional development. (NAEYC Associate Degree Program Standard 1)
- Create and consistently maintain a safe, healthy learning environment by recognizing, articulating, and implementing health and safety standards and procedures. (NAEYC Associate Degree Program Standard 1)
- Devise ways to build partnerships with families and ways to share information, resources, and referrals. (NAEYC Associate Degree Program Standard 2)
- Design and implement culturally relevant curriculum by observing, documenting, and assessing individual and group needs and skills. (NAEYC Associate Degree Program Standard 3)
- Demonstrate an understanding of child development from a multi-cultural perspective from birth to age eight. (NAEYC Associate Degree Program Standard 4)
- Prepare and establish culturally relevant learning environments and curriculum that supports each child's individual skills, interests, and learning in content areas. (NAEYC Associate Degree Program Standard 5)

- Demonstrate an understanding of professionalism and advocacy, applying ethics to situations they encounter. (NAEYC Associate Degree Program Standard 6)
- Be prepared to pursue articulated transfer to Portland State University external Bachelor of Social Science with early childhood certificate, or Southern Oregon University for online bachelor in child development.

ENTRY REQUIREMENTS

Students are required to take the college placement test to determine skill level and readiness in math, reading and writing. As part of their training program, students must begin with the courses within their skill level as determined by the college placement test scores.

All Early Childhood Education and Family Studies students are required to obtain a valid first aid and CPR card, a Food Handlers Card, and complete HDFS*9284 Child Abuse and Neglect Reporting. They are also required to have a criminal history background check.

GRADUATION REQUIREMENTS

Students must complete a minimum of 101 credit hours with a minimum Grade Point Average (GPA) of 2.0 or better. All courses must be passed with a grade of 'C' or better. Twenty-four (24) credits must be completed at Southwestern before the AAS Childhood Education and Family Studies degree is awarded.

Courses that are developmental in nature, designed to prepare students for college transfer courses, are not applicable to this degree.

Complete the graduation application process one term prior to the term of completion (e.g., spring term graduates must apply during winter term).

Prior learning credits can be requested for ECE150, ECE209 and ECE102 for a preschool CDA (Child Development Associate) credential.

CHILDHOOD EDUCATION AND FAMILY STUDIES

ASSOCIATE OF APPLIED SCIENCE CHILDHOOD EDUCATION AND FAMILY STUDIES

PREREQUISITES

CIS101 (2)
Computers in Society

WR90 (3)
Paragraph Fundamentals
(or placement test score)

Reading Score of
ASSET41 COMPASS81

FALL = 18 CREDITS

ECE150 (3)
Introduction and
Observation in ECE

ECE/ED151 (3)
Guidance and Classroom
Management¹

HDFS225 (3)
Prenatal, Infant and
Toddler Development

MTH70 (4)
Elementary Algebra²

CIS120 (4)
Concepts of Computing

PE185 (1)
Physical Education³

WINTER = 17 CREDITS

ECE154 (3)
Children's Literature
and Literacy

ECE209 (3)
Theory and Practicum I¹

HDFS247 (3)
Preschool Child
Development

MTH94 (4)
Intermediate Algebra I²

WR121 (3)
English Composition

PE185 (1)
Physical Education³

SPRING = 16 CREDITS

HDFS140 (3)
Contemporary American
Families

ECE102 (3)
Theory and Practicum II¹

HDFS229 (3)
Development in
Middle Childhood

FN225 (4)
Nutrition

SP100 (3)
Basic Speech
Communication⁴

51 CREDITS = FIRST YEAR TOTAL REQUIREMENTS

FALL = 18 CREDITS

ECE152 (3)
Creative Activities

ECE163 (3)
Preschool Practicum

ED169 (3)
Overview of Students with
Special Needs

BA285 (3)
Human Relations in
Organizations

(3)
Elective⁵

ED258 (3)
Multicultural Education

WINTER = 16 CREDITS

ECE261 (6)
Student Teaching I, ECE

HDFS222 (3)
Family Relations

ECE240 (3)
Lessons and Curriculum
Planning

(3)
Elective⁵

PE185 (1)
Physical Education³

SPRING = 16 CREDITS

ECE262 (6)
Student Teaching II, ECE

HDFS285 (3)
Professional Issues in ECE

ECE170 (2)
Health and Safety
in Early Childhood⁶

(2)
Specific Elective⁷

(3)
Elective⁵

50 CREDITS = SECOND YEAR TOTAL REQUIREMENTS

101 CREDITS = TOTAL PROGRAM REQUIREMENTS

PROGRAM NOTES

¹ECE/ED151, ECE209, and ECE102 must be taken in sequence. A criminal history check is required for ECE209.

²Students planning to transfer to the Oregon University System will be required to have a minimum of MTH105. Only Portland State University will accept MTH211 for transfer.

³HE250 or PE231 may be substituted for three (3) credits of PE185.

⁴SP111, SP218, SP219 or SP220 may be substituted for SP100.

⁵For students planning to transfer to the Oregon University System, it is recommended to consult with a Childhood Education and Family Studies advisor when choosing electives. It is also recommended that transfer students fulfill science and math requirements with electives. Developmental and remedial courses and CIS101 will not fulfill elective requirements. Students choosing to earn the Infant and

Toddler Development Certificate should take ECE161 and ECE162.

⁶HDFS9284 is a required co-requisite to this course.

⁷Specific Elective: HDFS297, ED/ECE 199, 220 or 299.

CERTIFICATE OF COMPLETION CHILDHOOD EDUCATION AND FAMILY STUDIES

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

PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of this program the student will be able to:

- Understand and practice within an early childhood classroom including culturally relevant activities, to meet each child's individual needs to nurture cognitive, physical, social, and emotional development. (NAEYC Associate Degree Program Standard 1)
- Create and consistently maintain a safe, healthy learning environment by recognizing, articulating, and implementing health and safety standards and procedures. (NAEYC Associate Degree Program Standard 1)

- Understand the importance of building partnerships with families and ways to share information, resources, and referrals. (NAEYC Associate Degree Program Standard 2)
- Demonstrate an understanding of child development from a multi-cultural perspective from birth to age eight. (NAEYC Associate Degree Program Standard 4)

ENTRY REQUIREMENTS

Students are required to take the college placement test to determine skill level and readiness in math, reading and writing. As part of their training program, students must begin with the courses within their skill level as determined by the college placement test scores.

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

GRADUATION REQUIREMENTS

Students must complete a minimum of 50 credit hours with a minimum Grade Point Average (GPA) of 2.0 or better. All courses must be passed with a grade of 'C' or better. Fifteen (15) credits must be completed at Southwestern before the Certificate of Completion Childhood Education and Family Studies is awarded. Prior learning credits can be requested for ECE150, ECE209 and ECE102 for a preschool CDA (Child Development Associate) credential.

GAINFUL EMPLOYMENT DISCLOSURE

SWOCC is required by federal regulations to disclose information related to SWOCC's educational programs that lead to gainful employment in a recognized occupation. This information is intended to provide students the opportunity to measure employment outcomes associated with SWOCC's certificate programs.

Gainful employment information can be found online at <http://www.socc.edu/academics/pgs/degrees/one-year-certificate/certificate-of-completion-childhood-education-and-.html>.

PROGRAM
REQUIREMENTS

PREREQUISITES	CIS101 (2) Computers in Society	WR90 (3) Paragraph Fundamentals (or placement test score)	Reading Score of ASSET41 COMPASS81			
FALL = 19 CREDITS	ECE150 (3) Introduction and Observation in ECE	ECE/ED151 (3) Guidance and Classroom Management ¹	HDFS225 (3) Prenatal, Infant and Toddler Development	MTH70 (4) Elementary Algebra ²	ED258 (3) Multicultural Education ³	ED169 (3) Overview of Students with Special Needs ³
WINTER = 12 CREDITS	ECE154 (3) Children's Literature and Literacy	ECE209 (3) Theory and Practicum I ¹	HDFS247 (3) Preschool Child Development	ECE240 (3) Lessons and Curriculum Planning		
SPRING = 19 CREDITS	HDFS140 (3) Contemporary American Families	ECE102 (3) Theory and Practicum II ¹	HDFS229 (3) Development in Middle Childhood	SP100 (3) Basic Speech Communication ⁴	WR121 (3) English Composition	CIS120 (4) Concepts of Computing
50 CREDITS = TOTAL PROGRAM REQUIREMENTS						

PROGRAM NOTES

¹ECE/ED151, ECE209 and ECE102 must be taken in sequence. A criminal history check is required for ECE209.

²Students planning to transfer to the Oregon University System will be required to have a minimum of MTH105. Only Portland State University will accept MTH211 for transfer.

³Must be taken summer term.

⁴SP111, SP218, SP219 or SP220 may be substituted for SP100.

CHILDHOOD EDUCATION AND FAMILY STUDIES

CAREER PATHWAY CERTIFICATE OF COMPLETION: CHILDHOOD EDUCATION AND FAMILY STUDIES (30 CREDITS)

The Childhood Education and Family Studies: Career Pathway Certificate of Completion: Childhood Education and Family Studies (30 credits) is intended to provide students with the skills needed to begin a career in childhood education and family studies. This certificate can also assist the student in earning a Child Development Associate Certificate (CDA). Students enroll in this program for a variety of reasons including upgrading skills and knowledge, obtaining a degree or retraining for a new profession. The credits earned can be laddered into a Certificate of Completion Childhood Education and Family Studies, an AAS Childhood Education and Family Studies or AS with an emphasis in Childhood Education and Family Studies which will transfer to a university. All courses are offered online.

PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of this program the student will be able to:

- Have a beginning understanding of, and ability to, practice within an early childhood classroom including culturally relevant activities, to meet

each child's individual needs to nurture cognitive, physical, social, and emotional development. (NAEYC Associate Degree Program Standard 1)

- Create and consistently maintain a safe, healthy learning environment by recognizing, articulating, and implementing health and safety standards and procedures. (NAEYC Associate Degree Program Standard 1)
- Demonstrate an understanding of child development from a multi-cultural perspective from birth to age eight. (NAEYC Associate Degree Program Standard 4)

ENTRY REQUIREMENTS

Students are required to take the college placement test to determine skill level and readiness in math, reading and writing. As part of their training program, students must begin with the courses within their skill level as determined by the college placement test scores.

All Early Childhood Education and Family Studies students are required to obtain a valid first aid and CPR

card, a Food Handlers Card and enroll in HDFS9284 Child Abuse and Neglect Reporting. They are also required to have a criminal history background check.

GRADUATION REQUIREMENTS

Students must complete a minimum of 30 credit hours with a minimum Grade Point Average (GPA) of 2.0 or better. All courses must be passed with a grade of 'C' or better. Nine (9) credits must be completed at Southwestern before the Childhood Education and Family Studies: Career Pathway Certificate of Completion: Childhood Education and Family Studies (30) is awarded.

Complete the graduation application process one term prior to the term of completion (e.g., spring term graduates must apply during winter term).

Prior learning credits can be requested for ECE150, ECE209 and ECE102 for a preschool CDA (Child Development Associate) credential.

FALL = 15 CREDITS	ECE150 (3) Introduction and Observation in ECE	ECE/ED151 (3) Guidance and Classroom Management ¹	HDFS225 (3) Prenatal, Infant and Toddler Development	ED169 (3) Overview of Students with Special Needs ²	ED258 (3) Multicultural Education
WINTER = 9 CREDITS	ECE154 (3) Children's Literature and Literacy	ECE209 (3) Theory and Practicum I ¹	HDFS247 (3) Preschool Child Development		
SPRING = 6 CREDITS	ECE240 (3) Lessons and Curriculum Planning	ECE102 (3) Theory and Practicum II ¹			

30 CREDITS = TOTAL PROGRAM REQUIREMENTS

PROGRAM NOTE

¹ECE/ED151, ECE209 and ECE102 must be taken in sequence.

A criminal history check is required for ECE209.

²May be taken summer term.

CAREER PATHWAY CERTIFICATE OF COMPLETION: CHILDHOOD EDUCATION AND FAMILY STUDIES (18 CREDITS)

The Childhood Education and Family Studies: Career Pathway Certificate of Completion: Childhood Education and Family Studies (18 credits) is intended to provide students with the skills needed to begin a career in Childhood Education and Family Studies. This certificate can also assist the student in earning a Child Development Associate Certificate (CDA). Students enroll in this program for a variety of reasons including upgrading skills and knowledge, obtaining a degree or retraining for a new profession. The credits earned can be laddered into a Certificate of Completion Childhood Education and Family Studies, an AAS Childhood Education and Family Studies or AS with an emphasis in Childhood Education and Family Studies which will transfer to a university. All courses are offered online.

PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of this program the student will be able to:

- Have a beginning understanding of, and ability to, practice within an early childhood classroom including culturally relevant activities, to meet each child's individual needs to nurture cognitive, physical, social, and emotional development. (NAEYC Associate Degree Program Standard 1)

ENTRY REQUIREMENTS

Students are required to take the college placement test to determine skill level and readiness in math, reading and writing. As part of their training program, students must begin with the courses within their skill level as determined by the college placement test scores.

All Early Childhood Education and Family Studies students are required to obtain a valid first aid and CPR card, a Food Handlers Card and enroll in HDF59284 Child Abuse and Neglect Reporting. They are also required to have a criminal history background check.

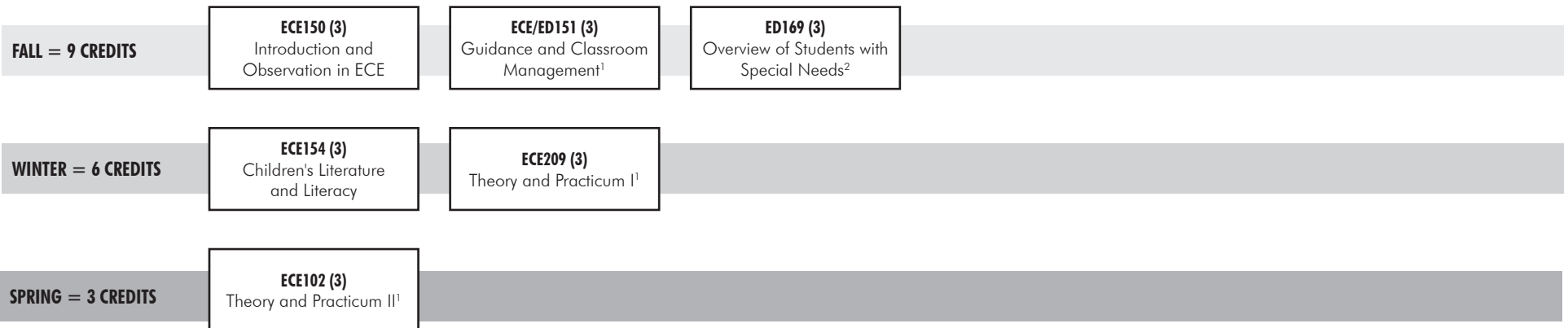
GRADUATION REQUIREMENTS

Students must complete a minimum of 18 credit hours with a minimum Grade Point Average (GPA) of 2.0 or better. All courses must be passed with a grade of 'C' or better. Nine (9) credits must be completed at Southwestern before the Childhood Education and Family Studies: Career Pathway Certificate of Completion: Childhood Education and Family Studies (18) is awarded.

Complete the graduation application process one term prior to the term of completion (e.g., spring term graduates must apply during winter term).

Prior learning credits can be requested for ECE150, ECE209 and ECE102 for a preschool CDA (Child Development Associate) credential.

PROGRAM
REQUIREMENTS



18 CREDITS = TOTAL PROGRAM REQUIREMENTS

PROGRAM NOTES

¹ECE/ED151, ECE209 and ECE102 must be taken in sequence.
A criminal history check is required for ECE209.

²May be taken summer term.

CAREER PATHWAY CERTIFICATE OF COMPLETION: INFANT AND TODDLER DEVELOPMENT

The Childhood Education and Family Studies: Career Pathway Certificate of Completion: Infant Toddler Development offers students a well rounded understanding of the physical, cognitive and social development of infants and toddlers, and how to put that knowledge into appropriate practice, by offering a combination of lecture and practicum courses. The practicum experience is embedded in a foundation of basic early childhood education, child and early literacy development and family relations courses. Coursework includes a focus on developing foundational knowledge of high quality developmentally appropriate practice, observation/assessment, and working in positive partnerships with parents. All courses are offered online.

PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of this program the student will be able to:

- Have an understanding of, and ability to, practice within an infant toddler classroom including culturally relevant activities, to meet each child's individual developmental needs and to be able to create a healthy, respectful, supportive and challenging learning environment. (NAEYC Standard 1)

- Have an understanding of, and ability to, create and participate in respectful, reciprocal relationships with family members of infants and toddlers. (NAEYC Standard 2)
- Have an understanding of and skills to participate in effective observation and assessment of infants and toddlers. (NAEYC Standard 3)
- Be able to integrate knowledge of family relations, child development and developmentally appropriate practices to offer an effective infant toddler teaching and learning environment. (NAEYC Standard 4)

ENTRY REQUIREMENTS

Students are required to take the college placement test to determine skill level and readiness in math, reading and writing. As part of their training program, students must begin with the courses within their skill level as determined by the college placement test scores.

All Early Childhood Education and Family Studies students are required to obtain a valid first aid and CPR card, a Food Handlers Card and enroll in HDFS9284

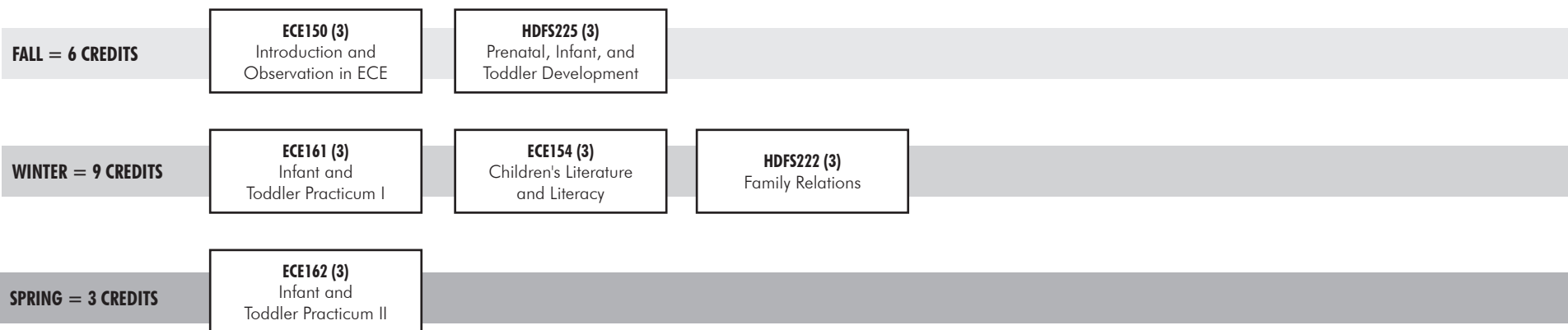
Child Abuse and Neglect Reporting. They are also required to have a criminal history background check.

GRADUATION REQUIREMENTS

Students must complete a minimum of 18 credit hours with a minimum Grade Point Average (GPA) of 2.0 or better. All courses must be passed with a grade of 'C' or better. Nine (9) credits must be completed at Southwestern before the Childhood Education and Family Studies: Career Pathway Certificate of Completion: Infant and Toddler Development is awarded.

This certificate meets all training requirements for an Infant and Toddler CDA (Child Development Associate) credential.

Complete the graduation application process one term prior to the term of completion (e.g., spring term graduates must apply during winter term).



18 CREDITS = TOTAL PROGRAM REQUIREMENTS

CAREER PATHWAY CERTIFICATE OF COMPLETION: PARENTING EDUCATION & EARLY CHILDHOOD HOME VISITOR

This program develops in students an understanding of child development, family systems, parent child relations, and working with diverse populations in an educational setting as the firm foundational knowledge necessary to be a prepared and effective parenting education facilitator and/or home visitor.

PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of this program the student will be able to:

- Articulate an understanding of child development, family systems, parent child relations, and working with diverse populations in an educational setting as the firm foundational knowledge necessary to be prepared and effective parenting education facilitator or home visitor.
- Articulate how curriculum for parenting education is developed and facilitated based on child development, family systems, parent child relations and working with diverse populations.
- Articulate how home visitors in early childhood and family programs base their work on child development,

family systems, parent child relations and working with diverse populations.

- Develop a personal professional development plan related to career development as a parent facilitator and/or home visitor.

ENTRY REQUIREMENTS

Students are required to take the college placement test to determine skill level and readiness in math, reading and writing. As part of their training program, students must begin with the courses within their skill level as determined by the college placement test scores.

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

GRADUATION REQUIREMENTS

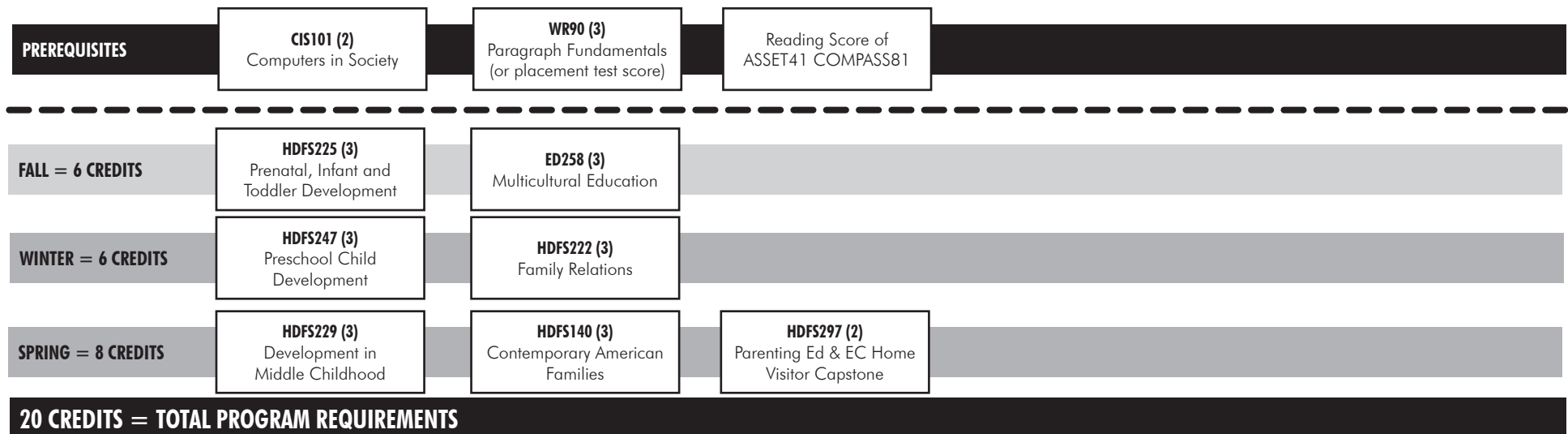
Students must complete a minimum of 20 credit hours with a minimum Grade Point Average (GPA) of 2.0 or better. All courses in this program must be completed with a 'C' or better. Nine (9) credits must

be completed at Southwestern before the Childhood Education and Family Studies: Career Pathway Certificate of Completion: Parenting Education and Early Childhood Home Visitor is awarded.

Courses that are developmental in nature, designed to prepare students for college transfer courses, are not applicable to this degree.

Complete the graduation application process one term prior to the term of completion (e.g., spring term graduates must apply during winter term).

PROGRAM
REQUIREMENTS



ASSOCIATE OF APPLIED SCIENCE COMPUTER INFORMATION SYSTEMS

PROGRAM
REQUIREMENTS

**Career Pathway Certificate of Completion:
Network Management (12 Credits)**

**Career Pathway Certificate of Completion:
Support Technician (22 Credits)**

**Certificate of Completion
Computer Information Systems (56-61 Credits)**

**Associate of Applied Science Computer Information
Systems (95-99 Credits)**

The Associate of Applied Science Computer Information Systems (AAS CIS) degree offers a program that allows students to design a customized curriculum consisting of a broad foundation of courses focused on technical support in a networked environment and one or more technical specialties. This specialized degree prepares students for a wide variety of employment opportunities in the computer information services industry. The program offers students the opportunity to gain a combination of knowledge and practical hands-on experience to support both an organization's information technology infrastructure and the people who use it.

The Computer Systems and Information Technology Core degree, in combination with specific electives prepares students for a wide variety of technical career opportunities. All students seeking the AAS CIS degree must complete the courses comprising the Computer Systems and Information Technology Core. Courses making up the Computer Systems and Information Technology Core consist of 84 of the 96 to 100 credits

needed to complete the degree. Core courses include:

- CIS179 *Introduction to Computer Networks*
- CS160 *Computer Science Orientation*
- CIS140 *Introduction to Operating Systems*
- CIS6260 *Computer Technician Theory I*
- CIS125DB *Database Applications*
- CIS6243 *Network Academy Fundamentals I*
- CIS184 *Workstation Security*
- CIS225 *End User Support*
- CS195 *Web Development I*
- CIS6244 *Network Academy Fundamentals II*
- CIS240U *Advanced Operating Systems - Unix*
- CIS279 *Network Management I*
- CIS245 *Project Management*
- CIS288 *Network Management II*
- CIS188 *Wireless Networks*
- CIS297 *Capstone Project*
- CIS280 *Field Experience*
- CIS284 *Network Security*
- WR115 *Introduction to Expository Writing*
- BA285 *Human Relations in Organizations*
- MTH105 *Introduction to Contemporary Mathematics*
- PE231 *Wellness for Life*
- SP219 *Small Group Discussion*
- BA205 *Solving Communication Problems with Technology*

Note: Some CS/CIS courses may be offered only online.

Students may choose specific electives to makeup the remaining 18 to 24 course credits needed to complete the degree. Certificate programs can be taken as

part of a two-year AAS degree or as stand-alone certifications.

The CIS program additionally provides a broad variety of professional continuing education classes and certificates for professionals already working in the field and provides technology service classes for students studying in other disciplines.

Students completing the AAS CIS will be prepared to seek entry-level employment in occupations such as network administrator, systems administrator, web developer/administrator, and software applications specialist/trainer.

Students in this program are expected to work with a department advisor in planning term-by-term class schedules leading towards fulfillment of all program requirements. Students planning to earn a bachelor's degree are responsible for researching the departmental requirements of the school to which they plan to transfer. Students planning to transfer may want to consider the AA/OT and AGS degree options.

PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of this program the student will be able to:

- Install, configure, use, and maintain commonly used business software.
- Install, configure, maintain, and troubleshoot workstation hardware, operating systems and network environments.
- Apply project life cycle concepts to assist in finding solutions to business needs.
- Research, interpret, and communicate technical information in written, graphic, diagrammatic, electronic, and oral forms.
- Demonstrate the ability to work independently or in a group environment with sensitivity to the needs of customers and coworkers.

ASSOCIATE OF APPLIED SCIENCE COMPUTER INFORMATION SYSTEMS

- Demonstrate the skills and knowledge to install, configure, and maintain end-user computer systems.
- Demonstrate the skills and knowledge to install, configure and maintain network servers.
- Demonstrate the ability to plan and implement both wired and wireless networks sufficient for home or small business use.

GRADUATION REQUIREMENTS

Students must complete a minimum of 95 credit hours with a minimum Grade Point Average (GPA) of 2.0 or better. All general education courses and courses in the major must be passed with a grade of 'C' or better. Twenty-four (24) credits must be completed at Southwestern before the AAS Computer Information Systems degree is awarded.

Courses that are developmental in nature, designed to prepare students for college transfer courses, are not applicable to this degree.

Complete the graduation application process one term prior to the term of completion (e.g., spring term graduates must apply during winter term).

SPECIALTY CERTIFICATES

Note: Some specialty certificates coursework may not be offered every year. See CIS/CS Advisor.

The **Certificate of Completion in Computer Information Systems** prepares the student to work in a variety of specialized employment situations. This one year certificate is intended for students who want to become work ready, but do not necessarily seek a two year AAS degree. This certification can also serve the first year of the AAS CIS degree.

The **Computer Information Systems: Career Pathway Certificate of Completion: Network Management** prepares the student to fill a number of roles in an information technology work environment, including system or network administrator. Students completing this certificate will be able to manage network infrastructure, servers, and users.



COMPUTER INFORMATION SYSTEMS

ASSOCIATE OF APPLIED SCIENCE COMPUTER INFORMATION SYSTEMS

PROGRAM
REQUIREMENTS

PREREQUISITES					
	WR90 (3) Paragraph Fundamentals (or placement test score)	Reading Score of ASSET41 COMPASS81			
<hr/>					
FALL = 17 CREDITS	CIS179 (3) Introduction to Networks	CIS120X (4) Comp. Concepts Problem Solving CIS Majors ¹	CIS140 (4) Introduction to Operating Systems	WR115 (3) Introduction to Expository Writing (or higher)	SP219 (3) Small Group Discussion ²
WINTER = 16-17 CREDITS	CIS6260 (3) Computer Technician Theory I (A+)	CIS125DB (3) Database Applications	CIS6243 (4) Network Academy Fundamentals I	BA285 (3) Human Relations in Organizations	(3 - 4) Specific Elective ³
SPRING = 15 CREDITS	CIS184 (3) Workstation Security	CIS225 (4) End User Support	MTH105 (4) Intro to Contemporary Mathematics (or higher)	CIS6244 (4) Network Academy Fundamentals II	

48-49 CREDITS = FIRST YEAR TOTAL REQUIREMENTS

FALL = 16-17 CREDITS	CIS240U (3) Advanced Operating Systems - Unix	CIS188 (3) Wireless Networking	CS195 (3) Web Development I	CIS279 (4) Network Management I	(3 - 4) Specific Elective ³
WINTER = 17-18 CREDITS	CIS245 (3) Project Management	BA205 (4) Solving Communication Problems with Technology	CIS288 (4) Network Management II	PE231 (3) Wellness for Life ⁴	(3 - 4) Specific Elective ³
SPRING = 14-15 CREDITS	CIS297 (3) Capstone Project	CIS280 (4) Field Experience	CIS284 (4) Network Security	(3 - 4) Specific Elective ³	

47-50 CREDITS = SECOND YEAR TOTAL REQUIREMENTS

95-99 CREDITS = TOTAL PROGRAM REQUIREMENTS

PROGRAM NOTES

¹CIS160 maybe substituted for CIS120X.

²SP100, 111, 218 or 220 may be substituted for SP219.

³Specific Electives: Select from the following specialties. For more information on specialties, see associated page number: Network Management, 59; Support Technician, 62. Additional Specific

Electives: Any CS/CIS course except CIS101; any BA or AC course not required within the degree; ART115, 116, 117, 225; DRFT110, 111, 111; MFG4101; ELEC101; J203, 205, 215; WR214, 214T, 227; other see CS/CIS Advisor.

⁴HE250 or three credits of PE185 may be substituted for PE231.

**Some CS/CIS courses may be offered only online.

CERTIFICATE OF COMPLETION COMPUTER INFORMATION SYSTEMS

The Certificate of Completion Computer Information Systems is a student-designed one-year certificate that includes the first year of the Computer Information Systems and Information Technology core courses. This certificate is intended for students focused on becoming career ready in one year. The core courses give the student a well rounded basic understanding of technical support of computer information systems in a networked environment. Students completing this certification will be prepared to seek entry-level employment in occupations such as network support specialist or technical support specialist.

PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of this program the student will be able to:

- Demonstrate a basic knowledge of computer information systems.
- Apply technical skills to implement and maintain computer and network systems solutions and troubleshoot computer and network problems on an entry-level.

GRADUATION REQUIREMENTS

Students must complete a minimum of 48 credit hours with a minimum Grade Point Average (GPA) of 2.0 or better. All general education courses and courses in the major must be passed with a grade of 'C' or better. Fifteen (15) credits must be completed at Southwestern before the Certificate of Completion Computer Information Systems is awarded.

Complete the graduation application process one term prior to the term of completion (e.g., spring term graduates must apply during winter term).

GAINFUL EMPLOYMENT DISCLOSURE

SWOCC is required by federal regulations to disclose information related to SWOCC's educational programs that lead to gainful employment in a recognized occupation. This information is intended to provide students the opportunity to measure employment outcomes associated with SWOCC's certificate programs.

Gainful employment information can be found online at <http://www.socc.edu/academics/pgs/degrees/one-year-certificate/certificate-of-completion-computer-information-systems.shtml>.

PROGRAM
REQUIREMENTS

PREREQUISITES	WR90 (3) Paragraph Fundamentals (or placement test score)	Reading Score of ASSET41 COMPASS81			
FALL = 17 CREDITS	CIS179 (3) Introduction to Networks	CIS120X (4) Comp. Concepts Problem Solving CIS Majors ¹	CIS140 (4) Introduction to Operating Systems	WR115 (3) Introduction to Expository Writing (or higher)	SP219 (3) Small Group Discussion
WINTER = 16-17 CREDITS	CIS6260 (3) Computer Technician Theory I (A+)	CIS125DB (3) Database Applications	CIS6243 (4) Network Academy Fundamentals I	BA285 (3) Human Relations in Organizations	(3 - 4) Specific Elective ²
SPRING = 15 CREDITS	CIS184 (3) Workstation Security	CIS225 (4) End User Support	MTH95 (4) Intermediate Algebra (or higher)	CIS6244 (4) Network Academy Fundamentals II	

48-49 CREDITS = TOTAL PROGRAM REQUIREMENTS

PROGRAM NOTES

¹CIS160 Computer Science Orientation maybe substituted for CIS120X Computing Concepts and Problem Solving for CIS Majors.

²Specific Electives: Select from the following specialties. For more information on specialties, see associated page number: Network

Management, 59; Support Technician, 62. Additional Specific Electives: Any CS/CIS course except CIS101; any BA or AC course not required within the degree; ART115, 116, 117, 225; DRFT110, 111, 111; MFG4101; ELEC101; J203, 205, 215; WR214, 214T, 227; other see CS/CIS Advisor.

**Some CS/CIS courses may be offered only online.

CAREER PATHWAY CERTIFICATE OF COMPLETION: SUPPORT TECHNICIAN

The Computer Information Systems: Career Pathway Certificate of Completion: Support Technician introduces students to the knowledge and skills required for an entry-level position in PC support in a networked environment. Required coursework prepares students for the Cisco Certified Entry Network Technician (CCENT), COMPTIA A+, and Microsoft Certified Desktop Support Technician (MCDST) certification examinations. These certifications validate the skills required for entry-level PC support in networked environments positions. This 22-credit certificate is intended for students who want to become work ready, but do not necessarily seek a two-year AAS degree.

PROGRAM
REQUIREMENTS

PROGRAM STUDENT LEARNING OUTCOMES

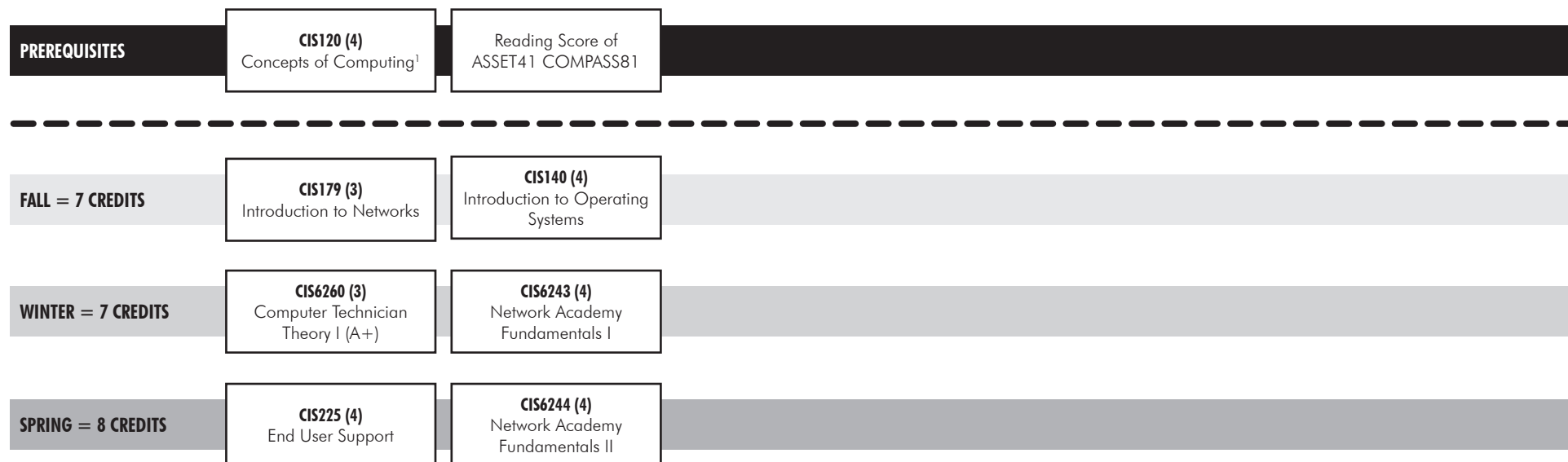
Upon successful completion of this program the student will be able to:

- Demonstrate a basic knowledge of personal computers in a networked environment.
- Apply technical skills to maintain computer and network systems solutions.
- Troubleshoot personal computer and network problems on an entry-level.

GRADUATION REQUIREMENTS

Students must complete a minimum of 22 credit hours with a minimum Grade Point Average (GPA) of 2.0 or better. All general education courses and courses in the major must be passed with a grade of 'C' or better. Nine (9) credits must be completed at Southwestern before the Computer Information Systems: Career Pathway Certificate of Completion: Support Technician is awarded.

Complete the graduation application process one term prior to the term of completion (e.g., spring term graduates must apply during winter term).



22 CREDITS = TOTAL PROGRAM REQUIREMENTS

PROGRAM NOTES

¹CIS120, CIS120X or demonstrated proficiency in Computer Literacy.

CAREER PATHWAY CERTIFICATE OF COMPLETION: NETWORK MANAGEMENT

The Computer Information Systems: Career Pathway Certificate of Completion: Network Management is intended to prepare the student for an entry-level job in networking management. Students completing this certification will be prepared to seek entry-level employment in occupations such as network administrator and system administrator.

PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of this program the student will be able to:

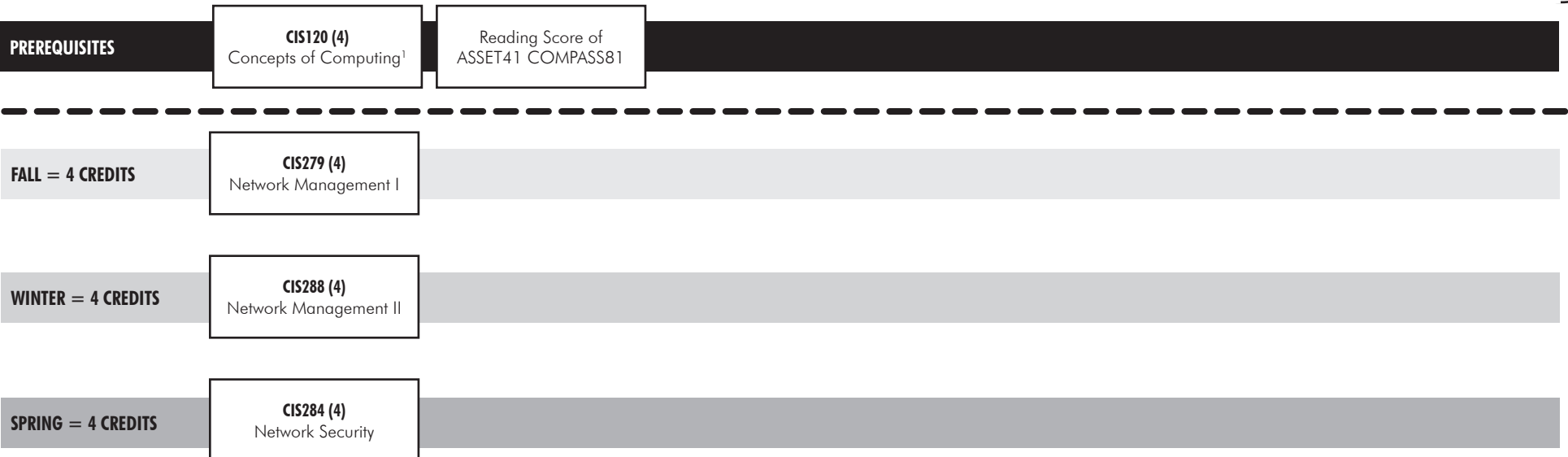
- Demonstrate the skills and knowledge to install, configure, and maintain end-user computer systems.
- Demonstrate the skills and knowledge to install, configure, and maintain network servers.
- Demonstrate the ability to plan and implement both wired and wireless networks sufficient for home or small business use.

GRADUATION REQUIREMENTS

Students must complete a minimum of 12 credit hours with a minimum Grade Point Average (GPA) of 2.0 or better. All courses in the major must be passed with a grade of 'C' or better. Six (6) credits must be completed at Southwestern before the Computer Information Systems: Career Pathway Certificate of Completion: Network Management is awarded.

Complete the graduation application process one term prior to the term of completion (e.g., spring term graduates must apply during winter term).

PROGRAM
REQUIREMENTS



12 CREDITS = TOTAL PROGRAM REQUIREMENTS

PROGRAM NOTES

¹CIS120, CIS120X or demonstrated proficiency in Computer Literacy.

**Some CS/CIS courses may be offered only online.

ASSOCIATE OF APPLIED SCIENCE CIS HEALTH INFORMATICS

Health Informatics is the rapidly developing scientific field that utilizes computer technology in the advancement of health care, and is one of the key components to creating an improved, higher-quality health care system. Individuals who earn this degree will be able to fill a variety of entry-level positions within any health care organization related to the use of technology in the management and delivery of health care services. Health Informatics combines computer technologies, information science, clinical practice, and business management, and helps coordinate the computer information systems used in hospitals and medical clinics. Health Informatics is the link between management, computer information technologies and medicine. It is the study of health data collection, storage and communication; data processing into health information suitable for administrative and clinical decision making; and computer and telecommunications technology applied to support these processes.

The Associate of Applied Science (AAS) CIS Health Informatics degree is designed for persons interested in working in the health care industry to address the many and varied technology needs within the industry.

PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of this program the student will be able to:

- Evaluate, develop, implement, deploy, and maintain a health care information system.
- Design, develop, and manipulate effective databases and select appropriate supporting technological tools.
- Demonstrate the ability to work independently or in a group with sensitivity to the needs of clients and coworkers.

- Demonstrate the skills and knowledge to install, configure, and maintain hardware, software, and network requirements for a health care environment.
- Apply basic accounting and management strategies to manage, lead, and evaluate projects.

GRADUATION REQUIREMENTS

Students must complete a minimum of 99 credit hours with a minimum Grade Point Average (GPA) of 2.0 or better. All courses in this program must be completed with a 'C' or better. Twenty-four (24) credits must be

completed at Southwestern before the AAS CIS Health Informatics degree is awarded.

Complete the graduation application process one term prior to the term of completion (e.g., spring term graduates must apply during winter term).



ASSOCIATE OF APPLIED SCIENCE CIS HEALTH INFORMATICS

PREREQUISITES	WR90 (3) Paragraph Fundamentals (or placement test score)	CIS120 (4) Concepts of Computing ¹	Reading Score of ASSET41 COMPASS81
---------------	--	---	---------------------------------------

FALL = 18 CREDITS	CIS140 (4) Introduction to Operating Systems	CS160 (4) Computer Science Orientation	AH111 (3) Medical Terminology I	PSY201 (3) General Psychology ²	MTH111 (4) College Algebra
-------------------	--	--	---	--	--------------------------------------

WINTER = 18 CREDITS	CIS125DB (3) Database Applications	CS161 (4) Introduction to Computer Science I	AH112 (3) Medical Terminology II	CIS240U (3) Advanced Operating Systems	HIM110 (5) Health Information Management
---------------------	--	--	--	--	--

SPRING = 17 CREDITS	WR121 (3) English Composition	CS162 (4) Introduction to Computer Science II	CIS225 (4) End User Support	(3) Specific Elective ³	HIM182 (3) Health Care Delivery Systems
---------------------	---	---	---------------------------------------	--	---

53 CREDITS = FIRST YEAR TOTAL REQUIREMENTS

FALL = 16 CREDITS	CIS244 (3) Systems Analysis	CIS179 (3) Introduction to Networks	HIM283 (3) Health Information Systems	CS275 (4) Database Management	(3) Specific Elective ³
-------------------	---------------------------------------	---	---	---	--

WINTER = 17 CREDITS	CIS245 (3) Project Management	BA205 (4) Solving Communication Problems with Technology	HIM285 (3) Health Care Financing and Compliance	(3) Specific Elective ³	CS276 (4) Advanced SQL
---------------------	---	--	---	--	----------------------------------

SPRING = 13 CREDITS	SP219 (3) Small Group Discussion ⁴	PE231 (3) Wellness for Life ⁵	CIS280 (4) Field Experience	(3) Specific Elective ³
---------------------	---	--	---------------------------------------	--

46 CREDITS = SECOND YEAR TOTAL REQUIREMENTS

99 CREDITS = TOTAL PROGRAM REQUIREMENTS

PROGRAM NOTES

¹CIS120, CIS120X or demonstrated proficiency in Computer Literacy.

²PSY201 meets the AAS Human Relations Requirement.

³Specific Electives: Select four (4) courses from CS261, CIS278,

279, 188, WR122, 214 or 227, OA2591, BI231, 232, 233, BA211, BA224.

⁴SP100, SP111, SP218, or SP220 may be substituted for SP219.

⁵HE250 or three credits of PE185 may be substituted for PE231.

^{**}Some CS/CIS/HIM courses may be offered only online.

^{**}CS/CIS coursework meets the AAS Computer Literacy requirement.

ASSOCIATE OF SCIENCE CRIMINAL JUSTICE EMPHASIS



The Associate of Science (AS) degree, with an emphasis in Criminal Justice, is designed for students who plan to transfer and complete a baccalaureate degree in Criminal Justice (or related field) at specific four-year institutions. It may also be earned as a stand-alone degree for current criminal justice employees or for students who plan to apply for work after the completion of the two-year degree. This degree will satisfy most of the lower division requirements of transfer institutions and is articulated with Southern Oregon University's Criminology and Criminal Justice program.

GRADUATION REQUIREMENTS

Students must complete a minimum of 90 credit hours with a minimum Grade Point Average (GPA) of 2.0 or better. All courses in this program must be completed with a grade of 'C' or better. Twenty-four (24) credits must be completed at Southwestern before the AS degree is awarded.

Courses that are developmental in nature, designed to prepare students for college transfer courses, are not applicable to this degree.

Complete the graduation application process one term prior to the term of completion (e.g., spring term graduates must apply during winter term).

ASSOCIATE OF SCIENCE CRIMINAL JUSTICE EMPHASIS

PREREQUISITES	CIS101 (2) Computers in Society	Reading Score of ASSET41 COMPASS81	MTH95 (4) Intermediate Algebra I (or placement test score)	WR90 (3) Paragraph Fundamentals (or placement test score)	
FALL = 17 CREDITS	CJ100 (4) Introduction to Criminal Justice	SP111 (3) Fundamentals of Public Speaking ¹	SOC204 (3) General Sociology ²	WR121 (3) English Composition	(4) Math/Science/Computer Science Course ³
WINTER = 17 CREDITS	CJ110 (4) Introduction to Law Enforcement	CJ101/SOC105 (4) Introduction to Criminology	SOC205 (3) General Sociology ²	WR122 (3) English Composition	(4) Math/Science/Computer Science Course ³
SPRING = 17 CREDITS	CJ220 (4) Introduction to Substantive Law	MTH111 (4) College Algebra (or higher)	SOC206 (3) General Sociology ²	WR123 (3) English Composition ⁴	(4) Math/Science/Computer Science Course ³

PROGRAM
REQUIREMENTS

51 CREDITS = FIRST YEAR TOTAL

FALL = 15 CREDITS	CJ222 (4) Constitutional Law	PE185 (1) Physical Education ⁵	PS201 (3) American Government	MTH243/BA232 (4) Introduction to Probability and Statistics	(3) Arts and Letters Course ⁶
WINTER = 15 CREDITS	CJ130 (4) Introduction to Corrections	PE185 (1) Physical Education ⁵	CIS120 (4) Concepts of Computing	(3) Specific Elective ⁷	(3) Arts and Letters Course ⁶
SPRING = 13 CREDITS	CJ247 (3) Criminal Justice Ethics	PE185 (1) Physical Education ⁵	(3) Specific Elective ³	(3) Specific Elective ⁷	(3) Arts and Letters Course ⁶

43 CREDITS = SECOND YEAR TOTAL

94 CREDITS = TOTAL RECOMMENDED PROGRAM CREDITS

PROGRAM NOTES

¹SP218 or 219 may be substituted for SP111.

²PSY201, 202 and 203 may be substituted for SOC204, 205 and 206.

³Refer to Associate of Science Degree Requirements, page 25. At least two of the courses must have labs.

⁴WR227 may be substituted for WR123.

⁵HE250 or PE231 may be substituted for three credits of PE185.

⁶Refer to Associate of Science Degree Requirements, page 25.

⁷Specific Electives may be selected from the following courses:
CJ131, 140, 201, 203, 210, 213, 214, 215, 218, 225, 229, 230,
232, 243, 280, PSY203, 239, 243.

ASSOCIATE OF APPLIED SCIENCE CRIMINAL JUSTICE

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

PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of this program the student will be able to:

- Identify the characteristics of professional integrity and ethical standards for Oregon criminal justice professionals.
- Describe and relate the constitutional rights and responsibilities of citizens, offenders, and victims as they apply to state, federal, and procedural laws.
- Describe the processes and technology used to gather, investigate, manage, and report information in the criminal justice field.
- Identify the legal responsibilities of criminal justice professionals as they relate to cultural diversity and establishing positive community relationships.

GRADUATION REQUIREMENTS

Students must complete a minimum of 92 credit hours with a minimum Grade Point Average (GPA) of 2.0 or better. All courses in this program must be completed with a grade of 'C' or better. Twenty-four (24) credits must be completed at Southwestern before the AAS Criminal Justice degree is awarded.

Courses that are developmental in nature, designed to prepare students for college transfer courses, are not applicable to this degree.

Complete the graduation application process one term prior to the term of completion (e.g., spring term graduates must apply during winter term).



ASSOCIATE OF APPLIED SCIENCE CRIMINAL JUSTICE

PREREQUISITES	CIS101 (2) Computers in Society	Reading Score of ASSET41 COMPASS81	MTH95 (4) Intermediate Algebra I (or placement test score)	WR90 (3) Paragraph Fundamentals (or placement test score)	
FALL = 16 CREDITS	CJ100 (4) Introduction to Criminal Justice	BA285 (3) Human Relations in Organizations	(3) Social Science Elective ¹	WR115 (3) Introduction to Expository Writing (or higher)	(3) Elective ²
WINTER = 17 CREDITS	CJ110 (4) Policing and Introduction	CJ101/SOC105 (4) Introduction to Criminology	(3) Social Science Elective ¹	(3) Specific Elective ³	(3) Elective ²
SPRING = 17 CREDITS	CJ220 (4) Introduction to Substantive Law	MTH105 (4) Intro to Contemporary Mathematics (or higher)	(3) Social Science Elective ¹	(3) Specific Elective ³	SP219 (3) Small Group Discussion ⁴

PROGRAM
REQUIREMENTS

50 CREDITS = FIRST YEAR TOTAL

FALL = 14 CREDITS	CJ222 (4) Constitutional Law	PE185 (1) Physical Education ⁵	(3) Social Science Elective ¹	(3) Specific Elective ³	(3) Elective ²
WINTER = 15 CREDITS	CJ130 (4) Corrections an Introduction	PE185 (1) Physical Education ⁵	CIS120 (4) Concepts of Computing	(3) Specific Elective ³	(3) Elective ²
SPRING = 13 CREDITS	CJ247 (3) Criminal Justice Ethics	PE185 (1) Physical Education ⁵	(3) Social Science Elective ¹	(3) Specific Elective ³	CJ280 (3) Field Experience

42 CREDITS = SECOND YEAR TOTAL

92 CREDITS = TOTAL RECOMMENDED PROGRAM CREDITS

PROGRAM NOTES

¹Select Social Science Electives from: SOC204, 205, 206, 213, PSY100, 201, 202, 203 or 243.

²Developmental and remedial courses will not fulfill elective requirement.

³Select Specific Electives from: CJ140, 151, 152, 153, 154, 203,

210, 214, 230, 232 or 250, and PSY, ANTH, or SOC course not included in the degree program.

⁴SP100 or higher may be substituted for SP219.

⁵HE250 or PE231 may be substituted for three credits of PE185.

ASSOCIATE OF APPLIED SCIENCE CULINARY ARTS

PROGRAM
REQUIREMENTS



The Associate of Applied Science (AAS) Culinary Arts program offers chef training (basic and advanced) as well as restaurant management skills. After studying the fundamentals of classical and contemporary cuisine and restaurant procedures, students will develop advanced skills in Garde Manger and a la carte cooking. Students will have the opportunity to choose between a local or distant externship during their final term in the program. The graduate will have the necessary training to work in a variety of culinary positions such as Sous Chef, Garde Manger, Kitchen Supervisor, and Restaurant Manager.

Oregon Coast Culinary Institute (OCCI) at Southwestern was granted accreditation by the American Culinary Federation, ACF. This accreditation is the highest level available for initial accreditation by the ACF – the premier professional chefs' organization in North America, focusing its efforts on offering education, apprenticeship and industry certification. With the ACF accreditation, OCCI's graduates will automatically gain the title of Certified Culinarian upon graduation, along with their associate's degrees.

PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of this program the student will be able to:

- Demonstrate understanding of safe and effective kitchen equipment use and maintenance.
- Demonstrate expert-level operation of professional kitchen tools and equipment.
- Demonstrate knife skills, knife sharpening techniques, handling a steel, and cutting techniques.
- Understand the basic principles for using seasoning and flavoring to create good tasting food.
- Obtain Serv Safe Certification.

- Demonstrate food preparation for the following cooking methods - saute, broil, grill, braise, deep and stir fry, and poach.
- Understand basic principles of baking through formulas and measurement, mixing and gluten development and the baking process.
- Prepare a variety of pastry products.
- Become familiar with regional and international cuisine. Develop an appreciation for native products, herbs, and foods.
- Understand the basic principles of emulsification and all aspects of the elements of cold food pantry.
- Utilize concept of menu planning, cost control, purchasing, receiving, quality standards, profit, and staffing costs.
- Describe and apply the principles of nutrition to maximize nutrient retention in food preparation.
- Demonstrate supervisory skills and abilities utilizing critical thinking skills.

ENTRY REQUIREMENTS

This is a restricted program. For application and fee information, contact OCCI Admissions at (541) 888-7195.

GRADUATION REQUIREMENTS

Students must complete a minimum of 90 credit hours with a minimum Grade Point Average (GPA) of 2.0 or better. All courses in this program must be completed with a grade of 'C' or better. Twenty-four (24) credits must be completed at Southwestern before the AAS Culinary Arts degree is awarded.

Complete the graduation application process one term prior to the term of completion (e.g., spring term graduates must apply during winter term).

ASSOCIATE OF APPLIED SCIENCE CULINARY ARTS

PREREQUISITES	CIS101 (2) Computers in Society	WR90 (3) Paragraph Fundamentals (or placement test score)	MTH20 (4) Basic Mathematics (or placement test score)	Reading Score of ASSET41 COMPASS81
---------------	------------------------------------	---	---	---------------------------------------

FALL = 22 CREDITS	CRT2000 (5) Introduction to Professional Cooking	CRT2001 (6) Basic Food Preparation	CRT2002 (1) Introduction to Food and Beverage Industry	CRT2015 (3) Sanitation and Safety for Managers	CRT2039 (3) Professional Presentations for Culinary Workforce ¹	MTH81 (4) Applied Math for Culinary Arts
-------------------	--	---------------------------------------	--	--	--	--

WINTER = 21 CREDITS	CRT2003 (6) Baking and Pastry for Culinary Arts Majors	CRT2005 (1) Menu Planning and Design	CRT2007 (1) Inventory Control and Purchasing	CRT2050 (6) Regional and International Cuisine	CRT2016 (3) Culinary Nutrition	CIS120 (4) Concepts of Computing
---------------------	--	--	--	--	-----------------------------------	-------------------------------------

SPRING = 19 CREDITS	CRT2012 (6) A La Carte I	CRT2013 (6) A La Carte II	CRT2017 (3) Restaurant Management and Supervision	CRT2018 (1) Culinary Arts Career Planning	WR115 (3) Introduction to Expository Writing ²
---------------------	-----------------------------	------------------------------	---	---	---

62 CREDITS = FIRST YEAR TOTAL REQUIREMENTS

SUMMER = 16 CREDITS	CRT2004 (2) Introduction to Vineyards and Beverages	CRT2006 (2) Restaurant Layout and Design	CRT2060 (8) Garde Manger	HE250 (3) Personal Health ³	CRT2038 (1) Applied Visual Principles
---------------------	---	--	-----------------------------	---	--

FALL = 12 CREDITS	CRT2280 (12) Work Experience: Culinary Externship
-------------------	---

28 CREDITS = SECOND YEAR TOTAL REQUIREMENTS

90 CREDITS = TOTAL PROGRAM REQUIREMENTS

PROGRAM NOTE

¹May be substituted with a higher level speech course.

²May be substituted with a higher level writing course.

³PE231 or three credits of PE185 may be substituted for HE250.

PROGRAM
REQUIREMENTS

ASSOCIATE OF APPLIED SCIENCE BAKING AND PASTRY ARTS

The Associate of Applied Science (AAS) Baking and Pastry Arts provides a broad foundation of baking and pastry theory and practical training necessary for success in the food service industry. Students will learn the art of creating tasty baked goods, pastries, and confections, from traditional bread baking to beautiful showpieces. Students will also learn to use sugar, syrups, icings and chocolate. Prepares students for a career as a professional baker or pastry chef in a bakery, restaurant, hotel or resort.

Oregon Coast Culinary Institute (OCCI) at Southwestern was granted accreditation by the American Culinary Federation, ACF. This accreditation is the highest level available for initial accreditation by the ACF – the premier professional chefs' organization in North America, focusing its efforts on offering education, apprenticeship and industry certification. With the ACF accreditation, OCCI's graduates will

automatically gain the title of Certified Culinarian upon graduation, along with their associate's degrees.

PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of this program the student will be able to:

- Prepare yeast raised products to include breads, yeast leavened pastries to include laminated doughs, breakfast pastries and leavened cakes.
- Prepare a variety of cakes, fillings and icings to include chemical and mechanical leavening techniques.
- Prepare a variety of egg and dairy based products to include meringue, sponge, soufflés, mousses, custards, and creams.

- Prepare a variety of fried baked goods to include fritters and doughnuts.
- Prepare a variety of pastry products to include pies, tarts, pate a choux, crepes, puff pastry, and fillo dough.
- Identify, select and demonstrate the use of various chocolates and sugar and the common uses for the decoration processes.
- List and explain the application of mixes and other convenience products pertaining to the baking process.
- Utilize concept of cost control, purchasing, receiving, quality standards, profit, and staffing costs.
- Describe and apply the principles of nutrition to maximize nutrient retention in baking preparation.
- Demonstrate supervisory skills and abilities utilizing critical thinking skills.
- Obtain Serv Safe Certification.

ENTRY REQUIREMENTS

This is a restricted program. For application and fee information, contact the OCCI Admissions at (541) 888-7195.

GRADUATION REQUIREMENTS

Students must complete a minimum of 91 credit hours with a minimum Grade Point Average (GPA) of 2.0 or better. All courses in this program must be completed with a grade of 'C' or better. Twenty-four (24) credits must be completed at Southwestern before the AAS Baking and Pastry Arts degree is awarded.

Complete the graduation application process one term prior to the term of completion (e.g., spring term graduates must apply during winter term).



ASSOCIATE OF APPLIED SCIENCE BAKING AND PASTRY ARTS

PREREQUISITES	CIS101 (2) Computers in Society	WR90 (3) Paragraph Fundamentals (or placement test score)	MTH20 (4) Basic Mathematics (or placement test score)	Reading Score of ASSET41 COMPASS81		
<hr style="border-top: 1px dashed black;"/>						
FALL = 23 CREDITS	CRT2031(6) Baking and Pastry Fundamentals I	CRT2032 (7) Baking and Pastry Fundamentals II	CRT2015 (3) Sanitation and Safety for Managers	CRT2039 (3) Professional Presentations for Culinary Workforce¹	MTH81 (4) Applied Math for Culinary Arts	
WINTER = 19 CREDITS	CRT2027 (1) Basic Sugar	CRT2033 (4) Classic and Contemporary Cakes	CRT2040 (6) Culinary Arts for Baking and Pastry Majors	CRT2028 (1) Basic Chocolate	CIS120 (4) Concepts of Computing	CRT2016 (3) Culinary Nutrition
SPRING = 22 CREDITS	CRT2007 (1) Inventory Control and Purchasing	WR115 (3) Introduction to Expository Writing²	CRT2045 (7) Retail Baking	CRT2017 (3) Restaurant Management and Supervision	CRT2030 (3) Bakery Design	SPRING COURSES CONTINUED ON NEXT LINE
SPRING CONTINUED	CRT2024 (3) Frozen Desserts	CRT2026 (1) Dessert Menu Development	CRT2018 (1) Culinary Arts Career Planning			
64 CREDITS = FIRST YEAR TOTAL REQUIREMENTS						
SUMMER = 15 CREDITS	CRT2034 (2) Advanced Sugar and Chocolate	CRT2042 (3) Wedding Cakes	CRT2037 (6) Plated Desserts	HE250 (3) Personal Health³	CRT2038 (1) Applied Visual Principles	
FALL = 12 CREDITS	CRT2280 (12) Work Experience: Culinary Externship					

PROGRAM
REQUIREMENTS

27 CREDITS = SECOND YEAR TOTAL REQUIREMENTS

91 CREDITS = TOTAL PROGRAM REQUIREMENTS

PROGRAM NOTE

¹May be substituted with a higher level speech course.

²May be substituted with a higher level writing course.

³PE231 or three credits of PE185 may be substituted for HE250.

ASSOCIATE OF APPLIED SCIENCE EMERGENCY MEDICAL TECHNOLOGY (EMT) - PARAMEDIC

The Associate of Applied Science (AAS) Emergency Medical Technology (EMT)- Paramedic is designed for individuals interested in providing care to patients in the pre-hospital setting and its purpose is, "To prepare competent entry-level paramedics in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains with or without exit points at the advanced emergency medical technician, and/or emergency medical technician, and/or emergency responder levels."

This program will provide the knowledge, skills and attitudes necessary to be eligible to sit for national and state testing for emergency medical technician and paramedic. The program meets or exceeds the required skills and knowledge as set forth by the National EMS Education Standards and the Oregon Health Authority DHS-EMS division.

PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of this program the student will be able to:

- Demonstrate personal behaviors consistent with professional and employer expectations of an entry-level paramedic.
- Demonstrate technical proficiency in all of the skills necessary to fulfill the role of an entry-level paramedic.
- Comprehend, apply and evaluate information relative to the role of an entry-level paramedic in the cognitive domain.

ENTRY REQUIREMENTS

The EMT and Paramedic sequence portions of the program ONLY are restricted-entry. Students are required to submit an application to the college and a separate application to the EMS program. Students must complete all prerequisites listed in the EMT and paramedic application prior to submission of the application.

For more information contact the director at 541-888-1554 or 541-888-7432. Due to continually changing laws and regulations students may be required to add, modify or delete courses and/or hours for the curriculum to meet current standards. See your advisor for current requirements.

GRADUATION REQUIREMENTS

Students must complete a minimum of 101 credit hours with a minimum Grade Point Average (GPA) of 2.0 or better. All courses in the program must be completed with a 'C' or better. Twenty-four (24) credits must be completed at Southwestern before the AAS Emergency Medical Technology - Paramedic degree is awarded. The completion of the following certificates will be required in order to qualify for graduation: ACLS, PHTLS, AMLS, EPC or PEPP. Contact the director for more information on these certificates.

Complete the graduation application process one term prior to the term of completion (e.g., spring term graduates must apply during winter term).



ASSOCIATE OF APPLIED SCIENCE EMERGENCY MEDICAL TECHNOLOGY (EMT) - PARAMEDIC

PREREQUISITES	CHEM110 (4) Foundations of General, Organic & Biochemistry ¹	CIS101 (2) Computers in Society	MTH20 (4) Basic Mathematics (or placement test score)	WR90 (3) Paragraph Fundamentals (or placement test score)	Reading Score of ASSET41 COMPASS81
FALL = 16 CREDITS	BI231 (4) Anatomy and Physiology I	EMT175 (3) Intro. to Emergency Medical Services	AH111 (3) Medical Terminology I	WR121 (3) English Composition	PSY201 (3) General Psychology ²
WINTER = 17 CREDITS	BI232 (4) Anatomy and Physiology II	EMT170 (2) Emergency Response Communication/Doc.	EMT171 (2) Emergency Response Patient Transport	EMT151 (5) EMT - Basic, Part A	MTH70 (4) Elementary Algebra (or higher)
SPRING = 19 CREDITS	BI233 (4) Anatomy and Physiology III	CJ203 (3) Crisis Intervention	EMT169 (3) EMT Rescue	EMT152 (5) EMT - Basic, Part B	CIS120 (4) Concepts of Computing

PROGRAM
REQUIREMENTS

52 CREDITS = FIRST YEAR TOTAL REQUIREMENTS

FALL = 15 CREDITS	<div>EMT296 (12) EMT - Paramedic, Part I</div>	<div>SP218 (3) Interpersonal Communication³</div>	
WINTER = 17 CREDITS	<div>EMT297 (14) EMT - Paramedic, Part II</div>	<div>BA285 (3) Human Relations in Organizations</div>	
SPRING = 17 CREDITS	<div>EMT298 (8) EMT - Paramedic, Part III</div>	<div>EMT280F (6) CWE - Internship</div>	<div>HE250 (3) Personal Health⁴</div>

49 CREDITS = SECOND YEAR TOTAL REQUIREMENTS

101 CREDITS = TOTAL PROGRAM REQUIREMENTS

PROGRAM NOTES

¹CHEM223 may be substituted for CHEM110.

²PSY202, 203 or 237 may be substituted for PSY201.

³SP219 may be substituted for SP218.

⁴PE231 or HE250 only for students in this program.

PE185 courses will not meet this requirement.

ASSOCIATE OF APPLIED SCIENCE FIRE SCIENCE TECHNOLOGY

**Career Pathway Certificate of Completion:
Fire Science Technology Level I (18.5 Credits)**



**Certificate of Completion
Fire Science Technology Level II (50 Credits)**



**Associate of Applied Science
Fire Science Technology (94 Credits)**

PROGRAM
REQUIREMENTS

- Understand the need to further develop professional fire fighting/EMS skills.

GRADUATION REQUIREMENTS

Students must complete a minimum of 94 credit hours with a minimum Grade Point Average (GPA) of 2.0 or better. All courses in the program must be completed with a 'C' or better. Twenty-four (24) credits must be completed at Southwestern before the AAS Fire Science Technology degree is awarded.

Complete the graduation application process one term prior to the term of completion (e.g., spring term graduates must apply during winter term).

The Associate of Applied Science (AAS) Fire Science Technology program includes the necessary general education and specialized fire and emergency medical services courses to prepare students for careers at entry-level positions within the fire service. This curriculum was developed in cooperation with the College Fire Science Advisory Committee and the Oregon Department of Public Safety Standards and Training (DPSST). Due to continually changing laws and regulations mandated by Oregon's Occupational Safety and Health Administration (OR-OSHA), DPSST and the National Fire Protection Association (NFPA), students may be required to add, modify or delete courses and/or hours to the curriculum to meet current standards. See your advisor for current requirements.

PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of this program the student will be able to:

- Demonstrate safe and effective operation of given fire suppression tools and appliances in given training scenarios.
- Demonstrate decision-making skills during simulated emergency scenarios.



ASSOCIATE OF APPLIED SCIENCE FIRE SCIENCE TECHNOLOGY

PREREQUISITES	CIS101 (2) Computers in Society	Reading Score of ASSET41 COMPASS81	MTH20 (4) Basic Mathematics (or placement test score)	WR90 (3) Paragraph Fundamentals (or placement test score)	
FALL = 16.5 CREDITS	FS5244 (3.5) NFPA Firefighter I Part A	FS5254 (3) Introduction to Fire Protection	(3) Health/Physical Education Course ¹	WR115 (3) Introduction to Expository Writing ²	MTH70 (4) Elementary Algebra (or higher)
WINTER = 17 CREDITS	FS5245 (3) NFPA Firefighter I Part B	FS5276 (3) S-130/190 Wild Land Fire Management II	FS9175 (3) Firefighter Safety	CIS120 (4) Concepts of Computing	(4) Elective ³
SPRING = 14.5 CREDITS	FS5677 (3) Building Construction Related to the Fire Service	FS9380 (2.5) S-215 Fire Ops/ Urban Interface	EMT169 (3) EMT Rescue	(3) Human Relations Course ⁴	SP218 (3) Interpersonal Communication ⁵

PROGRAM
REQUIREMENTS

48 CREDITS = FIRST YEAR TOTAL REQUIREMENTS

FALL = 15 CREDITS	FS5676 (3) Fire and Emergency Service Administration	FS5259 (3) Fire Organization and Command	FS5280 (1) Cooperative Work Experience	FS9060 (1) Emergency Response to Terrorism	(3) Fire Science Specific Elective ⁶	(4) Elective ³
WINTER = 15 CREDITS	FS5675 (3) Fire Protection Systems and Extinguishers	EMT151 (5) EMT - Basic, Part A	FS5280 (1) Cooperative Work Experience	FS5289 (3) Legal Aspects of the Fire Service	(3) Fire Science Specific Elective ⁶	
SPRING = 16 CREDITS	FS5672 (4) Princ. Fire & Emergency Services Safety & Survival	EMT152 (5) EMT - Basic, Part B	FS5280 (1) Cooperative Work Experience	FS996B (3) Fundamentals of Fire Prevention	(3) Fire Science Specific Elective ⁶	

46 CREDITS = SECOND YEAR TOTAL REQUIREMENTS

94 CREDITS = TOTAL PROGRAM REQUIREMENTS

PROGRAM NOTES

¹PE231, HE250 or 3 credits of PE185 will fulfill this requirement, PE185PSC is recommended.

²WR214T or WR214 may be substituted for WR115.

³Developmental and remedial courses, CS101 and WR121 will not fulfill elective requirement.

⁴BA285, PSY201 or PSY203 may be taken to fulfill this requirement.

⁵SP219 may be substituted for SP218.

⁶Specific Electives: FS996E, 996Q, 5239, 5263, 9173, 9320, 9321, 9350, 9370, 9403, 9380, or HE260/9360

CERTIFICATE OF COMPLETION FIRE SCIENCE TECHNOLOGY: LEVEL II

The Certificate of Completion Fire Science Technology: Level II prepares the student to meet the minimum requirements to compete for some paid fire fighting positions.

PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of this program the student will be able to:

- Demonstrate safe and effective operation of given fire suppression tools and appliances in given training scenarios.
- Demonstrate decision-making skills during simulated emergency scenarios.
- Understand the need to further develop professional fire fighting/EMS skills.

GRADUATION REQUIREMENTS

Students must complete a minimum of 50 credit hours with a minimum Grade Point Average (GPA) of 2.0 or better. All courses in the program must be completed with a 'C' or better. Fifteen (15) credits must be completed at Southwestern before the Certificate of Completion Fire Science Technology: Level II is awarded.

Complete the graduation application process one term prior to the term of completion (e.g., spring term graduates must apply during winter term).

PREREQUISITES

CIS101 (2)
Computers in Society

Reading Score of
ASSET41 COMPASS81

WR90 (3)
Paragraph Fundamentals
(or placement test score)

MTH20 (4)
Basic Mathematics
(or placement test score)

FALL = 15.5 CREDITS

FS5244 (3.5)
NFPA Firefighter I Part A

FS5254 (3)
Introduction to Fire
Protection

WR115 (3)
Introduction to Expository
Writing¹

MTH70 (4)
Elementary Algebra
(or higher)

PE185 (2)
Physical Education²

WINTER = 18 CREDITS

FS5245 (3)
NFPA Firefighter I Part B

FS5276 (3)
S-130/190 Wild Land
Fire Management II

FS9175 (3)
Firefighter Safety

CIS120 (4)
Concepts of Computing

EMT151 (5)
EMT - Basic, Part A

SPRING = 16.5 CREDITS

FS5677 (3)
Building Construction
Related to the Fire Service

FS9380 (2.5)
S-215 Fire Ops/
Urban Interface

HE260 (3)
First Responder³

BA285 (3)
Human Relations in
Organizations

EMT152 (5)
EMT - Basic, Part B

50 CREDITS = TOTAL PROGRAM REQUIREMENTS

PROGRAM NOTES

¹WR214T or WR214 may be substituted for WR115.

²Students are advised to take weight training, super circuit or public

safety conditioning, PE185PSC is recommended.

³HE260 counts as a Fire Science Elective.

CERTIFICATE OF COMPLETION FIRE SCIENCE TECHNOLOGY: LEVEL I

The Fire Science Technology: Career Pathway Certificate of Completion: Fire Science Technology: Level I prepares the student to become a volunteer firefighter. This certificate is for high school students 16 years or older or volunteer firefighters.

PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of this program the student will be able to:

- Demonstrate safe and effective operation of given fire suppression tools and appliances in given training scenarios.
- Demonstrate decision-making skills during simulated emergency scenarios.
- Understand the need to further develop professional fire fighting/EMS skills.

GRADUATION REQUIREMENTS

Students must complete a minimum of 18.5 credit hours with a minimum Grade Point Average (GPA) of 2.0 or better. All courses in the program must be completed with a 'C' or better. Nine (9) 12 credits must be completed at Southwestern before the Fire Science Technology: Career Pathway Certificate of Completion: Fire Science Technology: Level I is awarded.

Complete the graduation application process one term prior to the term of completion (e.g., spring term graduates must apply during winter term).

FALL = 7.5 CREDITS	FS5244 (3.5) NFPA Firefighter I Part A	FS5254 (3) Introduction to Fire Protection	PE185 (1) Physical Education ¹
WINTER = 7 CREDITS	FS5276 (3) S-130/190 Wild Land Fire Management II	FS9175 (3) Firefighter Safety	PE185 (1) Physical Education ¹
SPRING = 4 CREDITS	HE260 (3) First Responder ²	PE185 (1) Physical Education ¹	

18.5 CREDITS = TOTAL PROGRAM REQUIREMENTS

PROGRAM NOTES

¹Students are advised to take weight training, super circuit or public safety conditioning, PE185PSC is recommended.

²HE260 counts as a Fire Science Elective.



PROGRAM
REQUIREMENTS

CERTIFICATE OF COMPLETION GREEN TECHNICIAN

The Certificate of Completion Green Technician is a broad-based technician program infused with sustainable topics and considerations. The primary goal of the program is to introduce students to knowledge and technical skills that will be transferable to a wide range of industries and employment opportunities.

The entire certificate is offered through online courses with supplemental labs offered and accessible through Southwestern Oregon Community College. This is a restricted-entry program. For more information about this program, including how and when enrollment will be accepted, please contact the Dean of Career and Technical Education at 541-888-7312.

PROGRAM
REQUIREMENTS

PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of this program the student will be able to:

- Utilize multi-skill, systems thinking for problem solving.
- Apply generally accepted concepts of sustainability, green technologies, process improvements, and elimination of waste.
- Investigate, for employment, various emerging careers in green technology.
- Demonstrate the applied reading and workplace math skills needed on-the-job.
- Think critically.
- Apply concepts and practices to work effectively in teams.

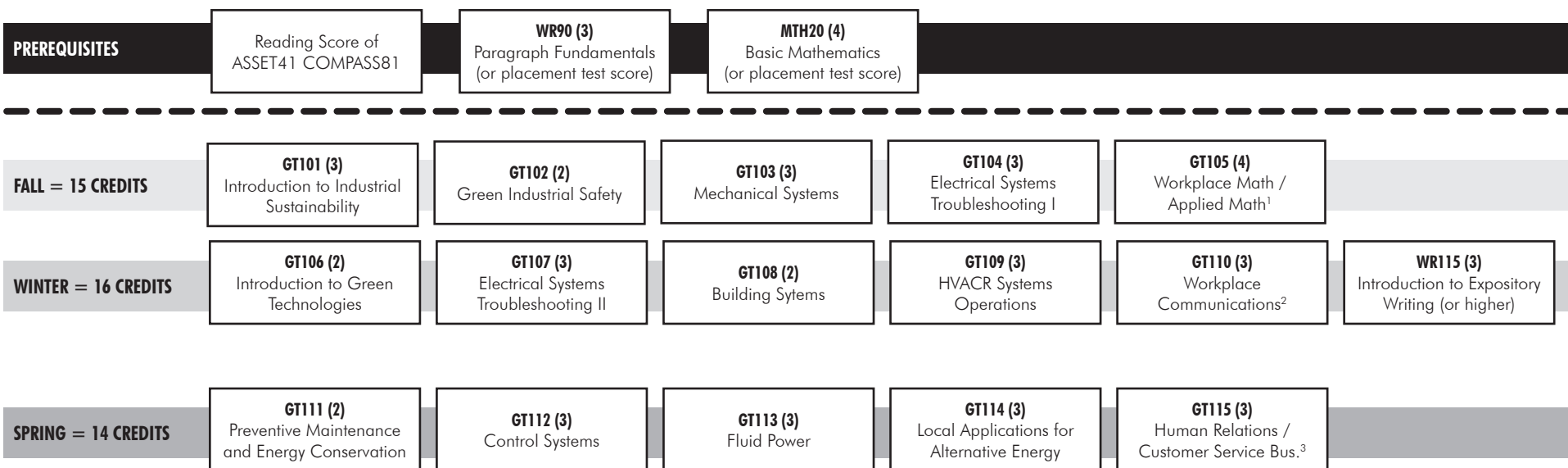
- Apply entry-level electrical, mechanical, and heating/cooling systems skills within the employment environment.

- Adjust to rapidly changing technology.

GRADUATION REQUIREMENTS

Students must complete a minimum of 45 credit hours with a minimum Grade Point Average (GPA) of 2.0 or better. All courses in the program must be completed with a 'C' or better. Fifteen (15) credits must be completed at Southwestern before the Certificate of Completion Green Technician is awarded.

Complete the graduation application process one term prior to the term of completion (e.g., spring term graduates must apply during winter term).



45 CREDITS = TOTAL PROGRAM REQUIREMENTS

PROGRAM NOTES

¹MTH70 or higher may be substituted for GT105.

²SP100 or higher may be substituted for GT110.

³BA285 may be substituted for GT115.

ASSOCIATE OF SCIENCE MATHEMATICS EMPHASIS



The Associate of Science (AS) degree with an emphasis in mathematics has a broad range of mathematical courses that are complemented by internship courses that students use as a preview for career paths. Students who have an AS degree may wish to transfer into advanced programs of mathematics, or they may continue in general studies baccalaureate degree programs which they can tailor to their specific interests. Interest in mathematics should involve a broad search to match personal interest to career potential.

This program is not articulated with a specific four-year institution and should be used as an advising guide. You are encouraged to seek out specific transfer opportunities early to better target your AS to meet your transfer needs. The degree audit in myLakerLink for this program is based on the requirements of the AS degree located on page 25.

GRADUATION REQUIREMENTS

Students must complete a minimum of 90 credit hours with a minimum Grade Point Average (GPA) of 2.0 or better. All courses in this program must be completed with a 'C' or better. Twenty-four (24) credits must be completed at Southwestern before the AS degree is awarded.

Courses that are developmental in nature, designed to prepare students for college transfer courses, are not applicable to this degree.

Complete the graduation application process one term prior to the term of completion (e.g., spring term graduates must apply during winter term).

PROGRAM
REQUIREMENTS

ASSOCIATE OF SCIENCE MATHEMATICS EMPHASIS

PROGRAM
REQUIREMENTS

PREREQUISITES	CIS101 (2) Computers in Society	MTH112 (4) Elementary Functions	Reading Score of ASSET41 COMPASS81	WR90 (3) Paragraph Fundamentals (or placement test score)	
FALL = 15-16 CREDITS	(4) Biological Science Course ¹	MTH251 (4) Calculus I (Differential Calculus)	(4 - 5) Natural/Applied Science Course ²	WR121 (3) English Composition	
WINTER = 17-18 CREDITS	(3) Computer Language Course ³	MTH252 (4) Calculus II (Integral Calculus)	(4 - 5) Natural/Applied Science Course ²	WR122 (3) English Composition	(3) Arts and Letters/Social Sciences Course ⁴
SPRING = 18-19 CREDITS	MTH265 (4) Probability and Statistics with Calculus	MTH253 (4) Calculus III (Infinite Sequence & Series)	(4 - 5) Natural/Applied Science Course ²	WR123 (3) English Composition ⁵	(3) Arts and Letters/Social Sciences Course ⁴

50-53 CREDITS = FIRST YEAR TOTAL

FALL = 14-16 CREDITS	MTH254 (4) Vector Calculus I	MTH231 (4) Elements of Discrete Mathematics I	(3) Arts and Letters/Social Sciences Course ⁴	(3 - 5) Mathematics/Science Course ⁶
WINTER = 14-16 CREDITS	MTH255 (4) Vector Calculus II	MTH232 (4) Elements of Discrete Mathematics II	(3) Arts and Letters/Social Sciences Course ⁴	(3 - 5) Mathematics/Science Course ⁶
SPRING = 13-15 CREDITS	MTH256 (4) Differential Equations	SP111 (3) Fundamentals of Public Speaking	(3) Health/Wellness/Fitness Course(s) ⁷	(3 - 5) Mathematics/Science Course ⁶

41-47 CREDITS = SECOND YEAR TOTAL

91-100 CREDITS = TOTAL RECOMMENDED PROGRAM CREDITS

PROGRAM NOTES

¹Biological Science course selected from BI101, 201, or 234.

²Natural Applied Science courses selected from: BI201, 202, 203, 231, 232, 233; CS160, 161, 162; ENGR201, 202, 203, 211, 212, 213; G201, 202, 203; PH211, 213, 213.

³One Computer Language course selected from CIS133VB, CS160, 161, 162; ENGR112.

⁴Arts and Letters/Social Sciences courses selected from each of the following areas: Arts and Letters - two courses from: ENG104, 105, 106, 107, 108, 109, 201, 202, 203, 204, 205, 206; PHL101 or 102 (not both).

Social Sciences - Processes and Institutions, one course from: ANTH103; ECON201, 202; PS201, 202; SOC204, 205; Western Culture, one course from: HST101, 102, 103, 201, 202, 203.

⁵WR227 may be substituted for WR123.

⁶Three additional Mathematics/Science courses selected from either the list provided on page 25 or the following: BI234; G146, 207, 220; GS107, 108; MTH260.

⁷HE250, PE231 or three credits of PE185.

ASSOCIATE OF SCIENCE MARINE BIOLOGY EMPHASIS



The Associate of Science (AS) Marine Biology Emphasis is designed for students who intend to transfer to the University of Oregon (UO) and complete their degree at Oregon Institute of Marine Biology (OIMB), majoring in marine biology. The background offered by this major, however, is entirely appropriate for preparation for upper division emphasis in other professional fields like medical, dental or veterinary school.

This AS curriculum has been specifically designed to meet the majority of the lower division requirements for the UO's Marine Biology, or UO's Biology with Marine Biology Emphasis degree program. It's very important to begin work with your UO faculty advisor, who will keep you apprised of all degree requirements and the most current curriculum revisions.

A marine biology major will receive the same solid background in modern biology (including cell biology, molecular biology, evolutionary biology, physiology and ecology) as a UO general biology major, but will also experience several terms of the hands-on field-based learning for which marine laboratories, including OIMB, are renowned. Both the Southwestern Oregon Community College (SWOCC) campus and the UO/OIMB campus have student housing and dining halls to accommodate the students.

Career options for marine biology graduates include jobs in state and federal government, advanced training for research and teaching in the marine sciences, and most other careers available to broadly trained biologists.

SWOCC students enrolled in the AS Marine Biology emphasis spend time in classes on the SWOCC campus, as well as a class or two at the OIMB. To be accepted into the UO Marine Biology program, the four-year degree will require courses at SWOCC, UO, and at least three terms at OIMB in Charleston. At SWOCC, students take introductory biology courses and fulfill chemistry, mathematics, physics, and general education requirements.

Upper division biology courses are taken at OIMB and the UO, Eugene.

On completion of the general biology sequences (BI201, 202, 203 at SWOCC; or BI211, 212, and 213 at UO; and BI214 UO) students may apply to become a UO/OIMB marine biology major. A written statement of purpose and academic standing (i.e., overall GPA and GPA in the sciences) will be used to determine entry into the program major. The statement of purpose contains questions that focus on the student's purpose for choosing the major, including career goals and plans. See UO/OIMB website for details relating to application to the program <http://pages.uoregon.edu/oimb/>.

DUAL ADMISSION/DUAL ENROLLMENT

SWOCC and the UO have a dual admission and dual enrollment agreement. Dual enrollment students are admitted and enrolled at SWOCC and admitted to UO before they complete their program of studies at SWOCC. To apply for dual admission and dual enrollment privileges, complete the form found at <http://admissions.uoregon.edu/freshmen/dualenrollment>.

Dual enrollment is limited. Fulfilling minimum requirements does not guarantee admission to the dual enrollment and dual admission program.

GRADUATION REQUIREMENTS

Students must complete a minimum of 90 credit hours with a minimum Grade Point Average (GPA) of 2.0 or better. All courses in this program must be completed with a 'C' or better. Twenty-four (24) credits must be completed at Southwestern before the AS degree is awarded.

Courses that are developmental in nature, designed to prepare students for college transfer courses, are not applicable to this degree.

Complete the graduation application process one term prior to the term of completion (e.g., spring term graduates must apply during winter term).

ASSOCIATE OF SCIENCE MARINE BIOLOGY EMPHASIS

PREREQUISITES	CIS101 (2) Computers in Society	MTH112 (4) Elementary Functions	Reading Score of ASSET41 COMPASS81	WR90 (3) Paragraph Fundamentals (or placement test score)
---------------	---	---	---------------------------------------	--

FALL = 16 CREDITS	BI201 (4) Introductory Biology	MTH251 (4) Calculus I (Differential Calculus)	PH211 (5) General Physics with Calculus	WR121 (3) English Composition	BI199 (1) Marine Habitats of the Oregon Coast
--------------------------	--	--	--	---	--

WINTER = 17 CREDITS	BI202 (4) Introductory Biology	MTH252 (4) Calculus II (Integral Calculus)	PH212 (5) General Physics with Calculus	WR122 (3) English Composition
----------------------------	--	---	--	---

SPRING = 17 CREDITS	BI203 (4) Introductory Biology	MTH253 (4) Calculus III (Infinite Sequence & Series)	PH213 (5) General Physics with Calculus	BI142 (4) Habitats: Marine Biology
----------------------------	--	---	--	--

50 CREDITS = FIRST YEAR TOTAL

FALL = 14-16 CREDITS	CHEM221 (5) General Chemistry	(3) Arts and Letters ¹	(3) Social Sciences ²	(3 - 5) Elective ³
-----------------------------	---	---	--	---

WINTER = 14-16 CREDITS	CHEM222 (5) General Chemistry	(3) Arts and Letters ¹	(3) Social Sciences ²	(3 - 5) Elective ³
-------------------------------	---	---	--	---

SPRING = 14 CREDITS	CHEM223 (5) General Chemistry	(3) Speech/Oral Communication Course ⁴	(3) Health/Wellness/Fitness Course ⁵	WR123 (3) English Composition ⁶
----------------------------	---	--	--	--

42-46 CREDITS = SECOND YEAR TOTAL

92-96 CREDITS = TOTAL RECOMMENDED PROGRAM CREDITS

PROGRAM NOTES

¹Select six (6) credit hours of Arts and Letters from Distribution Requirement courses listed on page 25.

²Select six (6) credit hours of Social Sciences from Distribution Requirement courses listed on page 25.

³Students may take any college-level course that would bring total credits to 90 quarter hours. Career Technical courses may only be

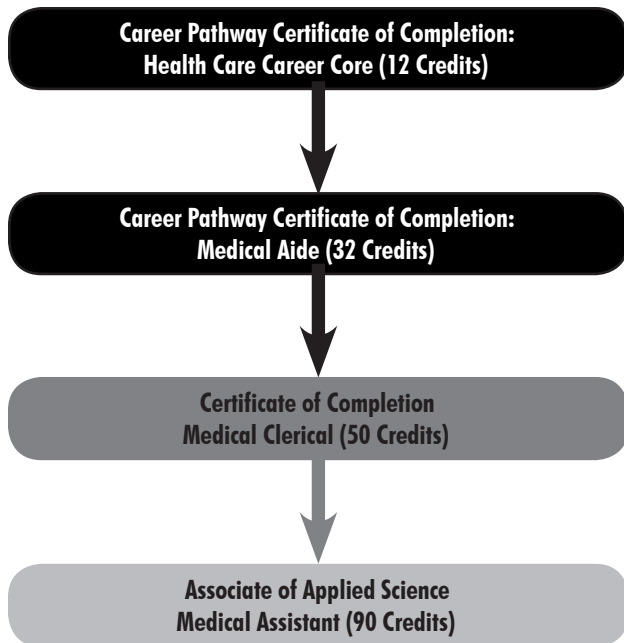
applied to the AS degree in the designated emphasis areas which are governed by agreements with four-year universities and are part of a current, formal transfer agreement with a four-year institution (see specific catalog program page). Career Technical courses offered at the college are identified by a specific alpha prefixes, see page 109.

⁴SP100, SP111, SP218 or SP219.

⁵HE250, PE231 or three credits of PE185.

⁶WR227 may be substituted for WR123.

ASSOCIATE OF APPLIED SCIENCE MEDICAL ASSISTANT



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

PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of this program the student will be able to:

- Demonstrate general knowledge of medical terminology, anatomy and physiology, and medical law and ethics.
- Demonstrate proficiency in medical office administrative practices.
- Demonstrate comprehensive knowledge of clinical practice.

ENTRY REQUIREMENTS

Students are required to take the college placement test to determine skill level and readiness in math, reading and writing. As part of their training program, students must begin with the courses within their skill level as determined by the college placement test scores.

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 background check. Any student who is unable, for any reason, to complete the practice parts of this curriculum will not be able to continue in the program. Drug testing will be done prior to clinical practice. Graduates may

choose to take a national certification examination at the successful conclusion of the program.

GRADUATION REQUIREMENTS

Students must complete a minimum of 92 credit hours with a minimum Grade Point Average (GPA) of 2.0 or better. All courses in this program must be completed with a 'C' or better. Twenty-four (24) credits must be completed at Southwestern before the AAS Medical Assistant degree is awarded.

Complete the graduation application process one term prior to the term of completion (e.g., spring term graduates must apply during winter term).

PROGRAM
REQUIREMENTS



ASSOCIATE OF APPLIED SCIENCE MEDICAL ASSISTANT

PROGRAM REQUIREMENTS	PREREQUISITES					
	OA121 (3) Keyboarding I	Reading Score of ASSET41 COMPASS81	CIS101 (2) Computers in Society	MTH20 (4) Basic Mathematics (or placement test score)	WR90 (3) Paragraph Fundamentals (or placement test score)	
	<hr/>					
	FALL = 16 CREDITS	OA124 (3) Keyboard Skillbuilding	AH111 (3) Medical Terminology I	CIS120 (4) Concepts of Computing	AH121 (3) Body Structures and Functions I	AH100 (1) Intro to Health Care Careers
WINTER = 17 CREDITS	BA285 (3) Human Relations in Organizations ¹	AH112 (3) Medical Terminology II	HIM110 (5) Health Information Systems	AH122 (3) Body Structures and Functions II	AH150 (3) Medical Office Coding	AH101 (2) Intro to Professionalism in Health Care
SPRING = 15 CREDITS	WR115 (3) Introduction to Expository Writing (or higher)	MTH70 (4) Elementary Algebra (or higher)	AH152 (2) Medical Law and Ethics	OA116 (3) Office Procedures	AH151 (3) Reimbursement Management	

48 CREDITS = FIRST YEAR TOTAL REQUIREMENTS

SUMMER = 2 CREDITS	AH2280 (2) Cooperative Work Experience					
FALL = 13 CREDITS	OA2591 (3) Proofreading and Editing	PHAR5472 (3) Pharmacology	MLT2005 (3) Basic Phlebotomy	AH131 (4) Clinical Procedures I		
WINTER = 14 CREDITS	OA240 (3) Filing and Records Management	SP218 (3) Interpersonal Communication ²	AC2766 (4) Accounting I ³	AH132 (4) Clinical Procedures II		
SPRING = 13 CREDITS	BA177 (3) Payroll Records and Accounting	PE231 (3) Wellness for Life ⁴	AH2280 (4) Cooperative Work Experience ⁵	(3) Specific Elective ⁶		

42 CREDITS = SECOND YEAR TOTAL REQUIREMENTS

90 CREDITS = TOTAL PROGRAM REQUIREMENTS

PROGRAM NOTES

¹PSY203 may be substituted for BA285.

²SP100, SP111, or SP219 may be substituted for SP218.

³BA211 or AC2764 may be substituted for AC2766.

⁴HE250 or three credits of PE185 may be substituted for PE231.

⁵Must complete AH131 and AH132 with a grade of 'C' or better before participating in Cooperative Work Experience involving patient care.

⁶Medical Assistant Specific Elective: AH2522, PHL103, CHEM110, PHAR5473, BI149, FN225, HIM182.

CERTIFICATE OF COMPLETION MEDICAL CLERICAL

The Certificate of Completion Medical Clerical 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.

PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of this program the student will be able to:

- Demonstrate general knowledge of medical terminology, anatomy and physiology, and medical law and ethics.

- Demonstrate proficiency in medical office administrative practices.
- Demonstrate proficiency in word processing.

GRADUATION REQUIREMENTS

Students must complete a minimum of 50 credit hours with a minimum Grade Point Average (GPA) of 2.0 or better. All courses in this program must be completed with a 'C' or better. Fifteen (15) credits must be completed at Southwestern before the Certificate of Completion Medical Clerical is awarded.

Complete the graduation application process one term prior to the term of completion (e.g., spring term graduates must apply during winter term).

GAINFUL EMPLOYMENT DISCLOSURE

SWOCC is required by federal regulations to disclose information related to SWOCC's educational programs that lead to gainful employment in a recognized occupation. This information is intended to provide students the opportunity to measure employment outcomes associated with SWOCC's certificate programs.

Gainful employment information can be found online at <http://www.socc.edu/academics/pgs/degrees/one-year-certificate/certificate-of-completion-medical-clerical.shtml>.

PROGRAM
REQUIREMENTS

PREREQUISITES	OA121 (3) Keyboarding I	Reading Score of ASSET41 COMPASS81	CIS101 (2) Computers in Society	MTH20 (4) Basic Mathematics (or placement test score)	WR90 (3) Paragraph Fundamentals (or placement test score)	
FALL = 16 CREDITS	OA124 (3) Keyboard Skillbuilding	AH111 (3) Medical Terminology I	CIS120 (4) Concepts of Computing	AH121 (3) Body Structures and Functions I	AH100 (1) Intro to Health Care Careers	AH101 (2) Intro to Professionalism in Health Care
WINTER = 17 CREDITS	BA285 (3) Human Relations in Organizations	AH112 (3) Medical Terminology II	HIM110 (5) Health Information Systems	AH122 (3) Body Structures and Functions II	AH150 (3) Medical Office Coding	
SPRING = 15 CREDITS	WR115 (3) Introduction to Expository Writing (or higher)	MTH70 (4) Elementary Algebra (or higher)	AH152 (2) Medical Law and Ethics	OA116 (3) Office Procedures	AH151 (3) Reimbursement Management	
48 CREDITS = FIRST YEAR TOTAL REQUIREMENTS						
Summer = 2 CREDITS	AH2280 (2) Cooperative Work Experience					
2 CREDITS = SECOND YEAR TOTAL REQUIREMENTS						
50 CREDITS = TOTAL PROGRAM REQUIREMENTS						

CAREER PATHWAY CERTIFICATE OF COMPLETION: MEDICAL AIDE

PROGRAM
REQUIREMENTS

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

PROGRAM STUDENT LEARNING OUTCOMES

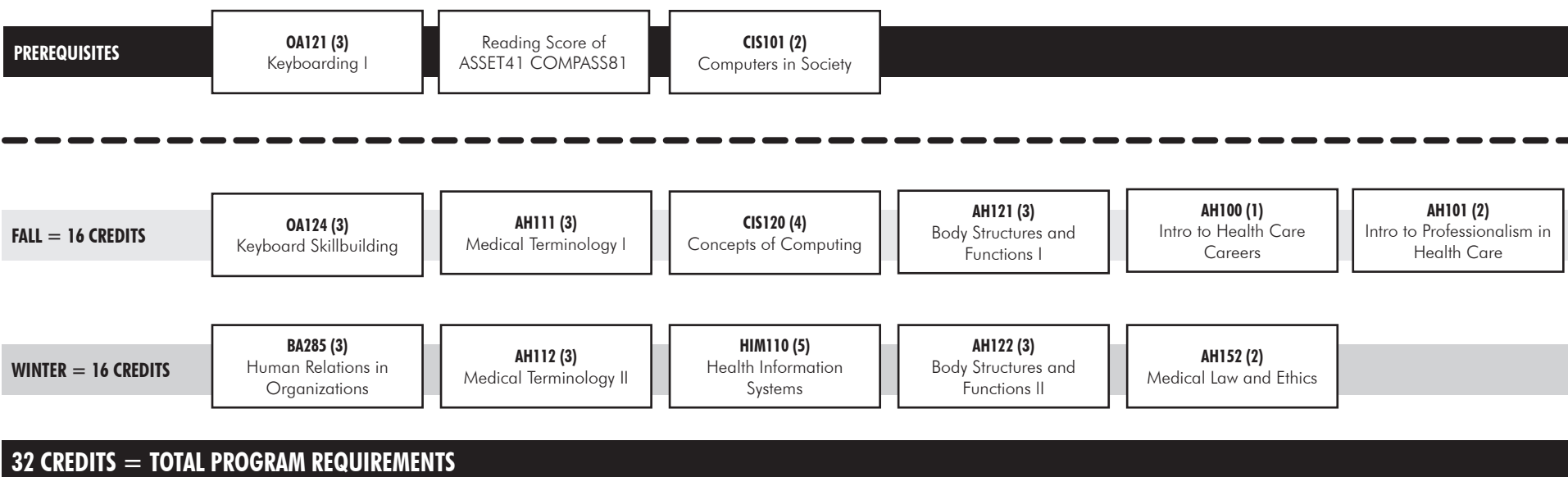
Upon successful completion of this program the student will be able to:

- Apply prefix, suffix, and root word meanings related to human body systems, to the pathology, diagnostic procedures and treatments associated with these systems.
- Describe normal structure and function of all human body systems.
- Demonstrate effective communication skills (listening and speaking) that can be applied in future employment settings.

GRADUATION REQUIREMENTS

Students must complete a minimum of 32 credit hours with a minimum Grade Point Average (GPA) of 2.0 or better. All courses this program must be completed with a 'C' or better. Nine (9) credits must be completed at Southwestern before the Medical Assistant: Career Pathway Certificate of Completion: Medical Aide is awarded.

Complete the graduation application process one term prior to the term of completion (e.g., spring term graduates must apply during winter term).



CAREER PATHWAY CERTIFICATE OF COMPLETION: PERSONAL CARE AIDE

The Medical Assistant: Career Pathway Certificate of Completion: Personal Care Aide (PCAs), also called caregivers, companions and personal attendants, typically work for various public and private agencies that provide home care services. This program is designed to introduce students to client care practices, the professional nature of a health related career and its vocabulary, basic computer skill, and the skills needed to communicate with both clients and employers. Students completing the program will earn an industry Certificate of Completion in Personal Care issued by Acquire, Inc. in addition to the Southwestern Career Pathway Certificate.

PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of this program the student will be able to:

- Communicate compassionately.
- Demonstrate basic health related services.
- Safely assist clients in transferring and walking.

- Perform basic computer operations.
- Practice professionalism as it relates to health care.
- Use basic medical terminology.

GRADUATION REQUIREMENTS

Students must complete a minimum of 13 credit hours with a minimum Grade Point Average (GPA) of 2.0 or better. All courses this program must be completed with a 'C' or better. Nine (9) credits must be completed at Southwestern before the Medical Assistant: Career Pathway Certificate of Completion: Personal Care Aide is awarded.

Complete the graduation application process one term prior to the term of completion (e.g., spring term graduates must apply during winter term).

PROGRAM
REQUIREMENTS

PREREQUISITES

Reading Score of
ASSET41 COMPASS81

Current CPR and First
Aide Cards

FALL = 13 CREDITS

AH2522 (3)
Personal Care Aide

SP100 (3)
Basic Speech
Communication¹

AH101 (2)
Intro to Professionalism in
Health Care

AH111 (3)
Medical Terminology I

CIS101 (2)
Computers in Society

13 CREDITS = TOTAL PROGRAM REQUIREMENTS

PROGRAM NOTES

¹SP111 or SP219 may be substituted for SP100.

CAREER PATHWAY CERTIFICATE OF COMPLETION: HEALTH CARE CAREER CORE

The Medical Assistant: Career Pathway Certificate of Completion: Health Care Career Core was designed based on the 2001 Institute of Medicine report "Crossing the Quality Chasm: A New Health System for the 21st Century" recommended that all health professionals should be educated to deliver patient-centered care as members of an interdisciplinary team, emphasizing evidence-based practice, quality improvement approaches, and informatics. These five core competencies are taught within an interdisciplinary student centered environment.

PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of this program the student will be able to:

- Provide patient-centered care: Identify, respect, and care about patients' differences, values, preferences, and expressed needs; coordinate care, listen to, clearly inform, communicate with, and educate patients; share decision-making and management; and continuously advocate disease prevention, wellness, and promotion of healthy lifestyles.

- Work in interdisciplinary teams: Cooperate, collaborate, communicate, integrate care in teams to ensure that care is continuous and reliable.
- Employ evidence-based practice: Integrate best research with clinical expertise and patient values for optimum care, and participate in learning and research activities to the extent feasible.
- Apply quality improvement: Identify errors and hazards in care; understand and implement basic safety design principles, such as standardization and simplification; continually understand and measure quality of care in terms of structure, process, and outcomes in relation to patient and community needs; and design and test interventions to change processes of care with the objective of improving quality.
- Utilize informatics: Communicate, manage knowledge, mitigate error, and support decision-making using information technology.

GRADUATION REQUIREMENTS

Students must complete a minimum of 12 credit hours with a minimum Grade Point Average (GPA) of 2.0 or better. All courses this program must be completed with a 'C' or better. Nine (9) credits must be completed at Southwestern before the Medical Assistant: Career Pathway Certificate of Completion: Health Care Career Core is awarded.

Complete the graduation application process one term prior to the term of completion (e.g., spring term graduates must apply during winter term).

PREREQUISITES

Reading Score of
ASSET41 COMPASS81

CIS101 (2)
Computers in Society

FALL = 7 CREDITS

CIS120 (4)
Concepts of Computing

AH100 (1)
Intro to Health Care
Careers

AH101 (2)
Intro to Professionalism in
Health Care

WINTER = 5 CREDITS

HIM110 (5)
Health Information
Systems

12 CREDITS = TOTAL PROGRAM REQUIREMENTS

ASSOCIATE OF SCIENCE NATURAL SCIENCE EMPHASIS

The Associate of Science (AS) degree, with an emphasis in natural science, focuses on biology, chemistry, geology, physics, or mathematics. This curriculum offers sufficient flexibility for majors in any of these fields and is especially suited to pre-medical or pre-dental majors.

This program is not articulated with a specific four-year institution and should be used as an advising guide. You are encouraged to seek out specific transfer

opportunities early to better target your AS to meet your transfer needs. The degree audit in myLakerLink for this program is based on the requirements of the AS degree located on page 25.

GRADUATION REQUIREMENTS

Students must complete a minimum of 90 credit hours with a minimum Grade Point Average (GPA) of 2.0 or better. All courses in this program must be completed

with a 'C' or better. Twenty-four (24) credits must be completed at Southwestern before the AS degree is awarded.

Courses that are developmental in nature, designed to prepare students for college transfer courses, are not applicable to this degree.

Complete the graduation application process one term prior to the term of completion (e.g., spring term graduates must apply during winter term).

PROGRAM
REQUIREMENTS

FALL = 16 CREDITS	(4) Biological Science Course ¹	MTH251 (4) Calculus I (Differential Calculus)	PH211 (5) General Physics with Calculus	WR121 (3) English Composition	
WINTER = 18-19 CREDITS	(3) Arts and Letters/ Social Sciences ²	MTH252 (4) Calculus II (Integral Calculus)	PH212 (5) General Physics with Calculus	WR122 (3) English Composition	(3 - 4) Computer Language Course ³
SPRING = 19 CREDITS	(3) Arts and Letters/ Social Sciences ²	MTH253 (4) Calculus III (Infinite Sequence & Series)	PH213 (5) General Physics with Calculus	WR123 (3) English Composition ⁴	MTH265 (4) Probability and Statistics with Calculus
53-54 CREDITS = FIRST YEAR TOTAL					
FALL = 14-18 CREDITS	CHEM221 (5) General Chemistry	(3) Arts and Letters/ Social Sciences ²	(3 - 5) Mathematics/Science Course ⁵	(3 - 5) Mathematics/Science Course ⁵	
WINTER = 14-18 CREDITS	CHEM222 (5) General Chemistry	(3) Arts and Letters/ Social Sciences ²	(3 - 5) Mathematics/Science Course ⁵	(3 - 5) Mathematics/Science Course ⁵	
SPRING = 14-16 CREDITS	CHEM223 (5) General Chemistry	SP111 (3) Fundamentals of Public Speaking	(3) Health/Wellness/Fitness Course(s) ⁶	(3 - 5) Mathematics/Science Course ⁵	

42-52 CREDITS = SECOND YEAR TOTAL

95-106 CREDITS = TOTAL RECOMMENDED PROGRAM CREDITS

PROGRAM NOTES

¹Select from BI101, BI201, or BI234.

²Arts and Letters/Social Sciences courses must be selected from each of the following areas: Arts and Letters - two courses from: ENG104, 105, 106, 107, 108, 109, 201, 202, 203, 204, 205, or 206; PHL101 or 102 (not both). Social Sciences - Processes and Institutions, one

course from: ANTH103; ECON201, 202; PS201, 202; SOC204, 205; 212, 213; G146, 201, 202, 203, 207, 220; GS107, 108; MTH231, Western Culture, one course from: HST101, 102, 103, 201, 202, 203. 232, 254, 255, 256, 260.

³One Computer Language course must be selected from CIS133VB; ⁴HE250, PE231 or three credits of PE185. CS160, 161, 162; ENGR112.

⁴WR227 may be substituted for WR123.

⁵Mathematics/Science courses must be selected from: BI201, 202, 203, 231, 232, 233, 234; CS160, 161, 162; ENGR201, 202, 203, 211,

ASSOCIATE OF SCIENCE NATURAL RESOURCES EMPHASIS

The Associate of Science (AS) degree, with an emphasis in natural resources, provides students with an introduction to the technical and scientific knowledge related to natural resources and forest management. Students will complete foundation coursework that will prepare them for continuing their program of study at a four-year institution. Students will learn about social, economic and political influences on resource use and environmental policy, and how to problem-solve when faced with sensitive natural resource issues in an atmosphere of diverse opinions. Students will obtain preparation for careers in resource planning, management, conservation and education roles with government agencies, non-governmental organizations and in educational settings.

This program is not articulated with a specific four-year institution and should be used as an advising guide. You are encouraged to seek out specific transfer opportunities early to better target your AS degree to meet your transfer needs. The degree audit in myLakerLink for this program is based on the requirements of the AS degree located on page 25.

PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of this program the student will be able to:

- Integrate technical “field” skills with analytical skills to identify important natural resources problems and begin to identify effective solutions for these problems.
- Acquire knowledge regarding a range of natural resources current issues, social and political components of resource management.
- Work with experts in a variety of natural resource fields.

GRADUATION REQUIREMENTS

Students must complete a minimum of 90 credit hours with a minimum Grade Point Average (GPA) of 2.0 or better. All courses in this program must be completed with a ‘C’ or better. Twenty-four (24) credits must be

completed at Southwestern before the AS degree is awarded.

This degree program can also satisfy the requirements of the AA/OT.

Courses that are developmental in nature, designed to prepare students for college transfer courses, are not applicable to this degree.

Complete the graduation application process one term prior to the term of completion (e.g., spring term graduates must apply during winter term).



ASSOCIATE OF SCIENCE NATURAL RESOURCES EMPHASIS

PREREQUISITES	MTH95 (4) Intermediate Algebra I (or placement test score)	WR90 (3) Paragraph Fundamentals (or placement test score)	Reading Score of ASSET41 COMPASS81
----------------------	---	--	---------------------------------------

FALL = 15 CREDITS	MTH111 (4) College Algebra	WR121 (3) English Composition	F111 (4) Introduction to Forestry	BIO101 (4) General Biology
--------------------------	--------------------------------------	---	---	--------------------------------------

WINTER = 16 CREDITS	MTH112 (4) Elementary Functions	WR122 (3) English Composition	NR201 (3) Managing Natural Resources for the Future	(3) Social Sciences Distribution ¹	(3) Elective
----------------------------	---	---	--	--	------------------------

SPRING = 15 CREDITS	MTH243 (4) Introduction to Probability and Statistics	WR227 (3) Report Writing	F241 (5) Dendrology	ANTH103 (3) General Anthropology
----------------------------	--	------------------------------------	-------------------------------	--

46 CREDITS = FIRST YEAR TOTAL

FALL = 15 CREDITS	(3) Arts and Letters Distribution ¹	CHEM221 (4) General Chemistry	ENV235 (4) Introduction to Soil Science	ECON201 (4) Microeconomics
--------------------------	---	---	--	--------------------------------------

WINTER = 16 CREDITS	(3) Arts and Letters Distribution ¹	CHEM222 (4) General Chemistry ²	(3) Health, Wellness and Fitness ³	(3) Social Sciences Distribution ¹	(3) Field Experience ⁴
----------------------------	---	--	--	--	---

SPRING = 14 CREDITS	(3) Arts and Letters Distribution ¹	CHEM223 (4) General Chemistry ⁵	F240 (4) Forest Ecology	SP111 (3) Fundamentals of Public Speaking ⁶
----------------------------	---	--	-----------------------------------	---

45 CREDITS = SECOND YEAR TOTAL

91 CREDITS = TOTAL RECOMENDED PROGRAM CREDITS

PROGRAM NOTES

¹Select courses from the Social Sciences and Arts and Letters Distribution list on page 25.

²BI102 may be substituted for CHEM222.

³HE250, PE231 or three credits of PE185.

⁴NR280 or F280 will meet this requirement.

⁵BI103 may be substituted for CHEM223.

⁶SP100, 218 or 219 may be substituted for SP111.

ASSOCIATE OF APPLIED SCIENCE NURSING

The Associate of Applied Science (AAS) Nursing is intended for students seeking a career as a Registered Nurse. The program prepares students to practice professional nursing in a variety of settings. Upon completion of the program, students will be awarded an AAS degree and are eligible to sit for the national licensure examination (NCLEX-RN) leading to a licensure as a Registered Nurse.

PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of this program the student will be able to:

- Act personally and professionally based on a set of shared core nursing values.
- Develop insight through reflection, self-analysis, and self-care.
- Engage in ongoing intentional learning.

- Demonstrate leadership in nursing and health care.
- Collaborate as part of a health care team.
- Practice within, utilize, and contribute to the broader health care system.
- Practice relationship-centered care.
- Communicate effectively.
- Make sound clinical judgments.
- Locate, evaluate and use the best available evidence in making practice decisions.

ENTRY REQUIREMENTS

This is a restricted-entry program. Students are required to submit an application to the college and a separate application to the nursing program. A total of 50 prerequisites must be completed prior to beginning the nursing program. Thirty (30) of the 50 credits

must be completed by the end of fall term preceding admission and must include at least one term of Anatomy and Physiology. Selection of applicants is based on a point system described in the application/information packet.

Acceptance to the program allows for co-admission to the Oregon Health & Science University (OHSU) nursing program. Students are eligible to complete a bachelor's degree in nursing from OHSU either full time in three quarters or part-time.

For more information, contact the Program Secretary, Sumner Hall, Room 4 at 541-888-7443. Information may also be obtained online at www.socc.edu/academics/pgs/degrees/aas-degree/associate-of-applied-science-nursing.shtml.

PREREQUISITE YEAR REQUIREMENTS

SUMMER = 15 CREDITS	CHEM110 (4) Foundations of General, Organic & Biochemistry ¹	FN225 (4) Nutrition	CIS120 (4) Concepts of Computing ²	(3) Any 200 level Social Science Course
FALL = 15 CREDITS	BI231 (4) Human Anatomy and Physiology I ³	MTH95 (4) Intermediate Algebra II	WR121 (3) English Composition	BI234 (4) Microbiology
THIRTY (30) CREDITS MUST BE COMPLETED BY THE END OF FALL TERM PRECEDING ADMISSION AND MUST INCLUDE ONE TERM OF ANATOMY AND PHYSIOLOGY				
WINTER = 10 CREDITS	BI232 (4) Human Anatomy and Physiology II	PHL102 (3) Ethics ⁴	WR122 (3) English Composition	
SPRING = 10 CREDITS	BI233 (4) Human Anatomy and Physiology III	PSY237 (3) Life Span Development	SP218 (3) Interpersonal Communication ⁵	

50 CREDITS = PREREQUISITE YEAR TOTAL REQUIREMENTS

PROGRAM NOTES

¹Students applying for the Nursing program must have completed either a Chemistry sequence or CHEM110 within the last seven years.

²CIS120 or documented proficiency.

³Students must be enrolled in or have completed BI231 prior to submitting an application in fall term.

⁴PHL205 may be substituted for PHL102.

⁵SP219 may be substituted for SP218.

ASSOCIATE OF APPLIED SCIENCE NURSING

GRADUATION REQUIREMENTS

Students must complete a minimum of 90 credit hours with a minimum Grade Point Average (GPA) of 2.0 or better. All courses in this program must be completed with a 'C' or better. Twenty-four (24) credits must be

completed at Southwestern before the AAS Nursing degree is awarded.

Student must complete the graduation application process one term prior to the term of completion (e.g., spring term graduates must apply during winter term).

FALL = 15 CREDITS	NRS110 (9) Foundations of Nursing: Health Promotion	ANTH221 (3) Cultural Anthropology ¹	BI149 (3) Introduction to Human Genetics	PROGRAM REQUIREMENTS
WINTER = 15 CREDITS	NRS111 (6) Foundations of Nursing: Chronic Illness I	NRS230 (3) Clinical Pharmacology I	NRS232 (3) Pathophysiology Processes	
SPRING = 15 CREDITS	NRS112 (6) Foundations of Nursing: Acute Care I	NRS231 (3) Clinical Pharmacology II	NRS233 (3) Pathophysiology Processes II	
			WR123 (3) English Composition ^{2,3}	
			PHL103 (3) Introduction to Logic and Critical Thinking ³	

45 CREDITS = FIRST YEAR TOTAL REQUIREMENTS

FALL = 15 CREDITS	NRS222 (9) Foundations of Nursing: Acute Care II	(6) Humanities/Soc. Sciences or Natural Sciences ⁴	
WINTER = 15 CREDITS	NRS221 (9) Foundations of Nursing: Chronic Illness II	(6) Humanities/Soc. Sciences or Natural Sciences ⁴	
SPRING = 15 CREDITS	NRS224 (9) Scope of Practice/ Integrated Practicum	(3) Elective ⁵	HE250 (3) Personal Health ⁶

45 CREDITS = SECOND YEAR TOTAL REQUIREMENTS

90 CREDITS = TOTAL PROGRAM REQUIREMENTS

PROGRAM NOTES

¹ANTH222 or ANTH223 may be substituted for ANTH221.

²WR227 may be substituted for WR123.

³WR123 and PHL103 may be taken in Winter or Spring term.

⁴Humanities/Social or Natural Science courses: A minimum of 11 credits of Humanities/Social Science or Natural Science courses

must be selected from outside of the student's area of concentration. College level courses may be selected from the following: ANTH, ART, ASL (200 level), BI, BOT201, CHEM, CJ100, CJ101, CJ201, CJ220, CJ243, CS133VB, CS133WS, CS160, CS161, CS162, CS233VB, CS261, ECON202, ED169, ED258, ENG, G (200 level), GEOG105, GER (200 level), GS, HD208, HDFS222, HDFS225, HDFS229,

HDFS247, HST, HUM, J, MUS, MUP105, PH, PHL, PS (200 level), PSY (200 level), SOC (200 level), SP, SPAN (200 level), TA, WR (200 level), and WS.

⁵Developmental and remedial courses will not fulfill elective requirement.

⁶PE231 or three credits of PE185 may be substituted for HE250.

CERTIFICATE OF COMPLETION PARAEDUCATOR/EDUCATIONAL ASSISTANT

The Certificate of Completion Paraeducator/Educational Assistant is a one-year certificate that prepares students to work in public or private elementary and secondary schools. Paraeducators/educational assistants serve in positions for which a teacher or another professional has ultimate responsibility for the design and implementation of educational programs and services. Emphasis is placed on competency-based skill development in child growth and development, classroom management, technology, individuals with disabilities, working with families, and basic instructional techniques.

PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of this program the student will be able to:

- Demonstrate appropriate strategies and techniques to provide instructional support to

students of diverse populations.

- Demonstrate attitudes and behaviors that are appropriate in meeting the needs of diverse populations.
- Apply best practices in classroom management to optimize the potential for student learning.
- Apply technology to support teaching, learning and communication.

ENTRY REQUIREMENTS

Students are required to take the college placement test to determine skill level and readiness in math, reading and writing. As part of their training program, students must begin with the courses within their skill level as determined by the college placement test scores.

Students should meet with an advisor to evaluate professional experience and previous course work prior to beginning this course of study. All students are required to obtain a valid First Aid and CPR card.

GRADUATION REQUIREMENTS

Students must complete a minimum of 47 credit hours with a minimum Grade Point Average (GPA) of 2.0 or better. Fifteen (15) credits must be completed at Southwestern before the Certificate of Completion Paraeducator/Educational Assistant is awarded.

Complete the graduation application process one term prior to the term of completion (e.g., spring term graduates must apply during winter term).

PREREQUISITES	CIS101 (2) Computers in Society	WR90 (3) Paragraph Fundamentals (or placement test score)	Reading Score of ASSET41 COMPASS81	MTH20 (4) Basic Mathematics (or placement test score)	
FALL = 16 CREDITS	ED101 (3) Introd. and Observation and Experience ¹	ED258 (3) Multicultural Education	ED113 (3) Instructional Strategies in Language and Reading ²	MTH70 (4) Elementary Algebra (or higher)	ED169 (3) Overview of Students with Special Needs
WINTER = 16 CREDITS	ED114 (3) Instructional Strategies in Math and Science ¹	WR121 (3) English Composition	BA285 (3) Human Relations in Organizations	ED133 (3) Instructional Media and Materials ¹	CIS120 (4) Concepts of Computing
SPRING = 15 CREDITS	ED130 (3) Comprehensive Classroom Mngmnt ¹	ED131 (3) Instructional Strategies ¹	ED266 (3) Current Issues in Special Education ¹	ED270 (3) Practicum ²	HDFS229 (3) Development in Middle Childhood

47 CREDITS = TOTAL PROGRAM REQUIREMENTS

PROGRAM NOTES

¹This course is offered through Chemeketa Community College as part of a collaborative agreement between Southwestern and Chemeketa. ECE150 may be substituted for ED101.

²A criminal history check is required prior to enrollment in ED270. This course is offered through Chemeketa Community College's distance education.

CERTIFICATE OF COMPLETION PHARMACY TECHNICIAN

The Certificate of Completion Pharmacy Technician program prepares individuals for employment in hospital and retail pharmacies. Pharmacy Technician is a category of support personnel and denotes a skilled worker who has been trained to assist the pharmacist in preparing and dispensing medications. This category of support personnel is spelled out in Oregon Administrative Rules 855-41-205 under the auspices of the Oregon State Board of Pharmacy.

PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of this program the student will be able to:

- Function as a professional in a pharmacy environment either in a hospital or retail setting.
- Assist the pharmacist in the preparation and dispensing of medications.
- Be aware of the duties and limitations of a pharmacy technician as per Oregon Administrative rules 855-41-205.

ENTRY REQUIREMENTS

Students are required to take the college placement test to determine skill level and readiness in math, reading and writing. As part of their training program, students must begin with the courses within their skill level as determined by the college placement test scores.

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 background check. Any student who is unable, for any reason, to complete the practice parts of this curriculum will not be able to continue in the program. Drug testing will be done prior to clinical practice. Graduates may choose to take a national certification examination at the successful conclusion of the program.

This program is currently offered entirely through distance education. All PHAR classes are offered only

online. Other courses in the program are offered in the traditional classroom setting as well.

GRADUATION REQUIREMENTS

Students must complete a minimum of 51 credit hours with a minimum Grade Point Average (GPA) of 2.0 or better. All courses in this program must be completed with a 'C' or better. Fifteen (15) credits must be completed at Southwestern before the Certificate of Completion Pharmacy Technician is awarded.

Complete the graduation application process one term prior to the term of completion (e.g., spring term graduates must apply during winter term).

PROGRAM
REQUIREMENTS

PREREQUISITES	CIS101 (2) Computers in Society	Reading Score of ASSET41 COMPASS81	MTH20 (4) Basic Mathematics (or placement test score)	WR90 (3) Paragraph Fundamentals (or placement test score)	
FALL = 17 CREDITS	AH111 (3) Medical Terminology I	AH121 (3) Body Structures and Functions I	PHAR5470 (4) Introduction to Pharmacy: Practice and Law	MTH70 (4) Elementary Algebra (or higher)	WR121 (3) English Composition
WINTER = 18 CREDITS	AH112 (3) Medical Terminology II	AH122 (3) Body Structures and Functions II	PHAR5472 (3) Pharmacology I	PHAR5474 (2) Pharmacy Calculations	PHAR5475 (4) Pharmacy Technician Procedures I
SPRING = 16 CREDITS	SP100 (3) Basic Speech Communication ¹	PHAR5477 (3) Pharmacy Records Management	PHAR5473 (3) Pharmacology II	PHAR5478 (3) Pharmacy Technician Practicum	PHAR5476 (4) Pharmacy Technician Procedures II

51 CREDITS = TOTAL PROGRAM REQUIREMENTS

PROGRAM NOTES

¹SP100 or higher.

***All students in this program are advised to check individual course descriptions for prerequisites.*

PHLEBOTOMY TECHNICIAN

CERTIFICATE OF COMPLETION PHLEBOTOMY TECHNICIAN

The Certificate of Completion Phlebotomy Technician prepares individuals, under the supervision of physicians and other health care professionals, to draw blood samples for patients using a variety of intrusive procedures. The program includes instruction in basic vascular anatomy and physiology, blood physiology, skin puncture procedures and applicable standards and regulations.

PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of this program the student will be able to:

- Function as a professional in a medical environment.
- Draw blood from a patient using a variety of skin puncture procedures.

- Understand the physiology of blood and the vascular network of the human body.

ENTRY REQUIREMENTS

This is a restricted-entry program and students must submit a separate application along with their college admission application. Applications are now being accepted for the 2013-2014 cohort. For more information, contact the Program Secretary, Sumner Hall, Room 4 at 541-888-7443 or Susan Walker, Director of Nursing & Phlebotomy at 541-888-7298 for further application requirements.

Students are required to take the college placement test to determine skill level and readiness in math, reading and writing. As part of their training program, students must begin with the courses within their skill level as determined by the college placement test scores.

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 background check.

GRADUATION REQUIREMENTS

Students must complete a minimum of 57 credit hours with a minimum Grade Point Average (GPA) of 2.0 or better. All courses in this program must be completed with a 'C' or better. Fifteen (15) credits must be completed at Southwestern before the Certificate of Completion Phlebotomy Technician is awarded.

Complete the graduation application process one term prior to the term of completion (e.g., spring term graduates must apply during winter term).

PREREQUISITES	CIS101 (2) Computers in Society	Reading Score of ASSET41 COMPASS81	MTH2056 (4) Basic Mathematics (or placement test score)	WR90 (3) Paragraph Fundamentals (or placement test score)		
FALL = 18 CREDITS	AH111 (3) Medical Terminology I	AH121 (3) Body Structures and Functions I	MLT2005 (4) Basic Phlebotomy	SP100 (3) Basic Speech Communication ¹	WR115 (3) Introduction to Expository Writing (or higher)	AH101 (2) Intro to Professionalism in Health Care
WINTER = 16 CREDITS	AH112 (3) Medical Terminology II	AH122 (3) Body Structures and Functions II	MLT2010 (2) Advanced Phlebotomy	MLT2015 (3) Phlebotomy: Clinical I	AH152 (2) Medical Law and Ethics	BA285(3) Human Relations in Organizations
SPRING = 16 CREDITS	CIS120 (4) Concepts of Computing	PSY237 (3) Life Span Development	MTH70 (4) Elementary Algebra	MLT2020 (2) Phlebotomy: Clinical II	HE250 (3) Personal Health ²	
SUMMER = 8 CREDITS	MLT2280 (8) Cooperative Work Experience					

58 CREDITS = TOTAL PROGRAM REQUIREMENTS

PROGRAM NOTES

¹SP218 or SP219 may be substituted for SP100.

²PE231 or three credits of PE185 may be substituted for HE250.

^{**}All students in this program are advised to check individual course descriptions for prerequisites.

CERTIFICATE OF COMPLETION PERSONAL TRAINER/AGING ADULT

The Certificate of Completion Personal Trainer/Aging Adult prepares the student to become a Personal Trainer with an emphasis in working with the older adult.

PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of this program the student will be able to:

- Provide a physical fitness plan for older adults, as well as younger clients.

- Develop skills in assessing the fitness level of their clients and provide them with sound activities to enhance their physical, social, environmental, emotional, and overall health.

GRADUATION REQUIREMENTS

Students must complete a minimum of 18 credit hours with a minimum Grade Point Average (GPA) of 2.0 or better. All courses in this program must be completed with a 'C' or better. Nine (9) credits must be completed at Southwestern before the Certificate of Completion Personal Trainer/Aging Adult is awarded.

Complete the graduation application process one term prior to the term of completion (e.g., spring term graduates must apply during winter term).

PROGRAM
REQUIREMENTS

18 CREDITS	PE262 (3) Development of Adult Fitness Programs	HE252 (3) Standard First Aid & CPR for Professional Rescuer	PE131 (3) Introduction to Health and PE	SOC230 (3) Gerontology	PET264 (3) Concepts of Individual Fitness Programming	PE280P (3) Practicum
------------	--	--	--	---------------------------	--	-------------------------

18 CREDITS = TOTAL PROGRAM REQUIREMENTS

CERTIFICATE OF COMPLETION PERSONAL TRAINER/GROUP EXERCISE LEADER

The Certificate of Completion Personal Trainer/Group Exercise Leader prepares the student to become a Personal Trainer, Aerobics Instructor, and Group Exercise Specialist.

PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of this program the student will be able to:

- Provide a physical fitness plan for older adults as well as younger clients.

- Develop skills in assessing the fitness level of their clients and provide them with sound activities to enhance their physical, social, environmental, emotional, and overall health.

GRADUATION REQUIREMENTS

Students must complete a minimum of 17 credit hours with a minimum Grade Point Average (GPA) of 2.0 or better. All courses in this program must be completed with a 'C' or better. Nine (9) credits must be completed

at Southwestern before the Certificate of Completion Personal Trainer/Group Exercise Leader is awarded.

Complete the graduation application process one term prior to the term of completion (e.g., spring term graduates must apply during winter term).

17 CREDITS	PE262 (3) Development of Adult Fitness Programs	HE252 (3) Standard First Aid & CPR for Professional Rescuer	PE131 (3) Introduction to Health and PE	PET267 (2) Group Fitness Concepts	PET264 (3) Concepts of Individual Fitness Programming	PE280P (3) Practicum
------------	--	--	--	--------------------------------------	--	-------------------------

17 CREDITS = TOTAL PROGRAM REQUIREMENTS

ASSOCIATE OF SCIENCE PHYSICAL EDUCATION EMPHASIS

The Associate of Science (AS) degree, with an emphasis in physical education, is articulated with Eastern Oregon University's Department of Health and Physical Education leading to a baccalaureate in physical education. This program has two goals: to prepare students for entry into the health and fitness industry upon completion of the AS, and to serve as a foundation for further study in the academic discipline, leading to a bachelor's degree and beyond.

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

GRADUATION REQUIREMENTS

Students must complete a minimum of 90 credit hours with a minimum Grade Point Average (GPA) of 2.0 or better. All courses in this program must be completed with a 'C' or better. Twenty-four (24) credits must be completed at Southwestern before the AS degree is awarded.

Courses that are developmental in nature, designed to prepare students for college transfer courses, are not applicable to this degree.

Complete the graduation application process one term prior to the term of completion (e.g., spring term graduates must apply during winter term).



ASSOCIATE OF SCIENCE PHYSICAL EDUCATION EMPHASIS

PREREQUISITES	MTH95 (4) Intermediate Algebra I (or placement test score)	Reading Score of ASSET41 COMPASS81	WR90 (3) Paragraph Fundamentals (or placement test score)		
FALL = 13 CREDITS	PE131 (3) Introduction to Health and PE	SP100 (3) Basic Speech Communications	WR121 (3) English Composition	CHEM 110 (4) Foundations of General, Organic & Biochemistry ¹	
WINTER = 16 CREDITS	SOC208 (3) Sociology of Sport	MTH111 (4) College Algebra (or higher)	WR122 (3) English Composition	(3) Elective ²	(3) Elective ²
SPRING = 15 CREDITS	PE210 (3) Theory of Coaching	(3) Arts and Letters Course ³	WR123 (3) English Composition	(3) Elective ²	(3) Elective ²

PROGRAM
REQUIREMENTS

44 CREDITS = FIRST YEAR TOTAL

FALL = 16 CREDITS	BI231 (4) Anatomy and Physiology I	PE231 (3) Wellness for Life	(3) Arts and Letters Course ³	(3) Social Sciences ³	(3) Elective ²
WINTER = 16 CREDITS	BI232 (4) Anatomy and Physiology II	HE250 (3) Personal Health	(3) Arts and Letters Course ³	(3) Social Sciences ³	(3) Elective ²
SPRING = 16 CREDITS	BI233 (4) Anatomy and Physiology III	HE252 (3) First Aid & CPR for Professional Rescuer	(3) Social Sciences ³	(3) Elective ²	(3) Elective ²

48 CREDITS = SECOND YEAR TOTAL

92 CREDITS = TOTAL RECOMMENDED PROGRAM CREDITS

PROGRAM NOTES

¹BI101 or BI201 may be substituted for CHEM110. CHEM110 will be required for students applying to receive an AA/OT.

²Students may take any college-level course that would bring total

credits to 90 quarter hours. A maximum of 12 Career Technical courses may be used toward this degree. Career Technical courses offered at community college are identified by a specific alpha prefixes, see page 109.

³Refer to AS Degree Requirements, page 25.

One course must be taken to meet the Cultural Literacy requirement for students applying to receive the AA/OT.

CERTIFICATE OF COMPLETION RURAL HEALTH AIDE

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

PROGRAM
REQUIREMENTS

PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of this program the student will be able to:

- Function as a professional in rural health care environments.
- Follow treatment plans prescribed by physicians, nurses, and other health professionals.
- Read, file, and transcribe basic medical charts.
- Communicate as needed to function as a professional in the medical field.
- Transcribe physician's orders.
- Understand the basic anatomy and functions of the human body.

- Assemble charts, and perform medical clerical/medical records tasks.

GRADUATION REQUIREMENTS

Students must complete a minimum of 48 credit hours with a minimum Grade Point Average (GPA) of 2.0 or better. Fifteen (15) credits must be completed at Southwestern before the Certificate of Completion Rural Health Aide is awarded.

Complete the graduation application process one term prior to the term of completion (e.g., spring term graduates must apply during winter term).

PREREQUISITES	CIS101 (2) Computers in Society	MTH20 (4) Basic Mathematics (or placement test score)	WR0525 (5) Sentence Fundamentals (or placement test score)	Reading Score of ASSET41 COMPASS81	
<hr/>					
FALL = 17 CREDITS	NUR546 (8) Basic Nursing Assistant ¹	OA116 (3) Office Procedures	AH111 (3) Medical Terminology I	AH121 (3) Body Structures and Functions I ²	
WINTER = 15 CREDITS	CIS125W (3) Word Processing Applications	(3) Specific Elective ³	AH112 (3) Medical Terminology II	AH122 (3) Body Structures and Functions II ²	SP100 (3) Basic Speech Communication ⁴
SPRING = 16 CREDITS	MTH70 (4) Elementary Algebra (or higher)	HE280 (3) Field Experience	WR90 (3) Paragraph Fundamentals (or higher)	OA124(3) Keyboard Skillbuilding ⁵	(3) Specific Elective ³

48 CREDITS = TOTAL PROGRAM REQUIREMENTS

PROGRAM NOTES

¹Students who hold a current Oregon Nursing Assistant Certificate may substitute this course with specific electives. This course has a separate application process.

²Students may substitute BI231/BI232/BI233 or AH121/122. Students

who have completed one year of (advanced placement) high school chemistry with a lab within the past five years with a grade of 'C' or better or CHEM121/CHEM122 may substitute BI231/BI232/BI233 for AH121/122.

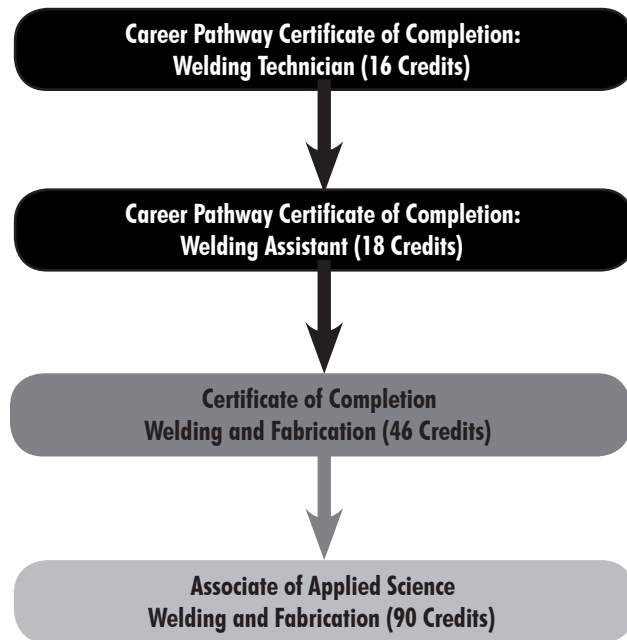
³Specific Electives: ANTH103, BI234, OA240, AH151, AH152, PHAR5472, PHAR5474, PSY201, PSY202, HE250, PE231, AH2522,

NUR9125 or PSY203.

⁴SP218 or SP219 may be substituted for SP100.

⁵Prerequisite is OA121 Keyboarding with a 'C' or better or a typing speed of 30 wpm.

ASSOCIATE OF APPLIED SCIENCE WELDING AND FABRICATION



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

PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of this program the student will be able to:

- Set up and operate manual and semi-automatic welding and cutting equipment used in the metal fabrication industry.
- Perform basic layout and fabrication skills to produce welded metal parts and projects.

- Read and Interpret blueprints and American Welding Society standard welding symbols.
- Perform as a team member and practice skills that reflect professional and ethical behavior in the workplace.

ENTRY REQUIREMENTS

Students are required to take the college placement test to determine skill level and readiness in math, reading and writing. As part of their training program, students must begin with the courses within their skill level as determined by the college placement test scores.

Because a variety of working conditions exist in the welding field, a person generally should be in good physical condition and able to stand, stoop, kneel and bend without difficulty and be able to lift and carry at least 50 pounds. Good eyesight, especially depth perception, is necessary for a welder.

The AAS Welding and Fabrication is an American Welding Society (AWS) entry-level welding certified program. Successfully completing the AWS portion of each welding course also qualifies the completer for a Certificate of Completion from the AWS as an entry-level welder – a nationally recognized certificate.

GRADUATION REQUIREMENTS

Students must complete a minimum of 90 credit hours with a minimum Grade Point Average (GPA) of 2.0 or better. All courses in this program must be completed with a 'C' or better. Twenty-four (24) credits must be completed at Southwestern before the AAS Welding and Fabrication degree is awarded.

Complete the graduation application process one term prior to the term of completion (e.g., spring term graduates must apply during winter term).

PROGRAM
REQUIREMENTS



WELDING AND FABRICATION

ASSOCIATE OF APPLIED SCIENCE WELDING AND FABRICATION

PROGRAM REQUIREMENTS	PREREQUISITES				
	CIS101 (2) Computers in Society	WR90 (3) Paragraph Fundamentals (or placement test score)	Reading Score of ASSET41 COMPASS81	MTH20 (4) Basic Mathematics (or placement test score)	

	FALL = 15 CREDITS	WLD4010 (3) Welding Process I	WLD4061 (6) Shielded Metal Arc Welding I	DRFT105 (3) Blueprint Reading	BA285 (3) Human Relations in Organizations
WINTER = 16 CREDITS	WLD4126 (3) Flux Cored Arc Welding	WLD4165 (3) Welding Lab A	WLD4125 (3) Gas Metal Arc Welding	MTH80 (4) Technical Mathematics I	WLD9225 (3) Welding Workshop: Certification Preparation ¹
SPRING = 15 CREDITS	WR115 (3) Introduction to Expository Writing ²	WLD4100 (3) Gas Tungsten Arc Welding	WLD4150 (3) Pipe Fitting and Fabrication	WLD4166 (3) Welding Lab B	WLD4050 (3) Welding and Joining Processes I

46 CREDITS = FIRST YEAR TOTAL REQUIREMENTS

FALL = 14 CREDITS	(3) Computer Assisted Drafting ³	MT101 (3) Machine Tool Process I	CIS120 (4) Concepts of Computing	WLD4155 (4) Fitting and Fabrication	
WINTER = 15 CREDITS	PE231 (3) Wellness for Life ⁴	MT102 (3) Machine Tool Processes II	MFG4102 (3) Mechanical Principles	WLD4047 (3) Advanced Welding Workshop	(3) Elective ⁵
SPRING = 15 CREDITS	(3) Specific Elective ⁶	WLD9225 (3) Welding Workshop: Certification Preparation ³	(3) Elective ⁵	WLD4170 (3) Welder and Manufacturing	(3) Speech Course ⁷

44 CREDITS = SECOND YEAR TOTAL REQUIREMENTS

90 CREDITS = TOTAL PROGRAM REQUIREMENTS

PROGRAM NOTES

¹MFG4180 may be substituted for WLD9225.

²WR214 or WR214T may be substituted for WR115.

³DRFT100, 110 or 112.

⁴HE250 or three credits of PE185 may be substituted for PE231.

⁵Developmental and remedial courses will not fulfill elective requirement.

⁶Any MFG, MT, WLD or DRFT course not otherwise included in the degree to meet the requirement.

⁷SP100, SP111, SP218 or SP219.

CERTIFICATE OF COMPLETION WELDING AND FABRICATION

The Certificate of Completion Welding and Fabrication prepares students for entry-level jobs in metal working fields. Required courses are applicable toward the AAS Welding and Fabrication degree.

PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of this program the student will be able to:

- Set up and operate manual and semi-automatic welding and cutting equipment used in the metal fabrication industry.
- Perform basic layout and fabrication skills to produce welded metal parts and projects.
- Read and Interpret blueprints and American Welding Society standard welding symbols.
- Perform as a team member and practice skills that reflect professional and ethical behavior in the workplace.

ENTRY REQUIREMENTS

Students are required to take the college placement test to determine skill level and readiness in math, reading and writing. As part of their training program, students must begin with the courses within their skill level as determined by the college placement test scores.

Because a variety of working conditions exist in the welding field, a person generally should be in good physical condition and able to stand, stoop, kneel and bend without difficulty and be able to lift and carry at least 50 pounds. Good eyesight, especially depth perception, is necessary for a welder.

The Certificate of Completion Welding and Fabrication is an American Welding Society (AWS) entry-level welding certified program. Successfully completing the AWS portion of each welding course also qualifies the completer for a Certificate of Completion from the AWS as an entry-level welder – a nationally recognized certificate.

GRADUATION REQUIREMENTS

Students must complete a minimum of 46 credit hours with a minimum Grade Point Average (GPA) of 2.0 or better. All courses in this program must be completed with a 'C' or better. Fifteen (15) credits must be completed at Southwestern before the Certificate of Completion Welding and Fabrication is awarded.

Complete the graduation application process one term prior to the term of completion (e.g., spring term graduates must apply during winter term).

GAINFUL EMPLOYMENT DISCLOSURE

SWOCC is required by federal regulations to disclose information related to SWOCC's educational programs that lead to gainful employment in a recognized occupation. This information is intended to provide students the opportunity to measure employment outcomes associated with SWOCC's certificate programs.

Gainful employment information can be found online at <http://www.socc.edu/academics/pgs/degrees/one-year-certificate/certificate-of-completion-welding-and-fabrication.shtml>

PROGRAM
REQUIREMENTS

PREREQUISITES	CIS101 (2) Computers in Society	WR90 (3) Paragraph Fundamentals (or placement test score)	Reading Score of ASSET41 COMPASS81	MTH20 (4) Basic Mathematics (or placement test score)	
FALL = 15 CREDITS	WLD4010 (3) Welding Process I	WLD4061 (6) Shielded Metal Arc Welding I	DRFT105 (3) Blueprint Reading	BA285 (3) Human Relations in Organizations	
WINTER = 16 CREDITS	WLD4126 (3) Flux Cored Arc Welding	WLD4165 (3) Welding Lab A	WLD4125 (3) Gas Metal Arc Welding	MTH80 (4) Technical Mathematics I (or higher)	WLD9225 (3) Welding Workshop: Certification Preparation ¹
SPRING = 15 CREDITS	WR115 (3) Introduction to Expository Writing	WLD4100 (3) Gas Tungsten Arc Welding	WLD4150 (3) Pipe Fitting and Fabrication	WLD4166 (3) Welding Lab B	WLD4050 (3) Welding and Joining Processes I
46 CREDITS = TOTAL PROGRAM REQUIREMENTS					

PROGRAM NOTES

¹MFG4180 may be substituted for WLD9225.

CAREER PATHWAY CERTIFICATE OF COMPLETION: WELDING TECHNICIAN

The Welding and Fabrication: Career Pathway Certificate of Completion: Welding Technician prepares students for entry-level jobs in welding fields employing shielded metal, fluxed core, and gas metal arc welding techniques. Required courses are applicable toward the AAS Welding and Fabrication degree.

PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of this program the student will be able to:

- Set up and operate of manual and semi-automatic welding and cutting equipment used in the welding industry.
- Perform rudimentary layout and fabrication skills to help produce welded metal parts.
- Read and interpret simple blueprints and some American Welding Society standard welding

- Perform as a team member and practice skills that reflect professional and ethical behavior in the workplace.

ENTRY REQUIREMENTS

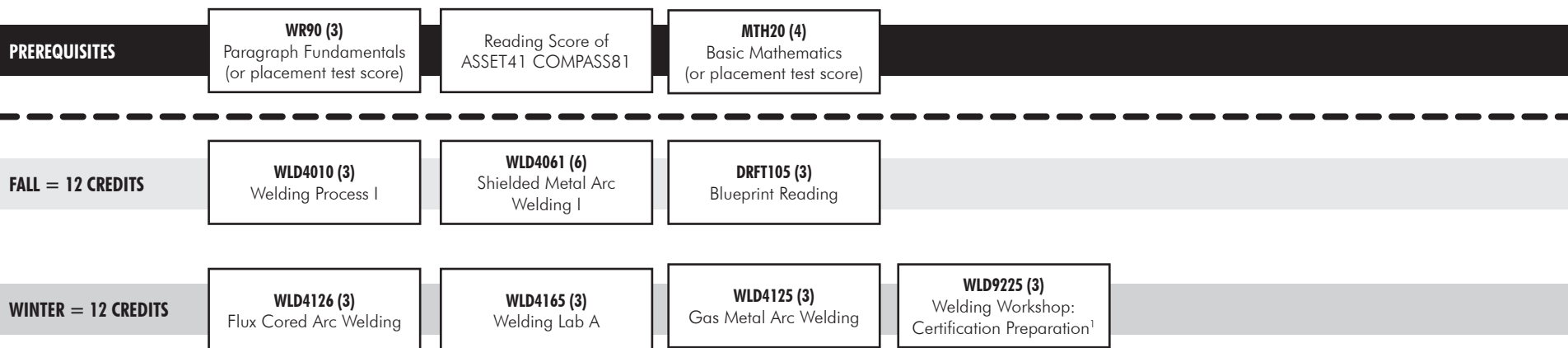
Students are required to take the college placement test to determine skill level and readiness in math, reading and writing. As part of their training program, students must begin with the courses within their skill level as determined by the college placement test scores.

Because a variety of working conditions exist in the welding field, a person generally should be in good physical condition and able to stand, stoop, kneel and bend without difficulty and be able to lift and carry at least 50 pounds. Good eyesight, especially depth perception, is necessary for a welder.

GRADUATION REQUIREMENTS

Students must complete a minimum of 24 credit hours with a minimum Grade Point Average (GPA) of 2.0 or better. All courses in this program must be completed with a 'C' or better. Nine (9) credits must be completed at Southwestern before the Welding and Fabrication: Career Pathway Certificate of Completion: Welding Technician is awarded.

Complete the graduation application process one term prior to the term of completion (e.g., spring term graduates must apply during winter term).



24 CREDITS = TOTAL PROGRAM REQUIREMENTS

PROGRAM NOTES

¹MFG4180 may be substituted for WLD9225.

CAREER PATHWAY CERTIFICATE OF COMPLETION: WELDING ASSISTANT

The Welding and Fabrication: Career Pathway Certificate of Completion: Welding Assistant prepares students for entry-level jobs in a welding operation as a welder's assistant. Required courses are applicable toward the AAS Welding and Fabrication degree.

PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of this program the student will be able to:

- Assist with set up and operation of manual and semi-automatic welding and cutting equipment used in the metal fabrication industry.
- Perform rudimentary layout and fabrication skills to help produce welded metal parts.
- Read and interpret simple blueprints and some American Welding Society standard welding symbols.

ENTRY REQUIREMENTS

Students are required to take the college placement test to determine skill level and readiness in math, reading and writing. As part of their training program, students must begin with the courses within their skill level as determined by the college placement test scores.

Because a variety of working conditions exist in the welding field, a person generally should be in good

physical condition and able to stand, stoop, kneel and bend without difficulty and be able to lift and carry at least 50 pounds. Good eyesight, especially depth perception, is necessary for a welder.

GRADUATION REQUIREMENTS

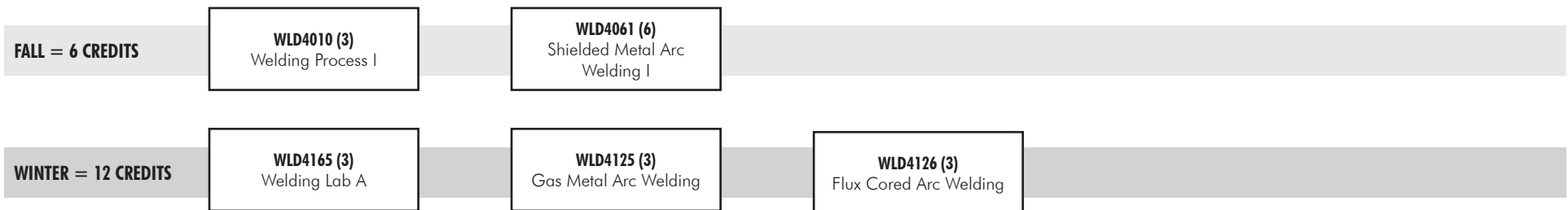
Students must complete a minimum of 18 credit hours with a minimum Grade Point Average (GPA) of 2.0 or better. All courses in this program must be completed

with a 'C' or better. Nine (9) credits must be completed at Southwestern before the Welding and Fabrication: Career Pathway Certificate of Completion: Welding Assistant is awarded.

Complete the graduation application process one term prior to the term of completion (e.g., spring term graduates must apply during winter term).



PROGRAM
REQUIREMENTS



18 CREDITS = TOTAL PROGRAM REQUIREMENTS

COURSE DESCRIPTIONS

COURSE/CREDIT TYPES

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

Developmental courses are designed to help a student gain skill and knowledge before taking college-level courses. These courses will generally have a departmental prefix and a two- or four-digit number.

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

of Arts Oregon Transfer (AA/OT) requirements, and consult with their advisor.

Note: Instructor consent will override course prerequisites.

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

Continuing Education Units (CEU) are a nationally recognized unit granted for educational experiences to upgrade a person's skills in a particular profession or occupation. Courses developed to meet these needs are often approved through a professional licensing agency or a state or regional board. The units are not convertible to college credit.

Professional Development Units (PDU) activities may include a program, course, workshop, seminar, or other pre-approved learning experience. For a course to be eligible for PDU credit and for the activity to be transcribed by the college, it must meet specific criteria.

Foreign Language Requirement effective for everyone graduating from high school in 1997 (and thereafter), all OUS institutions require two years of high school second language for admission. This admission requirement can also be satisfied by two quarters (or semesters) of a college-level second language or demonstrated proficiency in a second language. For additional information, contact an advisor or counselor.

COURSE DESCRIPTIONS

ABE	Academic Skills
AC*	Accounting/Bookkeeping
AH*	Allied Health
ANTH	Anthropology
ART	Art
	Astronomy (see GS)
ASL	American Sign Language
BA	Business Administration
BI	Biology
BOT	Botany
	Childhood Education (see ECE)
CHEM	Chemistry
	Composition (see WR)
CIS*/CS	Computer Information Systems
CJ*	Criminal Justice
CRT*	Culinary Arts
DRFT*	Drafting
ECE*	Early Childhood Education
ECON	Economics
ED*	Education
ELEC*	Electronic
EMT*	Emergency Medical Technician
ENG	Literature

ENGR	Engineering
ENV	Environmental Technology
ESL	English as a Second Language
FN	Nutrition
FS*	Fire Science
G	Geology
GEOG	Geography
GER	German
GS	General Science
GT*	Green Technologies
HD	Human Development
HDFS*	Human Development & Family Studies
HE	Health & First Aid/Health Occupations
HIM*	Health Information Management
HST	History
HUM	Humanities
ITP	Sign Language
J	Journalism
LIB	Library
MFG*	Manufacturing Technology
MLT*	Medical Laboratory Technology
MT*	Machine Tool Technology
MTH	Mathematics
MUP	Music Performance

MUS	Music
NRS*	Nursing
NUR*	Nursing
OA*	Office Administration
PE	Physical Education
PET*	Physical Education Technical
PH	Physics
PHAR*	Pharmacy Technician
PHL	Philosophy
PS	Political Science
PSY	Psychology
RD	Reading
	Science (See GS)
SOC	Sociology
SP	Speech
SPAN	Spanish
TA	Theatre
WLD*	Welding Technology
WR	Writing
WS	Women's Studies

* Identifies career technical alpha prefixes currently used at Southwestern.

ACCOUNTING/BOOKKEEPING**AC2331/2332 Federal and State Income Tax I, II**
4 credits (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.

AC2764 Small Business Accounting

4 credits (4 lec hrs/wk)

This course covers the most important aspects of small business accounting as well as ways to develop the skills and capabilities that current and future employers need. Students will set up a typical accounting system for a small business, enter data, track cash and liabilities, and prepare financial statements. This is an introductory course intended for students with no prior accounting experience. Prerequisite: MTH70 or higher with a 'C' or better.

AC2766 Accounting I

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

This course prepares a record-keeper 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. The course covers mass processing of transactions using special journals. Computerized accounting software and spreadsheets are used in this course.

AC2767 Accounting II

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

Accounting II continues the concepts of Accounting I and introduces accounting for a retail firm, trade accounts and notes, inventories, the treatment of long-term assets and depreciation, corporations and partnerships, liabilities and investments, and payroll accounting. Computerized accounting software and spreadsheets are used in this course. Topics in accounts receivable and payable management are included. Prerequisite: AC2766 or equivalent with a 'C' or better.

AC2772 Intermediate Accounting I

3 credits (3 lec hrs/wk)

This course offers a comprehensive study of accounting theory and concepts. Emphasis is on how these concepts apply to financial accounting. Attention will also be focused on use of accounting information for management purposes. Prerequisite: BA213 with a 'C' or better.

AC2773 Intermediate Accounting II

3 credits (3 lec hrs/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.

ALLIED HEALTH**AH100 Introduction to Health Care Careers**

1 credit (2 lec/lab hrs/wk)

This course is designed to give students an opportunity to research career path options and learn about a variety of careers in health care. Students will learn the educational requirements and physical and professional demands of the various careers through research and from the perspective of practicing professionals.

AH101 Introduction to Professionalism in Health Care

2 credits (2 lec hrs/wk)

This course provides an introduction to the professional core competencies required in most careers in health care including patient safety, confidentiality, communication, relationship, teamwork, critical thinking, and ethics. This course will be taught online with two face to face seminars in which students will apply their learning in small group discussions and case study scenarios.

AH111 Medical Terminology I

3 credits (3 lec hrs/wk)

This course provides the student with the basic knowledge of building medical terms with root words, suffixes, and prefixes. Also provides medical terminology related to the body as a whole; the skeletal, muscular, cardiovascular, lymphatic and immune, respiratory, and digestive systems. Must be taken in sequence.

AH112 Medical Terminology II

3 credits (3 lec hrs/wk)

Medical Terminology II is a continuation of Medical Terminology I; to include terminology and abbreviations related to the urinary, nervous integumentary, endocrine, and reproductive systems as well as special senses, diagnostic procedures, and pharmacology. Each system outline will include functions and components, suffixes, prefixes, anatomic reference points, and terminology (diagnostic, symptomatic, and operative) pertinent to that system. Must be taken in sequence. Prerequisite: AH111 with a 'C' or better.

AH121 Body Structure and Functions I

3 credits (3 lec hrs/wk)

This course is an introduction to human anatomy and physiology. It is designed for medical office students, pharmacy technicians, and other students who desire a broad review of body systems. Normal structure and functions of the human body systems, characteristics of the cell as the basis of life and organization of tissues and organs will be covered.

AH122 Body Structure and Functions II

3 credits (3 lec hrs/wk)

This course is an introduction to human anatomy and physiology. It is designed for medical office students, pharmacy technicians, and other students who desire a broad review of body systems. Normal structure and functions of the human body systems, characteristics of the cell as the basis of life and organization of tissues and organs will be covered. Prerequisite: AH121 with a 'C' or better.

AH131 Clinical Procedures I

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

This course is to provide clinical orientation, initial instruction, and basic skills for a medical/clerical assistant. It will provide in-depth simulation of office nurses' duties. This will prepare the medical office assistant to substitute for the physician's nurse, without major changes in office routine for the safety, security, and comfort of the patient, physician, and the medical assistant. Must be taken in sequence. Prerequisites: AH111 and AH121 and AH121 with a 'C' or better. Concurrent: HE0525.

AH132 Clinical Procedures II

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

This course provides theoretical knowledge, skills, and practical experience which enables the student to attain and maintain safe, intelligent, and quality patient care under supervision of licensed personnel. Emphasis on medical and surgical asepsis in preparation for office surgery is stressed. Primarily for students already employed in the health care field. Prerequisite: AH131 with a 'C' or better.

AH141 Medical Transcription I

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

This course introduces students to simpler forms of medical transcription from hospital dictation. Utilization of terminology with emphasis on accuracy. Prerequisite: AH111 with a 'C' or better.

AH142 Medical Transcription II

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

This course introduces students to the use of specialized/complex medical dictation by actual physicians for the purpose of developing transcription skills. Prerequisite: AH141 with a 'C' or better.

AH150 Medical Office Coding

3 credits (3 lec hrs/wk)

Medical Office Coding provides the student with a basic knowledge of the fundamental coding systems used between the medical community and insurance carriers, private, and government. Includes coding health-related conditions and diseases, descriptive terms and abbreviations for reporting medical services and procedures performed by physicians, and other coding systems. Prerequisite: AH111 with a 'C' or better.

AH151 Reimbursement Management

3 credits (3 lec hrs/wk)

This course teaches students medical insurance terminology and provides familiarity with various types of insurance programs. Content covers insurance claim processing with an introduction to forms, assignment and coordination of benefits, credit, and collection procedures with federal and Oregon laws, credit applications, basic billing cycles, and an introduction to coding. Prerequisite: AH111 with a 'C' or better.

AH152 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.

AH2280 Cooperative Work Experience

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

This course provides the student with an opportunity to gain on-the-job experience in coordinator approved business situations that closely parallel the field of study. Prerequisite: Instructor consent.

AH2522 Personal Care Aide

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

This course prepares students for an entry-level position as a personal care aide in residential community and in-home care settings. Students will learn to assist elderly or disabled adults with daily living activities at the person's home or in a daytime non-residential facility. They will demonstrate all essential skills related to the job or a PCA. They will have the ability to value the importance of the Personal Care Aide role as a team member of a client/patient and family.

AMERICAN SIGN LANGUAGE

ASL101 First Year American Sign Language I

4 credits (4 lec hrs/wk)

Introduces the natural signed language of American Deaf people. Includes instruction in proper sign formation, ASL grammar and vocabulary, expressive and receptive skills. Emphasis on history of ASL, the Deaf community in North America, and Deaf education. Must be taken in sequence.

ASL102/103 First Year American Sign Language II & III

4 credits (4 lec hrs/wk)

Continues instruction in the natural signed language of American Deaf people. Includes instruction in proper sign formation, ASL grammar and vocabulary, expressive and receptive skills. Emphasis on history of ASL, the Deaf community in North America, and Deaf education. Must be taken in sequence.

ASL201 Second Year American Sign Language I

4 credits (4 lec hrs/wk)

Continues instruction in culturally-appropriate use of American Sign Language to communicate in the Deaf community. Introduces advanced vocabulary and grammatical aspects of ASL including temporal aspect and locative and semantic classifiers. Prerequisite: ASL103 with a 'C' or better.

ASL202 Second Year American Sign Language II

4 credits (4 lec hrs/wk)

Continues instruction in American Sign Language. Includes interactive events and everyday use of the language. Introduces new vocabulary; descriptive, locative and instrument classifiers; and description and identification of objects. Prerequisite: ASL201 with a 'C' or better.

ASL203 Second Year American Sign Language III

4 credits (4 lec hrs/wk)

Continues instruction in American Sign Language. Introduces new vocabulary, durative temporal aspect and element classifiers. Further practice of everyday use of the language. Prerequisite: ASL202 with a grade of 'C' or better.

ANTHROPOLOGY**ANTH101 General Anthropology**

3 credits (3 lec hrs/wk)

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

ANTH102 General Anthropology

3 credits (3 lec hrs/wk)

Explores archaeology from earliest antecedents to modern synthesis. Examines the transition of human societies from hunting and gathering to farming and the beginning of urban life through prehistoric and historic archaeology; examines techniques of fieldwork, analysis and dating; development of cultural stages and civilizations in Pre-Columbian North and Meso-America.

ANTH103 General Anthropology

3 credits (3 lec hrs/wk)

Focuses on the concept of worldwide culture elaborated through function, organization, diversity, and change. Economic, religious, political, and linguistic diversity are examined.

ANTH145 Field Studies in Anthropology

1-3 credits (variable hrs)

Field study of significant anthropological sites including techniques of inquiry and analysis applied at selected field sites. Introductory lecture covering key issues and techniques required for a field study, followed by an on-site visit. Concurrent: Any Anthropology or Sociology course.

ANTH198/298 Independent Study of**Anthropology**

1-3 credits (hrs to be arranged)

Prerequisite: Instructor consent.

ANTH221/222/223 Introduction to Cultural Anthropology

3 credits (3 lec hrs/wk)

Discusses the meaning of culture, its significance for human beings, its diverse forms and degrees of elaboration among different groups of people, its processes of growth and expansion.

ANTH230 Native North Americans: Oregon

3 credits (3 lec hrs/wk)

A survey of prehistoric and historic cultures in Oregon including contemporary Native American issues. This course introduces various tribes of Native Americans in Oregon. Cultural areas, survival strategies, migrations, trade, and cultural change are explored through the findings of archaeology, linguistics, ethnology, historical documents, and present-day tribal members.

ANTH231 Native North Americans:**Pacific Northwest**

3 credits (3 lec hrs/wk)

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

ANTH232 Native North Americans

3 credits (3 lec hrs/wk)

A broad overview of the earliest inhabitants of North America, including the traditional lifestyles, languages and customs of selected Native American cultures of the continent. Emphasis on Native American peoples and cultures, diversity of cultural adaptation, European contact and Native American history (ancient and contemporary).

ART**ART101 Art Appreciation**

3 credits (3 lec hrs/wk)

An introduction to the visual arts and the creative process as they relate to historical, cultural, and personal issues. A course designed to enhance the appreciation of art.

ART115 Basic Design I, Introduction to Elements of Art and Principles of Design

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

Addresses two-dimensional, black and white design issues in the context of the contemporary visual world. Explores the elements (line, shape, texture, value, space) and principles (composition, harmony, pattern, rhythm) of visual design.

ART116 Basic Design II, Color Theory

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

Addresses color theory, relationship, and organization in the context of the contemporary visual world. Explores the elements (line, shape, texture, value, space) and principles (composition, harmony, pattern, rhythm) of visual design.

ART117 Basic Design III, Introduction to 3D Design

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

Addresses three-dimensional design--space, forms, materials and methods --in the context of the contemporary visual world. Explores the elements (line, shape, texture, value, space) and principles (composition, harmony, pattern, rhythm) of visual design.

COURSE DESCRIPTIONS

COURSE DESCRIPTIONS

ART131 Introduction to Drawing I

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

Students are introduced to the basic techniques and approaches to drawing with an emphasis on the development of perceptual skills and observational study. Assigned creative projects explore a variety of media, subject matter, and conceptual problems inspired by historical and contemporary artistic practice. Intro to Drawing series 131, 132, 133 may be taken in any sequence.

ART132 Introduction to Drawing II

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

Students are introduced to the basic techniques and approaches to drawing the human figure with an emphasis on the development of perceptual skills and observational study. Assigned creative projects explore a variety of media with a focus on proportion, foreshortening, anatomy, and the application of techniques inspired by historical and contemporary artistic practice. Intro to Drawing series 131, 132, 133 may be taken in any sequence.

ART133 Introduction to Drawing III

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

Students are introduced to the basic techniques and approaches to drawing with an emphasis on the development of meaningful content and personal expression. Assigned creative projects are inspired by historical and contemporary artistic practice, and explore a variety of media, as well as thematic development and organization of the picture plane. Intro to Drawing series 131, 132, 133 may be taken in any sequence.

ART181A, B, C Introduction to Painting A, B, C

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

A continuation to explore visual representation on a two-dimensional surface. Oil or acrylic paints for space division, color, and surface treatment will be used. Both lecture and studio activity are involved weekly.

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

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

Introduces principles and concepts of watercolor at a beginning level. ART184B - The study of color, composition, and value control are emphasized. Prerequisite: ART184A. ART184C - Special attention given to experimental techniques, and history, and use of egg as a binder. Prerequisite: ART184B.

ART191/192 Beginning Sculpture

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

Demonstrates techniques, processes, and materials in sculpture.

ART191 - Explores a variety of media and sculptural concepts, emphasizing the discipline and processing of handling the tools and additive materials of clay and wire, subtractive qualities of stone and clay.

ART192 - Further develop aesthetic awareness and perceptions about three-dimensional form. Concentration on figure study of human form.

ART198/298 Independent Study in Art

1-3 credits (hrs to be arranged)

Prerequisite: Instructor consent.

ART204/205/206 History of Western Art:

Introduction to Art History

3 credits (3 lec hrs/wk)

The History of Western Art is a survey of the traditions, movements, and developments in art and architecture of the western world.

ART204 - Introduces the study of art history and the elements of art, then surveys the history of Western Art from prehistory through Early Christian Art.

ART205 - Survey of the history of art from the Early Middle Ages through the Baroque.

ART206 - Survey of Western Art from Neoclassicism to the present.

ART225 Computer Art I

3 credits (6 lec/lab hrs/wk)

Basics of design elements, drawing, composition, and color are used in presentations that use the computer as the creative medium. Includes planning, design sketches, functional and aesthetic tests, leading to a portfolio of work that showcases the artist/designer. Concurrent: CIS0593

ART231 Drawing I

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

Explores principles of Drawing and visual problem-solving using various media and subjects. May be taken three times for credit.

ART232 Drawing II

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

Explores principles of drawing and visual problem-solving using various media and subjects. Emphasis on composition and understanding of visual form including hand-eye-mind coordination. Departing somewhat from the still life, landscape, linear perspective, and non-objective subjects may be covered. A variety of dry and wet drawing media including colored pencil may be covered.

ART237 Life Drawing

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

A studio experience with supporting slides, lectures, and occasional films. Covers studying and drawing the human form, using professional models. Presents the structure, form and proportions of human figure, applying various drawing techniques and concepts. Emphasizes personal artistic growth with attention to composition. May be repeated three times.

ART244 Bronze Casting

3 credits (6 lec/lab hrs/wk)

All aspects of the bronze casting process will be covered including mold making, wax pattern production, investment/ ceramic shell processes, bronze casting, welding and metal chasing, bronze patina, and final installation of the finished sculpture.

ART253 Ceramics I

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

Presents all aspects of introductory clay processes: development of ideas, care and preparation of clay, skills and understanding related to clay work on and off the potter's wheel, glazes and firing procedures. Maybe taken up to three times for credit.

ART256 Ceramics II

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

Allows students to further explore all aspects of clay processes: development of ideas, care and preparation of clay, skills and understanding related to clay work on and off the potter's wheel, glazes and firing procedures. Maybe taken up to three times for credit. Prerequisite: ART253 with a grade of 'C' or better.

ART280 Field Experience

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

Students can take up to nine credits maximum. Practical, on-site experience in art education, graphics or art-related areas under the joint supervision of an advisor and a sponsoring professional. (Museum and gallery experience, retail art supply experience, professional studio artist, art educator apprenticeship) Prerequisite: Instructor consent.

ART281/282/283 Painting (Beginning)

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

Offers visual observation and composition of selected subjects using oil or acrylic media. Emphasis will be given to individual needs and interests in painting. Prerequisites: ART281/282/283.

ART291/292/293 Sculpture

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

Explores three-dimensional shapes and forms in greater depth and intensity from previous year.

ART291 - Students assess personal strengths and weaknesses to establish a plan for building skills. They become mentors to new sculpture students, thereby strengthening the critical eye. Prerequisites: ART191, 192 or 193 with a 'C' or better.

ART292 - Intermediate human figure study.

ART293 - Students achieve full independence in studio processes. They have a greater role in communicating their design understanding beyond the studio to improve the visual aesthetics of a larger community.

BIOLOGY**BI101/102/103 General Biology**

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

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

BI140 Practical Ecology

3 credits (3 lec hrs/wk)

An introduction to the basic concepts of ecology, using examples from the ecology of the local area, with a consideration of impacts made by different types of land-use.

BI142 Habitats: Marine Biology

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

Examines the marine environment and the ecology, physiology, and morphology of marine plants and animals, emphasizing Oregon. Laboratory focuses on environmental testing and identification. Prerequisites: WR0525 and MTH70 with a 'C' or better.

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: WR0525 and MTH70 with a 'C' or better.

BI198/298 Independent Study in Biology

3 credits (hrs to be arranged)

Prerequisite: Instructor consent.

BI199 Marine Habitats of the Oregon Coast

1 credit (2 lec/lab hrs/wk)

This course provides an introduction to marine habitats, the Oregon Institute of Marine Biology, and the field of study for marine biology majors or other interested students. The class is designed for marine biology, biology or environmental studies/science freshman or sophomores, or others thinking of spending a term at OIMB. Low tide field trips to study animals and plants in their habitats. An introduction to courses and research conducted at OIMB is provided. Prerequisites: WR0525 and MTH70 with a 'C' or better.

BI201/202/203 Introductory Biology

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

For biological science majors in programs which will require students to complete a series in introductory biology. Comprehensive study of the life sciences, including analytical techniques used in order to perform proper inquiries. Prerequisite: High school chemistry or one college-level chemistry course within last five years.

BI201 - Includes a review of inorganic, organic, and biochemistry as well as cellular biology and genetics.

BI202 - Includes evolution, a survey of the diversity of organisms, and plant function.

BI203 - Includes the anatomy, physiology, and behavior of the members of the animal kingdom (with emphasis on the vertebrates) and how all organisms interact (ecology).

COURSE DESCRIPTIONS

BI231 Human Anatomy and Physiology I

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

The curriculum for the first term of Human Anatomy and Physiology will include the study of body organization, tissues, and a study of the integumentary, skeletal and muscular systems. The course will include the study of molecules, cells, tissues, organs, and organ systems in humans. Some pathological conditions will be covered. Prerequisite: One course from BI101, BI201, CHEM110, or CHEM223 with a 'C' or better in the last five years.

BI232 Human Anatomy and Physiology II

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

The curriculum of the second term of Human Anatomy and Physiology will include the study of the nervous system, including nervous tissue; the spinal cord and spinal nerves; the brain and cranial nerves; sensory, and motor, and integrative nervous systems; the special senses, and the autonomic nervous system; the endocrine system, with emphasis on hormone activity, the major hormones of each gland, hormones involved in growth and the stress response; the cardiovascular system, including blood, the heart, blood vessels, and hemodynamics. Prerequisite: BI231 with a 'C' or better.

BI233 Human Anatomy and Physiology III

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

The curriculum of the third term of Human Anatomy and Physiology will include the study of the structure and function of the respiratory system; digestive system; metabolism; urinary system; fluid, electrolyte, and acid base balance; the reproductive system; and human development and inheritance. Prerequisite: BI232 with a 'C' or better.

BI234 Microbiology

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

Microbiology principles applied to health related fields. Includes characteristics, physiology, and growth requirements of microorganisms, sterilization principles, infection, and immunity. Pathogenic microbes, infections, and host resistance will be a major consideration. Prerequisite: One course from BI101, BI201, CHEM110 or CHEM223 with a 'C' or better in the last five years.

BI280 Field Experience

1-6 credits (3-18 lab hrs/wk)

Practical work site exposure to applied science, which provides students an opportunity to explore potential career paths in science while gaining practical experience in applying classroom science theory. Prerequisite: Instructor consent. Concurrent: BA0771.

BOTANY

BOT201 General Botany

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

Course covers structure, physiology, and genetics of seed plants; how plants reproduce, differentiate, and grow. Survey of the plant kingdom. Plant identification through use of keys and morphology.

BUSINESS ADMINISTRATION

BA2280 Cooperative Work Experience

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

This course provides the student with an opportunity to gain on-the-job experience in coordinator approved business situations that closely parallel the field of study. Prerequisite: Instructor consent.

BA101 Introduction to Business

4 credits (4 lec hrs/wk)

This course surveys American business organization, operation, and management. This course develops an awareness of the nature of business in the capital system. Introduction is made to the fields of ownership, organization, personnel, accounting, financing, marketing, management, production, insurance, real estate, foreign trade, and government regulations.

BA150 Introduction to Entrepreneurship

3 credits (3 lec hrs/wk)

Entrepreneurship is an exciting opportunity for students to learn about potential business ownership, becoming the creator of jobs in the community. The Introduction to Entrepreneurship course will focus on the leadership skills and entrepreneurial traits needed to be successful.

BA156 Essentials of Economics

3 credits (3 lec hrs/wk)

This course introduces the subject of economics in a practical business-oriented sense. The course relies on current events and practical applications. The content includes supply and demand, fiscal and monetary policies, and international trade. Prerequisite: MTH94 with a 'C' or better.

BA177 Payroll Records and Accounting

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

Provides practice in all payroll operations, the recording of accounting entries involving payroll and the preparation of payroll tax returns required of businesses. Prerequisite: AC2766 or BA211 with a 'C' or better.

BA198/298 Independent Study in Business

1-3 credits (hrs to be arranged)

Prerequisite: Instructor consent.

BA205 Solving Communication Problems with Technology

4 credits (4 lec hrs/wk)

Focuses on using current technology to create, revise, and design business documents: letters, memos, email, reports, minutes, simple instructions, and resumes. Students will use library and Internet resources to collect information. In addition, students will deliver oral presentations using presentation tools. Prerequisite: WR121 or WR115 with a 'C' or better.

BA206 Management Fundamentals

3 credits (3 lec hrs/wk)

The course explores the duties of managers and the techniques they use to improve organizational performance. The course focuses on four key responsibilities of management: planning, organizing, leading, and control.

BA211 Principles of Accounting I

4 credits (4 lec hrs/wk)

Discusses the theory, principles and procedures for organizing, interpreting and reporting the financial transactions of business or industry. Describes and discusses the problems of properly recording and measuring income and expense. Specialized areas such as: merchandise inventory, special journals, cash and receivables are discussed. Prerequisite: MTH70 with a 'C' or better, or appropriate score on placement test.

BA212 Principles of Accounting II

4 credits (4 lec hrs/wk)

Discusses the theory and principles of recording financial records, including accounting systems, management control, depreciation, merchandise inventory, evaluation, partnership and corporate accounting, capital stock, investments, statement of cash flow, and dividends. Prerequisite: AC2767 or BA211 with a 'C' or better.

BA213 Principles of Accounting III (Managerial Accounting)

4 credits (4 lec hrs/wk)

This course will cover cost accounting for manufacturing plants, income taxes and their effect on business decisions and analysis of financial statements. Prerequisite: BA212 or AC2764 with a 'C' or better.

BA215 Cost Accounting

3 credits (3 lec hrs/wk)

This course develops techniques for determining product costs under job order, process and standard costing, and introduces cost analysis for decision making. Prerequisite: BA212 with a 'C' or better.

BA217 Accounting Process

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

Review and apply basic accounting systems in practical applications. These will range from working with journals and ledgers, to the application of accounting systems on a microcomputer and analyzing financial statements. Prerequisite: BA211, AC2764 or AC2766 with a 'C' or better.

BA220 Tax Accounting (Personal Income Tax)

3 credits (3 lec hrs/wk)

A beginning course in federal income tax preparation. Business taxes as they relate to a single proprietor will be briefly discussed. Prerequisite: AC2766 or BA211 with a 'C' or better.

BA222 Finance

3 credits (3 lec hrs/wk)

This course covers the core financial aspects of business entrepreneurship in sole proprietorships, partnerships, limited liability companies, and private corporations. It includes key financial topics such as financial statements, break-even analysis, cash-flow analysis, working capital management, time value of money, and capital budgeting. Prerequisite: BA212 or AC2764 and MTH94 with a 'C' or better.

BA223 Principles of Marketing

3 credits (3 lec hrs/wk)

Develops skills in understanding and developing strategies in the marketing environment. Covers principles and techniques of market research, consumer behavior, product development, pricing, distribution and promotion. Establishes basis for creating a marketing plan.

BA224 Human Resource Management

3 credits (3 lec hrs/wk)

The student will be introduced to personnel functions as they relate to the management of the human resources of an organization. Areas of concentration will include employee selection, training, and compensation. Prerequisite: BA206 with a 'C' or better.

BA230 Business Law

4 credits (4 lec hrs/wk)

This course introduces the student to the legal environment of business. Students will explore/understand the specific legal issues in conducting business. Topics include: the Legal Environment as well as Tort, Contract, Sales, Agency, Real/ Personal Property, Partnership, and Corporation Law.

BA232/MTH243 Business Statistics

4 credits (4 lec hrs/wk)

Introduces elementary statistics techniques to aid decision-making in the business environment. Emphasis is on statistical inference, probability, sampling, estimation, and hypothesis testing. Prerequisite: MTH95 with a 'C' or better.

BA238 Sales

3 credits (3 lec hrs/wk)

This course involves the role of sales as an integral part of the total marketing function. The application of selling to the behavioral science will be included with special emphasis on sales psychology, sales techniques and the fundamental principles of sales communication.

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, internet, 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.

BA240 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 genreal, special revenue and capital projects. Prerequisite: AC2767 or BA211 with a 'C' or better.

BA249 Retailing

3 credits (3 lec hrs/wk)

A study of retail strategy, structure and management. The course stresses the role of the supervisor in the daily operation of retail work.

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.

BA284 Job Readiness

1 credit (1 lec hr/wk)

Prepares the student for the work experience portion of cooperative education and the student's on-campus program through feedback sessions and instruction in job-related areas. Prerequisite: WR121 or WR115 with a 'C' or better.

BA285 Human Relations in Organizations

3 credits (3 lec hrs/wk)

This course explores interactions in organizations by examining human perceptions, communications, small group dynamics and leadership. Includes the dynamics of change, cultural diversity, substance abuse, work stress, ethics and social responsibility, career development, and the challenges of globalization.

BA288 Customer Service

3 credits (3 lec hrs/wk)

This course provides a thorough introduction to customer service skills. Introduces concepts of basic customer service. Covers how to develop and establish a customer service vision. Examines how to understand customer expectations before, during and after service delivery.

BA292 Entrepreneurship Capstone

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

Students will demonstrate their ability to approach a business problem using an entrepreneurial skill set. Students will draw on their broadened awareness of various entrepreneurial areas such as marketing plan development, advertising, sales promotion, key business communication technology, as well as fundamental financial and management concepts and principles. Prerequisites: BA101, 205, 206, 222, 227, 239 and CIS245 with a 'C' or better.

CHEMISTRY

CHEM110 Foundations of General, Organic & Biochemistry

4 credits (4 lec hrs/wk)

Chem 110 is a survey of chemistry from atomic structure through biochemistry. Chem 110 is primarily for students in pre-nursing, some allied health fields, or for students who need a brief introduction to chemistry. The course does not have an associated lab. Prerequisite: MTH70 with a 'C' or better.

CHEM198/298 Independent Study in Chemistry

1-3 credits (hrs to be arranged)

Prerequisite: Instructor consent.

CHEM221/222/223 General Chemistry

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

First-year chemistry for science, engineering, and health pre-professional students. Classroom and laboratory work are quantitative and require good math skills. Must be taken in sequence.

CHEM221 - Covers atomic structure, chemical bonding, molecular geometry, reactions, and stoichiometry. Prerequisite: MTH95 with a 'C' or better.

CHEM222 - Covers gases, liquids, solutions, equilibrium theory, kinetics, and redox. Prerequisite: CHEM221 and MTH111 with a 'C' or better.

CHEM223 - Covers thermodynamics, acid-base chemistry, electrochemistry, nuclear reactions, and transition metal chemistry. Prerequisite: CHEM222.

COMPUTER INFORMATION SYSTEMS

CIS2280 Cooperative Work Experience

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

This course provides the student with an opportunity to gain on-the-job experience in coordinator approved business situations that closely parallel with field of study. Prerequisite: Instructor consent.

CIS6243 Network Academy Fundamentals I

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

This course introduces students to the networking field. It focuses on network terminology and protocols, local-area networks (LANs), wide-area networks (WANs), Open System Interconnection (OSI) models, cabling, cabling tools, routers, router programming, Ethernet, Internet Protocol (IP) addressing, and network standards. This course is first in a series of two courses which prepare students for Cisco CCENT Certification exam. Concurrent: CIS0593.

CIS6244 Network Academy Fundamentals II

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

This course focuses on initial router configuration, TCP/IP, and access control lists (ACLs). Students will develop skills on how to configure a router, manage Cisco IOS software, configure routing protocols, and create access lists controlling access to the router. This course is second in a series of two courses which prepare students for Cisco CCENT Certification exam. Prerequisite: CIS6243. Concurrent: CIS0593.

CIS6260 Computer Technician Theory I (A+ Certification Preparation)

3 credits (6 lec/lab hrs/wk)

This Computer Technician Theory course which prepares an individual to work successfully in the field of computer repair, maintenance, and support. Topics will include hardware installation, maintenance, and troubleshooting; software installation, maintenance, and troubleshooting; basic networking; and customer support. Prerequisite: CIS101. Concurrent: CIS0593.

CIS101 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. Concurrent: CIS0593.

CIS120 Concepts of Computing

4 credits (4 lec hrs/wk)

Course provides information on computer basics, including hardware and software components, networking, applications and operating systems software, and social issues related to computing, technology, and the Internet. Course also provides instruction on common software applications including spreadsheet, database and presentations. Prerequisite: CIS101 with a 'C' or better. Concurrent: CIS0593.

CIS120X Computing Concepts and Problem Solving for CIS Majors

4 credits (4 lec hrs/wk)

This course will give students hands-on experience in a wide range of modern information technology. Several IT concepts will be introduced that will provide a basis for further study in Information Technology. Students will work on a number of projects that will give perspectives on areas of IT including but not limited to: visual and/or robotic programming, social networking tools, web design and networking. Issues of security, privacy and ethics will also be examined. Students will leave the course with an understanding of the components of modern IT systems and the scope of knowledge needed to become an IT professional. Prerequisite: CIS101 with a 'C' or better. Concurrent: CIS0593.

CIS125DB Database Applications

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

Course introduces beginning and intermediate concepts, terminology, and application of database management system (DBMS) technology. Common features of DBMS software, their application to business uses, and issues involved in effective relational database design are covered. Course uses one or more commercially available DBMS software packages. Prerequisite: CIS101 with a 'C' or better. Concurrent: CIS0593.

CIS125DM Digital Media Applications

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

Concepts-centered course encompasses beginning and intermediate concepts of multimedia applications, punctuated by hands-on projects. Utilizing current digital tools, course covers developing high-quality bit-mapped images, vector images, animation, sound, and video. Concepts include managing media, importing and exporting between applications, converting file types, controlling file sizes, and legal and ethical issues. Prerequisite: CIS101 with a 'C' or better. Concurrent: CIS0593.

CS125G Computer Game Development

4 credits (4 lec hrs/wk)

Surveys the field of computer game development including study of the history and business of computer gaming and computer game categories, platforms, and technologies. Covers an overview of the game development process, and introduces game graphics. Provides complete game development life cycle using high-level game development framework to design/develop computer games. Prerequisite: CIS101 or higher. Concurrent: CS0593

CIS125GIS/GEOG265 Introduction to Geographic Information Systems

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

Course introduces students to principles and practices of GIS, while providing experience using a contemporary GIS software package. Course develops both a theoretical understanding of GIS and experience in accessing GIS data sets. Students are exposed to raster and vector GIS. This course not offered every year. Prerequisite: CIS120 with a 'C' or better.

COURSE DESCRIPTIONS

CIS125P Presentation Applications: Microsoft PowerPoint

1 credit (1 lec hr/wk)

This course introduces intermediate to advanced features of presentation software for the efficient development of effective presentations. Using work processing skills and presentation theories, students will enhance their skills to develop professional looking and effective presentations complete with outline, speaker notes, and audience handouts. Prerequisite: CIS101 with a 'C' or better. Concurrent: CIS0593.

CIS125S Spreadsheet Applications

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

This course introduces beginning and intermediate concepts, terminology, and application of spreadsheet technology. The common features of spreadsheet software, its application to business uses, problem solving techniques, and issues involved in choosing and installing spreadsheet software are covered. Course uses one or more commercially available spreadsheet software packages. Prerequisite: CIS101 with a 'C' or better. Concurrent: CIS0593.

CIS125W Word Processing Applications: Microsoft

3 credits (3 lec hrs/wk)

This course introduces use of microcomputers for word processing applications at a professional level. Concepts, terminology, and application of word processing technology are covered. Students are introduced to common features of word processing software, business uses, elements of style, and issues involved in choosing and installing word processing software. Prerequisite: CIS101 with a 'C' or better. Concurrent: CIS0593.

CIS125WE Web Editor Applications

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

This course introduces beginning and intermediate skills to effectively use one or more contemporary web editors. It addresses the major concepts associated with website assessment, design, development, publishing, and maintenance. Emphasis is placed on developing user friendly and maintainable sites. Prerequisite: CIS101 with a 'C' or better. Concurrent: CIS0593.

CIS133WS Computer Language I - Web Scripting

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

This programming course introduces basic concepts of client-side and server-side scripting languages, emphasizing concepts of good website design and construction with the use of scripting languages. Programming focus is on modern event-driven, client-server software concepts using HTML/XHTML and JavaScript, and PHP. Prior HTML/XHTML knowledge is required for success. Prerequisite: CIS125H or CIS195 with a 'C' or better. Concurrent: CIS0593.

CIS135W 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: CIS125W with a 'C' or better. Concurrent: CIS0593.

CIS140 Introduction to Operating Systems

4 credits (4 lec hrs/wk)

This course introduces the student to the theory and operation of microcomputer operating systems. It will include disk and file handling techniques, common utilities, security issues, minor hardware installation and maintenance, and the use of networks. It will use one or more commercially available operating systems, including Windows XP. Prerequisite: CIS101 with a 'C' or better. Concurrent: CIS0593.

CIS160 Computer Science Orientation

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

This course introduces students to the computer science field and profession. Students will be introduced to computer science, programming and careers, as well as societal and ethical issues surrounding the use of computers. Students will have the opportunity to participate in team problem solving. Concurrent: CIS0593. Prerequisite: MTH70 or higher with a 'C' or better.

CIS161 Introduction to Computer Science I

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

This course offers a history and overview of fundamental computer science concepts using an object-oriented programming language. Topics include object oriented programming, software engineering, algorithm development, data representation, introduction to user interface design, and sources of error. Prerequisite: MTH111 with a 'C' or better. Concurrent: CIS0593.

CIS162 Introduction to Computer Science II

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

This course covers software engineering principles and modern programming methods. Topics include event-driven programming for graphical user interfaces, recursion, stream, and exception handling. This course also introduces analysis of algorithms, sorting, and searching. Prerequisite: CIS161 with a 'C' or better. Concurrent: CIS0593.

CIS179 Introduction to Computer Networks

3 credits (3 lec hrs/wk)

An introduction to computer networks from an end-user perspective. Provides experience using a local area network operating system and the Internet to examine the networked environment, models, protocols, and standards, LAN topologies, and emerging technologies. Prerequisite: CIS101 with a 'C' or better or instructor consent. Concurrent: CIS0593.

CIS184 Workstation Security

3 credits (3 lec hrs/wk)

This course introduces students to computer workstation and network security. It includes an overview of workplace security issues emphasizing the importance and need for secure computers and networks. Students learn to use various tools techniques to improve computer and network security. Prerequisite: CIS120 or CS160 with a 'C' or better. Concurrent: CIS0593.

CIS188 Wireless Networking

3 credits (6 lec/lab hrs/wk)

Fundamentals of Wireless LANs is an introductory course focusing on the design, planning, implementation, operation and troubleshooting of wireless networks. It covers a comprehensive overview of technologies, security and design best practices with particular emphasis on hands-on skills in wireless LAN setup and troubleshooting. Resilient WLAN design, installation and configuration, and WLAN security. This course prepares students to achieve the Cisco Wireless LAN Support Specialist designation. Prerequisite: CIS6243 or CIS179 with a 'C' or better.

CIS195 Web Development I

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

This course introduces the basic elements of beginning web page creation using a text editor and HTML/XHTML. The course will focus on web terminology, basic HTML/XHTML coding to include hyper links anchors, tables, forms and frames, design principles, and accessibility issues. We will also begin to explore the availability of tools for web page creation, site management, validation, and accessibility checks. Prerequisites: CIS120 with a 'C' or better. Concurrent: CIS0593.

CS198/298 Independent Study

1-3 credits (hrs to be arranged)

Prerequisite: Instructor consent.

CIS225 End User Support

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

Course introduces professional and interpersonal skills needed by technicians who support and manage hardware and software information systems. Includes analyzing, troubleshooting and solving basic hardware and software problems, developing customer service skills and an ethics awareness, help desk operation, technical documentation and training. Prerequisites: CIS120 and CIS140 with a 'C' or better. Concurrent: CIS0593.

CIS233WS Computer Language II - Server-Side Web Scripting

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

The course is designed to provide students with an introduction to programming web-based applications using a contemporary server-based programming language. Students will learn how to design, code, and implement interactive web pages with dynamically generated content. Course assumes students have a working knowledge of HTML and client-side scripting. Prerequisite: CIS133WS with a 'C' or better. Concurrent: CIS0593.

CIS235 Integrated Computer Projects

4 credits (4 lec hrs/wk)

Integrated Computer Projects Apply previous computer and business knowledge to create individual and group projects using software found in today's workplace. Use integrated software (i.e. MS Office) to learn skills such as linking and embedding, email, Internet, FAX and scanners. Prerequisite: CIS125W and CIS120 or CIS125S with a 'C' or better. Concurrent: CIS0593.

CIS240U Advanced Operating Systems (UNIX Operating System)

3 credits (3 lec hrs/wk)

Course continues study of operating systems, focusing on hands-on system administration of Linux/Unix. Topics include: installation, configuration, user/group account management, disk formatting and partitioning, local file systems, system startup/shutdown, run levels, backup and restore, printers and printing, ports and devices, basic local area networking, and memory management. Prerequisite: CIS140 with a 'C' or better. Concurrent: CIS0593.

CIS244 System Analysis

3 credits (3 lec hrs/wk)

This course will introduce methods and modeling tools used in the system development process. Emphasis is on structured analysis of computer information systems. Assignments will include the use of project management software, CASE tools, and graphics tools applied to problems similar to those found in systems in business and industry. Prerequisite: CIS120 or CIS125DB with a 'C' or better. Concurrent: CIS0593.

CIS245 Project Management

3 credits (3 lec hrs/wk)

This course addresses project management concepts and tools. Using software and related resources students will acquire knowledge, practical skills, and dispositions that make them effective project participants at both team and management levels. Prerequisite: Minimum 45 CS/CIS credits. Concurrent: CIS0593.

CS261 Data Structures

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

This course covers complexity analysis. approximation methods. trees and graphs. file processing. binary search trees. hashing. and storage management.. Prerequisite: CS162 with a 'C' or better. Concurrent: CIS0593.

COURSE DESCRIPTIONS

CS275 Database Management

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

This course is designed to be broader than teaching specific database products. It will address database development, a concept which includes data modeling, database design, and database implementation. It will identify the entity-relationship and object data modeling techniques, and the importance of normalizing data models. Techniques of implementing these models into a relational database scheme will be presented. Prerequisite: CIS125DB and CS161 or CIS133WS with a 'C' or better. Concurrent: CIS0593.

CS276 Advanced SQL

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

Focuses on design, development and implementation of SQL programming for all types of relational database applications including client/server and Internet databases. Learn to write complicated interactive and embedded SQL statement and learn the implications of multi-user database applications. Prerequisite: CS275 and CS162 or CIS233WS with a 'C' or better. Concurrent: CIS0593.

CIS279 Network Management I (Network Hardware)

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

Course introduces concepts of network management and applications, discussing implementation, administration, configuration, and troubleshooting in a networked environment. LAN hands-on experience and lab exercises are provided. Hands-on provided in current network operating system. Course Prepares the student for the Microsoft Server 70-642 Network Infrastructure Configuration certification. Prerequisite: CIS179 and CIS6244 with a 'C' or better. Concurrent: CIS0593.

CIS280 Field Experience

1-10 credits (3-30 lab hrs/wk)

Practical on-site experience that will allow students to test knowledge learned in the classroom and explore the variety of workplaces in which to apply that knowledge. Prerequisite: Instructor consent.

CIS284 Network Security

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

Course introduces and assists the student to master the practical Network and Computer Security Concepts. Introduction to security, threats, vulnerabilities, authentication, cryptography and security policies. Prepares student for the CompTia Security+ certification. Prerequisite: CIS184 and CIS288 with a 'C' or better. Concurrent: CIS0593.

CIS288 Network Management II

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

Student will use current popular server version for installing and configuring Active Directory. Installation, configuration and management of Active Directory Domain and Domain Name Service (DNS) services will be explored in depth. The student will learn the installation, configuration and management with active directory domain services, domain name servers, group policy, Certificate Services Server, and Troubleshooting ADS (Active Directory Services) as well as purpose and creation of specific Security Planning and Policies. This course prepares the student for the Microsoft Certification 70-640 Windows Server 2008 - Active Directory Configuration. Prerequisite: CIS279 with a 'C' or better. Concurrent: CIS0593.

CS297 IT Professional Capstone

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

This course addresses knowledge, skills and dispositions useful to IT professionals. Students will explore and acquire job exploration skills, effective interview skills, and search skills to optimize job market opportunities. An integrated approach is used to combine project design components relative to job goals and capstone activities to assist in entering the job market with an array of job and technical analysis and design skills. Prerequisite: CIS245 with a 'C' or better. Concurrent: CIS0593.

CRIMINAL JUSTICE

CJ100 Introduction of Criminal Justice

4 credits (4 lec hrs/wk)

This survey course is designed to provide students with a general introduction to the concepts, phenomenon, and issues of concern in the scientific study of crime, criminal justice agencies and criminal justice practices. It provides the student with an overview of the nature, dynamics, etiological theories of crime and criminal behavior; it also seeks to establish a rudimentary level of understanding of the major issues of concern in the criminal justice and the major agencies. Special emphasis is given to current research findings in crime policy and criminal practice.

CJ101/SOC105 Introduction to Criminology

4 credits (4 lec hrs/wk)

An interdisciplinary and introductory overview of the study of crime, criminal behavior, and the application of theory to crime prevention and offender treatment. Examines the uses and limitations of empirical research methods to the study of crime. Reviews the principal political, economic, social, cultural, psychological, biological, and ideological theories of criminal behavior. Identifies the major categories of crime and discusses the relevance of crime classification. Explores the influence of criminological theory on public policy.

CJ110 Policing an Introduction

4 credits (4 lec/hrs wk)

The course explores the principles and practices of policing, introduces students to the history, administration, and day-to-day work of the police in the United States. The course presents a balanced perspective, provides students with the basic framework for understanding contemporary police issues while presenting some of the myths and preconceptions commonly associated with the profession. Ethics, responsibility, liability and information on how police work interfaces with forensic science and modern technology are also presented.

CJ130 Corrections an Introduction

4 credits (4 lec hrs/wk)

This course introduces 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.

CJ140 Forensics an Introduction

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

Forensic science is the study and application of science to matters of law. Students will be participating in hands-on activities; CD ROM based virtual experiences and forensic investigative practices. The course provides for the advancement of the investigatory process, is an experimental based course on the fundamental and advanced features of investigation, duties and responsibilities of the investigation, crime scene analysis, and testing of evidence. The use of technology (scientific investigative practices) will be applied to various offense types that could include such offenses as homicide, burglary, arson and sex offense.

CJ198/298 Independent Study in Criminal Justice Administration

1-3 credits (hrs to be arranged)

Prerequisite: Instructor consent.

CJ201 Juvenile Justice and Delinquency

3 credits (3 lec hrs/wk)

This course will cover the history and philosophy of juvenile justice in America and the impact of present societal reforms on the juvenile system. An array of theoretical positions will be discussed and debated (e.g. - social structure theories, social process theories, social reaction theories, etc.). The influence of the family, media, peers, socioeconomic status, drugs, gang affiliation, and schools will be covered in detail. An overview of the legal framework in which the juvenile justice system operates will highlight the differences in adult and juvenile law. Study will include the known the landmark juvenile court cases and current trends impacting juvenile court. The systemic role of the police, the juvenile court and juvenile institutions will be explored. Child abuse and neglect, status offenders, and the unique needs of young people will also be examined. Students will obtain a working knowledge of the juvenile system and issue of juvenile delinquency.

CJ203 Crisis Intervention

3 credits (3 lec hrs/wk)

An examination of crisis intervention techniques for the public safety and emergency response professional, covering initial intervention, communication strategies, assessment, and referral. Includes situation-specific approaches and explores the impact of intervention on the public safety and emergency response worker.

CJ210 Criminal Investigation

3 credits (3 lec hrs/wk)

An overview of the history, theory and principles of criminal investigation. Compares the initial and follow-up investigatory phases and surveys the roles of various law enforcement and support personnel at the crime scene. Examines the role of inductive and deductive reasoning as well as the application of substantive law on the investigative process. Emphasizes general investigatory processes and procedural limitations; crime scene management and documentation; methods for the identification, preservation, and collection of physical evidence; interview and interrogation techniques; scene reconstruction, and report writing.

CJ213 Interview and Interrogation Skills

3 credits (3 lec hrs/wk)

A study of the dynamics of psychological persuasion as they are applied through the course of interviews and criminal interrogations. Examines the deliberate, refined processes and techniques of psychological persuasion with an emphasis on the practical and legal limitations.

CJ214 Crime Scene Investigation (Contemporary Applications)

3 credits (1 lec, 4 lec/lab hrs/wk)

An examination of specialized investigative issues specific to a variety of contemporary crime scenes and criminal events. Surveys the specialized investigative approaches unique to homicides and assaults, arson, crimes against children, hate crime, and environmental crime.

CJ215 Criminal Justice Administration

3 credits (3 lec hrs/wk)

An overview of law enforcement administration to include operational and personnel management, first-line supervision, and organizational leadership. Explores the historical development of administrative theory and practice as it relates to police operations. Examines policy and procedure formulation, planning and budgeting, personnel recruitment and selection, labor issues, and liability.

COURSE DESCRIPTIONS

CJ220 Introduction to Substantive Law

4 credits (4 lec hrs/wk)

A study of substantive criminal law. Examines the development and nature of common, constitutional, statutory, and case law in America. Surveys the classification, definition, and essential elements of key crimes as well as defenses to criminal liability. Includes an overview of parties to crimes, inchoate offenses, the distinctions between criminal and civil law, and the philosophy of law as a social force. Exposes students to legal research methods and the study of case law.

CJ222 Constitutional Law

4 credits (4 lec hrs/wk)

A study of U.S. constitutional, statutory, and case law as it relates to procedural aspects of criminal law. Examines the rights of persons and the obligations of criminal justice practitioners with an emphasis on the role of the courts and constitutional case interpretation. Explores legal procedure and due process considerations related to the investigation of crime, processing of accused persons, and maintenance of order in American society, including provisions related to detention, arrest, search and seizure, interviews, admissions, use of force, right to counsel, and post conviction remedies.

CJ230 Juvenile Justice System

3 credits (3 lec hrs/wk)

A survey of the U.S. Juvenile Justice System through an examination of its structure, functions, processes, historical origins and development. Emphasizes the philosophical basis for a separate juvenile justice system. Examines the functional role of law enforcement, the courts, and corrections within that system.

CJ232 Corrections Counseling and Casework

3 credits (3 lec hrs/wk)

A survey of correctional philosophy and approaches to behavior modification through specific interviewing and counseling techniques, interpersonal communication skills, client assessment, and programmatic treatment. Explains the role of both criminological and counseling theory to correctional supervision. Describes the role of various corrections employees in the rehabilitative process.

CJ243/PSY243 Drugs and Behavior

3 credits (3 lec hrs/wk)

This course is a basic introduction to the principles of drug action on the mind and body and the relationship of substance abuse to crime and criminal justice administration. Drug metabolism and psycho pharmacological research findings on legal and illicit drugs are addressed including drug effects, theories of abuse, legislation, enforcement strategies, policy options and treatment, and prevention strategies. Treatment issues and prevention models are related to diverse cultures, lifestyles, gender, age, and the needs of people with disabilities.

CJ247 Ethics in Criminal Justice

3 credits (3 lec hrs/wk)

This course will examine ethical dilemmas pertaining to the administration of criminal justice, focusing on law enforcement, the courts, corrections, research and crime policy dealing with specific ethical issues related to the criminal justice system. An introduction to ethical decision making through the perspective of virtue ethics, formalism and utilitarianism.

CJ250 Criminal Behavior and Profiling

3 credits (3 lec hrs/wk)

Criminal profiling course is about reconstructing the and intent by closely examining all psychological evidence left by perpetrators at a crime scene. Criminal profilers' work to address the investigative process to understand the psycho pathologies and psychosis associated with particularly violent and serial crimes.

CJ280 Field Experience

1-6 credits (3-18 lab hrs/wk)

This course offers career exploration and workplace experience in a variety of supervised settings applicable to the development of the student as a professional in the criminal justice field. Prerequisite: Instructor consent.

CULINARY

CRT2000 Introduction to Professional Cooking

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

This course will focus on the fundamental principles of modern cooking. Students will learn about mise en place, what happens to food when it is heated, about how food is cooked with dry cooking methods, and about rules of seasoning and flavoring. The foundation of the professional kitchen is introduced through the basics of knife skills, stock, sauce and soup preparation. Theories which explain the chemistry of cooking will be emphasized so students can successfully practice them in the kitchen. Emphasis will be placed on the vocabulary of cooking, procedures, ingredients, menu terms, food quality standards and equipment use. Prerequisite: Instructor consent.

CRT2001 Basic Food Preparation

6 credits (2 lec, 8 lec/lab hrs/wk)

The student will also focus on learning pre-preparation techniques important to professional kitchen operations - Mise En Place. Students will build on the principles learned in CRT2000 and move forward with moist cooking methods, the study of vegetables, starches and legumes. Also, students will be introduced to eggs, egg cookery and all breakfast fare. Coffee and tea will be discussed as well as the world of fruit salads, salad dressings and sandwiches are also introduced. Students will also be introduced to pre-preparation for set meal service and extended meal service. Prerequisite: Instructor consent.

CRT2002 Introduction to the Food and Beverage Industry

1 credit (1 lec hr/wk)

This course offers students an overview of the food service industry; its history, its structure, organization, size, economic impact, trade journals and resources with a broad review of the various food service segments and the challenges thereof. Guest speakers representing various segments of the industry will provide an introduction to career opportunities and a view of real-world activities. Students will also be introduced and instructed in the "front of house" environment including table service and proper service practices. Prerequisite: Instructor consent.

CRT2003 Baking and Pastry for Culinary Arts Majors

6 credits (2 lec, 8 lec/lab hrs/wk)

This course will cover fundamentals of baking and pastry (including terminology, ingredients, technology, equipment, recipe conversion, measurements, storage, and sanitation). Students will gain experience in using various mixing methods. Techniques in yeast and quick bread, pastry, pie, cookie, and dessert making and presentation will be covered. The yeast breads that are covered are lean and rich yeast doughs. Also included are laminated doughs, meringues, cakes and icing, creams and custards. Prerequisite: CRT2000 with a 'C' or better.

CRT2004 Introduction to Vineyards and Beverages

2 credits (2 lec hrs/wk)

This course will present an introduction from a culinary perspective to wine and spirits produced by European and American vineyards. Students will study wine production, labeling, and laws of the beverage industry. Emphasis is on developing a knowledge base suitable for assisting customers in choosing the "correct" wine for classical and contemporary cuisine. Students will also be exposed to beer making, liqueurs and spirits. Students will take the Alcohol Servers Permit examination for Oregon. Prerequisite: Instructor consent.

CRT2005 Menu Planning and Design

1 credit (1 lec hr/wk)

This course will cover the basic principles of planning and design necessary to create a variety of menus for various food service operations. Layout, costing, and promotional approaches will be covered. Students will be required to design and create their own restaurant concept menu. Prerequisite: Instructor consent.

CRT2006 Restaurant Layout and Design

2 credits (2 lec hrs/wk)

Course will offer students an opportunity to design their own restaurant from the ground floor up based on their previous Menu Design Project. Emphasis will be on kitchen layout, dining room design, menu planning, staff allocation, exterior design, and obtaining business permits, insurance and financing. Students develop a concept proposal for presentation. Prerequisite: CRT2005 and CRT 2007 with a 'C' or better.

CRT2007 Inventory Control and Purchasing

1 credit (1 lec hr/wk)

This course will present basic principles of purchasing food, beverage, equipment, contract services, and supplies. Students will learn the necessary skills for product identification, supplier selection, ordering, receiving, storing, and issuing processes as they apply to purchasing and inventory controls in the food service industry.

CRT2012 A La Carte I

6 credits (2 lec, 8 lec/lab hrs/wk)

This course is the first part of a two part course. A la Carte focuses on the composition structure and basic quality factors of meats, game, poultry, finfish, and shellfish. USDA requirements and guidelines are introduced. IMPS and NAMPS classifications are discussed and some butchering is practiced. Three to four course daily menus are built around the aforementioned proteins, applying previously introduced moist and dry cooking methods. The students will gain competence in A la Minute methods for preparing these menus. Plate presentation approaches in the classical and contemporary styles will be included. Simulation of a restaurant environment, in terms of timing of courses, is created. A La Carte I focuses on poultry, beef, game and veal. Prerequisite: CRT2000 with a 'C' or better.

CRT2013 A La Carte II

6 credits (2 lec, 8 lec/lab hrs/wk)

This course is the second part of a two part course. A La Carte focuses on the composition, structure and basic quality factors of meats, game, poultry, finfish and shellfish. USDA requirements and guidelines are introduced. IMPS and NAMPS classifications are discussed and some butchering is practiced. Three to four course daily menus are built around the aforementioned proteins, applying previously introduced moist and dry cooking methods. The students will gain competence in A La Minute methods for preparing these menus. Plate presentation approaches in the classical and contemporary styles will be included. Simulation of a restaurant environment, in terms of timing of courses, is created. A La Carte II focuses on Pork, Lamb, Finfish and Shellfish. Prerequisite: CRT2012 with a 'C' or better.

COURSE DESCRIPTIONS

CRT2015 Sanitation and Safety for Managers

3 credits (3 lec hrs/wk)

This course develops an understanding of the basic principles of sanitation and safety and enables students to apply them in the food service operations. It reinforces personal hygiene habits and food handling practices that protect the health of the consumer. This course is based on the Educational Foundation of the National Restaurant Association's ServSafe training and certification coursework and includes the ServSafe certification examination and standard First Aid training, which meets the standard requirements of OSHA, yet exceeds with CPR (Cardiopulmonary Resuscitation). Safety in the workplace is also covered. Prerequisite: Instructor consent.

CRT2016 Culinary Nutrition

3 credits (3 lec hrs/wk)

This course will cover the study of nutrition as it applies to food preparation, menu analysis, and recipe alternatives for the culinary arts. Students will learn how food affects the human body and will prepare nutritional menus within the context of kitchen and restaurant operation. Prerequisite: Instructor consent.

CRT2017 Restaurant Management and Supervision

3 credits (3 lec hrs/wk)

This course will focus on the necessary skills for effective restaurant management and supervision by preparing students to transition from employee role to supervisory role. Students will evaluate styles of leadership and develop skills in human relations and personnel management. Prerequisite: Instructor consent.

CRT2018 Culinary Arts Career Planning

1 credit (11 lec hrs total)

This course will focus on the development of habits, traits, and grooming standards necessary for success in today's culinary arts job market. Students will review career tracts and opportunities in the culinary arts industry. Interview skills and portfolio development will be included. Prerequisite: Instructor consent.

CRT2024 Frozen Desserts

3 credits (6 lec/lab hrs/wk)

This course will cover the origin and history of frozen desserts, as well as the various churning methods for making ice cream, gelato and sorbets. Still frozen methods will also be discussed. Students will learn to prepare a variety of ice creams, gelatos, sorbets, frozen souffles, granite and parfaits. Prerequisite: Instructor consent.

CRT2026 Dessert Menu Development

1 credit (1 lec hr/wk)

The dessert crowns the dinner. To create a fine dessert, one has to combine the skills of a confectioner, a decorator, a painter, an architect, an ice cream maker, a sculptor and a florist. Students will learn to develop dessert menus for the food service industry using a variety of techniques to add visual appeal to plated desserts. This course will be an 11-week project where students will work towards the goal of developing a complete dessert menu. Prerequisite: Instructor consent.

CRT2027 Introduction to Sugar

1 credit (2 lec/lab hrs/wk)

This course will take the student through the history of sugar, manufacturing of sugar and making and usage of casting sugar, pouring sugar, spun sugar and piped sugar. Students will also learn how to make and use marzipan for decorations, fillings and confections. Students will gain a functioning knowledge of how to make, form and present pastillage. Prerequisite: CRT2032 with a 'C' or better.

CRT2028 Basic Chocolate

1 credit (2 lec/lab hrs/wk)

This course will take the student through the history of chocolate, growing cacao, manufacturing of chocolate. Students will also learn how to temper chocolate and prepare for decorations, fillings and confections. Students will gain a functioning knowledge of how to make, form and present chocolate modeling paste. Prerequisite: CRT2032 with a 'C' or better.

CRT2030 Bakery Design

3 credits (6 lec/lab hrs/wk)

Theory and methodology behind designing and building a bakery, from location and equipment to menu options and staffing are covered. Students spend lab time designing and creating a bakery. Students bring their concept to life for one hour as a final. Prerequisite: CRT2026 with a 'C' or better.

CRT2031 Bakery and Pastry Fundamentals I

6 credits (1 lec, 10 lec/lab hrs/wk)

This course covers baking and pastry fundamentals, including the history, terminology, ingredients, technology, equipment, storage and sanitation in the bakeshop. Students gain experience in using various mixing, holding and baking methods, as well as international techniques to create an assortment of lean yeast doughs, quick breads, fritters, donuts, crisps, cobblers, cookies, pies and tarts. Prerequisite: Instructor consent.

CRT2032 Bakery and Pastry Fundamentals II

7 credits (1 lec, 12 lec/lab hrs/wk)

This course covers more advanced bakery techniques. Students will learn the production methods for American and European artisan breads, breads using natural yeast, decorative breads using some basic sculpting techniques, European style pastries and tarts, as well as a variety of international cookies. This course covers human digestion and how to create nutritional and allergy aware options in the bakery. Sugar free, reduced sugar, and reduced fat baking will be covered in this course. Prerequisite: CRT2031 with a 'C' or better.

CRT2033 Classic and Contemporary Cakes

4 credits (8 lec/lab hrs/wk)

From classic genoise rolades to contemporary fondant covered topsy turvy cakes, this course covers all aspects of cake baking and building. Students go from the basics of cake making through a complete understanding of cake structure development and how to alter formulas. A variety of decorating icings, coatings and fillings are covered and several styles of cakes are produced. Piping skills are developed and enhanced. Cakes included are American birthday cake, French wedding cake, Jaconde covered mousse cake, torten, gateau and charlottes, and specialty/celebration cakes. Prerequisite: CRT2032 with a 'C' or better.

CRT2034 Advanced Sugar and Chocolate

2 credits (4 lec/lab hrs/wk)

This course takes the student to a higher level of sugar and chocolate skills such as blown sugar, sugar presentation pieces, chocolate display pieces, molded chocolates, bon bons, truffles, nougatine, crystalline and non-crystalline and gelee based candies. Students design and execute show pieces to display cakes, candies and other confections for their capstone project. Topics include, velvetizing with chocolate, making silicon chocolate and sugar molds, building sugar and chocolate show pieces to include blown sugar, molded chocolate and other advanced sugar products. Prerequisite: CRT2027 and CRT2028 with a 'C' or better.

CRT2037 Plated Desserts

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

This class will focus on plated restaurant style desserts to include hot desserts such as cobblers, buckles, custards, souffles and bread pudding. Cold and frozen desserts will include sorbets, gelatos, espuma, semifreddos, and bombes. Individual cakes, tortes and tartlets will also be presented. Intermezzos course and pallet refreshers will include granita and the cheese course will introduce the student to appropriate after dinner cheeses with accompaniments to include crackers, candied nuts and gastriques. Plating design and development with a focus on fine dining along with mignardise concepts will also be included in this course. Dessert wines and spirits will also be incorporated into this class. Prerequisites: CRT2015 and CRT2032 with a 'C' or better.

CRT2038 Applied Visual Principles

1 credit (1 lec hr/wk)

Foundation in visual perception and composition as applied to Culinary Arts and Baking and Pastry Arts. Study of visual principles to understand how to present and create artistically pleasing dishes/foods. The seven principles presented are: contrast, emphasis, balance, unity, pattern, movement and rhythm.

CRT2039 Professional Presentations for the Culinary Workforce

3 credits (3 lec hrs/wk)

Focuses on effective professional workplace presentations that connect with audiences, direct and hold attention, and promote understanding utilizing multiple visual and oral skills of rhetoric.

CRT2040 Culinary Arts for Baking and Pastry Majors

6 credits (2 lec, 8 lec/lab hrs/wk)

This course is designed specifically for students specializing in Baking and Pastry Arts. Students are introduced to the philosophy of the hospitality industry through its history, growth and development up to present trends. Students are instructed in knife skills, hand tool and equipment operation, emphasizing safety. Basic stock, soup and sauce making are included. Cooking techniques and methodology are demonstrated and practiced through the use of herbs and spices, meats, seafood and poultry. Also covered are fruits, vegetables, starches, salads and basic dressings, sandwiches and breakfast products.

CRT2042 Wedding Cakes

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

This course will focus on the successful execution of modern day wedding cakes. Students will learn a brief history, but focus mainly on today's styles and trends. Set up and marketing strategies will be covered in this course in addition to the construction of wedding cakes. Prerequisite: HEC9932 or ServSafe Certificate and Instructor Consent.

CRT2045 Retail Baking

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

This course will focus on the development of a "dream" retail bakery concept to include research and development of products, production of an assortment of baked goods to include savory as well as sweet items, breakfast pastries to include Viennoiserie, tea sandwiches and other savory and sweet items. They will also be responsible for running a model bakery. Students will also be introduced to beverage service including tea, coffee, chocolate, and other hot and cold beverages. Wine, beer and spirits will also be introduced. Students will develop the skills to prepare hot beverages as well as an assortment of sweet and savory accompaniments. Students will also learn basic service skills to include bakery counter service, buffet and banquets. Prerequisite: CRT2015 and CRT2032 with a 'C' or better.

COURSE DESCRIPTIONS

CRT2050 Regional and International Cuisine

6 credits (2 lec, 8 lec/lab hrs/wk)

This course will focus on various International and American regional cuisines. Students will develop a working understanding of the local products, traditional ethnic recipes and kitchen tools indigenous to various regional cuisines. The course will include the cuisines from national and international regions including New England, Louisiana, New Mexico, Florida, France, Italy, and Scandinavia. Also included are the cuisines of China, Japan, Vietnam, Thailand, Greece, Spain and Portugal, Germany, Morocco, India, Mexico, The American Southwest, New Orleans Cajun and Creole and the Midwest Heartland. Prerequisite: CRT2000 with a 'C' or better.

CRT2060 Garde Manger

8 credits (3 lec, 10 lec/lab hrs/wk)

This course will cover the preparation and artistic presentation of cold cuisine. While using garde manger small tools, students will develop skills in the fundamentals of preparing hot and cold appetizers and hors d'oeuvres, canapes, lunch and dinner salads, dressings, terrines, galatines, pates, and charcuterie, vegetable and fruit carving, garnishes, hot and cold sandwiches and food decoration. Basics of cold food pantry organization and sanitizing techniques will be covered. Students will be introduced to the artistic production and presentation of buffet arrangements. Prerequisite: CRT2000 with a 'C' or better.

CRT2280 Cooperative Work Experience:

Culinary Externship

12 credits (36 lab hrs/wk)

This course offers students work place experience in a variety of supervised settings that are applicable to the development of a student as a professional in the food service industry. Students will have the opportunity to work in different areas under the direction of chefs and food/beverage managers. Externships will be progressive training experiences structured to fit the background and career goals of each individual student. Prerequisite: Instructor consent.

DRAFTING

DRFT100 Computer Assisted Drafting Survey

3 credits (3 lec hrs/wk)

Introduction to computer assisted drafting (CAD) software and its typical uses in creating 2-D drawings. Instruction will include system requirements, menu structure, drawing setup, drawing aids, basic drawing, editing, display and dimensioning. Also using blocks, graphic patterns and printing commands. AutoCAD software is utilized to produce 2-D schematic and mechanical drawings. Concurrent: CIS0593.

DRFT105 Blueprint Reading

3 credits (3 lec hrs/wk)

Presents instruction and skill development in blueprint reading and interpretation. Emphasis is placed on fundamentals of blueprint reading including understanding basic lines, views, dimensions tolerances, symbols, machine call-outs, and notations. Emphasis is on blueprints as used in the welding trades with considerable time learning how to properly interpret AWS welding symbols. Concurrent: CIS0593.

DRFT110 Computer Assisted Drafting I

3 credits (3 lec hrs/wk)

Introduction to computer-aided drafting (CAD) software and the hardware components comprising a CAD station. Drawing set-up, drawing aides, basic drawing, editing and display commands are used to create 2-D schematic and mechanical drawings. Concurrent: CIS0593.

DRFT111 Computer Assisted Drafting II

3 credits (3 lec hrs/wk)

Introduces advanced drawing and editing commands, concept of polylines and splines, obtaining information from the computer, basic and advanced dimensioning and dimension editing, use of tolerances and limits. Producing section views and graphic patterns, blocks for multiple use, multi view layout, external references and plotting. Prerequisite: DRFT100 or DRFT110. Concurrent: CIS0593.

DRFT112 Computer Assisted Drafting III

3 credits (3 lec hrs/wk)

Covers the use of the computer to create Solid Models. Solid modeling software will be utilized to produce solid models with mass properties. Use of the solid models to produce the associative 2-D drawings, assemblies of several parts, motion associate with assemblies and presentation files will be covered. Concurrent: CIS0593.

EARLY CHILDHOOD EDUCATION

ECE102 Theory and Practicum II: Children's Physical, Cognitive and language Development

3 credits (1 lec, 6 lab hrs/wk)

Second in a sequence that offers a weekly seminar with a supervised preschool practicum experience for future early childhood educators. (ECE 209 is first in the sequence.) The various roles of the early childhood educator; observation/assessment; planning, implementing and assisting with various daily activities are highlighted. Cognitive, Language and Physical development are emphasized. Prerequisite: ECE150 and ECE151 with a 'C' or better.

ECE150 Introduction and Observation in Early Childhood Education

3 credits (3 lec hrs/wk)

A beginning course focusing on the theoretical foundations, history and basic concepts of early childhood education, and the value and usage of objective observations as a teaching tool. This course focuses on the Pre-Kindergarten through third grade years.

ECE151/ED151 Guidance and Classroom Management

3 credits (3 lec hrs/wk)

This introductory course introduces students to the principles of positive guidance. Emphasizes the role of the teacher and direct and indirect techniques for individual and group guidance and management. Topics include observing children, managing behavior, building pro-social behaviors and helping children develop positively and in the social and emotional domains.

ECE152 Creative Activities

3 credits (3 lec hrs/wk)

A curriculum course focusing on understanding and implementing a development approach to creative activities as well as discussion on presentation and methods of evaluation. Specifically, this course teaches students how to develop art, math, science, music and movement activities, and curriculum.

ECE154 Children's Literature and Literacy

3 credits (3 lec hrs/wk)

This course gives the student an in-depth experience of studying and observing how children develop emerging literacy skills. Quality children's literature, a rationale for the purpose of such literature, ways to implement its use, and ways to evaluate its appropriateness for young children is also discussed.

ECE161 Infant and Toddler Practicum I

3 credits (1 lec, 6 lab hrs/wk)

This "hands-on" experience focuses on developing understandings of the developmental needs of the very young and the importance of providing appropriate stimulating environments with a focus on the teacher/care giver as a component of the environment, and how care and play are utilized to create quality learning environments.

ECE162 Infant and Toddler Practicum II

3 credits (1 lec, 6 lab hrs/wk)

This theoretical and "hands-on" Practicum II experience reinforces the student's understanding of the developmental needs of the very young and the importance of providing appropriate stimulating environments. Coursework focuses on developing foundational knowledge of high quality developmentally appropriate practice, observation/assessment, and working in positive partnerships with parents.

ECE163 Preschool Practicum

3 credits (1 lec, 6 lab hrs/wk)

A preschool practicum experience designed to assist students in gaining experience working with young children in a laboratory preschool setting. Experiences in developing skills in establishing learning environments, observation/assessment, planning, implementing, and evaluating curriculum and materials appropriate for the young child are included. Prerequisite: ECE102 with a 'C' or better.

ECE170 Health and Safety in Early Childhood

2 credits (2 lec hrs/wk)

This course covers health/safety practices recommended for the early childhood field and includes information on common diseases and health problems. Students will learn how to teach health and safety to children in developmentally appropriate ways. First Aid and CPR Certification is required to pass this course.

ECE209 Theory and Practicum I: Children's Social and Emotional Development

3 credits (1 lec, 6 lab hrs/wk)

This course offers a weekly seminar with a supervised practicum experience for future early childhood educators. The various roles of early childhood educators, assisting with daily activities in a preschool program, observation/assessment, and guidance techniques are included in the course curriculum. This course focuses on children's social and emotional development. Prerequisite: ECE151 with a 'C' or better.

ECE220/ED220 Teaching Outdoor Education

2 credits (2 lec hrs/wk)

This course focuses on the unique characteristics of teaching science to children- toddlers through elementary school ages - using the outdoors as the classroom. Theory and best practice are studied. Emphasis is on inquiry based curriculum. Course delivery is hybrid; face-to-face class time as well as online segments.

ECE240 Lesson and Curriculum Planning

3 credits (3 lec hrs/wk)

This course includes the information and tools needed to develop effective curriculum for activities in early childhood education classrooms. A focus on the whole child's needs, developmentally appropriate practice, play, and multiple intelligences form the foundation of this course.

ECE261 Student Teaching I, Early Childhood Education

6 credits (2 lec, 12 lab hrs/wk)

A supervised teaching experience for students working with young children in an appropriate setting. Continued development of knowledge and skills in curriculum planning, observation/assessment, implementation of curriculum, and working with children and families are included. Prerequisite: ECE163 with a 'C' or better.

COURSE DESCRIPTIONS

ECE262 Student Teaching II, Early Childhood Education

6 credits (2 lec, 12 lab hrs/wk)

A continuation of supervised teaching experience for students working with young children in an appropriate setting. Continued development of knowledge and skills in curriculum planning, observation/assessment, implementation of curriculum, and working with children and families are included, along with a strong focus on higher level guidance techniques. Prerequisite: ECE261 with a 'C' or better.

ECONOMICS

ECON198/298 Independent Studies in Economics

1-3 credits (hrs to be arranged)

Student and instructor identify a project or problem in economics and jointly draw up a contract. The contract sets forth a proposal to complete the project or solve the problem. The contract identifies objectives, procedures, and equipment needed, together with key checkpoints for student instructor conferences. Prerequisite: Instructor consent.

ECON201 Microeconomics

4 credits (4 lec hrs/wk)

Analyzes the market system, with attention given to the role of households, firms, and government in determining wages/prices and the allocation of productive resources. Prerequisite: MTH94 with a 'C' or better or appropriate placement test score.

ECON202 Macroeconomics

4 credits (4 lec hrs/wk)

Analyzes the national economy as a whole, with attention given to determining national income, business cycles, economic growth, fiscal and monetary policy, and international trade. Prerequisite: MTH94 with a 'C' or better or appropriate placement test score.

EDUCATION

ED101 Introduction and Observation and Experience

3 credits (3 lec hrs/wk)

This introductory course focuses on the history of education. Students will review the value and usage of objective/ subjective observations as a teaching tool. Specific times for elementary/secondary level classroom observation as well as a regular group discussion of observation experiences will be included.

ED113 Instructional Strategies in Language Arts and Reading

3 credits (3 lec hrs/wk)

This introductory course for future educators focuses on specific concepts related to the development of reading and language abilities, as well as the development of a literacy-rich learning environment. Developing reading/ language activities and lesson plans for use in their practicum experiences, future classrooms, and particular grade-level interests are included.

ED114 Instructional Strategies in Math and Science

3 credits (3 lec hrs/wk)

This introductory course for future educators focuses on specific mathematical and scientific concepts, the application of these mathematical and scientific concepts in problem solving, and the development of a positive attitude toward mathematics and science for use in their practicum experiences, future classrooms, and particular grade-level interests.

ED122 Introduction to Residence Life

1 credit (1 lec hr/wk)

Course offered to students as an introduction to Residence Life, reviewing foundational residence life research, examining theoretical frameworks in community, group, and student development, developing practical skills, and orienting students to Student Housing. Given the foundational nature of the course it will focus primarily on raising student awareness and basic skill development. The topics of the course will provide a collective understanding of the philosophical underpinnings of our work (why we do what we do) and the basis for future training.

ED126 Tutoring Certification I

2 credits (10 lec, 30 lab hrs total)

The purpose of this course is to provide an opportunity for students to learn and adopt methods that promotes their success as tutors. This course covers basic job requirements, tutoring techniques, communication skills, and an awareness of study skills. Prerequisite: Instructor consent.

ED127 Tutoring Certification II

2 credits (10 lec, 30 lab hrs total)

The purpose of this course is to provide an opportunity for students to learn and adopt methods that promote their success as tutors. This course covers characteristics of adult learning, learning styles, cultural awareness, identifying and using resources, and tutoring in specific subject areas. Prerequisite: ED126 with a 'C' or better.

ED128 Tutoring Certification III

2 credits (10 lec, 30 lab hrs total)

The purpose of this course is to provide an opportunity for students to learn and adopt methods that promote their success as tutors. This course covers how to structure the learning experience, assertiveness training, group tutorials, and how to tutor target populations. Prerequisite: ED127 with a 'C' or better.

ED130 Comprehensive Classroom Management
3 credits (3 lec hrs/wk)
This course provides current theory and methodology effective in managing small and large groups of students. Major factors and skill areas of effective classroom management are included.

ED131 Instructional Strategies

3 credits (3 lec hrs/wk)
This course will introduce students to a variety of educational teaching techniques in reading, math and content areas. Students will practice instructional design, plan lessons, teach lesson plans to small groups of peers or K-12 students, as well as participate in evaluating their own and their peer's teaching.

ED133 Instructional Media and Materials

3 credits (3 lec hrs/wk)
This course covers the preparation and use of instructional media and materials commonly found in public schools, an introduction to computers and other learning technologies, and how to design lessons using these materials in the implementation of curricular programs.

ED134 Teaching Young Children who are Dual Language Learners

2 credits (2 lec hrs/wk)
This curriculum course focuses on the unique characteristics of teaching young children who are Dual Language Learners (DLL). Theory and best practice are studied. Emphasis is on developing curriculum that works and strategies to help this group of children thrive in classroom setting.

ED135 Teaching Math to Young Children

2 credits (2 lec hrs/wk)
Young children live in a world full of Mathematics! This curriculum course focuses on the pre-math concepts and early math concepts important for young children (pre-kindergarten through second grade) to grasp so they can be successful in math throughout their lives. Positive approaches to the subject of mathematics will be emphasized.

ED151/ECE151 Guidance and Classroom Management

3 credits (3 lec hrs/wk)
This introductory course introduces students to the principles of positive guidance. Emphasizes the role of the teacher and direct and indirect techniques for individual and group guidance and management. Topics include observing children, managing behavior, building pro-social behaviors and helping children develop positively and in the social and emotional domains.

ED169 Overview of Students with Special Needs

3 credits (3 lec hrs/wk)
An introductory course covering special needs and medical conditions that teachers must be able to recognize and understand in order to plan, serve, and teach students effectively. The needs of at-risk youth and techniques for teaching students for whom English is a second language are also included in this course.

ED220/ECE220 Teaching Outdoor Education

2 credits (2 lec hrs/wk)
This course focuses on the unique characteristics of teaching science to children- toddlers through elementary school ages - using the outdoors as the classroom. Theory and best practice are studied. Emphasis is on inquiry based curriculum. Course delivery is hybrid; face-to-face class time, as well as online segments.

ED258 Multicultural Education

3 credits (3 lec hrs/wk)
This course introduces anti-bias/ multicultural approaches to teaching with a focus on how to creatively develop relationships and learning environments that value diversity and help children respect each other as individuals. Strategies and skills to creatively use activism to enhance their work with parents, students, and their community are also included.

ED266 Current Issues in Special Education

3 credits (3 lec hrs/wk)
This course is designed to provide students with an opportunity to explore, in depth, current special education issues. Students will review current philosophical frameworks, legislative changes, emerging conditions, and technological advances in the field of special education.

ED269 Educating the Mildly and Severely Disabled

3 credits (3 lec hrs/wk)
This course covers theories and effective techniques for working with students with disabilities. Students will receive instruction in various educational approaches based on various types of special needs. Students will also learn about services and funding provided for children with mild to severe disabilities, legal issues, and family dynamics.

ED280 Field Experience: Education

1-4 credits (3-12 hrs/wk)
Field Experience in education is a course which provides students with the opportunity to gain practical experience in applying teaching or tutoring methods and techniques. The course also allows students to explore the field of public education as a possible career choice. Prerequisite: Instructor consent.

ELECTRONICS

ELEC101 Electronic Processes

3 credits (6 lec/lab hrs/wk)
An introduction to electricity technology as it applies to devices and circuits used in electronic communication, computers and computer interfaces, and manufacturing systems. The course emphasizes fundamental electronic concepts, theory, and practices. Topics include practical applications and verifying results using a variety of equipment while maintaining a safe working environment.

EMERGENCY MEDICAL TECHNICIAN

EMT151 Emergency Medical Technician - Basic, Part A

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

Prepares individuals for certification in Oregon as an Emergency Medical Technician-Basic. The course is designed to develop student skills in recognition of symptoms of illness and injuries and proper procedures of emergency care at the basic life support (BLS) level.

EMT152 Emergency Medical Technician - Basic, Part B

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

Prepares individuals for certification in Oregon as an Emergency Medical Technician-Basic. The course is designed to develop student skills in recognition of symptoms of illness and injuries and proper procedures of emergency care at the basic life support (BLS) level. Prerequisite: EMT151

EMT167A/HE931A Emergency Medical Technician - Intermediate, Part A

4.5 credits (4.3 lec, 2.2 lab, 1 TBA hr/wk)

This course, (EMT-Intermediate, Part A and Part B) prepares individuals for certification in Oregon as an Emergency Medical Technician- Intermediate. Upon successful completion of the course, students will be eligible to take Oregon's EMT-Intermediate certifying examinations.

EMT167B/HE931B Emergency Medical Technician - Intermediate, Part B

5 credits (4.3 lec, 3.7 lab hrs/wk)

This course, (EMT-Intermediate, Part A and Part B) prepares individuals for certification in Oregon as an Emergency Medical Technician- Intermediate. Upon successful completion of the course, students will be eligible to take Oregon's EMT-Intermediate certifying examinations. Prerequisite: EMT167A/HE931A.

EMT169 Emergency Medical Technology Rescue

3 credits (2 lec, 3 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.

EMT170 Emergency Response Communication/ Documentation

2 credits (2 lec hrs/wk)

Covers principles of therapeutic communication, verbal, written, and electronic communications in the provision of EMS, documentation of elements of patient assessment, care and transport, communication systems, radio types, reports, codes, and correct techniques.

EMT171 Emergency Response Patient Transport

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

Covers ambulance operations, laws, maintenance and safety, emergency response driving, and route planning.

EMT175 Introduction to Emergency Medical Services (EMS)

3 credits (3 lec hrs/wk)

This course covers the role and responsibilities of the Emergency Medical Technician - Paramedic (EMT-P), Emergency Medical Services (EMS) systems, medical-legal considerations, major incident response, hazardous materials awareness, stress management, and blood-borne pathogens/communicable diseases, and safety precautions.

EMT280F EMT - Paramedic Cooperative Work Experience

6 credits (18 lab hrs/wk)

This course consists of a planned program of observation and practical experience with an organization providing emergency medical services at the Paramedic/Advanced Life Support (ALS) level. The course is designed to provide students with experience and an opportunity to apply emergency medical concepts and theory in a field situation.

EMT296 EMT - Paramedic, Part I

12 credits (10 lec, 6 lab hrs/wk)

Focuses on patient assessment; airway/ventilation; general pharmacology; physiology of acid-base, respiratory, and cardiovascular emergencies to include advanced cardiac arrest management and ECG interpretation. Applies didactic knowledge to campus-based laboratory skills practice. Prerequisites: EMT152, MTH70 (or higher), CHEM110 or CHEM223, CIS120, BI231, 232, 233 and AH111 with a grade of 'C' or better

EMT297 EMT - Paramedic, Part II

14 credits (6 lec, 24 lab hrs/wk)

Focuses on anaphylactic, toxicologic, environmental, geriatric, pediatric, obstetric, gynecologic, neonatal, and endocrine emergencies; infectious diseases and trauma care. Applies didactic knowledge to campus-based laboratory skills practice and clinical patient care in the hospital setting.

EMT298 EMT - Paramedic, Part III

8 credits (7 lec, 2 lab hrs/wk)

This course focuses on putting all didactic and skills knowledge together. Students will continue to focus on clinical and field internships. Prerequisites: EMT296 and EMT297 must pass with a 'C' or better.

ENGINEERING**ENGR111 Engineering Orientation**

3 credits (3 lec hrs/wk)

Topics include: survey of the engineering profession; educational and professional development; standards of practice; engineering information, calculations, and analysis. An engineering design project will be incorporated. Prerequisite: MTH111 with a 'C' or better.

ENGR112 Engineering Computation

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

Introduction to solution of engineering problems by means of programmed numerical methods. Exposure to fundamentals of computational systems, logical analysis, algorithm development, and program input/output design. A higher-level programming language will be presented and utilized. Prerequisite: MTH111 with a 'C' or better.

ENGR201 Electrical Fundamentals I

3 credits (3 lec hrs/wk)

Topics include: circuit variables and elements, simple resistive circuits, techniques of circuit analysis, applications of operational amplifiers, inductors, capacitors, and first-order circuits. Prerequisite: PH213 with a 'C' or better.

ENGR202 Electrical Fundamentals II

3 credits (3 lec hrs/wk)

Topics include: first-order and second-order circuits, analysis methods and power calculations for sinusoidal steady-state circuits, balanced three-phase circuits, mutual inductance, and transformers. Prerequisite: ENGR201 with a 'C' or better.

ENGR203 Electrical Fundamentals III

3 credits (3 lec hrs/wk)

Topics include: Laplace transforms and their applications to circuit analysis; frequency-selective circuits, active filter circuits; Fourier series, Fourier transforms and their applications to circuit analysis; and two-port circuits. Prerequisite: ENGR202 with a 'C' or better.

ENGR211 Statics

3 credits (3 lec hrs/wk)

Topics include: equilibrium of particles, equivalent force systems, equilibrium of rigid bodies, distributed forces and centroids, structures and machines, beams and cables. Prerequisite: PH213 with a 'C' or better.

ENGR212 Dynamics

3 credits (3 lec hrs/wk)

Topics include: kinematics and kinetics of particles, systems of particles, kinematics and kinetics of rigid bodies, work-energy, and impulse-momentum relations. Prerequisite: ENGR211 with a 'C' or better.

ENGR213 Strength (Mechanics) of Materials

3 credits (3 lec hrs/wk)

Topics include: stress and strain in deformable bodies, material effects caused by axial loading, torsion, pure bending, and transverse loading; transformation of stress; combined stress states; statically-indeterminate systems; beam deflection; and column instability. Prerequisite: ENGR211 with a 'C' or better.

ENGR245 Engineering Graphics and Design

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

An introductory engineering graphics course. A computer-aided drawing (CAD) application will be presented and utilized. An engineering design project will be incorporated. Prerequisite: MTH111 with a 'C' or better.

ENVIRONMENTAL TECHNOLOGY**ENV235 Introduction to Soil Science**

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

In this course, you will learn about the chemical, physical, and biological nature of soils. You will learn about the factors controlling soil development, what a soil name can tell you about the environment, and how land management decisions affect soil quality and its sustainability. Topics will include: the importance of soils, what soil is, how soil forms, how soils are described, physical properties of soils, soil water, soil chemistry, soil biology, and soil sustainability.

FIRE SCIENCE

Note: Certain Fire Science courses fulfill specific elective program requirements only. Refer to the Associate of Applied Science Fire Science Technology program information in this catalog or contact the Fire Science program coordinator at 541-888-7296 for more information.

FS5239 National Fire Protection Association (NFPA) Instructor I

3 credits (3 lec hrs/wk)

The course prepares the program participants for planning instruction, using a variety of instructional methods, teaching diverse learners, and evaluating course outcomes. This course meets the competency standards Fire Service Instructor I certification.

FS5244 National Fire Protection Association (NFPA) Firefighter I, Part A

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

Designed to provide the beginning Fire Science student with the basic knowledge and hands-on skills necessary to be involved in fire suppression activities under the direct supervision of a skilled firefighter. This course meets the performance-based objectives established for Entry-level Firefighter.

FS5245 National Fire Protection Association (NFPA) Firefighter I, Part B

3 credits (2.5 lec, 1 lec/lab hrs/wk)

This course, along with NFPA Firefighter, Part A is designed to provide the beginning Fire Science student with the basic knowledge and hands-on skills necessary to be involved in fire suppression activities under the direct supervision of a skilled firefighter.

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.

COURSE DESCRIPTIONS

FS5259 Fire Organization and Command

3 credits (3 lec hrs/wk)

This course is designed to provide students with basic concepts of organizational structure and command sequences associated with emergency scene management.

FS5263 National Fire Protection Association (NFPA) Pumper Operator

2.5 credits (22 lec, 18 lec/lab hrs total)

This course meets the national standard for Vehicle Driver/Operator. The course is designed to educate firefighters who are responsible for operating fire apparatus with fire pumps.

FS5276 S-130/190 Wildland Firefighter Type II

3 credits (33 lec, 7 lab hrs total)

Firefighters successfully completing this course will be qualified to suppress wildland fires under close supervision. This training is required for all personnel prior to certification as a Firefighter (Type 2) under the national wildland qualification system.

FS5280 Cooperative Work Experience

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

Maximum of 6 credits applicable toward degree. This course gives fire science degree students actual field experience and the opportunity to apply fire science concepts, theory, and training in field situations. Prerequisite: Instructor consent.

FS5289 Legal Aspects of the Fire Service

3 credits (3 lec hrs/wk)

Provides students with firefighters' legal responsibilities regarding operating emergency vehicles and other fire protection activities. Course also examines firefighters' rights, duties, liabilities, and participation in legal activities, including state fire marshal and OSHA laws related to fire protection.

FS5672 Principles of Fire and Emergency Services Safety and Survival

4 credits (4 lec hrs/wk)

This course introduces the basic principles and history related to the National Firefighter Life Safety Initiatives, focusing on the need for cultural and behavior change throughout the emergency services. This course meets the 2002 Fire and Emergency Service Higher Education (FESHE) Model Curriculum recommendations.

FS5675 Fire Protection Systems and Extinguishers

3 credits (3 lec hrs/wk)

This course provides information relating to the features of design and operation of fire alarm systems, water-based fire suppression systems, special hazard fire suppression systems, water supply for fire protection and portable fire extinguishers. This course meets the 2002 Fire and Emergency Services Higher Education (FESHE) model curriculum recommendations. Prerequisite: FS5244 with a grade of 'C'.

FS5676 Fire and Emergency Services Administration

3 credits (3 lec hrs/wk)

This course introduces the student to the organization and management of a fire and emergency services department and the relationship of government agencies to the fire service. Emphasis is placed on fire and emergency service, ethics, and leadership from the perspective of the company officer. Prerequisite: FS5254 with a grade of 'C' or 'S'.

FS5677 Building Construction Related to the Fire Service

3 credits (3 lec hrs/wk)

This course provides the components of building construction related to firefighter and life safety. The elements of construction and design of structures are shown to be key factors when inspecting buildings, preplanning fire operations and operating at emergencies.

FS5678 Collapse of Burning Buildings

1 credit (1 lec hr/wk)

Structural collapse is one of the leading causes of firefighter deaths. This course is designed to warn firefighters how buildings collapse when destroyed by fire. Prerequisite: FS5244 with a 'C' or better.

FS9173 S-131, Advanced Firefighter Training

0.5 credit (8 lec hrs total)

This course is suggested training for individuals who wish to become qualified in the first level supervision position of Advanced Firefighter/ Squad Boss (FFT1) in wildland fire management. Prerequisite: FS5276 with a 'C' or better.

FS996B Fire Prevention and Inspection

3 credits (30 lec, 12 lec/lab hrs total)

This course is designed to provide students with basic knowledge of fire prevention principles and fire inspection techniques.

FS996E Aircraft Fire Protection

2 credits (20-24 lec hrs total)

This course is designed to provide students with basic knowledge of aircraft types and systems, rescue equipment, airfield characteristics and aircraft rescue and fire fighting (ARFF) procedures. Special emphasis is placed on (1) the role of mutual-aid fire departments in support of an aircraft incident, and (2) procedures to follow in the event of a downed aircraft within a fire district.

FS996Q Fire Science Driver

2 credits (18 lec, 12 lec/lab hrs total)

This course is designed to provide firefighter students with concepts in emergency driving, defensive driving, Oregon laws/policies and vehicle maintenance. Students will also receive skills and knowledge to drive and maintain emergency vehicles.

FS9060 Emergency Response to Terrorism: Operations

1 credit (16 lec hrs total)

This course will provide the Public Safety Initial Responder with the information needed to make informed, controlled, and safe responses to incidents involving weapons of mass destruction (WMD).

FS9175 Firefighter Safety

3 credits (30 lec, 12 lec/lab hrs total)

This course is designed to explore numerous aspects of firefighter safety. Students will explore those safety hazards and possible mitigation techniques for ensuring their safety.

FS9320 Hazardous Materials Awareness

.5 credit (9 lec hrs total)

This course prepares students that could be the first on the scene of an emergency involving hazardous materials (HAZMAT). This course meets the training standard for competencies for the First Responder at the awareness level as outlined in national standards.

FS9321 Hazardous Materials Operations

1 credit (16 lec hrs total)

At a HAZMAT incident, firefighters at the operations level respond in a defensive fashion to control the release from a safe distance and keep it from spreading. This course meets the national training competencies for the HAZMAT First Responder at the Operations Level. Prerequisite: FS9320 with a 'C' or better.

FS9350 Annual Fireline Safety Refresher Training

.5 credit (6 lec hrs total)

The intent of annual fireline safety refresher training is to focus line-going personnel on operations and decision making issues related to fireline and all-hazard incident safety. Refresher training will ensure firefighters have information regarding current initiatives, the upcoming fire season, and any policy/guidance changes. Refresher training is provided in order to recognize and mitigate risk, maintain safe and effective practices, and to reduce accidents and near misses.

FS9370 Rapid Intervention Teams for Fire

1.5 credits (15 lec, 17 lab hrs total)

This course will provide students with the skills necessary to perform as a member of a Rapid Intervention Team (RIT). This course is based on the 4-Phase Standard Operating Guideline that requires the use of Locate, Access, Stabilize, and Transfer

procedures for the rescue of fire fighters. Prerequisite: FS5244 with a 'C' or better.

FS9380 S-215 Fire Ops/Urban Interface

2.5 credits (24 lec, 3 lab hrs total)

This course is designed to meet the training needs for initial attack incident commanders (wildland suppression) and company officers (suppression) confronting wildland fires that threaten life, property, and improvements.

FS9403 Health and Safety Officer

1.5 credits (15-18 lec hrs total)

This National Fire Academy course is designed to enable students to identify and analyze health and safety aspects that affect emergency responder (fire & ems) safety in both emergency and non-emergency situations. Risk analysis, wellness, program management, and other occupational safety issues are the main emphasis of the course.

FISH & WILDLIFE**FW251 Principles of Wildlife Conservation**

3 credits (3 lec hrs/wk)

This course will give the student first hand 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.

FW255 Techniques in Wildlife Science

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

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. There will be several field trips to provide hands on opportunity for the student to use a variety of sampling equipment.

FORESTRY**F111 Introduction to Forestry**

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

The course will cover a broad overview of basic forestry principle; a review of the history of forestry balanced with a discussion of current forestry management programs, laws, and practices implemented in the United States today.

F240 Forest Ecology

3 credits (2 lec, 2 lec/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.

GENERAL SCIENCE**GS104 Physical Science**

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

This course provides an overview of the essential ideas in physics with an emphasis on the laws of motion, work, energy, heat and temperature. Prerequisites: MTH70 and WR90 with a 'C' or better.

GS105 Physical Science

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

GS105 is an introduction to chemistry for non-science majors. The course material covers atomic structure and theory, compounds, chemical bonds, states of matter, solution chemistry, chemical reactions, and selected topics in organic and biochemistry. Prerequisites: MTH70 or MTH80 and WR90 with a 'C' or better.

GS106 Introduction to Earth Science

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

Introduces various branches of earth science. Includes basic terminology, fundamental processes and respective interrelationships. Discusses rock and mineral formation, plate tectonic theory, volcanism, earthquakes, surficial processes, and geological time. Includes laboratory component. Credit cannot be earned for this course and G221.

GS107 Astronomy

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

A descriptive treatment of the solar system, stars, stellar evolution, galaxies, and cosmology. The results of current space missions are emphasized. Recent discoveries in stellar astronomy will be discussed. Prerequisite: MTH70 with a 'C' or better.

GS108 Oceanography

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

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

GEOGRAPHY

GEOG105 Cultural Geography

3 credits (3 lec hrs/wk)

This course examines the nexus of human and environmental interaction. We will consider issues such as the origins of domestication of animals and plants for food, economic development and underdevelopment, environmental racism, and the geographic origins of cultural differences.

GEOG209 Physical Geography: Weather and Climate

4 credits (4 lec hrs/wk)

Examines the processes of the atmosphere, the distribution and character of climate types, climate change, and humankind as a modifier of climate.

GEOG265/CS125GIS Introduction to Geographic Information Systems

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

Course introduces students to principles and practices of GIS, while providing experience using a contemporary GIS software package. Course develops both a theoretical understanding of GIS and experience in accessing GIS data sets. Students are exposed to raster and vector GIS.

GEOLOGY

G145 Regional Field Geology

1-3 credits (variable hrs)

A field study of significant geologic features of a selected region. The course consists of a field trip arranged to illustrate the geologic setting, stratigraphy and structure, topography, age and origin, significant events through geologic time, and special features unique to the region. Also offered as G0250 for no credit or grade.

G146 Geology of Southwestern Oregon

3 credits (3 lec hrs/wk)

Studies the physical and historical features of Southwestern Oregon. Examines the geological setting, age, origin, stratigraphy, structure, and topography of the Coast Range and Klamath Mountain provinces of Southwestern Oregon. The major geologic aspects of each city in the region are emphasized.

G198/298 Independent Study in Geology

1-6 credits (1-6 hrs/wk to be arranged)

Prerequisite: Instructor consent.

G201 Physical Geology I

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

A study of the nature of the earth and earth materials, geologic structures, fundamental geologic principles, and physical processes acting within and upon the earth. Laboratory exercises and field trips are required. Concurrent: G145 or G0250.

G202 Physical Geology II

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

Studies fundamental geologic principles and the natural processes acting within and upon the earth. Examines internal and superficial processes, geologic time and the interrelationships of people and their natural environment. Laboratory exercises and field trips are required. Concurrent: G145 or G0250.

G203 Historical Geology

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

Covers the physical and historical nature of the earth through time. Includes principles of historical geology, geologic time, the sequence of tectonic changes, stratigraphic relations, paleogeographic environments and major events through time, and the progression of life through time. Laboratory exercises and field trips are required. Concurrent: G145 or G0250.

G207 Geology of the Pacific Northwest

3 credits (3 lec hrs/wk)

Geology of the Pacific Northwest introduces the regional geology of the Pacific Northwest with an emphasis on Oregon geology. The course includes a basic overview of geologic principles, earth materials, and development of the geologic history of Pacific Northwest provinces.

G220 Prehistoric Life

3 credits (3 lec hrs/wk)

Nature and classification of prehistoric life, its stratigraphic significance, fossilization, evolutionary mechanisms and patterns, functional morphology, and paleoecology. Identification of significant fossil invertebrate genera is emphasized.

G221 General Geology

3 credits (3 lec hrs/wk)

Introduces various branches of earth science. Includes basic terminology, fundamental processes and respective interrelationships. Discusses rock and mineral formation, plate tectonic theory, volcanism, earthquakes, surficial processes, and geologic time. Credit cannot be earned for this course and GS106.

G246 Geological Hazards and Natural Catastrophes

3 credits (3 lec hrs/wk)

The causes and effects of earthquakes, tsunamis, landslides, ground subsidence and collapse, floods, storms, coastal erosion, and volcanic eruptions. The possibilities for prediction and mitigation will be examined, as will the potential for natural hazards in Oregon.

G291 Elements of Rocks and Minerals

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

Examines the relationships among rocks, minerals, and the role of economic geology in society. In lecture and lab sessions, students explore how rocks and minerals form, their classification, symmetry, textures and structures, how to recognize them and how they are used. Students learn how to discover the stories held within rocks. The course also covers Earth's rock, mineral and fossil fuel resources, their modes of formation, methods and environmental impacts of mining and extraction.

GERMAN

GER101/102/103 First Year German

4 credits (4 lec hrs/wk)

Introduces the written and spoken language of German-speaking people. Includes pronunciation, grammar, vocabulary and comprehension. Emphasizes speaking, listening comprehension, reading comprehension and writing. Must be taken in sequence.

GER201 Second Year German

4 credits (4 lec hrs/wk)

Continues the review and expansion of language, grammar, conversation, composition and culture. Emphasizes speaking, listening comprehension, reading comprehension and writing. Must be taken in sequence. Prerequisite: GER103 with a 'C' or better or two years high school German.

GER202 Second Year German

4 credits (4 lec hrs/wk)

Continues the review and expansion of language, grammar, conversation, composition and culture. Emphasizes speaking, listening comprehension, reading comprehension and writing. Must be taken in sequence. Prerequisite: GER201 with a 'C' or better.

GER203 Second Year German

4 credits (4 lec hrs/wk)

Continues the review and expansion of language, grammar, conversation, composition and culture. Emphasizes speaking, listening comprehension, reading comprehension and writing. Must be taken in sequence. Prerequisite: GER202 with a 'C' or better.

GREEN TECHNOLOGIES

GT101 Introduction to Industrial Sustainability

3 credits (3 lec hrs/wk)

Students explore a broad overview of sustainability and environmental engineering. Students learn the principles, concepts, and technology of alternative resources including power production by wave energy, wind energy, solar energy, hydrogen-fuel devices and other emerging alternative power generation systems. Students learn the basics of sustainability in an industrial context, including energy conservation, waste reduction and preventive maintenance.

GT102 Industrial Safety

2 credits (2 lec hrs/wk)

Students learn the essential skills needed to develop and maintain safe work habits in various industrial workplaces following OR-OSHA guidelines, including general accident prevention. Students demonstrate safe use of tools/equipment commonly found in a variety of manufacturing and construction industries. Emphasis will be put on safety procedures leading to sustainable practices and results.

GT103 Mechanical Systems

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

This course focuses on learning the fundamentals of mechanical power. Students learn common mechanical components from nuts and bolts to gears, gear boxes, shafts and bearings. Students perform common mechanical tasks, and learn to fine tune drive systems involving belts, chains, etc. This course demonstrates the importance of lubrication in maintaining gears and other movable parts, and emphasizes operations to reduce friction and wasted motion, which are major contributors to energy inefficiency.

GT104 Electrical Systems Troubleshooting I

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

This course covers information on basic DC and AC electrical theory, definitions, basic component identification and analysis of series, parallel and combination circuits. Emphasis is placed on practical application, troubleshooting and problem solving. Students learn to troubleshoot common electrical problems in industry, such as low voltage, high voltage, open circuits, high resistance shorts to ground and current/voltage unbalance. Emphasis is on prevention of electrical energy waste.

GT105 Workplace Math / Applied Math

4 credits (4 lec hrs/wk)

This is an introductory algebra and geometry class in technical/ professional mathematics. Topics that are covered include measurement and conversions, signed numbers, algebraic equations and formulas, ratio and proportion, perimeters, areas, volumes, reading and interpreting graphs, and measures of central tendency. Prerequisite: MTH20 with a 'C' or better or appropriate placement test score.

COURSE DESCRIPTIONS

GT106 Introduction to Green Technologies

2 credits (2 lec hrs/wk)

Students will be introduced to economic and environmental considerations for selecting appropriate green technologies and techniques to compare technology options. Technologies in the areas of energy production, transportation, electrical systems, building systems, and agriculture will be examined. Emphasis will be on identifying and selecting appropriate and cost-effective tools and technology solutions across multiple industries and sustainable decision making.

GT107 Electrical Systems Troubleshooting II

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

This course covers the theory and application of magnetism, electromagnetism, the generation of electromotive force, AC and DC motor principles, transformer theory, types and applications. Students are introduced to electrical control circuits and the operation of a transistor. Students build on basic techniques and learn systematic troubleshooting methods and procedures to solve process problems. Analyzing motor control schematics and using advanced digital multi meters are stressed. Emphasis is on prevention and correction of energy wasting problems.

GT108 Building Systems

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

Students learn basic principles of building science to assess building energy efficiency and monitor health and safety conditions, with an emphasis on a system analysis approach to inspection. Inter-connected system analysis includes the building's envelope, foundation, walls roof, doors and windows. Students learn how to use diagnostic equipment to analyze the effectiveness of the building systems to maximize energy performance, comfort, efficiency, safety and durability. Students will learn about using the HVAC ducting and digital controls (DDC) system as an aid in troubleshooting and promoting energy efficiency, and indoor air quality.

GT109 HVACR Systems Operations

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

Students will learn the concepts of the basic operations of various heating and cooling systems for commercial and residential applications. This course focuses on maintenance and service procedure for initial tuning of HVACR systems for energy efficiency. Practical application of skills include: taking pressures, identifying refrigerants, recovering and recycling refrigerant, evacuating and charging refrigeration systems. Also included are all applicable safety precautions and EPA governed environmental regulations. Energy efficiency will be emphasized.

GT110 Workplace Communication Skills

3 credits (3 lec hrs/wk)

Students will practice small group communication by participation in group discussions, readings, and written exercises. Attention to organization and conduct of problem-solving groups and learning. Emphasis is on, (1) learning how to enhance group communication, to deal effectively with conflict and to apply problem-solving techniques and (2) developing attitudes and skills applicable to leadership and successful participation in the workplace.

GT111 Preventive Maintenance and Energy Conservation

2 credits (2 lec hrs/wk)

Examines the development and implementation of a preventative maintenance program using proven actions and procedures and common computer software. Students will learn how to design, construct, and maintain industrial transfer systems. The emphasis of this course is the application of preventive maintenance strategies to green technology and efficiency.

GT112 Control Systems

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

Students will learn fundamentals of programmable logic control (PLC) operation, and troubleshooting. Variable speed drive operation and programming is covered as are process control principles for temperature and flow. Emphasis is on understanding of control operations for efficiency. This course will utilize on-line training and a hands-on seminar to offer hands-on learning opportunities.

GT113 Fluid Power

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

This course provides an introduction to hydraulic schematics, troubleshooting common hydraulic problems and maintaining hydraulic systems used in a variety of production applications. It also provides an introduction to operating a pneumatic system, including maintenance and troubleshooting procedures. Students learn to read, interpret, and construct fluid systems schematic diagrams containing pneumatic and hydraulic component systems. Emphasis will be on operation of fluid power systems for energy savings and pollution controls.

GT114 Local Applications for Alternative Energy

3 credits (3 lec hrs/wk)

This course is an introduction to the basic concepts and terminology of alternative energy sources. Subjects that will be explored in this course are biodiesel, wind, solar cells, fuel cells, ocean wave, geothermal, hydrogen, connection to the grid (homeowners), electric vehicles, as well as other emerging types of energy production. Research into old technologies as well as new will be explored, and students will research the applications of alternative energy in their local/regional communities and economies, including opportunities for employment.

GT115 Human Relations/Customer Service

3 credits (3 lec hrs/wk)

This course is designed to enable students to look at many factors that influence human behavior. The intent of this course is to help students increase their ability to handle interpersonal conflicts effectively at work and in their personal lives.

HEALTH & FIRST AID/HEALTH OCCUPATIONS**HE9404 Emergency Vehicle Driver**

1 credit (10 lec, 2 lec/lab hrs total)

This course covers various topics which address both past and potential causes of emergency vehicle problems. The information provided demonstrates where vehicle shortcomings can be found during operation and suggests ways to operate the vehicle within safe ranges.

HE9419/HE9424 Hospice Training

3 credits (3 lec hrs/wk)

This course prepares adults to work with hospice clients (terminally ill persons) and their families as hospice volunteers. Attendees learn the history of principles of hospice care, common experiences of hospice clients as they move through the dying and bereavement processes, and skills necessary to be effective in the volunteer role. Although this course focuses on interpersonal interventions and activities, personal and cultural reactions to death and dying are included.

HE9433 Emergency Medical Technician- Basic (Refresher)

2.5 credits (20 lec, 16 lec/lab hrs total)

This course is considered to be a "refresher course" for those students who have previously completed an EMT-Basic course, yet were unable to pass the state written and/or the practical examination. This course prepares selected individuals for the certification process in Oregon as an Emergency Medical Technician - Basic. Prerequisites: HE257(A/B) or HE928(A/B) with a 'C' or better.

HE198/298 Independent Study in Health

1-3 credits (hrs to be arranged)

Prerequisite: Instructor consent.

HE250 Personal Health

3 credits (3 lec hrs/wk)

This personal health course deals with current health trends and issues in the United States. The course will include information on mental, emotional, social health, and behavior aspects. Physical health includes nutrition-weight management, physical conditioning, environmental health, sexually transmitted disease, cancer, aging, drug education, and cardiovascular disease.

HE252 Standard First Aid and CPR for the Professional Rescuer

3 credits (3 lec hrs/wk)

This course provides training in Cardiopulmonary Resuscitation and First Aid using current emergency cardiac care guidelines. It provides students with a knowledge and appreciation for emergency management and industry-recognized certification in Professional Rescuer CPR and First Aid upon completion of requirements.

HE260/9360 First Responder

3 credits (30 lec, 10 lab hrs total)

The course offers training designed to improve the quality of emergency care rendered to victims of accidents and illness. Students are taught to be proficient in providing basic life support and to take actions necessary to minimize patients' discomfort. Must be at least 16 years of age.

HE262 CPR Instructor Training (AHA)

2 credits (22 lec hrs total)

Learn how to teach CPR. Review basic life support, both theory and application. Practice methods, materials and techniques used in CPR courses. Successful completion provides Instructor Certification and/or Recertification. Prerequisite: Current certification in Cardiopulmonary Resuscitation by the Oregon Heart Association (BLS Course-Level C).

HE280 Field Experience : Rural Health Aide

3 credits (99 lab hrs total)

The student is required to participate in a ward/unit clerk (paid or voluntary) field experience for a hospital performing such tasks as transcribing physicians orders, assembling charts, and performing medical clerical/medical records tasks. Students will gain experience in telephone skills and professional interactions specific to hospital settings.

HE280E EMT Field Experience

1 credit (33 lab hrs total)

This course consists of a planned program of observation and practical experience with an organization providing emergency medical services. The course is designed to provide students with experience and an opportunity to apply emergency medical concepts and theory in a field situation. Prerequisites: HE257A and HE258B (HE928A and HE928B) or HE258A and HE285B (HE931A and HE931B) and instructor consent. (May be taken concurrently.)

HE931A/EMT167A Emergency Medical Technician - Intermediate, Part A

4.5 credits (4.3 lec, 2.2 lab, 1 TBA hr/wk)

This course, (EMT-Intermediate, Part A and Part B) prepares individuals for certification in Oregon as an Emergency Medical Technician- Intermediate. Upon successful completion of the course, students will be eligible to take Oregon's EMT-Intermediate certifying examinations.

HE931B/EMT167B Emergency Medical Technician - Intermediate, Part B

5 credits (4.3 lec, 3.7 lab hrs/wk)

This course, (EMT-Intermediate, Part A and Part B) prepares individuals for certification in Oregon as an Emergency Medical Technician- Intermediate. Upon successful completion of the course, students will be eligible to take Oregon's EMT-Intermediate certifying examinations.

HEALTH INFORMATION MANAGEMENT

HIM110 Health Information Technology

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

Introduces the concept of health information management and health informatics including the components of content, use the structure of health care data along with information keeping practices in both paper and electronic systems.

HIM182 Health Care Delivery Systems

3 credits (3 lec hrs/wk)

Explains the past, present, and future influences on the delivery of health care. Covers provider organizations and settings in health care, financing of health care, causes and characteristics of health care utilization in the United States, regulation and monitoring of health care systems, and ethical issues associated with health care technology.

HIM283 Health Information Systems

3 credits (3 lec hrs/wk)

Health Information Systems introduces the history and current status of information systems in health care: information architectures, administrative and clinical applications, evidence-based medicine, information retrieval, decision support systems, security and confidentiality, bioinformatics, information system cycles, the electronic health record, key health information systems and standards, and medical devices. Teaches strategies and tools to insure the development and/or selection of health information systems. Discusses the role of health care information and communication technologies in health care delivery including their role in improving the quality, safety and efficiency of health care delivery.

HIM285 Health care Financing and Compliance

3 credits (3 lec hrs/wk)

Provides an understanding of the essential components of financing and compliance in health care facilities.

HISTORY

HST101/102/103 History of Western Civilization

3 credits (3 lec hrs/wk)

Need not be taken in order.

HST101 - Introduces the knowledge, culture, and traditions of the Western World from the rise of civilization in the Near East to the emergence of medieval European civilization, and its transformation by the Renaissance.

HST102 - This course traces the Western World's history from the Protestant Reformation of the 16th century through the French Revolution of the late 18th century.

HST103 - This course traces the Western World's knowledge, culture, and political-economic development from the early 19th century to the present day.

HST104 History of the Middle East

3 credits (3 lec hrs/wk)

A survey of Middle Eastern history with emphasis on modern, post-World War II era. Course will include geographic, religious, political, and cultural issues of the region. Also offered as HST0250 for no credit or grade.

HST198/298 Independent Study

1-3 credits (hrs to be arranged)

Prerequisite: Instructor consent.

HST201/202/203 History of the United States

3 credits (3 lec hrs/wk)

Need not be taken in order.

HST201 - The United States from colonial times to the mid-19th century just prior to the Civil War. Introduces students to major themes of American social, economic, cultural and political history.

HST202 - Major social, economic, political and cultural developments from the mid-19th century to the 1910s.

HST203 - Major social, economic, political and cultural developments from 1914 to the present.

HST215 History of World War II

3 credits (3 lec hrs/wk)

This course traces the causes, progression, and results of World War II, including political, social, and military development.

HST240 History of Oregon and the South Coast

3 credits (3 lec hrs/wk)

This course surveys the history and geography of Oregon within the Pacific Northwest region. Students will use supplemental readings and documents from Oregon's south coast to enhance their understanding of local history while studying the regional history.

HUMAN DEVELOPMENT

HD100 College Success and Survival

3 credits (3 lec hrs/wk)

Facilitates adjustment to the college environment. Focuses on self-assessment, personal development, educational goal setting and critical thinking. Includes interdisciplinary lectures, exposure to multiple modes of educational delivery, and structured exercises to turn individual talents into strengths. Note: HD100 is available in three one credit modules.

HD101 Community Service – Learning Experience

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

A theoretical and practical course examining the principles and features of service-learning. Student will develop a personal understanding of civic engagement, ethics and leadership through direct and/or indirect service to a community based organization and through critical reflection. Students will be required to complete 33 hours of service and participate in weekly seminars/discussions.

HD105 Finding Funding through Scholarships

1 credit (1 lec hr/wk)

Designed to increase students' success in obtaining scholarships. Topics covered are: common scholarship criteria, application tips, essay writing, scholarship searches and how scholarship committees make their decisions.

HD112 Study Skills

3 credits (3 lec hrs/wk)

Designed to increase the students' success in college by assisting them in obtaining skills necessary to reach their educational objectives. Students are introduced to time management strategies, note taking, library usage, problem solving, exam strategies, muscle reading, and learning style.

HD113 Stop Test Anxiety Now

1 credit (1 lec hr/wk)

Covers techniques for coping with excessive test-taking anxiety and improving overall test performance.

HD140 Career/Education Exploration

1 credit (1 lec hr/wk)

Provides tools needed to make an informed career and educational decision. Includes interest testing; self-assessment of skills, values, and attitudes. Learn how to locate occupational information and relate it to making informed educational choices.

HD147 Decision Making

1 credit (1 lec hr/wk)

This course assists students to develop an awareness of their personal decision-making styles in order to make effective decisions and life choices in personal, social, academic and work settings. Introduces information on effective decision-making.

HD152 Stress Management

1 credit (1 lec hr/wk)

This course assists students to identify specific personal stressors, and develop skills that enable the students to more effectively deal with stress.

HD154 Self-Esteem

1 credit (1 lec hr/wk)

This course will provide students with an opportunity to define, assess and develop their self esteem. This course will provide multiple tools and processes to enhance self esteem and develop individual strengths.

HD204 Living Consciously

3 credits (3 lec hrs/wk)

This class is designed to assist college students of any age to experience greater success in both college and their personal lives through the use of positive psychology.

HD208 Career/Life Plan

3 credits (3 lec hrs/wk)

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

HD215 Transfer Success

1 credit (2 lec/lab hrs/wk)

This class is designed to assist students in the preparation for transfer to a four-year institution. Course content includes development of strategies for choosing a transfer institution, identification of resources to assist in the transfer process, choice of majors, and funding sources. Concurrent: CIS0593.

HD0529 Math Success

1 credit (3 lab hrs/wk)

This course facilitates students to become successful math learners and critical thinkers. Students will be exposed to a variety of math study skills, problem solving skills, and systems of logic which will be put into immediate practice through group and individual exercises. Students will assess their own most favored learning styles and develop increased comfort in alternative learning situations. Students will also self-identify possible math and/or test anxiety which may be artificially reducing their math grades. Students are encouraged to also be concurrently enrolled in a math course required for their majors so that the skills learned here can be put into immediate practice.

HUMAN DEVELOPMENT & FAMILY STUDIES

HDFS140 Contemporary American Families

3 credits (3 lec hrs/wk)

An introductory course in family studies that focuses on the diversity of the American family today, as well as giving an overview of changes in the family environment and structure over time. Topics that influence families are included such as parenting, violence, gender, divorce, remarriage, economics, and culture. Prerequisite: WR121 with a grade of 'C' or better.

HDFS222 Family Relations

3 credits (3 lec hrs/wk)

A practical and theoretical course examining communication patterns and relationships between adults, and between adults and children. Emphasis is placed on understanding how the family affects the development of the child, along with the development of skills to use this knowledge to conduct individualized home visits with families with young children.

HDFS225 Prenatal, Infant, and Toddler Development

3 credits (3 lec hrs/wk)

This course introduces students to the theories and principles of child development beginning with conception, to prenatal, and through two years of age. Emphasis will be placed on the physical, cognitive and social/emotional development of young children, including a strong focus on early brain development and the basic tenets of scientific research.

HDFS229 Development in Middle Childhood

3 credits (3 lec hrs/wk)

This course will include the study of growth and development in six through eighteen year old children and adolescents. Emphasis will be placed on physical, cognitive, and social/emotional development of this age group.

COURSE DESCRIPTIONS

HDFS247 Preschool Child Development

3 credits (3 lec hrs/wk)

This course covers the principles of theory and development as they apply to the young child ages two and a half through five. Emphasis is placed on physical, cognitive, emotional and social growth in preschool children. Students gain experience in observation to identify theorists' key elements and indicators of child development.

HDFS285 Professional Issues in Early Childhood Education

3 credits (3 lec hrs/wk)

This Childhood Education capstone course focuses on the diverse professional roles of early childhood educators in our present society by synthesizing knowledge and experience in the areas of ethics, conflict resolution, leadership, advocacy, and current topics in early childhood education. It includes substantial work assembling the professional portfolio required for graduation for Childhood Education and Family Studies Degrees.

HDFS297 Parenting Education and Early Childhood Home Visitor Capstone

2 credits (4 lec/lab hrs/wk)

This course is the capstone requirement for students applying for completion of the Parenting Education and Early Childhood Home Visitor Certificate. Students attend a series of community based parenting education classes in their local community and interview a home visitor in a program that serves young children and their families. A final written paper reflecting on their interview and experience in the parenting education classes in relation to the certificate coursework completed, along with a professional development plan for themselves as parenting education facilitators and/or home visitors, will complete the Capstone requirements.

HDFS9284 Child Abuse and Neglect Reporting

0 credits (2 lec hrs total)

This course is to inform students on mandatory reporter laws in Oregon. It covers the processes of reporting, who is a mandatory reporter, confidentiality, the stresses of abuse and the indicators of abuse.

HUMANITIES

HUM204 World Mythology and Religion

(Archetypal and Shamanic Mythologies)

3 credits (3 lec hrs/wk)

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)

This course will explore the foundational myths and the sacred texts which give rise to and inform the great religions of the region, particularly Hinduism and the vehicles of Buddhism. Consideration will also be given to the indigenous myths of the Orient and the ways of life they support: i.e., Shinto, Daoism, Confucianism.

HUM206 World Mythology and Religion (Middle East and Western)

3 credits (3 lec hrs/wk)

Treats the great myths and religions of Egypt and the fertile crescent. Course also treats Celtic and Nordic beliefs indigenous to Europe, and the mystery religions of Greece. The influence of the ancient myths of early pastoral and agrarian cultures on the Hebrew, Islamic, and Christian religions will be considered, as well as the departure those religions make from the mythic character of the world from which they emerged.

JOURNALISM

J203 Writing for Media I

3 credits (3 lec hrs/wk)

Introduction to and grounding in Associated Press style and usage for newspaper writers. Introduction to and practice in writing leads for various types of media coverage. Introduction to and practice in formatting stories in media inverted pyramid style.

J205 Writing for Media II

3 credits (3 lec hrs/wk)

Introduction and practice in writing for various newspaper beats. Incorporates journalistic writing parameters and techniques to various coverage areas, such as crime, sports, entertainment and others. Includes basic points of libel law.

J215 Publishing Lab

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

Publication Laboratory teaches basic journalism skills and technologies to students. Students participate in writing, designing and formatting the Southwester, the student newspaper for Southwestern. Students work together in a simulated newsroom setting to produce the paper approximately once every three weeks.

J217 Feature Writing

3 credits (3 lec hrs/wk)

Students write non-fiction feature articles for print and electronic media. After studying basic models of narrative and explanatory feature writing, students write feature articles for the student newspaper.

J280 Field Experience

1-5 credits (variable hours)

This course offers career exploration and workplace experience within a widely defined number of supervised settings which provide professional experience in the field of Journalism. Prerequisite: WR122 with a "B" or better.

LIBRARY

LIB127 Navigating the 24/7 Library

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

LIB 127 helps students navigate the current information landscape, where resources are often available 24 hours a day and seven days a week. Students learn how to access digital and print resources used for academic research and how to search appropriate resources effectively and efficiently by using basic and advanced search techniques. Students conduct electronic searches to find both online and print materials by using the library's catalog, periodical databases, reference databases, and the Internet. Students evaluate the usefulness of information in terms of an academic research question, access information both in print and online, and write an annotated bibliography. Topics for discussion include the ethics of using information, the analysis of a research question, and the development of a research plan.

LITERATURE

ENG104 Introduction to Literature - Fiction

3 credits (3 lec hrs/wk)

Reading, analysis, and appreciation of significant works of fiction, especially short stories, with emphasis on the fiction writer's craft. Presents methods of in-depth critical reading that serve as a basis for further study and enjoyment of literature.

ENG105 Introduction to Literature - Drama

3 credits (3 lec hrs/wk)

Reading, analysis, and appreciation of significant works of drama and the elements of dramatic literature (setting, theme, characterization and language) serve as a basis for further study and enjoyment of drama.

ENG106 Introduction to Literature - Poetry

3 credits (3 lec hrs/wk)

Reading, analysis, and appreciation of significant poems, how they are written and how they speak to human concerns. Presents those elements of poetry, language, form, metrics, style, and voice that serve as a basis for further study and enjoyment of poetry.

ENG107 World Literature

3 credits (3 lec hrs/wk)

This course introduces the student to key literary works and authors of World Literature from the Ancient and Classical foundations to the Middle Ages. Students should consider taking History of Western Civilization concurrently.

ENG108 World Literature

3 credits (3 lec hrs/wk)

This course introduces the student to key literary works and authors of World Literature from the late Middle Ages to the Renaissance. Students should consider taking History of Western Civilization concurrently.

ENG109 World Literature

3 credits (3 lec hrs/wk)

This course introduces the student to key literary works and authors of World Literature from the enlightenment to modern and contemporary writings. Occasional study of literature of other cultures may be introduced. Students should consider taking History of Western Civilization concurrently.

ENG198/298 Independent Study in Literature

1-3 credits (hrs to be arranged)

Prerequisite: Instructor consent.

ENG201 Shakespeare

3 credits (3 lec hrs/wk)

This course is an introduction to Shakespeare's early dramatic literature with an emphasis on the timelessness of his ideas and themes, the formal demands of drama, and the development of the artist. The plays for this term are drawn from early histories and comedies.

ENG202 Shakespeare

3 credits (3 lec hrs/wk)

This course is an introduction to Shakespeare's middle period, with an emphasis on the timelessness of his ideas and themes, the formal demands of drama, and the development of the artist. The plays for this term are drawn from middle comedies and tragedies.

ENG203 Shakespeare

3 credits (3 lec hrs/wk)

This course is an introduction to the dramatic literature of Shakespeare's later period with an emphasis on the timelessness of his ideas and themes, the formal demands of drama, and the development of the artist. The plays for this term are drawn from the later comedies, tragedies and romances.

ENG204 Survey of English Literature

3 credits (3 lec hrs/wk)

Discusses the literary documents and authors of the British Isles from Anglo-Saxon beginnings through the sixteenth century. Surveys surviving Celtic materials and their influence on British literature. Focuses on, but is not necessarily limited to, characteristic works and major figures of the period.

ENG205 Survey of English Literature

3 credits (3 lec hrs/wk)

This course discusses the literary documents and authors of the British Isles from the sixteenth century through the early nineteenth century. The study will focus on characteristic works and major figures of the period.

ENG206 Survey of English Literature

3 credits (3 lec hrs/wk)

This course discusses the literary documents and authors of the British Isles of the nineteenth and twentieth centuries and the historic context.

COURSE DESCRIPTIONS

ENG262 Worlds and Writings of J.R. R. Tolkien

3 credits (3 lec hrs/wk)

Examines and evaluates the works of Tolkien, Tolkien's role in the creation of the genre of fantasy literature, and the ways in which Tolkien's works reflect 20th century concerns about power and the environment.

MACHINE TOOL

MT101 Machine Tool Processes I

3 credits (1 lec, 4 lec/lab hrs/wk)

Introduce machine tool technology including an overview of typical, traditional, and Computer Numerically Controlled (CNC) machines commonly found in industry. The function, basic operation and setup, and tooling will be studied, with practical application on lathes, milling machines, drill press, and grinders, and how blueprints and math are applied on the job. Introduction to bench work, basic measurement, lathe, and bench grinders.

MT102 Machine Tool Processes II

3 credits (1 lec, 4 lec/lab hrs/wk)

This second course in this sequence continues the study of machine tool operations and setup, with emphasis on the vertical milling machines, tool sharpening by hand and advanced lathe setups such as threading and tapering. Machine theory and precision measurement is studied and applied. Students gain sound understanding of why machine tools are the basis of manufacturing. Prerequisite: MT101 with a 'C' or better.

MT103 Machine Tool Processes III

3 credits (1 lec, 4 lec/lab hrs/wk)

In this third course of the basic sequence the student will study the operation and setup of the tool and cutter grinder and the horizontal bandsaw. Provides students with an opportunity to apply the skills developed in the two previous courses. Students will have the necessary understanding of why machine tools are the basis of manufacturing. More advanced machine setups will be studied and applied. The students will gain basic skills in the area of computer usage in the machine shop. Prerequisites: MT101 and MT102 with a 'C' or better.

MANUFACTURING TECHNOLOGY

MFG100 Safety for Fabrication

2 credits (2 lec hrs/wk)

This course is a comprehensive study of safety issues in a metals fabrication shop environment. Topics will include personal protective equipment (PPE), hazards in a welding environment, personal safety in the work environment, machine safety and guarding, hazardous materials/waste, fire safety, crane and forklift safety, confined spaces hazards, biohazards and blood-borne pathogens, MSDS forms and general shop safety.

MFG4101 Electrical/Electronic Principles

3 credits (6 lec/lab hrs/wk)

Introduces the concepts and applications of various technologies found in the manufacturing industry, including actuators, transducers, drives, motors, and combinations of devices used for control and monitoring of industrial processes. Emphasis on hands-on applications of electrical/electronic measurement of physical properties, sensing and control of motion, fault diagnosis, and preventative maintenance.

MFG4102 Mechanical Principles

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

Presents a study of the principles, concepts and applications of various mechanisms encountered in industry, including belt drives, chain drives, and linkages. Subject matter on mechanical components and systems covers operational principles, uses, maintenance, trouble-shooting, and procedures for repair and replacement. Emphasis on hands-on setup of various drive systems, use of common precision measuring equipment, and the properties of various sealant materials.

MFG4103 Hydraulic/Pneumatic Principles

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

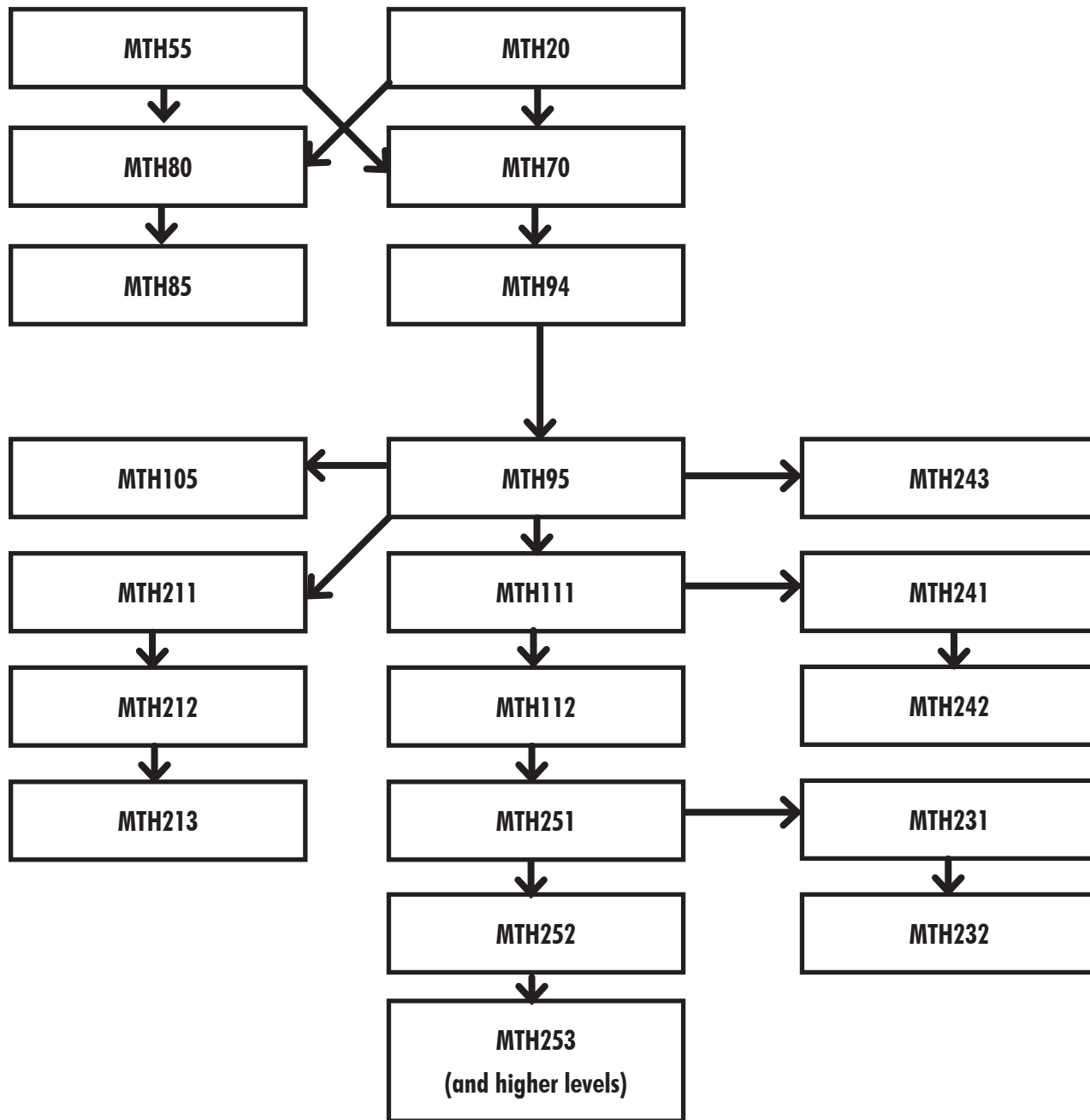
An overview of fluid power technology and a basic working knowledge of the components used in fluid power circuits of hydraulic and pneumatic systems. Hands-on setups of various fluid circuits, and using standard hydraulic/pneumatic schematics will be an important part of the laboratory applications. Fluid power will include operational principles, uses, preventative and periodic maintenance, troubleshooting, and procedures for repair and replacement.

MFG4180 Field Experience

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

The student is required to be employed in a manufacturing-related position for an organization or company utilizing manufacturing principles, methods, techniques, and/or skills. Prerequisite: Instructor consent.

SEQUENCE OF MATHEMATICS COURSES



MATHEMATICS

MTH20 Basic Mathematics

4 credits (4 lec hrs/wk)

A course designed to (1) introduce students to various applications of basic mathematics and (2) prepare students for elementary algebra by strengthening their foundations in the real number system. Topics include: whole numbers and their operations, fraction and decimal notation, ratio and proportion, percent notation, geometry, and signed numbers and their operations. Prerequisite: Appropriate score on placement test.

MTH55 Introductory Technical Mathematics

3 credits (3 lec hrs/wk)

Basic arithmetic operations, with an emphasis on applications. Offered by the mathematics department in cooperation with the Professional Technical Education faculty. Prerequisite: Appropriate score on placement test.

MTH70 Elementary Algebra

4 credits (4 lec hrs/wk)

A study of the concepts and principles considered in introductory algebra. Topics include: signed numbers; algebraic expressions; linear equations and inequalities; graphs of linear equations; polynomial expressions, operations, and factorizations; quadratic equations; square roots and radical expressions. Prospective students are not required to have previous experience with algebra. Prerequisite: MTH20 with a 'C' or better or an appropriate score on placement test

MTH80 Technical Mathematics I

4 credits (4 lec hrs/wk)

Basic geometric concepts with applications, graphing in a rectangular coordinate system, basic algebra concepts with applications, basic statistics, and right-triangle trigonometry. Offered by the mathematics department in cooperation with the Professional Technical Education faculty. Prerequisite: MTH20 or MTH55 with a 'C' or better.

COURSE
DESCRIPTIONS

COURSE DESCRIPTIONS

MTH81 Applied Mathematics for Culinary Arts

4 credits (4 lec hrs/wk)

Includes basic algebraic concepts with culinary applications, basic statistics and graphing, graphing in a rectangular coordinate system, and weights, measures and metric conversions. Offered by the mathematics department in cooperation with the culinary education faculty. Enrollment in the culinary program required as a co-requisite for this course. Prerequisites: MTH*20 or MTH*55 with a 'C' or better or appropriate placement test score.

MTH85 Technical Mathematics II

3 credits (3 lec hrs/wk)

Introduction to plane trigonometry emphasizing practical applications. Offered by the mathematics department in cooperation with the Professional Technical Education faculty. Prerequisite: MTH80 with a 'C' or better.

MTH94 Intermediate Algebra I

4 credits (4 lec hrs/wk)

A study of the concepts and principles considered in intermediate algebra. Topics include: linear equations and inequalities, the Cartesian plane, graphs of equations, functions and their graphs, polynomial operations and factorizations, rational expressions and equations. Prerequisite: MTH70 with a 'C' or better, or appropriate score on placement test.

MTH95 Intermediate Algebra II

4 credits (4 lec hrs/wk)

A study of the concepts and principles considered in intermediate algebra. Topics include: radical expressions, complex numbers, quadratic equations, quadratic functions and their graphs, conic sections, exponential and logarithmic functions and their graphs and exponential and logarithmic equations. Prerequisite: MTH94 with a 'C' or better.

MTH105 Introduction to Contemporary Mathematics

4 credits (4 lec hrs/wk)

Topics include probability, statistics, mathematical modeling, problem solving, and logic. This course is designed for students who have completed 1.5 to 2 years of high school algebra and a year of geometry, who have a "non-science" major, and need to complete a term of college-level mathematics. Prerequisite: MTH95 with a 'C' or better or appropriate score on placement test.

MTH111 College Algebra

4 credits (4 lec hrs/wk)

A study of the concepts and principles considered in precalculus. Topics include: rational expressions, solution of equations and inequalities, analysis of functions and their graphs, polynomial and rational functions and their graphs, systems of linear equations, sequences and series. Prerequisite: MTH95 with a 'C' or better or appropriate score on placement test.

MTH112 Elementary Functions

4 credits (4 lec hrs/wk)

A study of the concepts and principles considered in precalculus. Topics include: exponential and logarithmic functions and their graphs; exponential and logarithmic equations; trigonometric functions and their graphs; trigonometric identities, equations, and formulas; oblique-triangle trigonometry; complex numbers, and DeMoivre's theorem. Prerequisite: MTH111 with a 'C' or better or appropriate score on placement test.

MTH198/298 Independent Study

1-4 credits (hrs to be arranged)

Prerequisite: Instructor consent.

MTH211 Fundamentals of Elementary Mathematics I

4 credits (4 lec hrs/wk)

A foundation in mathematics for elementary teachers. Topics include: introduction to problem solving, number systems, number theory, logic, sets, relations, and functions. Prerequisite: MTH95 with a 'C' or better or appropriate score on placement test.

MTH212 Fundamentals of Elementary Mathematics II

4 credits (4 lec hrs/wk)

A foundation in mathematics for elementary teachers. Topics include: rational numbers, exponents, decimals, and applications. Probability and statistics will be introduced. Prerequisite: MTH211 with a 'C' or better.

MTH213 Fundamentals of Elementary Mathematics III

4 credits (4 lec hrs/wk)

A foundation in mathematics for elementary teachers. Topics include Euclidean geometry, constructive geometry, measurement, motion, and tessellation. Prerequisite: MTH212 with a 'C' or better.

MTH231 Elements of Discrete Mathematics I

4 credits (4 lec hrs/wk)

Topics include: propositional calculus (the logic of compound statements), predicate calculus (the logic of quantified statements), elementary number theory and proof methods, sequences and mathematical induction, and set theory. The first course of a two-term sequence strongly recommended for computer engineering, computer science, and mathematics majors. Prerequisite: MTH251 with a 'C' or better.

MTH232 Elements of Discrete Mathematics II

4 credits (4 lec hrs/wk)

Topics include: functions, recursion, graphs of functions, coordinate diagrams, order notation, efficiency of algorithms, relations, partially and totally ordered sets, (topological) graph, and tree theory. The second course of a two-term sequence strongly recommended for computer engineering, computer science and mathematics majors. Prerequisite: MTH231 with a 'C' or better.

MTH241 Calculus for Business and Social Science I

4 credits (4 lec hrs/wk)

Introduction to differential and integral calculus of polynomial, rational, exponential, and logarithmic functions, with applications in the social and manager sciences. The emphasis will be on an intuitive approach and on the applications of differentiation. Prerequisite: MTH111 with a 'C' or better or appropriate score on placement test.

MTH242 Calculus for Business and Social Science II

4 credits (4 lec hrs/wk)

Introduction to differential and integral calculus of polynomial, rational, exponential, and logarithmic functions, with applications in the social and manager sciences. The emphasis will be on an intuitive approach and on the applications of integration. Prerequisite: MTH241 with a 'C' or better or appropriate score on placement test.

MTH243/BA232 Introduction to Probability and Statistics

4 credits (4 lec hrs/wk)

Introduces elementary statistics techniques to aid decision-making in the business environment. Emphasis is on statistical inference, probability, sampling, estimation, and hypothesis testing. Prerequisite: MTH95 with a 'C' or better.

MTH251 Calculus I (Differential Calculus)

4 credits (4 lec hrs/wk)

Topics include: pre-calculus concepts and principles; limits and their properties, continuous functions; derivatives and their properties; the chain rule, implicit differentiation; relative extrema, the first and second derivative tests; applications involving rectilinear motion of a particle and optimization of functions. This course covers the standard differential calculus topics required for engineering, mathematics, and science majors. Prerequisite: MTH112 with a 'C' or better.

MTH252 Calculus II (Integral Calculus)

4 credits (4 lec hrs/wk)

Topics include: anti-derivatives, Riemann sums, integrals and their properties; the first and second fundamental theorems of calculus; calculation of length, area, volume, work, and resultant force via integration; derivatives and integrals of exponential, logarithmic, hyperbolic, and various inverse functions; indeterminate forms and L'Hôpital's rule. This course covers the standard integral calculus topics required for engineering, mathematics, and science majors. Prerequisite: MTH251 with a 'C' or better.

MTH253 Calculus III (Infinite Sequences and Series)

4 credits (4 lec hrs/wk)

Topics include: principles of integral evaluation, improper integrals; infinite sequences and series; convergence tests for infinite series; Taylor series for functions; translated and rotated conic sections. This course covers the standard sequences and series topics required for engineering, mathematics, and science majors. Prerequisite: MTH252 with a 'C' or better.

MTH254 Vector Calculus I (Introduction to Vectors and Multidimensional Calculus)

4 credits (4 lec hrs/wk)

Topics include: polar coordinates, conic sections, parametric equations, three-dimensional space, analytic geometry, vector algebra, space curves, vector-valued functions, and vector calculus. Prerequisite: MTH253 with a 'C' or better.

MTH255 Vector Calculus II (Differential and Integral Vector Calculus)

4 credits (4 lec hrs/wk)

Topics include: functions of several variables, partial derivatives; iterated integration; multiple integrals; divergence and curl of vector fields; line and surface integrals; Green's, Gauss', and Stokes' theorems. Prerequisite: MTH254 with a 'C' or better.

MTH256 Differential Equations

4 credits (4 lec hrs/wk)

Topics include: first-order linear and nonlinear ODEs, second order linear ODEs, series solutions to second-order linear ODEs, Laplace transforms, systems of linear ODEs. Prerequisite: MTH255 with a 'C' or better.

MTH260 Matrix Methods and Linear Algebra

4 credits (4 lec hrs/wk)

Topics include: matrix concepts and algebra; determinants and inverses of matrices; solution methods for systems of linear equations; linear independence, linear transformations, and vector spaces; bases and coordinates; eigenvalues and eigenvectors; and diagonalization of matrices. This course covers the standard linear algebra topics required for engineering, mathematics, and science majors. Prerequisite: MTH255 with a 'C' or better.

COURSE DESCRIPTIONS

MTH265 Probability and Statistics with Calculus

4 credits (4 lec hrs/wk)

Topics include: probability theory, random variables and probability distributions, probabilistic expectation, classical discrete and continuous probability distributions, sampling theory and sampling distributions; estimation and confidence intervals, hypothesis tests and statistical significance, curve fitting and regression analysis. A calculus-based probability and statistics course strongly recommended for engineering, mathematics, and science majors. Prerequisite: MTH252 with a 'C' or better.

MEDICAL LABORATORY TECHNOLOGY

MLT2005 Basic Phlebotomy

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

Develops basic understanding and application of blood specimen collection and handling techniques used in the ambulatory care and hospital laboratory setting. Includes state and federal regulations, quality assurance practices, laboratory terminology, staffing and a basic understanding of quality laboratory testing. Students will be required to perform various waived tests and demonstrate an understanding of the necessity of accuracy and attention to detail. This course is restricted for Phlebotomy and Medical Assisting Students. Prerequisite: Acceptance into the Phlebotomy program.

MLT2010 Advanced Phlebotomy

2 credits (2 lec hrs/wk)

This is the second course in the Phlebotomy program sequence. The course introduces new concepts in the clinical laboratory including lab management; state and federal regulations such as HIPPA, CLIA, and Medicare; point of care testing and prevention of laboratory error. Prerequisite: MLT2005 Basic Phlebotomy with a 'C' or better.

MLT2015 Phlebotomy Clinical I

3 credits (9 lab hrs/wk)

This is the first of two clinical lab classes for students enrolled in the Phlebotomy program. This lab experience will introduce the students to the laboratory environment. Students will be applying and demonstrating the knowledge skills and attitudes learned in Basic Phlebotomy. Prerequisite: CIS101, WR115, MTH80, MLT2005, AH111 with a 'C' or better.

MLT2020 Phlebotomy Clinical II

2 credits (6 lab hrs/wk)

This is the second clinical lab for students enrolled in the Phlebotomy program. The students continue to perform venipunctures and other procedures performed by phlebotomists. The students continue to prepare for the Phlebotomy Technician PBT (ASCP) certification. Prerequisite: MLT2010 and MLT2015 with a 'C' or better.

MLT2280 Cooperative Work Experience

8 credits (24 lab hrs/wk)

This course provides the student an opportunity to gain on-the-job experience in coordinator approved situations that closely parallel with the field of study. Prerequisite: Instructor consent and acceptable background check and drug screening.

MUSIC

MUS101 Music Fundamentals

3 credits (3 lec hrs/wk)

A preparatory course for private instruction, for ensemble participation, and for a better understanding of music and music history. Music fundamentals, scales, key signatures, meter, notation, chords, non-harmonics, introduction to piano, and sight-singing. Recommended for music minors, beginning musicians, and preparatory for some music majors. (Contact music advisor for proper placement.)

MUS111/112/113 Music Theory I

3 credits (3 lec hrs/wk)

A course to instruct in the fundamentals of music, figured bass analysis, four part composition, chords with sevenths, secondary dominants, modulation, and basic musical form. This is a preparatory course for private instruction, for ensemble participation, and for a better understanding of music and music history. Required for music majors and minors, recommended for beginning and intermediate musicians. Prerequisites: For MUS112; MUS111. For MUS113; MUS112. Concurrent: For MUS111; MUS131. MUS112; MUS132. MUS113; MUS133.

MUS114/115/116 Aural Skills I

1 credit (2 lec/lab hrs/wk)

Learn to hear music and identify tones and chords (Dictation), transfer music notation and communicate notation by voice (Sight Singing) Learn to hear what we see (Sight Singing) and be able to see what we hear (Dictation). Prerequisites: For MUS115; MUS114. For MUS116; MUS115.

MUS120 FINALE: Music Printing (Computer Composition)

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

Learn to use Finale, a music printing program and secondarily a sequencing program. A wide range of musical capabilities will be put at the disposal of the student. This program will benefit every musician from the elementary to the most advanced. Students will learn to enter both vocal and instrumental music into the computer, how to use musical markings and terminology, how to transpose and arrange and how to prepare a musical composition to be a professional-looking sheet of music. Students will be expected to schedule computer time outside of the class and to maintain personal disks with all of their assignments.

MUS131 Piano Class

1 credit (2 lec/lab hrs/wk)

Piano basics and music fundamentals. Learn to read notes, basic music symbols, perform simple chords, proper finger techniques and major and minor scale performance. Concurrent: MUS111

MUS132 Piano Class

1 credit (2 lec/lab hrs/wk)

Based upon continuing the work in MUS131, all major keys - introduction to minor keys. Performance of chord progressions in major and minor keys, transposition, simple modulations using Deceptive Cadences, Sight Reading, and repertoire. This course is taught in conjunction with MUS112. Prerequisite: MUS131. Concurrent: MUS112.

MUS133 Piano Class

1 credit (2 lec/lab hrs/wk)

Based upon continuing the work in MUS132 all major and minor keys. Performance of chord progressions in all keys, transposition, simple manipulations, sight reading and repertoire. Prerequisite: MUS132. Concurrent: MUS113.

MUS134/135/136 Voice Class

1 credit (1 lec hr/wk)

A study of vocal basics. An introduction to music fundamentals, tone production, abdominal breathing, vowel-consonant clarity, and relaxation techniques.

MUS137 Guitar Class

1 credit (1 lec hr/wk)

Guitar basics and music fundamentals. Learn to read notes, basic music symbols, perform simple to advanced chords, strumming-picking techniques, and "barring." Introduction to Classical Guitar Methods.

MUS161 Jazz Improvisation (Blues and Beginnings)

1 credit (2 lec/lab hrs/wk)

Blues and beginning improvisation. Listening, theory demonstration, explanation and using improvisation in performance. Concurrent: MUP105.

MUS198/298 Independent Study in Music

1-3 credits (hrs to be arranged)

This course allows students to independently increase their knowledge and skills in the discipline of music by studying specific topics which are not part of other 100/200-level music courses or which may not be offered in depth in other 100-level music courses. Instructor supervision and division approval required. Prerequisite: Instructor consent.

MUS201 Introduction to Music and its Literature

3 credits (3 lec hrs/wk)

The study of musical styles and the historical context of music from Antiquity through the Renaissance. Emphasis is on the examination and subsequent appreciation of the music literature and the composers who wrote that music in these time periods. Listening skills for music will also be developed, concentrating on the development of a deeper understanding of music and its role in the cultural context of various historical time periods.

MUS202 Introduction to Music and its Literature

3 credits (3 lec hrs/wk)

The study of musical styles and the historical context of music from the Early Baroque Period through the late Classical Period. Emphasis is on the examination and subsequent appreciation of the music literature and the composers who wrote the music in these time periods. Listening skills for music will also be developed, concentrating on the development of a deeper understanding of music and its role in the cultural context of the various historical time periods.

MUS203 Introduction to Music and its Literature

3 credits (3 lec hrs/wk)

The study of musical styles and the historical context of music from the Romantic Period (1827 - 1900) through the 20th Century and into the 21st Century. Emphasis is on the examination and subsequent appreciation of the music literature and the composers who wrote that music in these time periods. Listening skills for music will also be developed, concentrating on the development of a deeper understanding of music and its role in the cultural context of the various historical time periods.

MUS205 Introduction to Jazz History

3 credits (3 lec hrs/wk)

An introduction to the one true American Music Genre. Exploring the beginning of Jazz, Early Blues, Dixieland, the Big Band Era, BeBop, Fusion, Free Form Jazz, Contemporary Jazz, and Straight Ahead Jazz. Students will also be introduced to Rhythm and Blues, Gospel and Early Rock and Roll. This course has been approved to meet our Cultural Literacy requirement.

MUS206 Introduction to History of Rock and Roll

3 credits (3 lec hrs/wk)

A survey of Rock music from its origins to the present as revealed through the study of the most innovative and influential artists of this American musical form. Emphasis is placed on building listening and comprehension skills through listening to Rock and Roll, in-class discussion of the music, class assignments, research and reading of the text.

MUS211 Music Theory II

3 credits (3 lec hrs/wk)

A study of polyphony, counterpoint, extended chromatically altered chords, and 20th century composition. Prerequisite: MUS113. Concurrent: MUS114.

MUS212 Music Theory II

3 credits (3 lec hrs/wk)

A study of polyphony, counterpoint, chromatic chords, and 20th century composition. Prerequisite: MUS211. Concurrent: MUS224.

MUS213 Music Theory II

3 credits (3 lec hrs/wk)

A study of polyphony, counterpoint, extended and chromatically altered chords, and 20th century composition. Prerequisite: MUS212. Concurrent: MUS225.

COURSE DESCRIPTIONS

MUS221 Arranging I

1 credit (2 lec/lab hrs/wk)

Basic arranging techniques, instrumentation and notation practices for live rhythm section, lead vocal, score preparation, parts preparation, notation and nomenclature in contemporary styles. Prerequisite: MUS226.

MUS222 Arranging II

1 credit (2 lec/lab hrs/wk)

A continuation of rhythm section arranging with the addition of one or two horns; saxophone and trumpet. Discussion of transposition and range on contemporary music styles. Prerequisite: MUS221.

MUS223 Arranging III

1 credit (2 lec/lab hrs/wk)

The third level of this series focuses on various contemporary applications of small horn section writing with rhythm section. Voicings and styles is discussed. Prerequisite: MUS222.

MUS224/225/226 Sight Singing, Ear Training II

1 credit (2 lec/lab hrs/wk)

This class is designed to teach the student to hear, identify, write and sing melodies, chords and rhythm from sight and by listening to melodic and harmonic material played for the student. Music majors take three terms. Prerequisites: For MUS224; MUS116. For MUS225; MUS224. For MUS226; MUS225. Concurrent: For MUS224; MUS212 and MUS231. For MUS225; MUS212 and MUS232. For MUS226; MUS 213 and MUS233.

MUSIC PERFORMANCE

Note: All music ensemble credits are transferable and can be used as elective credits up to 12 credits. Most music programs require 12 ensemble credits.

MUP105 Jazz Band

1 credit (2 lec/lab hrs/wk)

The sounds of the "Big Band" era. This group performs regularly both locally and throughout the state. Students may be asked to audition.

MUP114 Stage Band

1 credit (2 lec/lab hrs/wk)

A performance ensemble which rehearses and performs the appropriate musical literature chosen by the instructor. Instruction will be given to individuals, as well as the ensemble on how to improve the overall musical effect. Pop ballads to jazz, both traditional and non-traditional. Intermediate and advanced musicians are admitted. Instructor consent is not required for the student to register for the class, but the student may be asked by the instructor to demonstrate their ability.

MUP121 Symphonic Choir

1 credit (2 lec/lab hrs/wk)

A large choral ensemble performing the works of major composers, encompassing all musical periods and styles. Students may be asked to audition.

MUP123 Opera

1-3 credits (2-6 lec/lab hrs/wk)

Operas, opera selections, operatic arias or operettas done in costumes, staging and concert style. Students may be asked to audition.

MUP125 Vocal Jazz (Southwesters)

2 credits (4 lec/lab hrs/wk)

Pop ballads, early rock and roll, traditional jazz, and blues will be the material rehearsed and performed by this ensemble. Emphasis will be placed upon the dynamics of live performance. Students may be asked to audition.

MUP131 Chamber Choir

2 credits (4 lec/lab hrs/wk)

Small choral ensemble performing the major works and the octavo literature of prominent composers of every musical period. Student may be asked to audition.

MUP142 Orchestra

1 credit (2 lec/lab hrs/wk)

Strings, woodwinds, brass, and percussion performing the works of composers from every musical period. Intermediate and advanced musicians admitted. Student may be asked to audition.

MUP202A Concert Band

1 credit (2 lec/lab hrs/wk)

A performance ensemble which rehearses and performs the appropriate musical literature chosen by the instructor. Instruction will be given to individuals, as well as the ensemble on how to improve the overall musical effect. Intermediate and advanced musicians are admitted. Students may be asked to audition.

MUP202B Community Band

1 credit (2 lec/lab hrs/wk)

A performance ensemble which rehearses and performs marches, traditional band literature, classical literature arranged for concert band. Intermediate and advanced musicians are admitted. Students may be asked to audition.

Individual Lessons

1-2 credits (2-4 lec/lab hrs/wk)

Individual lessons are arranged with the instructor, based upon available time and space. Instructor consent is required for all private lessons. All credits for private lessons are transferable. Music majors are expected to have a primary instrument of performance and be enrolled for individual instruction. Lessons are given for all levels of musicianship.

MUP171/271 Piano MUP174/274 Voice

MUP175/275 Violin/Fiddle

MUP178/278 Bass Guitar

MUP180/280 Guitar

MUP 181/281 Flute MUP182/282 Oboe

MUP183/283 Clarinet MUP184/284 Saxophone

MUP186/286 Trumpet MUP187/287 French Horn

MUP188/288 Trombone MUP191/291 Percussion

NURSING

NRS110 Fundamentals of Nursing - Health Promotions

9 credits (5 lec, 3 lab, 10 lec/lab hrs/wk)

This course introduces the learner to the framework of the OCNE curriculum. The emphasis on health promotion across the life span includes learning about self-health, as well as client health practices. To support self and client health practices, students learn to access research evidence about healthy lifestyle patterns and risk factors for disease/illness, apply growth and development theory, interview clients in a culturally sensitive manner, work as members of a multidisciplinary team giving and receiving feedback about performance, and use reflective thinking about their practice as nursing students. Populations studied in the course include children, adults, older adults and the family experiencing a normal pregnancy. Includes classroom and clinical learning experiences. Prerequisite: Minimum of 49 prerequisite credits with a 3.00 GPA or higher and acceptance into the Nursing Program.

NRS111 Foundations of Nursing in Chronic Illness I

6 credits (3 lec, 3 lab, 9 lec/lab hrs/wk)

This course introduces chronic illness assessment and interventions across the lifespan. The client and family's "lived experience" of the illness, practice guidelines and research evidence are used to guide clinical judgment in the care of the chronically ill. Roles of the multidisciplinary team and legal aspects of delegation are explored. Prerequisite: NRS110 with a 'C' or better. Concurrent: NRS230 and NRS232.

NRS112 Foundations of Nursing in Acute Care I

6 credits (3 lec, 3 lab, 9 lec/lab hrs/wk)

This course introduces the learner to assessment and common interventions and technical procedures for patient care during an acute episode of disease/illness. Disease/illness trajectories and their translation into clinical practice guidelines and/or standard procedures are considered in relation to their impact on providing culturally sensitive, client-centered care. Includes classroom and clinical learning experiences. Prerequisite: NRS111, NRS230 and NRS232 with a 'C' or better. Concurrent: NRS231 and NRS233.

NRS120 Kaplan NCLEX-RN Preparation

6 credits (3 lec, 3 lab, 9 lec/lab hrs/wk)

This course consists of a systematic review of nursing material for the NCLEX-RN Exam, as well as practice on NCLEX style test questions. Prerequisite: NRS110, 111, 230, 232, 112, 231, 233, 222, and 221 with a 'C' or better. Concurrent: NRS224.

NRS221 Foundations of Nursing in Chronic Illness II and End-of-Life

9 credits (5 lec, 3 lab, 10 lec/lab hrs/wk)

This course builds on Foundations of Nursing in Chronic Illness I. The evidence base of nursing interventions related to family care giving, relationships, functional status, and symptom management is a major focus. Advocacy, self-determination, and autonomy issues are addressed within the framework of cultural beliefs and lifespan issues. Includes classroom and clinical learning experiences. Prerequisite: NRS222 with a 'C' or better.

NRS222 Foundations of Nursing in Acute Care II and End-of-Life

9 credits (5 lec, 3 lab, 10 lec/lab hrs/wk)

This course builds on Nursing in Acute Care I focusing on complex and or unstable patient care situations. The emphasis is on development of clinical judgment in managing patient and family care issues in the acute care setting. Examples include acute conditions affecting multiple body systems, and legal and ethical issues. Includes classroom and clinical learning experiences. Prerequisite: NRS112, NRS231 and NRS233 with a 'C' or better.

NRS224 Scope of Practice/Integrated Practicum

9 credits (2 lec, 21 lab, hrs/wk)

This course is designed to formalize the clinical judgments, knowledge and skills necessary in safe, registered nurse practice. Faculty/preceptor/student analysis and reflection throughout the experience provide the student with evaluative criteria against which they can judge their own performance and develop a practice framework. Prerequisite: NRS221 with a 'C' or better.

NRS230 Clinical Pharmacology I

3 credits (3 lec hrs/wk)

This two course sequence introduces the theoretical background related to drugs and natural products used by clients throughout the lifespan. Drugs are studied by therapeutic class. Students will learn to administer medications safely using current, reliable research evidence. Client education and working within the client and clinical environment are emphasized. Prerequisite: NRS110 with a 'C' or better. Concurrent: NRS111 and NRS232.

NRS231 Clinical Pharmacology II

3 credits (3 lec hrs/wk)

Clinical Pharmacology II builds on a theoretical background that enables students to provide safe and effective care related to medication administration. The course addresses additional classes of drugs and related natural products not contained in Clinical Pharmacology I. Prerequisite: NRS111, NRS230, NRS232 with a 'C' or better. Concurrent: NRS112 and NRS233.

NRS232 Pathophysiological Processes I

3 credits (3 lec hrs/wk)

This course introduces pathophysiological processes that contribute to disease states across the lifespan. Students learn to make selective clinical decisions using current reliable evidence based research. Assessments, teaching and communicating with clients and health care team members about pathophysiological processes are emphasized. Prerequisite: NRS110 with a 'C' or better. Concurrent: NRS111 and NRS230.

NRS233 Pathophysiological Processes II

3 credits (3 lec hrs/wk)

This course continues to explore pathophysiological processes that contribute to disease states across the lifespan and human responses to those processes. The course addresses additional disease entities not contained in Pathophysiological Process I. Prerequisite: NRS111, NRS230, NRS232 with a 'C' or better. Concurrent: NRS112 and NRS231.

NUR546 Basic Nursing Assistant

8 credits (52 lec, 101 lab hrs total)

This course prepares a Basic Nursing Assistant to be eligible for certification as outlined by the Oregon State Board of Nursing. The student is prepared to care for clients in a variety of settings including long-term care, intermediate care, home health, hospice care, acute care, foster care, and assisted living situations. Prerequisites: CPR Certification: Heartsaver from the American Heart Association or Adult CPR from the American Red Cross; Pre-application testing, health assessment, immunization status.

NUR9101 Certified Nursing Assistant (CNA-2) Core Training

3 credits (22 lec, 22 lec/lab hrs total)

This course is for the currently Certified Nursing Assistant 1, who assists licensed nursing personnel in the provision of nursing care. The Core Curriculum content is the foundation of every CNA-2 Nursing Assistant training program. This course will provide the knowledge, skills and abilities at a greater depth than a level 1 training program and provides preparation for a role in one or more of the Oregon State Board of Nursing approved category areas (acute care, dementia care, restorative care). Prerequisites: NUR546/9190 Basic Nursing Assistant.

NUR9102 Certified Nursing Assistant (CNA-2) Acute Care

2 credits (11 lec, 27.5 lec/lab hrs total)

The CNA-2 course is for the currently Certified Nursing Assistant 1 who assists licensed nursing personnel in the provision of nursing care. This course will expand the breadth and depth of the Certified Nursing Assistant 1's knowledge, skills and abilities of the care of person's with acute illnesses. It will prepare the CNA level 1 for certification for CNA-2 Acute Care as specified by the Oregon State Board of Nursing. Prerequisites: NUR546/9190 Basic Nursing Assistant and NUR9101 CNA-2 Core with a 'C' or better.

NUR9103 Certified Nursing Assistant (CNA-2) Dementia Care

2 credits (11 lec, 22 lec/lab hrs total)

The CNA-2 Dementia Care Training Program will expand the breadth and depth of the CNA-1's knowledge of the care of person's with dementia. Guided clinical experience with person's with dementia will allow the CNA-1 to integrate the advance knowledge with patient care functions. The CNA will gain an understanding of the importance of observations, rationale for care provided, and parameters for reporting to the licensed nurse. A CNA-2 Dementia Care will be able to provide opportunities for optimal personal independence

and support behaviors that promote healing. Prerequisites: NUR546/9190 Basic Nursing Assistant and NUR9101 CNA-2 Core with a 'C' or better.

NUR9104 Certified Nursing Assistant (CNA-2) Restorative Care

2 credits (11 lec, 22 lec/lab hrs total)

The CNA-2 Restorative Care course is for the currently Certified Nursing Assistant 1 who assists licensed nursing personnel in the provision of nursing care. This course will provide the Certified Nursing Assistant with the knowledge, skills, and abilities to help clients obtain and maintain their highest level of functioning. It will prepare the CNA level 1 for certification for CNA 2 Restorative Care as specified by the Oregon State Board of Nursing. Prerequisites: NUR546/9190 Basic Nursing Assistant and NUR9101 CNA-2 Core with a 'C' or better.

NUR9190 Basic Nursing Assistant Didactic (Online)

5 credits (55 lec hrs total)

This course prepares a Basic Nursing Assistant to be eligible for certification as outlined by the Oregon State Board of Nursing. The student is prepared to care for clients in a variety of settings including; long-term care, intermediate care, home health, hospice care, acute care, foster care and assisted living situations. Prerequisite: Application process, CPR Certification: Heartsaver from the American Heart Association or Adult CPR from the American Red Cross; Pre-application testing, health assessment, and immunization status.

NUR9190L Basic Nursing Assistant Lab/Clinical (Online)

4 credits (24 lab, 75 lec/lab hrs total)

This course prepares a Basic Nursing Assistant to be eligible for certification as outlined by the Oregon State Board of Nursing. The student is prepared to care for clients in a variety of settings including; long-term care, intermediate care, home health, hospice care, acute care, foster care and assisted living situations. Prerequisite: Application process, CPR Certification: Heartsaver from the American Heart Association or Adult CPR from the American Red Cross; Pre-application testing, health assessment, and immunization status.

NUTRITION

FN155 Nutrition in Early Childhood Programs

1 credit (1 lec hr/wk)

This course covers nutrition aspects related to the early childhood years (birth to eight years) and includes information about serving healthy foods for child care and education programs. Information on teaching nutrition activities in developmentally appropriate ways are also covered in the course.

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.

OFFICE ADMINISTRATION

OA2280 Cooperative Work Experience

1-6 credits (4-24 lab hrs/wk)

Gain on-the-job experience in coordinator-approved office situations that closely parallel with field of study. Prerequisite: Instructor consent.

OA2591 Proofreading and Editing

3 credits (3 lec hrs/wk)

This course is designed to prepare students to proofread and edit business documents. It includes a review of punctuation, capitalization, grammar and spelling as applied to producing and editing commonly used documents found in the business office. Use a reference manual, and learn collaborative document processing techniques. Prerequisite: WR115 or higher with a 'C' or better.

OA116 Office Procedures

3 credits (3 lec hrs/wk)

Office Procedures presents the methods, concepts and procedures for business office operations. This includes understanding the office environment and organizing an efficient workplace. It also includes information on office technology, communications, office ethics, scheduling, an overview of records management, meetings, travel and career advancement. Prerequisite: CIS120 with a 'C' or better.

OA121 Keyboarding I

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

Presents principles of touch method typing. Typing speed and accuracy are developed through drills and practice using the touch method of typing. Students are introduced to basic production work in the form of business and personal letters, tables, manuscripts, and memos. This course is considered a supportive course.

OA124 Keyboard Skill Building

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

Development of speed and accuracy utilizing a diagnostic approach to individual skill assessment and prescribed drill work. Prerequisite: OA121 with a 'C' or better.

OA131 Legal Secretary Procedures I

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

This course introduces the student to the law office, to the courts and to the law library; ethics and duties of the legal secretary; familiarization with national, state and local professional organizations; qualifications, duties and responsibilities of a notary public; the purpose, form and disposition of selected non-court documents; practice given to office documents and legal correspondence. Prerequisites: WR90 and CIS125W 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).

OA292 Administrative Professional Capstone

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

This course offers students the opportunity to participate in dynamic business simulations that provide experience in working as team members in a professional environment. Includes practice in using integrated software skills, office procedures, oral and written communications, analyzing information, problem solving, decision making, prioritizing, and using time management skills. Prerequisites: BA206, 224, 205 and CIS245 with a 'C' or better.

PHARMACY

Note: Students must successfully complete all courses (attain a grade of 'C' or better) in a quarter of the Pharmacy Technician curriculum before advancing to the next quarter.

PHAR5470 Introduction to Pharmacy Law: Practice and Law

4 credits (4 lec hrs/wk)

This course introduces students to the career of Pharmacy Technician. It explores history, potential workplace options and personnel related to pharmaceutical services, including pharmacy ethics. A general overview of the knowledge base required for the occupation and an introduction to standard pharmacy references, Federal and State law, is provided.

PHAR5472 Pharmacology I

3 credits (3 lec hrs/wk)

This basic course introduces the student to generic and trade names of common therapeutic drugs. Drug categories and drug use in prevention of, or interference with, disease processes are discussed. Important contra-indication, side effects, cautions, and interactions regarding drug use are included. The course also covers common nonprescription drugs. Prerequisites: AH111 and RD101 with a 'C' or better or COMPASS Reading score of 85 or higher.

PHAR5473 Pharmacology II

3 credits (3 lec hrs/wk)

This basic course continues the student's introduction to generic trade names of common therapeutic drugs. Drug categories and drug use in prevention of, or interference with, disease processes are discussed. Important contra-indication, side effects, cautions, and interactions regarding drug use are included. The course also covers common nonprescription drugs. Prerequisites: PHAR5472, PHAR5474 and PHAR5475 with a 'C' or better.

PHAR5474 Pharmacy Calculations

2 credits (2 lec hrs/wk)

This course reviews basic mathematics and includes the application of math concepts in the performance of certain Pharmacy Technician duties (and other health care provider duties). It covers systems of weight, measure, and temperature and the conversion from one system to another. The basics of retail accounting are introduced. Students develop the capabilities needed to calculate dosages, drug amount or volume, percent concentrations, milli-equivalents, and intravenous infusion rates. Prerequisite: MTH70 with a 'C' or better, or COMPASS Algebra score of 26-70.

PHAR5475 Pharmacy Technician Procedures I: Retail Chain and Independent

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

This course is designed to provide students with the knowledge and skills needed in the performance of technical pharmacy tasks. These include ambulatory, prescription processing, compounding and pre-packing, communications, and computer operations. Prerequisite: PHAR5470 with a 'C' or better.

PHAR5476 Pharmacy Technician Procedures II: Institutional Hospital and Extended Care

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

This course is designed to provide students with the knowledge and skills needed in the performance of technical pharmacy tasks. These include hospital dispensing systems, compounding and pre-packing, communications, computer operations, aseptic technique, IV prep admixtures, and oncology preparations. Prerequisites: PHAR5470, PHAR5472, PHAR5474, and PHAR5475 with a 'C' or better.

PHAR5477 Pharmacy Records Management

3 credits (3 lec hrs/wk)

This course is designed to provide knowledge and skills in preparing, maintaining, and storing a multiple of pharmacy records. The student will have practice typing a variety of instructional and retail prescription labels, and be capable of producing at a predetermined, satisfactory rate. Prerequisites: PHAR5470, PHAR5472, PHAR5474, and PHAR5475 with a 'C' or better.

PHAR5478 Pharmacy Technician Practicum

3 credits (9 lab hrs/wk)

Pharmacy experience in retail and/or institutional pharmacy practice. Instruction and supervision provided by staff or participating agencies. Concurrent classroom activities are included. Prerequisites: PHAR5470, PHAR5472, PHAR5474, and PHAR5475 with a 'C' or better.

PHILOSOPHY

PHL101 Introduction to Philosophy: Philosophical Problems

3 credits (3 lec hrs/wk)

Introduces students to the philosophical quest for wisdom for the purpose of personal transformation: to understand themselves, reality, and their place within it by exploring fundamental questions and problems of metaphysics (the study of the nature of reality) and epistemology (the study of knowledge and truth) from a cross-cultural perspective. Prerequisite: WR121 with a 'C' or better.

PHL102 Ethics

3 credits (3 lec hrs/wk)

Investigates the nature of moral philosophy by examining ethical theories from a variety of cultural traditions, as well as issues in applied ethics such as just war and pacifism, euthanasia, environmental ethics and cloning. Enables students to develop and reflect critically on their own ethical stance. Prerequisite: WR121 with a 'C' or better.

PHL103 Introduction to Logic and Critical Thinking

3 credits (3 lec hrs/wk)

Focuses on improving critical reasoning skills in academic studies and daily life by examining the basic concepts of logic and critical thinking; the use of language; propaganda and double speak; and informal fallacies in academic arguments, editorials, letters to the editor, and advertising. Attention given to writing arguments and position papers. Prerequisite: WR121 with a 'C' or better.

PHYSICAL EDUCATION

PE6230 Introduction to Golf Caddying

1 credit (22 lec/lab hrs total)

This course prepares students with an understanding of the game of golf and the role of the golf caddy. The class covers the rules and regulations of golf, the etiquette of golf and how customer service plays a role in the caddying experience. Students will practice caddying techniques on a golf course.

PE131 Introduction to Health and Physical Education

3 credits (3 lec hrs/wk)

This course provides an orientation and foundational understanding of the academic disciplines and professions that lie beneath the umbrella of physical education, fitness, and sport. Students learn the underpinnings of historical and contemporary development in the disciplines, and broaden their understanding of opportunities available within related professions.

PE185 Physical Education

1 credit (variable hours)

Provides students with an activity that will promote physical and emotional well-being. Enables the student to develop and/or pursue lifelong physical activity. Class meets three hours a week. Some courses have prerequisites or require instructor consent. Special arrangements may be made for restricted or corrective work.

Badminton
Ballroom Dance
Baseball
Basketball
Bicycling
Bowling
Canoeing
Cross Country
Golf
Turbo Kick
Gymnastics
Rock Climbing
Judo

Karate
Kayaking
Physical Cond.
Plyometrics
Soccer
Softball
Super Circuit
Tennis
Track & Field
Zumba
Volleyball
Weight Training
Wrestling

PE208/SOC208 Sociology of Sport

3 credits (3 lec, hrs/wk)

Discusses identification and analysis of social problems in relation to sport and the world. Topics include (but are not limited to) the following: sport and culture, sport and socialization, sport and race, sport and gender, sport and collective behavior, and sport and social behavior with focus on feasible solutions.

PE210 Theory of Coaching

3 credits (3 lec hrs/wk)

A survey of issues encountered by coaches in all sports. Topics will include, but not be limited to communication with players, colleagues and administration, ethical issues and responsibilities, coaching philosophies, relations with media and community, time management, coach and athlete motivation, mental training skills, and equipment and facilities management.

PE231 Wellness for Life

3 credits (3 lec hrs/wk)

Physical assessment techniques to assess present strength, flexibility, and cardiovascular health will be administered in this course. Students will receive informational tools needed to facilitate positive change in their present state of fitness. Basic blood work will assess cholesterol, glucose, and other results. Health issues and concepts are also covered.

PE259 Care and Prevention of Athletic Injuries I

3 credits (3 lec hrs/wk)

This is the first of a two-course sequence with the purpose of exposing students to injuries and conditions that occur in athletics and physical activity. This course prepares students to recognize an injury, evaluate it, and begin appropriate care. Preventive injury techniques are a prominent component of the class.

PE260 Care and Prevention of Athletic Injuries II

3 credits (3 lec hrs/wk)

This is the second of a two-course sequence with the purpose of exposing students to injuries and conditions that occur in athletics and physical activity. This course prepares students to recognize an injury, evaluate it, and begin appropriate care. Preventive injury techniques are a prominent component of the class. Prerequisite: PE259.

PE261 Techniques of Athletic Taping and Bracing

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

This is an introductory course in athletic training and physical education. This course will educate students in the basic principles of athletic taping and bracing by learning theory and application strategies. Students will use multimedia resources and equipment to produce their own field guide textbook as a component of this course.

COURSE DESCRIPTIONS

PE262 Development of Adult Fitness Programs

3 credits (3 lec hrs/wk)

Students will gain experience with developing and supplementing effective older adult fitness programs that promote better health and wellness. This course studies what happens to people as they age, both physically and mentally, and how exercise and healthy lifestyles will promote a better quality of life and longer lifespan.

PE268 Sport Officiating Principles

2 credits (4 lec/lab hrs/wk)

Sport Officiating Principles engages students in both course study and practical experience in sport officiating. Communication, teamwork, decision making, conflict resolution and a variety of opportunities in sport officiating will be covered. Students will prepare to take a national certification exam for sport officiating.

PE280P Practicum: Physical Education/Allied Health

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

This course provides students with opportunities to gain paraprofessional experience in the fields of physical education and allied health. Students learn and develop through supervised observation of and participation with professionals in the fields. Prerequisite: PE131 with a 'C' or better.

PE295 Professional Activities Basketball

2 credits (2 lec/lab hrs/wk)

A professional activities physical education class designed to teach methods and techniques of teaching basketball.

PET264 Concepts of Individual Fitness Programming

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

This course prepares students with knowledge, skills and abilities needed to improve the health and fitness of individuals through personal training. Academic concepts are presented in contemporary practice settings, giving students a foundation in theory and application useful for pursuit of a career in fitness or for personal enrichment.

PET267 Group Fitness Concepts

2 credits (4 lec/lab hrs/wk)

This course is designed to teach the theory, methods and techniques of Group Fitness Concepts. Emphasis will be placed on skill development and instructional methods.

PHYSICS

PH121 Elementary Astronomy

3 credits (3 lec hrs/wk)

A descriptive treatment of the solar system: stars, stellar evolution, galaxies, and cosmology. The results of current space missions are emphasized. Recent discoveries in stellar astronomy will be discussed. Prerequisite: MTH70 with a 'C' or better.

PH211 General Physics with Calculus I

5 credits (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: MTH251 with a grade of 'C' or better.

PH212 General Physics with Calculus II

5 credits (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: PH211 and MTH252 with a grade of 'D' or better.

PH213 General Physics with Calculus III

5 credits (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: PH212 and MTH254 with a grade of 'D' or better.

POLITICAL SCIENCE

PS198/298 Independent Studies in Political Science

1-3 credits (hrs to be arranged)

Prerequisite: Instructor consent.

PS201 American Government: Political Institutions

3 credits (3 lec hrs/wk)

An introduction to American political institutions, processes and ideology, in relation to politics and public policy.

PS202 American Government: Policy Issues

3 credits (3 lec hrs/wk)

This course continues the study of civil liberties and practical application of powers of the federal government to society's problems. Current issues in American politics and the application of federal government powers to society's problems will be addressed.

PS203 Local Politics and Government

3 credits (3 lec hrs/wk)

This course introduces the student to United States state and local governments with comparative political behavior in states and communities. The course defines and discusses the political and institutional processes by which state and local governments make policy and law. The course also examines the role of state and local governments within the federal system of government. Also offered as PS203A, B, C in one-credit modules.

PS205 International Relations: US Foreign Policy in the 20th Century

3 credits (3 lec hrs/wk)

The course focuses on the development of US Foreign Policy within the 20th Century with an emphasis on past precedents, new challenges, and how America's increasing economic interconnectedness with our neighbors has changed our policies. The course uses the World Wars and the Cold War as major events which have shaped American foreign policy and continues to do so.

PS280 Field Experience

1-6 credits (3-18 lab hrs/wk)

This course offers career exploration and workplace experience within a widely defined number of supervised settings which will provide professional experience in the field of Political Science, political organizing, and campaigning. Prerequisite: Instructor consent.

PSYCHOLOGY

PSY100 Introduction to Psychology

4 credits (4 lec hrs/wk)

This course is a survey of psychological perspectives into human behavior. It introduces the student to the overall field of psychology to prepare them for advanced study in psychology. The course is designed to briefly touch on the major tenets of the discipline. This will include a brief description of history and scientific methods and biopsychosocial aspects of human behavior. The major emphasis will be on the practical application of varied topics. Prerequisites: WR90 and RD0753 with a 'C' or better or appropriate placement test scores.

PSY201 General Psychology

3 credits (3 lec hrs/wk)

Introduces principles and theories of human behavior. Stresses scientific methodology, brain and other physiological influences on behavior, learning, sensory, and perceptual processes.

PSY202 General Psychology

3 credits (3 lec hrs/wk)

Focuses on memory, consciousness, language and thinking, lifespan development, and motivation.

PSY203 General Psychology

3 credits (3 lec hrs/wk)

Focuses on emotion, stress, health, intelligence, personality, mental disorders, treatment of mental disorders, and social psychology.

PSY228 Introduction to Social Science Research

3 credits (3 lec hrs/wk)

This course is an introduction to the basic research methods used by social scientists. The course includes an introduction to statistical analysis, observational studies, survey research, and experimental design. Prerequisite: MTH70 with a 'C' or better.

PSY231 Human Sexuality

3 credits (3 lec hrs/wk)

This course is designed to help students explore their attitudes and feelings regarding human sexuality. It will promote an open examination of various dimensions of sexual behaviors and attitudes in a safe judgement free classroom environment.

PSY237 Life Span Development

3 credits (3 lec hrs/wk)

Designed to survey the major principles of behavior and patterns of change in people over the lifespan. Revolves around the area of development in physical, intellectual, social, personality and cross cultural diversity for infants, children, adolescents, adults and the elderly. Within the psychological framework, students will be able to research and apply development concepts to relevant problems in daily life.

PSY239 Introduction to Abnormal Psychology

3 credits (3 lec hrs/wk)

This course discusses the diagnosis, etiology, and therapy of emotional disturbances and behavioral disorders.

PSY243/CJ243 Drugs and Behavior

3 credits (3 lec hrs/wk)

This course is a basic introduction to the principles of drug action on the mind and body and the relationship of substance abuse to crime and criminal justice administration. Drug metabolism and psychopharmacological research findings on legal and illicit drugs are addressed including drug effects, theories of abuse, legislation, enforcement strategies, policy options and treatment, and prevention strategies. Treatment issues and prevention models are related to diverse cultures, lifestyles, gender, age, and the needs of people with disabilities.

READING

RD0751/0752/0753 Reading Skills

1-3 credits (1-3 lec hrs/wk)

A series of courses that provides a systematic approach for identifying and correcting reading difficulties and improving reading efficiency through lecture instruction, skills development and practice. Students improve reading comprehension, fluency, and vocabulary. Prerequisite: Appropriate score on placement test.

RD101/102/103 College Reading I, II, III

1-3 credits (variable hrs)

College Reading presents a systematic approach for improving reading efficiency for those with a 12th grade and above reading level. Students learn an analytical method of reading non-fiction material, which can improve both speed and comprehension. Prerequisites: Appropriate score on placement test.

SOCIOLOGY

SOC105/CJ101 Introduction to Criminology

4 credits (4 lec hrs/wk)

An interdisciplinary and introductory overview of the study of crime, criminal behavior, and the application of theory to crime prevention and offender treatment. Examines the uses and limitations of empirical research methods to the study of crime. Reviews the principal political, economic, social, cultural, psychological, biological, and ideological theories of criminal behavior. Identifies the major categories of crime and discusses the relevance of crime classification. Explores the influence of criminological theory on public policy.

SOC145 Special Topics in Sociology

1-3 credits (variable hrs)

Field study of significant sociological and/or anthropological sites including techniques of inquiry and analysis applied at selected field sites. Introductory lecture covering key issues and techniques required for a field study, followed by an on-site visit. Concurrent: Any Sociology course.

SOC198/298 Independent Studies in Sociology

1-3 credits (hrs to be arranged)

Prerequisite: Instructor consent.

SOC204 General Sociology

3 credits (3 lec hrs/wk)

Focuses on sociology as a science; examines concepts related to human social structure, culture, socialization, status and role, gender roles, social groups, organizations, social stratification, race and ethnic relations.

SOC205 General Sociology

3 credits (3 lec hrs/wk)

Applies sociological perspectives to the study of recent social changes, trends in social institutions of the family, religion, education, economics, politics, medical sociology, plus selected topics.

SOC206 General Sociology

3 credits (3 lec hrs/wk)

Discusses identification and analysis of social problems. Explores addictions, crime and delinquency, group discrimination, inequality, poverty, alienation, domestic and international violence, environment and energy from sociological perspectives, focusing on feasible solutions.

SOC208/PE208 Sociology of Sport

3 credits (3 lec, hrs/wk)

Discusses identification and analysis of social problems in relation to sport and the world. Topics include (but are not limited to) the following: sport and culture, sport and socialization, sport and race, sport and gender, sport and collective behavior, sport and social behavior with focus on feasible solutions.

SOC210 Marriage and the Family

3 credits (3 lec hrs/wk)

Examines intimate relationships, courtship, marriage and family patterns - old, new, and unconventional. The course focuses on how relationships are built, maintained, changed, and how people cope with love, sexuality, children, conflict, divorce, blended families, disabilities, and death of family members.

SOC213 Racial and Ethnic Relations

3 credits (3 lec hrs/wk)

An historical perspective on contemporary problems in American society as related to minority and majority populations.

SOC221/CJ201 Juvenile Delinquency

3 credits (3 lec hrs/wk)

This course presents a philosophical, historical, and practical survey of juvenile justice administration in the United States. Considered in the context of an interdisciplinary framework, theories, factors, and characteristics of delinquency will be presented, and treatment and delinquency prevention programs will be surveyed.

SOC230 Gerontology

3 credits (3 lec hrs/wk)

A survey of the developmental process of aging. Examines social, physical, emotional, spiritual and cultural aspects influencing the experience of aging. Provides essential information required for professional interaction with elders and emphasize a positive view of aging. Discusses current theories, policies, practices, concerns, service and professional opportunities in gerontology.

SPANISH

SPAN101/102/103 First Year Spanish

4 credits (4 lec hrs/wk)

Introduces the written and spoken language of Spanish-speaking people. Includes pronunciation, grammar, vocabulary, and comprehension. Emphasizes speaking, listening comprehension, reading comprehension, and writing. Must be taken in sequence.

SPAN198/298

Independent Study in Spanish

1-4 credits (hrs to be arranged)

Prerequisite: Instructor consent.

SPAN201/202/203 Second Year Spanish

4 credits (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.

SPEECH

SP100 Basic Speech Communications

3 credits (3 lec hrs/wk)

Applies general communication theories of interpersonal, and group communication. Develops an awareness of interpersonal communication as it relates to employment and informational interviewing, group problem-solving, and communication climates.

WELDING

SP111 Fundamentals of Public Speaking (Podium Speaking)

3 credits (3 lec hrs/wk)

Prepare and present original speeches, with emphasis on content, organization, delivery, and technique.

SP218 Interpersonal Communication

3 credits (3 lec hrs/wk)

Focuses on improving communication with oneself in order to improve relationships. Addresses perception, emotions, language, verbal and non-verbal communication, listening, and conflict resolution skills. Prerequisites: WR90 with a 'C' or better and Compass Reading score of 78 or higher.

SP219 Small Group Discussion

3 credits (3 lec hrs/wk)

Focus on skill building and theory in decision making, problem solving, presentation planning, and knowledge of group process. Examine effective small group techniques in a variety of settings. Plan and present group discussions and group presentations. Prerequisites: WR90 with a 'C' or better and Compass Reading score of 78 or higher.

SP220 Gender and Communication

3 credits (3 lec hrs/wk)

Increase understanding and awareness of differences in male and female communication styles. Explore how culture, media, attitudes, and gender roles influence and how they impact communication. Prerequisites: WR90 with a 'C' or better and Compass Reading score of 78 or higher.

WLD4010 Welding Processes I

3 credits (1 lec, 4 lec/lab hrs/wk)

Emphasizes oxy-acetylene welding and cutting, introduction to gas tungsten arc welding (GTAW) and plasma arc cutting, oxy-fuel cutting and scarfing plus air arc gouging and plasma arc gouging. 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, and industrial safety.

WLD4011 Welding Processes II

3 credits (1 lec, 4 lec/lab hrs/wk)

Introduction to Electric Arc Welding Processes emphasizing the basics of Shielded Metal Arc Welding, Gas Metal Arc Welding and Flux Cored Arc Welding. Students will develop basic knowledge and skill in setup and safe use of Shielded Metal Arc Welding (SMAW), Gas Metal Arc Welding (GMAW) and Flux Cored Arc Welding (FCAW) to industry standards.

WLD4047 Advanced Individual Welding

3 credits (6 lec/lab hrs/wk)

Allows the students to either specialize in welding techniques and processes they find appropriate for their needs and/or design, draw, estimate, order material, lay out, and fabricate an individualized project. Student will utilize practical application of industry methods in accomplishing these goals. Prerequisites: WLD4155.

WLD4050 Welding and Joining Processes

3 credits (1 lec, 4 lec/lab hrs/wk)

Introduces 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. Prerequisites: WLD4061 and WLD4125 with a 'C' or better.

WLD4061 Shielded Metal Arc Welding I

6 credits (2 lec, 8 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, vertical welds and overhead using E6010 and E7018 electrodes. Students will be exposed to properties of steel, manipulative techniques for welding, proper joint design and preparation. American Welding Society (AWS) certification standards and testing methods will be used. Lab will apply AWS certification test standards.

WLD4062 Shielded Metal Arc Welding II

3 credits (1 lec, 4 lec/lab hrs/wk)

Emphasizes the application of Shielded Metal Arc Welding primarily with E6010 and E7018 electrodes using constant current type power sources. Properties of steels, manipulative techniques for welding, proper joint design and preparation, and American Welding Society (AWS) certification standards and testing methods will be discussed. Lab activities will cover vertical and overhead welds to AWS certification standards.

WLD4100 Gas Tungsten Arc Welding

3 credits (1 lec, 4 lec/lab hrs/wk)

Covers all aspects of manual gas tungsten arc welding (GTAW) from safety and process operation through welding techniques and applications. Emphasis will be on safety, equipment setup, manual welding techniques, and procedures for both ferrous and non-ferrous materials, quality control and inspection, and industrial codes and procedures.

COURSE DESCRIPTIONS

WLD4125 Gas Metal Arc Welding

3 credits (1 lec, 4 lec/lab hrs/wk)

Covers gas metal arc welding (GMAW) process. The semi-automatic gas metal arc welding (GMAW) process and manual welding techniques will be presented. Equipment needs, setup, joint design, filler metals, shielding gases, welding techniques, along with safety will be stressed. Proper joint design, preparation, and welding techniques. Lab activities will cover all position butt and fillet welds on mild steel, and basic techniques on aluminum and stainless steel.

WLD4126 Flux Cored Arc Welding

3 credits (1 lec, 4 lec/lab hrs/wk)

Covers flux cored arc welding (FCAW) process. The semi-automatic flux cored arc welding (FCAW) process, both with and without shielding gas, and manual welding techniques will be presented. Equipment needs, setup, joint design, filler metals, shielding gases, welding techniques, along with safety, will be stressed. Proper joint design, preparation, and welding to American Welding Society (AWS) certification standards and testing methods will be emphasized. Lab activities will cover all position welds.

WLD4150 Pipe Fitting and Welding

3 credits (1 lec, 4 lec/lab hrs/wk)

Introduces pipe layout, fitting, and arc welding covering basic pipe and piping information, basic pipe layout practices, and basic pipe welding techniques. Safety, quality and proper weld technique will be stressed according to industry standards for appearance and weld soundness. Prerequisites: WLD410 and WLD4061 with a 'C' or better.

WLD4155 Fitting and Fabrication

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

Emphasizes layout and fitting skills applicable to an industrial welding and fabrication shop including reading prints, estimating and ordering material, performing layout and cutting work, fitting pieces into assemblies, and weld-out procedures applicable to fabricating a finished product. Emphasizes problem-solving and cooperation within an industrial-like environment. Safety, accuracy, quality, and a commitment to excellence emphasized. Prerequisite: WLD4061 with a 'C' or better.

WLD4165 Welding Lab A

3 credits (1 lec, 4 lec/lab hrs/wk)

Development of the student's ability to weld on a variety of metals using a variety of welding processes. The skill development of the course will include print reading and interpretation, material layout and cutting, joint preparation, process determination, machine setup, welding and inspection of final project.. Emphasis will be on welding techniques that meet or exceed industrial standards. Prerequisite: WLD4061 with a 'C' or better.

WLD4166 Welding Lab B

3 credits (1 lec, 4 lec/lab hrs/wk)

Continuation of WLD4165 in developing the student's ability to weld on a variety of metals using a variety of welding processes. The skill development of the course will include print reading and interpretation, material layout and cutting, joint preparation, process determination, machine setup, welding and inspection of final project.. Emphasis will be on welding techniques that meet or exceed industrial standards. Prerequisite: WLD4165 with a 'C' or better.

WLD4170 Welder and Manufacturing

3 credits (1 lec, 4 lec/lab hrs/wk)

Emphasizes 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. Prerequisite: WLD4155 with a 'C' or better.

WLD9225 Welding Workshop: Certification

.25-3 credits (8-90 lab hrs total)

Provides experienced welders with lab time for practice in basic welding techniques for skills upgrading and/or certification. The instructor is available for technical assistance. Prerequisites: WLD4061, WLD4125 or WLD4126 with a 'C' or better or instructor consent.

WOMEN'S STUDIES

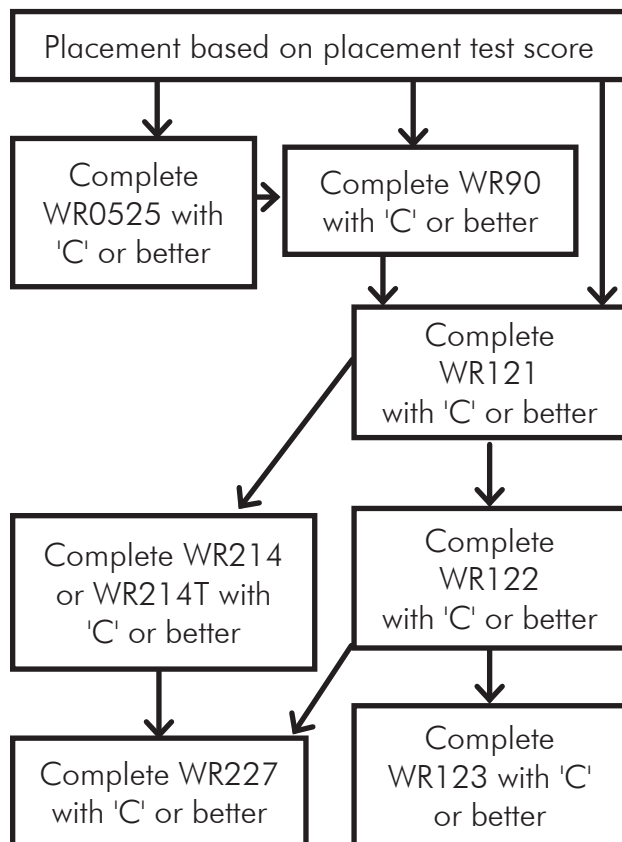
WS101 Introduction to Women's Studies: Gender and Power

3 credits (3 lec hrs/wk)

An overview of women's issues including violence against women, media images, economics, sexuality, spirituality and a global perspective on women's concerns. This is a process-oriented class that personalizes readings and lectures by interaction in small group discussion. Focuses on contextual understanding of women's history and experience; past, present and future. For additional Women's Studies courses see SP220 and ENG260.

WRITING

SEQUENCE OF WRITING COURSES

**WR0525 Sentence Fundamentals**

5 credits (5 lec hrs/wk)

This course is designed to teach students the skills of writing well-formed, grammatically correct and varied sentences, and using punctuation. Credits do not count toward graduation. Prerequisite: Appropriate placement test score.

WR90 Paragraph Fundamentals

3 credits (3 lec hrs/wk)

Paragraph Fundamentals is designed to help students write clear, correct paragraphs in standard English. A final goal is to have students organize paragraphs in an extended essay. The class will include discussion of grammar, punctuation, and conventions of style and usage. Prerequisite: WR0525 with a 'C' or better or placement test score. Concurrent: WR0593

WR115 Introduction to Expository Writing

3 credits (3 lec hrs/wk)

This course presents the fundamentals and development of expository prose through frequent writing exercises. It is designed to help students learn the use of unity, clarity, coherence, and detail in the development of written ideas in the workplace. Prerequisite: WR90 with a 'C' or better or placement test score. Concurrent: WR0593

WR121 English Composition

3 credits (3 lec hrs/wk)

This course presents the fundamentals and development of expository prose through frequent writing exercises. It is designed to help students learn the use of unity, clarity, coherence, and detail in the development of written ideas. Prerequisite: WR90 with a 'C' or better or placement test score. Concurrent: WR0593 and LIB0650

WR122 English Composition

3 credits (3 lec hrs/wk)

This course continues the preparation of the fundamentals of expository prose, with special emphasis on rhetorical principles of argumentation. Special attention is given to audience and style. The basic principles and use of logic in argumentative/persuasive writing are introduced. Prerequisite: WR121 with a 'C' or better. Concurrent: WR0593 and LIB0652

WR123 English Composition

3 credits (3 lec hrs/wk)

Plan, research and write papers based on an argumentative or analytical thesis from collected information. This necessitates critical reading, persuasive writing and using conventions to write and document a research paper. Prerequisite: WR122 with a 'C' or better. Concurrent: WR0593 and LIB0653

WR214 Business English

3 credits (3 lec hrs/wk)

Practice writing persuasive and routine communications with appropriate conventions, rhetorical strategies and tone. Apply knowledge of human behavior, business organizations and environments for effective written and oral communication. Prerequisite: WR121 with a 'C' or better. Concurrent: WR0593

WR214T Professional/Technical Writing

3 credits (3 lec hrs/wk)

Learn strategies for higher order thinking in persuasive communication and routine correspondence and reports by examining rhetorical strategies and the importance of appropriate style and conventions. Prerequisite: WR121 with a 'C' or better. Concurrent: WR0593

WR227 Report Writing

3 credits (3 lec hrs/wk)

Report Writing will study the principles of composition applied to the writing of reports required in the technical and business professions. It includes procedures for fact gathering, organization, graphic layout, and other methods of compiling data. Students will learn to quote, paraphrase, and summarize sources correctly and effectively, and to cite those sources and list them with the aid of a style sheet. Students will write reports in their chosen disciplines. Prerequisite: WR122, WR214 or WR214T with a 'C' or better. Concurrent: WR0593 and LIB0653.

COURSE DESCRIPTIONS

WR241 Imaginative Creative Writing: Fiction Writing

3 credits (3 lec hrs/wk)

This course introduces the theory, techniques, and practice of fiction writing to the beginning student. It emphasizes the short story. Part of the term is spent reading and analyzing published work in terms of such writing techniques as characterization, scenes, dialogue, thematic content, and structure. Writing exercises, both to take home and to do in the classroom, complement these discussions. Part of each week is spent in a writers' workshop where student writing is discussed, analyzed, and critiqued by the whole class and the instructor.

WR242 Imaginative Writing: Poetry Writing

3 credits (3 lec hrs/wk)

This course introduces the theory, techniques, and practice of poetry writing to the beginning student through reading published work and through writing exercises. Part of each week is spent in a writers' workshop where student writing is discussed, analyzed, and critiqued by the whole class and the instructor.

WR243 Imaginative Writing: Explorations

3 credits (3 lec hrs/wk)

This course centers on discussion of the techniques of play writing and monologue writing through the reading and analysis of published work and through writing exercises. Areas to be explored depend upon student and teacher interest. Part of each week is spent in a writers' workshop where student writing is discussed, analyzed, and critiqued by the whole class and the instructor.

WR250 Autobiography Writing

3 credits (3 lec hrs/wk)

Introduces students to the techniques of writing an autobiography. Includes method, style, and organization. Both student and non-student works are discussed in class in order to develop writing techniques.



Student Ice Carvers Jillian Howell and Amelia Rombach (along with Chef Instructors Chris Foltz and Woojay Poynter) took Second Place in the multi-block competition at the World Ice Art Championships in Fairbanks, Alaska, 2013.

Associate of Applied Science (AAS) - The AAS is a state approved associate's degree that is intended to prepare graduates for direct entry into the workforce. The AAS may also help to prepare students for career advancements, occupational licensures, or further study at the baccalaureate degree.

Career Pathways Certificate of Completion - A Career Pathways Certificate of Completion is an Oregon community college credential comprised of 12-44 credits that are wholly contained in an approved AAS degree/option or an independent Certificate of Completion (45+ credits). The Career Pathway Certificate provides a state-sanctioned credential for a course of study that: 1) acknowledges a specific skill proficiency to help students qualify for a job or enhanced employment opportunities; 2) is centered on the needs of students by providing educational options; and 3) provides the flexibility to achieve specific competencies within a longer term career path. These certificates will lead to an AAS - or even beyond. For more information see www.socc.edu/pathways.

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

Associate of General Studies (AGS) - The purpose of the degree in general studies is to provide the student an opportunity to pursue a broad general education during the two years at a community college. It is intended as a flexible program for the student who is not pursuing a specified curriculum in the lower division transfer or career technical area.

Oregon Transfer Module (OTM) - The OTM allows for institutional recognition of the completion of one-year (full-time equivalent) of general education coursework. Once awarded, the OTM is recognized by all of the public institutions of post-secondary education in the state.

Associate of Arts/Oregon Transfer Degree (AA/OT) - The AA/OT is a program of study that community college students can follow to fulfill all their lower division general education requirements for a bachelor's degree at an Oregon University System (OUS) institution. It is an agreement between the Oregon State System of Higher Education and Oregon's community colleges to provide transfer of community college coursework to an OUS institution.

Associate of Science/Oregon Transfer in Business (ASOT-BUS) - Any student who holds the ASOT-BUS degree that conforms to the following guidelines and who transfers to any institution in the OUS, (University of Oregon, Oregon State University, Portland State University, Western Oregon University, Southern Oregon University, Oregon Institute of Technology and Eastern Oregon University) will have met the lower division general education requirements of that institution's baccalaureate degree programs. Students transferring with this degree will have junior standing for registration purposes.

Associate of Science (AS) - The AS degree is designed for students who plan to transfer and complete a Bachelor of Science degree at a four-year institution. The degree requirements allow students more flexibility in course selection, allowing them to focus on their major requirements. NOTE: Completion of this degree does not guarantee that all lower division general education requirements have been met for a baccalaureate degree (i.e., this is not a block transfer degree as is the AA/OT). In selecting courses for this degree, students are strongly encouraged to consult the specific transfer curriculum pages in this catalog, the faculty advisor, and the institution to which they intend to transfer to determine if it is an appropriate choice.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Hybrid - Course sections that have some online time replacing some face-to-face instruction time using our ANGEL learning system. The face-to-face classroom lecture time will be posted in myLakerLink and the section may be marked HB.

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

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

Major - Primary field of study (e.g., Human Services, Culinary Arts); all students seeking a degree or certificate must declare a major.

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

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

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

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

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

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

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

Registered - Complete registration through myLakerLink or by a registration form turned into the Student First Stop Center.

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

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

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

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

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

Term - see Quarter.

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

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

Web Enhanced - Course sections that have some online component, but it does not replace any face-to-face instruction time.

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

TRANSITIONAL EDUCATION

541-888-7116

www.socc.edu/transitional

Transitional Education will assist students in finding out about themselves through assessments, setting short and long term goals, making career or academic plans and identifying learning styles.

Transitional Education, an integration of the college's adult re-entry programs 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. ABE/GED and ESL classes are also available at other sites in Coos and Curry counties for those who live outside of easy commuting distance of Coos Bay.

General Educational Development (GED)

The General Educational Development program offers classes designed to improve skills in reading, mathematics, science, social studies, and writing to pass the GED tests.

Students age 16 or older are eligible to enroll. Anyone under age 18 must have the proper paperwork from the high school of their legal residence. Classes are offered on the Southwestern main campus and in Curry at various times during the day and evening. Students are required to pay a materials fee.

GED testing is available on the Southwestern campus. Call 541-888-7405 for scheduling information. There is an additional fee for GED testing.

English as a Second Language (ESL) Non-Credit

English as a Second Language classes provide instruction in speaking, listening, reading and writing. There are beginning through intermediate classes. Students are required to pay a materials fee.

Adult High School Diploma

541-888-7116 • Newmark Center

The Adult High School Diploma program is an alternative way to obtain a diploma for students unable to complete high school in the traditional way. Students will be required to complete a minimum of 12 credits at Southwestern to earn the Adult High School Diploma. For every three college credits it is equal to .5 high school credits. The student's coursework will be assessed by State standards using a variety of methods, including but not limited to: exams, projects, collections of evidence, oral presentations, attendance, and group assignments.

Students will have the option of taking Southwestern college classes to receive dual credit and apply the classes toward a college certificate or degree.

COLLEGE NOW DUAL CREDIT CTE

541-888-7271 • www.socc.edu/collegenow

The College Now/CTE program is an opportunity for high school students to complete and receive Southwestern credit for certain Southwestern CTE courses completed in high school. Southwestern currently offers classes through service area high schools in allied health, business, culinary, information technology, manufacturing and nursing. These courses are dual credit as students receive both high school and college credit. Courses offered vary by high school.

COLLEGE NOW DUAL CREDIT LDC

541-888-7271 • www.socc.edu/collegenow

Southwestern works with area high schools to offer college-level lower division transfer courses in the high schools, taught by high school instructors, exclusively for high school students. Classes can be used to meet Southwestern certificate or degree requirements, as well as for transfer to community colleges and most universities across the U.S.

Southwestern currently offers classes through service area high schools in arts and communication, business and management, foreign languages, human resources, industry engineering/tech, and science. These courses

are dual credit as students receive both high school and college credit. Courses offered vary by school.

COLLEGE NOW DUAL CREDIT CTE AND/OR LDC

541-888-7271 • www.socc.edu/collegenow

Earned credit will be on students' Southwestern transcript. Earning Southwestern credit at a high school does not automatically enroll a student into a Southwestern certificate or degree program. Southwestern admissions procedures and requirements must still be met. Credit transfer acceptability is at the discretion of the receiving institution.

For more information, and a listing of courses offered in a specific high school contact Southwestern's High School Liaison at 541-888-7271 or visit the Southwestern College Now website www.socc.edu/collegenow. Also contact the high school counseling office. Courses are limited to high school juniors and seniors.

COMMUNITY EDUCATION AND WORKFORCE DEVELOPMENT

541-888-7328 • Dellwood Hall

www.socc.edu/communityed

Southwestern serves the life-long learning needs of Coos, Curry and Western Douglas County residents by offering a variety of classes, workshops and trainings. Classes offered include credit and non-credit, Continuing Education Units and Professional Developmental Units. The staff works to be responsive to ever-changing needs of our communities. Community Education coordinates credit and non-credit class in three broad areas:

- Fun, hobby and personal enrichment
- Business and career training
- Customized training
- Safety and health

For a listing of current community education classes, look in Southwestern's quarterly schedule of classes or on the website at www.socc.edu/communityed

ELEARNING E-SOCC

541-888-7345 • Tioga Hall
www.socc.edu/distance

The eLearning e-SOCC program offers a variety of online credit courses for students who are unable to attend traditional, on-campus courses due to time constraints and/or distance from the campus. Online courses allow students to obtain lectures, complete assignments, take quizzes, and work cooperatively with other students on class projects via the Web. Some classes, referred to as hybrid courses, combine online and face-to-face classroom work. **To take an online or hybrid class, students must have access to a computer, Internet Service Provider, and web browser.** Students must be able to use the Internet, check email, and be able to upload and download files. Our online and hybrid credit courses are transferable and can be taken in combination with traditional, on-campus courses. For complete information, please visit our website.

SOUTHWESTERN SMALL BUSINESS DEVELOPMENT CENTER

541-756-6866 • 2455 Maple Leaf, North Bend,
www.socc.edu/bizexcellence

The Business Development Center provides practical information and services for business success. We provide specialty assistance to both rapid growth businesses and start-ups.

The Center can design training tailored to meet the needs of your business or organization. No matter the size of your operation, training can be provided that will enable you and your employees to learn or improve skills and learn new technologies. We are here to help you make your business a success!

SOUTHWESTERN FOUNDATION

541-888-7211 • Tioga Hall
www.socc.edu/foundation

The Southwestern Oregon Community College Foundation is a non-profit organization established in 1962 to receive, hold and disburse private funds in support of the educational programs and students of the college. The direction of the Foundation is vested in its board of directors, composed of citizens from a broad spectrum of the community. Working in small groups and committees, Foundation members assist in forming, developing and promoting a number of worthwhile objectives, such as scholarships, equipment purchases and support for faculty development projects.

SOUTHWESTERN OREGON UNIVERSITY CENTER

541-888-1518 or 800-962-2838 ext.1518
 Tioga Hall • www.ous.edu/ucsw

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

Whether students plan to stay on the South Coast or to go away to a university, the University Center exists as an advocate to assist and support local students with advisement, information, and referral to appropriate programs and advisors at the various universities. For students entering Southwestern, a visit to the University Center can open up a world of options beyond the associate's degree. With careful planning, beginning in the freshman year, students can build programs

that lead to bachelor's or even a master's degrees. The University Center can also arrange for special programs for schools and businesses and for cohorts or groups of students.

On the South Coast, earn your bachelor's degree in business administration in Coos Bay from Southern Oregon University or earn your initial teaching licensure bachelor's degree from Eastern Oregon University.

In addition, there are over 50 different degrees to choose from and there is no better time to earn your degree from any of the Oregon State Universities. Oregon colleges and universities represented at the University Center include:

Eastern Oregon University Bachelor's Degrees

- Anthropology/Sociology
- Business Administration
- English (Literature/Film)
- Fire Services Administration
- Liberal Studies (select 2 minors below)

Minors: Anthropology/Sociology, Biology, Business, Chemistry, Economics, English (Literature/Film), Gender Studies, Geography, Gerontology, Health Studies, History, Interdisciplinary Writing, Native American Studies, Philosophy, Physical Education, Political Science, Psychology, Spanish

- Philosophy, Politics and Economics
- Physical Activity and Health
- Psychology
- Multidisciplinary Studies
(with initial Teacher Licensure)

Graduate Degrees

- MS, Education, Continuing Licensure

Oregon State University Bachelor's Degrees

- Environmental Science
- Fisheries and Wildlife
- General Agriculture
- Liberal Studies
- Natural Resources
- Political Science

Minors: Anthropology, Business/Entrepreneurship, Chemistry, Environmental Science, Fish & Wildlife, German, Natural Resources, Political Science, Psychology, Sociology, US History, Writing

Graduate Degrees

- EdM/MS Organizational and Human Resources Education*
- M.A.T. - Initial Teacher Licensure in EC/Elem ed*
- Master of Education
- MS, Science and Math Education
- Free-Choice Learning or School-Based
- MS, Radiation, Health Physics
- MHP, Health Physics (no thesis)
- PhD in Counseling*
- EdD/PhD, Community College Leadership*

Graduate Certificates

- Cartography, Fisheries Management, Geographic Information Systems - GIScience (Undergrad & Grad), Remote Sensing, Sustainable Natural Resources, Water Conflict Management

Online General/Organic Chemistry Courses & Labs

Oregon Institute of Technology

Bachelor's Degrees

- Applied Health Management
- Dental Hygiene
- Echocardiography
- Information Technology - online
Option: Applications Development
- Operations Management - online
- Polysomnographic Technology
- Radiological Science
- Respiratory Care
- Vascular Technology

Minors: Business, Information Technology

Oregon Health and Science University

Bachelor's Degree

- RNBSN Program

Portland State University

Bachelor's Degrees

- Criminology
- Liberal Studies

Minors: Civil Leadership, Psychology, Sociology, Sustainable Urban Development, Women's Studies
• Social Science

Graduate Degrees

- MBA Online*
 - MA/MS - Curriculum and Instruction
- Certificates:** Early Childhood Education, Rural Communities Social Services, Volunteer Engagement/Leadership

Southern Oregon University

Bachelor's Degrees

- Business Administration
- Majors:** Management, Management of Aging Services, Managerial Accounting, Public Accounting
- Business Administration onsite in Coos Bay
 - Criminology & Criminal Justice

Graduate Degrees

- Master in Education/Continuing Teaching License
 - MBA - requires Saturday campus visits
- Certificates:** Accounting, Early Childhood Development, Management of Aging Services, Management of Human Resources, Non-Profit Management, ReadOregon, Special Education

Western Oregon University

Bachelor's Degrees

- Fire Services Administration
- Criminal Justice (minor in Homeland Security/Community Preparedness)

Graduate Degrees

- M.A.T. - Secondary Education*
 - MA, Criminal Justice
- Certificate:** Homeland Security/Community Preparedness

University of Oregon

Bachelor's Degree

- Marine Biology (onsite at OIMB)

Graduate Degrees

- Applied Information Management:
- Areas of Emphasis:** Curriculum Components: Information Management, Information Design, Business Management, Applied Research
- MS in Marine Biology (onsite at OIMB)

Even if you are not a currently admitted U of O student, you can take a course at the U of O through the Community Education program. Students can take almost any course offered by U of O.

*This program may require occasional visits to campus.

STUDY ABROAD PROGRAM

541-888-7379

www.socc.edu/studyabroad

Southwestern Oregon Community College is pleased to offer students the opportunity to study abroad. When you choose to experience life in a society with beliefs, customs, languages and traditions different from your own, you will change the way you see the world. Your broadened world view will benefit you not only academically, but also personally and professionally.

We currently offer several high quality study abroad programs. All study abroad programs at Southwestern Oregon Community College are open to students 18 years of age or older. One needn't have been a student previous to enrolling in one of our study abroad programs, but must produce evidence of sound study skills and have at least a 2.5 GPA from previous academic experiences.

Faculty and staff play a significant role in helping you prepare for your trip through meetings, books, online resources and other tools. While abroad, you will take courses that are geared around the culture of the country you are visiting, adding depth to an already rich cultural experience.

Whether you dream of studying marine ecology during a home stay in Costa Rica or immersing yourself in Italian culture from an apartment in Florence, you'll find a study abroad experience that fits your goals at SWOCC.

Program offered through SWOCC and the Oregon International Education Consortium include:

- **Four Weeks in Costa Rica:** Study Spanish during a two-week home stay and earn four transfer credits; then earn another four credits in two weeks of field biology at mountainous Ecological San Luis, at La Selva in the lowland tropical forest, and at Cabo Blanco on the Pacific coast.

- **Two Weeks in Mexico:** Four credits of immersion Spanish study in the charming highland capital city of Guanajuato.
- **Spring Quarter in London:** Study in the exciting and beautiful British capital, rich in art, music, theater and history. A 10-week program with tours, culture class, and several academic courses in history, literature and creative writing.
- **Fall Quarter in Florence:** Enjoy a European experience in the heart of a Renaissance city while pursuing your community college education.



TUITION AND FEES

Tuition and fees are currently under review and are subject to change. For current tuition and fees see the printed schedule or myLakerLink.

	Per Credit Tuition	Per Course Fee	Per Credit Fee	Distance Ed Fee
U.S. Residents	\$85	\$27	\$25	\$31
International	\$255	\$27	\$25	\$31
Audit	\$42.50	\$27	\$25	\$31

All courses carry a \$26 per course registration fee and a \$24 per credit incidental fee. All distance education courses carry a \$30 per course fees. These fees allow students access to campus services such as computer labs, Southwestern's distance learning courses, lab courses, Student Recreation Center, and student activities without additional cost. Some courses are offered as self-support and carry a fee amount that is required for course delivery and materials. All students are charged fees regardless of service utilization. The college reserves the right to change tuition and fees at any time. This does not affect the right of the college President to levy special charges at any time should conditions make this necessary. A late fee may be assessed for original registrations processed after the start of the term. Registrations received after the end of the term will be assessed a \$250 late registration fee.

RESPONSIBILITY FOR PAYMENT

Tuition and fees are assessed when the students register. Students are responsible for payment arrangements at the time of registration. Account balances under \$400 require payment in full or students may be withdrawn if payment is not received within five days of registration. Payments may be made by cash, check, money order, VISA, MasterCard or Discover Card. Please make checks 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.

Students have the option to set up a payment plan with monthly payments. A non-refundable fee of \$32 per term is charged for the payment plans. Students who are under 18 years of age, must have the payment plan be made in the parent's or guardian's name. For payment options, please visit the Student First Stop Center in Dellwood Hall or call (541) 888-7352.

EDUCATIONAL PAYMENT PLAN OPTIONS

Plan Type	Monthly Payments	Fee
Term	3	\$32
Pay in full	At time of registration	\$0

All delinquent debts will accrue interest at the rate of eighteen percent (18%) per annum in addition to a \$30 per billing cycle (monthly) late fee. Accounts with balances after the term begins will be set up on a payment plan, which has a \$32 per term contract preparation fee. Accounts that are delinquent after the second month within the term will be charged an additional \$75 fee. A student who receives any form of financial aid during the loan payback period, will have the funds first applied to the balance to repay this loan. Students will pay all attorney's fees, collection costs, and any other charges necessary for the collection of any monies owed to Southwestern. Students are responsible for all financial obligations regardless of receiving a statement. There is a charge for returned checks per college procedure.

Students who do not meet their financial obligations may be subject to, but not limited to:

- Being administratively withdrawn from course(s) which shall include loss of any tuition and fees paid and the permanent loss of all credits and/or grades for the term in which the withdrawal occurs;
- Withholding a certificate, diploma, or degree;
- Prohibiting subsequent registrations until debt is paid.

Students who have a delinquent accounts receivable or who are in default on payment plans, Emergency Tuition

Loans, Stafford and Perkins Loans, Title IV, or who have other college debts will be allowed to register once the debt is paid in full or acceptable arrangements are made at the Student First Stop Center. Students who are continuously delinquent or whose accounts have been sent to a collection agencies will be required to pay at the time of registration. Delinquent accounts over 90 days old from the time of registration may be sent to collection agencies.

REFUNDS

Students who stop attending their courses during the term must formally withdraw by either dropping their courses through myLakerLink or by submitting a drop form with the Student First Stop Center. Refunds are computed from the date of the formal withdrawal, not from the date you stopped attending.

REFUND DEADLINE

COURSE LENGTH	REFUND DEADLINE
5 weeks or longer	Last business day of the second week
1 week to less than 5 weeks	Second day of the first week
1 week or less	Day before course first meets
"R" symbol next to course	5 business days prior to the day of the course

For courses five weeks or longer, a 100% refund is given if the formal withdrawal is completed by the end of the last business day of the second week of classes.

For courses that are scheduled to meet more than one week and less than five weeks, a 100% refund will be given if the formal withdrawal is completed by the end of the second day of the first week the course is scheduled to meet.

For courses that are one week or less in duration, a 100% refund will be given if the formal withdrawal is completed by the end of the day before the first meeting. This applies to courses that start on the first day of the regular term (summer, fall, winter, spring) or

at some other time during the term; it is possible that a student would have to withdraw from a course before the course actually meets to receive a full refund.

Courses preceded with an "R" symbol in the schedule have a refund period of five business days prior to the day of the course .

Students who feel that their circumstances are extraordinary and warrant exception from this process may appeal with documentation to the Student First Stop Center by completing a Request for Refund and Exception to Procedure form. Requests must be submitted within the current term.

The refund process begins the third week of the term in which the students are enrolled. Students who receive financial aid funds will receive a refund after any funds owed to the College or the U.S. Department of Education are deducted. When the refund amount is less than \$5, students will be notified by mail to come to the Student First Stop Center to receive a cash disbursement. Students owing less than \$5 should make payments at the time of registration and this will serve as notice of the amount due.

Students withdrawing from courses after the refund period are responsible to pay the balance due on any federal student loans, payment plans and accounts receivable.

ADMINISTRATIVE WITHDRAWAL OF STUDENTS

In order to assure that all available class seats are filled with students - both registered students and students from the waiting lists - Southwestern enforces an attendance policy.

Instructors may administratively withdraw students from classes if the students do not attend 100% of class meetings and associated labs during the first week of each term. Additionally, all instructors may administratively withdraw students from part-term classes (those which do not span the entire term) if the students do not attend the first class session. Students who are unable to attend the first class meeting must contact the instructor by phone, fax, email or in person

prior to the first class meeting if they wish to avoid an administrative withdrawal. Southwestern Oregon Community College is not responsible for liabilities associated with the administrative withdrawal of students.

Any student whose behavior disrupts the educational process of a course can be administratively withdrawn from that course. It is the procedure of Southwestern Oregon Community College 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:

- Poses a danger of causing physical harm to self or others;
- Could cause property damage; or
- 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 examinations may be in the best interest of the college and/or the student. The college shall pay for the examinations.

CHANGE OF MAJOR OR SPECIALIZATION

To change a major or specialization, students must complete the Change of Major form and return it to the Educational Support Programs & Services (ESPS) office or, in Curry County, to the advisor. Changes to majors made within the second week of the term will apply to the current term. Changes made thereafter will apply to the following term. For graduation and class scheduling purposes students need to use the catalog year in which they declare their major.

ADD/DROPS

Students must have the instructors' signatures on the add/drop forms to add courses after the first Wednesday of the term. Students may withdraw from a course or from college through the end of the second week of the term or within the course's refund period without responsibility for a grade. Withdrawing after the refund period will result in "W" grades on transcripts. Students may withdraw until the Wednesday before finals week. Students are strongly encouraged to consult the instructor before withdrawing to ascertain their status in the course.

WAITLISTED COURSES

When students register for courses that are full, they are placed on a waitlist. Students in waitlisted courses will be notified by email when seats are available and they have permission to register via myLakerLink or at the Student First Stop Center. The waitlist ends the Thursday prior to the first week of classes. Afterwards with instructor consent, students may register in the waitlisted courses.

COURSE PREREQUISITES

A course that must be completed prior to another course is a prerequisite. Many courses have prerequisites that can only be waived with instructor consent. Instructors will waive the prerequisite via myLakerLink. Students may be withdrawn from courses if they have not completed the prerequisites from the prior term. Students may request that the prerequisites be waived if they have the knowledge and skills to succeed in the courses. Online students contact Educational Support Services and Programs (ESPS) at 541-888-7405 or 800-962-2838 ext. 7405 for assistance.

INSTRUCTOR CONSENT

Students planning to register for a course that requires instructor consent must either be cleared by the instructor via myLakerLink or have the instructors' signature on their registration or add/drop form.

AUDITING COURSES

Students who are interested in taking a class, but do not need the credit may choose to audit credit classes and pay only 50% of the regular tuition.* Students auditing classes participates fully in the class, but are not required to take tests and does not receive grades. To qualify for the audit discount, registration is required within the refund period. Fees and registration procedures are the same as when the students take the class for credit.

*Discount applies to tuition only. Students are responsible for all course fees. Some classes are not eligible for this discount because they have prerequisites or require admittance to a program (e.g. Nursing). Non-Southwestern web classes are not eligible. Some classes are fee-based rather than having tuition (e.g. web classes, OCCl and community education classes that are self-supported) and are excluded from the discount. For more information, call the Student First Stop Center at 541-888-7352 or 541-469-5017.

PERSONS WITH DISABILITIES

Southwestern is committed to providing persons with disabilities access to Southwestern programs. Reasonable accommodations will be made for persons with disabilities when a request for accommodation is made at least 20 working days prior to the start of a course requiring registration or five working days prior to the start of other Southwestern activities. Call 541-888-7439, 541-888-7405 or 800-962-2838 ext. 7439 or 7405; or visit Educational Support Services and Programs (ESPS) in Stensland Hall on the Coos Bay Campus.

DISCRIMINATION/HARASSMENT/GRIEVANCE

Complaints of discrimination or harassment by administration, faculty members, staff, students or individuals seeking the services of the institution may be filed under the provisions of the college. File the discrimination complaint through the Affirmative Action Officer. A grievance procedure is provided to insure that due process exists for those persons (students, staff or general public) who allege that their rights at Southwestern Oregon Community College have been denied, abused or diminished. For more information, contact the Vice President of Administrative Services, Tioga 511, or call 541-888-7402 or 800-962-2838 ext. 7402.

STUDENT RIGHTS AND RESPONSIBILITIES

A Student Conduct Code and Rights and Responsibilities, along with a formal student grievance procedure, approved by the Southwestern Oregon Community College Board of Education, is available on the web at http://www.socc.edu/student_life/handbook/ccode.html. For more information, contact the Dean of Students, Stensland Hall, or call 541-888-7439 or 800-962-2838 ext. 7439.

DRUG AND ALCOHOL ABUSE

Southwestern Oregon Community College is dedicated to the prevention of drug and alcohol abuse among all segments of the college community. For more information, contact the Educational Support Programs & Services (ESPS), Stensland Hall, 541-888-7405 or 800-962-2838 ext. 7405.

STUDENT RECORDS PROCEDURE

The Student First Stop Center 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 Buckley amendment) and Oregon Administrative Rules (OARs) protect the confidentiality of student records and student access to those records. Under the provisions of the FERPA and OARs, the educational institution must designate the information it will release without the written consent of the student as directory information, and protect the confidentiality of all other student records. By being FERPA compliant the college in turn maintains Gramm-Leach-Bliley (GLB) compliance.

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); email address; 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.

Students may prohibit the release of any or all of this directory information by filling out the Restrict or Release form in the Student First Stop Center. Requests to withhold this information will remain in effect until the Student First Stop Center receives written instructions from the student to remove the hold.

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 Student First Stop Center Coordinator/Supervisor, 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). Students 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 a Student First Stop Center representative. If students request a copy of any document in the records, a copy charge will be assessed. This does not include transcripts, which can be obtained from the Student First Stop Center. Students may forfeit the right to receive an official transcript if they have 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 Student First Stop Center.

FINANCIAL AID

Southwestern Oregon Community College offers a number of financial aid programs in the form of grants, loans, tuition scholarships, and employment. Students interested in financial aid are encouraged to apply online at www.fafsa.ed.gov or to contact the Financial Aid Office for information. Funds are limited and students should apply early.

TERM OF ENROLLMENT	PRIORITY DEADLINE FOR SUBMISSION OF REQUIRED PAPERWORK
Fall Term 2013-2014	June 28, 2013*
Winter Term 2013-2014	October 18, 2013*
Spring Term 2013-2014	January 31, 2014*

*Dates subject to change.

- Paperwork submitted OR postmarked after the deadline dates will be processed as quickly as possible.
- Be aware that late paperwork may not be processed before the term begins.

- Plan on at least 12 to 18 weeks processing time from the time you turn in your last piece of paperwork. If you borrow a Stafford Loan, plan on four weeks additional time for the loan certification process.
- You will need to make payment arrangements with the Student First Stop Center if you have not received your official award letter by the payment deadline date.

Financial aid funds are disbursed only by Electronic Funds Transfer (EFT) or by mail after the student accounts have been credited. Disbursement begins Friday of the third week of each term. Further disbursements are processed by each Friday beginning the fourth week of the term. Students receiving financial aid are to have all add/drops, bookstore charges and required paperwork processed by the end of the last business day of the second week of the term in order to have an accurate disbursement. Students are responsible for paying all tuition and fees in excess of financial aid funding by the payment/withdrawal deadline date listed in the REFUNDS section.

To be awarded Federal student loans, or to begin working under Federal Work-Study, students need to have completed all the necessary paperwork and workshops.

Bookstore charges are available for all financial aid students who qualify starting the Monday before the term begins. For information contact the Financial Aid Office at 541-888-7337, 541-469-5017 or 541-247-2741. A list of scholarship information is available from the Student Support Services Office in Stensland Hall and at the Brookings Campus.

If students are placed on aid withheld status, a request/appeal needs to be submitted to the Financial Aid Office, or alternative payment arrangements made with the Student First Stop Center by 4:00 p.m. on the last day of the second week of the term. Students who are on aid withheld status and have submitted a request/appeal should continue attending all courses pending a review by the Financial Aid Committee. The last day of the second week of the term will be

considered the actual date of withdrawal should a request/appeal be denied and the students choose to withdraw. This will result in a 100% refund. Students are also liable for all bookstore charges, and a refund is available at the bookstore during the first week of the term.

Consumer information is available at the Student First Stop Center including policies and procedures, application processes, and disbursement information.

FINANCIAL AID ON THE WEB

www.fafsa.ed.gov

PIN information: www.pin.ed.gov

Southwestern's School Code: 003220

Step 1 – Request a PIN number at www.pin.ed.gov. Complete the FAFSA (or renewal FAFSA) on the web at www.fafsa.ed.gov.

Step 2 – Fill out the FAFSA and keep a completed copy for your records.

You'll need the following to fill out the form:

- Social security number
- Federal Income Tax and W-2 forms along with any other records of money earned
- Driver's license (if any)
- Parents' income tax return (if a dependent)
- Current bank statements
- Current mortgage and investment records (if any)
- Alien registration card (if not a U.S. citizen)

Step 3 – Review your Student Aid Report (SAR). The SAR is proof that your FAFSA was processed. Review it carefully. When you file electronically, you should receive your SAR in two to three weeks.

WHAT IF I DON'T RECEIVE MY SAR?

Call 800-433-3243 if you do not receive your SAR in three to four weeks. Provide your name, social security number and date of birth for verification.

VETERANS EDUCATIONAL BENEFITS

Veterans Administration Mission Statement:

To assist our nations veterans and their eligible dependents in accessing their VA education benefits, while safeguarding the GI Bill resources available for those educational programs. Provide consistent service, share knowledge, promote individual growth and support opportunities to access higher education. Go to <http://www.socc.edu/financialaid/pgs/programs/vet-programs/index.shtml> for more information.

SUCCESSFUL ENROLLMENT AT SOUTHWESTERN:

The following steps are provided as a guide to ensure veterans have a smooth transition into the academic life here at Southwestern.

- Fill out an online application for veterans benefits: www.gibill.va.gov and bring a printed hardcopy to the veterans office along with a copy of your DD-214 (Member 4) and Disability letter (only for Chapter 31 benefits).
- Talk to Student First Stop Center located in Dellwood Hall for registration, application, and payment of the \$40 processing fee. This fee is non-refundable; however it does cover the cost of placement testing.
- Talk to the Veteran's/Financial Aid staff, also located in Dellwood Hall, to receive all necessary applications and paperwork for processing your financial aid requests.
- Go to Educational Support Programs and Services (ESPS), located in Stensland Hall, to take your placement tests and meet with a veterans counselor to schedule your classes.
- Once registered for classes, return to the Veterans/Financial Aid Office with a printed schedule so your registration can be verified in the Veterans education database.

SATISFACTORY ACADEMIC PROGRESS:

The Veterans Administration requires that all students maintain "Satisfactory Academic Progress", which is defined as maintaining a minimum 2.0 overall GPA. Students who fail to meet this criteria for two quarters you will go on "Aid Withheld Status" and failure to meet these requirements for three quarters will result in being placed on "Aid Suspension Status".

AID WITHHELD STATUS:

If on Aid Withheld status students, must come to the veterans office in person, after the fourth week of the term, to receive a Blue Book for documenting progress in current classes. Students must have instructors sign and document their current grades before returning it to the veterans office. If students have a 'C' or better in all classes, the student may be retroactively certified to receive benefits.

AID SUSPENSION STATUS:

Students will only be retroactively certified to receive veterans education benefits after grades are released at the end of the term and have successfully passed all classes with an overall GPA of 2.0 or better. Upon successfully passing three or more continuous terms, students may request to return to the standard certification process. Blue books are not applicable if students are on aid suspension status.

DROPPED CLASS POLICY:

Veterans Administration has the following policies regarding dropped classes and educational benefits. Students are eligible to receive benefits up to the drop date if the class is dropped before the end of the fourth week.

Any reduction in credits below the amount certified after the fourth week will result in an overpayment retroactive back to the first day of the term.

AGENCY BILLING

The College charges a fee for agencies that ask the College to bill for tuition, fees, and/or Bookstore charges and to defer the receipt of payments. The fee is variable with a maximum charge of 10% of the total deferred charges. The agency fee is in accordance with Board Procedure 9.028(A) - Fee Schedule. For further information call the Business Office/Loan Services at 541-888-7440 or 800-962-2838 ext. 7440.

RECORDS DISCLOSURE

OAR 581-41-460 authorizes Southwestern Oregon Community College to ask you to provide your social security number. The College will use your number for reporting, research and record keeping. Your number will also be provided by the College to the Oregon Community College Unified Reporting System (OCCURS). All students are assigned a student identification number separate from their social security number. OCCURS is a group made up of all community colleges in Oregon, the State Department of Community Colleges and Workforce Development 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 further their education and also to find out whether community college courses are a good basis for further education.

- The Oregon Employment Department, which gathers information, including employment and earnings, to help state and local agencies plan education and training services to help Oregon citizens get the best jobs available.
- The Oregon Department of Education, to provide reports to local, 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/Compass placement test): The American College Testing Service, if you take the placement test, for educational research purposes.
- The Internal Revenue Service, which is required to be reported 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 (Reglamento Administrativo de Oregon) 581.41.460 autoriza al colegio comunitario Southwestern Oregon Community College que solicite su numero social. El numero sera utilizado por el colegio para la preparacion de reportes, agregados, investigaciones, y para guardar su expediente academico. Ademas, su numero le sera proporcionado por el colegio al Sistema de Reportaje Unificado de Colegios en Oregon (OCCURS), un grupo conformado por todos los colegios comunitarios en Oregon, el Departamento de los Colegios Comunitarios y De desarrollo de Trabajadores y a la Asociacion de Colegios Comunitarios de Oregon. OCCURS recaba informacion sobre los estudiantes y programas para cumplir con los requisitos de reportes federales y estatales. Tambien ayuda a la los colegios en su planificacion, investigacion, y para el desarrollo de programas. Esta informacion ayuda a los colegios

a mantener el progreso de los estudiantes y sus exitos en el lugar de trabajo y en otros programas de educacion.

OCCURS o el colegio se pueden proporcionar su numero social a las siguientes agencias o conseguirlo o igualarlo con los archivos de los siguientes sistemas: oLos colegios estatales, universidades privadas, colegios, y colegios vocacionales, para averiguar cuantos estudiantes que asistieron a los colegios comunitarios continuaron con su educacion y para averiguar si los cursos son una buena base para la educacion adicional.

- El Departamento de Empleo de Oregon, que colecciona informacion para ayudar a las agencias estatales y locales en la planificacion de los servicios educacionales y servicios de entrenamiento para ayudar a la poblacion de Oregon a conseguir los mejores trabajos posibles.
- El Departamento de Educacion de Oregon, para proveer reportes al gobierno estatal y federal. Esta informacion se usa para aprender sobre la educacion, el entrenamiento, y la direccion que van tomando los trabajos para planificacion, investigacion, y mejoramiento de los programas. Los fondos que los colegios comunitarios reciben es basada en esta informacion.
- El Departamento de Fiscal de Oregon y las agencias de coleccion con el proposito de procesar deudas y solamente si se el extiende credito a la persona por el colegio.
- DONDE SEA APLICABLE (por ejemplo en los colegios que usan la prueba ASSET): El Servicio de Pruebas de Colegio Americanos, si usted toma la prueba ASSET Placement Test, para el proposito de investigacion.
- De ustedes el numero de seguro social es requerida y se informe a la IRS (rentas internas) para determinacion de aceptablemente credito. Su numero se usara solo para los

propositos enlistados arriba. Las leyes estatales y federales protejen su informacion privada. Si necesita mas ayuda, llama EPSE por telefono 541-888-7405; 800-962-2838 ext. 7405.

GRADUATION

Students must complete the graduation application process one term prior to the term of completion (e.g., spring term graduates must apply during winter term).

The Graduation Application is available in the lobby of Dellwood Hall or online at myLakerLink. Official transcripts from accredited colleges and universities previously attended that apply toward a Southwestern degree or certificate must be on file with the Transcript Evaluator. All course work from other colleges will be included in the cumulative GPA regardless of applicability to current course work. The cumulative GPA, including transfer work, is used to determine eligibility for graduation honors. Final approval of the Graduation Application is given only after grades have been posted for the last term's work. Degrees or certificates are mailed to the students following this process and may take two to three months to receive.

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

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

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

- Meet the requirements for graduation with an associate's degree
- Participate in commencement
- Have the highest GPA for the students graduating with an associate's degree

- Should more than one student meet the criteria, the following procedure will be used: Students meet with the Executive Director of Enrollment Management who will choose one student to deliver the commencement message at the graduation ceremony. In the event a decision is not reached, a committee will be assembled by the Executive Director of Enrollment Management to hear a short speech prepared by each candidate. A majority vote will be considered final.

CREDIT FOR COURSEWORK

The regular college year is divided into three quarters of approximately 11 weeks each. One credit is generally allowed for each discussion or laboratory period per week. The discussion period consists of 50 minutes of lecture or discussion; the laboratory period may consist of two or more clock hours.

Summer session usually include terms of eight weeks, with class periods proportionately extended.

For each period of lecture or discussion, students are expected to spend at least two hours on outside preparation.

An average course load of 15 credits per quarter will normally give a student sufficient hours of credit to graduate in two years. These hours should be chosen according to an organized curriculum.

Students may take more than 18 hours per quarter with advisor approval. Advisors may allow an overload through myLakerLink or signing a registration form located at the Student First Stop Center.

COURSE NUMBERING SYSTEM

COURSES NUMBERED 0100-0499 (not section numbers) do not carry grades or credit. Tuition is charged per clock hour.

COURSES NUMBERED 0500-1999 may be graded (letter grade) or ungraded (pass/fail) or audit only. These courses may be credit or noncredit. Courses numbered 0500-1999 may not be applied toward a Southwestern degree or certificate unless stated in specific AAS curriculums.

COURSES NUMBERED 2000-9999, without a career technical alpha prefix (see list below) and that carry credit, may be used only as an elective for an AAS or Certificate (excluding those listed as Developmental Education courses).

COURSES NUMBERED 2000-9999, may be graded or ungraded and may carry credit applicable to a Southwestern career technical degree or certificate.

Career technical certificate/degree programs provide up to two years of specialized education designed to prepare the student for career entry.

Exception: Please see Developmental Education Courses.

COURSES NUMBERED 100-299 are acceptable for a Southwestern degree or certificate and may or may not be eligible for transfer to four-year institutions. However, students should be aware the course or courses may be accepted as elective credit only or not at all if the credits do not fit in the student's major discipline or major. Transfer acceptability is at the discretion of the receiving institution.

Courses identified by the following course alpha prefixes do not normally transfer to a four-year institution. However, specific transfer articulation agreements may exist. The interested student should consult with the appropriate staff at the four-year institution. Up to 12 credits of career technical courses numbered 100 and above may be used as elective credit toward the AA/OT degree.

The following identify professional-technical alpha prefixes currently used at Southwestern Oregon Community College:

AC Accounting/Bookkeeping
AH Allied Health
CIS Computer Information Systems
CJ Criminal Justice
CRT Culinary Arts
DRFT Drafting
ECE Early Childhood Education
ED Education
ELEC Electronics
EMT Emergency Medical Technician
FS Fire Science
HDFS Human Development and Family Studies
HIM Health Information Management
MFG Machine Manufacturing Technology
MLT Medical Laboratory Technology
MT Machine Tool Technology

NUR/NRS Nursing
OA Office Administration/Assistant
PHAR Pharmacy Technician
WLD Welding/Welding Fabrication/Metallurgy

DEVELOPMENTAL EDUCATION COURSES

The following are all Developmental Education classes and are not acceptable for any Southwestern degree or certificate:

All CE/CEU/PDU prefix courses
ENL0747
HD90, HD0520
MTH20, MTH70, MTH94, MTH95
RD0751, RD0752, RD0753
WR0525, WR90

COURSE NUMBER CHANGE

In the event a course number has been changed from a career technical number to a transfer-level number, the transfer-level number will appear on the permanent record only for those who took the class after the change was approved.

TRANSFER CREDITS

Transferring from Southwestern: Transfer students are responsible for determining the requirements of the institution and program to which they plan to transfer.

Transferring to Southwestern: Southwestern Oregon Community College accepts college level credits earned in academic certificate and degree programs from colleges and universities accredited by one of the following regional Associations of Colleges and Schools -- Middle States, North Central, New England, Northwest, Southern or Western.

Official transcripts are processed after the students have been formally accepted to the college. Send official transcripts to the Student First Stop Center. Send placement test scores to Educational Support Programs and Services (ESPS).

Credit may be granted for military courses based upon The Guide to the Evaluation of Educational Experiences in the Armed Services and if the courses apply to the students Southwestern majors. Three (3) credit hours of PE185 may be granted toward an associate's degree at Southwestern for completion of military basic training.

CREDIT FOR PRIOR LEARNING

Credit for Prior Learning is an opportunity for Southwestern students to be granted credit for verifiable, college-level learning that is acquired outside the college setting through life or work experience. There are several ways to gain Credit for Prior Learning, including the College Level Entrance Examination Program (CLEP), challenge exams by course, Advanced Placement Program (APP), military training, industry certifications/training programs, or Prior Learning Assessments (PLA). Talk to your advisor to learn more about options.

Students must be working toward a degree, be enrolled, and complete a minimum of three credits at Southwestern during the quarter in which a class is challenged or prior learning is assessed. Students may request credit for prior learning for up to 25% of their credits to satisfy the requirements for a 1-year certificate or 2-year degree. If planning to transfer

to another institution, it is recommended that the student check with their intended transfer school for acceptance of challenge/PLA credits. Challenge/PLA credits do not count toward determining financial aid or veteran's benefits and payment (half the tuition) is required before the Challenge/PLA process is started.

ADVANCED PLACEMENT PROGRAM (APP). High school seniors who participate in the College Entrance Examination Board's Advanced Placement Program may seek advanced placement in a variety of disciplines. An entering freshman who has taken the APP tests should have the results sent to the Student First Stop Center. Advanced placement and/or college credit may be granted upon recommendation of the appropriate party. Credit may be granted only if students are working towards a degree/certificate, enrolled and completed a minimum of three credits at Southwestern during the quarter. The Student First Stop Center and the Educational Support and Programs Services can provide interested students with procedures.

CHALLENGE. Students who believe that they have the knowledge and skills from life experience, industry training or professional certification, may request to challenge a course by petition or by an examination in lieu of class attendance. (Laboratory classes may be challenged with the approval of the dean/faculty.) Successful challenge results in grade and credit on the Southwestern permanent record identified as credit for challenge. Credit may be granted only if the students are working towards a degree/certificate, enrolled and completed a minimum of three credits at Southwestern during the quarter the challenge is assessed. The Student First Stop Center and the Educational Support and Programs Services will provide interested students with procedures.

A student may not drop or withdraw from a challenge. Financial aid recipients CANNOT use financial aid dollars to "challenge" classes.

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP). Southwestern is an official CLEP testing center. Students enrolled at Southwestern may receive credit for certain college courses by submitting official scores from the

College Level Entrance Examination Program (CLEP). Successful CLEP exam results in grade and credit on the Southwestern permanent record identified as CLEP. The Student First Stop Center and the Educational Support and Programs Services can provide interested students with procedures.

CLEP TEST TAKEN

	CREDITS	EQUIVALENT COURSES
BUSINESS	QUARTER HOURS	
FINANCIAL ACCOUNTING	8	BA 211, 212
BUSINESS LAW, INTRODUCTORY	4.5	BA230 and BA 000 .5 crd
MANAGEMENT, PRINCIPLES OF	4.5	BA 206
MARKETING, PRINCIPLES OF	4.5	BA 223 and BA 000 1.5 crd
COMPUTERS	QUARTER HOURS	
INFORMATION SYSTEMS & COMPUTER APPS	4.5	CIS 120 and CS 000 .5 crd
COMPOSITION	QUARTER HOURS	
COLLEGE COMPOSITION	9	WR 121, 122, 123
COLLEGE COMPOSITION MODULAR	9	WR 121, 122, 123
LITERATURE	QUARTER HOURS	
AMERICAN LITERATURE	9	ENG 000*
ANALYZING AND INTERPRETING LIT.	9	ENG 000*
ENGLISH LITERATURE	9	ENG 104, 105, 106
HUMANITIES	QUARTER HOURS	
HUMANITIES	9	HUM 204, 205, 206
WORLD LANGUAGES	QUARTER HOURS	
FRENCH LANGUAGE LEVEL 1	9	FR 101, 102 and FR 000 1 crd
FRENCH LANGUAGE LEVEL 2	18	FR 103, 201, 202, 203 and FR 000 2 crd*
GERMAN LANGUAGE LEVEL 1	9	GER 101, 102 and GER 000 1 crd
GERMAN LANGUAGE LEVEL 2	18	GER 103, 201, 202, 203 and GER 000 2 crd*
SPANISH LANGUAGE LEVEL 1	9	SPAN101, 102 and SPAN 000 1 crd
SPANISH LANGUAGE LEVEL 2	18	SPAN103, 201, 202, 203 and SPAN000 2 crd*
HISTORY AND SOCIAL SCIENCES	QUARTER HOURS	
WESTERN CIVILIZATION THRU 1648	4.5	HIST 101 3 crd and HST 000 1.5 crd*

GRADES/ACADEMIC STANDING

WESTERN CIVILIZATION THRU PRESENT

4.5 HIST 102 3 crd and HST 000 1.5 crd*

BOTH WESTERN CIV. TESTS

9 HST 101, 102, 103

HISTORY OF THE U.S. THRU 1877

4.5 HST 201 3 crd and HST 000 1.5 crd*

HISTORY OF THE U.S. THRU PRESENT

4.5 HST 202 3 crd and HST 000 1.5 crd*

BOTH U.S. HISTORY TESTS

9 HST 201, 202, 203

SOCIAL SCIENCES AND HISTORY

9 SOC 000, HIST 000, PSY 000 3 crd each*

AMERICAN GOVERNMENT

4.5 PS 201 and PS 000 1.5 crd*

ECONOMICS QUARTER HOURS

MACROECONOMICS, PRINCIPLES OF

4.5 ECON 201 and ECON .5 crd*

MICROECONOMICS, PRINCIPLES OF

4.5 ECON 202 and ECON .5 crd*

PSYCHOLOGY QUARTER HOURS

EDUCATIONAL PSYCHOLOGY, INTRO TO

4.5 PSY 201 and PSY 000 1.5 crd*

PSYCHOLOGY, INTRODUCTORY

4.5 PSY 201 and PSY 000 1.5 crd*

HUMAN GROWTH AND DEVELOPMENT

3 PSY 237

SOCIOLOGY QUARTER HOURS

SOCIOLOGY, INTRODUCTORY

4.5 SOC 204 and SOC 000 1.5 crd*

SCIENCE QUARTER HOURS

BIOLOGY 9 BI 000**

CHEMISTRY 9 CHEM 000**

NATURAL SCIENCES 9 GS 000**

MATHEMATICS QUARTER HOURS

CALCULUS 4.5 MTH 251 and MTH 000 .5 crd*

COLLEGE ALGEBRA 4.5 MTH 111 and MTH 000 .5 crd*

PRECALCULUS 4 MTH 112

COLLEGE MATHEMATICS 9 MTH 95, 105 and MTH 000 1 crd*

*can be used for distribution requirements

**non lab can be used to fulfill distribution requirements

HIGH SCHOOL DUAL CREDIT – College Now is Southwestern Oregon Community College's Dual Credit program. In cooperation with certain high schools, Southwestern offers students the opportunity to earn both Southwestern lower division transfer credit and career technical credit through submission and acceptance of a registration form per college deadlines, and completion of course materials and standards as approved by Southwestern. A list of high

schools and courses approved to earn Southwestern credit is available online at www.socc.edu/highschool. Each high school's counseling office will also have a list of courses approved at that school. The list varies among high schools.

Earned credit will be transcribed to a Southwestern permanent record. Earning Southwestern credit at a high school does not automatically enroll a person in a Southwestern certificate or degree program. Southwestern admissions procedures and requirements must still be met. Credit transfer acceptability is at the discretion of the receiving institution.

Grades are not mailed; they are available via myLakerLink.

GRADE POINT AVERAGE

A Excellent: 4 grade points

B Above Average: 3 grade points

C Average: 2 grade points

D Below Average: 1 grade point

F Failing: 0 grade points

R Satisfactory Effort: 0 grade points Student attends class regularly and did assigned work but did not meet course learning objectives. Credits apply for course load but do not apply toward completion of a program and are not used in computing grade point average for that term. Students must repeat the course within one year or the "R" changes to an "F." This grade applies only to the following developmental courses: MTH20, MTH25, MTH70, WR0525, WR60 and WR90. For more information on the "R" grade, refer to Financial Aid rules and the Academic Notification System.

M Multi-term course: Class begins in one term and ends in another. Grades are issued at a later date.

Z: Grades were not received from the instructor. Grades will be entered and available via myLakerLink once they are received.

Southwestern computes GPA using the 4-point system and by dividing the total grade points by the total quality credits.

Grades are assigned based on work completed at the end of the scheduled class time. Additional work

or make-up after the ending date of the class is not justified unless an Incomplete was assigned.

Grades and/or records found to be fraudulent will be changed.

INCOMPLETES

I Incomplete: 0 points per credit hour – 'I' grade is given for work that could not be completed during the finals week for the term because of circumstances beyond the student's control. 'I' grades require the student's current earned letter grade to be attached to the 'I' grade and the date when the Incomplete contract is to expire. If the student does not fulfill her/his contract within the designated time, the grade will automatically revert to the given grade.

IB Incomplete 'B' earned: 3 grade points

IC Incomplete 'C' earned: 2 grade points

ID Incomplete 'D' earned: 1 grade point

IF Incomplete 'F' earned: 0 grade points

IU Incomplete Unsatisfactory earned: 0 grade points

PASS/FAIL OPTION

Certain courses offer students an option to receive a grade of S (satisfactory) or U (unsatisfactory) instead of letter grade (A, B, C, D, or F). This option must be exercised at the time of registration. Check with the Student First Stop Center for last day to change grading status for nonstandard-length classes.

S Grade: For evaluation and transferability purposes, the S grade is equivalent to a grade of C or better.

AUDIT OPTION

Students electing to audit a class (no grade, no credit) must choose this option at the time of registration or no later than the end of the sixth week of instruction for standard term-length classes. Check with the Student First Stop Center for last day to change grading status for nonstandard-length classes. Auditing students pay in accordance with the tuition schedule and participate to a degree determined by them and the instructor. Audited courses at time of registration are not eligible for financial aid.

COURSE REPEAT AND ABILITY TO BENEFIT POLICY

For academic purposes, the ability to benefit 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 recommendation of a counselor, and a third repeat requires the approval of the Vice President of Instruction.

Refer to the Financial Aid Satisfactory Academic Progress Policy available online at <http://www.socc.edu/financialaid/pgs/info-policies/satisfactory/index.shtml>

All course attempts will remain on the transcript. Only the best grade will be reflected in the cumulative grade point average (GPA). 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 (e.g., PE 185). In these cases, the grades of the repeated courses will reflect in the cumulative GPA.

STUDENT ACADEMIC STANDING ACADEMIC HONORS

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

ACADEMIC EXCELLENCE

Achieve a term grade point average of 4.0 for the quarter with a minimum of 12 credit hours will be listed on the Academic Excellence Roll for that quarter.

HONOR ROLL

Achieve a term grade point average of 3.5 to 3.99 inclusive with a minimum of 12 credit hours will be listed on the Honor Roll for that quarter.

DEAN'S LIST

Achieve a term grade point average of 3.0 and 3.49 with a minimum of 12 credit hours will be listed on the Dean's List for that quarter.

SOUTHWESTERN SCHOLAR

Appear on the Honor Roll or achieve Academic Excellence for the entire academic year (Fall, Winter, and Spring terms).

HONORS IN ENGLISH

Students who have completed 15 credits of transfer classes from Southwestern with a cumulative GPA of 3.25 or higher 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.

PHI THETA KAPPA

Phi Theta Kappa is the international honor society for two-year colleges. Alpha Kappa Phi is the Southwestern chapter of Phi Theta Kappa. To join Alpha Kappa Phi, a student must have accumulated a total of 12 credits at Southwestern toward an Associate's degree and must have either a 3.5 cumulative GPA or higher or a qualifying quarter with a 3.5 term GPA or higher while taking six (6) or more credits per term. All members must also maintain at least a 3.0 cumulative GPA.

ACADEMIC NOTIFICATION SYSTEM

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

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

Step 1 – Academic Notification: This status results when students' term grade point average (GPA) are below satisfactory progress (2.0) or students have received two or more 'U', 'R' or 'F' grades in one term.

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

Step 3 – Academic Suspension: If, during any term while on probation or previous suspension, the student does not make satisfactory progress, the student will be suspended. This status results when the term GPA and current cumulative GPA are below 2.0.

THE PURPOSE OF THE ACADEMIC NOTIFICATION SYSTEM

To assist each student with accomplishing his/her educational goal by:

- Alerting the student and the college of academic difficulties or deficiencies.
- Providing an opportunity for the college to be of assistance to the student in setting and achieving academic goals.
- Assisting the student in utilizing the facilities and personnel of the college.
- Creating an atmosphere in which the student may be successful in his/her pursuit of an education.

EDUCATIONAL SUPPORT PROGRAMS AND SERVICES (ESPS)

541-888-7405 • Stensland Hall
www.socc.edu/esps

Counseling Services

Career planning and exploration, educational advising, individual counseling, transfer planning, Human Development classes (e.g., College Success, Transfer Success, Math Success, Career/Education Exploration, Career/Life Plan).

Counselors are available to discuss personal, career or educational concerns. Sessions are private and confidential. All counseling services are provided free of charge. Career Interest Inventories are available at a nominal fee for use in career counseling.

Academic Advising

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

Testing Services

Students who will be full-time, who will be pursuing a degree or certificate program or receiving financial aid must complete placement tests prior to registration. The placement test determines your entry-levels for reading, writing and math. If you have prior college work or have taken a placement test at another college or have recent ACT or SAT scores, check with Educational Support Programs. The placement test is given in Stensland Hall between the hours of 8:15 a.m. and 3:00 p.m. Monday through Friday on a walk-in basis and takes approximately 2 hours to complete. At the end of your testing session, you will receive a copy of your test results. Your advisor or a counselor will discuss the results and assist you to

select classes based on your placement. Note: High scores may allow you to 'test out' of some course work.

Disability Services for Students (DSS)

The DSS office provides services to students with documented disabilities (physical or learning) to help them be successful in college. Services include note takers, reader assistance, interpreters for the hearing impaired, and additional accommodations as prescribed. If you're a student with a disability or you think you have one and need more information, call 541-888-7405 to make an appointment with the DSS Director.

Career and Transfer Center

The Career and Transfer Center offers comprehensive career-related assistance to students and community members. Individuals can get help with researching career options, career planning, reentering the job market, or changing career direction.

Internship and Cooperative Work Experience

Internships give students and opportunity to gain valuable work experience and earn college credit at the same time. A successful internship combines classroom theory and practical experience in the workplace. Internships can be for pay or volunteer. Contact the Internship Coordinator at 541-888-7349 to make an appointment.

STUDENT SUPPORT SERVICES

541-888-7419 • Stensland Rm 104
www.socc.edu/ss

Student Support Services (SSS) is one of the federally funded TRIO programs for education. The goals of SSS are to help students graduate from Southwestern, to encourage students to transfer to a four-year college or university and to assist with the transfer process. To be eligible for SSS, students must apply to the program and meet at least one of the following criteria: neither parents has a four-year (bachelor's) degree, meet the federal low income requirements for TRIO programs, or have a documented disability (physical or learning). SSS services are free and include tutoring, counseling, advising, campus visits to Oregon's four-year schools,

cultural enrichment activities and supplemental grant aid for qualified students.

ATHLETICS

541-888-7452 • Prosper Hall
www.socc.edu/athletics

Southwestern's intercollegiate athletic programs include volleyball, men's and women's cross country, men and women's basketball, baseball, softball, cheer/dance, golf, wrestling and men and women's track and field. The Laker's athletic teams compete in the Southern Region of the NWAACC (Northwest Athletic Association of Community Colleges). Southwestern is also a member of the National Junior College Athletic Association (NJCAA) exclusively for the sport of wrestling.

BOOKSTORE

541-888-7264 • Stensland Hall
www.socc.edu/bookstore

The Southwestern Bookstore has all the books and supplies you need to start classes. It also carries snacks, beverages, clothing, backpacks, study aids, greeting cards, computer software, Southwestern memorabilia and gifts. The Bookstore offers extended hours the first two weeks of fall, winter and spring terms.

COMPUTER LABS

Tioga Hall, 4th floor and 2nd floor
www.socc.edu/computerlabs

Southwestern has several instructional computer labs and one lab that is open for student use on a "drop in" basis. The open computer lab has PC-compatible hardware and a variety of software. Computer labs are also available at the Southwestern facilities in Gold Beach and Brookings.

DENNIS BEETHAM LEARNING HUB

Tioga Hall, 4th floor • 541-888-7437

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.

FAMILY CENTER AND CHILD CARE

541-888-7419

www.socc.edu/familycenter

The Educare Preschool serves children ages 2 ½ to 6 (if still in kindergarten), with the preschool portion ending at 1 p.m. and aftercare provided for children enrolled in the preschool. The Pre-Educare Infant/Toddler room serves children ages 7 weeks through 2 ½ years, but only if the parent has a referral from DHS or is in the Even Start Literacy Program (i.e., this is not a drop-in child care center). The Family Center operates as the lab school for the Southwestern Childhood Education and Family Studies Program. For application and rate information, contact the Family Center main office.

GROUP TUTORING

541-888-7234 • Randolph Rm 4

www.socc.edu/tutorlab

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

LEARNING RESOURCE CENTER (TUTORING LAB)

541-888-7234 • Randolph Rm 4

www.socc.edu/tutorlab

This is a program designed to provide all students with the academic assistance they need to complete their courses. The service is offered free of charge to all Southwestern students. The center is staffed with highly qualified tutors who have successfully completed the courses they are tutoring. The tutors are available to students who may need additional help with their classes. The Learning Resource Center currently offers a drop-in program along with tutoring by appointment.

Appointment-based tutoring is available for students whose class and work schedules do not allow them to receive help during scheduled business hours.

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

LIBRARY

Tioga Hall, 2nd Floor

www.socc.edu/library

Main Floor 541-888-7270

Periodicals 541-888-7268

Southwestern Oregon Community College library provides resources to students, staff and community members:

• COASTLINE

(Coos County Library Network Online Catalog)

- Reference materials
- Book collections
- Computer databases
- Periodicals
- Maps
- Videos
- Other audio-visual materials
- Internet access
- CD-ROM
- Hard copy and online indexes

A COASTLINE card is needed to check out materials. Items not available on COASTLINE can be borrowed from other libraries through interlibrary loans.

MEDIA SERVICES

541-888-7266 • Randolph Rm 7

www.socc.edu/media

Students may access Media Services equipment for use in class projects and demonstrations on a limited basis. Media Services also houses the Teleconferencing Center.

RECREATION CENTER541-888-7714 • www.socc.edu/reccenter

The Southwestern Oregon Community College Recreation Center, completed in the Fall of 2006, is a recreational and entertainment masterpiece for both regular students and community patrons. Our facility offers a state-of-the-art Fitness Center with a wide range of Precor/Life Fitness cardio equipment, Life Fitness circuit weight machines, Hammer Strength weight machines, and modern free weight machines, barbells, and dumbbells. The Recreation Center is also home to a collegiate-sized basketball court, indoor rock climbing wall, racquetball court, activity room, dance room, game room, day-use locker rooms, and more!

Students registered for a credit class can enjoy the facility for free. Those not currently taking a credit class, can still register to use the facility at the Rec Center Front Desk.

STUDENT FIRST STOP CENTER541-888-7352 • www.socc.edu/firststop

The Student First Stop Center provides a variety of services to students: general campus information; student employment services; payment for tuition and fees; admissions and registration; transcripts; financial aid to help with the cost of college.

We urge students, parents and the community to self-serve by utilizing Southwestern's website and myLakerLink. myLakerLink will take care of your registration, payment and transcript needs. myLakerLink also provides assistance in Financial Aid, schedule planning and many other needs.

Visit the Student First Stop Center in Dellwood Hall or email at firststop@socc.edu.

STUDENT GOVERNMENT, STUDENT CLUBS, AND CO-CURRICULAR ACTIVITIES

www.socc.edu/studentlife

The activities on campus at Southwestern provide an exciting and intriguing way for students to enhance themselves socially, culturally, and educationally. Among the many groups at Southwestern are the Associated Student Government (ASG). Students elect the ASG Class President each spring. ASG charters clubs and organizations on campus as well as organize campus activities.

There are several official clubs at Southwestern, with new clubs being created each year to meet the changing needs of students.

SOUTHWESTER (STUDENT NEWSPAPER)

541-888-7442 • <http://southwester.socc.edu>

The Southwester student newspaper publishes news, information and commentary on college and community life. Working in a comprehensive publishing lab, the newspaper's award-winning writers, photographers, and editors publish commentary, calendar events, and the latest news on politics, sports, arts and entertainment.

SOUTHWESTERN STUDENT HANDBOOK

www.socc.edu/studentlife

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

Students are responsible for the information contained in the handbook and will be held accountable for adhering to the policies and procedures* outlined.

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

*Note: Policies and procedures listed are subject to change.

STUDENT HOUSING

541-888-7635 • Lighthouse Depot

<http://www.socc.edu/housing>

Student Housing Requirement and Eligibility

All out-of-district or out-of-state first-time freshmen students choosing to attend Southwestern are required to live in student housing their freshman year unless you have a dependent, are 21 years of age prior to the first day of class, are a veteran, or if student housing is filled. Students must turn 18 years old before December 15th of the current school year they are attending to be eligible to live in Student Housing. Students must be enrolled full-time.

APPLICATION PROCESS

A checklist below is provided to help you complete the process. To reserve a room you need to complete an application and sign a room and board agreement. Before signing, it is important to read carefully and understand all parts of the application and agreement. Room assignments are determined by the information on your application. Fill out and return the student housing application and room and board agreement 2013-2014 with your refundable \$250 housing deposit to the Lighthouse Depot. The deposit is refundable according to the "Room and Board Rates and Deadlines" policy. There is no deadline for room reservations but room assignments are based on the date all materials are received, so it is to your advantage to submit everything as early as possible.

- Read the complete packet of housing information at www.socc.edu/housing.
- Complete online application process and pay reservation deposit at myLakerLink
- Fall 2013 Financial Aid paperwork deadline is March 1, 2013. Deadline for Fall 2013 submission of additional paperwork required of every Financial Aid Applicant is June 28, 2013
- Receive and official financial aid award letter.
- Make payment arrangements on any balance not covered by financial aid prior to arrival.

- If you are a student applying for a loan, please visit the Financial Aid web page at www.socc.edu to complete the loan steps.

ROOM AND BOARD RATES AND DEADLINES

No early check-ins will be allowed. Anyone who arrives early will result in a \$100 fee.

		Summer 2013	Fall 2013	Winter 2014	Spring 2014
Housing Opens	New Returning	June 22 June 22	Sept. 27 Sept. 27	Jan. 4 Jan. 4	March 29 Open
Housing Closes		Aug. 17	Dec. 14	March 22	June 14
Meal Service Begins		*See below	Sept. 27 Dinner	Jan. 5 Dinner	March 30 Dinner
Meal Service Ends		*See Below	Dec. 13 Lunch	March 21 Lunch	June 13 Lunch

No meal service during Thanksgiving, winter and spring breaks. Arrangements to stay in housing during breaks need to be made in writing through the Housing Office. Those approved for break housing are subject to pro-rated weekly charges. Please check with the Housing office for rates.

*Meal plan for summer is optional - see housing for cost.

SCHEDULE OF RATES PER TERM

PRIVATE ROOM RATE	Fall	Winter	Spring	Total
15 per week	\$3,503	\$2,570	\$1,713	\$7,786
Flex Plan	\$3,503	\$2,570	\$1,713	\$7,786
19 per week	\$3,618	\$2,685	\$1,828	\$8,131

DOUBLE ROOM RATE	Fall	Winter	Spring	Total
15 per week	\$3,109	\$2,215	\$1,477	\$6,711
Flex Plan	\$3,109	\$2,215	\$1,477	\$6,711
19 per week	\$3,134	\$2,330	\$1,592	\$7,056

- Summer Term Housing is room only. Meal plan optional. Single: \$1,200; Double: \$720 (Meal plan cost to be announced in spring term.)
- Each term the Flex Plan offers an average of eight meals per week and scrip money for purchasing food and meals at the student's choice. Only Flex Plan participants may purchase additional scrip money in \$110 increments at the cash price of \$100. Unused scrip money only carries over from Fall to Winter and Winter to Spring terms as long as you continue on the Flex Plan. Unused meals do NOT carry from term to term. Upon completion of agreement unused scrip meals or money will not be refunded.
- Each term the Flex Plan offers 88 meals and \$125 in scrip money.

For students expecting financial aid, you will need to have the following by the first day of classes, (1) received an official award letter listing your financial aid awards and (2) attend an entrance interview and submitted a complete loan application if you are a student applying for a loan. If the above financial aid paperwork is not completed prior to the first day of classes or your aid package is less than the cost of housing or tuition, you will not be able to move in to student housing until payment arrangements have been made at the Student First Stop Center in Dellwood Hall, 541-888-7352.

SCHEDULE OF MISCELLANEOUS DEPOSITS AND CHARGES

\$250 Housing Deposit	\$10 Damaged or lost ID card
\$30 Social Fee (per term)	\$50 Improper Checkout
\$50 cleaning charge (minimum)	
\$50 Damaged or lost key replacement	

\$25 Personal Property Abandonment

Unreported work orders causing excessive damage or waste will be charged back to the residents of apartments or rooms.

The housing deposit must be submitted with a signed student housing application and room and board agreement. Room assignments will only be made upon receipt of the above agreement and deposit. Deposit refunds typically require 15 days to process.

REFUND SCHEDULE

All room rate refunds are based upon the student being formally released from the agreement by the Housing Office. After the first official day of class, charges are determined on a weekly basis ending each Friday on the following schedule.**

Move-outs during the 2nd week: Prorated refund of room and board rate and loss of room reservation deposit.

Move-outs after 2nd week: Will be charged 100% of the quarter room rate and loss of room reservation deposit.

**Federal Financial Aid students are subject to a different policy. Refer to the Financial Aid-Return of Title IV Funds pamphlet available online.

ROOM RESERVATION AND CANCELLATION

For first time students applying for housing, the housing deposit is refundable (less \$30 application fee) if cancelled in writing prior to the following dates: Fall term – second Friday in August; Winter term – last Friday before Thanksgiving; Spring term – last Friday in February. Any room reservation cancelled after these deadlines or during any term at any time (other than the scheduled cancellation period each term) will result in forfeiture of the \$250 housing deposit. This does not apply to students on the housing waiting list where no deposit is required.

Returning and Current Students – Students canceling during the reservation period posted at the end of the fall and winter terms will forfeit \$125 of

the housing deposit. The remaining deposit balance will be applied to their student accounts or refunded (a form is provided). At the end of the spring term students' housing deposit will be applied to their student accounts or refunded unless they reserve a for a future term. Students failing to indicate they are not returning to housing or Southwestern during any reservation period will forfeit the \$250 housing deposit. Students failing to indicate they are returning to housing during the reservation period could result in loss of their room.

SUPPLEMENTAL INSTRUCTION

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

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

WRITING CENTER

541-888-7299 • Randolph Hall Rm 6
www.socc.edu/serv_resrc/writing/index.html
 Email: onlinewritingtutor@socc.edu

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

STUDENTS RIGHTS AND RESPONSIBILITIES AND CODE OF CONDUCT

Southwestern Oregon Community College (SWOCC) students, as free citizens and members of a learning community enjoy particular rights. Along with these rights is the responsibility to conduct oneself in accordance with the standards of the college that are designed to advance student learning. Although not all of these rights can be found in any document, it is important to note those that are most fundamental.

A. FREEDOM OF ASSOCIATION

Students shall be free to organize and join associations to promote their common interests subject to the following considerations.

1. The membership, policies and actions of a student organization will be determined by vote of only those persons who are bona fide Southwestern Oregon Community College students.
2. Affiliation with an extramural organization shall not of itself disqualify a student organization from institutional recognition.
3. Each organization shall be free to select its own Southwestern Oregon Community College advisor. Advisors must be either contracted faculty or staff currently employed by SWOCC. SWOCC staff serves the college community when they accept the responsibility to advise and consult with student organizations to provide guidance to the group on College procedure and policy.
4. Student organizations shall be required to submit a statement of purpose, criteria for membership, rules of procedures, a current list of officers and a certified number of active members as a condition of institutional recognition.
5. Campus organizations, including those affiliated with an extramural organization, shall be open to all students without respect to race, color, sexual orientation, marital and/or parental status, religion, national origin, age, mental/physical disability or learning disability, Vietnam era or disabled veteran status, or any other status protected under applicable federal, state, or local law. Disability consultations are available through the Office of Disability Services.

B. FREEDOM OF INQUIRY AND EXPRESSION

Students shall be free to take exception with the information or views presented in any course without it affecting their grade as long as the disagreement is not disruptive to the instructional process. Students are responsible for learning the content of any course for which they have enrolled even if they disagree with the course content. Students and student organizations shall be free to examine and discuss all questions of interest to them, and to express opinions publicly and privately. They are free to support causes by orderly means that do not disrupt the regular and essential operation of the institution. At the same time, it should be made clear to the academic and the larger community that in their public expressions or demonstrations, students or student organizations speak only for themselves. Actions by individuals or groups to prevent the appearance of speakers who have been invited to the campus, and actions to obstruct or restrain other members of the academic community and campus visitors by physical force are subject to sanction.

C. FREEDOM FROM UNLAWFUL HARASSMENT

Southwestern Oregon Community College is committed to providing a learning and working environment free of harassment.

D. FREEDOM FROM SEXUAL HARASSMENT/SEXUAL ASSAULT

Students are protected from sexual harassment/sexual assault by SWOCC Board of Education policies, and by state and federal statutes.

E. FREEDOM FROM UNLAWFUL DISCRIMINATION

Southwestern Oregon Community College wishes to maintain a place of learning and work that is free of unlawful discrimination. The college prohibits discrimination based upon a person's race, color, sex, sexual orientation, marital and/or parental status, religion, native origin, age, mental/physical disability or learning disability, Vietnam era or disabled veteran status, or any other status protected under applicable federal, state or local law.

F. FREEDOM TO PARTICIPATE IN INSTITUTIONAL GOVERNANCE

Student representation on selected SWOCC councils and committees provides an opportunity for students to participate in institutional governance.

G. FREEDOM OF THE PRESS

Student publications and student press provide for free and responsible discussion of topics. Editors and managers are protected from arbitrary suspension and removal due to editorial policy or content. Editors and managers can be removed as the result of a violation of the SWOCC Code of Conduct.

CODE OF CONDUCT

1. Students have the responsibility to obey and follow College policy and procedures, the Associate Student Government (ASG) bylaws, federal and state statutes, and city ordinances. The ASG constitution and bylaws and College policy and procedures shall provide means for student involvement.
2. Students are responsible for fulfilling the requirements of their courses.
3. Students are responsible for the effects of their decisions and behavior that become destructive to the educational goals and processes of Southwestern Oregon Community College.
4. Anyone who is required to register as a sex offender under ORS 181.592-181.607 (sexual offender registration) or has been ordered by any court, parole board or other public agency to not have contact with persons under the age of 18 must notify the Office of Administrative Services at Southwestern Oregon Community College (1988 Newmark, Coos Bay, OR 97420) in writing within one business day of registering for any class at the College.

The following activities may result in disciplinary action:

1. Academic Plagiarism: The intentional submission for evaluation to a College instructor or administrator of material based, in significant part, on work done by

STUDENTS RIGHTS AND RESPONSIBILITIES AND CODE OF CONDUCT

someone other than the submitter without reasonable written indication to the evaluator of material's true source.

2. Academic Cheating: The intentional submission for evaluation to a college instructor or administrator of material based, in part, on a source or sources forbidden by generally accepted standards or by regulations established by the evaluator and disclosed in a reasonable manner.

3. Animal Abuse: Intentionally, knowingly, or recklessly causing physical injury to an animal in violation of ORS 167.

4. Furnishing false information to the college with the intent to deceive.

5. Forgery, alterations, or misuse of college documents, records, or identification cards.

6. Detention, physical abuse, or conduct that threatens imminent physical abuse of any person in the college community.

7. Malicious destruction, damage, or misuse of college or personal property on the college campus. College property is defined as all real and/or tangible property owned or controlled by the college, including but not limited to buildings, grounds, equipment, motor vehicles, library or other instructional materials.

8. Theft or extensive damage to another's property at the college or college-related environment.

9. Hazing. Any initiation rites, on or off campus, involving any intentional action or situation that a reasonable person would foresee as causing mental or physical discomfort, embarrassment, or ridicule. Individual acceptance of or acquiescence to any activity that occurs during an initiation rite does not affect a determination of whether the activity constitutes hazing.

10. The possession, use, or threatened use of firearms, ammunition, knives, explosives, dangerous chemicals, or any other objects as weapons on college property, except as expressly authorized by law or institutional regulations.

11. The possession of alcoholic beverages or controlled substances on the college campus or any other facility that is rented, leased, owned, or occupied by the college at any time when classes or student activities are scheduled.

12. Sexual Harassment: Repeated and unwanted sexual advances, requests for sexual favors, and other verbal and physical conduct which results in inhibition of unconstrained academic interchange or career advancement, or creates an intimidating, hostile, or offensive environment for one of the parties.

13. Substantial and material interference with the operation of the college.

14. Failure to comply with the terms of any penalties applied under this Student Conduct Code.

15. Disorderly Conduct: Disorderly conduct is defined as knowingly and intentionally engaging in violent, tumultuous, or threatening behavior which results in inconvenience, annoyance, or alarm, creates unreasonable noise, or disturbs any lawful assembly of persons.

16. Eluding or attempting to elude a Campus Security officer who is pursuing official duty.

POSSIBLE SANCTIONS FOR VIOLATIONS OF SOUTHWESTERN POLICIES

The Dean of Students (deanofstudents@socc.edu) will be responsible for maintaining and disseminating a disciplinary procedure for imposing sanctions while ensuring a student's right to due process. The severity of the sanction(s) should reflect the severity of the violation and may be imposed singly or in any combination. Sanctions for violation(s) of the Student Code of Conduct (or any other violations of Board policies or college administrative rules and regulations) may include, but are not limited to, the following:

1. Written Reprimand: Written warning that a student's conduct does not meet college standards and that continuation of such misconduct may result in further disciplinary action.

2. Disciplinary Probation: Imposition of a probationary status, for which further violations may result in additional disciplinary action, including suspension. Disciplinary probation may be imposed for any length of time up to one calendar year. The terms of the probation and conditions for ending it will be specified in a letter to the student. Disciplinary probation may include referral for intervention, screening, and treatment in cases where use of alcohol or other controlled substances have impaired safety and judgment.

3. Personal Mental Health Referral: A sanction which may be invoked in circumstances where the student's behavior poses a potential threat to the campus community.

4. Bar Against Re-Enrollment: May be imposed on a student who has a disciplinary case pending or who fails to pay a debt to the college.

5. Restitution: Reimbursement for costs of damage to a person or property or for a misappropriation of property. Restitution may take the form of appropriate services to repair or otherwise compensate for damages. Restitution may be imposed in combination with any other penalty.

6. Withholding of an Official Transcript: May be imposed upon a student who fails to pay a debt to the college.

7. Suspension of Rights or Privileges: Imposes specific limitations on, or restrictions to, the status of a student's enrollment at the college.

8. Suspension of Eligibility for Co-Curricular Activities: Prohibited from joining a recognized student organization and participating in its activities or attending its meetings and/or from participating in official athletic or other co-curricular activities for any length of time up to one calendar year.

9. Faculty may assign a failing grade for paper/test or course as a disciplinary action where appropriate. Faculty may also require a student to leave the classroom at any time for violations of the Student Conduct Code.

STUDENTS RIGHTS AND RESPONSIBILITIES AND CODE OF CONDUCT

10. Temporary Exclusion: An instructor or supervisory staff member may remove a student from class, a service area, or a college sponsored event when, in the judgment of the instructor or supervisor, the student is disrupting the educational or administrative processes of the college or poses a danger to other staff or students. Prior to removal, and if applicable, (there are incidents where asking a student to stop a behavior is not possible and just need to be removed) the instructor or supervisor must inform the student of the nature of the disruptive behavior and request that the student cease the behavior. If the student does not comply, the instructor or supervisor has the authority to ask the student to leave the service area or college sponsored event for the remainder of the class session, service day, or event. If a student is removed, the instructor or supervisor must notify the Dean of Students, deanofstudents@socc.edu, and fill out the appropriate paperwork.

11. Suspension: A student may be suspended for a defined period of time. During a period of suspension the student is prohibited from registering for one or more credit or non-credit classes sponsored by the college and may be barred from entering the college campus except with the permission of the President, the Vice Presidents, or Dean of Students. The conditions of re-enrollment shall be stated in the letter of suspension.

12. Summary Suspension: Summary suspension may be used to protect the college from potential disruption of instructional or other college activities, or to protect the safety of students, faculty, staff, or college property. Summary suspension, for the purpose of investigating the event or events in which the student or students were allegedly involved, shall be for no more than five (5) school days; however, it may be continued pending final disposition of the case if it is deemed necessary for the safety of students, faculty, staff, or college property or in cases where the student's presence is considered to be disruptive to the orderly functioning of the college. The President, Vice Presidents, Dean of Students, or their designees may summarily suspend a student within the stated guidelines. Such suspension shall remain in effect until the outcome of a formal

hearing is determined. The formal hearing shall be held no more than ten (10) working days from the first day of suspension. This timeline may be modified with the agreement of both parties.

13. Readmission after Suspension: When a student is suspended, the conditions for re-enrollment that must be met will be outlined in the letter the student receives at the time of suspension. In the case of a long-term suspension (more than one week), the student will be required to meet with the Dean of Students or designee prior to re-enrollment, and to request reenrollment in writing. The Dean of Students will be responsible for determining if the conditions for re-enrollment have been met. The Dean of Students will provide the student, in writing, with the Dean of Student's decision regarding the student's re-entry into the college and the reasons for the decision.

14. Expulsion: A permanent separation from the college. A student may be expelled from the college only on approval of the decision by the Dean of Students.

SUBSTANCE ABUSE POLICY & PROCEDURES FOR VIOLATIONS

As part of its educational mission, Southwestern Oregon Community College is committed to providing an environment which promotes academic, social, and personal development and recognizes that faculty and staff all contribute to learning. SWOCC holds the belief that the illegal use and abuse of alcohol, and the use of illegal drugs, pose a direct threat to its learning environment.

POLICY AS STATED IN THE CODE OF CONDUCT

The possession of alcoholic beverages or controlled substances on the College campus or any other facility that is rented, leased, owned or occupied by the college at any time when classes or student activities are scheduled, except as provided for in Southwestern Oregon Community College Board Policy 5.012 Liquor On Campus is prohibited. Sanctions which may be imposed by the Dean of Students (or designee) on students for violations of the code will be in addition to any citations that may have incurred from Campus Security or local law enforcement. Specific sanctions include:

First Offense – Written reprimand and referral to counseling, educational assessment and/or community service.

Second Offense – Required alcohol assessment and disciplinary probation.

Third Offense – Suspension from college for a defined period of time. If a student is enrolled in certain educational programs (nursing, culinary arts, fire science, etc.) or participating in student activities such as athletics, student government, or other clubs, or living in campus student housing, additional sanctions may apply. Please see those policies that apply.

ADDITIONAL SANCTIONS

1. Athletic Department: Please see current Redbook
2. Residence Life/Housing: Please see current housing contract
3. Nursing Standards: Please see current nursing handbook
4. OCC: Please see current handbook
5. Associate Student Government (ASG): Please see current bylaws
6. Federal Financial Aid Regulations Pertaining to Drug Convictions: Eligibility regarding drug convictions - student is ineligible for financial aid if he/she has a drug conviction which is declared at the time student files the FAFSA. Ineligibility begins from date of

conviction. Please note that this is a self-declaration when the student files the FAFSA. Please see the following website for more information: <http://www.socc.edu/financialaid/pgs/info-policies/federal-student-financial-aid-penalties-for-drug-l.shtml>.

PROCEDURAL STANDARDS IN DISCIPLINARY PROCEEDINGS

Disciplinary proceedings regarding student conduct play a role substantially secondary to example, counseling, guidance, and admonition. At the same time, the college has a duty and the corollary disciplinary powers to protect its educational purpose through the setting of standards of scholarship and conduct for the students who attend and through the regulation of the use of institutional facilities. In the exceptional circumstances when the preferred means fail to resolve problems of student conduct, proper procedural safeguards will be observed to protect the student from the unfair imposition of serious penalties. The administration of discipline shall guarantee procedural fairness to an accused student.

In all situations, procedural fair play requires that the student be informed of the nature of the charges against him/her, that he/she be given a fair opportunity to refute them, that the institution not be arbitrary in its actions, and that there be provisions for appeal of a decision. Students have the right to initiate the grievance procedure when student rights, as defined in this document, have been denied.

INVESTIGATION OF STUDENT CONDUCT

1. Complaint

a. Any person including but not limited to students, staff, and faculty who has knowledge of student conduct that may be in violation of the Code may file a student conduct complaint with the Dean of Students and must be submitted on a formal complaint form.

b. All student conduct complaints must be received no later than 30 calendar days after the incident described in the complaint or the time when the person filing the student conduct complaint first had knowledge of the

incident, whichever time period is greater.

2. Action on the Complaint

a. Based on information received in the complaint, the Dean of Students or designated representative may initiate further investigation of the complaint and/or impose appropriate penalties.

b. The Dean of Students acting on a complaint may initiate the Resolution Process when it is alleged that the college has acted in a manner that denies, abuses, or diminishes a student's rights and privileges.

STATUS OF STUDENT PENDING FINAL ACTION ON A COMPLAINT

Pending action on a complaint, the status of a student will not be altered, or his or her right to be present on the campus and to attend classes suspended, except for reasons relating to his or her physical or emotional safety and well-being, or for reasons relating to the safety and well-being of students, faculty, or college property.

STUDENT COMPLAINT RESOLUTION PROCEDURES

Complaint resolution procedures include both informal and formal processes. Students are required to resolve complaints informally and use the formal complaint procedure only as a last resort. (Exceptions to this will be determined by the appropriate college official) Southwestern Oregon Community College provides procedures for students to use to address concerns or initiate complaints regarding grade disputes, another student's conduct which violates the College's Student Code of Conduct, allegations of discrimination or sexual harassment, or charges of faculty or staff misconduct.

Each of the dispute types listed below shall be subject to a dispute resolution process. The same process is not necessarily appropriate for resolving all disputes. The dispute types listed below will be resolved through the following procedures:

GRADE APPEALS

The purpose of the grade appeal process is to address concerns regarding the final grade in a class and is utilized for only that purpose. Students may not appeal disagreements with teaching methodologies, attendance policies or grade weighting methods.

GROUNDINGS:

1. Students may appeal final course grades for the following reasons:

- a. Inconsistency between the grading policy written in the syllabus and what is practiced
- b. Grade miscalculation
- c. Errors in the final exam if a change in final exam grade would cause a change in the course grade.

PROCESS:

1. Informal

a. The student must schedule, meet, and discuss with instructor awarding the grade within 30 (calendar) days of official notification of the grade in dispute. The method of communication will be consistent with the course syllabus.

2. Formal Process

a. Should the informal review fail to resolve the grade dispute, the student must complete and submit the grade appeal form along with any supporting documents to the Office of Instruction, within 15 (calendar) days following the informal meeting with the instructor.

b. The Office of Instruction will send the grade appeal to the Academic Standards Committee to determine if the grade appeal meets the necessary requirements as indicated in Section 1a of the grade appeal Process. Academic Standards Committee will meet within 10 (calendar) days of receipt of grade appeal documentation.

c. The Academic Standards Committee will determine if grounds have been met for the grade appeal.

STUDENTS RIGHTS AND RESPONSIBILITIES AND CODE OF CONDUCT

d. If grounds have not been met the process is complete and the grade remains. The student and instructor will receive notification of the decision in writing within seven (calendar) days of the decision.

e. If the Academic Standards Committee determines that grounds for a grade appeal have been met then the Academic Standards Committee will further review the documentation. The Academic Standards Committee will meet with the student and instructor (student and/or instructor may choose to not attend) and a decision will be made. The decision is final.

f. The Office of Instruction shall notify the student and instructor of the committee's decision in writing within seven (calendar) days of the decision.

3. Process Review

a. The Vice President of Instruction will review the process if requested by either the student or the instructor.

b. If any inconsistencies in the process are apparent, the Vice President of Instruction will return the grade appeal to the Academic Standards Committee.

c. The decision of the Academic Standards Committee will be final.

COMMITTEE COMPOSITION:

1. For the purpose of grade appeals there should be a minimum of five voting members on the Academic Standards Committee.

2. If Academic Standards Committee member(s) declare a conflict of interest or there are too few members, the Faculty Senate President in consultation with the Vice President of Instruction shall appoint (a) faculty member(s) to fill the position(s) on the committee for this purpose.

3. If a grade appeal occurs for spring or summer term an ad hoc committee will be convened by the Office of Instruction based on the Faculty Senate Constitution determining membership of the Academic Standards Committee.

CHARGES OF STUDENT MISCONDUCT

This may include any violation of the Student Code of Conduct set forth above which comes to the attention of a faculty or staff member. Faculty, students and staff members are encouraged to deal with student misconduct on an informal basis whenever possible. However, where the misconduct rises to a level such that informal resolution is not possible, a student or staff member may initiate this dispute resolution procedure by filing the following material with the Dean of Students:

a. A written complaint setting forth the name of the student.

b. A description of the alleged inappropriate conduct.

c. A reference to the student conduct policy allegedly violated and, if informal dispute resolution was attempted, a statement of the steps utilized; or, if no informal dispute resolution was attempted, an explanation of the reason why such an attempt was not made.

d. Name and telephone number of the faculty, student or staff member initiating the complaint.

At an initial conference with the Dean of Students or designees, (for Housing Violations please see Housing Policies and Procedures) the student will be informed verbally and in writing of the charges and the maximum penalty which might result from consideration of the disciplinary matter. The student must submit all of his/her information within seven calendar days of the initial conference. After considering the evidence in the case and interviewing persons as appropriate, the Dean of Students may take one of the following actions:

a. Terminate the proceedings, exonerating the student

b. Dismiss the case after appropriate counseling and advice

c. Impose an appropriate sanction as described

The student will be notified in writing of the decision made by the Dean of Students. The student may appeal this decision by filing a written appeal with the Vice President of Instruction (or designee) within

seven calendar days of the decision made by the Dean of Students. The Vice President (or designee) shall render a decision on the appeal within seven calendar days of its filing. The decision of the Vice President (or designee) shall be final and not subject to further appeal. In cases where expulsion is the recommended outcome, the Vice President of Instruction will make the final decision and no further appeals will be allowed.

Failure of a student complainant to attend any meeting thus scheduled without good cause and prior notification, or a verifiable emergency, may be deemed a waiver of any right to proceed further at any stage of any dispute

COMPLAINTS ALLEGING VIOLATIONS OF A COLLEGE POLICY OR PROCEDURE

Step 1: Initiate the informal process

The goal of the informal process is to establish communication between the student and the appropriate staff member for the purpose of providing a forum in which the student's questions or concerns can be addressed. It is hoped that this communication will result in a resolution agreeable to both the student and the staff member.

The student must meet with the appropriate instructor or staff member and discuss his/her concerns about the alleged policy or procedure violation. If resolution cannot be reached by talking to the appropriate staff member or when contact with the staff member would be unduly distressful or embarrassing, the student may discuss alternatives with the staff member's immediate supervisor or an Dean. Students can receive assistance in locating the appropriate supervisor or Dean by contacting the Dean of Students or the Vice President of Instruction.

The student must discuss the concern with the faculty or staff member directly involved (or, when necessary, the immediate supervisor or Dean) within 20 working days of the alleged policy or procedure violation or the student will lose the opportunity to make a formal complaint.

Step 2: File a Formal Complaint Form with the Dean of Students. If the attempt to resolve the situation informally is not successful, the student may file a formal written complaint. Southwestern Oregon Community College's Formal Complaint Form is available in the Dean of Students office. Forms should be returned to the Dean of Students, who will be responsible for ensuring that the complaint is forwarded to the appropriate college staff.

STUDENT COMPLAINTS ALLEGING VIOLATION OF COLLEGE RULE, POLICY, OR PROCEDURE

This type of complaint is to be employed if a student believes that the college, as a matter of practice, is violating its own rules, policies, or procedures. A student complaint concerning a college rule, policy, or procedure shall be made in writing and submitted to the Dean of Students. The complaint shall contain the following information:

- a. The student's name.
- b. The nature of the complaint together with all documents, policies, procedures and related material which may be necessary for college review of the complaint.

Upon receipt of the complaint, the Dean of Students shall schedule a meeting with the student complainant. At that meeting, the Dean of Students shall attempt a resolution of the student complaint. In the event that the resolution proposed by the Dean of Students is not acceptable to the student, he or she may make a secondary appeal to the Vice President of Instruction. The secondary appeal shall consist of a meeting with the Vice President of Instruction, the Dean of Students and the student. At this meeting, the Vice President of Instruction will hear the student complaint, discuss the matter with the student and the Dean of Students, review appropriate materials, and issue a written

decision within 30 days of the meeting, and the decision shall be final.

CHARGES OF FACULTY OR STAFF MISCONDUCT (7160)

Faculty and staff members are subject to collective bargaining agreements and formal disciplinary rules that cannot be superseded by these procedures. By law, certain procedures must be followed before discipline can be imposed. Prior to submitting a formal complaint, students will be required to discuss their concerns with the faculty or staff member involved in an effort to reach an informal resolution. If not successful, or when contact with the staff member would be unduly distressful or embarrassing, the student may discuss alternatives with the staff member's immediate supervisor or a Dean. Students can receive assistance in locating the appropriate supervisor or department chair by contacting the Dean of Students or the Vice President of Instruction. The student must discuss the concern with the faculty or staff member directly involved (or, when necessary, the immediate supervisor or Dean) within 20 working days of the incident precipitating the complaint, or the student will lose the opportunity to make a formal complaint. If the outcome of the informal process is not successful, students may file a formal complaint. Formal complaints may be made by completing the College's Formal Complaint Form. The student has ten working days from the date of the last meeting with the appropriate staff member or his/her immediate supervisor or Dean to file the complaint form with the Dean of Students. Formal complaints regarding the misconduct of a faculty or staff member will be forwarded to the appropriate supervisor or his/her designee and shall be subject to resolution procedures as detailed in the College's Staff Complaints and Appeals policy and procedure (7160/7160 Form).

ANCILLARY ROLE OF THE OFFICE OF THE DEAN OF STUDENTS

In addition to the duties imposed upon the Dean of Students as set forth above, The Dean of Students shall also be primarily responsible for attempting informal resolutions and reconciliations at all steps in the dispute resolution process. The Dean of Students may, with the student's consent, intervene on the student's behalf at any stage of any dispute resolution proceedings. By the same token, the Dean of Students shall also be free to schedule meetings with the student complainant at any step during the dispute resolution process should he or she deem it useful. Failure of a student complainant to attend any meeting thus scheduled without good cause and prior notification, or a verifiable emergency, may be deemed a waiver of any right to proceed further at any stage of any dispute resolution process. Any timeline set forth in any dispute resolution procedure may be extended by the Dean of Students upon written application to do so.

NOTE: Students' privacy is protected under the federal Family Educational Rights and Privacy Act, 20 U.S.C. Section 1232g; 34 CFR Part 99 (2000) and related state laws. Southwestern has developed procedures in accordance with the law. I Legal References: ORS 166.065, 341.290 (2) (3) (17), 659.850, 659.865, OAR 166-450-0000 to 0125, 589-010-0100, 589-002-0200 (1) (e), 591-004-0100 to 0750, 591-004-0500

DISCRIMINATION/ SEXUAL HARASSMENT (7165)

Students with complaints of possible harassment or discrimination may seek immediate assistance from the College's Affirmative Action Officer in accordance with the College's Nondiscrimination and Nonharassment Complaint policy and procedure (including sexual harassment discrimination [7165/7165 Form]). Copies of this procedure are available in the Human Resources Office.

STUDENTS RIGHTS AND RESPONSIBILITIES AND CODE OF CONDUCT

STUDENT RIGHT-TO-KNOW

In accordance with 34 CFR Part 668, you have the right to know certain information about Southwestern Oregon Community College including a variety of academic information, financial assistance information, institutional information, information on completion or graduation rates, institutional security policies and crime statistics, and athletic program participation rates and financial support data. As part of our compliance with this regulation Southwestern present the reference chart of the Southwestern website at <http://www.socc.edu/studentlife/pgs/student-consumer-information/>. Should you wish to comment on the presentation or content of the information provided, please contact the Dean of Students.

COLLEGE SMOKING POLICY

Board Policy 7155 prohibits the use of tobacco of any kind, by any person, except in designated smoking areas. The use or carrying of any lighted smoking instrument in college buildings or on college premises, at events on college premises, or in college-owned, rented or leased vehicles is prohibited. The distribution and/or sale of tobacco, including any smoking device, is prohibited.

ADMINISTRATION AND FACULTY

BUDGET COMMITTEE

Mike Gaudette
Mark Gagnon
Mark McKelvey
Randy Mason
Mike Sickels
Timm Slater

OFFICE OF THE PRESIDENT

Patty Scott, Ed.D., President
Ed.D. in Education; M.A. in College Student Personnel;
B.S. in Sociology

Megan Corriea, Recreation Center Supervisor/Softball Coach

B.S. in Kinesiology; A.A. in Physical Education

Deb Nicholls, Executive Assistant to the President/
Board of Education

B.A.S. in Business Management; A.A.S. in Office Administration

INSTRUCTION

Vacant, Interim Vice President of Instruction

Kathy Barber, Even Start Coordinator/Family Liaison
A.A.S. in Early Childhood Education

Daniel Birkovich, Family Center Coordinator/ECE
Practicum Instructor

B.S. in Sociology; B.S. in Elementary Education

Anna Chavez, Administrative Assistant VP of Instruction
Certificate of Completion in Health Services/EMT

Chris Coles, Director of Retired and Senior Volunteer Program (RSVP)
M.S. in Political Science

Doreen Cummins-Hasty, Curry Advisor and Student Service Coordinator

M.S. in Education/Social Science, Southern Oregon University; B.S. in Education, and Sociology, Southern Oregon University; Certificate in Administrative, Portland State University; Certificate in Counseling, Oregon State University; Certificate in Handicapped Learner, University of Oregon

Karen Domine, Dean of Extended Learning
M.A. in Human Development; B.A. in Sociology/
Anthropology

Mary Jane Fisher, CCLS Extended Services Director
A.A. in Liberal Arts

Shawn Hanlin, Executive Director of Oregon Coast Culinary Institute
A.A.S. in Culinary Arts

Rodney Keller, Dean of LDC & Developmental Education
M.A., English, 1982, Brigham Young University; B.A. English, 1979, Brigham Young University; A.A. English, 1977, Ricks College

Aleta Mankamy, Curry Instructional Program Coordinator
MBA Non-Profit Management; B.S. in Graphic Communication

Karen Matson, Director of Learning Resources
M.S. in Information Studies; B.S. in Psychology

Bonnie Maxwell, Director of Corrections Education
M.S. in Education; B.S. in Education

Laurie Potts, Director of Childhood Education
M.A. in Human Development; B.S. in General Studies
Janet Pretti, Executive Dean of Curry Campus
M.F.A. in Sculpture; B.F.A. in Sculpture and Graphic Design

Paul Reynolds, Director of Fire Science
B.S. in Employee Training; A.A.S. in Fire Protection;
A.A.S. in Education and Training

Ellen Riley, Statewide Online BNA Coordinator
M.A., B.A., A.A. in Human Health and Services

Diana Schab, Dean of Career Technical Education
M.S., B.S. in Computer Science; B.S. in Civil Engineering

Karim Shumaker, Gold Beach Center Coordinator
A.S. in Business Administration

Arlene Soto, Director SWOCC Business Development Center
M.A. in Counseling; M.S., B.A. in Management; A.A. in Accounting

Maya Tsai, International Student Coordinator
Masters in Education, pending spring 2013, Sonoma State University; B.A. in Communication Studies, The World College of Journalism (Shih Hsin University)

Susan Walker, Director of Nursing
M.S. in Public Health/School Health; B.S. in Nursing

STUDENT SERVICES

Michelle Benoit, Director of Student Support Services/Retention Specialist
M.S. in Education; B.A. in French

Sharilyn Brown, Director of Educational Talent Search/Upward Bound
M.S. in Social Science and Behavioral Science; B.S., A.A. Human Services

Tim Dailey, Dean of Students
B.S. in History/Social Sciences, 1978; Whitworth College; M.C. in Counseling, 1991, Arizona State University

Grant Gill, Educational Talent Search Specialist
B.A. in English; A.S. in Business Management

Michelle Hanna, Healthy Start Healthy Families Specialist
B.F.A. in Graphic Design/Illustration, University of Buffalo

Nathan Helland, High School Relations Coordinator
B.A. in Liberal Studies

Ted Homenick, Education Talent Search Specialist
M.A. in Counseling, Northwest Christian University
B.S. in Liberal Studies/Education, Oregon State University

Shawn Liggett, Student First Stop Coordinator/Supervisor
M.B.A., B.S., A.A. in Business Administration

Gerry Livingston, Educational Talent Search Specialist
B.S. in Recreation/Community Education

Mary Loiselle, SBDC Counselor/Instructor
Graduate Certificate in Gerontology, 1999, United States International University; M.A. in Institutional Administration, 1994, United States International University; B.A. in Psychology, 1990, United States International University

Barry Miller, Educational Talent Search Specialist
M.Ed. in School and Community Counseling; B.S. in Sociology

Tom Nicholls, Executive Director of Enrollment Management
B.S. in History Economics; B.S. in Education

Kari Robison, Admissions/Recruitment Coordinator
B.S. in Agriculture Business Management; A.A. in Transfer

Avena Singh, Director Financial Aid
M.B.A. in Business Management - Marketing; B.S. in Information Technology; A.A.O.T.

Karina Smith, Student Life and Events Coordinator
M.S. in Communication; B.A. in Anthropology

Lynne Whitely, OCCI Recruiting, Advising, Retention Specialist
B.S. in Business/Hotel & Restaurant Management, Oregon State University

Neil Winberg, Talent Search Coordinator
M.F.A. in Creative Writing; B.A. in Secondary Education

CAREER COUNSELING

Patrick Platt, Academic Advisor
B.A. in Political Science

Trish McMichael, Job Placement, Internship Coordinator
B.A. in English/European History

ADMINISTRATIVE SERVICES

Linda Kridelbaugh, Vice President of Administrative Services
M.S. in Computer Science; B.S. in Mathematics

Dede Clements, Bookstore Manager
M.B.A. in Management

Kyle Croy, Resident Director
B.S. in Communication; A.A.O.T.

Delia Davila, Residence Director
B.A. in Government/Spanish

Leigh FitzHenry, Accounting Technician
A.A.S. in Business Management

Lisa Fletcher-Gordon, Compensation/Benefits Coordinator

Chris Foltz, Executive Chef SWOCC Dining Services
A.A.S. in Professional Cooking and Baking

Dominic Hammon, Curry Facilities Operation Manager
A.A. in Business, Santa Rosa Jr. College

Jeremy Jones, Residence Director
M.E. in College Student Affairs; B.A. in Liberal Studies

Ann McCadden, Compensation/Benefits Coordinator
Certificate of Completion in Bookkeeping

Ron Olson, Business Office Director
B.A. in Business Administration - Accounting

Shannon Poynter, Catering Director/Sous Chef SWOCC Dining Services
B.S. in Finance and International Market; Certificate in Culinary Arts

ADMINISTRATION AND FACULTY

Carol Richards, Administrative Assistant to the VP of Administrative Services

B.S. in Home Economics; A.A. in General

Rachelle Summerville, Executive Director of Human Resources

M.B.A. in HR Management; B.S. in Business Management; A.S. in Business Administration

Joe Thomas, Public Safety Director

Jeff Whitey, Executive Director of Student Housing

B.B.A in Business Administration

Julee Wirth, Recruitment Analyst

ATHLETICS

Mike Herbert, Athletic Director

Ph.D. in Health, Physical Education and Recreation;

M.S., B.S. in Kinesiology

Kayla Schmidt, Athletic Trainer

M.S. in Athletic Training; B.S. in Exercise Science

FOUNDATION

Karen Pringle, Foundation Executive Director

B.A. in Geography

INTEGRATED TECHNOLOGY SERVICES

Dean Ball, Technology Support Supervisor

A.A.S. in Network Design and Administration

Robin Bunnell, Institutional Researcher

M.B.A in Business; B.A. in Political Science

James Chilson, Programmer/Training Specialist

M.S. in Computer Science; B.S. in Mathematics and Computer Science

Pat Davidson, Web System Administrator

Certificate of Completion in Social Studies, Integrated Social Studies, Childhood Education

Cari Friesen, Senior Information Technology Specialist
B.S., A.A., C.C.N.A. in Information Technology

Carl Gerisch, Systems Administrator

A.S. in Math and Science

Rocky Lavoie, Director of Integrated Technology Services/Systems Administrator

John Taylor, Network Technician Specialist

EMERITUS ADMINISTRATION AND FACULTY

Pat Alvey

John Anderson

Carroll Auvil

Thomas Bennett

Margie Boak

Bob Bower

Jane Briggs

Dortha Chase

John Christiansen

Kris Crusoe

Barbara Davey

Barbara Dodrill

George Elkins

Katherine Flores

Willi Furrer

Dorothy Gillett

Linda Grosso

Sarah Harrold

Charles Hower

Barbara Johnson

Raymond Kelley

Bonnie Koreiva

Howard Kubli

Ronald Lilienthal

Bruce Locker

Phyllis Love

William McGuire

Jacqueline McNeill

Robert Miller

Carol Moore

Jan Newlander

John Noland

Ron Pullen

Jon Richards

John Rulifson

Melanie Schwartz

Jim Shumake

Veneita Stender

Stephanie VanHorn

Terry Weaver

Dorothy Anacleto

Phillip Anderson

Rodger Barber

John Berman

Hans Boettcher

Brenda Brecke

Don Burdg

Jill Christiana

Harvey Crim

Ray Daniels

Evan Davis

Nathan Douthit

Steve Erickson

Larry Fourmet

Peggy Goergen

Shirley Gitchell

Dennis Hanhi

Catherine Hockman

Thomas Humphrey

Kirk Jones

Beverly Kemper

Stephen Kridelbaugh

N. William Lemoine

Sharleen Lillebo

Jim Love

Hugh Malafray

Dave McKiney

Sheldon Meyer

Eleanor Montagna

Don Neuharth

Jean Noland

Patricia Parker

Clara Radcliffe

Christian Rosman

Darrell Saxton

Robert Shepard

John Speasl

Mary Stricker

Sheila Ward

Bill Winfield

FULL-TIME FACULTY

Ronald Bell, Professor, Counselor

B.S. in Theatre Arts, 1978; M.F.A. in Playwriting, 1980, UCLA; M.C. in Counseling Education, 1989, Arizona State University

Jerri Bennett-Stillmaker, Professor, Allied Health

B.S. in Nursing, 1979, Southern Oregon State College; M.S. in Nursing, 1987, University of Portland

Fred Brick, Professor, History/Political Science

B.A. in History/Education, 1986, College of St. Thomas; M.A. in History/Political Science, 1990, University of Minnesota

Daniel Brouse, Associate Professor, Biology

B.S. in Biochemistry/Biophysics, 1995 Oregon State University; Doctor of Chiropractic, 1998, Western State Chiropractic College

Carolyn Byrd, Assistant Professor, Student Support Services Counselor

B.A. in Social Sciences, 2000, Washington State University; M.S.W. in Social Work, 2002, Eastern Washington University

Anthony Collins, Assistant Professor, Transitional Education

B.A. in Linguistics, 1999, Western Washington University; M.Ed. in Adult Education, 2000, Western Washington University

Jason Cooper, Health/Physical Education Instructor, Baseball Coach

M.S. of Education in Health, Physical Education and Recreation, 2009, Delta State University; B.S. in Business Administration, 2007, Union University; A.A., 2005, Johnson County Community College

Cheryl Davies, Associate Professor, Psychology

B. Comm., 1989, McMaster University; M.S. in Psychology, 2001, Southern Oregon University

Michael Detwiler, Professor, English/German
B.A. in English and German, 1971, Ashland University; M.A. in English and German, 1974, University of Freiburg, Germany

Jessica Engelke, Business Instructor
M.B.A. in Administration, 2009, University of Phoenix
B.S. in Business Management, 2006, University of Phoenix ; A.A. in General Education, 2004, Irvine Valley College

Candice Favilla, Professor, Writing/Literature
B.A. in English, Writing/Literature, 1984; M.A. in English, Literature, 1986, California State University, Chico; Ph.D. in English, 1994, University of Denver

Tracy Fawns, Nursing Instructor
M.S. in Nursing, pending 9/2013, Grand Canyon University; B.S. in Nursing, 2011, Oregon Health Sciences University; B.A. in Journalism, 2000, Portland State University

Robert Fields, Professor, Biology/General Science
B.S. in Biology, 1981; M.S. in Biology, 1984, University of Illinois; Ph.D. in Zoology, 1991, Washington State University

Darell Folck, Associate Professor, Baking and Pastry
A.O.S. in Culinary Arts, 1996, California Culinary Academy, San Francisco, CA

James Fritz, Professor, Art
B.A. in Liberal Arts/Studio, 1983, St. John's University; M.F.A. in Sculpture/Metal Casting, 1989, Southern Illinois University

Nilda Garzelloni-Dovale, Associate Professor, Culinary Arts
B.A. in Hotel Restaurant Management, 1977, Michigan State University; Chef Training Program, 1981, LA Trade Technological College

Katherine Gryzenia, Pharmacy Tech Instructor
Doctor of Philosophy in Basic Medical Services, 2006, University of Alabama; B.S. in Chemistry and Biochemistry, 1999, University of Alabama

Trevor Hoppe, Associate Professor, Health/PE
B.A. in Physical Education, 1992; M.A. in Physical

Education, 1996, Humboldt State University

Sean Hutcherson, Associate Professor, Mathematics
B.S. in Mechanical Engineering, 1989, University of California, Santa Barbara; M.A. in Math and Science Education, 1994, University of California, Berkeley

Zita Ingham, Professor, English
B.A. in Bacteriology, 1974, University of California, Berkeley; M.A. in English-Teaching in a two-year college, 1984; Ph.D. in Rhetoric and Composition, 1991, University of Arizona

Bernadette Kapocias, Associate Professor, Speech
B.S. in Communication, 1993, Southern Oregon State College; M.A. in Communication, 1997, Washington State University

Kassahun Kebede, Anthropology/Sociology Instructor
PhD, Department of Anthropology, 2012, Maxwell School of Citizenship and Public Affairs, Syracuse University; M.A. in Social Anthropology, Department of Anthropology and Sociology, 2001, Addis Ababa University; B.A. in Sociology, Department of Anthropology and Sociology, 1996, Addis Ababa University

Kyriakos Kypriotakis, Instructor, Mathematics
B.A. in Mathematics, 2000 Aristotle University; M.S. in Mathematical Logic, 2002, University of Athens; Ph.D. in Mathematics 2009, University of California

Antione LaPlante, Welding/Manufacturing Instructor
B.S. in Education, 1978, Oregon State University
A.S. Industrial Mechanics-Welding & Machine, 1975, Southwestern Oregon Community College

Richard Lowe, Computer Science Instructor
M.S. in Management and Information Systems, 2010, Western Oregon University; B.S. in Information Technology – Programming, 2008, American Intercontinental University

Peter Mantey, Instructor, Speech
B.A. in Music Education, Union University; M.A. in Communication, Delta State University

Carol McKillip, Professor, Mathematics,
Environmental Sciences

B.A. in English, 1970; B.A. in Latin, 1971, San Jose State University; M.S. in Geology, 1992, University of Oregon

Terry Mendez, Instructor, EMT/Paramedic
A.A.S. in Fire Science, 1997, Southwestern Oregon Community College; A.A.S. in Emergency Medical Technology, 1999, Lane Community College

Ronald Metzger, Professor, Earth Science
B.S. in Geology, 1985, St. Lawrence University; M.S. in Geology, 1988; Ph.D. in Geology, 1991, University of Iowa

Sharon Miller, Professor, Developmental Education
B.Ed. in Elementary Education, 1968; M.S. in Reading Diagnosis and Correction, 1969, University of Oregon

Jessie Milligan, Information Resources and Instructional Librarian
B.A. in Journalism, 1979, Western Washington University; M.S. in Library Science, 2010, University of North Texas

Anny Mueller, Professor, Psychology
B.A. in Psychology, 1974, Montclair State College; M.A. in Clinical Psychology, 1976, Fairleigh Dickinson University

Opal Murphy, Nursing Instructor
M.S. in Nursing, 2012, Walden University
B.S. in Nursing, 2010, Oregon Health Science University

Dan Neal, Professor, Health/PE and Track Coach
B.S. in Health/PE, 1974, Southern Oregon State College; M.S. in Sports Coaching, 1994, United States Sports Academy

Joy Parker, Professor, English
B.A. in English, 1982; M.A. in Applied Linguistics/ TESL, 1986, University of Oregon

Tina Powers, Visiting Instructor, Culinary Arts
Chef's Certificate, Diablo Valley College, 1983; A.A.S. in Food Arts & Management, 2002, Metropolitan Community College, Omaha, NE

ADMINISTRATION AND FACULTY

Woojay Poynter, Assistant Professor, Baking/Pastry
B.S. in Computer Science, 1996, Michigan Technological University; M.A. in Economics, 2002, University of Oklahoma; A.O.S. in Culinary Arts & Management, 2005, Metropolitan Community College; B.S. in Culinary, 2009, Southwest Minnesota State University

Tom Roberts, Visiting Instructor, Culinary Arts
A.A. in Occupational Studies in Culinary Arts, 1985, Culinary Institute of America

Beverly Segner, Professor, Counselor
B.A. in Social Welfare, 1974; M.S.W. in Social Work, 1976, University of Southern California

Willa Shannon, Associate Professor, Mathematics
B.A. in Music/Education, 1967, Whitman College; M.S. in Systems Management, 1995, University of Southern California, Los Angeles

Linda Stagg-Brown, Instructor, Business/Marketing
B.S. in Business/Psychology, 1999, Eastern Oregon University; MBA in International Business Administration, National University, CA

Mark Stueve, Associate Professor Adult Education, Corrections
M.S. in Computing Technology in Education, 2004, Nova Southeastern University
B.A. in Cultural Studies, 1990, The Evergreen State College; B.S. in Mathematics and Computer Science, 1990 The Evergreen State College A.A. in Liberal Arts, 1982, Spokane Falls Community College

Ann Sylvia, Professor, Chemistry, Life Sciences
B.S. in Entomology, 1980, University of California; B.S. in Chemistry, 1986, California State University; Ph.D. in Chemistry, 1991, University of California

Bryan Thurman, Welding/Manufacturing Instructor
A.A.S. in Welding and Fabrication, 2013, Southwestern Oregon Community College

Michael Turner, Professor, Music
B.M. in Music Theory, 1976, M.M. in Music Theory, 1981, North Texas State University

Adam Whitlatch, Associate Professor, Health/PE
B.S. in Physical Education, 2000, Ohio University; B.S. in Recreation Studies, 2000, Ohio University; M.S. in Pedagogy/PE, 2001, University of Wisconsin

Pamela Wick, Nursing Instructor
M.S. in Nursing/Education, 2011, Walden University
B.S. in Nursing, 1995, Oregon Health Science University; A.A. in Nursing, 1990, American River College

Chris Williamson, Professor, Computer Information Systems
B.A. in Communications, 1975, Washington State University; M.S. in Computer Science, 1987, East Texas State University

Mark Wilson, Professor, English
B.A. in English, 1976, Northwest Nazarene College
M.A. in English, 1978, Washington State University

Marta Wozniak, Assistant Professor, Writing/Advisor
B.A. in English, 2001, Southern Oregon University; M.A. in English, 2001, Nicholas Copernicus University; M.A. in English, 2004, Arizona State University

A		Childhood Education & Family Studies Programs 49-57	Fire Science Technology Programs 76-79
Ability to Benefit Policy.....	177	Computer Information Systems (AAS) 58-60	Foundation..... 164
Academic Advising.....	178	Computer Information Systems (Certificate of Completion)..... 61	G
Academic Calendar	Inside Front Cover	CIS: Health Informatics..... 64-65	GED (General Education Development)..... 163
Academic Honors	177	Clerical (Certificate of Completion) 37	General Education Philosophy 10
Academic Notification System	177	CLEP (College Level Examination Program) 175	Grade Point Average..... 176
Academic Information	167-177	Code of Conduct..... 182-188	Grading..... 176
Accounting (Certificate of Completion)	45	College Now..... 163	Graduation Process..... 173
Accreditation	3-4	College Placement Test..... 8	Green Technician..... 80
Add/Drops	168	Community Education	H
Administrative Office Professional (AAS)	35-36 163	Health Care Career Core (Pathways Certificate).... 90
Administrative Withdrawals	168	Computer Labs..... 178	History of Southwestern 2
Admission	6-9	Cooperative Work Experience	Housing..... 180
Adult Basic Education (ABE/GED).....	163 178	How to Enroll 6-9
Adult High School Diploma	163	Counseling Services	I
Advanced Placement Program.....	175 178	Incompletes..... 176
Advising and Counseling.....	178	Course Descriptions..... 108-160	Infant and Toddler (Pathways Certificate) 56
Affirmative Action.....	5	Course Numbering System	Instructor Consent..... 169
Alternative Credit	175 174	International Students..... 6
Associate of Applied Science Degree	28-29	Course Prerequisites..... 168	Internships..... 178
Associate of Arts/Oregon Transfer Degree.....	14-17	Credit for Coursework..... 173	L
Associate of General Studies Degree.....	26-27	Credit for Prior Learning	Library
Associate of Science Degree	24-25 175 179
Associate of Science/Oregon Transfer in Business.....	21-23, 41-42	Criminal Justice (Transfer)..... 66-67	Learning Resource Center (Tutoring Lab)
.....	21-23, 41-42	Criminal Justice (AAS) 179
Athletics	178 68-69	M
Attendance.....	168	Culinary Arts (AAS)..... 70-71	Majors, Change of..... 168
Auditing Courses	169, 176-177	D	Marketing (Pathways Certificate)..... 47
B		Degree Requirements	Mathematics (Transfer)..... 81-82
Baking and Pastry Arts (AAS)	72-73 10-12	Mandatory Reading..... 8
Bookkeeping Clerical (Certificate of Completion).....	38	Developmental Education Courses	Marine Biology (Transfer)..... 83-84
.....	38 174	Medical Assistant (AAS)
Bookstore.....	178	Disability Services..... 169, 178 85-86
Business Development Center	164	Dropping a Class..... 168	Medical Aide (Pathways Certificate)
Business Management/Entrepreneurship (AAS)	43-44	Dual Credit 88
.....	43-44 163, 176	Medical Clerical (Certificate)..... 87
C		E	Mission
Career Pathway Certificates of Completion.....	30-31	Educational Support Programs and Services (ESPS) 3
Certificates of Completion	32 178	N
Challenge	175	EMT - Paramedic (AAS)	Natural Science (Transfer)
Child Care	179 74-75 91
		Emeritus..... 190	Natural Resources (Transfer)..... 92-93
		Equal Opportunity 63
	 5	Network Management (Pathways Certificate)
		ESL (English as a Second Language)..... 163 94-95
		F	
		Faculty	
	 190-192	
		Family Center	
	 179	
		Financial Aid	
	 170	

O		R		T
Oregon Transfer Module	18-20	Recreation Center	179	Table of Contents.....
Orientation	9	Records Disclosure	171-172	Terms for Success.....
Office Receptionist (Pathways Certificate)	39	Refunds.....	167	Testing Services.....
		Retail Management (Certificate)	48	Transitional Education
P		Rural Health Aide (Certificate)	102	Transfer Credits.....
Paraeducator (Certificate)	96			Transfer Problem Hotline.....
Pass-Fail Grading Option	176	S		Tuition & Fees
Payment Plans	167	Smoking Policy	188	Tutoring
Personal Care Aide (Pathways Certificate).....	89	Software Support (Pathways Certificate).....	40	
Personal Trainer/Aging Adult (Certificate)	99	Southwestern Oregon University Center	164-165	V
Personal Trainer/Group Exercise Leader (Certificate)	99	Special Programs	163-166	Veteran's Services.....
Pharmacy Technician (Certificate)	97	Statute of Limitation	7	
Phi Theta Kappa	177	Student Government	180	W
Phlebotomy Technician (Certificate)	98	Student Rights/Code of Conduct	182-188	Waitlisted Courses
Physical Education (Transfer)	100-101	Student Support Services.....	178	Welding and Fabrication Programs.....
Placement Test.....	8	Study Abroad.....	166	Welcome.....
Prerequisites	168	Support Technician (Pathways Certificate)	62	Withdrawal and Refunds.....
Program Reference Guide.....	33-34	Supplemental Instruction.....	181	Writing Center.....
		Supervision (Pathways Certificate)	46	

SOUTHWESTERN OREGON COMMUNITY COLLEGE CONTACT NUMBERS

1988 NEWMARK AVE., COOS BAY OR 97420 • WWW.SOCC.EDU

Southwestern Main Campus.....	(541) 888-2525 or (800) 962-2838	Oregon Student Assistance Commission	(800) 452-8807
Administrative Services	(541) 888-7206	Presidents Office	(541) 888-7400
Admissions	(541) 888-7636	International Student Program	(541) 888-7185
Athletic Department	(541) 888-7452	Student First Stop	(541) 888-7352
Community Education	(541) 888-7328	(Registration, Student Records, Transcripts, Cashier, Student Accounts Receivable and Financial Aid Assistance)	
Distance Education	(541) 888-7345	Student Housing	(541) 888-7635
Educational Support Programs and Services	(541) 888-7405	Student Support Services.....	(541) 888-7419
(Counseling, Testing and Advising)		Southwestern Curry Campus Brookings Center.....	(541) 813-1676
Financial Aid Office	(541) 888-7337	Southwestern Curry Campus Gold Beach Center.....	(541) 247-2741
Federal Work Study/General Student Employment	(541) 888-7411	Southwestern Curry Campus Port Orford Center.....	(541) 332-3023
Federal Student Aid.....	(800) 433-3243		
Office of Instruction	(541) 888-7424		

EDUCATIONAL DEVELOPMENT PLAN

Name:			ID:		Degree/Certificate:		
First Year Fall	Credit	First Year Winter	Credit	First Year Spring	Credit	First Year Summer	Credit
Second Year Fall	Credit	Second Year Winter	Credit	Second Year Spring	Credit	Second Year Summer	Credit
Third Year Fall	Credit	Third Year Winter	Credit	Third Year Spring	Credit	Third Year Summer	Credit



Directions to Southwestern Oregon Community College

COOS CAMPUS:

Southbound I-5: Take Exit 162 (Highway 38) and proceed west through Drain, following signs to Coos Bay. In ReedSPORT, turn left onto Highway 101 and proceed south to North Bend.

Northbound I-5: Take Exit 112 for Coos Bay (the exit is also a rest stop). Proceed west into Winston and turn left at the first stoplight, following signs to Coos Bay. Stay on Highway 42 through Myrtle Point and Coquille. Merge onto Highway 101 northbound about 15 miles beyond Coquille and proceed into Coos Bay.

Southbound 101: Proceed south until entering North Bend.

Northbound 101: Proceed north until entering Coos Bay.

To Southwestern: Midway between Coos Bay and North Bend (at the big fuel tanks), turn west onto Newmark Avenue and head up a steep hill. Proceed through four stoplights. At the fifth light, Wal-Mart will be on your left and the main entrance of the college is on your right.

General Parking: Turn right into the main campus off of Newmark Ave. Park free in any round parking lot.

Conference and Camp Parking: Drive past Wal-Mart and immediately after Burger King turn right into the west entrance of the college. Turn left at Student Way; the Lighthouse Depot is the second building on the left. Park anywhere; no permits are required in the summer.

CURRY CAMPUS:

Southbound and Northbound 101: Curry Campus is located approximately four miles north of Brookings between mile markers 353 and 354. Turn east on Lone Ranch Parkway and proceed up the hill to campus.

Southbound and Northbound I-5: Take Exit 55 to merge onto US-199 toward Ocean Beaches/Crescent City. Go approximately 80 miles to reach Hwy 101. Turn right on Hwy 101 and proceed north. Four miles north of Brookings, after mile marker 354, turn right on Lone Ranch Parkway and proceed up hill to campus.

SOUTHWESTERN Oregon Community College

Directory

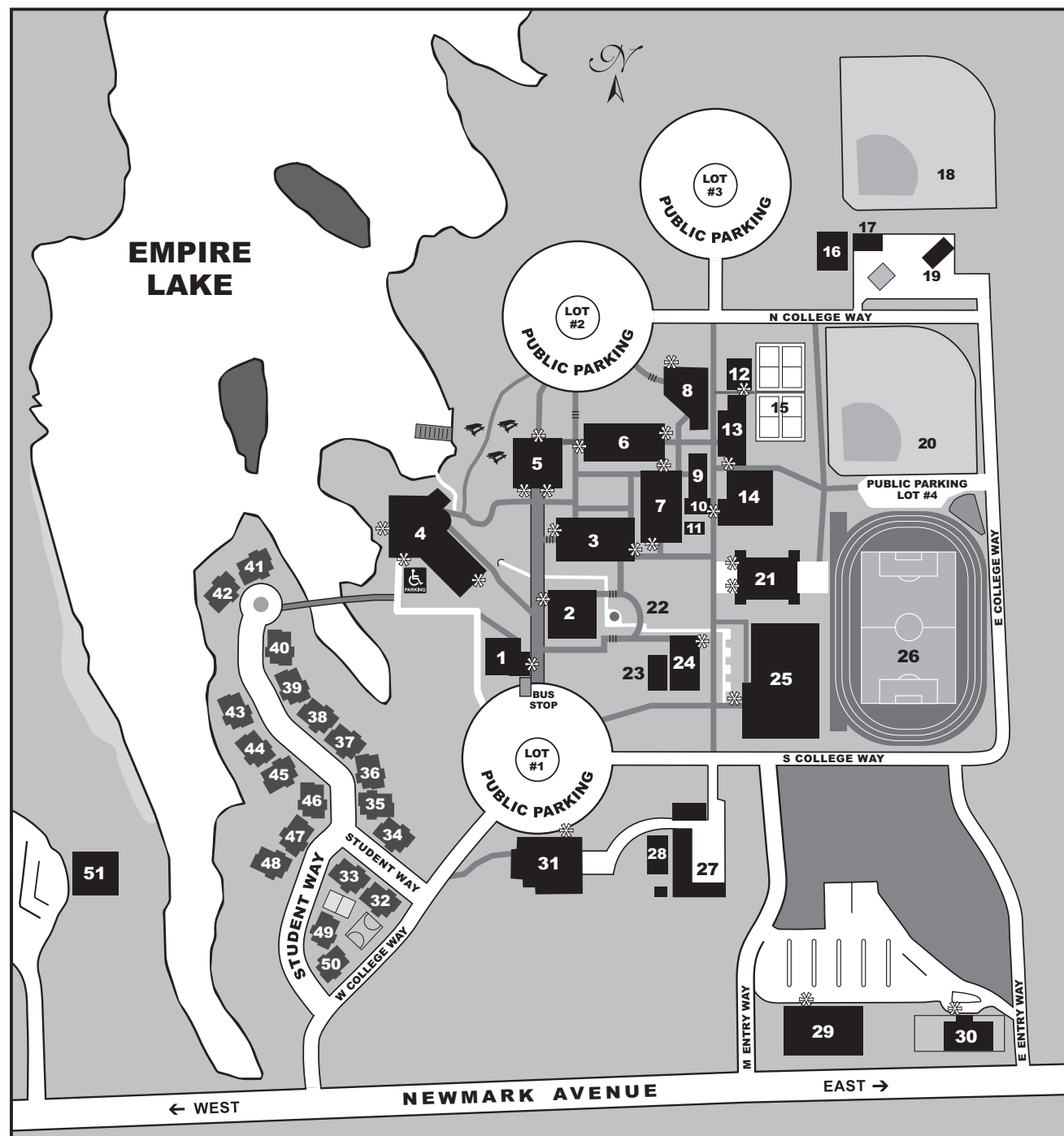
1. Stensland Hall
2. Dellwood Hall
3. Randolph Hall
4. Empire Hall/
Hales Center for the Performing Arts
5. Tioga Hall
6. Sitkum Hall
7. Coaledo Hall
8. Eden Hall
9. Lampa Hall
10. B-2 Electronics Tech Lab
11. Greenhouse
12. Sunset Hall
13. Summer Hall
14. Fairview Hall
15. Tennis Courts
16. Field House
17. Fire Science
18. Baseball Field
19. Fire Tower
20. Softball Field
21. Prosper Hall/Gym
22. Poet's Eye Outdoor Theater
23. B-3 Maintenance Warehouse
24. Umpqua Hall
25. Student Recreation Center
26. Track/Soccer Field
27. Plant Services/Maintenance
28. Greenhouse
29. Newmark Center
30. Family Center/Child Care
31. Oregon Coast Culinary Institute

STUDENT HOUSING:

- | | |
|----------------------|---------------------|
| 32. North Head | 42. Umpqua River |
| 33. Lighthouse Depot | 43. Cape Arago |
| 34. Willamette River | 44. Coquille River |
| 35. Warrior Rock | 45. Cape Blanco |
| 36. Desdemona Sands | 46. St. George Reef |
| 37. Point Adams | 47. Battery Point |
| 38. Tillamook Rock | 48. Trinidad Head |
| 39. Cape Mearns | 49. Willapa Bay |
| 40. Yaquina Head | 50. Gray's Harbor |
| 41. Heceta Head | |

51. Neighborhood Facility Building

- ✱ Denotes Disabled Accessible Entrances
 ||| Denotes Stairs



LEAVE YOUR MARK WITH A

Legacy Brick

Commemorate your experience at Southwestern by purchasing an engraved Legacy Brick that will be placed permanently in Henry Hansen Union Square.

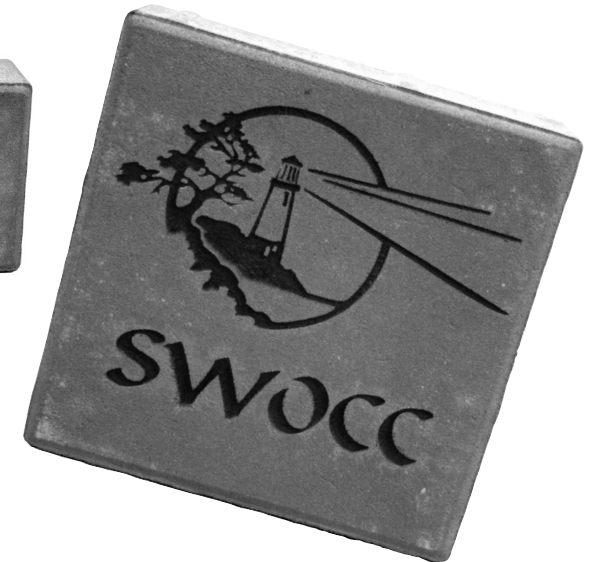
All proceeds help support Southwestern students and alumni through the Laker Club, Alumni Association.

Purchase a Brick for:

- yourself
- your graduate
- your business or
- any special person or entity you would like to honor



**TWO SIZES
AVAILABLE:
4X4 FOR \$100
8X8 FOR \$200**



Order your Legacy Brick today!
<http://www.socc.edu/foundation/pgs/alumni/>

For more information contact: The Foundation at 541-888-7211 or foundation@socc.edu



SOUTHWESTERN
Oregon Community College

1988 Newmark Avenue
Coos Bay, Oregon 97420

