



SOUTHWESTERN  
OREGON COMMUNITY COLLEGE

# CATALOG 04-05



The best way to predict your future . . .



is to create it.



**SOUTHWESTERN**  
Oregon Community College

# **CATALOG**

# **04-05**

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# Oregon's Scenic South Coast...



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

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

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

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

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 Dean of Administrative Services in Tioga Hall, Room 512. Phone (541) 888-7206 or TDD (541) 888-7368. All other issues, concerns, and complaints should also be directed to the Dean of Administrative Services for referral to the appropriate administrator.

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

# 2004-2005

## Quick Reference Calendar\*

Term	Fall 2004	Winter 2005	Spring 2005	Summer 2005 (tentative)	Fall 2005 (tentative)
Registration	Please check each term's Schedule of Classes for registration information, including online classes, or find information online at <a href="http://www.socc.edu">www.socc.edu</a> .				
Move-in day for housing residents	September 22	December 30	March 25		
Day and night classes begin	September 27	January 3	March 28	June 20	September 26
Last day to register or add classes without instructor consent	October 1	January 7	April 1		
Last day for refunds and to withdraw without being assigned a "W"	October 1	January 7	April 1		
Holidays/ Campus Closures	Veteran's Day Nov. 11 Thanksgiving Nov. 25 & 26 Term Break Dec. 13-31 Campus Closed Dec. 20-29	New Year's Day Jan. 1 MLK Day Jan. 17 President's Day Feb. 21 Spring Term Break March 21-25	Memorial Day May 30 Term Break June 13-17	July 4th	Veteran's Day Nov. 11 Thanksgiving Nov. 25 & 26
Last day to process registrations, add/drops, or withdraw from a class.	December 1	March 9	June 1		
Final exam	December 6-9	March 14-17	June 6-9		December 5-8
Last day of term	December 9	March 17	June 9	Aug 11 (8 weeks) Aug 18 (9 weeks)	December 8
Commencement			June 10		

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

# Southwestern Oregon Community College

## 2004-2005 Academic Calendar

### SUMMER TERM 2004 (8 weeks)

May 10- June 10	Advising by faculty and counselors
May 17	Registration begins for summer and fall terms. Make payment arrangements with Student First Stop Center at time of registration
<b>May 31</b>	<b>CAMPUS CLOSED - MEMORIAL DAY</b>
May 31 - June 24	Open registration for summer term
June 14	Fin.Aid/Agency summer book sales begin
June 17	Waitlist completed. See instructor.
June 19	Move-In Day for housing residents
<b>June 21</b>	<b>Day and night classes begin</b>
June 24	Last day to register or add classes without instructor consent
June 24	Last day for refunds and to withdraw without being assigned a "W"
June 24	Fin. Aid students should complete all add/drops, including waiting list classes, for correct check disbursement
June 30	Last day to return textbooks for full refund
June 30	Fin. Aid students <b>must</b> complete the registration process by today (funds disbursed based on today's enrollment status)
July 1, 6	Fin. Aid disbursement checks mailed
<b>July 5</b>	<b>CAMPUS CLOSED - INDEPENDENCE DAY HOLIDAY</b>
July 15	<b>GRADUATION APPLICATIONS DUE</b>
July 30	Last day to change to audit without instructor consent
August 4	Last day to withdraw
August 4	Last day to process summer registrations and add/drops
August 9-11	Textbook buy-back
August 12	Last day of classes
August 14	Check-Out Day for housing residents
August 16-September 26	Term Break

**Note:** Academic calendar subject to change. Please check the Schedule of Classes each term for registration and distance learning information.

The campus will be closed on Fridays during the summer beginning June 18th through August 27th.

### FALL TERM 2004 (11 weeks)

May 31 - October 1	Open registration for winter term. Make payment arrangements with Student First Stop Center at time of registration
<b>September 6</b>	<b>CAMPUS CLOSED - LABOR DAY</b>
<b>September 16</b>	<b>Faculty return to campus</b>
September 16	Advising appointment schedules distributed to faculty
<b>September 16-24</b>	<b>IN-SERVICE (campus may be closed)</b>
September 20	Fin. Aid/Agency fall book sales begin
September 22	Move-In Day for housing residents
September 20-December 10	Advising by faculty and counselors
September 23	Waitlist completed. See instructor.
September 23-24	New Student Orientation
<b>September 27</b>	<b>Day and night classes begin</b>
October 1	Last day to register or add classes without instructor consent
October 1	Last day for refunds and to withdraw without being assigned a "W"
October 1	Fin. Aid students should complete all add/drops, including waiting list classes, for correct check disbursement
October 6	Fin. Aid students <b>must</b> complete the registration process by today (funds disbursed based on today's enrollment status)
October 7, 8	Fin. Aid disbursement checks mailed
October 8	Last day to return textbooks for full refund
November 1	Begin making <b>advising</b> appointments for winter registration on sign-up sheets on faculty doors
November 5	Last day to change to audit without instructor consent
<b>November 11</b>	<b>CAMPUS CLOSED - VETERAN'S DAY</b>
November 19	<b>GRADUATION APPLICATIONS DUE</b>
November 22	Registration for winter term begins
November 22	Make payment arrangements with Student First Stop Center at time of registration
November 24-December 17	Advising by faculty and counselors
<b>November 25, 26</b>	<b>CAMPUS CLOSED - THANKSGIVING</b>
December 1	Last day to withdraw
December 1	Last day to process fall registrations and add/drops
December 1	Southwestern Foundation General Scholarship Applications available for 2005-2006
December 6 - January 7	Open registration for winter term
December 6-9	Final exam week (M-Th)
December 8-10	Textbook buy-back
December 11	Check out day for Student Housing
December 13-December 31	Term Break
<b>December 20-29</b>	<b>CAMPUS CLOSED</b>

# Southwestern Oregon Community College

## 2004-2005 Academic Calendar\*

### WINTER TERM 2005 (11 weeks)

December 10 - January 7	Open registration for winter term. Make payment arrangements with Student First Stop Center at time of registration
December 30	Fin. Aid/Agency winter book sales begin
December 30	New Student Housing Move-In Day
December 30	Waitlist completed. See instructor.
<b>January 1</b>	<b>CAMPUS CLOSED - NEW YEAR'S</b>
January 2	Housing open for returning residents
<b>January 3</b>	<b>Faculty return to campus</b>
<b>January 3</b>	<b>Day and night classes begin</b>
January 3 - March 11	Advising by faculty and counselors
January 7	Last day to register or add classes without instructor consent
January 7	Last day for refunds and to withdraw without being assigned a "W"
January 7	Fin. Aid students should complete all add/drops, including waiting list classes, for correct check disbursement
January 12	Fin. Aid students <b>must</b> complete the registration process by today (funds disbursed based on today's enrollment status)
January 13, 14	Fin. Aid disbursement checks mailed
January 14	Last day to return textbooks for full refund
<b>January 17</b>	<b>CAMPUS CLOSED - DR. MARTIN LUTHER KING, JR. DAY</b>
February 1	Begin making <b>advising</b> appointments for spring registration on sign-up sheets on faculty doors
February 11	Last date to change to audit without instructor consent
<b>February 21</b>	<b>CAMPUS CLOSED - PRESIDENT'S GRADUATION APPLICATIONS DUE</b>
February 18	Registration for spring term begins
February 22	Advising by faculty and counselors
February 23-March 18	
March 1	Southwestern Foundation General Scholarship Application deadline for 2005-2006
March 7 - April 1	Open registration for spring term
March 9	Last day to withdraw
March 9	Last day to process winter registrations and add/drops
March 14-17	Final exam week (exams M-Th)
March 16-18	Textbook buy-back
March 19	Check-Out Day for housing residents not returning spring term
March 21-25	Spring term break

### SPRING TERM 2005 (11 weeks)

March 7- April 1	Open registration for winter term. Make payment arrangements with Student First Stop Center at time of registration
March 21	Fin. Aid/Agency spring book sales begin
March 24	Waitlist completed. See Instructor.
March 25	Move-In Day for housing residents
<b>March 28</b>	<b>Faculty return to campus</b>
<b>March 28</b>	<b>Day and night classes begin</b>
March 28 - June 10	Advising by faculty and counselors
April 1	Last day to register or add classes without instructor consent
April 1	Last day for refunds and to withdraw without being assigned a "W"
April 1	Fin. Aid students should complete all add/drops, including waiting list classes, for correct check disbursement
April 6	Fin. Aid students <b>must</b> complete the registration process by today (funds disbursed based on today's enrollment status)
April 7, 8	Fin. Aid disbursement checks mailed
April 8	Last day to return textbooks for full refund
April 29	<b>GRADUATION APPLICATIONS DUE</b>
May 6	Last day to change to audit without instructor consent
May 16	Registration for summer and fall terms begins. Make payment arrangements with Student First Stop Center at time of registration
<b>May 30</b>	<b>CAMPUS CLOSED - MEMORIAL DAY</b>
June 1	Last day to withdraw
June 1	Last day to process spring registrations and add/drops
June 6-9	Final exam week (exams M-Th)
June 8-10	Textbook buy-back
<b>June 10</b>	<b>Commencement</b>
June 11	Check-Out Day for all housing residents
June 13-17	Term break

**Note:** Academic calendar subject to change. Please check the Schedule of Classes each term for registration and distance learning information.

# Getting Started...

## Admission

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

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

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

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

### **1. Fill out an Application for Admission**

#### ***First time students***

All students must complete a Student Record form found at [www.socc.edu/admissions/sturecordform.cfm](http://www.socc.edu/admissions/sturecordform.cfm). This information creates a student record so the system will recognize you when you call or when you log onto WebAdvisor at [www.socc.edu/academics](http://www.socc.edu/academics). Two to three working days are required to process the form.

Students who will be full-time, receiving financial aid or pursuing a degree or certificate program must submit an Application for Admission form found at: [www.socc.edu/admissions/ApplicationforAdmission](http://www.socc.edu/admissions/ApplicationforAdmission). Please bring the form and the application fee to the Student First Stop Center in Dellwood Hall or mail it to the Admissions Office, 1988 Newmark Avenue, Coos Bay, OR 97420.

Students taking less than 12 credits per term and/or NOT pursuing a degree are only required to complete a Student Record form.

#### ***International Student Admission***

Students who are citizens of other countries must meet federal immigration and College requirements before being admitted to Southwestern. International students who present evidence of satisfactory Test of English as a Foreign Language (TOEFL) scores may be admitted to Southwestern. The minimum TOEFL score required is 450. Students must complete and submit the International Application for Admission form along with TOEFL score, transcripts, and financial statement to the Coordinator of International Student Programs before the I-20 and acceptance letter are issued. For more information contact the Coordinator of International Student Programs at (541) 888-7185 or (800) 962-2838, ext. 7185.

#### ***Special Admissions Programs***

Admission to the College does not ensure admittance to a particular course, program of study or training opportunity. Restricted-entry courses, programs or training opportunities include Culinary Arts, Nursing, Perioperative Nursing, Pharmacy Technician, Surgical Technology, Nursing Assistant, Medication Aide, Emergency Medical Technician, and may include separate applications. Contact the Admissions Office in Dellwood Hall, Room 4, (541) 888-7636.

#### ***Transfer Students***

Students who transfer to Southwestern and are planning to complete a degree must complete the application process and have official transcripts sent to: Southwestern Oregon Community College, Attn: Transcript Evaluator, 1988 Newmark Avenue, Coos Bay, OR 97420.

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

Students receiving financial aid are required to submit official transcripts from all previously attended colleges to the Student First Stop Center in Dellwood Hall.

### **2. Financial Assistance**

Complete the Free Application for Federal Student Aid (FAFSA), available in the Student First Stop Center or online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Southwestern's Financial Assistance code is 003220.

If you will be receiving a scholarship, federal or state financial aid, veterans and/or agency support, you will need to complete all required paperwork and continue to monitor your status with the Student First Stop Center in Dellwood Hall at (541) 888-7337. For complete financial assistance information see pages 159-163.

### **3. Housing**

All out-of-district and out-of-state first-time students choosing to attend Southwestern are required to live in student housing their freshman year unless they have a dependent, are 21 years of age prior to the first day of class, are a veteran, are transferring 45 quarter credits or if student housing is filled. You must be 18 years of age before December 15th of the current school year to live in housing. Rooms are available on a first come, first served basis according to the date your reservation deposit, application, and room and board agreement are received.

**If you are required to live in student housing, you will need to submit a \$250.00 reservation deposit along with a housing application and a signed room and board agreement.**

The application and room and board agreement can be

downloaded from the College's website at [www.socc.edu/student\\_life/housing/housing\\_app.html](http://www.socc.edu/student_life/housing/housing_app.html). Mail the application with your deposit to: Southwestern Oregon Community College Attn: Student Housing Office, 1988 Newmark Avenue, Coos Bay, OR 97420.

## **4. Take a Placement Test**

The purpose of placement tests is to determine your entry levels for reading, writing and math. The tests are given in Stensland Hall between 8:15 a.m. and 3:00 p.m. Monday through Friday and take about two hours to complete. You will receive a copy of your test results, and your advisor will discuss the results with you and assist you in selecting classes based on your placement. Call Educational Support Programs and Services (ESPS) located in Stensland Hall at (541) 888-7371 for more information.

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

**Note:** High scores may allow you to "test out" of some course work. If you have prior college work or have taken a placement test at another college, check with ESPS located in Stensland Hall.

## **5. Meet with an Advisor**

Before attempting to register, you must see an advisor. Your advisor will discuss your educational goals with you and help you complete your class schedule. You may make an appointment to see a counselor or be assigned an advisor at Educational Support Programs and Services in Stensland Hall. If you are unsure of your educational goals, our counselors can help you determine a college major and career goal. Use the Internet to log on to Southwestern's web site [www.socc.edu/academics](http://www.socc.edu/academics) to find a listing of classes.

**Note:** You will be required to meet with your advisor prior to registering each term you attend in order to be approved to register.

## **6. Register for Classes**

After you have met with your advisor and you have been approved to register, you can go online to WebAdvisor at [www.socc.edu/academics](http://www.socc.edu/academics) or visit the Student First Stop Center.

Print a copy of your Website registration for your records. If you need assistance, call (541) 888-7352.

**Note:** If you will not be receiving financial assistance, payment is due at time of registration.

## **7. Pay for Classes**

Current tuition and fees are listed in the Schedule of Classes published each term and online at [www.socc.edu/admissions/tuition.html](http://www.socc.edu/admissions/tuition.html).

**\*\*Due to the current economic conditions in Oregon, tuition and fees are subject to change at any time.\*\***

International students are assessed \$189.00\* per credit for the first 45 credits completed at Southwestern. After the student has completed 45 credits, tuition is \$168.00\* per credit.

\*There is an additional \$6.00 technology fee per credit.

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

### ***Responsibility for Payment***

At the time of registration, the student assumes the responsibility for paying the amount due for the courses and fees. At the time of registration, an accounts receivable will be created for the student in the amount of tuition and fees that is owed.

Payment may be made by cash, check, money order, VISA, MasterCard, or Discover card. Checks should be made payable to Southwestern Oregon Community College.

A payment plan (in three or more installments) is available for those who qualify. For more information see a Student First Stop Representative in Dellwood Hall.

If the student withdraws before the term starts or during the refund period (see Schedule of Classes for specific dates), the student will not be responsible for payment of tuition or fees. Formal withdrawal requires the student to submit a signed and dated add/drop form to the Student First Stop Center or use WebAdvisor at [www.socc.edu/academics](http://www.socc.edu/academics).

## **8. Purchase Textbooks**

The Bookstore is located in Stensland Hall. Students planning to charge their books against their Financial Aid or agency benefits should first verify the funds are available with the Student First Stop Center.

## **9. Orientation to College**

An important introduction to college is held during the week before classes beginning each fall term. See Educational Support Programs and Services in Stensland Hall for more information and for a College Orientation handout.



# Degrees and Transfer Information

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*Coquille River Lighthouse*

# Program Information

The **Associate of Arts Oregon Transfer (AA/OT)** degree provides an opportunity for the student to focus on any academic area of special interest. The Oregon University System institutions and some private schools will accept the AA/OT as meeting their lower division, general education requirements. Students transferring with an AA/OT degree will have junior standing for registration purposes. The AA/OT does not necessarily meet specific institutional, department or major requirements with regard to courses or grade point average. Students may transfer between 108 and 126 community college credits to four-year Oregon University System institutions (30 of the last 45 credits must be completed at Southwestern). Guidelines for transferring into specific programs of study with the AA/OT are listed on pages 15-26. The general education requirements for four-year institutions in the Oregon University System are listed on pages 27-34 so that the student may, whenever possible, match their choices of courses in the Southwestern AA/OT to the recommendations of the institutions to which they might transfer. Students should plan carefully with the four-year institution to which they plan to transfer in order to meet the individual institutional requirements.

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

The **Associate of General Studies (AGS)** degree is intended to give individual students flexibility in using a variety of college level courses (generally 100 level or above), academic or collegiate level professional technical courses to meet the college level associate degree requirements. The AGS is tailored to the student's needs and interests while maintaining high general education standards. Students planning to transfer to a four-year institution within Oregon should complete the Associate of Arts Oregon Transfer (AA/OT) degree, which is articulated statewide. (30 of the last 45 credits must be completed at Southwestern).

The **Associate of Applied Science (AAS)** degree is intended to prepare students for direct entry into the workforce. It develops a student's employment skills while maintaining a recognizable core of general education courses. The student's transcript will designate the occupational program in the degree title. It is a nationally recognized degree, approved by the State Board of Education and is granted upon completion of a two-year designated professional/technical program (30 of the last 45 credits must be completed at Southwestern).

The **Associate of Science/Oregon Transfer degree in Business (AS/OT-Bus)** is a degree that is intended to prepare students for transfer into a baccalaureate business program at an Oregon University System 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 Oregon University System institution is not guaranteed upon completion of the Associate of Science/Oregon Transfer in Business (AS/OT-Bus) degree. It is strongly recommended that students review the list of university specific prerequisites and recommendations on page 42 and contact the specific Oregon University System campus' business school/program early in the first year of their AS/OT-Business program at Southwestern to be advised about additional requirements and procedures for admission consideration to the Oregon University System institution and the business school/program.

The **Certificate of Completion** is awarded for a specific curriculum of less 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 less 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).

**Training opportunities** are 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.

# Program Index

## Degree Options:

**AA/OT:** Associate of Arts

**AS:** Associate of Science

**AGS:** Associate of General Science

**AAS:** Associate of Applied Science

**AS/OT** Associate of Science/Oregon Transfer

**C:** One Year Certificate of Completion

**CC:** Less than One Year Certificate of Completion

**TO:** Training Opportunity

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Business Management/Marketing Option	AAS	2107	47
Marketing	CC	2207	47
Business Management/Office Management Option	AAS	2109	48
Office Administration/Office Occupations	C	2178	49
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Entrepreneurship Option			
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## Degree Options:

**AA/OT:** Associate of Arts

**AS:** Associate of Science

**AGS:** Associate of General Science

**AAS:** Associate of Applied Science

**AS/OT** Associate of Science/Oregon Transfer

**C:** One Year Certificate of Completion

**CC:** Less than One Year Certificate Completion

**TO:** Training Opportunity

Program Name	Degree Option	Code	Page
<b>Culinary:</b>			
Culinary Arts Management Training	AAS	2110	77
<b>Employment Skills Training</b>	CC	2260	78
<b>Fitness:</b>			
Athletic Training	AS	1043	80
Fitness Management	AS	1042	81
<b>Health Occupations:</b>			
<b>Allied Health:</b>			
Basic Nursing Assistant	TO	2201	83
Medication Aide Training	TO	2202	83
Rural Health Aide	C	2174	83
<b>Medical Technical:</b>			
Pharmacy Technician	C	2180	85
Surgical Technology	C	2185	85
<b>Health Occupations:</b>			
Nursing	AAS	2129	87
Perioperative Nursing	TO	2204	87
<b>Human Services:</b>			
Human Services	AS	1030	89
Human Services: Gerontology Option	AAS	2122	90
Human Services: Social Services Option	AAS	2119	90
Human Services: Substance Abuse Option	AAS	2121	90
<b>Manufacturing Technology:</b>			
Manufacturing Technology:	AAS	2133	92
Fabrication/Welding Option			
Fabrication/Welding	C	2181	93
Industrial Technology (Apprenticeship)	AAS	2301	93
<b>Natural Resources:</b>			
Turf and Landscape Technology	AAS	2135	95
<b>Public Safety:</b>			
Emergency Medical Technician	C	2161	98
Fire Science Technology	AAS	2116	97
<b>Science:</b>			
Engineering	AS	1040	100
Mathematics	AS	1050	101
Natural Science	AS	1060	102

# Associate of Arts

## Oregon Transfer Degree Requirements

Requirements	Credit Hours	Courses which satisfy requirements
Complete a minimum of 90 credit hours with a minimum Grade Point Average (GPA) of 2.0 (C) average or better. Complete 30 of the last 45 credits at Southwestern before the AA/OT is awarded		
<b>General Education Requirements</b>  <b>Writing</b> (with grade "C" or better)  <b>Math</b> (with grade "C" or better) <b>NOTE:</b> Courses may also be used to meet Distribution requirements in Math  <b>Oral Communications/Rhetoric</b> (with grade "C" or better) <b>NOTE:</b> Courses may also be used to meet Distribution requirements in Arts and Letters  <b>Health Education</b>	(19)  9  4  3  3	  <b>WR121, WR122, and WR123 or WR227</b>  <b>MTH105 or above, excluding MTH211</b>  <b>SP100, SP111, SP112, SP217, SP218, SP219</b>  <b>HE250 or PE231</b>
<b>Sequence/Distribution Requirements</b> (Courses must be at least three credits each)  <b>Arts and Letters:</b> (Credits chosen from at least two disciplines, with no more than nine credits from one discipline.)  <b>Sequence</b>  <b>Distribution</b> (If sequence is not in literature or humanities, distribution courses must be from literature or humanities.)	(15)  9  6	  <b>ART204, 205, 206; ENG104, 105,106; ENG107, 108, 109; ENG201, 202, 203; ENG204, 205, 206; ENG253, 254, 255; HUM204, 205, 206; MUS261,262, 263; PHL101, 102, 103</b>  <b>ART115, ART116, ART117, ART131, ART132, ART133, ART191, ART192, ART193, ART225, ART226, ART250, ART251, ART252, ART253, ART254, ART255, ART270, ART271, ART272, ART281, ART282, ART283, ART284, ART285, ART286, ART291, ART292, ART293, ART199, ART299, ENG199, ENG260, ENG299, FR201, FR202, FR203, GER201, GER202, GER203, J199, J202, J203, J204, J215, J217, J299, MUS101, MUS102, MUS103, MUS111, MUS112, MUS113, MUS205, MUS211, MUS212, MUS213, MUS199, MUS299, PHL199, PHL299, SP100, SP111, SP112, SP199, SP217, SP218, SP219, SP220, SP299, SPAN201, SPAN202, SPAN203, TA100, TA141, TA142, TA143, TA241, TA242, TA243, WR214, WR214T, WR222, WR241, WR242, WR243</b>
<b>Sequence/Distribution Requirements</b> (Courses must be at least three credits each.)  <b>Social Sciences:</b> (Credits chosen from at least two disciplines, with no more than nine credits from one discipline.)  <b>Sequence</b>	(15)  8-9	  <b>ANTH101, 102, 103; ANTH221, 222, 223; ANTH230, 231, 232; *HDFS225, 247, 229; (Three courses from CJ): CJ100, CJ101/SOC244, CJ201/SOC221, CJ220, CJ243/SOC243; ECON201, 202; HST101, 102, 103; HST201, 202, 203; *HS265, 266, 267; PS201, 202, 205; PSY201, 202, 203; SOC204, 205, 206</b>



# Associate of Arts Oregon Transfer Degree Requirements (continued)

Requirements	Credit Hours	Courses which satisfy requirements
<b><i>Social Sciences (Continued):</i></b> <b><i>Distribution</i></b>  *Students planning to transfer before completing the AA/OT degree or transfer to a college that does not recognize the AA/OT, should consult with their advisor to determine if these courses will meet the social science requirements of the school they plan to attend.	6	*ED251, *ED258, GEOG105, *HD208, *HDFS140, HDFS222, *HS100, *HS154, *HS155, *HS167, *HS168, *HS261, PSY228, PSY239, PSY240, SOC210, SOC221/CJ201, SOC243/CJ243, SOC244/CJ101, WS101
<b>Sequence/Distribution Requirements</b> (Courses must be at least three credits each.)  <b>Science/Mathematics/Computer Science/Engineering:</b> (Credits chosen from at least two disciplines)  <b>Sequence (Must be Lab Science)</b>	(18)	
<b>Distribution</b>	12	BI101, 102, 103; BI201, 202, 203; BI231, 232, 233; CHEM121, 122, 123; CHEM221, 222, 223; GS104, 105 and GS106, or GS107, or GS108; G201, 202, 203; PH201, 202, 203; PH211, 212, 213
	6	BI144, BI149, BI234, CHEM110, CHEM241, CHEM242, CHEM243, CIS131, CS133VB, CS133WS, CS151, CS161, CS162, CS233VB, CS261, ENGR111, ENGR112, ENGR201, ENGR202, ENGR203, ENGR211, ENGR212, ENGR213, MTH265, ENV148, FW111, G146, G207, G220, G221, G246, MTH105, MTH111, MTH112, MTH212, MTH213, MTH231, MTH232, MTH241, MTH242, MTH243/BA232, MTH251, MTH252, MTH253, MTH254, MTH255, MTH256, MTH261, MTH262, MTH265, PH121
<b><i>Electives</i></b>		All lower division collegiate courses numbered 100 to 299 may apply towards electives as well as 12 credits of professional technical courses (excluding remedial, developmental, courses with prefixes CE/CEU/PDU, and zero credit courses.)  Additionally, the following courses, numbered 100 to 299, may only be used as part of the 12 credits of professional technical courses: ECE100, ED124, ED125, ED126, ED127, ED221, ED222, ED223 HE254, HE257, HE258, HE259, HE260, HE262, HS291, and courses with prefixes of DRFT, ELEC, F (except F141), FE (except FE210), FP, FS, HEC, MFG, MISC, MT, NUR, OA, RE, RR, WELD  No more than nine credits of PE185 may be applied towards an AA/OT degree.
<b>Supportive Courses:</b> (will count as electives) The college has determined that the following supportive courses may be necessary to assist students to successfully complete their programs: CS125W, HD100, HD112, HD204, HD208, LIB127, OA121, RD101, RD102, RD103.  <b>Developmental/Remedial Courses:</b> ENL0747, HD90, MTH0520, MTH20, MTH25, MTH70, MTH94, MTH95, RD0751, RD0752, RD0753, WR0525, WR90.  Maximum number of credits allowable for basic, developmental, or supportive courses under Federal Financial Aid guidelines is 45.  <b>Note:</b> Effective for everyone graduating from high school in 1997 or later, all OUS institutions will require two years of high school second language for admission. This admission requirement can also be satisfied by two quarters (or semesters) of a college-level second language or demonstrated proficiency in a second language. If you graduated from a high school in spring 1997 or later and have not completed two years of a high school second language, you should complete at least two quarters of a second language sequence at Southwestern. For additional information, contact your advisor or counselor.		

Name: \_\_\_\_\_ Student #: \_\_\_\_\_ Date: \_\_\_\_\_ Projected Graduation/Transfer Date: \_\_\_\_\_  
Projected Transfer School(s): \_\_\_\_\_

[illegible][illegible]

HEALTH	3	and zero credit courses) may be used.	CREDITS
Health	3		
HE250			
or PE231			
COMPLETED			
TO BE COMPLETED			

One sequence (minimum 9 credits) plus 6 credits from approved courses. Courses must come from at least two disciplines. No more than 9 credits from one discipline.

**FOREIGN LANGUAGE:**  
Beginning in 1997, students who graduate from high school in 1997 or after must meet a foreign language requirement for admission to an Oregon University System four year institution.  
OUS Foreign Language requirement met?

[illegible]

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# ASSOCIATE OF ARTS OREGON TRANSFER (AA/OT) COLLEGE TRANSFER PROGRAMS

The sample transfer curricula on the following pages indicate programs of study that help prepare students for bachelor's degrees at four-year institutions. These are suggested guidelines for using the Associate of Arts Oregon Transfer (AA/OT) for transfer. **See your advisor to help you create an educational plan to fit your program of study and the transfer requirements for Oregon University System (OUS) institution where you plan to complete a bachelor's degree.** Transfer requirements may vary at private or out of state institutions. Southwestern also offers Associate of Science degrees for students who plan to transfer. **Please note:** 90 credits are required for an associate's degree; some transfer programs suggest more credits. For more information about transfer course sequences, see pages 27-34 or visit the University Center in Tioga Hall, Room 318.

## ACCOUNTING

### Required courses for AA/OT degree

	Credits
HE250 or PE231 Health or Wellness	3
MTH111 College Algebra	4
Speech Course*	3
WR121/122/123 English Composition	9

### Suggested courses to meet additional AA/OT requirements and Electives

BA101 Introduction to Business	3
BA211/212/213 Principles of Accounting	12
BA230 Business Law	4
CIS131 Computer Information Systems	4
ECON201/202 Microeconomics/Macroeconomics	8
MTH241/242 Calculus for Business & Soc Science	8
MTH243 Introduction to Probability & Statistics	4
PHL102 Ethics	3
PS201/202 American Government	6
PSY or SOC Course	3
Literature or Humanities Sequence	9
Lab Science Sequence	12
<b>Total</b>	<b>95</b>

## ADVERTISING

### Required courses for AA/OT degree

	Credits
HE250 or PE231 Health or Wellness	3
MTH111 College Algebra	4
Speech Course*	3
WR121/122/123 English Composition	9

### Suggested courses to meet additional AA/OT requirements and Electives

BA101 Introduction to Business	3
BA230 Business Law	4
BA239 Advertising	3
BA279 Business Ethics	3
ECON201/202 Microeconomics/Macroeconomics	8
MTH241/242 Calculus for Business & Soc Science	8
MTH243 Intro to Probability & Statistics	4
Literature or Humanities Sequence	9
Arts & Letters Course (different prefix))	3
Social Science Courses (different prefix than ECON)	6
Lab Science Sequence	12
Electives (check transfer school requirements)	8
<b>Total</b>	<b>90</b>

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

## ANTHROPOLOGY

### Required courses for AA/OT degree

	Credits
HE250 or PE231 Health or Wellness	3
MTH111 College Algebra or	4
MTH105 Intro to Contemporary Mathematics	
Speech Course*	3
WR121/122/123 English Composition	9

### Suggested courses to meet additional AA/OT requirements and Electives

ANTH101/102/103 General Anthropology	9
ART204/205/206 History of Western Art	9
BI101/102/103 General Biology	12
ENG104/105 Introduction to Literature	6
G201/202/203 Physical Geology	12
GEOG105 Cultural Geography	3
PSY201/202/203 General Psychology	9
Electives (check transfer school requirements)	11
<b>Total</b>	<b>90</b>

## APPAREL DESIGN/MERCHANDISING MANAGEMENT

### Required courses for AA/OT degree

	Credits
HE250 or PE231 Health or Wellness	3
MTH111 College Algebra	4
Speech Course*	3
WR121/122/123 English Composition or	9
WR227 Report Writing	

### Suggested courses to meet additional AA/OT requirements and Electives

CIS131 Computer Information Systems	4
Literature or Humanities Sequence	9
Arts & Letters Courses (different prefix)	6
Social Science Sequence	9
Social Science Course (different prefix)	3
Lab Science Sequence	12
Electives (check transfer school requirements)	28
<b>Total</b>	<b>90</b>

# COLLEGE TRANSFER PROGRAMS (Continued)

## ARCHITECTURE

*Required courses for AA/OT degree*

	Credits
HE250 or PE231 Health or Wellness	3
MTH112 Elementary Functions	4
Speech Course*	3
WR121/122/123 English Composition	9

*Suggested courses to meet additional AA/OT requirements and Electives*

ART115/116/117 Basic Design	9
ART204/205/206 History of Western Art	9
CIS131 Computer Information Systems	4
DRFT110/111/112 Computer Assisted Drafting	9
PH201/202/203 General Physics	15
Literature Courses	6
Social Science Sequence	9
Social Science Courses (different prefix)	6
Electives (check transfer school requirements)	4
<b>Total</b>	<b>90</b>

## ART

*Required courses for AA/OT degree*

	Credits
HE250 or PE231 Health or Wellness	3
MTH111 College Algebra or	4
MTH105 Intro to Contemporary Mathematics	
Speech Course*	3
WR121/122/123 English Composition	9

*Suggested courses to meet additional AA/OT requirements and Electives*

ART115/116/117 Basic Design	9
ART131/132/133 Drawing	9
ART204/205/206	9
CIS131 Computer Information Systems	4
Literature Courses	6
Social Science Sequence	9
Social Science Courses (different prefix)	6
Lab Science Sequence	12
Electives (Studio Art courses recommended)	12
<b>Total</b>	<b>95</b>

## ART HISTORY

*Required courses for AA/OT degree*

	Credits
HE250 or PE231 Health or Wellness	3
MTH111 College Algebra or	4
MTH105 Intro to Contemporary Mathematics	
Speech Course*	3
WR121/122/123 English Composition	9

*Suggested courses to meet additional AA/OT requirements and Electives*

ART115/116/117 Basic Design	9
ART131/132/133 Drawing	9
ART204/205/206 History of Western Art	9

## ART HISTORY (Continued)

*Suggested courses to meet additional AA/OT requirements and Electives (continued)*

CIS131 Computer Information Systems	4
ENG107/108/109 World Literature	9
HST101/102/103 History of Western Civilization	9
Social Science Courses (different prefix than HST)	6
Lab Science Sequence	12
Electives (check transfer school requirements)	4
<b>Total</b>	<b>90</b>

## ARTS AND LETTERS

*Required courses for AA/OT degree*

	Credits
HE250 or PE231 Health or Wellness	3
MTH111 College Algebra or	4
MTH105 Intro to Contemporary Mathematics	
Speech Course*	3
WR121/122/123 English Composition	9

*Suggested courses to meet additional AA/OT requirements and Electives*

CIS131 Computer Information Systems	4
ENG104/105/106 Introduction to Literature	9
or ENG107/108/109 World Literature	
HST101/102/103 History of Western Civilization	9
Social Science Courses (different prefix than HST)	6
Lab Science Sequence	12
Second Year Foreign Language Sequence	12
Electives	19
(200 level literature courses recommended)	
<b>Total</b>	<b>90</b>

## BIOCHEMISTRY/BIOPHYSICS

*Required courses for AA/OT degree*

	Credits
HE250 or PE231 Health or Wellness	3
MTH251 Calculus I	4
Speech Course*	3
WR121/122/123 English Composition	9

*Suggested courses to meet additional AA/OT requirements and Electives*

BI201/202/203 Introductory Biology or	12-15
CHEM221/222/223 General Chemistry	
CHEM241/242/243 Organic Chemistry	12
MTH252/253 Calculus II & III	8
PH211/212/213 Physics with Calculus	15
Literature or Humanities Sequence	9
Arts and Letters Course (different prefix)	3
Social Science Sequence	9
Social Science Courses (different prefix)	6
<b>Total</b>	<b>93-96</b>

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

# COLLEGE TRANSFER PROGRAMS (Continued)

## BIOLOGY

*Required courses for AA/OT degree*

	Credits
HE250 or PE231 Health or Wellness	3
MTH251 Calculus I	4
Speech Course*	3
WR121/122/123 English Composition	9

*Suggested courses to meet additional AA/OT requirements and Electives*

BI201/202/203 Introductory Biology	12
CHEM221/222/223 General Chemistry	15
MTH252 Calculus II	4
PH201/202/203 General Physics	15
Literature or Humanities Sequence	9
Arts & Letters Course (different prefix)	3
Social Science Sequence	9
Social Science Courses (different prefix)	6
<b>Total</b>	<b>92</b>

## BUSINESS ADMINISTRATION

*Required courses for AA/OT degree*

	Credits
HE250 or PE231 Health or Wellness	3
MTH111 College Algebra	4
Speech Course*	3
WR121/122/123 English Composition	9

*Suggested courses to meet additional AA/OT requirements and Electives*

BA101 Introduction to Business	4
BA211/212/213 Principles of Accounting	12
BA230 Business Law	4
CIS131 Computer Information Systems	4
ECON201/202 Microeconomics/Macroeconomics	8
MTH243 Intro to Probability & Statistics	4
Literature or Humanities Sequence	9
Arts & Letters Course (different prefix)	3
Psychology Courses	6
Lab Science Sequence	12
Electives (business course)	5
<b>Total</b>	<b>90</b>

## CHEMISTRY

*Required courses for AA/OT degree*

	Credits
HE250 or PE231 Health or Wellness	3
MTH251 Calculus I	4
Speech Course*	3
WR121/122/123 English Composition	9

*Suggested courses to meet additional AA/OT requirements and Electives*

CHEM221/222/223 General Chemistry	15
MTH252/253 Calculus I & II	8
MTH256 Differential Equations	4
PH211/212/213 General Physics with Calculus	15
Literature or Humanities Sequence	9

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

## CHEMISTRY (Continued)

*Suggested courses to meet additional AA/OT requirements and Electives (continued)*

Arts & Letters Course (different prefix)	3
Social Science Sequence	9
Social Science Courses (different prefix)	6
Electives (check transfer school requirements)	2
<b>Total</b>	<b>90</b>

## CHILD AND FAMILY STUDIES

*Required courses for AA/OT degree*

	Credits
HE250 or PE231 Health or Wellness	3
MTH111 College Algebra	4
Speech Course*	3
WR121/122/123 English Composition	9

*Suggested courses to meet additional AA/OT requirements and Electives*

CIS131 Computer Information Systems	4
ECE102 Practicum	3
ECE150 Introduction & Observation	3
ECE154 Children's Literature & Literacy	3
ECE209 Theory & Practicum	3
ED251 Overview of Students with Special Needs	3
ED258 Multicultural Education	3
ED280 Field Experience in Education	3
ENG104/105 Introduction to Literature	6
HDFS225 Prenatal, Infant & Toddler Dev	3
HDFS229 Development in Middle Childhood	3
HDFS247 Preschool Child Development	3
MTH211/212 Elementary Mathematics	6
PHL101/102/103 Philosophy	9
PSY201/202 General Psychology	6
SOC204 General Sociology	3
Lab Science Sequence	12
<b>Total</b>	<b>95</b>

## CHIROPRACTIC

*Required courses for AA/OT degree*

	Credits
HE250 or PE231 Health or Wellness	3
MTH251 Calculus I	4
Speech Course*	3
WR121/122/123 English Composition	9

*Suggested courses to meet additional AA/OT requirements and Electives*

BI201/202/203 Introductory Biology or BI231/232/233 Human Anatomy & Physiology	12
CHEM221/222/223 General Chemistry	15
CHEM241/242/243 Organic Chemistry	12
PH201/202/203 General Physics	15
PSY201/202/203 General Psychology	9
Literature or Humanities Sequence	9
Arts & Letters Course (different prefix)	3
Social Science Courses (different prefix than PSY)	6
<b>Total</b>	<b>100</b>



# COLLEGE TRANSFER PROGRAMS (Continued)

## COMMUNICATIONS/SPEECH

*Required courses for AA/OT degree*

	Credits
HE250 or PE231 Health or Wellness	3
MTH111 College Algebra or MTH105 Intro to Contemporary Mathematics	4
SP111 Public Speaking	3
WR121/122/123 English Composition	9

*Suggested courses to meet additional AA/OT requirements and Electives*

BI101/102/103 General Biology	12
CIS131 Computer Information Systems	4
HST101/102/103 History of Western Civilization	9
SP100 Basic Speech	3
SP112 Persuasive Speech	3
SP218 Interpersonal Communications	3
SP219 Small Group Discussion	3
SP220 Gender and Communication	3
SP229 Oral Interpretation	3
TA141/142/143 Acting	9
Literature or Humanities Sequence	9
Social Science Courses (different prefix than HST)	6
Electives (check transfer school requirements)	4
<b>Total</b>	<b>90</b>

## COMPUTER SCIENCE

*Required courses for AA/OT degree*

	Credits
HE250 or PE231 Health or Wellness	3
MTH251 Calculus	4
SP111 Fundamentals of Public Speaking	3
WR121/122/227 English Composition	9

*Suggested courses to meet additional AA/OT requirements and Electives*

CIS131 Computer Information Systems	4
CS151 Intro to Computer Programming	4
CS161 Intro to Computer Science I	4
CS162 Intro to Computer Science II	4
MTH231 Discrete Math I	4
MTH232 Discrete Math II	4
MTH252,253,254 Calculus	12
PH211,212,213 General Physics w/Calculus	15
Arts & Letters/Hum Sequence	9
Arts & Letters/Hum Distribution	3
Social Science Sequence	9
Social Science Distribution	6
<b>Total</b>	<b>97</b>

## CORRECTIONS

*Required courses for AA/OT degree*

	Credits
HE250 or PE231 Health or Wellness	3
MTH105 Intro to Contemporary Mathematics	4
Speech Course*	3
WR121/122/123 English Composition	9

*Suggested courses to meet additional AA/OT requirements and Electives*

BI101/102/103 General Biology	12
CIS131 Computer Information Systems	4
CJ101 Criminology	3
CJ110 Introduction to Law Enforcement	3
CJ130 Introduction to Corrections	3
CJ201 Juvenile Delinquency	3
CJ213 Interview & Interrogation	3
CJ222 Procedural Law	3
CJ230 Juvenile Corrections	3
CJ232 Corrections Casework	3
CJ280 Field Experience Corrections	6
PHL101/102/103 Philosophy	9
PSY201/202/203 General Psychology	9
SOC204/205/206 General Sociology	9
Literature or Humanities Courses	6
<b>Total</b>	<b>98</b>

## DENTAL HYGIENE

*Required courses for AA/OT degree*

	Credits
HE250 or PE231 Health or Wellness	3
MTH112 Elementary Functions	4
SP219 Small Group Discussion	3
WR121/122/123 English Composition or WR227 Report Writing	9

*Suggested courses to meet additional AA/OT requirements and Electives*

BI231/232/233 Human Anatomy & Physiology	12
BI234 Microbiology	4
CHEM121/122/123 Introductory College Chemistry I,II,III	15
CIS131 Computer Information Systems	4
FN225 Nutrition	4
HUM204/205/206 World Mythology & Religion	9
PSY201/202/203 General Psychology	9
SOC204/205 General Sociology	6
Arts & Letters Course (different prefix than HUM)	3
Electives (check transfer school requirements)	5
<b>Total</b>	<b>90</b>

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

# COLLEGE TRANSFER PROGRAMS (Continued)

## DENTISTRY

*Required courses for AA/OT degree*

	Credits
HE250 or PE231 Health or Wellness	3
MTH111 College Algebra	4
Speech Course*	3
WR121/122/123 English Composition	9

*Suggested courses to meet additional AA/OT requirements and Electives*

BI201/202/203 Introductory Biology	12
CHEM221/222/223 General Chemistry	15
CHEM241/242/243 Organic Chemistry	12
MTH112 Elementary Functions	4
MTH251 Calculus	4
PH201/202/203 General Physics	15
PSY201/202/203 General Psychology	9
Literature or Humanities Sequence	9
Arts & Letters Course (different prefix)	3
Social Science Courses (different prefix than PSY)	6
<b>Total</b>	<b>108</b>

## ECONOMICS

<i>Required courses for AA/OT degree</i>	Credits
HE250 or PE231 Health or Wellness	3
MTH251 Calculus I	4
Speech Course*	3
WR121/122/123 English Composition	9

*Suggested courses to meet additional AA/OT requirements and Electives*

BA212/213 Principles of Accounting II, III	8
ECON201/202 Microeconomics/Macroeconomics	8
MTH241/242 Calculus for Business & Soc Science	8
MTH243 Introduction to Probability & Statistics	4
Literature or Humanities Sequence	9
Arts & Letters Course (different prefix)	3
Social Science Courses (different prefix than ECON)	6
Lab Science Sequence	12
Electives	13
<b>Total</b>	<b>90</b>

## EDUCATION, ELEMENTARY

<i>Required Courses for AA/OT degree</i>	Credits
HE250 or PE231 Health or Wellness	3
MTH211/212/213 Fundamentals of Elementary Mathematics	9
Speech course*	3
WR121/122/123 English Composition	9

*Suggested courses to meet additional AA/OT requirements and Electives (continued)*

BI101/102/103 General Biology	12
ED280 Field Experience	1-3
GEOG105 Cultural Geography	3
GS104/105/106 Physical Science	12

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

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

## EDUCATION, ELEMENTARY (Continued)

HST 201/202/203 History of the United States	9
Literature Sequence	9
Arts & Letters Course (PHL or Art History)	3
Social Science Course (recommend PSY)	3
Electives (ART, MUS, ED258 recommended)**	12
<b>Total</b>	<b>90</b>

## ENGLISH

<i>Required Courses for AA/OT degree</i>	Credits
HE250 or PE231 Health or Wellness	3
MTH105 Intro to Contemporary Mathematics	4
Speech Course*	3
WR121/122/123 English Composition	9

*Suggested courses to meet additional AA/OT Requirements and Electives*

CIS131 Computer Information Systems	4
ENG107/108/109 World Literature	9
ENG253/254/255 Survey of American Literature or ENG204/205/206 Survey of English Literature	9
Second Year Foreign Language Sequence	12
Social Science Sequence	9
Social Science Courses (different prefix)	6
Lab Science Sequence	12
Electives (check transfer school requirements)	10
<b>Total</b>	<b>90</b>

## ENVIRONMENTAL HEALTH & SAFETY

<i>Required Courses for AA/OT degree</i>	Credits
HE250 Personal Health	3
MTH111 College Algebra	4
Speech Course*	3
WR121/122/123 English Composition	9

*Suggested courses to meet additional AA/OT requirements and Electives*

BI101/102/103 General Biology	12
CHEM121/122/123 Introductory College Chemistry I,II,III	15
MTH241 Calculus for Business & Soc Science or MTH112 Elementary Functions	4
PH201 General Physics	5
Literature or Humanities Sequence	9
Arts & Letters Course (different prefix)	3
Social Science Sequence	9
Social Science Courses (different prefix)	6
Electives (check transfer school requirements)	9
<b>Total</b>	<b>91</b>

# COLLEGE TRANSFER PROGRAMS (Continued)

## ENVIRONMENTAL SCIENCE

<i>Required Courses for AA/OT degree</i>	<i>Credits</i>
HE250 Personal Health	3
MTH111 College Algebra	4
Speech Course*	3
WR121/122 English Composition	6
WR227 Report Writing	3

*Suggested courses to meet additional AA/OT requirements and Electives*

PHL102 Ethics	3
ECON201/202 Microeconomics/Macroeconomics	8
MTH243 Intro Probability & Statistics	4
CHEM221/222/223 General Chemistry	15
BI201/202/203 Introductory Biology	12
PH201/202/203 General Physics	15
CIS131 Computer Information Systems	4
English Literature Sequence	9
Social Science Courses (different prefix)	9
<b>Total</b>	<b>98</b>

## FOREIGN LANGUAGE

<i>Required courses for AA/OT degree</i>	<i>Credits</i>
HE250 or PE231 Health or Wellness	3
MTH105 Intro to Contemporary Mathematics	4
Speech course*	3
WR121/122/123 English Composition	9

*Suggested courses to meet additional AA/OT requirements and Electives*

ANTH103 Cultural Anthropology	3
ART204 History of Western Art	3
CIS131 Computer Information Systems	4
ENG107/108/109 World Literature	9
HST101/102/103 History of Western Civilization	9
HUM204/205/205 World Mythology & Religion	9
Second Year Foreign Language Sequence	12
Social Science Courses (different prefix than HST)	6
Lab Science Sequence	12
Elective (check transfer school requirements)	4
<b>Total</b>	<b>90</b>

## GEOGRAPHY

<i>Required courses for AA/OT degree</i>	<i>Credits</i>
HE250 or PE231 Health or Wellness	3
MTH111 College Algebra	4
Speech course*	3
WR121/122/123 English Composition	9

*Suggested courses to meet additional AA/OT requirements and Electives*

CIS131 Computer Information Systems	4
MTH243 Introduction to Probability & Statistics	4
Literature or Humanities Sequence	9
Arts & Letters Course (different prefix)	3

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

## GEOGRAPHY(Continued)

Social Science Sequence	9
Social Science Courses (different prefix)	6
Lab Science Sequence	12
Electives (check transfer school requirements)	24
<b>Total</b>	<b>90</b>

## GEOLOGY

<i>Required courses for AA/OT degree</i>	<i>Credits</i>
HE250 or PE231 Health or Wellness	3
MTH251 Calculus with Analytic Geometry	4
Speech Course*	3
WR121/122/123 English Composition	9

*Suggested courses to meet additional AA/OT requirements and Electives*

CHEM221/222/223 General Chemistry	15
G145 Regional Field Geology	3
G201/202/203 General Geology	12
MTH252/253 Calculus with Analytic Geometry	8
PH201/202/203 General Physics or	15
PH211/212/213 General Physics with Calculus	
Literature or Humanities Sequence	9
Arts & Letters Course (different prefix)	3
Social Science Sequence	9
Social Science Courses (different prefix)	6
<b>Total</b>	<b>99</b>

## HEALTH CARE ADMINISTRATION

<i>Required courses for AA/OT degree</i>	<i>Credits</i>
HE250 or PE231 Health or Wellness	3
MTH111 College Algebra	4
Speech Course*	3
WR121/122 English Composition	6
WR227 Reporting Writing	3

*Suggested courses to meet additional AA/OT requirements and Electives*

BA211 Principles of Accounting I	4
BI101 General Biology	4
BI234 Microbiology	4
CHEM121/122/123 Introductory College Chemistry I,II,III	15
ECON201/202 Microeconomics/Macroeconomics	8
Literature or Humanities Sequence	9
Arts & Letters Course (different prefix)	3
Social Science Courses (different prefix than ECON)	6
Electives (check transfer school requirements)	18
<b>Total</b>	<b>90</b>

# COLLEGE TRANSFER PROGRAMS (Continued)

## HISTORY

<i>Required courses for AA/OT degree</i>	<i>Credits</i>
HE250 or PE231 Health or Wellness	3
MTH243 Introduction to Probability & Statistics	4
Speech Course*	3
WR121/122/123 English Composition	9
<i>Suggested courses to meet additional AA/OT requirements and Electives</i>	
CIS131 Computer Information Systems	4
ECON201/202 Microeconomics/Macroeconomics	8
HST101/102/103 History of Western Civilization	9
HST201/202/203 History of the United States	9
Literature or Humanities Sequence	9
Second Year Foreign Language Sequence	12
Lab Science Sequence	12
Electives (check transfer school requirements)	8
<b>Total</b>	<b>90</b>

## HORTICULTURE

<i>Required courses for AA/OT degree</i>	<i>Credits</i>
HE250 or PE231 Health or Wellness	3
MTH243 Intro to Probability and Statistics	4
Speech Course*	3
WR121/122/123 English Composition or WR227 Report Writing	9
<i>Suggested courses to meet additional AA/OT requirements and Electives</i>	
BA211 Principles of Accounting I or BA230 Business Law	4
BI201/202/203 Introductory Biology	12
CHEM121/122/123 Intro to College Chemistry	15
HORT100 Introduction to Horticulture	3
HORT123 Landscape Maintenance	3
HORT130 Plant Propagation	3
HORT210 Landscape Design Theory	2
HORT226 Landscape Plant Materials	3
HORT231 Landscape Irrigation & Drainage	3
HORT280 Field Experience	1-4
Arts & Letters Sequence	9
Arts & Letters Course (different prefix)	3
Social Science Sequence	9
Social Science Courses (different prefix)	6
<b>Total</b>	<b>95-98</b>

## HOSPITALITY, TOURISM & RECREATION

<i>Required courses for AA/OT degree</i>	<i>Credits</i>
HE250 or PE231 Health or Wellness	3
MTH111 College Algebra	4
Speech Course*	3
WR121/122/123 English Composition or WR227 Report Writing	9

## HOSPITALITY, TOURISM & REC. (Continued)

<i>Suggested courses to meet additional AA/OT requirements and Electives</i>	
CIS131 Computer Information Systems	4
Literature or Humanities Sequence	9
Arts & Letters Course (different prefix)	3
Social Science Sequence	9
Social Science Courses (different prefix)	6
Lab Science Sequence	12
Electives (check transfer school requirements)	28
<b>Total</b>	<b>90</b>

## HUMAN DEVELOPMENT/ FAMILY SERVICES

<i>Required courses for AA/OT degree</i>	<i>Credits</i>
HE250 or PE231 Health or Wellness	3
MTH111 College Algebra	4
Speech Course*	3
WR121/122/123 English Composition or WR227 Report Writing	9
<i>Suggested courses to meet additional AA/OT requirements and Electives</i>	
CIS131 Computer Information Systems	4
Literature or Humanities Sequence	9
Arts & Letters Course (different prefix)	3
Social Science Sequence	9
Social Science Courses (different prefix)	6
Lab Science Sequence	12
Electives (check transfer school requirements)	28
<b>Total</b>	<b>90</b>

## INTERIOR DESIGN

<i>Required courses for AA/OT degree</i>	<i>Credits</i>
HE250 or PE231 Health or Wellness	3
MTH111 College Algebra	4
Speech Course*	3
WR121/122/123 English Composition or WR227 Report Writing	9
<i>Suggested courses to meet additional AA/OT requirements and Electives</i>	
ART204/205/206 History of Western Art	9
CIS131 Computer Information Systems	4
Arts & Letters Courses (ENG or HUM)	6
Social Science Sequence	9
Social Science Courses (different prefix)	6
Lab Science Sequence	12
Electives (check transfer school requirements)	25
<b>Total</b>	<b>90</b>

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

# COLLEGE TRANSFER PROGRAMS (Continued)

## INTERNATIONAL STUDIES

<i>Required courses for AA/OT degree</i>	<i>Credits</i>
HE250 or PE231 Health or Wellness	3
MTH111 College Algebra or MTH105 Intro to Contemporary Mathematics	4
Speech Course*	3
WR121/122/123 English Composition	9
<i>Suggested courses to meet additional AA/OT requirements and Electives</i>	
CIS131 Computer Information Systems	4
HUM204/205/206 World Mythology & Religion	9
PS205 International Relations	3
Two Second Year Foreign Language Sequences	24
Lab Science Sequence	12
Social Science Courses (two*** from list below)	6
Electives from the following:	16
ANTH101/102/103 General Anthropology***	
ART204/205/206 History of Western Art	
ECON201/202 Microeconomics/Macroeconomics**	
ENG107/108/109 World Literature***	
HST101/102/103 History of Western Civilization***	
PSY201 General Psychology***	
SOC204/205/206 General Sociology	
<b>Total</b>	<b>93</b>

## JOURNALISM

<i>Required courses for the AA/OT degree</i>	<i>Credits</i>
HE250 or PE231 Health or Wellness	3
MTH111 College Algebra or MTH105 Intro to Contemporary Mathematics	4
Speech Course*	3
WR121/122/123 English Composition	9
<i>Suggested courses to meet additional AA/OT requirements and Electives</i>	
CIS131 Computer Information Systems	4
ECON201/202 Microeconomics/Macroeconomics	8
ENG104/105/106 Introduction to Literature	9
HST101/102/103 History of Western Civilization	9
J202 Information Gathering/Applied Electronic Publishing	4
J203 Writing for the Media	4
J204 Visual Communication for Mass Media	4
J215 Publishing Lab	2
J217 Feature Writing	3
J220 Digital Media	4
Lab Science Sequence (Biology or Geology)	12
Electives (check transfer school requirements)	10
<b>Total</b>	<b>92</b>

## MEDICAL IMAGING

<i>Required courses for the AA/OT degree</i>	<i>Credits</i>
HE250 or PE231 Health or Wellness	3
MTH111 College Algebra	4
SP111 Public Speaking	3
WR121/122 English Composition	6
WR227 Report Writing	3

## MEDICAL IMAGING (Continued)

<i>Suggested courses to meet additional AA/OT requirements and Electives</i>	
BI231/232/233 Human Anatomy & Physiology	12
CHEM121/122/123 Introductory College Chemistry I,II,III	15
CIS131 Computer Information Systems	4
HUM204/205/206 World Mythology & Religion	9
MTH112 Elementary Functions	4
PH201 General Physics	5
PSY201/202/203 General Psychology	9
SP219 Small Group Discussion	3
Social Science Courses (different prefix than PSY)	9
Business Course	3
<b>Total</b>	<b>92</b>

## MEDICINE

<i>Required courses for the AA/OT degree</i>	<i>Credits</i>
HE250 or PE231 Health or Wellness	3
MTH251 Calculus with Analytic Geometry	4
Speech Course*	3
WR121/122/123 English Composition	9
<i>Suggested courses to meet additional AA/OT requirements and Electives</i>	
BI201/202/203 Introductory Biology	12
CHEM221/222/223 General Chemistry	15
MTH252 Calculus I	4
PSY201/202/203 General Psychology	9
Social Science Courses (different than PSY)	6
Literature or Humanities Sequence	9
Arts & Letters Course (different prefix)	3
Select one of the following sequences:	12-15
PH201/202/203 General Physics or CHEM241/242/243 Organic Chemistry	
Electives (check transfer school requirements)	1
<b>Total</b>	<b>90-93</b>

## MICROBIOLOGY

<i>Required courses for the AA/OT degree</i>	<i>Credits</i>
HE250 or PE231 Health or Wellness	3
MTH251 Calculus I	4
Speech Course*	3
WR121/122/123 English Composition	9
<i>Suggested courses to meet additional AA/OT requirements and Electives</i>	
BI201/202/203 Introductory Biology	12
CHEM221/222/223 General Chemistry	15
CIS131 Computer Information Systems	4
MTH252 Calculus II	4
PH201/202/203 General Physics	15
Literature or Humanities Sequence	9
Arts & Letters Course (different prefix)	3
Social Science Sequence	9
Social Science Courses (different prefix)	6
<b>Total</b>	<b>96</b>

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



# COLLEGE TRANSFER PROGRAMS (Continued)

## MUSIC

<i>Required courses for the AA/OT degree</i>	<i>Credits</i>
HE250 or PE231 Health or Wellness	3
MTH111 College Algebra or MTH105 Intro to Contemporary Mathematics	4
SP111 Fundamentals of Public Speaking	3
WR121/122/123 English Composition	9
<i>Suggested courses to meet additional AA/OT requirements and Electives</i>	
MUS111/112/113 Music Theory I	9
MUS114/115/116 Sight Reading/Ear Training	3
MUS131/132/133 Piano Class	3
MUS211/212/213 Music Theory II	9
MUP105 Jazz Band	1
MUP121 Symphonic Choir	1
MUP125 Vocal Jazz	2
MUP131 Chamber Choir	2
MUP202A Concert Band	1
MUP171-191 and MUP271-291 Indiv. Lessons*	3
Social Science Sequence	9
Social Science Courses (different prefix)	6
Lab Science Sequence	12
Arts & Letters Course (MUP classes recommended)	6
Math/Science/Computer Science course	6
<b>Total</b>	<b>92</b>

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

## NUTRITION AND FOOD MANAGEMENT

<i>Required courses for the AA/OT degree</i>	<i>Credits</i>
HE250 or PE231 Health or Wellness	3
MTH112 Elementary Functions	4
Speech Course*	3
WR121/122/123 English Composition	9
<i>Suggested courses to meet additional AA/OT requirements and Electives</i>	
CHEM221/222/223 General Chemistry	15
CHEM241/242/243 Organic Chemistry	12
CIS131 Computer Information Systems	4
ECON201/202 Microeconomics/Macroeconomics	8
FN225 Nutrition	4
PSY201/202/203 General Psychology	9
Literature or Humanities Sequence	9
Arts & Letters Course (different prefix)	3
Electives (check transfer school requirements)	9
<b>Total</b>	<b>92</b>

## OCCUPATIONAL THERAPY

<i>Required courses for the AA/OT degree</i>	<i>Credits</i>
HE250 or PE231 Health or Wellness	3
MTH112 Elementary Functions	4
Speech Course*	3
WR121/122/123 English Composition	9

\* Speech courses include **SP**100, 111, 112, 217, 218, 219.

## OCCUPATIONAL THERAPY (Continued)

<i>Suggested courses to meet additional AA/OT requirements and sElectives</i>	
BI201 Introductory Biology	4
BI231/232/233 Human Anatomy & Physiology	12
CIS131 Computer Information Systems	4
MTH243 Introduction to Probability & Statistics	4
PH201 General Physics	5
PSY201/202/203 General Psychology	9
SOC204/205 General Sociology	6
Literature or Humanities Sequence	9
Arts & Letters Course (different prefix)	3
Electives (check transfer school requirements)	15
<b>Total</b>	<b>90</b>

## OPTOMETRY

<i>Required courses for the AA/OT degree</i>	<i>Credits</i>
HE250 or PE231 Health or Wellness	3
MTH112 Elementary Functions	4
Speech Course*	3
WR121/122 English Composition	6
WR227 Report Writing	3
<i>Suggested courses to meet additional AA/OT requirements and Electives</i>	
BI201 Introductory Biology	4
BI231/232/233 Human Anatomy & Physiology	12
BI234 Microbiology	4
CHEM221/222/223 General Chemistry	12
CHEM241/242 Organic Chemistry	8
MTH243 Introduction to Probability & Statistics	4
MTH251 Calculus I	4
PH201/202/203 General Physics	15
PSY201/202/203 General Psychology	9
Literature or Humanities Sequence	9
Arts & Letters Course (different prefix)	3
Social Science Courses (different prefix than PSY)	6
<b>Total</b>	<b>109</b>

## PHARMACY

<i>Required courses for the AA/OT degree</i>	<i>Credits</i>
HE250 or PE231 Health or Wellness	3
MTH251 Calculus	4
Speech Course*	3
WR121/122 English Composition	6
WR227 Report Writing	3

# COLLEGE TRANSFER PROGRAMS (Continued)

## PHARMACY (Continued)

*Suggested courses to meet additional AA/OT requirements and Electives*

BI201/202/203 Introductory Biology	12
BI234 Microbiology	4
CHEM221/222/223 General Chemistry	15
CHEM241/242/243 Organic Chemistry	12
ECON201/202 Microeconomics/Macroeconomics	8
PH201/202/203 General Physics	15
PSY201/202/203 General Psychology	9
Literature or Humanities Sequence	9
Arts & Letters Course (different prefix)	3
<b>Total</b>	<b>106</b>

## PHILOSOPHY

<i>Required courses for the AA/OT degree</i>	<i>Credits</i>
HE250 or PE231 Health or Wellness	3
MTH111 College Algebra or MTH105 Intro to Contemporary Mathematics	4
Speech course*	3
WR121/122/123 English Composition	9

*Suggested courses to meet additional AA/OT requirements and Electives*

CIS131 Computer Information Systems	4
PHL101/102/103 Philosophy	9
Literature Courses	6
Second Year Foreign Language Sequence	12
Social Science Sequence	9
Social Science Courses (different prefix)	6
Lab Science Sequence	12
Electives (check transfer school requirements)	13
<b>Total</b>	<b>90</b>

## PHYSICAL THERAPY

<i>Required courses for the AA/OT degree</i>	<i>Credits</i>
HE250 or PE231 Health or Wellness	3
MTH112 Elementary Functions	4
Speech Course*	3
WR121/122 English Composition	6
WR227 Report Writing	3

*Suggested courses to meet additional AA/OT requirements and Electives*

BI201 Introductory Biology	4
BI231/232/233 Human Anatomy & Physiology	12
BI234 Microbiology	4
CHEM221/222/223 General Chemistry	15
CHEM241/242 Organic Chemistry	8
MTH243 Introduction to Probability & Statistics	4
MTH251 Calculus I	4
PH201/202/203 General Physics	15
PSY201/202/203 General Psychology	9

## PHYSICAL THERAPY (Continued)

*Suggested courses to meet additional AA/OT requirements and Electives (Continued)*

Literature or Humanities Sequence	9
Arts & Letters Course (different prefix)	3
Social Science Courses (different prefix than PSY)	6
<b>Total</b>	<b>112</b>

## PHYSICS

<i>Required courses for the AA/OT degree</i>	<i>Credits</i>
HE250 or PE231 Health or Wellness	3
MTH251 Calculus I	4
Speech Course*	3
WR121/122/123 English Composition	9

*Suggested courses to meet additional AA/OT requirements and Electives*

CHEM221/222/223 General Chemistry	15
MTH252/253 Calculus II, III	8
MTH254/255 Vector Calculus	8
MTH256 Differential Equations	4
PH211/212/213 General Physics with Calculus	15
Literature or Humanities Sequence	9
Arts & Letters Course (different prefix)	3
Social Science Sequence	9
Social Science Courses (different prefix)	6
<b>Total</b>	<b>96</b>

## POLITICAL SCIENCE

<i>Required courses for the AA/OT degree</i>	<i>Credits</i>
HE250 or PE231 Health or Wellness	3
MTH111 College Algebra or MTH105 Intro to Contemporary Mathematics	4
Speech Course*	3
WR121/122/123 English Composition	9

*Suggested courses to meet additional AA/OT requirements and Electives*

CIS131 Computer Information Systems	4
PHL101,102,103 Philosophy	9
PS201/202/205 Political Science	9
Literature or Humanities Courses	6
Social Science Courses (different than PS)	6
Lab Science Sequence	12
Electives (Social Science courses recommended)	25
<b>Total</b>	<b>90</b>

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

# COLLEGE TRANSFER PROGRAMS (Continued)

## PSYCHOLOGY

<i>Required courses for AA/OT degree</i>	<i>Credits</i>
HE250 or PE231 Health or Wellness	3
MTH111 College Algebra	4
Speech Course*	3
WR121/122/123 English Composition	9
<i>Suggested courses to meet additional AA/OT requirements and Electives</i>	
CIS131 Computer Information Systems	4
MTH243 Introduction to Probability & Statistics	4
PSY201/202/203 General Psychology	9
Literature or Humanities Sequence	9
Arts & Letters Course (different prefix and PHL102 Ethics recommended)	3
Lab Science Sequence (Biology recommended)	12
Social Science Courses (different than PSY)	6
Electives (Science, Math, PSY recommended)	24
<b>Total</b>	<b>90</b>

## PUBLIC RELATIONS

<i>Required courses for AA/OT degree</i>	<i>Credits</i>
HE250 or PE231 Health or Wellness	3
MTH111 College Algebra or MTH105 Intro to Contemporary Mathematics	4
Speech Course*	3
WR121/122/123 English Composition	9
<i>Suggested courses to meet additional AA/OT requirements and Electives</i>	
BA285 Human Relations in Organizations	3
CIS131 Computer Information Systems	4
J215 Publishing Lab	2
J217 Feature Writing	3
J220 Digital Media	4
J280 Journalism/CWE	3
Literature or Humanities Sequence	9
Social Science Sequence	9
Social Science Courses (different prefix)	6
Lab Science Sequence	12
Electives (check transfer school requirements)	16
<b>Total</b>	<b>90</b>

## RELIGIOUS STUDIES

<i>Required courses for AA/OT degree</i>	<i>Credits</i>
HE250 or PE231 Health or Wellness	3
MTH111 College Algebra or MTH105 Intro to Contemporary Mathematics	4
Speech Course*	3
WR121/122/123 English Composition	9
<i>Suggested courses to meet additional AA/OT requirements and Electives</i>	
CIS131 Computer Information Systems	4
GEOG105 Cultural Geography	3

## RELIGIOUS STUDIES (Continued)

<i>Suggested courses to meet additional AA/OT requirements and Electives (Continued)</i>	
HST101/102/103 History of Western Civilization	9
HUM204/205/206 World Mythology & Religion	9
PHL102/103 Philosophy	6
PSY201/202/203 General Psychology	9
Lab Science Sequence	12
Electives (check transfer school requirements)	19
<b>Total</b>	<b>90</b>

## SCIENCE

<i>Required courses for AA/OT degree</i>	<i>Credits</i>
HE250 or PE231 Health or Wellness	3
MTH111 College Algebra	4
Speech Course*	3
WR121/122/123 English Composition	9

*Suggested courses to meet additional AA/OT requirements and Electives*

CHEM221/222/223 General Chemistry	15
CIS131 Computer Information Systems	4
MTH112 Elementary Functions	4
PSY201/202/203 General Psychology	9
Literature or Humanities Sequence	9
Arts & Letters Course (different prefix)	3
Social Science Courses (different than PSY)	6
Select one of the following options:	24-28
<b>Physical Science Option</b>	
PH201/202/203 General Physics and BI201/202/203 General Biology	
<b>Biological Science Option</b>	
BI201/202/203 General Biology and CHEM241/242/243 Organic Chemistry	
<b>Earth Science Option</b>	
PH201/202/203 General Physics and G201/202/203 General Geology	
<b>Total</b>	<b>93-97</b>

## SOCIAL SCIENCE

<i>Required courses for AA/OT degree</i>	<i>Credits</i>
HE250 or PE231 Health or Wellness	3
MTH111 College Algebra	4
Speech Course*	3
WR121/122/123 English Composition	9

*Suggested courses to meet additional AA/OT requirements and Electives*

CIS131 Computer Information Systems	4
MTH243 Introduction to Probability & Statistics	4
Literature or Humanities Sequence	9
Arts & Letters Course (different prefix)	3
Social Science Sequence	9
Social Science Courses (different prefix)	6
Lab Science Sequence	12
Electives (additional Social Science courses)	24
<b>Total</b>	<b>90</b>

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

# COLLEGE TRANSFER PROGRAMS (Continued)

## SOCIOLOGY

<i>Required courses for AA/OT degree</i>	<i>Credits</i>
HE250 or PE231 Health or Wellness	3
MTH243 Introduction to Probability & Statistics	4
Speech Course*	3
WR121/122/123 English Composition	9
<i>Suggested courses to meet additional AA/OT requirements and Electives</i>	
CIS131 Computer Information Systems	4
ENG107/108/109 World Literature	9
GEOG105 Cultural Geography	3
HST201/202/203 History of the United States	9
SOC204/205/206 General Sociology	9
Arts & Letters Course (different than ENG)	3
Lab Science Sequence	12
Electives (additional Sociology courses)	22
<b>Total</b>	<b>90</b>

## THEATRE ARTS

<i>Required courses for AA/OT degree</i>	<i>Credits</i>
HE250 or PE231 Health or Wellness	3
MTH111 College Algebra or MTH105 Intro to Contemporary Mathematics	4
Speech Course*	3
WR121/122/123 English Composition	9
<i>Suggested courses to meet additional AA/OT requirements and Electives</i>	
BI101/102/103 General Biology	12
CIS131 Computer Information Systems	4
ENG104/105/106 Introduction to Literature	9
HST101/102/103 History of Western Civilization	9
TA111 Fundamentals of Technical Theatre	3
TA141/142/143 Acting	9
TA153 Rehearsal and Performance	1-3
TA241/242/243 Intermediate Acting Techniques	9
Social Science Courses (different than HST)	6
Electives (check transfer school requirements)	9
<b>Total</b>	<b>90</b>

## VETERINARY MEDICINE

<i>Required courses for AA/OT degree</i>	<i>Credits</i>
HE250 or PE231 Health or Wellness	3
MTH112 Elementary Functions	4
Speech Course*	3
WR121/122/123 English Composition	9
<i>Suggested courses to meet additional AA/OT requirements and Electives</i>	
BI201/202/203 Introductory Biology	12
CHEM221/22/223 General Chemistry	15

## VETERINARY MEDICINE (Continued)

<i>Suggested courses to meet additional AA/OT requirements and Electives (Continued)</i>	
CHEM241/242/243 Organic Chemistry	12
PH201/202/203 General Physics	15
Literature or Humanities Sequence	9
Arts and Letters Course (different prefix)	3
Social Science Sequence	9
Social Science Courses (different prefix)	6
<b>Total</b>	<b>100</b>

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

Requirements	Credit hours	Southwestern courses which satisfy requirements
<b>Humanities</b> (Choose courses from at least two different prefixes other than your major. No more than 12 credit hours in a discipline will apply in one area of general education)	Minimum 15 hours	<b>ART</b> 204, 205, 206; <b>ENG</b> 104, 105, 106, 107, 108, 109, 201, 202, 203, 204, 205, 206, 253, 254, 255; <b>HUM</b> 204, 205, 206; <b>MUS</b> 261, 262, 263; <b>PHL</b> 101, 102, 299; <b>TA</b> 100
<b>Natural Science</b> (Choose courses from at least two different prefixes other than your major. No more than 12 credit hours in a discipline will apply in one area of general education)	Minimum 15 hours	<b>BI</b> 101, 102, 103, 149, 201, 202, 203; <b>CHEM</b> 121, 122, 123, 221, 222, 223; <b>G</b> 145, 201, 202, 203, 207, 220, 221, 291; <b>GS</b> 104, 105, 106, 107, 108; <b>PH</b> 121, 201, 202, 203, 211, 212, 213
<b>Social Science</b> (Choose courses from at least two different prefixes other than your major. No more than 12 credit hours in a discipline will apply in one area of general education)	Minimum 15 hours	<b>ANTH</b> 101, 102, 103, 221, 222, 223; <b>BA</b> 156; <b>ECON</b> 201, 202; <b>HST</b> 101, 102, 103, 201, 202, 203; <b>PS</b> 201, 202, 203; <b>PSY</b> 201, 202, 203; <b>SOC</b> 204, 205, 206
<b>Arts, Languages, and Logic</b> (Choose courses from at least two different prefixes other than your major. No more than 12 credit hours in a discipline will apply in one area of general education)  <b>Artistic Creation</b> (Sub-Area 1)  <b>Languages and Logic</b> (Sub-Area 2)	Minimum 15 hours	<b>ART</b> 115, 116, 117, 131, 132, 133, 184A, 184B, 184C, 191, 192, 193, 225, 250, 251, 252, 270, 271, 272, 281, 282, 283, 291, 292, 293; <b>MUP</b> 105, 114, 121, 125, 131, 142/242, 202A, 202B, 171/271, 175/275, 180/280, 183/283, 186/286, 188/288; <b>MUS</b> 101, 102, 103; <b>TA</b> 141, 142, 143, 241, 242, 243; <b>WR</b> 241, 242, 243  <b>BA</b> 232; <b>CS</b> 140, <b>GER</b> 101, 102, 103, 201, 202, 203; <b>HS</b> 260; <b>MTH</b> 105, 112, 211, 212, 213, 231, 232, 241, 242, 243, 251, 252, 253, 265; <b>MUS</b> 111, 112, 113; <b>PHL</b> 103; <b>PSY</b> 228; <b>SP</b> 100, 111, 112, 218, 219; <b>SPAN</b> 101, 102, 103, 201, 202, 203; <b>WR</b> 214T

## Notes:

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

Requirements	Semester hours	Southwestern courses which satisfy requirements	Quarter hours
<b>Inquiry Seminar</b>	4	Completed two full years at college <b>and</b> WR121, 122, and 62 or more credits	6
<b>Vital Past</b>	6	Most History courses; <b>MUS</b> 261, 262, 263.	9
<b>Images and Arts</b>	6	All Literature courses; <b>WR</b> 241, 242, 243; <b>MUS</b> theory, history or literature courses; <b>ART</b> All studio, theory, and history courses; <b>TA</b> All performance, technical and history courses.	9
<b>Ultimate Questions</b>	6	<b>PHL</b> 101, 102, 103.	9
<b>Individuals, Systems &amp; Societies</b>	6	<b>ECON</b> 201, 202; <b>SOC</b> 204, 205, 206; <b>PS</b> 201, 202, 203; <b>PSY</b> 201, 202, 203; Any <b>ANTH</b> courses.	8-9
<b>Natural World</b>	6	Any course in Chemistry, Physics, Geology, Biology or General Science.	9

## Notes:

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



Requirements	Credit hours	Southwestern courses which satisfy requirements
<b>Communication</b>  <b>Speech</b>  <b>English Composition</b>  Nine additional credits from speech/writing courses having <b>WRI122</b> or <b>SPE111</b> as a prerequisite; specified by the major department from the following: <b>WRI123, 214, 227, 321, 322, 323, 327, 328, 350, 410; SPE321.</b>	3  6  12	<b>SP111</b>  <b>WR121</b> and <b>122</b>  <b>WR123, 214, 227; SP219</b>
<b>Business</b> Nine credits of business and industrial management.  <b>Humanities</b> Nine credits selected by student or specified by a major department.	9  9	<b>BA101, 156, 203, 206, 211, 212, 213, 215, 222, 223, 226, 227, 229, 238, 239, 242, 249, 250, 277, 285</b>  <b>ART115, 116, 117, 131, 132, 133, 204, 205, 206, 225, 226, 231, 232, 233, 250, 251, 252, 253, 254, 255, 270, 271, 272, 281, 282, 283, 284, 285, 286, 291, 292, 293; ENG104, 105, 106, 107, 108, 109, 201, 202, 203, 204, 205, 206, 253, 254, 255; GER201, 202, 203; PHL101, 102, 103; SPAN201, 202, 203; TA100, 141, 142, 143, WR241, 242, 243</b>
<b>Social Sciences</b> Twelve credits selected by student or specified by a major department.	12	<b>ANTH101, 102, 103, 221, 222, 223, 230, 231, 232; CJ101, 110, 200, 201, 220; ECON201, 202; HST101, 102, 103, 201, 202, 203; PS201, 202, 205; PSY201, 202, 203, 219; SOC204, 205, 206, 210, 221, 244</b>
<b>Technology</b> Twelve credits selected by student or specified by a major department from technical electives offered by a major department. At least one computer course is required.	12	<b>ENGR211, 212, 213.</b> Select computer course from <b>CIS131; CS101, 125DB, 125H, 125P, 125S, 125W, 133DB, 135H, 135W, 140, 151, 161, 162, 233VB, 240U, 240W, 244, 261, 278, 279, 288</b>
<b>Science/Mathematics</b> One college level mathematics course for intermediate algebra is the course prerequisite.  Twelve additional credits selected by student or specified by a major department from biological sciences, mathematics, or physical science.	4  12	<b>MTH105, 111</b>  <b>BI101, 102, 103, 201, 202, 203, 231, 232, 233, 234; CHEM121, 122, 123, 221, 222, 223, 241/241L, 242/242L, 243/243L; G201, 202, 203, 221; GS104, 105, 106; MTH112, 243, 251, 252, 253, 254, 255, 256; PH201, 202, 203, 211, 212, 213</b>

### Notes:

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



Requirements	Credit hours	Southwestern courses which satisfy requirements
Writing I	3	<b>WR121</b>
Writing II	3	<b>WR122, 123, 214, 222, 227, 241, 242</b>
Writing III/Speech	3	Any courses listed to meet Writing II requirements not taken to meet the Writing II requirement or <b>SP111, 112, 218</b> .
Mathematics	4	<b>MTH105, 111</b> or higher (must be completed before transferring).
Fitness	3	<b>PE231</b>
Writing Intensive Course		(Must be taken at OSU as part of major)
Physical Science Including Lab	4 to 5	<b>CHEM121, 122, 123, 221, 222, 223; G201, 202; 203; GS104, 105, 106, 107, 108; PH201, 202, 203, 211, 212, 213</b>
Biological Science Including Lab	4	<b>BI101, 102, 103, 201, 202, 203, 234</b>
One additional Physical Science or Biological Science Course	4 to 5	Any courses listed for Physical or Biological Science above.
Western Culture	3	<b>ART204, 205, 206; ENG107, 108, 109, 201, 202, 203, 204, 205, 206, 254, 255; HST101, 102, 103, 201, 202, 203; PHL101, 102</b>
Cultural Diversity	3	<b>ANTH223, 230, 231, 232; HUM204, 205, 206</b>
Literature and the Arts	3	<b>ART204, 205, 206; ENG104, 105, 106, 107, 108, 109, 201, 202, 203, 204, 205, 206, 254, 255; MUS261, 262, 263</b>
Social Processes and Institutions	3	<b>ANTH103; ECON201, 202; PSY201, 203; SOC204, 205; HST101, 102, 103</b>
Difference, Power, and Discrimination	3	<b>HST201, 202, 203; SOC206</b>
Two additional courses from two of these areas: Western Culture, Cultural Diversity, Literature and the Arts, and Social Processes and Institutions	6	Any courses listed above for Western Culture, Cultural Diversity, literature and the Arts, Social Processes and Institutions.
Global Issues	3	(Upper division course; must be taken at OSU)
Science, Technology and Society	3	(Upper division course; must be taken at OSU)

## Notes:

1. A maximum of 124 credit hours earned at a community college may be applied toward a baccalaureate degree.
2. No more than two courses from the same department may be used to fulfill the Baccalaureate Core Curriculum requirements.
3. In general, only courses with letter prefixes and numbers above 100 are accepted at OSU.
4. Students with vocational/technical credits (normally two or four digit numbers) should contact the assistant registrar at OSU for assistance in determining transferability of these courses to an OSU major.
5. Departments, schools, or colleges at OSU may restrict the courses used by their major students to satisfy each general educational component.
6. OSU will accept D grades. Some departments, schools, or colleges may not accept D grades in required courses.
7. Students with an Associate of Arts (AA/OT) transfer degree from Southwestern Oregon Community College will be considered as having met OSU's lower division Baccalaureate Core Curriculum requirements.
8. Effective July 1, 1998 OSU will accept up to 12 hours of professional/technical course work on a credit only basis. Grades for these courses count as pass only. Students with professional/technical credits similar to those available in their major should contact the head of the department to determine transferability.
9. This guide is subject to change without notice and should not be regarded as a contract between OSU and students attending Southwestern Oregon Community College.

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

### Notes:

1. A maximum of 124 credit hours earned at a community college may be applied toward a baccalaureate degree.
2. In general, only courses with letter prefixes and numbers above 100 are accepted in transfer to PSU. Portland State equivalencies are posted on the PSU web site in the Course Applicability System (CAS) pages. To see how specific courses will transfer, go to [www.cas.pdx.edu](http://www.cas.pdx.edu). Once there, choose "Guest Login" and select "Course Equivalency Guide" for Portland State University and Southwestern Oregon Community College. Transfer questions can be sent to [cctransfer@pdx.edu](mailto:cctransfer@pdx.edu) or [admissions@pdx.edu](mailto:admissions@pdx.edu).
3. Portland State accepts 12 credits of professional/technical courses.
4. In order to transfer to PSU, students must have completed a minimum of 30 transferable credit hours (transferable college level work, passes with a D or better, or a Pass from a regionally accredited college or university). Students must also meet the minimum GPA requirement: 2.00 college GPA for Oregon residents, 2.25 college GPA for out-of-state residents, or 2.5 college GPA for international students.
5. PSU does not award credit for the following courses: OA121, 122, 123 (and some other office administration classes).
6. Students who have earned an Associate of Arts (AA/OT) transfer degree or 90 plus transferable credits from Southwestern Oregon Community College will be considered as having met PSU's lower division general education requirements and have junior standing.
7. This guide is subject to change without notice and should not be regarded as a contract between PSU and students attending Southwestern Oregon Community College.

Goals	Credit hours	Southwestern courses which satisfy requirements
<b>Writing/Communication</b>	9-12	<b>WR121, 122 and SP111. C or better in each class.</b>
<b>Quantitative Reasoning</b>	4	<b>MTH211 and 212 or MTH251. C or better in each class.</b>
<b>SEQUENCES:</b>	24	Some sequences may total only 6 credit hours. Students with less than the required 24 credit hours may complete additional courses in any of the three areas to bring the total amount of required Exploration Sequence hours to 24.
<b>Arts and Letters</b>	6-8 credits, complete a 2 or 3 class sequences	<b>ART205, 206; ENG104, 105, 106 (all three) or 107, 108, 109, (all three); GER202, 203; MUS261, 262, 263 (two of three); PHL101, 102; SPAN202, 203</b>
<b>Science</b>	6-8 credits, complete a 2 class sequence	<b>BI101 and 102, or BI101 and 103; CHEM105 and 106; CHEM222 and 223; G201 and 202; GS104 and 107, or GS105 and 107, or GS106 and 107, or GS 107 and 108</b>
<b>Social Science</b>	6-8 credits, complete a 2 or 3 class sequence	<b>ANTH101 or 102, 103, or ANTH101 or 102, 221, or ANTH101 or 102, 222, or ANTH101 or 102, 223; CJ100 and 101, or CJ100 and SOC244; HST102 and 101 or 103; HST201, 202 or 203; PSY201, 202, 203 (all three); SOC204, 205 or 206.</b>

## Upper Division Synthesis General Education Requirements:

Students must complete three upper division credits from each of the following areas: Arts/Letters, Science, Social Science. These selected upper division SOU courses are listed in the current SOU Schedule of Classes.

## Notes:

1. A maximum of 124 credit hours earned at community colleges may be applied toward a baccalaureate degree.
2. Courses in the major, including course work from supportive areas that is required of the major, and courses toward a minor may also be used to meet general education requirements.
3. Only courses with a letter prefix and a number of 100 or higher are considered transferable.
4. A maximum of 24 credit hours of vocational/technical courses are accepted as free electives.
5. Courses in which D grades have been earned are accepted by SOU, with the exception of Writing and Oral Communication, which require a grade of C- or better.
6. Oregon community college transfer students who transfer into SOU with an AA/OT that was started prior to fall of 2000, as certified by an Oregon community college, will be accepted by SOU as having met **all** general education requirements.
7. Students who transfer to SOU with less than 36 transfer level credits and who have not completed both WR121, WR122 and SP111 will be required to complete the sequence of College Colloquium courses (CORE 101/102/103) at SOU.
8. This guide is subject to change without notice and should not be regarded as a contract between SOU and students attending Southwestern Oregon Community College.

Requirements	Units	Southwestern courses which satisfy requirements
<b>Written English</b>	6 credit hours	<b>WR121</b> (must be completed before transferring) & <b>WR122</b> or <b>WR123</b> (with grade C or better).
<b>Math (for B.S. Degree)</b>		Approved course combinations (with grade C or higher in each course) 1. Four courses: <b>MTH111</b> and 211, 212, 213. 2. Three courses: <b>MTH105</b> , 111, 243. 3. Three courses: <b>MTH111</b> , 241, 242. 4. Any two courses: <b>MTH112</b> , 231, 241, 243. 5. Any one course: <b>MTH251</b> , 252, 253, 254, 255, 256, 261, 262, 265.
<b>Arts and Letters*</b> These courses must be completed in at least two subjects (prefixes), and a minimum of two courses must be completed in one subject.	16 credit hours	<b>ART204</b> , 205, 206; <b>ENG104</b> , 105, 106, 107, 108, 109, 201, 202, 203, 204, 205, 206, 253, 254, 255, 260; <b>GER201</b> , 202, 203; <b>HUM204</b> , 205, 206; <b>MUS</b> 205, 261, 262, 263; <b>PHL101</b> , 102, 103; <b>SPAN201</b> , 202, 203.
<b>Social Science*</b> These courses must be completed in at least two subjects (prefixes), and a minimum of two courses must be completed in one subject.	16 credit hours	<b>ANTH102</b> , 103, 221, 222, 223, 230, 231, 232; <b>BA101</b> ; <b>ECON201</b> , 202; <b>ED101</b> ; <b>GEOG105</b> ; <b>HST101</b> , 102, 103, 104, 201, 202, 203, 215; <b>PS201</b> , 202, 205; <b>PSY202</b> , 203, 239; <b>SOC204</b> , 205, 206, 210, 213; <b>WS101</b> .
<b>Science*</b> These courses must be completed in at least two subjects (prefixes), and a minimum of two courses must be completed in one subject.	16 credit hours	<b>ANTH101</b> ; <b>BA232</b> ; <b>BI101</b> , 102, 103, 144, 149, 201, 202, 203, 231, 232, 233, 234; <b>CHEM121</b> , 122, 123, 221, 222, 223; <b>CS151</b> , 161, 162; <b>G201</b> , 202, 203, 207, 220, 221, 246; <b>GS104</b> , 105, 106, 107, 108; <b>MTH105</b> , 211, 212, 213, 231, 232, 241, 242, 243, 251, 252, 253; <b>PH121</b> , 201, 202, 203, 211, 212, 213; <b>PSY201</b> .
<b>Multiculture</b> Same course may be chosen to meet this requirement and one of the requirements listed above.	2 courses (at least 3 credits each)	Area 1 - American Cultures: <b>ANTH230</b> , 231, 232; <b>SOC213</b> ; <b>MUS205</b> . Area 2 - Identity, Pluralism & Tolerance: <b>ENG260</b> ; <b>SP220</b> ; <b>WS101</b> . Area 3 - International Cultures: <b>ANTH103</b> , 221, 222, 223; <b>GEOG105</b> ; <b>HUM204</b> , 205, 206; <b>HST104</b> . Choose 1 course from 2 different areas.

**Notes:**

1. A maximum of 124 credit hours earned at a community college may be applied toward a baccalaureate degree.
2. Only courses with letter prefixes and numbers above 100 are accepted at the University of Oregon.
3. A maximum of 12 credit hours of vocational/technical courses are accepted.
4. BA degree requires equivalent of two years of college foreign language.
5. BS degree requires MTH111 and two higher mathematics courses, or MTH105 and two higher mathematics courses.
6. Courses in which D grades have been earned will transfer to UO, but will not satisfy degree requirements in writing, mathematics, or foreign language and may not be acceptable for major requirements.
7. Students not meeting freshman admissions criteria must complete 36 transfer hours and WR121, and MTH105 or MTH111 before transferring. Students may request a waiver of the math course for the admission requirement.
8. Students with an Associate of Arts (AA/OT) transfer degree from Southwestern Oregon Community College will be considered as having met the general education requirements at UO. The Multiculture requirement is not satisfied by completing the AA/OT degree unless two of the acceptable courses are taken as part of the AA/OT degree.
9. This guide is subject to change without notice and should not be regarded as a contract between UO and students attending Southwestern Oregon Community College.

\* No more than three courses from any one department may be used to satisfy the total 48 credit group requirement. Must include two courses in the same subject and at least one course in a different subject.

\* Beginning fall 1999, all new admits will no longer have the option of using Arts and Letters group satisfying credits to meet the Bachelor of Arts language proficiency or of using Science group satisfying credits to meet the Bachelor of Science Mathematics/Computer Science proficiency.

Effective fall 2002, only one major course may be used to meet group requirements.

Requirements	Credit Hours	Southwestern courses which satisfy requirements
<b>Skills</b>		
<b>Writing</b>	3	<b>WR</b> 121, 122, or 123. <b>WR</b> 121 preferred.
<b>Speech</b>	3	<b>SP</b> 111, 112, 217, 218, 219. <b>SP</b> 111 preferred.
<b>Physical Education</b>	5	<b>PE</b> 185, 295, 231. Courses should include different activities. <b>PE</b> 231 and one activity course preferred.
<b>Distribution</b>		
<b>Creative Arts</b> (Art, Dance, Music, Theater Arts)	9	All courses with prefix of <b>ART</b> , <b>MUP</b> , <b>MUS</b> , <b>TA</b> and numbered 100 or higher (except: <b>MUS</b> 299; <b>ART</b> 225, 226, 280; and any courses numbered 198, 199, 298, or 299). Nine hours in a combination of three different areas preferred. A maximum of three hours in music performance ( <b>MUP</b> ) is allowed.
<b>Humanities</b> (Literature, Philosophy, and Religion)	12	A sequence of nine hours in the same discipline is required. All courses with <b>ENG</b> or <b>PHL</b> prefix and numbered 100 or higher (except: <b>ENG</b> 198, 298, 299 and <b>PHL</b> 299). A nine-hour literature sequence (e.g., <b>ENG</b> 104, 105, 106) plus an additional course in Philosophy ( <b>PHL</b> 101, 102, 103) is preferred.
<b>Laboratory Science</b>	12	A sequence of at least eight hours in the same discipline is required. All courses with the following prefixes and numbered 100 or higher: <b>BI</b> (except <b>BI</b> 198, 299), <b>CH</b> (except <b>CH</b> 198), <b>G</b> (except <b>G</b> 198, 298, 299), <b>PH</b> . A 12-hour sequence in the same discipline preferred. NOTE: The equivalent of Western's <b>BI</b> 101, <b>GS</b> 104 and <b>GS</b> 106 are recommended for Elementary Education majors.
<b>Social Science</b>	12	A sequence of at least nine hours in the same discipline is required. This sequence must include courses numbered 100 or higher and be in <b>ANTH</b> <b>ECON</b> , <b>HST</b> , <b>PS</b> , or <b>SOC</b> (except for courses numbered 198, 199, 299). The remaining three hours may be in any social science area, including Psychology and Criminal Justice. NOTE: Geography and U.S. History are recommended for Elementary Education majors.

## Notes:

1. A maximum of 124 credit hours earned at a community college may be applied toward a baccalaureate degree.
2. In general, only courses with letter prefixes and numbers above 100 are accepted at WOU.
3. Up to 24 hours of professional-technical credits can be transferred as free electives.
4. Courses in which D grades have been earned are accepted at WOU.
5. Students who have not completed all of the Liberal Arts Core Curriculum (LACC) requirements listed above at the time they transfer will be expected to complete them with courses among those specifically required of freshmen beginning their work at WOU.
6. Courses numbered 198, 199, 298 and 299 and Cooperative Work Experience (CWE) credits transfer to WOU as general elective credits and are not applied to the major or LACC requirements. Up to 12 hours of CWE can be accepted.
7. Students are encouraged to seek exemption from the Skills requirements by demonstrating proficiency through the appropriate departments at WOU.
8. Students with an Associate of Arts (AA/OT) transfer degree from Southwestern Oregon Community College will be considered as having met the LACC requirements at WOU.
9. Courses used to fulfill major requirements may be used to meet LACC requirements if the student earns an Associate of Arts (AA/OT) transfer degree. In the absence of an AA degree, students must check with their major department to determine if courses required in the major may also be used to fulfill LACC requirements. Such courses may be used to meet major requirements or LACC, but not both.
10. This guide is subject to change without notice and should not be regarded as a contract between Western Oregon University and students attending Southwestern Oregon Community College.

# Associate of Science Degree Requirements

Requirements	Credit Hours	Courses which satisfy requirements
<p>Complete a minimum of 90 credits of specified courses with a grade of C or better with a minimum Grade Point Average (GPA) of 2.0 (C) average or better.</p> <p>Complete 30 of the last 45 credits at Southwestern before the AS is awarded.</p>		
<p><b>General Education Requirements</b></p> <p><b>Writing</b> (WR121 or higher with grade "C" or better)</p> <p><b>Math</b> (MTH111 or higher with grade "C" or better)</p> <p><b>Oral Communications/Rhetoric</b></p> <p><b>Health Education</b> (No more than six credits of PE185 may be used in meeting the total credit requirement or counted in the student's final AS degree. Courses must be in different levels (i.e. beginning, intermediate, advanced).</p> <p><b>Exceptions may be allowed for the following reasons:</b>  <b>Veterans:</b> Students who have completed six months active service in the U.S. armed forces are exempt from the PE185 requirement if they file official evidence of service with the Transcript Evaluator.  <b>Other:</b> On rare occasions, exemptions may be granted for other reasons.</p>	<p>(19)</p> <p>9</p> <p>4</p> <p>3</p> <p>3</p>	<p>(Specified in each area of emphasis)</p>
<p><b>Emphasis Area Requirements</b> (One sequence of a minimum of nine credits in one of the three areas listed below, and a minimum of six credits in each of the remaining areas.)</p> <p><b>Arts and Humanities:</b></p>	(21)	<p>ART204, 205, 206; ENG104, 105, 106; ENG107, 108, 109; ENG201, 202, 203; ENG204, 205, 206; ENG253, 254, 255; HUM204, 205, 206; MUS261, 262, 263; PHL101, 102, 103</p>
<p><b>Social Science:</b></p>		<p>ANTH101, 102, 103; ANTH221, 222, 223; ANTH231, 232, 233; ECON201, 202; HST101, 102, 103; HST201, 202, 203; PS201, 202, 205; PSY201, 202, 203; SOC204, 205, 206</p>
<p><b>Mathematics/Science/Computer Science/Engineering:</b></p> <p><b>Mathematics</b> (any three courses)</p> <p><b>Science</b></p> <p>GS108; PH201, 202, 203; PH211, 212, 213</p>		<p>MTH111, 112, 212, 213, 231, 232, 241, 242, 243/BA232, 251, 252, 253, 254, 255, 256, 261, 262, 265;</p> <p>BI101, 102, 103; BI201, 202, 203; BI231, 232, 233; CHEM110; CHEM121, 122, 123; CHEM221, 222, 223; G201, 202, 203; GS104, 105 and GS106 or GS107 or</p>

## *Associate of Science Degree Requirements (continued)*

Requirements	Credit Hours	Courses which satisfy requirements
<b>Emphasis Area Requirements (Continued)</b>  <b>Mathematics/Science/Computer Science/Engineering (Continued):</b>  <b>Computer Science</b>  <b>Engineering</b>		<b>CS151, 161, 162</b>  <b>ENGR201, 202, 203; ENGR211, 212, 213</b>
<b>Electives</b>		<p>All lower division collegiate courses numbered 100 to 299 may apply towards electives as well as 12 credits of professional technical courses (excluding remedial, developmental, courses with prefixes CE/CEU/PDU, and zero credit courses.)</p> <p>Additionally, the following courses, numbered 100 to 299 may only be used as part of the 12 credits of professional technical courses:</p> <p><b>ECE100, ED124, ED125, ED126, ED127, ED221, ED222, ED223, HE254, HE257, HE258, HE259, HE260, HE262, HS291,</b> and courses with prefixes of <b>DRFT, ELEC, F</b> (except <b>F141</b>), <b>FE</b> (except <b>FE210</b>), <b>FP, FS, HEC, MFG, MISC, MT, NUR, OA, RE, RR, WELD</b></p>
<p>In addition to the above noted requirements, it is expected that the following general education or related training skills and concepts will be integrated into major course work:</p> <ul style="list-style-type: none"> <li>• Computer Literacy</li> <li>• Critical Thinking</li> <li>• Environmental Awareness</li> <li>• Library/Research Skills</li> <li>• Major applications in writing and computation</li> <li>• Professional Ethics</li> </ul>		
<p><b>Supportive Courses:</b></p> <p>The college has determined that the following supportive courses may be necessary to assist students to successfully complete their programs: <b>CS125W, HD100, HD112, HD204, HD208, LIB127, OA121, RD101, RD102, RD103.</b></p> <p>The maximum number of credits allowable for basic, developmental, or supportive courses under Federal Financial Aid guidelines is 45.</p>		

# Associate of General Studies Degree Requirements

Requirements	Credit Hours	Courses which satisfy requirements
<p>Complete a minimum of 90 credits of specified courses with a grade of C or better with a minimum Grade Point Average (GPA) of 2.0 (C) average or better.</p> <p>Complete 30 of the last 45 credits at Southwestern before the AGS is awarded.</p>		
<p><b>General Education Requirements</b></p> <p><b>Writing</b></p> <p><b>Speech</b></p> <p><b>Math</b></p> <p><b>Health</b></p> <p><b>Computer Literacy</b></p>	<p>(20)</p> <p>6</p> <p>3</p> <p>4</p> <p>3</p> <p>4</p>	<p><b>WR121, 122 and 214 or 214T</b></p> <p><b>SP100 or higher</b></p> <p><b>MTH105 or higher</b></p> <p><b>HE250 or PE231</b></p> <p><b>CIS131</b></p>
<p><b>Distribution Requirements</b></p> <p><b>Arts and Letters:</b> (Two courses, six credits minimum from List A <b>AND</b> one course, three credits minimum from List A or B)</p>	<p>(30)</p> <p>9</p>	<p><b>LIST A:</b> <b>ART</b>204, 205, 206; <b>ENG</b>104, 105, 106, 107, 108, 109, 201, 202, 203, 204, 205, 206, 253, 254, 255; <b>HUM</b>204, 205, 206; <b>MUS</b>261, 262, 263; <b>PHL</b>101, 102, 103</p> <p><b>LIST B:</b> <b>ART</b>115, 116, 117, 131, 132, 133, 191, 192, 193, 199, 225, 226, 250, 251, 252, 253, 254, 255, 270, 271, 272, 281, 282, 283, 284, 285, 286, 291, 292, 293, 299; <b>ENG</b>199, 260, 299; <b>FR</b>201, 202, 203; <b>GER</b>201, 202, 203; <b>J</b>199, 202, 203, 204, 215, 217, 299; <b>MUS</b>101, 102, 103, 111, 112, 113, 199, 205, 211, 212, 213, 299; <b>PH</b>199, 299; <b>SP</b>100, 111, 112, 199, 217, 218, 219, 220, 299; <b>SPAN</b>201, 202, 203; <b>TA</b>100, 141, 142, 143, 241, 242, 243; <b>WR</b>214, 214T, 222, 241, 242, 243</p>
<p><b>Distribution Requirements</b></p> <p><b>Social Sciences:</b> (Two courses, six credits minimum from List A <b>AND</b> one course, three credits minimum from List A or B)</p>	<p>9</p>	<p><b>LIST A:</b> <b>ANTH</b>101, 102, 103, 221, 222, 223, 230, 231, 232; <b>CJ</b>100, 101/<b>SOC</b>244, 201/<b>SOC</b>221, 220, 243/<b>SOC</b>243; <b>ECON</b>201, 202; <b>HST</b>101, 102, 103, 201, 202, 203; <b>HDFS</b>225, 247, 229; <b>HS</b>265, 266, 267; <b>PS</b>201, 202, 205; <b>PSY</b>201, 202, 203; <b>SOC</b>204, 205, 206</p> <p><b>LIST B:</b> <b>ED</b>251, 258; <b>GEOG</b>105, <b>HD</b>208; <b>HDFS</b>140, 222; <b>HS</b>100, 154, 155, 167, 168, 261; <b>PSY</b>228, 239, 240; <b>SOC</b>210, 221/<b>CJ</b>201, 243/<b>CJ</b>243, 244/<b>CJ</b>101; <b>WS</b>101</p>
<p><b>Distribution Requirements</b></p> <p><b>Mathematics/Science:</b> (Two courses, eight credits minimum from List A <b>AND</b> one course, four credits minimum from List A or B)</p>	<p>12</p>	<p><b>LIST A:</b> <b>BI</b>101, 102, 103, 201, 202, 203, 231, 232, 233; <b>CHEM</b>121, 122, 123, 221, 222, 223; <b>G</b>201, 202, 203; <b>GS</b>104, 105 <b>and</b> 106 <b>or</b> 107 <b>or</b> 108; <b>PH</b>201, 202, 203, 211, 212, 213</p>



## *Associate of General Studies Degree Requirements (continued)*

Requirements	Credit Hours	Courses which satisfy requirements
<b>Distribution Requirements (Continued)</b>  <b>Mathematics/Science: (Continued)</b>		<b>LIST B:</b> <b>BI</b> 144, 149, 234; <b>CHEM</b> 110, 241, 242, 243; <b>CIS</b> 131; <b>CS</b> 133VB, 133WS, 151, 161, 162, 233VB, 261; <b>ENGR</b> 111, 112, 201, 202, 203, 211, 212, 213; <b>ENV</b> 148; <b>FW</b> 111; <b>G</b> 146, 207, 220, 221, 246; <b>MTH</b> 105, 111, 112, 212, 213, 231, 232, 241, 242, 243, 251, 252, 253, 254, 255, 256, 261, 262, 265; <b>PH</b> 121
<b>Electives</b> (Combination of lower division transfer and/or professional technical education courses not to include remedial, develop- mental, four digit courses that begin with a zero, no courses with prefixes CE/CEU/PDU and no more than nine cred- its of PE185.)	Total degree requirements to equal a minimum of 90 credits	
<p>In addition to the above noted requirements, it is expected that the following general education or related training skills and concepts will be integrated into major course work:</p> <ul style="list-style-type: none"> <li>• Computer Literacy</li> <li>• Critical Thinking</li> <li>• Environmental Awareness</li> <li>• Library/Research Skills</li> <li>• Major applications in writing and computation</li> <li>• Professional Ethics</li> </ul>		
<p><b>Supportive Courses:</b></p> <p>The college has determined that the following supportive courses may be necessary to assist students to successfully complete their programs: <b>CS</b>125W, <b>HD</b>100, <b>HD</b>112, <b>HD</b>204, <b>HD</b>208, <b>LIB</b>127, <b>OA</b>121, <b>RD</b>101, <b>RD</b>102, <b>RD</b>103.</p> <p>The maximum number of credits allowable for basic, developmental, or supportive courses under Federal Financial Aid guidelines is 45.</p>		



# Associate of Applied Science Degree Requirements

Requirements	Credit Hours	Courses which satisfy requirements
<p>Complete a minimum of 90 credits of specified courses (see individual curriculum for listing) with a minimum grade point average (GPA) of 2.0. However, the student must achieve at least a C grade for each course in the major. The program areas may designate other courses in which the student must achieve a C or better.</p> <p>Complete 30 of the last 45 credits at Southwestern before the AAS is awarded.</p>		
<p><b>General Education Requirements</b></p> <p><b>Writing</b> (Minimum <b>WR121</b> with grade C or better)</p> <p><b>Speech</b></p> <p><b>Math</b> (Minimum <b>MTH70</b> with grade C or better)</p> <p><b>Workplace Issues</b></p> <p><b>Health and Wellness</b> (Six credits of <b>PE185</b> may be used in meeting the total credit requirement or counted in the student's final grade point average (GPA) for the AAS degree. Courses must be in different activities or levels, i.e. beginning, intermediate, advanced)</p> <p><b>Exceptions may be allowed for the following reasons:</b>  <b>Veterans:</b> Students who have completed six months active service in the U.S. armed forces are exempt from the <b>PE185</b> requirement if they file official evidence of service with the Transcript Evaluator.  <b>Other:</b> On rare occasions, exemptions may be granted for other reasons.</p>	<p>(15)</p> <p>3</p> <p>3</p> <p>3</p> <p>3</p> <p>3</p>	<p>(As specified in each program)</p> <p><b>HE250 or PE185 or PE231</b></p>
<p>Nine credits minimum and a minimum of three courses to include the following:</p> <p><b>Sequence/Distribution Courses</b>            At least six credits (minimum two courses) must be courses selected from the AA/OT Sequence/Distribution lists on pages 12-13. Courses must be from outside the student's area of concentration. (Courses are designated in each program.)</p> <p><b>Electives</b>            The balance of the requirements (minimum one course) may not be a prerequisite course to the degree/program requirements and may not include remedial or developmental courses. (Prerequisite courses are designated in each program.)</p>	<p>(9)</p> <p>6</p> <p>3</p>	
<p><b>Supportive Courses:</b>            The college has determined that the following supportive courses may be necessary to assist students to successfully complete their programs: <b>CS125W, HD100, HD112, HD204, HD208, LIB127, OA121, RD101, RD102, RD103.</b></p> <p><b>Developmental/Remedial Courses:</b> <b>ENL0747, HD90, MTH0520, MTH20, MTH25, MTH70, MTH94, MTH95, RD0751, RD0752, RD0753, WR0525, WR90.</b></p>		

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

# Associate of Science/Oregon Transfer In Business Degree Requirements

Requirements	Credit Hours	Courses which satisfy requirements
Complete a minimum of 90 credit hours with a minimum Grade Point Average (GPA) of 2.0 (C) average or better.		
<b>General Education Requirements</b>  <b>Writing</b> (with grade "C" or better)  <b>Computer Applications</b> (with grade "C" or better)  <b>Oral Communications/Rhetoric</b> (with grade "C" or better)  <b>Math</b> (with grade "C" or better)	(28)  9  4  3  12	<b>WR121, WR122, WR227</b>  <b>CIS131</b>  <b>SP100, SP111, SP112, SP217, SP218, SP219</b>  <b>MTH111 or above, and MTH243/BA232</b>
<b>Distribution Requirements</b> (Courses must be at least three credits each)	(36)	
<b>Arts and Letters:</b>  A minimum of twelve credits, chosen from at least two disciplines **The second year of a foreign language may be included, but not the first year. ASL is considered a foreign language.**	12	<b>ART115,116, 117, 131, 132, 133, 191, 192, 193, 204, 205, 206, 225, 226, 250, 251, 252, 253, 254, 255, 270, 271, 272, 281, 282, 283, 284, 285, 286, 291, 292, 293; ENG104, 105, 106, 107, 108, 109, 201, 202, 203, 204, 205, 206, 253, 254, 255, 260; FR201, 202, 203; GER201,202, 203; HUM204, 205, 206; J202, 203, 204, 215, 217; MUS101, 102, 103, 111, 112, 113, 205, 211, 212, 213, 261, 262, 263; PHL101, 102, 103; SPAN201, 202, 203; TA100, 141, 142, 143, 241, 242, 243; WR214, 214T, 222, 241, 242, 243</b>
<b>Social Sciences:</b> A minimum of twelve credits  <b>Economics</b> (with grade of "C" or better)  * Students should consult with their advisor to see if these courses will meet the social science requirements of the school they plan to attend.	12  8  4	<b>ECON201, 202</b>  <b>ANTH101, 102, 103, 221, 222, 223, 230, 231, 232; *CJ100, 101/SOC244, 201/SOC221, 220, 243/SOC243; *ED251, 258; GEOG105; *HDFS140, 222; *HS100,154, 155, 167, 168, 261; HST101, 102, 103, 104, 201, 202, 203; PS201, 202, 205; PSY201, 202, 203, 228, 239, 240; SOC204, 205, 206, 210, 213, 220, 221/CJ201, 243/CJ243, 244/CJ101; WS101</b>
<b>Science (Must be Lab Science)</b>  A minimum of twelve credits of laboratory courses in the biological or physical sciences.	12	<b>BI101, 102, 103, 201, 202, 203, 231, 232, 233, 234; CHEM121, 122, 123, 221, 222, 223; G201, 202, 203; GS104, 105 and GS106, or GS107, or GS108; PH201, 202, 203, 211, 212, 213</b>
<b>Business Specific</b> (with grade "C" or better)	(20)	<b>BA101, 211, 212, 213, 230</b>
<b>Electives</b> (Depending on choice of transfer institution)  <b>Note:</b> Students should discuss any possible course substitution/petition and elective choice with their advisor and/or the intended transfer institution. University-specific prerequisites and recommendations are subject to change without notice. At time of admission, consult the university catalog for binding course requirements.	(6-24)	Lower-division courses taken at the community college may not meet the requirements of an upper-division course with a similar title and content offered by an Oregon University System Business School/Program. In such cases, the courses in question will normally transfer as electives. The AS/OT-Bus degree may include up to 12 approved professional-technical credits as electives. Courses that are developmental in nature, designed to prepare students for college transfer courses, are not applicable to this degree.
<b>Note:</b> Effective for everyone graduating from high school in 1997 or later, all OUS institutions will require two years of high school second language for admission. This admission requirement can also be satisfied by two quarters (or semesters) of a college-level second language or demonstrated proficiency in a second language. If you graduated from a high school in spring 1997 or later and have not completed two years of a high school second language, you should complete at least two quarters of a second language sequence at Southwestern. For additional information, contact your advisor or counselor.		

## University-Specific Prerequisites\* and Recommendations

Institution	Prerequisites	Recommendations
Eastern Oregon University	<ul style="list-style-type: none"> <li>•WR 227 Technical Report Writing</li> <li>•The Business Law course for the AS/OT-Bus is required.</li> </ul>	
Oregon Institute of Technology	<ul style="list-style-type: none"> <li>•The Business Law course for the AS/OT-Bus is required.</li> </ul>	<ul style="list-style-type: none"> <li>•PSY 201 General Psychology</li> <li>•BUS 215 (<b><i>equivalent to SOCC BA 206 Management Fundamentals</i></b>)</li> <li>•WR 227 Technical Writing</li> </ul>
Oregon State University	<ul style="list-style-type: none"> <li>•BA 271 Information Technology in Business</li> <li>•BA 275 Business Quantitative Methods</li> <li>•MTH 241 Calculus for Biological/Management/Social Sciences (<b><i>equivalent to SOCC MTH 242</i></b>)</li> <li>•MTH 245 Math for Biological/Management/Social Sciences</li> <li>•The Business Law course for the AS/OT-Bus is required.</li> </ul>	
Portland State University	<ul style="list-style-type: none"> <li>•CS 106 Computing Fundamentals II</li> <li>•BA 205 Business Communications Using Technology</li> <li>•Stat 244 Introduction to Probability and Statistics II</li> <li>•GPA: 2.75 overall and 2.75 in pre-business core</li> </ul>	
Southern Oregon University	<ul style="list-style-type: none"> <li>•BA 271 <b>or</b> BA 282 Applied Business Statistics</li> <li>•GPA: 2.0 overall and 2.5 in all business courses</li> <li>•Students must apply for admission to the Business School/Program</li> </ul>	
University of Oregon	<ul style="list-style-type: none"> <li>•DSC 199 Special Studies: Business Applications Software</li> <li>•MTH 241, MTH 242 Calculus for Business</li> <li>•Social Science I, II Multicultural requirement</li> <li>•GPA: 2.75 overall and 2.75 in pre-business core</li> <li>•Students must apply for admission to the Business School/Program</li> </ul>	
Western Oregon University	<ul style="list-style-type: none"> <li>•The Business Law course for the AS/OT-Bus is required.</li> </ul>	

\*Subject to change without notice. At time of admission, consult the university catalog for binding course requirements.

# SOUTHWESTERN OREGON COMMUNITY COLLEGE

## 2004-2005 ASSOCIATE OF SCIENCE/OREGON TRANSFER IN BUSINESS DEGREE CHECKLIST

Name: \_\_\_\_\_ Student #: \_\_\_\_\_ Date: \_\_\_\_\_ Projected Graduation/Transfer Date: \_\_\_\_\_

<p><b>GENERAL EDUCATION REQUIREMENTS:</b></p> <p><b>TO BE COMPLETED</b>      <b>MIN GRADE</b>      <b>28 CREDITS</b></p> <p>WR 121      C      3</p> <p>WR122      C      3</p> <p>WR 227      C      3</p>	<p><b>DISTRIBUTION REQUIREMENTS:</b>      36 CREDITS</p> <p><b>ARTS &amp; LETTERS</b>      12 credits</p> <p>A minimum of twelve credits, chosen from at least two disciplines. The second year of a foreign language may be included, completed      <b>TO BE COMPLETED</b>      <b>CREDITS</b></p> <p>_____      _____      3</p> <p>_____      _____      3</p> <p>_____      _____      3</p> <p>_____      _____      3</p> <p><b>SUBTOTAL</b>      12</p>	<p><b>ELECTIVES AND/OR PROGRAM COURSES**:</b></p> <p>Approximately 6-24 credits. Twelve credits of professional technical courses (excluding remedial, developmental, courses with prefixes CE/CBU/PDU and zero credit courses) may be used.</p> <p><b>COMPLETED</b>      <b>TO BE COMPLETED</b>      <b>CREDITS</b></p> <p>_____      _____      _____</p> <p>_____      _____      _____</p> <p>_____      _____      _____</p> <p>_____      _____      _____</p> <p><b>SUBTOTAL</b>      6-24</p>
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**Mathematics:**

\_\_\_\_\_      C      4

\_\_\_\_\_      C      4

\_\_\_\_\_ MTH243/BA232      C      4

**Oral Communications/Rhetoric:**

\_\_\_\_\_ SP100, 111, 112, 217, 218, 219, 220      C      3

**Computer Applications:**

\_\_\_\_\_ CS131      C      4

**SUBTOTAL**      28

**FOREIGN LANGUAGE:**

Beginning in 1997, students who graduate from high school in 1997 or after must meet a foreign language requirement for admission to an Oregon state system's four year institution.

OUS Foreign Language requirement met?

\_\_\_\_\_ at SOCC

\_\_\_\_\_ in High School

**Notes:** Lower-division courses taken at the community college may not meet the requirements of an upper-division course with a similar title and content offered by an Oregon University System Business School/Program.

In such cases, the courses in question will normally transfer as electives. Courses that are developmental in nature, designed to prepare students for college transfer courses, are not applicable to this degree.

\*\*Students should see their advisor to help create an educational plan to fit the transfer requirements for Oregon University System (OUS) institution where they plan to complete a bachelor's degree. University-specific prerequisites and recommendations are subject to change without notice. At time of admission, consult university catalog for binding course requirements.\*

**SUBTOTAL**      20

# Business and Office Occupations

## Business Administration

**Description:** The Business Administration programs provide students with the knowledge and skills they need for careers in fields such as accounting, finance, marketing, management and sales. The Business Department at Southwestern Oregon Community College offers two types of degrees. The Associate of Science degree is designed to provide the student with the first two years of a four-year degree. After completion of the first two years, a student transfers to a four-year institution. The Associate of Applied Science is designed for the student who wants to be employed in two years and does not intend to transfer to a four-year institution. Southwestern also offers several certificates for students who need specific skills to enter the workforce.

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

The **Accounting Certificate of Completion** is a one-year certificate to prepare students for entry level Bookkeeping and Accounting Clerk positions. The courses required are applicable toward an Associate of Applied Science in Business Management degree with an Accounting emphasis.

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

The **Associate of Applied Science in Business Management Marketing Option** prepares students to enter the marketing field and gives actual supervised work experience. Students then may be qualified to move into Assistant Manager positions.

The **Marketing Certificate of Completion** is for those who wish to update skills or increase advancement potential. The classes 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.

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

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

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

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

# Associate of Applied Science

## Business Management/Accounting Option

### First Year

Fall Term		Credit Hours
BA101	Introduction to Business.....	4
BA211	Principles of Accounting I <sup>1</sup> .....	4
CIS131	Computer Information Systems.....	4
MTH94	Intermediate Algebra I.....	4
OA220	Electronic Calculators.....	1
Winter Term		
BA212	Principles of Accounting II <sup>1</sup> .....	4
BA277	Business Ethics.....	3
BA285	Human Relations in Organizations.....	3
CS125S	Spreadsheet Applications.....	3
WR121	English Composition.....	3
Spring Term		
BA156	Applied Economics.....	3
BA213	Principles of Accounting III <sup>1</sup> .....	4
PE231	Wellness for Life <sup>2</sup> .....	3
SP111	Fundamentals of Public Speaking <sup>3</sup> .....	3
WR214	Business English <b>or</b> WR214T.....	3

### Second Year

Fall Term		
BA177	Payroll Records and Accounting.....	3
BA206	Management Fundamentals.....	3
BA215	Cost Accounting.....	3
BA222	Finance.....	3
BA223	Principles of Marketing.....	3
Winter Term		
AC2772	Intermediate Accounting I.....	3
BA220	Tax Accounting <sup>4</sup> .....	3
_____	Elective <sup>5</sup> .....	3
_____	Sequence/Distribution Courses <sup>6</sup> .....	6
Spring Term		
AC240	Fund Accounting.....	3
AC2773	Intermediate Accounting II.....	3
BA217	Accounting Process.....	3
BA230	Business Law .....	4
BA280	Field Experience <b>or</b> BA2280.....	3
<b>Total Requirements</b>		<b>95</b>

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

#### Notes:

1. AC2766 and AC2767 are equivalent to BA211. Students must petition if they wish to have AC2766 and AC2767 changed to BA211. Students choosing this option will also need to take BA212 and BA213. Contact your advisor or accounting instructor for details.
2. HE250 or three credits of PE185 may be substituted for PE231.
3. SP112, SP218 **or** SP219 may be substituted for SP111.
4. AC2331 and AC2332 may be substituted for BA220.
5. Developmental and Remedial courses, listed on page 13, and CS101 will not fulfill elective requirement.
6. See AA/OT Sequence/Distribution lists on pages 12-13. Courses must be from outside the student's area of concentration.



# Certificate of Completion Accounting

## First Year

Fall Term		Credit Hours
BA101	Introduction to Business.....	4
BA211	Principles of Accounting I <sup>1</sup> .....	4
CIS131	Computer Information Systems.....	4
MTH70	Elementary Algebra <b>or</b> Higher.....	4
OA220	Electronic Calculators.....	1
Winter Term		
BA212	Principles of Accounting II <sup>1</sup> .....	4
BA220	Tax Accounting <sup>2</sup> .....	3
BA285	Human Relations in Organizations.....	3
WR121	English Composition.....	3
Spring Term		
BA213	Principles of Accounting III <sup>1</sup> .....	4
BA217	Accounting Process.....	3
CS125S	Spreadsheet Applications.....	3
WR214	Business English <b>or</b> WR214T.....	3

## Second Year

Fall Term		
BA177	Payroll Records and Accounting.....	3
BA222	Finance.....	3
BA215	Cost Accounting.....	3
BA2280	Cooperative Work Experience <b>or</b> BA280.....	3

**Total Requirements .....55**

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

### Notes:

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

# Certificate of Completion Bookkeeping Clerical

Fall Term		Credit Hours
BA211	Principles of Accounting I <sup>1</sup> .....	4
MTH70	Elementary Algebra <b>or</b> Higher.....	4
OA116	Office Procedures.....	3
OA124	Keyboard Skillbuilding.....	3
OA220	Electronic Calculators.....	1
WR121	English Composition.....	3
Winter Term		
BA212	Principles of Accounting II <sup>1</sup> .....	4
BA285	Human Relations in Organizations.....	3
CIS131	Computer Information Systems.....	4
CS125W	Word Processing Applications.....	3
OA240	Filing and Records Management.....	3
Spring Term		
BA177	Payroll Records and Accounting.....	3
BA217	Accounting Process.....	3
BA2280	Cooperative Work Experience <b>or</b> BA280.....	3
CS125S	Spreadsheet Applications.....	3
WR214	Business English .....	3

**Total Requirements .....50**

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

### Notes:

1. AC2766 and AC2767 are equivalent to BA211. Students must petition if they wish to have AC2766 and AC2767 changed to BA211. Contact your advisor or accounting instructor for details.

# Associate of Applied Science Business Management/Marketing Option

## First Year

Fall Term		Credit Hours
BA101	Introduction to Business.....	4
BA211	Principles of Accounting I <sup>1</sup> .....	4
CIS131	Computer Information Systems.....	4
MTH94	Intermediate Algebra I.....	4
Winter Term		
BA212	Principles of Accounting II <sup>1</sup> .....	4
BA277	Business Ethics.....	3
BA285	Human Relations in Organizations.....	3
CS125S	Spreadsheet Applications.....	3
WR121	English Composition.....	3
Spring Term		
BA156	Applied Economics.....	3
BA213	Principles of Accounting III <sup>1</sup> .....	4
PE231	Wellness for Life <sup>2</sup> .....	3
SP111	Fundamentals of Public Speaking <sup>3</sup> .....	3
WR214	Business English <b>or</b> WR214T.....	3

## Second Year

Fall Term		
BA206	Management Fundamentals.....	3
BA223	Principles of Marketing.....	3
BA230	Business Law .....	4
CS125P	Presentation Applications.....	3
CS195	Web Development I.....	3
Winter Term		
BA236	E-Commerce Fundamentals.....	3
BA239	Advertising.....	3
BA280	Field Experience <b>or</b> BA2280.....	3
CS125W	Word Processing Applications.....	3
	Elective <sup>4</sup> .....	3
Spring Term		
BA222	Finance.....	3
BA233	E-Marketing.....	3
BA238	Sales.....	3
	Sequence/Distribution Courses <sup>5</sup> .....	6

**Total Requirements.....94**

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

### Notes:

1. AC2766 and AC2767 are equivalent to BA211. Students must petition if they wish to have AC2766 and AC2767 changed to BA211. Students choosing this option will also need to take BA212 and BA213. Contact your advisor or accounting instructor for details.
2. HE250 or three credits of PE185 may be substituted for PE231.
3. SP112, SP218 **or** SP219 may be substituted for SP111.
4. Developmental and Remedial courses, listed on page 13, and CS101 will not fulfill elective requirement.
5. See AA/OT Sequence/Distribution lists on pages 12-13. Courses must be from outside the student's area of concentration.

## Certificate of Completion Marketing

		Credit Hours
BA101	Introduction to Business.....	4
BA223	Principles of Marketing.....	3
BA238	Sales.....	3
BA239	Advertising.....	3
CS125P	Presentation Applications.....	3
CS195	Web Development I.....	3
WR121	English Composition.....	3
<b>Total Requirements.....</b>		<b>22</b>

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

# Associate of Applied Science

## Business Management/Office Management Option

### First Year

Fall Term		Credit Hours
BA101	Introduction to Business.....	4
BA211	Principles of Accounting I <sup>1</sup> .....	4
CIS131	Computer Information Systems.....	4
MTH94	Intermediate Algebra I.....	4
OA220	Electronic Calculators.....	1
Winter Term		
BA212	Principles of Accounting II <sup>1</sup> .....	4
BA277	Business Ethics.....	3
BA285	Human Relations in Organizations.....	3
CS125S	Spreadsheet Applications.....	3
WR121	English Composition.....	3
Spring Term		
BA156	Applied Economics.....	3
BA213	Principles of Accounting III <sup>1</sup> .....	4
PE231	Wellness for Life <sup>2</sup> .....	3
SP111	Fundamentals of Public Speaking <sup>3</sup> .....	3
WR214	Business English <b>or</b> WR214T.....	3

### Second Year

Fall Term		
BA177	Payroll Records & Accounting.....	3
BA206	Management Fundamentals.....	3
BA223	Principles of Marketing.....	3
CS125W	Word Processing Applications.....	3
OA116	Office Procedures.....	3
Winter Term		
BA230	Business Law .....	4
BA280	Field Experience <b>or</b> BA2280.....	3
OA240	Filing and Records Management.....	3
	Sequence/Distribution Courses <sup>4</sup> .....	6
Spring Term		
BA217	Accounting Process.....	3
BA280	Field Experience <b>or</b> BA2280.....	3
CS125DB	Database Applications.....	3
CS135W	Advanced Word Processing: Desktop Publishing.....	3
	Elective <sup>5</sup> .....	3
<b>Total Requirements.....</b>		<b>95</b>

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

#### Notes:

1. AC2766 and AC2767 are equivalent to BA211. Students must petition if they wish to have AC2766 and AC2767 changed to BA211. Students choosing this option will also need to take BA212 and BA213. Contact your advisor or accounting instructor for details.
2. HE250 or three credits of PE185 may be substituted for PE231.
3. SP112, SP218 **or** SP219 may be substituted for SP111.
4. See AA/OT Sequence/Distribution lists on pages 12-13. Courses must be from outside the student's area of concentration.
5. Developmental and Remedial courses, listed on page 13, and CS101 will not fulfill elective requirement.

# Certificate of Completion

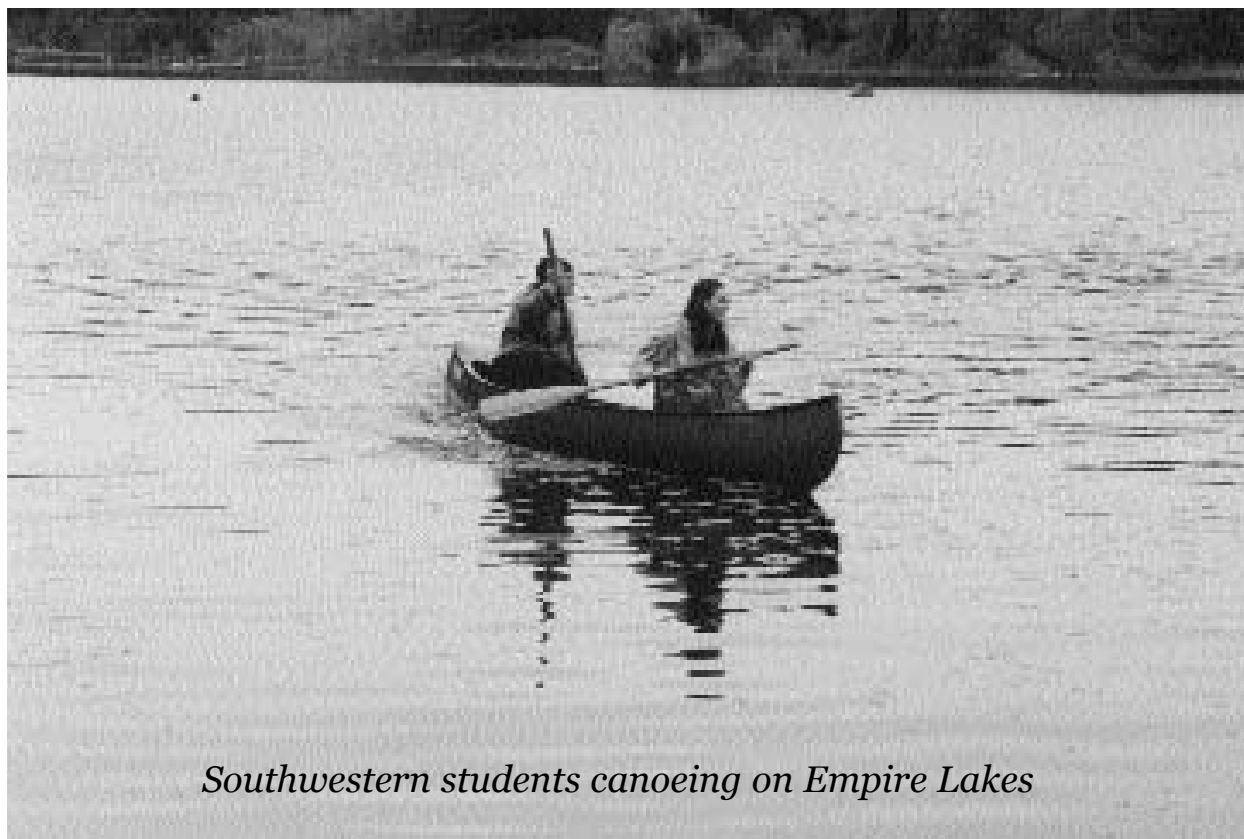
## Office Administration/Office Occupations

Fall Term		Credit Hours
AC2766	Accounting I <sup>1</sup> .....	4
MTH70	Elementary Algebra <b>or</b> Higher.....	4
OA116	Office Procedures.....	3
OA124	Keyboard Skillbuilding.....	3
OA220	Electronic Calculators.....	1
WR121	English Composition.....	3
Winter Term		
AC2767	Accounting II <sup>1</sup> .....	4
BA285	Human Relations in Organizations.....	3
CIS131	Computer Information Systems.....	4
CS125W	Word Processing Applications.....	3
OA240	Filing and Records Management.....	3
Spring Term		
BA177	Payroll Records and Accounting.....	3
BA2280	Cooperative Work Experience <b>or</b> BA280.....	3
CS135W	Advanced Word Processing.....	3
OA2591	Proofreading and Editing Skills.....	3
WR214	Business English.....	3
<b>Total Requirements.....</b>		<b>50</b>

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

**Notes:**

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



*Southwestern students canoeing on Empire Lakes*

# Associate of Applied Science

## Business Management/Small Business Management

### Entrepreneurship Option

#### First Year

Fall Term		Credit Hours
BA101	Introduction to Business.....	4
BA211	Principles of Accounting I <sup>1</sup> .....	4
CIS131	Computer Information Systems .....	4
MTH94	Intermediate Algebra I.....	4
Winter Term		
BA212	Principles of Accounting II <sup>1</sup> .....	4
BA277	Business Ethics.....	3
BA285	Human Relations in Organizations.....	3
CS125S	Spreadsheet Applications.....	3
WR121	English Composition.....	3
Spring Term		
BA156	Applied Economics.....	3
BA213	Principles of Accounting III <sup>1</sup> .....	4
PE231	Wellness for Life <sup>2</sup> .....	3
SP111	Fundamentals of Public Speaking <sup>3</sup> .....	3
WR214	Business English <b>or</b> WR214T.....	3

#### Second Year

Fall Term		
BA177	Payroll Records & Accounting.....	3
BA206	Management Fundamentals.....	3
BA223	Principles of Marketing.....	3
BA230	Business Law .....	4
OA116	Office Procedures.....	3
Winter Term		
BA224	Human Resource Management.....	3
BA280	Field Experience <b>or</b> BA2280.....	3
CS125W	Word Processing Applications.....	3
	Sequence/Distribution Courses <sup>4</sup> .....	6
Spring Term		
BA217	Accounting Process.....	3
BA222	Finance.....	3
BA250	Small Business Management Entrepreneurship.....	3
BA288	Customer Service.....	3
	Elective <sup>5</sup> .....	3

**Total Requirements..... 94**

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

#### Notes:

- AC2766 and AC2767 are equivalent to BA211. Students must petition if they wish to have AC2766 and AC2767 changed to BA211. Students choosing this option will also need to take BA212 and BA213. Contact your advisor or accounting instructor for details.
- HE250 or three credits of PE185 may be substituted for PE231.
- SP112, SP218 **or** SP219 may be substituted for SP111.
- See AA/OT Sequence/Distribution lists on pages 12-13. Courses must be from outside the student's area of concentration.
- Developmental and Remedial courses, listed on page 13, and CS101 will not fulfill elective requirement.

## Certificate of Completion Supervision

		Credit Hours
BA101	Introduction to Business.....	4
BA206	Management Fundamentals.....	3
BA224	Human Resource Management.....	3
BA285	Human Relations in Organizations.....	3
SP111	Fundamentals of Public Speaking <b>or</b> SP219.....	3
WR121	English Composition.....	3
<b>Total Requirements.....</b>		<b>19</b>

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

# Business and Office Occupations

## Medical Office

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

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

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

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

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

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

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

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

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

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

# Associate of Applied Science

## Medical Assistant

### First Year

Fall Term		Credit Hours
AC2766	Accounting I <b>or</b> BA211.....	4
MTH70	Elementary Algebra <b>or</b> Higher.....	4
OA116	Office Procedures.....	3
OA124	Keyboard Skillbuilding.....	3
OA220	Electronic Calculators.....	1
Winter Term		
BA285	Human Relations in Organizations.....	3
CIS131	Computer Information Systems.....	4
CS125W	Word Processing Applications.....	3
OA240	Filing and Records Management.....	3
WR121	English Composition.....	3
Spring Term		
BA2280	Cooperative Work Experience.....	2
CS135W	Advanced Word Processing.....	3
OA2591	Proofreading and Editing.....	3
SP218	Interpersonal Communication <b>or</b> SP219.....	3
WR214	Business English.....	3
	Sequence/Distribution Course <sup>1</sup> .....	3

### Second Year

Fall Term		
BA177	Payroll Records & Accounting.....	3
OA2221	Medical Terminology I.....	3
OA5401	Body Structure and Functions I.....	3
PE185	Physical Education <sup>2</sup> .....	1
PHAR5472	Pharmacology I.....	3
Winter Term		
OA2222	Medical Terminology II.....	3
OA2231	Clinical Procedures I.....	4
OA2725	Reimbursement Management.....	3
OA5402	Body Structure and Functions II.....	3
PE185	Physical Education <sup>2</sup> .....	1
	Sequence/Distribution Course <sup>1</sup> .....	3
Spring Term		
BA2280	Cooperative Work Experience.....	2
OA2232	Clinical Procedures II.....	4
OA2597	Medical Office Coding.....	3
OA5533	Medical Law and Ethics.....	2
PE185	Physical Education <sup>2</sup> .....	1
	Elective <sup>3</sup> .....	3

**Total Requirements.....93**

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

#### Notes:

1. See AA/OT Sequence/Distribution lists on pages 12-13. Courses must be from outside the student's area of concentration.
2. HE250 or PE231 may be substituted for three credits of PE185.
3. Developmental and Remedial courses, listed on page 13, and OA121 and CS101 will not fulfill elective requirement.

## Certificate of Completion Medical Clerical

Fall Term		Credit Hours
OA116	Office Procedures.....	3
OA124	Keyboard Skillbuilding.....	3
OA2221	Medical Terminology I.....	3
OA5401	Body Structure and Functions I.....	3
WR121	English Composition.....	3
Winter Term		
CS125W	Word Processing Applications.....	3
OA240	Filing and Records Management.....	3
OA2222	Medical Terminology II.....	3
OA2725	Reimbursement Management.....	3
OA5402	Body Structure and Functions II.....	3
Spring Term		
BA2280	Cooperative Work Experience <b>or</b> BA280.....	2
BA285	Human Relations in Organizations.....	3
CS135W	Advanced Word Processing.....	3
MTH70	Elementary Algebra <b>or</b> Higher.....	4
OA2597	Medical Office Coding.....	3
OA5533	Medical Law and Ethics.....	2
<b>Total Requirements.....</b>		<b>47</b>

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

## Certificate of Completion Medical Transcription

Fall Term		Credit Hours
BA285	Human Relations in Organizations.....	3
OA124	Keyboard Skillbuilding.....	3
OA2221	Medical Terminology I.....	3
OA5401	Body Structure and Functions I.....	3
WR121	English Composition.....	3
Winter Term		
CS125W	Word Processing Applications.....	3
OA2222	Medical Terminology II.....	3
OA2241	Medical Transcription I.....	3
OA5402	Body Structure and Functions II.....	3
PHAR5472	Pharmacology I.....	3
Spring Term		
BA2280	Cooperative Work Experience <b>or</b> BA280.....	2
MTH70	Elementary Algebra <b>or</b> Higher.....	4
OA2242	Medical Transcription II.....	3
OA2591	Proofreading & Editing.....	3
OA5533	Medical Law and Ethics.....	2
<b>Total Requirements.....</b>		<b>44</b>

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



# Childhood Education

## Childhood Education and Family Studies

**Career Information:** Students pursuing a career in elementary or secondary education have several career options. Opportunities are available in a variety of public and private elementary and secondary educational and child care settings. The curriculum offers opportunities for career training as an Educational Assistant in preschool, elementary, or secondary school settings as well as preparation for Teacher positions in preschool, day care, kindergarten, or Head Start settings. Career ladder opportunities to help students prepare for positions as licensed Teachers are offered through the Paraeducator/Educational Assistant Certificate of Completion program; Associate of Science degree with an emphasis in Childhood Education and Family Studies with articulation options to four-year colleges and universities.

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

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The **Associate of Science** degree, with an emphasis in Childhood Education and Family Studies leads to the baccalaureate degree in Human Development. Students may petition for adjustments in the Southwestern Associate of Science degree if course requirements are met for the first two years of any regionally accredited four-year institution offering a degree in Education, Early Childhood Education, Family Studies, or Human Development.

The **Associate of Applied Science in Childhood Education and Family Studies** prepares students to work in a variety of educational and child care settings including nursery school, preschool, day care, private kindergarten and as a para-professional in the public schools. This degree program is articulated with Portland State University Child and Family Studies Program. Students who transfer to Portland State University, and are accepted into the program, should be able to complete the requirements for the baccalaureate degree in Child and Family Studies with two additional years of course work.

The **Childhood Education and Family Studies Certificate of Completion** is a one-year certificate that prepares students for careers as child care workers, nursery school attendants, nursery school teacher aides, and day care assistants.

The **Paraeducator/Educational Assistant Certificate of Completion** 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. Students will be required to participate in a distance education or online course. Many of this program's courses also fulfill requirements toward an Associate of Science or Associate of General Studies degree. Students should meet with an advisor to evaluate professional experience and previous course work prior to beginning this course of study.

# Associate of Science

## Childhood Education and Family Studies Emphasis

### First Year

Fall Term		Credit Hours
CIS131	Computer Information Systems <sup>1</sup> .....	4
ECE150	Introduction/Observation in Early Childhood Education.....	3
HDFS225	Prenatal, Infant, Toddler Development.....	3
LIB127	Introduction to the Library.....	1
PHL101	Introduction to Philosophy: Philosophical Problems.....	3
WR121	English Composition.....	3
Winter Term		
ECE154	Children's Literature and Language.....	3
ECE209	Theory and Practicum <sup>2</sup> .....	3
HDFS247	Preschool Child Development.....	3
PHL102	Ethics.....	3
WR122	English Composition.....	3
	Social Science Course <sup>3</sup> .....	3
Spring Term		
ECE102	Practicum <sup>2</sup> .....	3
HDFS229	Development in Middle Childhood.....	3
HE250	Personal Health <b>or</b> PE231.....	3
MTH111	College Algebra.....	4
WR123	English Composition <b>or</b> WR227.....	3

### Second Year

Fall Term		
ED251	Students with Special Needs.....	3
ED280	Field Experience <sup>2</sup> .....	3
MTH211	Fundamentals of Elementary Math <b>or</b> Specific Elective <sup>4</sup> .....	3
	Arts and Humanities Sequence <sup>5</sup> .....	3
	Science Sequence <sup>6</sup> .....	4
Winter Term		
ED258	Multicultural Education.....	3
MTH212	Fundamentals of Elementary Math <b>or</b> Specific Elective <sup>4</sup> .....	3
	Arts and Humanities Sequence <sup>5</sup> .....	3
	Science Sequence <sup>6</sup> .....	4
	Speech Course <sup>7</sup> .....	3
Spring Term		
HDFS140	Contemporary American Families.....	3
MTH213	Fundamentals of Elementary Math <b>or</b> Specific Elective <sup>4</sup> .....	3
	Arts and Humanities Sequence <sup>5</sup> .....	3
	Science Sequence <sup>6</sup> .....	4
	Social Science Course <sup>3</sup> .....	3

**Total Requirements.....99**

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

#### Notes:

1. Prerequisite of CS101 or equivalent.
  2. ECE209, ECE102, and ED280 must be taken in sequence. A criminal history check is required prior to enrollment in ECE209.
  3. Course must be selected from Social Sciences listing on page 35.
  4. Specific Electives: ECE240, FN225, HDFS222, HDFS285, HS154, HS167, PHL103.
  5. Sequence must be selected from Arts and Humanities listing on page 35.
  6. Sequence must be selected from Sciences listing on page 35.
  7. SP100, 111, 112, 217, 218, 219.
- Students who plan to obtain a degree in Elementary Education should take MTH211, 212, 213.
  - Students who have not completed two years of high school foreign language are encouraged to take approved language course.
  - Students who wish to complete the requirements for the One-Year Certificate of Completion in Childhood Education and Family Studies should take ECE240, FN225 and HS154.

# Associate of Applied Science

## Childhood Education and Family Studies

### First Year

Fall Term		Credit Hours
CIS131	Computer Information Systems <sup>1</sup> .....	4
ECE150	Introduction/Observation in Early Childhood Education.....	3
HDFS225	Prenatal, Infant, Toddler Development.....	3
MTH70	Elementary Algebra <b>or</b> Higher.....	4
PE185	Physical Education <sup>2</sup> .....	1
SP219	Small Group Discussion <b>or</b> SP100.....	3
Winter Term		
ECE154	Children's Literature and Literacy.....	3
ECE209	Theory and Practicum <sup>3</sup> .....	3
HDFS247	Preschool Child Development.....	3
HS154	Community Resources.....	3
PE185	Physical Education <sup>2</sup> .....	1
WR121	English Composition.....	3
Spring Term		
ECE102	Practicum <sup>3</sup> .....	3
ECE240	Lesson and Curriculum Planning.....	3
FN225	Nutrition.....	4
HDFS140	Contemporary American Families.....	3
HDFS229	Development in Middle Childhood.....	3
PE185	Physical Education <sup>2</sup> .....	1

### Second Year

Fall Term		
ECE152	Creative Activities <sup>4</sup> .....	3
ECE163	Preschool Practicum <sup>3</sup> .....	3
ED251	Overview of Students with Special Needs.....	3
MTH94	Intermediate Algebra I <b>or</b> Higher.....	4
	Sequence/Distribution Course <sup>5</sup> .....	3
Winter Term		
ECE261	Student Teaching I, Early Childhood Education <sup>3</sup> .....	6
ED258	Multicultural Education.....	3
HDFS222	Family Relations <sup>6</sup> .....	3
BA285	Human Relations in Organizations.....	3
	Sequence/Distribution Course <sup>5</sup> .....	3
Spring Term		
ECE262	Student Teaching II, Early Childhood Education <sup>3</sup> .....	6
HDFS285	Professional Issues in ECE <sup>6</sup> .....	3
HS267	Intervention Strategies III <b>or</b> elective <sup>7</sup> .....	4
	Elective <sup>8</sup> .....	3

**Total Requirements.....101**

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

#### Notes:

1. Prerequisite of CS101 or equivalent.
2. HE250 or PE231 may be substituted for three credits of PE185.
3. ECE209, ECE102, ECE163, ECE261 and ECE262 must be taken in sequence. A criminal history check is required prior to enrollment in ECE209.
4. ECE154 is a prerequisite to ECE152.
5. See AA/OT Sequence/Distribution lists on pages 12-13. Courses must be from outside the student's area of concentration and not include courses with prefixes ECE, ED and HDFS.
6. Prerequisite of WR121.
7. May substitute appropriate elective; consult with program coordinator.
8. Developmental and Remedial courses, listed on page 13 and CS101 will not fulfill elective requirement.

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

## Certificate of Completion

### Childhood Education and Family Studies

Fall Term		Credit Hours
CIS131	Computer Information Systems <sup>1</sup> .....	4
ECE150	Introduction/Observation in Early Childhood Education.....	3
HDFS225	Prenatal, Infant, Toddler Development.....	3
MTH70	Elementary Algebra <b>or</b> Higher.....	4
PE185	Physical Education <sup>2</sup> .....	1
SP219	Small Group Discussion <b>or</b> SP100.....	3
Winter Term		
ECE154	Children's Literature and Literacy.....	3
ECE209	Theory and Practicum <sup>3</sup> .....	3
HDFS247	Preschool Child Development.....	3
HS154	Community Resources.....	3
PE185	Physical Education <sup>2</sup> .....	1
WR121	English Composition.....	3
Spring Term		
ECE102	Practicum <sup>3</sup> .....	3
ECE240	Lesson and Curriculum Planning.....	3
FN225	Nutrition.....	4
HDFS140	Contemporary American Families.....	3
HDFS229	Development in Middle Childhood.....	3
PE185	Physical Education <sup>2</sup> .....	1
<b>Total Requirements</b> .....		<b>51</b>

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

#### Notes:

1. Prerequisite of CS101 or equivalent.
2. HE250 or PE231 may be substituted for three credits of PE185.
3. ECE209, ECE102, ECE163, ECE261 and ECE262 must be taken in sequence. A criminal history check is required prior to enrollment in ECE209.

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

## Certificate of Completion

### Paraeducator/Educational Assistant

Fall Term		Credit Hours
CIS131	Computer Information Systems <sup>1</sup> .....	4
ED101	Introductory Observation and Experience <sup>2</sup> .....	3
ED123	Classroom Techniques in Reading and Language <sup>2</sup> .....	3
ED258	Multicultural Education.....	3
ED268	Educating Students Experiencing Mild to Severe Disabilities.....	3
Winter Term		
BA285	Human Relations in Organizations.....	3
ED124	Classroom Techniques in Math and Science <sup>2</sup> .....	3
ED133	Instructional Media and Materials.....	3
MTH70	Elementary Algebra <b>or</b> Higher <sup>3</sup> .....	4
WR121	English Composition.....	3
Spring Term		
ED102	Practicum <sup>4</sup> .....	3
ED131	Teaching Techniques.....	3
ED217	Comprehensive Classroom Management <sup>2</sup> .....	3
ED253	Current Issues in Special Education <sup>1</sup> .....	3
HDFS229	Development in Middle Childhood.....	3
<b>Total Requirements</b> .....		<b>47</b>

#### Notes:

1. Prerequisite of CS101 or equivalent.
  2. This course is offered through Chemeketa Community College as part of a collaborative agreement between Southwestern and Chemeketa.
  3. Students pursuing an AS degree should take MTH95 or higher.
  4. A criminal history check is required prior to enrollment in ED102.
- All students are required to obtain a valid first aid and CPR card.

# Computers and Technology

## Computer Networking

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

### Typical Work Functions:

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

### Sample Titles

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

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

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

- The **Network Technician Certificate of Completion** is intended to prepare students for entry-level jobs in networking and hardware customer support. The Network Technician will provide technical assistance and training to computer system users, investigate and resolve computer software and hardware problems of users, and answer clients’ inquiries in person and via telephone concerning the use of computer hardware and software.

- The **Network Fundamentals Certificate of Completion** is intended to prepare students for entry-level work in data communications and networking.

- The **Advanced Network Certification Examination Preparation Certificate of Completion** is intended to prepare students for the advanced-level industry examination in networking.

- The **Network Certification Examination Preparation Certificate of Completion** is intended to prepare students for the first-level industry examination in networking.

# Associate of Applied Science

## Network Design and Administration

### First Year

Fall Term		Credit Hours
CIS6243	Network Academy Fundamentals I <sup>1</sup> .....	3
CIS6260	Computer Technician Theory I (A+).....	3
CIS131	Computer Information Systems <sup>2</sup> .....	4
CS140	Introduction to Operating Systems.....	3
ELEC101	Electronic Processes .....	3
<b>Winter Term</b>		
BA285	Human Relations in Organizations.....	3
CIS6244	Network Academy Fundamentals II <sup>1</sup> .....	3
CIS6261	Computer Technician Theory II (Server+).....	3
CS240W	Advanced Operating Systems: Windows <b>or</b> CS240U.....	3
WR121	English Composition.....	3
<b>Spring Term</b>		
BA288	Customer Service.....	3
CIS6245	Network Academy Fundamentals III <sup>1</sup> .....	3
MTH105	Contemporary Mathematics <b>or</b> Higher.....	4
WR214T	Professional Technical Writing <sup>3</sup> .....	3
<b>Summer Term</b>		
CIS6246	Network Academy Fundamentals IV.....	3

### Second Year

<b>Fall Term</b>		
CS278	Data Communications <b>or</b> CIS6247.....	3-5
PE231	Wellness for Life <sup>4</sup> .....	3
SP219	Small Group Discussion.....	3
	Elective <sup>5</sup> .....	3
<b>Winter Term</b>		
BA277	Business Ethics.....	3
CS244	Systems Analysis.....	3
CS279	Network Management I <b>or</b> CIS6248.....	4-5
CS280	Field Experience <b>or</b> CS2280 <sup>6</sup> .....	2
	Sequence/Distribution Course <sup>7</sup> .....	3
<b>Spring Term</b>		
CS246	Systems Design.....	3
CS280	Field Experience <b>or</b> CS2280 <sup>6</sup> .....	3
CS288	Network Management II <b>or</b> CIS6249.....	4-5
	Sequence/Distribution Course <sup>7</sup> .....	3
<b>Summer Term</b>		
	Specific Elective <sup>8</sup> <b>or</b> CIS6250.....	3-5

**Total Requirements .....90-96**

#### Notes:

- Students may substitute a higher level Network Academy Fundamentals course.
- CS101 or demonstrated proficiency is a prerequisite to all CS/CIS courses. OA121 Keyboarding, is strongly recommended.
- WR123 or WR214 may be substituted for WR214T. WR122 is a prerequisite to WR123.
- HE250 or three credits of PE185 may be substituted for PE231.
- Developmental and Remedial courses, listed on page 13, and CS101 will not fulfill elective requirement.
- CS280 or CIS2280 may be taken over several terms but only after completion of the first year computer courses. See CS advisor for instructor consent.
- See AA/OT Sequence/Distribution lists on pages 12-13. Courses must be from outside the student's area of concentration and not include courses with prefixes CIS and CS.
- Specific Electives: Any CS or CIS course, except CS101; or any BA course, ART115, 116, 117, 225, 226, DRFT110, 111, 112, J202, 203, 204, 220; Other: See CS instructor.

**\*The CCNP classes, CIS6247, 6248, 6249 & 6250, will be offered on a rotating basis every other year beginning with fall term 2004-2005. Students can work on the approved courses for the program in preparation for when the CCNP classes will be offered. If there is significant interest in the CCNP courses, the College reserves the right to offer these classes each academic year.**

## Certificate of Completion

### Network Technician

Fall Term		Credit Hours
CIS6243	Network Academy Fundamentals I <sup>1</sup> .....	3
CIS6260	Computer Technician Theory I (A+).....	3
CIS131	Computer Information Systems <sup>2</sup> .....	4
CS140	Introduction to Operating Systems.....	3
ELEC101	Electronic Processes .....	3
Winter Term		
BA285	Human Relations in Organizations .....	3
CIS6244	Network Academy Fundamentals II <sup>1</sup> .....	3
CIS6261	Computer Technician Theory II (Server+).....	3
CS240W	Advanced Operating Systems: Windows <b>or</b> CS240U.....	3
WR121	English Composition.....	3
Spring Term		
BA288	Customer Service.....	3
CIS6245	Network Academy Fundamentals III <sup>1</sup> .....	3
CS280	Field Experience <b>or</b> CIS2280 <sup>3</sup> .....	3
MTH95	Intermediate Algebra II <b>or</b> Higher.....	4
Summer Term		
CIS6246	Network Academy Fundamentals IV <sup>1</sup> .....	3
<b>Total Requirements</b> .....		<b>47</b>

#### Notes:

1. Students may substitute a higher level Network Academy Fundamentals course.
2. CS101 or demonstrated proficiency is a prerequisite to all CS/CIS courses. OA121 Keyboarding, is strongly recommended.
3. See CS advisor for instructor consent.

## Certificate of Completion

### Network Fundamentals

Fall Term		Credit Hours
CIS6243	Network Academy Fundamentals I <sup>1</sup> .....	3
CS140	Introduction to Operating Systems.....	3
ELEC101	Electronic Processes .....	3
Winter Term		
CIS6244	Network Academy Fundamentals II <sup>1</sup> .....	3
CIS131	Computer Information Systems <sup>2</sup> .....	4
CS240W	Advanced Operating Systems: Windows <b>or</b> CS240U (Unix).....	3
Spring Term		
BA285	Human Relations in Organizations.....	3
CIS6245	Network Academy Fundamentals III <sup>1</sup> .....	3
Summer Term		
CIS6246	Network Academy Fundamentals IV <sup>1</sup> .....	3
<b>Total Requirements</b> .....		<b>28</b>

#### Notes:

1. Students may substitute a higher level Network Academy Fundamentals course.
2. CS101 or demonstrated proficiency is a prerequisite to all CS/CIS courses. OA121 Keyboarding, is strongly recommended.

## *Certificate of Completion*

### *Network Certification Examination Preparation*

<b>Fall Term</b>		<b>Credit Hours</b>
CIS6243	Network Academy Fundamentals I.....	3
<b>Winter Term</b>		
CIS6244	Network Academy Fundamentals II.....	3
<b>Spring Term</b>		
CIS6245	Network Academy Fundamentals III.....	3
<b>Summer Term</b>		
CIS6246	Network Academy Fundamentals IV.....	3
<b>Total Requirements.....</b>		<b>12</b>

**Note:**

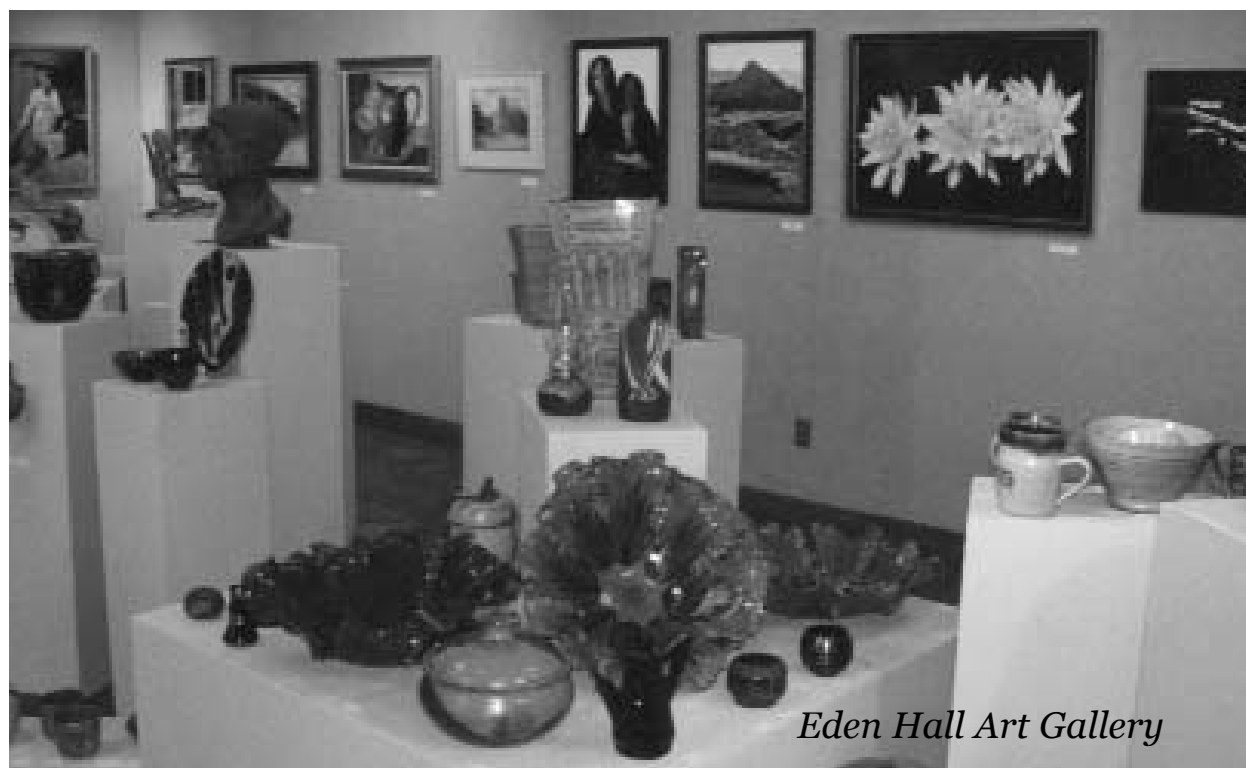
CS101 or demonstrated proficiency is a prerequisite to all CS/CIS courses. OA121 Keyboarding, is strongly recommended.

## *Certificate of Completion*

### *Advanced Network Certification Exam Preparation*

<b>Fall Term</b>		<b>Credit Hours</b>
CIS6247	Network Academy Fundamentals V.....	5
<b>Winter Term</b>		
CIS6248	Network Academy Fundamentals VI.....	5
<b>Spring Term</b>		
CIS6249	Network Academy Fundamentals VII.....	5
<b>Summer Term</b>		
CIS6250	Network Academy Fundamentals VIII.....	5
<b>Total Requirements.....</b>		<b>20</b>

\*The CCNP classes, CIS6247, 6248, 6249 & 6250, will be offered on a rotating basis every other year beginning with fall term 2004-2005. Students can work on the approved courses for the program in preparation for when the CCNP classes will be offered. If there is significant interest in the CCNP courses, the College reserves the right to offer these classes each academic year.



*Eden Hall Art Gallery*



# Computers and Technology

## Software Support

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

### **Typical Work Functions:**

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

### **Sample Titles**

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

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

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

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

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

# Associate of Applied Science

## Computer Information Systems: Software Support

### First Year

Fall Term		Credit Hours
BA285	Human Relations in Organizations .....	3
CS125W	Word Processing Applications <sup>1</sup> .....	3
CS178I	Internet <sup>1</sup> .....	3
WR121	English Composition.....	3
	Specific Elective <sup>2</sup> .....	3
Winter Term		
BA277	Business Ethics.....	3
CS125DB	Database Applications.....	3
CS125P	Presentation Applications.....	3
CS125S	Spreadsheet Applications.....	3
MTH105	Contemporary Mathematics <b>or</b> Higher.....	4
Spring Term		
BA288	Customer Service.....	3
CS125H	HTML Applications <b>or</b> CS125WE.....	3
CS135DB	Advanced Database Applications.....	3
CS135W	Advanced Word Processing.....	3
WR214T	Professional Technical Writing <sup>3</sup> .....	3

### Second Year

Fall Term		
CIS6260	Computer Technician Theory I (A+).....	3
CS140	Introduction to Operating Systems.....	3
SP219	Small Group Discussion <sup>4</sup> .....	3
	Specific Elective <sup>2</sup> .....	3
	Elective <sup>5</sup> .....	3
Winter Term		
CS133VB	Computer Language I - Visual Basic.....	4
CS240W	Advanced Operating Systems: Windows <b>or</b> CS240U.....	3
CS244	Systems Analysis.....	3
PE231	Wellness for Life <sup>6</sup> .....	3
	Sequence/Distribution Course <sup>7</sup> .....	3
Spring Term		
CS233VB	Computer Language II - Visual Basic.....	4
CS246	System Design.....	3
CS280	Field Experience <b>or</b> CIS2280 <sup>8</sup> .....	4
	Specific Elective <sup>2</sup> .....	3
	Sequence/Distribution Course <sup>7</sup> .....	3
Total Requirements.....		94

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

#### Notes:

- CS101 or demonstrated proficiency is a prerequisite to all CS/CIS courses. OA121 Keyboarding, is strongly recommended.
- Specific Electives: May be from any CS or CIS course except CS101. CIS131 is recommended for students with limited computer experience. Students who elect not to take CIS131 should take CS125P fall term.
- WR123 or WR214 may be substituted for WR214T. WR122 is a prerequisite to WR123.
- SP100, 111, 112 or 218 may be substituted for SP219.
- Developmental and Remedial courses, listed on page 13, and CS101 will not fulfill elective requirement.
- HE250 or three credits of PE185 may be substituted for PE231.
- See AA/OT Sequence/Distribution lists on pages 12-13. Courses must be from outside the student's area of concentration and not include courses with prefixes CS or CIS.
- CS280 or CIS2280 may be taken over several terms, but only after completion of the first year computer courses. See CS advisor for instructor consent.

## Certificate of Completion

### Software Applications Specialist

Fall Term		Credit Hours
CIS6260	Computer Technician Theory I (A+).....	3
CS125W	Word Processing Applications <sup>1</sup> .....	3
CS178I	Internet <sup>1</sup> .....	3
WR121	English Composition.....	3
	Specific Elective <sup>2</sup> .....	3
Winter Term		
CS125DB	Database Applications.....	3
CS125H	HTML Applications.....	3
CS125P	Presentation Applications.....	3
CS125S	Spreadsheet Applications.....	3
CS140	Introduction to Operating Systems.....	3
Spring Term		
BA285	Human Relations in Organizations .....	3
BA288	Customer Service.....	3
CS135DB	Advanced Database Applications.....	3
CS135W	Advanced Word Processing.....	3
CS280/CIS2280	Field/Work Experience <sup>3</sup> .....	1
MTH95	Intermediate Algebra II.....	4
<b>Total Requirements.....</b>		<b>47</b>

#### Notes:

1. CS101 or demonstrated proficiency is a prerequisite to all CS/CIS courses. OA121 Keyboarding, is strongly recommended.
2. Specific Elective: Any CS/CIS course except CS101. CIS131 is recommended for students with limited computer experience. Students who elect not to take CIS131 should take CS125P fall term.
3. See CS advisor for instructor consent.

## Certificate of Completion

### Software Certification Examination Preparation

Fall Term		Credit Hours
CS125P	Presentation Applications.....	3
CS125W	Word Processing Applications.....	3
Winter Term		
CS125DB	Database Applications.....	3
CS125S	Spreadsheet Applications.....	3
Spring Term		
CS135DB	Advanced Database Applications.....	3
CS135W	Advanced Word Processing.....	3
<b>Total Requirements.....</b>		<b>18</b>

#### Note:

CS101 or demonstrated proficiency is a prerequisite to all CS/CIS courses. Keyboarding is strongly recommended.

# Computers and Technology

## Technical Support

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

### **Typical Work Functions:**

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

### **Sample Titles**

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

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

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

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

# Associate of Applied Science Technical Support

## First Year

Fall Term		Credit Hours
CIS6260	Computer Technician Theory I (A+).....	3
CIS131	Computer Information Systems <sup>1</sup> .....	4
CS140	Introduction to Operating Systems.....	3
CS179	Introduction to Computer Networks <b>or</b> CIS6243.....	3
ELEC101	Electronic Processes.....	3
Winter Term		
BA277	Business Ethics.....	3
BA285	Human Relations in Organizations .....	3
CIS6261	Computer Technician Theory II (Server+).....	3
CS240W	Advanced Operating Systems .....	3
WR121	English Composition.....	3
Spring Term		
BA288	Customer Service.....	3
CS240U	Advanced Operating Systems: Unix.....	3
MTH105	Contemporary Mathematics <b>or</b> Higher.....	4
WR214T	Professional Technical Writing <sup>2</sup> .....	3

## Second Year

Fall Term		
CS125S	Spreadsheet Applications.....	3
CS178I	Internet.....	3
SP219	Small Group Discussion <sup>3</sup> .....	3
_____	Specific Elective <sup>4</sup> .....	3
_____	Elective <sup>5</sup> .....	3
Winter Term		
CS125DB	Database Applications.....	3
CS133VB	Computer Language I - Visual Basic.....	4
CS244	Systems Analysis.....	3
PE231	Wellness for Life <sup>6</sup> .....	3
_____	Sequence/Distribution Course <sup>7</sup> .....	3
Spring Term		
CS246	Systems Design.....	3
CS280	Field Experience <b>or</b> CS2280 <sup>8</sup> .....	6
_____	Sequence/Distribution Course <sup>7</sup> .....	3
_____	Specific Elective <sup>4</sup> .....	3
<b>Total Requirements.....</b>		<b>90</b>

### Notes:

1. CS101 or demonstrated proficiency is a prerequisite to all CS/CIS courses. OA121 Keyboarding, is strongly recommended.
2. WR122 or WR214 may be substituted for WR214T.
3. SP100, 111, 112 or 218 may be substituted for SP219.
4. Specific Electives: Any CS or CIS course, except CS101; or any BA course, ART115, 116, 117, 225, 226, DRFT110, 111, 112; J202, 203, 204, 220; Other: See CS Instructor.
5. Developmental and Remedial courses, listed on page 13, and CS101 will not fulfill elective requirement.
6. HE250 or three credits of PE185 may be substituted for PE231.
7. See AA/OT Sequence/Distribution lists on pages 12-13. Courses must be from outside the student's area of concentration and not include courses with prefixes CS or CIS.
8. CS280 or CIS2280 may be taken over several terms, but only after completion of the first year computer courses. See CS advisor for instructor consent.

# Certificate of Completion

## Computer Technician

Fall Term		Credit Hours
CIS6260	Computer Technician Theory I (A+).....	3
CS140	Introduction to Operating Systems.....	3
CS178I	Internet.....	3
CS179	Introduction to Computer Networks <b>or</b> CIS6243.....	3
ELEC101	Electronic Processes .....	3
Winter Term		
BA285	Human Relations in Organizations .....	3
CIS6261	Computer Technician Theory II (Server+).....	3
CIS131	Computer Information Systems <sup>1</sup> .....	4
CS240W	Advanced Operating Systems: Windows .....	3
WR121	English Composition.....	3
Spring Term		
BA288	Customer Service.....	3
CS240U	Advanced Operating Systems: Unix.....	3
CS280	Field Experience or CS2280 <sup>2</sup> .....	4
MTH95	Elementary Algebra II <b>or</b> Higher.....	4
<b>Total Requirements</b> .....		<b>45</b>

### Notes:

1. CS101 or demonstrated proficiency is a prerequisite to all CS/CIS courses. OA121 Keyboarding, is strongly recommended.
2. See CS advisor for instructor consent.

# Certificate of Completion

## Computer Technician Examination Preparation

Fall Term		Credit Hours
CIS6260	Computer Technician Theory I (A+).....	3
CIS131	Computer Information Systems.....	4
CS140	Introduction to Operating Systems.....	3
Winter Term		
CIS6261	Computer Technician Theory II (Server+).....	3
CS240W	Advanced Operating Systems: Windows .....	3
Spring Term		
CS240U	Advanced Operating Systems: Unix.....	3
CS280	Field Experience or CS2280 <sup>2</sup> .....	3
<b>Total Requirements</b> .....		<b>22</b>

### Note:

1. CS101 or demonstrated proficiency is a prerequisite to all CS/CIS courses. OA121 Keyboarding, is strongly recommended.
2. See CS advisor for instructor consent.

# Computers and Technology

## Web Development and Administration

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

### **Typical Work Functions:-**

- Performing content and technical analysis
- Developing models to meet the needs of the project
- Design and develop site map and application models
- Implementing the application
- Maintaining web applications
- Manage web environment
- Manage enterprise-wide web activities
- Communicate effectively with customers and supervisors

### **Sample Titles:**

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

The **Associate of Applied Science in Web Development and Administration** is intended to prepare students with the knowledge and skills to design, implement, maintain, and manage Internet web sites. The student will be proficient in web editors, HTML, scripting language, multimedia, design and layout. Knowledge and skills taught in this program include how to gather user information for content and technical analysis, develop a project plan, design an appropriate web site with supporting scripting and databases, implement and maintain the site. The student will learn how to manage a web environment, manage enterprise-wide web activities, and perform administrative tasks of training users, providing quality customer service, system security, and documentation. Additionally, the program will prepare the student to interface with users and function as an integral part of the business and e-commerce team.

Two Certificates of Completion are contained within the AAS in Web Development and Administration. The certificates will "ladder" to the AAS as each is entirely contained within the next. Students have the option of laddering, starting with a smaller certificate, then adding on.

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

- The **Web Site Fundamentals Certificate of Completion** is intended to prepare students for basic web site development with an emphasis in HTML construction.

# Associate of Applied Science

## Web Development and Administration

### First Year

Fall Term		Credit Hours
BA285	Human Relations in Organizations .....	3
CIS131	Computer Information Systems <sup>1</sup> .....	4
CS125W	Word Processing Applications.....	3
CS178I	Internet.....	3
WR121	English Composition.....	3
Winter Term		
BA277	Business Ethics.....	3
CS125DB	Database Applications.....	3
CS125DM	Digital Media Applications.....	3
CS125H	HTML Applications.....	3
MTH105	Contemporary Mathematics <b>or</b> Higher.....	4
Spring Term		
BA288	Customer Service.....	3
CS125WE	Web Editor Applications.....	3
CS133WS	Computer Language I - Client-side Web Scripting.....	4
CS135DB	Advanced Database Applications.....	3
	Specific Elective <sup>2</sup> .....	3

### Second Year

Fall Term		
BA101	Introduction to Business.....	4
CS140	Introduction to Operating Systems.....	3
CS195	Web Development I.....	3
CS233WS	Computer Language II - Server-side Web Scripting.....	4
	Sequence/Distribution Course <sup>3</sup> .....	3
Winter Term		
CS179	Introduction to Computer Networks.....	3
CS244	Systems Analysis.....	3
SP219	Small Group Discussion <sup>4</sup> .....	3
	Specific Elective <sup>2</sup> .....	6
	Sequence/Distribution Course <sup>3</sup> .....	3
Spring Term		
CS2280	Cooperative Work Experience <b>or</b> CS280 <sup>5</sup> .....	4
CS246	Systems Design.....	3
PE231	Wellness for Life <sup>6</sup> .....	3
	Specific Elective <sup>2</sup> .....	3
	Elective <sup>7</sup> .....	3

**Total Requirements..... 99**

#### Notes:

1. CS101 or demonstrated proficiency is a prerequisite to all CS/CIS courses. OA121 Keyboarding, is strongly recommended.
2. Specific Electives: For a total of 12 credits for the program, select from ART115, ART116, BA223, BA239, CIS6260, CS125P, CS125S, CS133VB, CS151, CS161, CS199F, CS233VB, CS240U, CS240W, GEOG265. Other options may exist, see CS advisor for approval.
3. See AA/OT Sequence/Distribution lists on pages 12-13. Courses must be from outside the student's area of concentration and not include courses with prefixes CS or CIS. WR214T, ART115, ART116 are recommended.
4. SP100, 111, 112 or 218 may be substituted for SP219.
5. CIS2280 or CS280 may be taken over several terms, but only after completion of the first year computer courses. See CS advisor for instructor consent.
6. HE250 or three credits of PE185 may be substituted for PE231.
7. Developmental and Remedial courses, listed on page 13, and CS101 will not fulfill elective requirement.



## Certificate of Completion Web Production Specialist

Fall Term		Credit Hours
BA285	Human Relations in Organizations .....	3
CIS131	Computer Information Systems <sup>1</sup> .....	4
CS125W	Word Processing Applications.....	3
CS178I	Internet.....	3
WR121	English Composition.....	3
<b>Winter Term</b>		
CS125DB	Database Applications.....	3
CS125DM	Digital Media Applications.....	3
CS125H	HTML Applications.....	3
MTH95	Intermediate Algebra II <b>or</b> Higher.....	4
<b>Spring Term</b>		
BA288	Customer Service.....	3
CS125WE	Web Editor Applications.....	3
CS133WS	Computer Language I - Client-side Web Scripting.....	4
CS2280	Cooperative Work Experience <b>or</b> CS280 <sup>2</sup> .....	1
	Specific Elective <sup>3</sup> .....	6
<b>Total Requirements.....</b>		<b>46</b>

### Notes:

1. CS101 or demonstrated proficiency is a prerequisite to all CS/CIS courses. OA121 Keyboarding, is strongly recommended.
2. CIS2280 or CS280 may be taken over several terms, but only after completion of the first year computer courses. See CS advisor for instructor consent.
3. For a total of six credits for the program, select from ART115, ART116, BA101, CIS6260, CS133VB, CS135DB, CS140, CS151, CS161, CS162, CS179, CS195, CS199F, CS233VB, CS240U, CS240W. Other options may exist, see CS advisor for approval.

## Certificate of Completion Web Site Fundamentals

Fall Term		Credit Hours
CIS131	Computer Information Systems <sup>1</sup> .....	4
CS125W	Word Processing Applications.....	3
CS178I	Internet.....	3
<b>Winter Term</b>		
CS125DM	Digital Media Applications.....	3
CS125H	HTML Applications.....	3
<b>Spring Term</b>		
BA285	Human Relations in Organizations .....	3
CS125WE	Web Editor Applications.....	3
<b>Total Requirements.....</b>		<b>22</b>

### Note:

1. CS101 or demonstrated proficiency is a prerequisite to all CS/CIS courses. OA121 Keyboarding, is strongly recommended.

# Criminal Justice

## Criminal Justice Administration

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

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

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

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

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

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

# Associate of Science

## Criminal Justice Administration Emphasis

### First Year

Fall Term		Credit Hours
CJ100	Foundations of Criminal Justice.....	3
CJ110	Introduction to Law Enforcement.....	3
CJ280	Field Experience: Career Exploration.....	1
SOC204	General Sociology.....	3
SP111	Fundamentals of Public Speaking <sup>1</sup> .....	3
WR121	English Composition.....	3
<b>Winter Term</b>		
CJ101/SOC244	Criminology.....	3
CJ130	Introduction to Corrections.....	3
CJ201/SOC221	Juvenile Delinquency.....	3
CJ280	Field Experience: Career Exploration.....	1
SOC205	General Sociology.....	3
WR122	English Composition.....	3
<b>Spring Term</b>		
CJ220	Criminal Law.....	3
CJ226	Constitutional Law.....	3
CJ280	Field Experience: Career Exploration.....	1
SOC206	General Sociology.....	3
WR123	English Composition <b>or</b> WR227.....	3
	Specific Elective <sup>2</sup> .....	3

### Second Year

<b>Fall Term</b>		
CJ210	Criminal Investigation.....	3
CJ222	Procedural Law.....	3
PE185	Physical Education <sup>3</sup> .....	1
PS201	American Government: Institutions.....	3
MTH111	College Algebra.....	4
	Arts and Humanities Course <sup>4</sup> .....	3
<b>Winter Term</b>		
CIS131	Computer Information Systems.....	4
CJ232	Introduction to Corrections Casework.....	3
PE185	Physical Education <sup>3</sup> .....	1
	Arts and Humanities Course <sup>4</sup> .....	3
	Math/Science/Computer Science/Engineering Course <sup>5</sup> .....	4
	Specific Elective <sup>2</sup> .....	3
<b>Spring Term</b>		
CJ225	Corrections Law.....	3
CJ280	Field Experience.....	6
PE185	Physical Education <sup>3</sup> .....	1
	Math/Science/Computer Science/Engineering Course <sup>5</sup> .....	4
	Specific Elective <sup>2</sup> .....	3

**Total Requirements..... 100**

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

#### Notes:

1. SP100, SP112, **or** SP219 may be substituted for SP111.
2. Specific Electives: Three courses selected with the assistance of advisor from the following: CJ131/SOC220, CJ229, CJ140, CJ243/SOC243, CJ203, CJ198/298, CJ215.
3. PE231 or HE250 may be substituted for three credits of PE185.
4. Select Arts and Humanities courses from the following: ART204, 205, 206, ENG104, 105, 106, 107, 108, 109, 201, 202, 203, 204, 205, 206, 253, 254, 255, HUM204, 205, 206, MUS261, 262, 263, PHL101, 102, 103, 299E.
5. Select Math/Science/Computer Science/Engineering courses from the following: MTH112, 212, 213, 231, 232, 241, 242, 243/BA232, 251, 252, 253, 254, 255, 256, 261, 262, 265, BI101, 102, 103, 201, 202, 203, 231, 232, 233, CHEM121, 122, 123, 221, 222, 223, G201, 202, 203, GS104, 105, and 106 or 107 or 108, PH201, 202, 203, 211, 212, 213, CS151, 161, 162, ENGR201, 202, 203, 211, 212, 213.

# Associate of Applied Science Criminal Justice Administration Corrections Officer Option

## First Year

Fall Term		Credit Hours
CJ100	Foundations of Criminal Justice.....	3
CJ131/SOC220	Institutional Corrections.....	3
CJ280	Field Experience: Career Exploration.....	1
PE185	Physical Education.....	1
PE231	Wellness for Life.....	3
SOC204	General Sociology.....	3
WR121	English Composition.....	3
Winter Term		
CJ101/SOC244	Criminology.....	3
CJ201	Juvenile Delinquency.....	3
CJ280	Field Experience: Career Exploration.....	1
PE185	Physical Education.....	1
SOC205	General Sociology.....	3
SP111	Fundamentals of Public Speaking <sup>1</sup> .....	3
	Sequence/Distribution Course <sup>2</sup> .....	3
Spring Term		
BA285	Human Relations in Organizations.....	3
CJ220	Criminal Law.....	3
CJ280	Field Experience: Career Exploration.....	1
MTH95	Intermediate Algebra II .....	4
PE185	Physical Education.....	1
SOC206	General Sociology.....	3

## Second Year

Fall Term		
CIS131	Computer Information Systems.....	4
CJ230	Introduction to Juvenile Corrections.....	3
CJ280	Field Experience.....	3
PS201	American Government: Institutions.....	3
	Psychology Course <sup>3</sup> .....	3
Winter Term		
CJ229	Community-Based Corrections.....	3
CJ232	Introduction to Corrections Casework.....	3
CJ243/SOC243	Narcotics and Dangerous Drugs.....	3
CJ280	Field Experience.....	3
	Sequence/Distribution Course <sup>2</sup> .....	3
Spring Term		
CJ203	Crisis Intervention.....	3
CJ215	Criminal Justice Administration.....	3
CJ225	Corrections Law.....	3
	Elective <sup>4</sup> .....	3
	Psychology Course <sup>3</sup> .....	3
<b>Total Requirements.....</b>		<b>95</b>

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

### Notes:

1. SP100, SP112, or SP219 may be substituted for SP111.
2. See AA/OT Sequence/Distribution lists on pages 12-13. Courses must be from outside the student's area of concentration and not include courses with prefixes CJ or SOC.
3. Select two courses from PSY201, 202, 203, 239.
4. Developmental and Remedial courses, listed on page 13, and CS101 will not fulfill elective requirement.

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

## First Year

Fall Term		Credit Hours
CJ100	Foundations of Criminal Justice.....	3
CJ110	Introduction to Law Enforcement.....	3
CJ280	Field Experience: Career Exploration.....	1
PE185	Physical Education.....	1
SOC204	General Sociology.....	3
WR121	English Composition.....	3
Winter Term		
CJ101/SOC244	Criminology.....	3
CJ201/SOC221	Juvenile Delinquency.....	3
CJ280	Field Experience: Career Exploration.....	1
PE185	Physical Education.....	1
PE231	Wellness for Life.....	3
SOC205	General Sociology.....	3
SP111	Fundamentals of Public Speaking <sup>1</sup> .....	3
Spring Term		
CJ220	Criminal Law.....	3
CJ226	Constitutional Law.....	3
CJ280	Field Experience: Career Exploration.....	1
MTH95	Intermediate Algebra II .....	4
PE185	Physical Education.....	1
SOC206	General Sociology.....	3

## Second Year

Fall Term		
CIS131	Computer Information Systems.....	4
CJ210	Criminal Investigations.....	3
CJ222	Procedural Law.....	3
CJ280	Field Experience.....	3
PS201	American Government: Institutions.....	3
Winter Term		
BA285	Human Relations in Organizations.....	3
CJ243/SOC243	Narcotics and Dangerous Drugs.....	3
CJ280	Field Experience.....	3
	Sequence/Distribution Course <sup>2</sup> .....	6
Spring Term		
CJ140	Criminalistics.....	3
CJ203	Crisis Intervention.....	3
CJ213	Interview and Interrogation Skills.....	3
CJ215	Criminal Justice Administration.....	3
	Elective <sup>3</sup> .....	3
<b>Total Requirements.....</b>		<b>92</b>

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

### Notes:

1. SP100, SP112, or SP219 may be substituted for SP111.
2. See AA/OT Sequence/Distribution lists on pages 12-13. Courses must be from outside the student’s area of concentration and not include courses with prefixes CJ or SOC.
3. Developmental and Remedial courses, listed on page 13, and CS101 will not fulfill elective requirement.

# Certificate of Completion

## Juvenile Corrections

Fall Term		Credit Hours
CJ230	Introduction to Juvenile Corrections.....	3
MTH70	Elementary Algebra <b>or</b> Higher.....	4
PSY201	General Psychology.....	3
PSY239	Introduction to Abnormal Psychology.....	3
WR121	English Composition.....	3
Winter Term		
CJ101/SOC244	Criminology.....	3
CJ201/SOC221	Juvenile Delinquency.....	3
CJ232	Introduction to Corrections Casework.....	3
HS200	Understanding Addictive Behavior.....	3
PSY202	General Psychology.....	3
SOC206	General Sociology.....	3
Spring Term		
CJ203	Crisis Intervention.....	3
CJ280	Field Experience.....	3
CS101	Computers in Society .....	2
HDFS229	Development in Middle Childhood.....	3
PSY203	General Psychology.....	3
<b>Total Requirements.....</b>		<b>48</b>

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



*Surfing the Coast*

# Culinary Arts

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

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

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

# Associate of Applied Science Culinary Arts Management Training

Fall Term		Credit Hours
CRT2000	Introduction to Professional Cooking.....	5
CRT2001	Basic Food Preparation.....	5
CRT2002	Introduction to the Food and Beverage Industry.....	3
CRT2015	Sanitation and Safety for Managers.....	3
SP100	Basic Speech Communication <sup>1</sup> .....	3
	Sequence/Distribution Course <sup>2</sup> .....	3
Winter Term		
CRT2004	Introduction to Vineyards and Beverages.....	1
CRT2006	Restaurant Layout and Interior Design.....	3
CRT2012	A La Carte Cooking I.....	5
CRT2013	A La Carte Cooking II.....	4
CRT2014	Advanced A La Carte Cooking in Restaurant.....	3
PE231	Wellness for Life <sup>3</sup> .....	3
WR121	English Composition.....	3
Spring Term		
CRT2007	Inventory Control and Purchasing.....	3
CRT2010	Regional Cuisine.....	3
CRT2011	International Cuisine.....	3
CRT2018	Culinary Arts Career Planning.....	1
CRT2019	Culinary Calculations I.....	2
CRT2020	Culinary Calculations II.....	2
MTH70	Elementary Algebra.....	4
	Sequence/Distribution Course <sup>2</sup> .....	3
Fall Term		
CRT2003	Introduction to Pastry and Baking.....	3
CRT2005	Menu Planning and Design.....	3
CRT2008	Introduction to Garde Manger.....	5
CRT2009	Advanced Garde Manger.....	3
CRT2016	Culinary Nutrition.....	3
	Elective <sup>4</sup> .....	4
Winter Term		
CRT2280	Culinary Internship.....	12
<b>Total Requirements.....</b>		<b>98</b>

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

## Notes:

1. SP218 **or** SP219 may be substituted for SP100.
2. See AA/OT Sequence/Distribution lists on pages 12-13. Courses must be from outside the student’s area of concentration. One course must be CIS131.
3. HE250 or three credits of PE185 may be substituted for PE231.
4. Students must take CRT2017 as their elective.

For this program, Federal financial aid funding is based on clock hours achieved. For other funding sources, this program is based on 98 credits or 1914 clock hours.



# Certificate of Completion

## Employment Skills Training

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

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

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

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

# ***Fitness***

## ***Athletic Training and Fitness Management***

**Career Information:** The Athletic Trainer is the one individual who deals with the athlete throughout the period of rehabilitation, from the time of the initial injury until the athlete's complete, unrestricted return to practice or competition. The Athletic Trainer is most directly responsible for all phases of health care in an athletic environment.

The Fitness Management field encompasses personal training, fitness appraisals, health clubs, and corporate fitness programs. Fitness professionals must stay up to date on the latest health and physical activity research and understand the research's practical applications. Fitness Management professionals help individuals and groups in fitness, goal setting, and achievement. Fitness professionals refer clients to physicians, physical therapists, and other health professionals as needed.

**Employment Opportunities:** Athletic Training career opportunities range from fair to excellent with occupational titles that include Athletic Trainer/Bachelor's degree, Athletic Trainer/Master's degree, Teacher/Athletic Trainer, Physical Therapist/Athletic Trainer, and Physician's Assistant/Athletic Trainer.

Fitness Management career opportunities range from fair to excellent with occupational titles that include Fitness Management/Bachelor's degree, Fitness Management/Master's degree, Dietitian/Nutritionist, Health Service Manager, Health/PE Teacher, Personal Trainer.

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The ***Associate of Science*** degree, with an emphasis in Athletic Training has pending articulation agreements with Linfield College and Oregon State University leading to the Baccalaureate in Athletic Training. The curriculum is based on the NATABOC (National Athletic Trainers Association Board of Certification) guidelines. Completion of this program will prepare students for employment in varied athletic environments. An emphasis is placed on hands-on experience, gained through practicum with sports teams and medical professional settings.

The ***Associate of Science*** degree, with an emphasis in Fitness Management is articulated with Southern Oregon University's Department of Health and Physical Education leading to the baccalaureate in Health Promotion and Fitness Management. This program has two goals. Upon completion of the fitness management curriculum, students will be prepared to integrate allied health care with the health club industry. The program also serves as an excellent base for those students wishing to pursue graduate work in health education, nutrition, physical education and other health sciences.

# Associate of Science Athletic Training Emphasis

## First Year

Fall Term		Credit Hours
CHEM221	General Chemistry.....	5
PE131	Introduction to Health and Physical Education.....	3
PSY201	General Psychology.....	3
SP218	Interpersonal Communications <b>or</b> SP219.....	3
WR121	English Composition.....	3
Winter Term		
CHEM222	General Chemistry.....	5
MTH111	College Algebra.....	4
PSY202	General Psychology.....	3
WR122	English Composition.....	3
	Social Science Course <sup>1</sup> .....	3
Spring Term		
CHEM223	General Chemistry.....	5
MTH112	Elementary Functions.....	4
PE261	Techniques of Taping.....	3
PSY203	General Psychology.....	3
WR123	English Composition.....	3

## Second Year

Fall Term		
BI231	Anatomy and Physiology I.....	4
ENG104	Introduction to Literature.....	3
PE231	Wellness for Life.....	3
PH201	Physics.....	5
Winter Term		
BI232	Anatomy and Physiology II.....	4
ENG105	Introduction to Literature.....	3
HE252	First Aid & CPR for the Professional Rescuer.....	3
PE280P	Practicum.....	3
	Social Science Course <sup>1</sup> .....	3
Spring Term		
BI233	Anatomy and Physiology III.....	4
ENG106	Introduction to Literature.....	3
FN225	Nutrition.....	4
PE264	Personal Trainer Conditioning Concepts.....	3
	Arts and Letters Course <sup>2</sup> .....	3
<b>Total Requirements.....</b>		<b>101</b>

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

### Notes:

1. Select Social Science courses from the following: ANTH101,102,103, 221, 222, 223, 230, 231, 232; HDFS225, 247, 229; CJ100, 101, 201, 220,2 43; ECON201, 202, 203; HST101, 102, 103, 201, 202, 203; HS265, 266, 267; PS267,201, 202, 205; SOC204, 205, 206.
2. See AAOT sequence/distribution list on page 12. Courses must be from outside the student's area of concentration and not include courses with prefix ENG.

*This program fulfills the undergraduate Athletic Training prerequisites for Washington State University, Eastern Washington University, Boise State University, and Linfield College. Articulation agreements pending.*

*This program also meets the requirements for the Associate of Arts Oregon Transfer Degree and the Western Undergraduate Exchange (WUE).*

**\*\*Medical Imaging Technology** is offered through a partnership between Southwestern and Oregon Institute of Technology (OIT), which allows students to complete the Pre-Medical Imaging (freshman) year at Southwestern before applying to OIT Bachelor of Science programs. Second and third years are completed at OIT in Klamath Falls, and the fourth year is completed as an externship in a hospital setting. Students are required to take MIT103 during the first year and may do so by taking it online. For more information, go to <http://www.oit.edu/dist>.

# Associate of Science

## Fitness Management Emphasis

### First Year

Fall Term		Credit Hours
BI201	Introductory Biology.....	4
GS104	Physical Science.....	4
PE131	Introduction to Health and Physical Education.....	3
PSY201	General Psychology <sup>1</sup> .....	3
WR121	English Composition.....	3
Winter Term		
BI202	Introductory Biology.....	4
CIS131	Computer Information Systems.....	4
MTH111	College Algebra.....	4
PSY202	General Psychology <sup>1</sup> .....	3
WR122	English Composition.....	3
Spring Term		
BI203	Introductory Biology.....	4
FN225	Nutrition.....	4
PE231	Wellness for Life.....	3
PE295	Professional Activities: Physical Conditioning.....	2
SP218	Interpersonal Communications <b>or</b> SP219.....	3

### Second Year

Fall Term		
BI231	Anatomy and Physiology I.....	4
PE259	Care and Prevention of Athletic Injuries I.....	3
PE265	Tests and Measurements.....	4
PE280P	Practicum.....	3
	Arts and Humanities Course <sup>2</sup> .....	3
Winter Term		
BI232	Anatomy and Physiology II.....	4
HE250	Personal Health.....	3
HE252	First Aid & CPR for the Professional Rescuer.....	3
PE261	Techniques of Athletic Taping and Bracing <b>or</b> PE263 Sports and Drugs.....	3
	Arts and Humanities Course <sup>2</sup> .....	3
Spring Term		
BI233	Anatomy and Physiology III.....	4
PE262	Development of Adult Fitness Programs.....	3
PE264	Personal Trainer Conditioning Concepts.....	3
PE280P	Practicum.....	3
WR123	English Composition.....	3
<b>Total Requirements.....</b>		<b>100</b>

Students transferring to Southern Oregon University must complete all courses with an HE or PE prefix with a minimum grade point average of 2.5. Students must obtain a minimum grade point average of 2.25 in all other courses except BI231, 232, and 233, which require a minimum grade point average of 2.0.

Students transferring to Linfield College must meet Linfield's specified transfer requirements.

### Notes:

1. PSY203 may be substituted for PSY201 or PSY202. See advisor for scheduling adjustments.
2. Select Arts and Humanities courses from the following: **ART**204, 205, 206, **ENG**104, 105, 106, 107, 108, 109, 201, 202, 203, 204, 205, 206, 253, 254, 255, **HUM**204, 205, 206, **MUS**261, 262, 263, **PHL**101, 102, 103, 299E.

# Health Occupations

## Allied Health

**Career Information:** These programs are designed to prepare students for employment in a variety of medical settings.

Rural hospitals serve as health care centers, often combining long term skilled care with hospital care. Rural Health Aides are prepared to transcribe physician's orders, assemble charts, and perform medical clerical/medical records tasks as well as provide personal and basic patient care in homes, hospitals, long term care, and assisted living facilities under the supervision of an RN or LPN.

Basic Nursing Assistants (when certified by the Oregon State Board of Nursing as Certified Nursing Assistants) provide personal and basic nursing care to clients and patients in homes, clinics, assisted living facilities, skilled and acute care settings under the supervision of licensed health care professionals.

Medication Aides administer medications in medical care settings under the supervision of licensed health care professionals to clients and patients.

### **Employment Opportunities:**

Rural Health Aide career opportunities range from fair to excellent with occupational titles that include Home Health Aide, Nursing Assistant, Residence Assistant, Caregiver, Personal Care Attendant, Certified Nursing Assistant, Ward Clerk, and Unit Secretary.

Basic Nursing Assistant career opportunities range from good to excellent with occupational titles that include Home Health Aide, Nursing Assistant, Residence Assistant, Caregiver, Personal Care Attendant, and Certified Nursing Assistant.

Medication Aide career opportunities range from good to excellent with occupation titles that include Medication Aide.

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

The **Basic Nursing Assistant Training Opportunity** prepares students to be eligible for certification as outlined by the Oregon State Board of Nursing, to care for clients in a variety of settings including long-term care and intermediate care, home health, hospice care, foster care and assisted living situations. Students must be formally admitted to the program. Contact the Student Services Office in Dellwood Hall, Room 7, for further application requirements.

The **Medication Aide Training Opportunity** prepares students to be eligible for certification as outlined by the Oregon State Board of Nursing. Students learn to use principles of safety, define terms, and correctly interpret abbreviations commonly used in the administration of medication; demonstrate the ability to correctly calculate doses of medications; keep accurate records; and identify legal parameters of the Certified Medication Aide (CMA) role. Students must already be an Oregon Certified Nursing Assistant. Contact the Student Services Office in Dellwood Hall, Room 7, for further application requirements.

**Associate of Applied Science in Medical Office Assistant** program - See Business and Office Occupations section

**Medical Clerical Certificate of Completion** program - See Business and Office Occupations section

**Medical Transcription Certificate of Completion** program - See Business and Office Occupations section

# Certificate of Completion

## Rural Health Aide

Fall Term		Credit Hours
NUR546	Basic Nursing Assistant <sup>1</sup> .....	8
OA2221	Medical Terminology I.....	3
OA5401	Body Structure & Functions I <sup>2</sup> .....	3
OA116	Office Procedures.....	3
Winter Term		
CS125W	Word Processing Applications <sup>3</sup> .....	3
OA2222	Medical Terminology II.....	3
OA5402	Body Structure and Functions II <sup>2</sup> .....	3
WR90	Paragraph Fundamentals <b>or</b> Higher.....	3
	Specific Elective <sup>4</sup> .....	2-5
Spring Term		
HE280R	Rural Health Field Experience.....	3
MTH70	Elementary Algebra <b>or</b> Higher.....	4
OA124	Keyboard Skillbuilding <sup>5</sup> .....	3
SP100	Basic Speech Communications <sup>6</sup> .....	3
	Specific Elective <sup>4</sup> .....	3-4
<b>Total Requirements.....</b>		<b>47-51</b>

### Notes:

1. Students who hold a current Oregon Nursing Assistant Certificate may substitute this course with Specific Electives.
2. Students may substitute CHEM121/CHEM122 or CHEM122/CHEM123 for OA5401/OA5402. Students who have completed one year of Advanced Placement high school chemistry with a lab within the past five years with a grade of C or better **or** CHEM121/122 may substitute BI231/BI232 or BI233/BI234 for OA5401/OA5402.
3. Prerequisite is CS101 with a C or better.
4. Specific Electives: **ANTH**103, **BI**234, **HE**201, **HS**167, 168, **NUR**951, **OA**240, 2597, 5533, **PHAR**5472, 5474, **PSY**201, 202, 203.
5. Prerequisite is OA121 Keyboarding, with a C or better or a typing speed of 30 wpm.
6. SP218 or SP219 may be substituted for SP100.

## Training Opportunity

### Basic Nursing Assistant

	Credit Hours
NUR546 Basic Nursing Assistant.....	8

## Training Opportunity

### Medication Aide Training

	Credit Hours
NUR951 Medication Aide Training.....	5

# Health Occupations Medical Technical

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

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

Surgical Technicians work as members of multi-disciplinary surgical practice teams in operating rooms and surgical arenas under the direction and supervision of Registered Nurses and Surgeons.

## **Employment Opportunities:**

Pharmacy Technician career opportunities range from fair to excellent with occupational titles that include Pharmacist Assistant and Pharmacy Technician.

Surgical Technician career opportunities range from good to excellent with occupational titles that include Surgical Technologist, Sterile Processing Technologist, and Operating Room Technologist.

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The **Pharmacy Technician Certificate of Completion** program's core courses will be offered every other year. Some core courses will only be offered during those years that the program is run in its entirety. Students can work during the even-numbered years on the approved non-core courses for the program in preparation for when the core courses and entire program will be offered. Non-core courses marked with an asterisk \* are offered each year (see next page). Please see your advisor for further information.

The program prepares individuals for employment in hospital and retail pharmacies. Pharmacy Technician is a category of support personnel and denotes a skilled worker who has been trained to assist the pharmacist in preparing and dispensing medications. This category of support personnel is spelled out in Oregon Administrative Rules 855-41-205 under the auspices of the Oregon State Board of Pharmacy. Due to the nature of this curriculum and the access to drugs, all students will have to declare themselves "drug free" and be subject to a criminal investigation check. Any student who is unable, for any reason, to complete the practice parts of this curriculum will not be able to continue in the program. Drug testing will be done prior to clinical practice. This is a restricted program, and students must be formally admitted to the Pharmacy Technician program. Graduates may choose to take a national certification examination at the successful conclusion of the program. Contact the Student Services Office in Dellwood Hall, Room 7, for application requirements.

The **Surgical Technology Certificate of Completion** program's core courses will be offered every other year and may begin during a term other than fall to accommodate instructor availability. The program prepares students to assemble operating room supplies and instruments as well as actively assist during surgery. Both classroom instruction and practicum are part of the curriculum. Students will be drug tested and have a criminal background check prior to clinical experience. This program is accredited by the Commission on Accreditation of Allied Health Programs (AAHP). Successful completion of this program qualifies the student for meeting academic and skill requirements to take the national certification exam. This is a restricted program. Students must be formally admitted to the Surgical Technology program. \*This program is offered on an needed basis, approximately every two to three years. Contact the Student Services Office in Dellwood Hall, Room 7, for requirements.

**Emergency Medical Technician Certificate of Completion** - See Public Safety section.

## Certificate of Completion

### Pharmacy Technician

Fall Term		Credit Hours
MTH70	Elementary Algebra <b>or</b> Higher*	4
OA2221	Medical Terminology I*	3
OA5401	Body Structure and Functions I*	3
PHAR5470	Introduction to Pharmacy: Practice and Law*	4
WR121	English Composition*	3
<b>Winter Term</b>		
OA2222	Medical Terminology II*	3
OA5402	Body Structure and Functions II*	3
PHAR5472	Pharmacology I*	3
PHAR5474	Pharmacology Calculations.....	2
PHAR5475	Pharmacy Technician Procedures I.....	4
SP100	Basic Speech Communications* <b>or</b> SP219.....	3
<b>Spring Term</b>		
BA285	Human Relations in Organizations*	3
PHAR5473	Pharmacology II.....	3
PHAR5476	Pharmacy Technician Procedures II.....	4
PHAR5477	Pharmacy Records Management.....	3
PHAR5478	Pharmacy Technician Practicum.....	3
<b>Total Requirements.....</b>		<b>51</b>

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

#### Notes:

Acceptance to the program will be on a first come, first served qualified applicant basis. Students will be formally admitted to the program during the fall term. For program application procedures and entrance requirements, contact the Student Services Office in Dellwood Hall, Room 8.

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

\*Non-core courses marked with an asterisk \* are offered each year. Please see your advisor for further information.

## Certificate of Completion

### Surgical Technology

Fall Term		Credit Hours
OA5401	Body Structure and Functions I.....	3
ST5530	Aseptic Theory and Techniques.....	4
ST5531	Introduction to Surgical Technology.....	3
ST5532	Principles and Practice of Surgical Technology.....	6
<b>Winter Term</b>		
MTH70	Elementary Algebra <b>or</b> Higher.....	4
OA5402	Body Structure and Functions I.....	3
ST5533	Pharmacology for Surgical Technologists.....	3
ST5534	Surgical Procedures I.....	4
WR90	Paragraph Fundamentals <b>or</b> Higher.....	3
<b>Spring Term</b>		
BA285	Human Relations in Organizations.....	3
CS101	Computers in Society.....	2
ST5535	Surgical Procedures II.....	4
ST5536	Clinical Rotation in Surgical Technology I.....	8
<b>Summer Term</b>		
ST5537	Clinical Rotation in Surgical Technology II.....	8
<b>Total Requirements.....</b>		<b>58</b>

**Note:** Students who have completed one year of high school chemistry with a lab or CHEM121/122 within the past five years with a C or better may substitute BI232/233 for OA5401/5402.



# Health Occupations

## Nursing

**Career Information:** These programs are designed to prepare students with entry-level skills needed to assume the role of a Licensed Vocational Nurse upon successful completion of the licensure exam at the end of four quarters and the role of Registered Nurse after successful completion of the licensure exam at the end of six quarters. Both of these individuals give nursing care in a variety of settings, with the Registered Nurse having more responsibilities than the Licensed Practical Nurse. Licensed Practical Nurses give bedside care and may assume some charge duties in long term and acute care facilities. Registered Nurses give bedside care to more acute patients in hospitals; work as charge nurse in acute and long term care after initial experience; and work in patients' homes, hospice, and public health clinics.

### **Employment Opportunities:**

Licensed Practical Nurse and Registered Nurse career opportunities range from good to excellent with occupational titles that include Staff Nurse (LPN/RN), Home Health Nurse (RN), Basic Nursing Assistant Program Instructor (RN), Clinic Nurse (RN), Hospice Nurse (RN), LPN Program Instructor (RN).

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

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The **Associate of Applied Science in Nursing** degree prepares graduates to become licensed as Practical Nurses or as Registered Nurses. Successful completion of the first four quarters qualifies students for meeting the academic requirements to take the exam for licensure as a Practical Nurse (PN). Successful completion of six quarters qualifies students for meeting academic requirements to take the exam for Registered Nurse (RN) licensure. Courses must be taken prior to or within the quarter they appear in the curriculum. Every quarter in the nursing core curriculum is a prerequisite to the next quarter. Students are required to be drug screened prior to the first and second year clinical experience. This is a restricted program. Students must be formally admitted to the Nursing program. Students should be aware that they should hold a current Oregon unencumbered certificate as a Nursing Assistant (CNA) at the time of application to the program. Contact the Student Services Office for further application requirements. This program articulates with the RN/BSN Flex Program at Oregon Health Sciences Center School of Nursing at Southern Oregon University for junior standing.

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

# Associate of Applied Science Nursing

## First Year

Fall Term		Credit Hours
BI231	Anatomy and Physiology I <sup>1</sup> .....	4
MTH95	Intermediate Algebra II.....	4
NUR101	Fundamentals of Nursing.....	9
Winter Term		
BI232	Anatomy and Physiology II <sup>1</sup> .....	4
CS101	Computers in Society.....	2
NUR102	Nursing Science and Practice I.....	9
SP219	Small Group Discussion.....	3
Spring Term		
ANTH103	General Anthropology.....	3
BI233	Anatomy and Physiology III <sup>1, 2</sup> .....	4
NUR103	Nursing Science and Practice II.....	9

## Second Year

Fall Term		
BI234	Microbiology <sup>1,3</sup> .....	4
NUR201	Nursing Science and Practice III.....	9
WR121	English Composition.....	3
Winter Term		
NUR202	Nursing Science and Practice IV.....	9
PE185	Physical Education <sup>4</sup> .....	3
	Sequence/Distribution Course <sup>5</sup> .....	3
Spring Term		
NUR203	Nursing Science and Practice V.....	10
	Sequence/Distribution Course <sup>5</sup> .....	3
	Elective <sup>6</sup> .....	3
<b>Total Requirements.....</b>		<b>98</b>

**Majors in this program must complete all courses with a grade of “C” or better. Each quarter is a prerequisite to the next.**

### Notes:

- One year of Advanced Placement high school chemistry with a lab or CHEM110 and BI149 within the past five years with a grade of C or better, is a prerequisite for BI231, 232, 233 and 234. **If you have already taken CHEM104, 105 (within the last five years) this will be accepted as a substitution for CHEM110. \*See your advisor.**
- BI231, 232, 233 are prerequisites to all second year nursing courses.
- BI234 is a prerequisite to NUR202.
- HE250 or PE231 may be substituted for PE185.
- Sequence/Distribution courses must be taken from each of the following areas:
  - PSY201, **or** 202, **or** 203.
  - SOC204, **or** 205, **or** 206 **or** any Human Service course.
- Elective must be one course from **ART**204, 205, 206, **ENG**104, 105, 106, 107, 108, 109, 201, 202, 203, 204, 205, 206, 253, 254, 255, **MUS**261, 262, 263, **PHL**102, 103.

## Training Opportunity Perioperative Nursing

		Credit Hours
NUR9411	Perioperative Nursing.....	4
NUR9412	Perioperative Nursing Clinical Practicum.....	6
<b>Total Requirements.....</b>		<b>10</b>

# Human Services

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

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

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

The **Associate of Applied Science in Human Service** degree program is designed to offer students the skills and knowledge for entry-level positions in the field of Human Services. The program includes field experience opportunities. Curriculum options in Gerontology, Social Services, and Substance Abuse provide the training required for positions in: substance abuse programs, detention facilities, rehabilitation/treatment programs, nursing homes, employment service agencies, welfare agencies, senior services agencies, corrections, and schools. See program advisor for more information.



*Sand duning on the Oregon Coast*

# Associate of Science Human Services Emphasis

## First Year

Fall Term		Credit Hours
HS100	Introduction to Human Services.....	3
PSY201	General Psychology.....	3
SP219	Small Group Discussion <sup>1</sup> .....	3
WR121	English Composition.....	3
	Science Sequence <sup>2</sup> .....	4
Winter Term		
HS154	Community Resources.....	3
PSY202	General Psychology.....	3
PSY228	Introduction to Social Science Research <sup>3</sup> .....	3
WR122	English Composition.....	3
	Science Sequence <sup>2</sup> .....	4
Spring Term		
CIS131	Computer Information Systems.....	4
HS155	Interviewing Theory and Techniques.....	3
PSY203	General Psychology.....	3
WR123	English Composition <b>or</b> WR227.....	3
	Science Sequence <sup>2</sup> .....	4

## Second Year

Fall Term		
HS265	Intervention Strategies I.....	4
MTH111	College Algebra.....	4
SOC204	General Sociology.....	3
	Arts and Humanities Sequence <sup>4</sup> .....	3
	Specific Elective <sup>5</sup> .....	3
Winter Term		
HS266	Intervention Strategies II.....	4
	Arts and Humanities Elective <sup>4</sup> .....	3
	Arts and Humanities Sequence <sup>4</sup> .....	3
	Math/Science/Computer Science/Engineering Course <sup>6</sup> .....	4
	Specific Elective <sup>5</sup> .....	3
Spring Term		
HS267	Intervention Strategies III.....	4
PE231	Wellness for Life <b>or</b> HE250.....	3
	Arts and Humanities Elective <sup>4</sup> .....	3
	Arts and Humanities Sequence <sup>4</sup> .....	3
	Specific Elective <sup>5</sup> .....	3

**Total Requirements..... 99**

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

### Notes:

1. SP111, SP112, **or** SP218 may be substituted for SP219.
2. One lab science sequence must be selected from: **BI**101, 102, 103; **BI**201, 202, 203, **BI**231, 232, 233; **CHEM**121, 122, 123; **CHEM**221, 222, 223; **G**201, 202, 203; **GS**104, 105, and GS106, **or** 107 **or** 108, **PH**201, 202, 203; **PH**211, 212, 213.
3. PSY228 has a prerequisite of MTH70.
4. One Arts and Humanities sequence must be selected from: **ART**204, 205, 206; **ENG**104, 105, 106; **ENG**107, 108, 109; **ENG**201, 202, 203; **ENG**204, 205, 206; **ENG**253, 254, 255; **HUM**204, 205, 206; **PHL**101, 102, 103, 299E; **MUS**261, 262, 263.  
In addition to the above sequence requirement, six additional credits from the list must be selected from a different discipline. If Literature is not selected as the sequence, then the six credits of electives must be in Literature. If Literature is selected as the sequence, it is highly recommended Philosophy be selected as the electives.
5. Specific Electives: **CJ**100, 101, 130, 201, 220, 226, 229, **ED**258, **HDFS**140, 225, 229, **HE**201, **HS**167, 168, 200, 202, 224, 261, 291, **PSY**239, 240, **SOC**204, 205, 206, **SPAN**101, 102, 103. Students who have not completed two years of high school foreign language are encouraged to take approved foreign language courses.
6. Course must be selected from Math/Science/Computer Science/Engineering listing on pages 35-36.

# Associate of Applied Science Human Services

## First Year

Fall Term		Credit Hours
HS100	Introduction to Human Services.....	3
LIB127	Introduction to Library.....	1
MTH70	Elementary Algebra <b>or</b> Higher.....	4
PSY201	General Psychology.....	3
SP219	Small Group Discussion <sup>1</sup> .....	3
WR121	English Composition.....	3
Winter Term		
HS154	Community Resources.....	3
PSY202	General Psychology.....	3
PSY228	Introduction to Social Science Research <sup>2</sup> .....	3
WR214T	Professional/Technical Writing <b>or</b> WR122.....	3
	Sequence/Distribution Course <sup>3</sup> .....	3
Spring Term		
HS155	Interviewing Theory and Techniques.....	3
HS170	Introduction to Field Experience.....	3
PSY203	General Psychology.....	3
PSY240	Introduction to Psychopharmacology.....	3
	Sequence/Distribution Course <sup>3</sup> .....	3

## Second Year

		Credit Hours
CIS131	Computer Information Systems.....	4
HS224	Group Counseling Skills.....	3
HS291	Field Experience <sup>4</sup> .....	10
PE231	Wellness for Life <sup>5</sup> .....	3
SOC204	General Sociology.....	3
	Elective <sup>5</sup> .....	3
Gerontology Option		
HS167	Gerontology.....	3
HS261	Counseling the Older Adult.....	3
HS265, 266, 267	Intervention Strategies I, II, III.....	12
	One Specific Elective <sup>7</sup> .....	3-4
Social Services Option		
HS265, 266, 267	Intervention Strategies I, II, III.....	12
	Three Specific Electives <sup>7</sup> .....	9-12
Substance Abuse Option		
HS200	Understanding Addictive Behavior.....	3
HS202	Counseling Chemically Dependent Client.....	3
HS265, 266, 267	Intervention Strategies I, II, III.....	12
	One Specific Elective <sup>7</sup> .....	3-4
<b>Total Requirements.....</b>		<b>94-97</b>

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

### Notes:

1. SP111, SP112, **or** SP218 may be substituted for SP219.
2. Prerequisite of MTH70 with a C or better or appropriate placement test score.
3. See AA/OT Sequence/Distribution lists on pages 12-13. Courses must be from outside the student's area of concentration and not include courses with prefixes CJ, HS, PSY, SOC and courses listed under Specific Electives.
4. Optional summer term (with instructor's approval). Six of the ten total credits of field experience required may be taken during the summer.
5. HE250 or three credits of PE185 may be substituted for PE231.
6. Developmental and Remedial courses, listed on page 13, and CS101 will not fulfill elective requirements.
7. Specific Electives: **CJ**100, 101, 130, 201, 220, 226, 229, **ED**258, **HDFS**140, 225, 229, 247, **HE**201, **HS**167, 168, 200, 202, 261, **PSY**239, **SOC**205, 206, **SPAN**101, 102, 103, 201, 202, 203.

# Manufacturing Technology

**Program Description:** The Manufacturing Technology programs prepare students for employment in world class industries by applying advanced technology to manufacturing methods, processes and quality control. An emphasis is placed on understanding basic processes and applications utilized in industrial manufacturing, with intensive lab experience to ensure a working knowledge of measurement, production, product and process control, quality assurance and applications of computers in manufacturing. The programs apply problem solving and teamwork to manufacturing using hands-on application of principles and technologies to the ever-changing industrial environment.

**Career Information:** Students in the Welding option or certificate program learn to use manual welding and flame-cutting equipment, such as shielded metal arc welders, gas metal welders, flux cored arc welders, gas tungsten arc welders, plasma arc cutting equipment and gas torches to cut, fit, and weld together metal components. Employment opportunities are diverse; sixty percent of manufactured goods utilize welded components, from metal computer chassis to automobile chassis, clean room piping to natural gas pipelines, sheet metal ductwork to boilers and pressure vessels, artwork to aircraft, and drift-boats to supertankers. Graduates of the program typically begin work in either light or heavy metal fabrication as welders and/or fabricators, but may qualify for several types of positions in industry such as structural fabrication, welding and fitting layout, machinery fabrication, automatic and semi-automatic welding, automatic flame or plasma cutting, plant maintenance, millwright welding, pipe welding, quality assurance or industrial safety positions. The program includes both written and oral communications, general education courses, applied mathematical and scientific applications as well as a thorough understanding of applied mechanical principles.

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

The **Fabrication/Welding Technology Certificate of Completion** prepares students for entry-level jobs in metal working fields. Required courses are applicable toward the Associate of Applied Science degree in Manufacturing Technology with a Fabrication/Welding option.

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

# Associate of Applied Science

## Manufacturing Technology

### Fabrication/Welding Option

#### First Year

Fall Term		Credit Hours
MFG4101	Electrical/Electronic Principles.....	3
MTH55	Introductory Technical Mathematics.....	3
WLD4010*	Welding Processes I.....	3
WLD4061*	Shielded Metal Arc Welding I.....	3
WLD4126	Flux Cored Arc Welding.....	3
Winter Term		
MFG4102	Mechanical Principles.....	3
MTH80	Technical Mathematics I.....	3
WLD4062*	Shielded Metal Arc Welding II.....	3
WLD4125	Gas Metal Arc Welding.....	3
	Elective <sup>1</sup> .....	3
Spring Term		
DRFT105	Blueprint Reading.....	3
MFG4103	Hydraulic/Pneumatic Principles.....	3
MTH85	Technical Mathematics II.....	3
WLD4150*	Pipe Fitting and Welding.....	3
WLD4155*	Fitting and Fabrication.....	3

#### Second Year

Fall Term		
DRFT100	Computer Assisted Drafting Survey.....	3
MT101	Machine Tool Process I.....	3
PE231	Wellness for Life <sup>2</sup> .....	3
WLD4100*	Gas Tungsten Arc Welding.....	3
WR121	English Composition.....	3
	Speech Course <sup>3</sup> .....	3
Winter Term		
BA285	Human Relations in Organizations.....	3
MT102	Machine Tool Processes II.....	3
WLD4050*	Welding and Joining Processes I.....	3
WLD4165*	Welding Lab A.....	3
WR214T	Professional/Technical Writing.....	3
	Sequence/Distribution Course <sup>3</sup> .....	3
Spring Term		
MFG4180*	Field Experience or WLD9225 Welding Workshop.....	3
WLD4047	Advanced Welding Workshop.....	3
WLD4166*	Welding Lab B.....	3
WLD4170*	The Welder and Manufacturing.....	3
	Sequence/Distribution Course <sup>4</sup> .....	3

**Total Requirements..... 96**

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

#### Notes:

1. Developmental and Remedial courses, listed on page 13, will not fulfill elective requirement.
2. HE250 or three credits of PE185 may be substituted for PE231.
3. Student may choose from **SP**100, 111, 112, 217, 218, 219.
4. See AA/OT Sequence/Distribution lists on pages 12-13. Courses must be from outside the student's area of concentration. CIS131 is recommended.

# Certificate of Completion

## Fabrication/Welding Technology

Fall Term		Credit Hours
MTH55	Introductory Technical Mathematics.....	3
WLD4010*	Welding Processes I.....	3
WLD4061*	Shielded Metal Arc Welding I.....	3
WLD4100*	Gas Tungsten Arc Welding.....	3
WLD4126*	Flux Cored Arc Welding.....	3
Winter Term		
BA285	Human Relations in Organizations.....	3
MTH80	Technical Mathematics I.....	3
WLD4062*	Shielded Metal Arc Welding II.....	3
WLD4125	Gas Metal Arc Welding.....	3
WLD4165*	Welding Lab A.....	3
WR90	Paragraph Fundamentals <b>or</b> Higher.....	3
Spring Term		
DRFT105	Blueprint Reading.....	3
MFG4180*	Field Experience <b>or</b> WELD9225.....	3
WLD4150*	Pipe Fitting and Welding.....	3
WLD4155*	Fitting and Fabrication.....	3
WLD4166*	Welding Lab B.....	3
<b>Total Requirements.....</b>		<b>48</b>

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

### Notes:

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

## Associate of Applied Science

### Industrial Technology (Apprenticeship)

Program Requirements		General Education Requirements	
	Credit Hours		Credit Hours
Forty (40) credits of on-the-job.....	40	BA285	Human Relations..... 3
work experience acquired while			in Organizations
enrolled as an apprentice.		MTH55	Introductory Technical
			Mathematics..... 3
Thirty-six (36) credits allowed for.....	36	PE231	Wellness for Life <sup>1</sup> .....3
completion of journeyman status.		WR121	English Composition.... 3
This is computed on the basis of			Elective <sup>2</sup> .....3
144 hours per year over four years.			Sequence/Distribution... 6
Twenty-four (24) credits of.....	24		Courses <sup>3</sup>
General Education courses as			Speech Course <sup>4</sup> .....3
outlined. Substitutions may be			
made on the basis of demonstrated			
skills, knowledge or experience.			
<b>Total Requirements.....</b>		<b>100</b>	

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

### Notes:

1. HE250 or three credits of PE185 may be substituted for PE231.
2. Developmental and Remedial courses, listed on page 13, will not fulfill elective requirements.
3. See AA/OT Sequence/Distribution lists on pages 12-13. Courses must be from outside the student's area of concentration.
4. Speech courses include **SP100**, 111, 112, 217, 218, 219.



# Natural Resources

**Career Opportunities:** Turf and Landscape Technician graduates are prepared to work in entry and mid-level management positions or ownership in landscape maintenance, landscape design, golf course management, or county and state park management. An important aspect of most natural resource jobs involves effective communication and cooperation with people. Speaking and writing skills, along with a solid technical foundation are necessary to solve the difficult problems facing natural resource personnel today. Most natural resource positions involve a variety of activities that can lead to an exciting and fulfilling career.

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The ***Associate of Applied Science in Turf and Landscape Technology*** program provides students with the skills needed to begin a career in the field of Turf and Landscape Technology. This degree provides students with the necessary technical skills and knowledge for employment in the golf, landscape, and ground and equipment maintenance fields. This program is developed in collaboration with businesses to give students current information and skill development for employment. Students take the classes for a variety of reasons including upgrading skills and knowledge, obtaining a degree, or retraining for a new profession. This is in keeping with the institution's mission of providing high-quality education that enables students to achieve their goals. This program will be helpful in earning certification from the Golf Course Superintendent's Association of America and The American Landscape Contractors Association.

The program's core courses will be offered over a rotating three year basis. Students can work on the approved non-core courses for the program in preparation for when the core courses will be offered. Non-core courses marked with an asterisk (\*) are offered every year (see next page). Please see your advisor for further information.



*Heceta Head Lighthouse*

# Associate of Applied Science Turf and Landscape Technology

		Credit Hours
BA211*	Principles of Accounting I <sup>1</sup> .....	4
BA285*	Human Relations in Organizations.....	3
CIS131*	Computer Information Systems.....	4
DRFT105*	Blueprint Reading.....	3
ENV102	Introduction to Water Resources.....	3
ENV145	Environmental Sampling.....	3
ENV148	Conservation of Environmental Resources.....	3
ENV235	Introduction to Soil Sciences.....	3
F141	Tree and Shrub Identification.....	3
FW251	Principles of Wildlife Conservation.....	3
GS104*	Physical Science.....	4
GS105*	Physical Science.....	4
HORT8122	Greenhouse Crops.....	4
HORT100	Introduction to Horticulture.....	4
HORT123	Landscape Maintenance.....	3
HORT130	Plant Propagation.....	3
HORT210	Landscape Design Theory.....	2
HORT226	Landscape Plant Material.....	3
HORT231	Landscape Irrigation and Drainage.....	3
HORT280	Field Experience.....	4
MTH85*	Technical Mathematics II.....	3
PE231*	Wellness for Life <sup>2</sup> .....	3
SP218*	Interpersonal Communication <b>or</b> SP111.....	3
WR121*	English Composition.....	3
WR214T*	Professional/Technical Writing.....	3
_____*	Elective <sup>3</sup> .....	3
_____*	Sequence/Distribution Course <sup>4</sup> .....	6
<b>Total Requirements .....</b>		<b>90</b>

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

The program's core courses will be offered over a rotating three year basis. Students can work on the approved non-core courses for the program in preparation for when the core courses will be offered. Non-core courses marked with an asterisk (\*) are offered every year. Please see your advisor for further information.

## Notes:

1. AC2766 and AC2767 may be substituted for BA211.
2. HE250 or three credits of PE185 may be substituted for PE231.
3. Developmental and Remedial courses, listed on page 13, and CS101, MTH55 will not fulfill elective requirement.
4. See AA/OT Sequence/Distribution lists on pages 12-13. Courses must be from outside the student's area of concentration and not include courses with prefixes ENV and FW.

Transfer students should take MTH105 **or** MTH111 **and** CHEM221, 222, 223.

# Public Safety

**Career Information:** A position as a career Firefighter is considered one of the most challenging and dangerous jobs in the United States. Firefighters enjoy a great deal of job satisfaction (many polls indicate that a career as a firefighter is the most rewarding job in the United States). Fire Science professionals work in residential, industrial, commercial, medical, airport, rescue, wildland, educational, and regulatory arenas. Fire Science work can include Suppression Fire Fighting, Emergency Medical Services, Specialized Rescue, Aircraft Fire Suppression, Wildland Interface, Fire Prevention, and Fire Marshall Inspection.

Emergency Medical Technicians find themselves in a fast-paced, challenging and sometimes dangerous career. This career brings a great deal of professional and personal satisfaction since the primary function is to help others. Career ladder opportunities available include: EMT-Basic (Basic Life Support) professionals are authorized to provide basic airway management, CPR, and patient support during transport; EMT-Intermediate (Basic Life Support) professionals are further authorized to mechanically intubate a patient to assist with breathing as well as start intravenous fluid administration; EMT-Paramedic (Advanced Life Support) professionals are additionally authorized to administer life saving drugs in the field.

**Employment Opportunities:** Fire Science positions are among the most competitive career tracks in the employment market. Firefighters often enjoy higher retirement benefit levels, and early retirements are often available. Occupational titles include Recruit Firefighter, Firefighter, Engineer/Pumper Operator, Company Officer, Chief Officer, Crew Boss, Strike Team Leader, ARFF (aircraft rescue fire fighting) Firefighter, Fire Marshall, Public Education Specialist, Rescue Specialist, EMT-Basic through Paramedic.

Emergency Medical Technician career opportunities range from good to excellent with occupational titles that include EMT, Hospital Technician, Ambulance Operator, Medic, Plant Medic, and Emergency Room Technician.

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

The **Emergency Medical Technician Certificate of Completion** enables students completing required course work to transfer all their courses directly into one of several associate degree paramedic programs that exist at two-year colleges in Oregon, which will complete an associate degree with one additional year of course work. Students entering this program must be 18 years of age, possess a high school diploma, obtain satisfactory placement exam results in reading, writing, and math, and obtain required immunizations. Students should contact the EMS training advisor for further information. At the end of the EMT-Basic course, students will be eligible to take the written and practical exams required for certification as an EMT-Basic in Oregon.

# Associate of Applied Science

## Fire Science Technology

		Credit Hours
BA285	Human Relations in Organizations.....	3
CHEM110	Foundations of General, Organic and Biochemistry <sup>1</sup> .....	4
CIS131	Computer Information Systems.....	4
MTH70	Elementary Algebra .....	4
SP218	Interpersonal Communications.....	3
PE231	Wellness for Life <sup>2</sup> .....	3
PSY201	General Psychology <sup>3</sup> .....	3
WR214T	Professional/Technical Writing <sup>4</sup> .....	3
	Fire Science Specific Electives <sup>5</sup> .....	4
	Elective <sup>6</sup> .....	3
	Sequence/Distribution Courses <sup>7</sup> .....	6

### First Year

#### Fall Term

FS5244	NFPA Firefighter I, Part A.....	3.5
FS5254	Introduction to Fire Protection.....	3
FS9320	HAZMAT - Awareness.....	5
FS9321	HAZMAT - Operations.....	1

#### Winter Term

FS5245	NFPA Firefighter I, Part B.....	3
FS5282	Fire Codes and Building Construction.....	3
FS9175	Firefighter Safety.....	3
FS996M	Flammable and Reactive Materials.....	2

#### Spring Term

FS5246	NFPA Firefighter II.....	4
FS5259	Fire Organization and Command.....	3
HE943	EMT Rescue.....	3

### Second Year

#### Fall Term

FS5230	Company Drills, Part A.....	1.5
FS5280	Cooperative Work Experience.....	1
FS5289	Legal Aspects of the Fire Service.....	3
FS996I	Fire Investigation.....	1
FS996Q	Fire Service Driver.....	2

#### Winter Term

FS5231	Company Drills, Part B.....	1.5
FS5280	Cooperative Work Experience.....	1
FS996B	Fundamentals of Fire Prevention.....	3
HE257A	EMT Basic, Part A.....	5

#### Spring Term

FS5232	Company Drills, Part C.....	1.5
FS5280	Cooperative Work Experience.....	1
HE257B	EMT Basic, Part B.....	5

#### Total

**Requirements.....95.5**

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

#### Notes:

- Students in this program may substitute CHEM111 for CHEM110.
- HE250 or three credits of PE185 may be substituted for PE231.
- PSY202 or PSY203 may be substituted for PSY201.
- WR121 is a prerequisite of WR214T.
- Specific Electives: FS5236, 5276, 9172, 9318, 9324, 9344, 9358, 9380, 9390, HE258/931, HE260/9360.
- Developmental and Remedial courses, listed on page 13, and CS101 and WR121 will not fulfill elective requirement.
- See AA/OT Sequence/Distribution lists on pages 12-13. Courses must be from outside the student's area of concentration.

# Certificate of Completion

## Emergency Medical Technician

Fall Term		Credit Hours
BI231	Anatomy and Physiology I <sup>1</sup> .....	4
HE942	Introduction to Emergency Medical Services.....	3
MTH70	Elementary Algebra <b>or</b> Higher.....	4
OA2221	Medical Terminology.....	3
WR121	English Composition.....	3
Winter Term		
BI232	Anatomy and Physiology II.....	4
HE257A	Emergency Medical Technician Basic - Part A.....	5
HE944	Emergency Communication/Patient Transport.....	3
	Social Science Course.....	3
Spring Term		
BI233	Anatomy and Physiology III.....	4
CJ203	Crisis Intervention.....	3
HE257B	Emergency Medical Technician Basic - Part B.....	5
HE943	EMT Rescue.....	3
<b>Total Requirements</b> .....		<b>47</b>

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

### Note:

1. One year of Advanced Placement high school chemistry or **CHEM110**, **CHEM111** or equivalent taken within the past five years is a prerequisite to **BI231**.



*Fishing at Sunset*

# Science

**Career Opportunities:** Engineering varies with the level of education and experience and delves into the areas of biology, chemistry, computers, construction, electricity, environment, mechanics, materials and physics. The field invites innovation and creativity as well as the opposite extremes of discipline and sequential order. All industries, at some level, depend on Engineering.

Mathematics is a field that develops the scientific mind towards understanding logical and orderly processes. It can lead to a wide variety of employment opportunities. Students that take this academic path are problem solvers. Often, they gravitate to teaching or careers in scientific research, economics, finance, and computer programming. The kinds of employers hiring mathematicians range from school districts and governmental agencies to all levels of private and public corporations.

Natural Science is a wide open field for careers ranging from agriculture to zoology. Some students that take this academic path choose to teach, while others move into research and development for various industries and governmental agencies.

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The **Associate of Science** with an emphasis in Engineering is designed for students who intend to transfer and earn a Bachelor's degree from a four-year college or university, majoring in one of the mainstream disciplines of chemical, civil, computer, electrical or mechanical engineering. The curriculum has been specifically designed to meet most of the lower-division requirements for mechanical, electrical and civil engineering degree programs at Oregon State University and Portland State University. With minor modifications, the curriculum can be adapted to satisfy most of the lower-division requirements for computer and chemical engineering degree programs. Specific requirements vary depending upon the institution and the discipline, making it very important to work with an advisor and the most current curriculum revisions.

The Associate of Science degree is theoretically oriented, preparing students to use scientific methods for problem solving in practical engineering situations. There are other degrees and certificate programs at Southwestern oriented for students who want to enter the workforce immediately and/or want to verify that engineering is a suitable career selection.

The **Associate of Science** with an emphasis in Mathematics program has a broad range of mathematical courses that are complemented by internship classes that students use as a preview for career paths. If students intend to use their interest in this field for teaching they should also look at the Educational Assistant Certificate of Completion program. To teach in the public schools it is necessary to have a degree in Education. Students that have an Associate of Science degree may wish to transfer into advanced programs of Mathematics, or they may continue in General Studies baccalaureate degree programs which they tailor to their specific interests. Interest in Mathematics should involve a broad search to match personal interest to career potential. A computer program, Career Information Systems, is available for students to use at Southwestern.

The **Associate of Science** with an emphasis in Natural Science focuses on biology, chemistry, geology, physics or mathematics. This curriculum offers sufficient flexibility for majors in any of these fields and is especially suited to pre-medical or pre-dental majors. Students who intend to transfer to earn a baccalaureate degree in engineering, computer science or environmental science should refer to those specific programs. It is necessary for graduates who intend to teach in the public schools to have a degree in Education. Students who select the Associate of Science degree enjoy the opportunity to explore personal career interests with the use of the Career Information System, internship classes and more immediate workforce opportunities offered by Southwestern's Associate of Applied Science degrees and Certificates of Completion.

# Associate of Science Engineering Emphasis

## First Year

		Credit Hours
<b>Fall Term</b>		
ENGR111	Engineering Orientation .....	3
MTH251	Calculus I (Differential Calculus).....	4
PH211	General Physics with Calculus.....	5
WR121	English Composition.....	3
<b>Winter Term</b>		
ENGR112	Engineering Computation.....	3
MTH252	Calculus II (Integral Calculus).....	4
PH212	General Physics with Calculus.....	5
WR122	English Composition.....	3
	Arts and Humanities/Social Science Course <sup>1</sup> .....	3
<b>Spring Term</b>		
ENGR245	Engineering Graphics and Design.....	3
MTH253	Calculus III (Infinite Series and Sequences).....	4
PH213	General Physics with Calculus.....	5
WR227	Technical Report Writing.....	3
	Arts and Humanities/Social Science Course <sup>1</sup> .....	3

## Second Year

<b>Fall Term</b>		
CHEM221	General Chemistry.....	5
ENGR201	Electrical Fundamentals I.....	3
ENGR211	Statics.....	3
MTH254	Vector Calculus I.....	4
	Arts and Humanities/Social Science Course <sup>1</sup> .....	3
<b>Winter Term</b>		
CHEM222	General Chemistry.....	5
ENGR202	Electrical Fundamentals II.....	3
ENGR212	Dynamics.....	3
MTH255	Vector Calculus II.....	4
	Arts and Humanities/Social Science Course <sup>1</sup> .....	3
<b>Spring Term</b>		
MTH256	Differential Equations.....	4
SP111	Fundamentals of Public Speaking.....	3
	Basic Engineering Course <sup>2</sup> .....	3
	Health/Fitness Course <sup>3</sup> .....	3
	Mathematics Elective Course (MTH 260 or 265).....	3-4

**Total Requirements.....103-104**

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

### Notes:

- Humanities/Social Sciences courses must be selected from each of the following areas:  
Social Sciences - Processes and Institutions - one course from: **ANTH103, ECON201, 202, PS201, 202, PSY201, 202, SOC204, 205.**  
Social Sciences - Western Culture - one course from: **HST101, 102, 103, 201, 202, 203.**  
Arts and Humanities - two courses from: **ENG104, 105, 106, 107, 108, 109, 201, 202, 203, 204, 205, 206, 253, 254, 255, PHL101, 102.**
- One basic engineering course must be selected from the following list:  

Engineering Major	Appropriate Course
Chemical	<b>CHEM223</b>
Civil	<b>ENGR213</b>
Computer	<b>ENGR203</b>
Electrical	<b>ENGR203</b>
Mechanical	<b>ENGR213</b>
- One health/fitness course must be selected from **HE250, PE231** or three credits of **PE185**.

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

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

# Associate of Science Mathematics Emphasis

## First Year

Fall Term		Credit Hours
MTH251	Calculus I (Differential Calculus).....	4
WR121	English Composition.....	3
_____	Natural/Applied Sciences Sequence <sup>1</sup> .....	4-5
_____	Biological Sciences Course <sup>2</sup> .....	4
Winter Term		
MTH252	Calculus II (Integral Calculus).....	4
WR122	English Composition.....	3
_____	Natural/Applied Sciences Sequence <sup>1</sup> .....	4-5
_____	Computer Language Course <sup>3</sup> .....	3-4
_____	Arts and Humanities/Social Sciences Course <sup>4</sup> .....	3
Spring Term		
MTH253	Calculus III (Infinite Series and Sequences).....	4
MTH265	Probability and Statistics with Calculus.....	4
WR123	English Composition <b>or</b> WR227.....	3
_____	Natural/Applied Sciences Sequence <sup>1</sup> .....	4-5
_____	Arts and Humanities/Social Sciences Course <sup>4</sup> .....	3

## Second Year

Fall Term		
MTH231	Elements of Discrete Mathematics I.....	4
MTH254	Vector Calculus I.....	4
_____	Mathematics/Sciences Course <sup>5</sup> .....	3-5
_____	Arts and Humanities/Social Sciences Course <sup>4</sup> .....	3
Winter Term		
MTH232	Elements of Discrete Mathematics II.....	4
MTH255	Vector Calculus II.....	4
_____	Mathematics/Sciences Course <sup>5</sup> .....	3-5
_____	Arts and Humanities/Social Sciences Course <sup>4</sup> .....	3
Spring Term		
MTH256	Differential Equations.....	4
SP111	Fundamentals of Public Speaking.....	3
_____	Health/Fitness Course <sup>6</sup> .....	3
_____	Mathematics/Sciences Course <sup>5</sup> .....	3-5

**Total Requirements.....91-101**

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

### Notes:

- One natural/applied sciences sequence must be selected from: **BI**201, 202, 203; **BI**231, 232, 233; **CHEM**241, 242, 243; **CS**151, 161, 162; **ENGR**201, 202, 203; **ENGR**211, 212, 213; **G**201, 202, 203; **PH**201, 202, 203; **PH**211, 212, 213.
- One biological sciences course must be selected from **BI**101, 201, 234.
- One computer language course must be selected from **CS**133VB, 151, 161, 162; **ENGR**112.
- Arts and Humanities/Social Sciences courses must be selected from each of the following areas:  
Social Sciences - Processes and Institutions - one course from **ANTH**103, **ECON**201, 202, **PS**201, 202, **PSY**201, 202, **SOC**204, 205.  
Social Sciences - Western Culture - one course from **HST**101, 102, 103, 201, 202, 203.  
Arts and Humanities - two courses from **ENG**104, 105, 106, 107, 108, 109, 201, 202, 203, 204, 205, 206, 253, 254, 255, **PHL**101, 102.
- Three additional mathematics/science courses must be selected from either the list provided in Note 1 or the following list:  
**BI**234, **G**146, 207, 220, **GS**107, 108, **MTH**261, 262.
- One health/fitness course must be selected from **HE**250, **PE**231 or three credits of **PE**185.

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



# Associate of Science Natural Science Emphasis

## First Year

Fall Term		Credit Hours
MTH251	Calculus I (Differential Calculus).....	4
PH211	General Physics with Calculus <b>or</b> PH201.....	5
WR121	English Composition.....	3
	Biological Sciences Course <sup>1</sup> .....	4
Winter Term		
MTH252	Calculus II (Integral Calculus).....	4
PH212	General Physics with Calculus <b>or</b> PH202.....	5
WR122	English Composition.....	3
	Computer Language Course <sup>2</sup> .....	3-4
	Arts and Humanities/Social Science Course <sup>3</sup> .....	3
Spring Term		
MTH253	Calculus III (Infinite Series and Sequences).....	4
MTH265	Probability and Statistics with Calculus.....	4
PH213	General Physics with Calculus <b>or</b> PH203.....	5
WR123	English Composition <b>or</b> WR227.....	3
	Arts and Humanities/Social Science Course <sup>3</sup> .....	3

## Second Year

Fall Term		
CHEM221	General Chemistry.....	5
	Arts and Humanities/Social Science Course <sup>3</sup> .....	3
	Mathematics/Sciences Sequence <sup>4</sup> .....	3-5
	Mathematics/Sciences Course <sup>5</sup> .....	3-5
Winter Term		
CHEM222	General Chemistry.....	5
	Arts and Humanities/Social Science Course <sup>3</sup> .....	3
	Mathematics/Sciences Sequence <sup>4</sup> .....	3-5
	Mathematics/Sciences Course <sup>5</sup> .....	3-5
Spring Term		
CHEM223	General Chemistry.....	5
SP111	Fundamentals of Public Speaking.....	3
	Health/Fitness Course <sup>6</sup> .....	3
	Mathematics/Sciences Sequence <sup>4</sup> .....	3-5
<b>Total Requirements.....</b>		<b>95-106</b>

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

### Notes:

- One biological sciences course must be selected from **BI**101, 201, 234.
- One computer language course must be selected from **CS**133VB, 151, 161, 162; **ENGR**112.
- Arts and Humanities/Social Sciences courses must be selected from each of the following areas:  
Social Sciences - Processes and Institutions - one course from **ANTH**103, **ECON**201, 202, **PS**201, 202, **PSY**201, 202, **SOC**204, 205.  
Social Sciences - Western Culture - one course from **HST**101, 102, 103, 201, 202, 203.  
Arts and Humanities - two courses from **ENG**104, 105, 106, 107, 108, 109, 201, 202, 203, 204, 205, 206, 253, 254, 255, **PHL**101, 102.
- One mathematics/sciences sequence must be selected from **BI**201, 202, 203; **BI**231, 232, 233; **CHEM**241, 242, 243; **CS**151, 161, 162; **ENGR**201, 202, 203; **ENGR**211, 212, 213; **G**201, 202, 203; **MTH**254, 255, 256.
- Two additional mathematics/science courses must be selected from either the list provided in Note 4 or the following list:  
**BI**234, **G**146, 207, 220, **GS**107, 108, **MTH**231, 232, 261, 262.
- One health/fitness course must be selected from **HE**250, **PE**231 or three credits of **PE**185.

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

# *Glossary of Terms*

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

**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.

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

**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** - 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, which address the specific issues inhibiting academic success.

**Credit Hours** - represents approximately the 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 credits hours per term without petitioning for an overload.

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

**Deferred Tuition** - a contract to pay one-third of tuition at registration; the balance payable in two equal installments during the term. There is a finance charge assessed for this service.

**Distribution Areas** - refers to three areas of study required within Associate degree: Arts and Letters (Humanities), Social Science, Math/Science.

**Division** - grouping of disciplines. Divisions include: Adult Learning Skills, Arts and Humanities, and Social Sciences,

Business/Math/Science and Technology, and Health and Human Services.

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

**Instructor Consent** - written permission from the course instructor, granted prior to enrollment.

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

**Major** - primary field of study (e.g., human services, culinary arts); all students must complete a major in AAS and Certificate programs.

**Petition** - request for exception to accepted practice or for special consideration. Financial Aid Office accepts petitions for exception to quarterly credit requirements. Business Office hears petitions for special consideration relative to tuition and related charges. Exceptions to program requirements are heard by the Academic Standards Committee. See the Student Services Office, Dellwood Hall, Room 7, for information on appropriate office to petition.

**Placement Test** - students who will be full-time or pursuing a degree or certificate program, or receiving financial aid must have completed a placement test before they may register.

**Prerequisite** - a course or other educational requirement that must be completed prior to another course or before proceeding to more advanced study; often listed in the course descriptions section of the Catalog.

**Quarter** - another word for "term." There are four quarters each year. Fall, Winter and Spring are 11 weeks long, and Summer term is eight weeks.

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

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

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

**Sequence** - A set of related courses which consists of two or three successive terms of a course such as English 104, 105, 106, etc.

**Term Line Number (TLN)** - official identifying number for each course, lab, or section. This number gets you registered for classes.

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

# Course Descriptions



# Course Descriptions

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

For information on course numbering, see page 158 of this catalog under "Credit."

## ACADEMIC SKILLS

### ABEo745 Adult Basic Education

0 credit (variable hrs)

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

### ESLo747 English as a Second Language (ESL)

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

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

### HD0273 Student Support Mentoring

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

Helping new students understand procedures at Southwestern by serving as a mentor to provide support and encouragement.

### HD0962 Overcoming Barriers to Success

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

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

### ITP0583/0584/0585 Beginning, Intermediate, Advanced Sign Language (signed English)

2 credits/term (2 lec hrs/wk)

Signed English skills of the manual alphabet, finger spelling and more advanced signs so students can communicate receptively and expressively with the hearing impaired. Games, videotapes, guest signers and amateur interpreting practice are included.

### MISCo791 Citizenship

0 credits (2 lec-lab hrs/wk)

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

### RDo751/0752/0753 Reading Skills

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

Course provides a systematic approach for identifying and correcting reading difficulties and improving reading efficiency through lecture instruction. In addition, based on the results of standardized reading tests given at the beginning of the term, each student is given individually prescribed course work to address areas needing strengthening. Students use multi-grade level materials to improve their basic knowledge of

vocabulary and spelling in addition to materials designed to improve reading comprehension and efficiency. Student will participate in standardized follow-up evaluation at the end of the term, involving testing, conferencing and advising. Because reading is a skill that involves both mental and physical activity, most students are advised and encouraged to continue their reading program by enrolling in Reading Skills RDo752 to gain further skills that will help them achieve reading fluency that enables them to interpret and understand the college-level reading they will encounter in their other academic subjects. **Prerequisite:** Appropriate score on placement test.

### RD101/102/103 College Reading I,II,III

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

College Reading presents a systematic approach for improving reading efficiency for those with a 12th grade and above reading level. Students learn an analytical method of reading non-fiction material which can improve both speed and comprehension. **Prerequisites:** Appropriate score on placement test.

## ACCOUNTING/BOOKKEEPING

### AC2331/2332 Federal and State Income Tax I, II

4 credits/term (4 lec hrs/wk)

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

### AC2766 Accounting I

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

This course prepares a record-keeper for employment and gives the accounting student a basic understanding of the accounting field. It provides an introduction to the accounting cycle for a service enterprise and a retail firm for a single proprietorship. The course covers mass processing of transactions using special journals.

### AC2767 Accounting II

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

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

**Prerequisite:** AC2766 or equivalent with a "C" or better.

**AC2772 Intermediate Accounting I**  
3 credits (3 lec hrs/wk)

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

**Prerequisite:** BA213 with a "C" or better.

**AC2773 Intermediate Accounting II**  
3 credits (3 lec hr/wk)

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

**Prerequisite:** AC2772 with a "C" or better.

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

This course presents accounting for governmental and non-profit organizations. It includes budgetary and expenditure control, as well as considerations, reporting and operations of general, special revenue, and capital projects.

**Prerequisite:** AC2767 or BA211.

**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)

Traces the 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; techniques of archaeological fieldwork; analysis and dating; the development of cultural stages and civilizations in Pre-Columbian North and Meso-America.

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

Focuses on the concept of worldwide culture elaborated through function, organization, diversity and change. Economic, religious, political, and linguistic diversity are examined.

**ANTH145/SOC145 Field Studies in Anthropology/Sociology**  
1-3 credits (variable hrs)

A field study of significant sociological and/or anthropological features of a selected region. Students will apply techniques of inquiry and analysis from various academic disciplines in order to understand and resolve key issues at selected field study sites. Introductory lec-

ture will survey key issues and introduce techniques required for a site-based field study, followed by on-site visit. The three credit course does not have the separate lecture component that is a preview and summary experience. That is to be included in the 10-day trip. Also offered as ANTH0250/SOC0250 for no credit or grade.

**Concurrent:** Any Anthropology or Sociology course.

**ANTH198/298 Independent Study of Anthropology**  
1-3 credits (hrs to be arranged)

**Prerequisite:** Instructor consent.

**ANTH221/222/223 Introduction to Cultural Anthropology**  
3 credits/term (3 lec hrs/wk)

Discusses the meaning of culture; its significance for human beings; its diverse forms and degrees of elaboration among different groups of people; its processes of growth and expansion.

**Prerequisite:** ANTH103 with a "C" or better.

**ANTH230 Native North Americans: Oregon**  
3 credits (3 lec hrs/wk)

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

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

**ART****ART115 Basic Design**  
3 credits (3 lec, 3 TBA lab hrs/wk)

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

**ART116 Basic Design**

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

Introduces more complex principles of design, color and composition. Includes color properties, combination, relatedness, proportions and interaction. Exercises are developed and enriched to stimulate individual creativity and experimentation in a variety of media.

**Prerequisite:** ART115 with a "C" or better.

**ART117 Basic Design**

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

Focus on principles and concepts of three-dimensional design, including mass, spaces and texture. Class discussion and assignments are developed by investigation of unity, variety and balance and the physical and psychological effects of those concepts. Greater experimentation and creativity is expected. Employs exercises developed to motivate individual creativity and experimentation in a variety of media.

**Prerequisite:** ART116 with a "C" or better.

**ART131/132/133 Introduction to Drawing**

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

A beginning course in drawing and sketching. Explores form and space on a two-dimensional surface. Stresses creative and analytical vision and composition. Innovative right-brain exercises allow training in the basic drawing skills of observation, selection, representation, perception, and hand-eye-mind coordination. Emphasizes composition, the understanding of visual form and skill mastery of complex form relationships in light and space.

**ART181A,B,C Introduction to Painting A, B, C**

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

These courses continue to explore visual representation on a two-dimensional surface. It uses oil or acrylic paints for space division, color, and surface treatment. Both lecture and studio activity are involved weekly.

**ART184A Watercolor Basics I**

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

Introduces principles and concepts of watercolor at a beginning level.

**ART184B Watercolor Basics II**

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

A continuation of introductory principles and concepts of beginning watercolor. The study of color, composition, and value control are emphasized.

**Prerequisite:** ART184A.

**ART184C Watercolor Basics III**

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

A continuation of introductory principles and concepts of beginning watercolor. Special attention given to experimental techniques and history and use of egg as a binder.

**Prerequisite:** ART184B.

**ART185A,B,C Watercolor Basics IV, V, VI**

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

A continuation of the active participation of each student in painting experience aimed at developing visually coordinated skills in watercolor. The study of color theory, color schemes, composition, and value control is emphasized.

**Prerequisite:** ART184C.

**ART191 Beginning Sculpture**

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

Demonstrates techniques, processes and materials in sculpture. 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 Beginning Sculpture**

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

Further develop aesthetic awareness and perceptions about three dimensional form. Demonstrate techniques, processes and materials in sculpture. Explore a variety of media and sculptural concepts, emphasizing safe and effective handling of tools and materials. Bronze casting introduced with wax process.

**ART193 Beginning Sculpture**

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

Demonstrate processes and materials in sculpture with the inclusion of more complex mold making and casting techniques. Develop creativity through experience and the application of extended personal study.

**ART198/298 Independent Study in Art**

1-3 credits (hrs to be arranged)

**Prerequisite:** Instructor consent.

**ART199C ART Drawing Level I**

1 credit (1 lec hr/wk)

A teaching approach using right-brain techniques which allows anyone with sight to fully use their drawing skills. The student rediscovers a skill they have neglected and draws shapes well. Understanding of brain functions and processes enhances self-awareness.

**ART199D ART Drawing Level II**

1 credit (1 lec hr/wk)

A learning approach that develops the drawing skills that the student rediscovers in Level I. Students produce accurate shapes upon completion of the first level. Level II teaches how to make observed shapes dimensional through the use of values and edges. Understanding is arrived at through the study of foundation black and white shapes.

**Prerequisite:** ART199C.

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

3 credits/term (3 lec hrs/wk)

The History of Western Art is a survey of the traditions, movements, and developments in art and architecture of the western world.

**ART204** - Introduces the study of art history and the elements of art, then surveys the history of Western Art from Prehistory through Early Christian Art.

**ART205** - Will emphasize a survey of the history of art from the Early Middle Ages through the Baroque.

**ART206** - Will survey Western Art from Neoclassicism to the Present.

**ART225 Computer Art I**

3 credits (6 lec-lab hrs/wk)

This course concentrates on producing art with computer software tools. Principles and concepts of design are applied to projects. 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. Develops a documented portfolio of work that will showcase the artist/designer.

**Concurrent:** CIS0593.**ART226 Computer Art II**

3 credits (6 lec-lab hrs/wk)

Applies principles and concepts of design to selected projects. Includes planning, design sketches, functional and aesthetic critiques. A continuation of a variety of computer tools within a higher level art language to produce two and three-dimensional images. Picture manipulation and animation basics are explored.

**Prerequisite:** ART225.**Concurrent:** CIS0593.**ART250 Beginning Ceramics I**

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

Introduces materials, methods and techniques of pottery design and construction. Includes hand building methods and beginning wheel work. Exercises encourage the development of skills with ceramic materials, stoneware and raku firing techniques.

**ART251 Beginning Ceramics II**

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

Introduces materials, methods and techniques of pottery design and construction. Includes wheel throwing and glaze application. Exercises encourage creativity and development of skills with ceramic materials. Includes stoneware and raku firing techniques.

**ART252 Beginning Ceramics III**

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

Introduces materials, methods and techniques of pottery design and construction. Includes continuation of wheel projects, decorating techniques, stoneware and raku firing process, skill development and personal style.

**ART253 Intermediate Ceramics**

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

Demonstrates construction techniques and methods used to design, shape and form pottery. Includes wheel throwing, pottery decoration, glaze calculation and firing. Students develop greater creativity, skill building and use of ceramic equipment.

**Prerequisites:** ART250, ART251, and ART252 or portfolio examples.**ART254 Intermediate Ceramics**

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

Demonstrates construction techniques and methods used to design, shape and form pottery appropriate to this intermediate level. Includes wheel throwing, pottery decoration, glaze calculation and firing. Students provide studio demonstrations developed to encourage creativity, skill building and use of ceramic equipment.

**Prerequisite:** ART253.**ART255 Intermediate Ceramics**

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

Prepares students for self directed artistic expression and creativity. Students demonstrate construction techniques and methods used to design, shape and form pottery through their personal practice and research. Includes wheel throwing, pottery decoration, glaze calculation and firing. Skill and use of ceramic equipment are developed to a point of independence.

**Prerequisite:** ART254.**ART280 Field Experience**

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

Nine credits maximum.

Practical, on-site experience in art education, graphics or art-related areas under the joint supervision of an advisor and a sponsoring professional. (Museum and gallery experience, retail art supply experience, professional studio artist, art educator apprenticeship).

**Prerequisite:** Instructor consent.**ART281/282/283 Painting (Beginning)**

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

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

**ART284/285/286 Painting (Intermediate)**

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

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

**Prerequisites:** ART281/282/283.**ART291 Sculpture**

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

Explores three-dimensional shapes and forms in greater depth and intensity from previous year. 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 Sculpture**

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

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

**ART293 Sculpture**

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

Explores three-dimensional shapes and forms. Students achieve full independence in studio processes. They have a greater role in communicating their design understanding beyond the studio to improve the visual aesthetics of a larger community.

**ASTRONOMY - SEE GENERAL SCIENCE**

## BIOLOGY

### BI101/102/103 General Biology

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

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

**Prerequisite:** For BI102; BI101. For BI103; BI102.

### BI144 Biology of the Estuaries

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

The course provides an overview of the estuarine habitat. Students will be introduced to the biological and chemical factors that affect the production, distribution, abundance, and diversity of estuarine organisms. The course focuses on the functioning of the Coos Bay estuary system, including lectures and laboratory, hands-on exploration field trips of how estuaries function, and a research project. **Prerequisites:** Any two of BI101, BI102, BI103, and a background in Chemistry (high school or equivalent).

### BI149 Introduction to Human Genetics

3 credits (3 lec hrs/wk)

Covers the basic concepts of genetics as they have developed since the nineteenth century. Discusses current techniques that are being developed and applied to problems of inheritance patterns, genetic disorders, and genetic therapy. Behavior and population genetics are included.

**Prerequisites:** MTH70 and WR0525 with a "C" or better.

### BI198/298 Independent Study in Biology

1-3 credits (hrs to be arranged)

**Prerequisite:** Instructor consent.

### BI201/202/203 Introductory Biology

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

For biological science majors in programs which will require students to complete a series in introductory biology. Comprehensive study of the life sciences, including analytical techniques used in order to perform proper inquiries.

**Prerequisite:** High school chemistry or one college level chemistry course within last five years.

**BI201** - Includes a review of inorganic, organic, and biochemistry as well as cellular biology and genetics.

**BI202** - Includes evolution, a survey of the diversity of organisms and plant function.

**BI203** - Includes the anatomy, physiology and behavior of the members of the animal kingdom (with emphasis on the vertebrates) and how all organisms interact (ecology).

### BI231 Human Anatomy and Physiology I

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

Body organization, tissues, and a study of the integumentary skeletal, and nervous systems. Detailed study of the molecular, cellular, tissue, organ and organ systems of humans. Some pathological conditions are

covered. A review of inorganic and organic chemistry will be included. In addition, metabolic pathways will be discussed.

**Prerequisite:** One course from BI101, BI201, CHEM110, CHEM123 or CHEM223 with a "C" or better.

### BI232 Human Anatomy and Physiology II

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

The curriculum of the second term of Human Anatomy and Physiology will include the study of: the Nervous System including nervous tissue, the spinal cord and spinal nerves, 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; the Lymphatic and Immune System.

**Prerequisite:** BI231 with a "C" or better.

### BI233 Human Anatomy and Physiology III

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

The curriculum of the third term of Human Anatomy and Physiology will include the study structure and function of the: Respiratory System; Digestive System; Metabolism; Urinary System; Fluid, Electrolyte, and Acid Base Balance; The Reproductive System; and Human Development and Inheritance.

**Prerequisite:** BI232 with a "C" or better.

### BI234 Microbiology

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

Microbiology principles applied to health-related fields. Includes characteristics, physiology, and growth requirements of microorganisms, sterilization principles, infection, and immunity. Pathogenic microbes, infections and host resistance will be a major consideration.

**Prerequisite:** One course from BI101, BI201, CHEM110, CHEM123 or CHEM223 with a "C" or better.

### BI280 Field Experience

1-6 credits (30-180 field hrs/term)

Practical worksite 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.

## BUSINESS ADMINISTRATION

### BA2280 Cooperative Work Experience

1-8 credits (4-32 lab hrs/wk)

This course provides the student with an opportunity to gain on-the-job experience in coordinator approved business situations that closely parallel with the field of study.

**Prerequisite:** Instructor consent.



**BA101 Introduction to Business**

4 credits (4 lec hrs/wk)

This course surveys American business organization, operation and management. This course develops an awareness of the nature of business in the capital system. Introduction is made to the fields of ownership, organization, personnel, accounting, financing, marketing, management, production, insurance, real estate, foreign trade and government regulations.

**BA156 Applied Economics**

3 credits (3 lec hrs/wk)

This course introduces the subject of economics in a practical business-oriented sense. The course relies on current events and practical applications. The content includes supply and demand, fiscal and monetary policies, and international trade.

**Prerequisite:** BA101 and MTH94 with a "C" or better, or appropriate score on placement test.

**BA177 Payroll Records and Accounting**

3 credits (3 lec 1 lab hrs/wk)

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

**Prerequisite:** AC2766 or BA211 with a "C" or better.

**BA198/298 Independent Study in Business Administration**

1-3 credits (hrs to be arranged)

**Prerequisite:** Instructor consent.

**BA206 Management Fundamentals**

3 credits (3 lec hrs/wk)

The course explores the duties of managers and the techniques they use to improve the performance of employees and managers. The course focuses on skills involving communication, decision making, motivation, leadership styles, problem solving and managing toward productivity.

**Prerequisite:** BA101 with a "C" or better.

**BA211 Principles of Accounting I**

4 credits (4 lec hrs/wk)

Discusses the theory, principles and procedures for organizing, interpreting and reporting the financial transactions of business or industry. Describes and discusses the problems of properly recording and measuring income and expense. Specialized areas such as merchandise inventory, special journals, cash, and receivables are discussed.

**Prerequisite:** MTH70 with a "C" or better, or appropriate score on placement test.

**BA212 Principles of Accounting II**

4 credits (4 lec hrs/wk)

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

**Prerequisite:** AC2767 or BA211 with a "C" or better.

**BA213 Principles of Accounting III (Managerial Accounting)**

4 credits (4 lec hrs/wk)

This course will cover cost accounting for manufacturing plants, income taxes and their effect on business decisions and analysis of financial statements.

**Prerequisite:** BA212 with a "C" or better.

**BA215 Cost Accounting**

3 credits (3 lec hrs/wk)

This course develops techniques for determining product costs under job order, process and standard costing and introduces cost analysis for decision making.

**Prerequisite:** BA212 with a "C" or better.

**BA217 Accounting Process**

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

Review and apply basic accounting systems in practical applications. These will range from working with journals and ledgers, to the application of accounting systems on a microcomputer and analyzing financial statements.

**Prerequisite:** AC2767 or BA211 with a "C" or better.

**BA220 Tax Accounting (Personal Income Tax)**

3 credits (3 lec hrs/wk)

A beginning course in federal income tax preparation. Business taxes as they relate to a single proprietor will be briefly discussed.

**Prerequisite:** AC2766 or BA211.

**BA222 Finance**

3 credits (3 lec hrs/wk)

This course covers the procedures, practices and policies of financial managers. It deals with financial management, financial markets, financial analysis, working capital management and long-term financing decisions.

**Prerequisite:** BA212 and MTH94 with a "C" or better.

**BA223 Principles of Marketing**

3 credits (3 lec hrs/wk)

Surveys the nature, significance and scope of marketing. Emphasis upon the customers (marketing analysis and strategy), business marketing decisions in promotion, distribution and pricing and control of marketing programs.

**Prerequisite:** BA101 with a "C" or better.

**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, The Law of Torts, The Law of Contracts, The Law of Sales, Legal Relationship Established in an Agency, Partnership and Corporation and The Law of Real/Personal Property.

**Prerequisite:** BA101 with a "C" or better.

**BA232/MTH243 Business Statistics**

4 credits (4 lec hrs/wk)

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

**Prerequisite:** MTH95 with a "C" or better.

**BA233 E-Marketing**

3 credits (3 lec hrs/wk)

This course introduces the Internet as a marketing tool. The student will be exposed to the strategies necessary to successfully market online.

**Prerequisites:** BA239 and CS195.

**BA236 Electronic Commerce Fundamentals**

3 credits (3 lec hrs/wk)

This course will examine the use of electronic commerce from three perspectives: business to consumers, business-to-business, and intra-organizational. Through readings and case studies, both current and prospective e-commerce practices will be identified. In particular, this course aims to prepare students to excel in electronic commerce in three ways: 1) Personal level: students will acquire skills, which will allow them to develop applications on the Internet. 2) Firm level: students will acquire skills, which will allow them to examine the issues concerning how a company would strategically justify the investment of establishing an Internet presence. 3) Industry level: students will gain an understanding of the potential strategic impacts electronic commerce could have on altering the structure of entire industries.

**Prerequisite:** BA223 with a "C" or better.

**BA238 Sales**

3 credits (3 lec hrs/wk)

This course involves the role of sales as an integral part of the total marketing function. The application of selling to behavioral science will be included with special emphasis on sales psychology, sales techniques and the fundamental principles of sales communications.

**Prerequisite:** BA223 with a "C" or better.

**BA239 Advertising**

3 credits (3 lec hrs/wk)

A detailed examination of the purpose, preparation, placement and analysis of the various types of advertisements and relative merits of media such as television, radio and the newspaper. Involves practice in the planning and analysis of complete advertising campaigns and their coordination with other marketing strategies.

**Prerequisite:** BA223 with a "C" or better.

**BA242 Introduction to Investments**

3 credits (3 lec hrs/wk)

An introduction to American securities markets including exchanges, over-the-counter markets, bond markets, options markets and the money market. Investment strategies, margin purchases, short selling and efficient market theory will also be introduced. Reading financial news and corporation reports will also be covered.

**BA250 Small Business Management/Entrepreneurship**

3 credits (3 lec hrs/wk)

This course covers the basic principles of business entrepreneurship, including planning, organizing, innovation, staffing, and controlling, stressing those elements needed for financial achievement and personal reward.

**Prerequisite:** BA223 with a "C" or better.

**BA277 Business Ethics**

3 credits (3 lec hrs/wk)

This course is designed to make the student aware of the ethical issues currently facing business, and to provide a background against which the student may evaluate and/or compare his or her own ethical views/stands.

**BA280 Field Experience**

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

Practical on-site experience that will allow students to test knowledge learned in the classroom and explore the variety of workplaces in which to apply that knowledge.

**Prerequisite:** Instructor consent.

**BA285 Human Relations in Organizations**

3 credits (3 lec hrs/wk)

This course explores interactions in organizations by examining human perceptions, communications, small group dynamics and leadership. Includes the dynamics of change, cultural diversity, substance abuse, work stress, ethics and social responsibility, career development, and the challenges of globalization.

**BA288 Customer Service**

3 credits (3 lec hrs/wk)

This course provides a thorough introduction to customer service skills. The skills, strategies, and techniques outlined in this course are valuable for every job, since identifying and satisfying customer needs is at the heart of every business. This course covers a variety of skills including identifying customer behavior, determining customer needs through active listening, becoming an effective verbal and nonverbal communicator, honing telephone customer service skills, handling difficult customers, offering customer service within a diverse business environment, encouraging customer loyalty, and practicing service recovery.

**CHEMISTRY****CHEM110 Foundations of General, Organic & Biochemistry: Chemistry for Health Care**

4 credits (4 lec,hrs/wk)

This course is a general survey of Chemistry and Biochemistry. It is designed primarily for students in pre-nursing, some allied health fields or for students who need a brief introduction to Chemistry. The course surveys chemical principles from atomic structure through biochemistry. The course does not have an associated lab.

**Prerequisite:** MTH70 with a "C" or better.

**CHEM121 Introductory College Chemistry I**  
5 credits (4 lec, 3 lab hrs/wk)

The course covers measurement and the physical properties of matter, atomic structure, the periodic table, chemical bonding in molecular shapes, nomenclature and phases of matter. The course work is quantitative and requires good basic math and problem solving skills. The course is a transfer sequence that is appropriate for nonscience majors and students in certain science-related fields, including agriculture, animal science, fisheries and wildlife and earth sciences.

**Prerequisite:** MTH70 with a "C" or better.

**CHEM122 Introductory College Chemistry II**  
5 credits (4 lec, 3 lab hrs/wk)

Covers properties of solutions, kinetics, equilibrium, the chemistry of acid and basis and radioactivity. The work is quantitative and requires good basic math and problem solving skills.

**Prerequisite:** CHEM121 with a "C" or better.

**CHEM123 Introductory College Chemistry III**  
5 credits (4 lec, 3 lab hrs/wk)

This course covers an introduction to environmental, organic and biochemistry. Chemistry 123 is a transfer sequence for non-science majors. This sequence does not meet the chemistry requirements for science, engineering or medicine.

**Prerequisite:** CHEM122 with a "C" or better.

**CHEM198/298 Independent Study in Chemistry**  
1-3 credits (hrs to be arranged)

**Prerequisite:** Instructor consent.

**CHEM221/222/223 General Chemistry**  
5 credits/term (4 lec, 3 lab hrs/wk)

First-year chemistry for science, engineering, and health pre-professional students. Classroom and laboratory work are quantitative and require good math skills. Must be taken in sequence.

**CHEM221** - Covers atomic structure, chemical bonding, molecular geometry, reactions and stoichiometry.

**Prerequisite:** MTH95 with a "C" or better.

**CHEM222** - Covers gases, liquids, solutions, equilibrium theory, kinetics and redox.

**Prerequisite:** CHEM221 and MTH111 with a "C" or better

**CHEM223** - Covers thermodynamics, acid-base chemistry, electrochemistry, nuclear reactions, and transition metal chemistry.

**Prerequisite:** CHEM222.

**CHEM241/242/243 Organic Chemistry**  
3 credits/term (3 lec hrs/wk)

Chemistry of carbon compounds for science and health professionals. Includes a study of the major classes of organic compounds. Must be taken in sequence.

**Prerequisite:** CHEM241 for CHEM242 and CHEM242 for CHEM243.

**CHEM241** - Specifically alkanes, alkenes, and alkynes.

**CHEM242** - Specifically organometallic compounds, alcohols, diols, thiols, ethers, epoxides, aldehydes, and ketones.

**CHEM243** - Specifically enols, enolates, carboxylic acids and derivatives, amines, aryl halides and phenols and chemistry of the functions of these same groups.

**CHILDHOOD EDUCATION - SEE EARLY****CHILDHOOD EDUCATION****COMPOSITION - SEE WRITING****COMPUTER INFORMATION SYSTEMS****CIS2280 Work Experience**

1-4 credits (4-16 lab hrs/wk)

This course provides the student with an opportunity to gain on-the-job experience in coordinator approved business situations that closely parallel with field of study.

**Prerequisite:** Instructor consent.

**CIS6243 Network Academy Fundamentals I**  
3 credits (6 lec-lab hrs/wk)

This course introduces students to fundamental concepts of computer Internet-working including the TCP/IP transport-layer protocol; Cisco router hardware and software architecture; Cisco IOS software configuration, backup, upgrade, and load; and static and dynamic routing. Students will be expected to apply knowledge and skills learned in this term to successive Internet-working courses.

This course is the first in a series of courses (4) which will prepare students to take the Cisco CCNA Certification Exam.

**Concurrent:** CIS0593.

**CIS6244 Network Academy Fundamentals II**  
3 credits (6 lec-lab hrs/wk)

This course introduces students to fundamental concepts of computer Internet working including the TCP/IP transport-layer protocol; Cisco router hardware and software architecture; Cisco IOS software configuration, backup, upgrade, load; static and dynamic routing. Students will be expected to apply knowledge and skills learned in this term to successive Internet-working courses. This course is the second in a series of courses (4) which will prepare students to take the Cisco CCNA Certification Exam.

**Prerequisite:** CIS6243.

**Concurrent:** CIS0593.

**CIS6245 Network Academy Fundamentals III**  
3 credits (6 lec-lab hrs/wk)

This course introduces students to fundamental concepts of computer Internet-working including IGRP routing protocols; LAN segmentation; and techniques that allow networks to automatically reconfigure themselves to overcome, Local Area Network theory and design routing Novell IPX protocol. Students will be expected to apply knowledge and skills learned in this term to successive Internet-working courses. This course is the third in a series of courses (4) which will prepare students to take the Cisco CCNA Certification Exam.

**Prerequisite:** CIS6244.

**Concurrent:** CIS0593.

**CIS6246 Network Academy Fundamentals IV**

3 credits (6 lec-lab hrs/wk)

This course introduces students to fundamental concepts of computer Internet-working including Wide Area Network (WAN) theory and design; Point-to-Point Protocol data transfer; Integrated Services Digital Network (ISDN) data transfer; and Frame Relay data transfer. Students will be expected to apply knowledge and skills learned in this term to successive Internet-working courses. This course is the fourth in a series of courses (4) which will prepare students to take the Cisco CCNA Certification Exam.

**Prerequisite:** CIS6245.**Concurrent:** CIS0593.**CIS6247 Network Academy Fundamentals V:  
Cisco Advanced Routing**

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

This course introduces students to advanced concepts of Internet-working routing and routing protocols. Students will learn of the need to extend the current Internet Protocol address space by using Classless Inter-Domain Routing (CIDR), Variable Length Subnet Masks (VLSM), Network Address Translation (NAT) and private IP addresses. Students will learn how to implement advanced routing protocols that support these features. Students will also learn about routing between Autonomous Systems using BGP and exterior gateway protocol. Students will be expected to apply knowledge and skills learned in this term to successive Internet-working courses. This course is the first in a series of courses (4) which will prepare students to take the Cisco CCNP Certification Exam.

**Prerequisite:** CIS6246.**Concurrent:** CIS0593.**CIS6248 Network Academy Fundamentals VI:  
Cisco Advanced WAN Configuration**

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

This course introduces students to sophisticated techniques for connecting computers and Local Area Networks (LAN) using Wide Area Network (WAN) technologies. Technologies covered include Dial on Demand Routing (DDR), asynchronous modems, Integrated Services Digital Network (ISDN), X.25, and Frame Relay. Students are also introduced to methods of improving network security and reliability. Students will be expected to apply knowledge and skills learned in this term to successive Internet-working courses. This course is the second in a series of courses (4) which will prepare students to take the Cisco CCNP Certification Exam.

**Prerequisite:** CIS6246.**Concurrent:** CIS0593.**CIS6249 Network Academy Fundamentals VII:  
Cisco Multilayer Switching**

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

This course introduces students to Multilayer switching. Topics include local area network (LAN) design, configuring LAN switches, VLANs and Spanning Tree Protocol, improving network performance and reliability, and security issues. Students will be expected to apply knowledge and skills learned in this term to successive Internet-working courses. This course is a third in a series of courses (4) which will prepare

students to take the Cisco CCNP Certification Exam.

**Prerequisite:** CIS6246.**Concurrent:** CIS0593.**CIS6250 Network Academy Fundamentals VIII:  
Cisco Internetwork Troubleshooting**

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

This course introduces students to advanced concepts of internetwork troubleshooting. Students will learn to use basic troubleshooting methodologies and diagnostic tools to solve complex Internet-working problems. Specific areas of interest include troubleshooting transport and network layer protocol problems, problems related to local and wide area networks, and routing protocol problems. This course is the fourth in a series of courses (4) which will prepare students to take the Cisco CCNP Certification Exam.

**Prerequisite:** CIS6247, 6248, 6249.**Concurrent:** CIS0593.**CIS6260 Computer Technician Theory I  
(A+ Certification Preparation)**

3 credits (6 lec-lab hrs/wk)

This is the first part of a two part Computer Technician Theory course which prepares an individual to work successfully in the field of computer repair, maintenance, and support. Topics will include hardware installation, maintenance, and troubleshooting; software installation, maintenance, and troubleshooting; basic networking; and customer support.

**Prerequisite:** CS101.**Concurrent:** CIS0593.**CIS6261 Computer Technician Theory II  
(Server+ Certification Preparation)**

3 credits (6 lec-lab hrs/wk)

This is the second part of a two part Computer Technician Theory course, which prepares an individual to work successfully in the field of computer repair, maintenance, and support. Topics will include hardware installation, maintenance and troubleshooting; software installation, maintenance, and troubleshooting; basic networking; and customer support.

**Prerequisite:** CIS6260.**Concurrent:** CIS0593.**CIS131 Computer Information Systems**

4 credits (4 lec hrs/wk)

This is a complete computer literacy course. Students will become familiar with current computer terminology and concepts including hardware, software, communications, networks, the Internet, and the impact of computers on society. Students will review and learn additional end-user skills in file management using PC operating system, word processing, and Internet browser/search engines. Students will learn end-user skills in spreadsheet, database, and presentation software applications. Also offered as CIS131A, B, C, D in one credit modules.

**Prerequisite:** CS101 with a "C" or better.**Concurrent:** CIS0593.

**CS2635 Computer Repair and Upgrade**

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

Identification of hardware required to upgrade personal computer systems to new technology. Evaluation of a computer's existing hardware and software versus the new/future technology requirements. Students will learn to install, troubleshoot and maintain hardware and operating system. Also offered as CS2636 for no credit or grade.

**CS101 Computers in Society**

2 credits (2 lec hrs/wk)

This is the first course in computer literacy and is intended for the novice user. Students will become familiar with current computer terminology. Students will learn end-user skills in file management using PC operating system, word processing and Internet searching software. Also offered as CS101A, B in one credit modules.

**Concurrent:** CIS0593.**CS125DB Database Applications**

3 credits (3 lec hrs/wk)

This course will introduce the use of microcomputers for database management systems applications. It introduces the concepts, terminology, and application of database management technology. The student will learn the common features of database management system software, its application to many business uses, analysis and design of data systems, and the issues involved in choosing and installing database management software. Relational database design rules will be introduced to enable students to eliminate data redundancy, reduce errors, and prevent data corruption while providing the flexibility needed to supply user information. This course uses one or more commercially available database management system software packages.

**Prerequisite:** CS101 with a "C" or better.**Concurrent:** CIS0593.**CS125DM Digital Media Applications**

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

This concepts-centered course will encompass beginning and intermediate concepts of multimedia applications, punctuated by several hands-on projects. Utilizing current digital tools, students will learn the concepts behind developing high quality bit-mapped images, vector images, animation, sound and video. Concepts include basic procedures for managing media: importing and exporting between applications, converting file types, and controlling file sizes. In addition, an emphasis on legal and ethical issues will be included.

**Prerequisite:** CS101 with a "C" or better.**Concurrent:** CIS0593.**CS125H HTML Applications**

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

Using an HTML editor and presentation theories, students will learn how to design and implement an effective web page.

**Prerequisite:** CS101 with a "C" or better.**Concurrent:** CIS0593.**CS125P Presentation Applications:****Microsoft Power Point**

3 credits (3 lec hrs/wk)

This course covers the use of microcomputer presentation software for the development of electronic presentations. Using word processing skills and presentation theories, students will learn to develop professional-looking and effective presentations complete with outline, speaker notes, and audience handouts.

**Prerequisite:** CS101 with a "C" or better.**Concurrent:** CIS0593.**CS125S Spreadsheet Applications**

3 credits (3 lec hrs/wk)

This course will introduce the beginning and intermediate concepts, terminology and application of spreadsheet technology. The student will learn the common features of spreadsheet software, its application to many business uses, problem solving techniques, and issues involved in choosing and installing spreadsheet software. It will use one or more commercially available spreadsheet software packages.

**Prerequisite:** CS101 with a "C" or better.**Concurrent:** CIS0593.**CS125W Word Processing Applications:****Microsoft**

3 credits (3 lec, hrs/wk)

This course familiarizes students in the use of microcomputers for word processing applications. This course will introduce the concepts, terminology and application of word processing technology. The student will learn the common features of word processing software, its application to many business uses, elements of style, and the issues involved in choosing and installing word processing software.

**Prerequisite:** CS101 with a "C" or better.**Concurrent:** CIS0593.**CS125WE Web Editor Applications**

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

This course introduces beginning and intermediate skills to effectively use one or more contemporary web editors. It addresses the major concepts associated with web site assessment, design, development, publishing, and maintenance. Emphasis is placed on developing user-friendly and maintainable sites.

**Prerequisite:** CS101 with a "C" or better.**Concurrent:** CIS0593.**CS133VB Computer Language I - Visual Basic**

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

Introduces the Visual Basic programming language to learn fundamental programming techniques. Emphasizes structured and object oriented design and writing of programs to solve business and/or mathematical problems. Learn problem solving, procedural programming, develop a graphical user interface, and work with events and objects.

**Prerequisite:** CS101 with a "C" or better.**Concurrent:** CIS0593.

**CS133WS Computer Language I - Client-side Web Scripting**

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

CS133WS is an introductory computer programming course as well as an intermediate web design course. The purpose is to introduce the basic concepts of developing an interactive web site with the use of a client-side scripting language, emphasizing concepts of good web site design and construction. Beginning and intermediate scripting language topics covered may include algorithm development, functions, decisions, repetition, windows and frame manipulation, interactive forms, and an introduction to cookies. A working knowledge of HTML coding is required to be successful in this course.

**Prerequisite:** CS125H.**Concurrent:** CIS0593.**CS135DB Advanced Database Applications**

3 credits (3 lec hrs/wk)

This course will explore relational database theory and structured program development. Includes design, development, testing, implementation and documentation of database management systems in a microcomputer DBMS environment. Topics include designing complex reports, customizing forms with advanced form techniques, changing and customizing tables, creating and using macros, creating and using an application system, and creating and maintaining an online database

**Prerequisite:** CS125DB with a "C" or better.**Concurrent:** CIS0593.**CS135W Advanced Word Processing: Desktop Publishing**

3 credits (3 lec hrs/wk)

Use of microcomputer word processing software for desktop publishing. Using word processing skills and design/layout theories, students will learn how to develop professional-looking and effective publications.

**Prerequisite:** CS125W with a "C" or better.**Concurrent:** CIS0593.**CS140 Introduction to Operating Systems**

3 credits (3 lec, 3 TBA lab 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.

**Prerequisite:** CS101 or CIS131 with a "C" or better.**Concurrent:** CIS0593.**CS151 Introduction to Computer Programming**

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

This course introduces structured programming in C or other structured languages on a microcomputer. Programs will be developed with structured design techniques using logic diagrams, documentation and debugging techniques. Assignments will be taken from a variety of fields, but will concentrate on business applications.

**Prerequisite:** MTH111 with a "C" or better.**Concurrent:** CIS131 and CIS0593.**CS161 Introduction to Computer Science I**

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

This course offers a history and overview of fundamental computer science concepts using an object-oriented programming language. Topics include object-oriented programming, software engineering, algorithm development, data representation, introduction to user interface design and sources of error.

**Prerequisite:** CS151 with a "C" or better.**Concurrent:** CIS0593.**CS162 Introduction to Computer Science II**

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

This course covers software engineering principles and modern programming methods. Topics include event-driven programming for graphical user interfaces, recursion, stream, and exception handling. This course also introduces analysis of algorithms, sorting and searching.

**Prerequisite:** CS161 with a "C" or better.**Concurrent:** CIS0593.**CS178I Internet**

3 credits (3 lec hrs/wk)

Students will learn to use the resources of the Internet for locating information, disseminating information and communication. Students will learn how the Internet works, hardware/software considerations, popular browsers, popular search engines, other Internet resources, societal issues, and current topics. An emphasis will be placed on the use of the Internet as an effective research tool.

**Prerequisite:** CS101 with a "C" or better.**Concurrent:** CIS0593.**CS179 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:** CS101 with a "C" or better.**Concurrent:** CIS0593.**CS195 Web Development I**

3 credits (3 lec hrs/wk)

This course focuses on multimedia design techniques and considerations necessary to design and produce web sites with a high degree of interactivity and user control. Topics will include content, cognitive, navigational, usability, and accessibility design issues, as well as web site design testing methodologies.

**Prerequisites:** CS125H, CS133WS and CS125WE with a "C" or better.**CS198/298 Independent Study**

1-3 credits (hrs to be arranged)

**Prerequisite:** Instructor consent.

**CS233VB Computer Language II - Visual Basic**  
4 credits (3 lec, 2 lec-lab hrs/wk)

This course continues the study of programming of Visual Basic. Presents intermediate and advanced ideas of numerical computation, object-oriented programming and problem analysis using the Visual Basic Language.

**Prerequisite:** CS133VB with a "C" or better.

**Concurrent:** CIS0593.

**CS233WS Computer Language II - Server-Side Web Scripting**  
4 credits (3 lec, 2 lec-lab hrs/wk)

The course is designed to provide students with an introduction to programming web-based applications using a contemporary server-based programming language. Students will learn how to design, code, and implement interactive web pages with dynamically generated content. Course assumes students have a working knowledge of HTML and client-side scripting.

**Prerequisite:** CS133WS with a "C" or better.

**Concurrent:** CIS0593.

**CS240U Advanced Operating Systems (UNIX Operating System)**  
3 credits (3 lec hrs/wk)

Hands-on system administration of Linux/Unix. Topics will include: installation, system configuration, X Windows system configuration, user and group account management, disk formatting and partitioning, local file systems, system startup and shutdown, run levels, backup and restore, printers and printing, serial and parallel ports and devices, basic local area networking, memory management.

**Prerequisite:** CS140 with a "C" or better.

**Concurrent:** CIS0593.

**CS240W Advanced Operating Systems (Windows Operating System)**  
3 credits (3 lec hrs/wk)

Multimedia, modems and peer-to-peer networking with Windows. Hands-on introduction to Windows 2000 Workstation, including architecture, file systems, configuration, memory management, security, peer-to-peer networking, and technical support.

**Prerequisite:** CS140 with a "C" or better.

**Concurrent:** CIS0593.

**CS244 Systems Analysis**  
3 credits (3 lec hrs/wk)

This course will introduce methods and modeling tools used in the systems 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:** CIS131 or CS125DB with a "C" or better.

**Concurrent:** CIS0593.

**CS246 Systems Design**  
3 credits (3 lec hrs/wk)

This course continues the study of the systems development process. Emphasis is on the structured design and implementation of computer information systems. Assignments will include the design and implementation of systems that are similar to those in business and industry.

**Prerequisite:** CS244.

**Concurrent:** CIS0593.

**CS261 Data Structures**  
4 credits (3 lec, 2 lec-lab hrs/wk)

This course includes the topics of complexity analysis, approximation methods, trees, graphs, file processing, binary search trees, hashing and storage management.

**Prerequisite:** CS162 with a "C" or better.

**Concurrent:** CIS0593.

**CS278 Data Communications**  
3 credits (3 lec hrs/wk)

An introduction to the fundamental concepts in data communication including definition of terms, communicating concepts, comparison of voice and data communication (analog vs. digital signals), medium access, elementary data link protocols, topologies, servers, and operating system standards implemented in Local Area Networks (LAN). The course discusses the dynamic technology of transmitting, accessing and controlling data. It introduces communications and networking strategies as well as applications of data communications.

**Prerequisite:** CS179 or CIS6243 with a "C" or better.

**Concurrent:** CIS0593.

**CS279 Network Management I (Network Hardware)**  
4 credits (8 lec-lab hrs/wk)

This course introduces the concepts of network management and applications. The course discusses the implementation, administration, configuration and troubleshooting of a communications system and exposes the student to major LAN protocol suites including defacto standards (such as TCP/IP), international standards and vendor specific solutions. Hands-on experience and lab exercises are provided by a local area network. Also presented are advanced networking concepts for installing and configuring computer network systems.

**Prerequisite:** CS278 or CIS6244 with a "C" or better.

**Concurrent:** CIS0593.

**CS280 Field Experience**  
1-10 credits (3-30 lab hrs/wk)

Practical on-site experience that will allow students to test knowledge learned in the classroom and explore the variety of workplaces in which to apply that knowledge.

**Prerequisite:** Instructor consent.

## **CS288 Network Management II (Network Software and Administration)**

4 credits (8 lec-lab hrs/wk)

This course covers advanced management of network operating systems, including memory management, monitoring and setting performance parameters, managing multiple servers and services, and router and server configuration. Management of multiple LANs and WANs is emphasized. Hands-on experiences and lab exercises are provided in a network lab.

**Prerequisite:** CS279 with a "C" or better.

**Concurrent:** CIS0593.

## **CRIMINAL JUSTICE SERVICES**

### **CJ5401 ROTA Module I: (Legal Concepts I)**

3 credits (3 lec hrs/wk)

Legal Concepts I is the first module of the Reserve Officer Training Academy. The course offers a basic overview of the criminal justice system in Oregon to reserve police officers and focuses on the Oregon Criminal Code and laws police officers enforce while carrying out their responsibilities. Course content is based on Oregon Department of Public Safety Standards and Training performance objectives.

### **CJ5402 ROTA Module II: (Legal Concepts II)**

3 credits (3 lec hrs/wk)

Legal Concepts II is the second module of the Reserve Officer Training Academy. The course exposes reserve officers to the Oregon Motor Vehicle Code, the juvenile justice system, procedural matters and considerations of liability in the administration of the law, and related matters. Course content is based on Oregon Department of Public Safety Standards and Training performance objectives.

### **CJ5403 ROTA Module III: (Human Behavior)**

3 credits (3 lec hrs/wk)

Human Behavior is the third module of the Reserve Officer Training Academy. The course focuses on a variety of topics related to the variety of incidents and people encountered in policing. Topics addressed include professionalism, domestic conflict management, cultural dynamics, communication strategies, traumatic incident awareness and dealing with mentally ill persons. Course content is based on Oregon Department of Public Safety Standards and Training performance objectives.

### **CJ5404 ROTA Module IV: (Patrol Procedures)**

3 credits (3 lec hrs/wk)

Patrol Procedures is the fourth module of the Reserve Officer Training Academy. The course focuses on procedures and practices used in carrying out law enforcement responsibilities. Topics covered include patrol and traffic enforcement procedures, DUI enforcement, hazardous materials awareness and contemporary issues in community policing. Course content is based on Oregon Department of Public Safety Standards and Training performance objectives.

### **CJ5405 ROTA Module V: (Investigations)**

3 credits (3 lec hrs/wk)

Investigation is the fifth module of the Reserve Officer Training Academy. The module focuses primarily on aspects of preliminary investigations of crimes and introduces students to death investigations. Students are also exposed to accident investigation, investigative concepts related to controlled substances, and report writing among other topics. Course content is based on Oregon Department of Public Safety Standards and Training performance objectives.

### **CJ5406 ROTA Module VI: (Skills Proficiency I)**

3 credits (10 lec, 55 lec/lab hrs total)

Skills Proficiency I is the sixth module of the Reserve Officer Training Academy. The module focuses primarily on skill needed by police officers to carry out their responsibilities related to defensive tactics and high risk vehicle stops, and on topics related to personal health. Course content is based on Oregon Department of Public Safety Standards and Training performance objectives.

### **CJ5407 ROTA Module VII: (Skills Proficiency II)**

3 credits (10 lec, 55 lec/lab hrs total)

Skills Proficiency II is the seventh module of the Reserve Officer Training Academy. The module focuses primarily on skills needed by police officers to carry out their responsibilities related to care, use, and limitations of firearms, and in relation to emergency vehicle operations. Course content is based on Oregon Department of Public Safety Standards and Training performance objectives.

### **CJ9355 Private Security Services Provider Training**

(Unarmed Private Security Officer)

2 credits (2 lec hrs/wk)

This course covers required training for unarmed private security providers to become certified in Oregon by the Oregon Board on Public Safety Standards and Training.

### **CJ9367/FS9367 Basic Incident Command System**

1.5 credits (16 lec hrs total)

This course is designed to provide students with the basic knowledge of the Incident Command System (ICS)/National Interagency Incident Management System (NIIMS). The ICS includes operational requirements, eight interactive components and procedures for organizing and operating an on-scene management system.

### **CJ9375 Search and Rescue Training**

2.5 credits (3 lec hrs/wk, 4 TBA hrs )

This course is to prepare students to meet requirements to become Search and Rescue volunteers. It provides the training to perform search and result activities, including use of navigational tools, survival skills, mountaineering skills and search methods.

### **CJ9390 Career Development: Criminal Justice Administration**

0 credit (up to 324 hrs total/term)

A variety of in-service training activities conducted within criminal justice agencies in the college district. Current issues and problems are addressed along with methods of alleviating them.



**CJ100 Foundations of Criminal Justice**

3 credits (3 lec hrs/wk)

This course presents a contemporary view of the criminal justice system and its processes. The structural and theoretical framework of the system is examined and the function, role and practices of police, courts and corrections components of the system are surveyed. Career opportunities in the criminal justice field are explored.

**CJ101/SOC244 Criminology**

3 credits (3 lec hrs/wk)

This course offers an interdisciplinary perspective of crime and criminal behavior in relation to the criminal justice system. Theoretical approaches to explaining crime, criminal statistics, typologies and victimology will be assessed. The influence of crime theory on public policy will be explored.

**CJ110 Introduction to Law Enforcement**

3 credits (3 lec/hrs wk)

This course offers a comprehensive look at law enforcement in America ranging from the historical evolution of police systems to an analysis of the work of police officers. Topics addressed include law enforcement jurisdiction and field operations, patrol procedures, organization of law enforcement agencies, selection and socialization of police officers, and current issues related to law enforcement.

**CJ130 Introduction to Corrections**

3 credits (3 lec hrs/wk)

This course introduces the student to the philosophy and history of corrections in the United States. Sentencing, corrections institutions, and community corrections are addressed along with critical issues in the field. A field trip to a correctional facility is scheduled as part of this course.

**CJ131/SOC220 Institutional Corrections**

3 credits (3 lec hrs/wk)

A detailed exposure to correctional facilities used for the punishment of those convicted of crimes. The evolution of the penal institution, levels of custodial security, and issues relating to custody, treatment, and programs within penal institutions will be explored. Field trips to correctional facilities will be included in this course.

**CJ140 Criminalistics**

3 credits (3 lec hrs/wk)

This course introduces students to the application of science to criminal investigation. Scientific techniques useful in preventing and recognizing crime, and in identifying perpetrators of crimes are addressed. Students are introduced to proper techniques for collecting, preserving, and identifying physical evidence and are introduced to the services offered by state and federal crime laboratories.

**Prerequisite:** CJ210 is recommended, but not required.

**CJ198/298 Independent Study in Criminal Justice Administration**

1-3 credits (hrs to be arranged)

**Prerequisite:** Instructor consent.

**CJ201/SOC221 Juvenile Delinquency**

3 credits (3 lec hrs/wk)

A philosophical, historical, and practical survey of juvenile justice administration in the United States. Considered in the context of an interdisciplinary framework, theories, factors, and characteristics of delinquency will be presented and treatment and delinquency prevention programs will be surveyed.

**CJ203 Crisis Intervention**

3 credits (3 lec hrs/wk)

Crisis intervention is a daily function of the professional in public safety. Proper response to a crisis situation may have a profound effect on the overall outcome of the situation. This course will provide students the proper tools to intervene effectively when faced with a crisis situation.

**CJ210 Criminal Investigation**

3 credits (3 lec hrs/wk)

This course is a study of basic principles and theories of investigative routines. The course focuses upon the primary skills used in all justice agency investigations with specific emphasis on criminal proceedings. Attention will be given to crime scenes, interviewing, evidence collection and preservation, witness and suspect identification information, surveillance, technical resources for investigations, specific investigation operations techniques and case preparation for prosecutor and courtroom presentation.

**CJ213 Interview and Interrogation Skills**

3 credits (3 lec hrs/wk)

This course will examine the dynamics of psychological persuasion as they are applied through the course of criminal interrogations. The deliberate, refined processes and techniques of psychological persuasion will be examined with specific attention to the practical and legal limitations of achieving the goals of criminal interviewing and interrogation.

**CJ214 Crime Scene Investigation (Contemporary Applications)**

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

This course will focus on specialized investigative issues specific to a variety of contemporary crime scenes and criminal events. The crime scenes/events focused on each term will vary according to availability of crime scene access in the community. Analysis of crime scenes and events will include the specialized investigative approaches unique to homicides and assaults, arson, crimes against children, hate crime, and environmental crime investigations. Issues discussed will include discovery of a typical crime events, their investigation, reconstruction, examination, and management by law enforcement investigators.

**CJ215 Criminal Justice Administration**

3 credits (3 lec hrs/wk)

This course surveys the complexities of organizing and managing a police agency. A variety of topics are covered including principles of organizing and operating police agencies, leadership, policy formulation, and human resource management along with traditional management functions such as planning and budgeting. Traditional and non-traditional management principles are addressed.

**CJ218 Corrections System (Special Populations Supervision)***2 credits (1 lec, 2 lec-lab hrs/wk)*

This course will focus on the supervisory issues specific to the management of a variety of special corrections populations; including sex offenders, women, violent youth, the elderly/geriatric client, and physically disabled clients under correction supervision. Supervision activities and client supervision techniques required for public safety and effective case management will be discussed. The unique discipline concerns regarding special management populations and their supervision needs will be addressed for each special corrections population identified.

**CJ220 Criminal Law***3 credits (3 lec hrs/wk)*

This course offers an introductory analysis of the criminal law and the development and philosophy of the criminal law, criminal law as a social force, definitions and concepts, constitutional principles and the classification of crimes in relation to criminal justice administration. The student is introduced to legal research, the study of case law and methodology, and specific criminal offenses.

**CJ222 Procedural Law***3 credits (3 lec hrs/wk)*

An examination of legal procedure and process considerations related to the investigation of crime, processing of accused persons, and maintenance of order in American society. Rights of individuals and obligations of criminal justice practitioners, particularly law enforcement, will be analyzed. The course focuses on First, Fourth, Fifth and Fourteenth Amendments to the United States Constitution.

**CJ225 Corrections Law***3 credits (3 lec hrs/wk)*

An analysis of the legal principles related to the rights and status of persons convicted of crimes in the United States. Constitutional principles related to probation, incarceration, and parole will be addressed along with legal obligations and liabilities of corrections agencies and their employees.

**CJ226 Constitutional Law***3 credits (3 lec hrs/wk)*

This course presents a thorough overview of the primary freedoms afforded by the first ten amendments and the 14th amendment of the U.S. Constitution. Specific emphasis will be placed on the role of the courts, constitutional case interpretation and rights of the accused.

**CJ229 Community-Based Corrections***3 credits (3 lec hrs/wk)*

This course examines a variety of community corrections services and treatment options as historically and presently practiced. Focus is on probation and parole systems and services, community-based release programs and alternatives to incarceration.

**CJ230 Introduction to Juvenile Corrections***3 credits (3 lec hrs/wk)*

This course introduces students to the historical and contemporary aspects of corrections in relationship to juvenile offenders. Primary emphasis in the course is centered on juvenile corrections philosophy as applied to the correction and treatment of juvenile offenders.

**CJ232 Introduction to Corrections Casework***3 credits (3 lec hrs/wk)*

This course offers an overview of approaches to behavior modification through interviewing and counseling along with techniques available to entry level corrections practitioners in interviewing and counseling. The course also introduces students to advanced methods utilized by professional counselors.

**CJ243/SOC243 Narcotics and Dangerous Drugs***3 credits (3 lec hrs/wk)*

This course introduces the student to the relationship of substance abuse to crime and criminal justice administration. Emphasis in the course is on illicit drugs and alcohol. Drug effects, theories of abuse, legislation, enforcement strategies, policy options, and treatment and prevention strategies relative to substance abuse are addressed.

**CJ280 Field Experience***1-6 credits (3-18 lab hrs/wk)*

This course offers career exploration and workplace experience in a variety of supervised settings applicable to the development of the student as a professional in the criminal justice field.

**Prerequisite:** *Instructor consent.*

**CULINARY ARTS****CRT2000 Introduction to Professional Cooking***5 credits (1 lec, 12 lab hrs/wk)*

This course will focus on the fundamental principles of modern cooking. Students will learn about what happens to food when it is heated, about how food is cooked with different cooking methods, and about rules of seasoning and flavoring. Theories which explain the chemistry of cooking will be emphasized so students can successfully practice them in the kitchen. Emphasis will be placed on the vocabulary of cooking, procedures, ingredients, menu terms, food quality standards, and equipment use.

**Prerequisite:** *Instructor consent.*

**CRT2001 Basic Food Preparation***5 credits (3 lec, 4 lec-lab hrs/wk)*

This course will focus on learning pre-preparation techniques important to professional kitchen operations - Mise En Place. The students will learn the importance of carefully planned pre-preparation, the difference in preparation requirements for set and extended meal service, and keeping sharp edges on knives. Students will gain competence in performing basic cutting techniques, basic cooking and marinating procedures, and handling convenience foods in pre-preparation operations.

**Prerequisite:** *Instructor consent.*

**Concurrent:** *HEC9932.*

**CRT2002 Introduction to the Food and Beverage Industry**

3 credits (3 lec hrs/wk)

This course offers students an overview of the food service industry; its structure, organization, size, economic impact, regulatory and peripheral industries, managerial problems and practices, trade journals, and resources. Emphasis will be on operational topics of current concern for the industry. Guest speakers representing various segments of the industry will provide an introduction to career opportunities and a view of real-world activities.

**Prerequisite:** Instructor consent.

**CRT2003 Introduction to Pastry and Baking**

3 credits (1 lec, 4 lec-lab hrs/wk)

This course will cover fundamentals of baking and pastry (including terminology, ingredients, technology, equipment, recipe conversion, measurements, storage, and sanitation). Students will gain experience in using various mixing methods. Techniques in yeast and quick bread, pastry, pie, cookie, and dessert making and presentation will be covered.

**Prerequisite:** CRT2001 with a "C" or better.

**CRT2004 Introduction to Vineyards and Beverages**

1 credit (1 lec hr/wk)

This course will present an introduction from a culinary perspective to wine and spirits produced by European and American vineyards. Students will study wine production, labeling, and laws of the beverage industry. Emphasis is on developing a knowledge base suitable for assisting customers in choosing the "correct" wine for classical and contemporary cuisine.

**Prerequisite:** Instructor consent.

**CRT2005 Menu Planning and Design**

3 credits (3 lec hrs/wk)

This course will cover the basic principles of planning and design necessary to create a variety of menus for various food service operations. Layout, costing, and promotional approaches will be covered.

**Prerequisite:** Instructor consent.

**CRT2006 Restaurant Layout and Interior Design**

3 credits (3 lec hrs/wk)

This course will offer students an opportunity to design their own restaurant from the ground floor up. Emphasis will be on kitchen layout, dining room design, menu planning, staff allocation, exterior design, and obtaining financing. Students develop a concept proposal suitable for presentation.

**Prerequisite:** Instructor consent.

**CRT2007 Inventory Control and Purchasing**

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

This course will present basic principles of purchasing food, beverage, equipment, contract services, and supplies. Students will learn the necessary skills for product identification, supplier selection, ordering, receiving, storing, and issuing processes as they apply to purchasing and inventory controls in the food service industry.

**Prerequisite:** Instructor consent.

**CRT2008 Introduction to Garde Manger**

5 credits (2 lec, 6 lec-lab hrs/wk)

This course will cover the preparation and artistic presentation of cold cuisine. While using garde manger small tools, students will develop skills in the fundamentals of preparing hot and cold appetizers, lunch and dinner salads, egg cookery, dressings, pates, vegetable and fruit carving, garnishes, hot and cold sandwiches, and food decoration. Basics of cold food pantry organization and sanitizing techniques will be covered.

**Prerequisite:** CRT2000 with a "C" or better.

**CRT2009 Advanced Garde Manger**

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

This course expands on the basic knowledge of the cold food garde manger kitchen. Students will be introduced to the artistic production and presentation of buffet arrangements, ice carving, tallow and butter sculptures, terrines, galantines, pates and decorative pieces.

**Prerequisite:** CRT2008 with a "C" or better.

**CRT2010 Regional Cuisine**

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

This course will focus on various international and American regional cuisines. Students will develop a working understanding of the local products, traditional ethnic recipes, and kitchen tools indigenous to various regional cuisines. The course will include the cuisines from national and inter-national regions including New England, Louisiana, New Mexico, Florida, France, Italy and Scandinavia.

**Prerequisite:** CRT2001 with a "C" or better.

**CRT2011 International Cuisine**

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

This course will focus on various international cuisines including Oriental, Italian, Mexican, British and other European countries. Cultural and historical perspectives will be covered, as well as ingredients and methods specific to each cuisine. Students will prepare and present classic dishes from each cuisine.

**Prerequisite:** Instructor consent.

**CRT2012 A La Carte Cooking I**

5 credits (15 lab hrs/wk)

This course will focus on the necessary skills to Mise En Place to work at each station of a professional kitchen with emphasis on the sauce station (stocks, thickening agents, reduction, liaison, purees, mother sauces and butters). The students will gain competence in A la minute methods for preparing entrees and side dishes. Plate presentation approaches in the classical and contemporary styles will be included.

**Prerequisite:** Instructor consent.

**CRT2013 A La Carte Cooking II**

4 credits (12 lab hrs/wk)

This course will enable students to further develop their basic A la carte and leadership skills in a classical kitchen. Students will study entree preparation and plating styles particular to the featured cuisine. The focus will be on the production of quality food and service, organization on the line, and coordination with the expeditor.

**Prerequisite:** CRT2012 with a "C" or better.

**CRT2014 Advanced A La Carte Cooking in a Restaurant**

3 credits (9 lab hrs/wk)

This course is designed for the advanced student to prepare classical and contemporary entrees and plating techniques. The focus is on the preparation and presentation of high quality food and service as well as the organization of classical and contemporary style kitchens.

**Prerequisite:** CRT2013 with a "C" or better.

**CRT2015 Sanitation and Safety for Managers**

3 credits (3 lec hrs/wk)

This course provides information necessary to inform, strengthen, and update hospitality and tourism industry supervisors on current principles and practices of sanitation and safety. The course is based on the Educational Foundation of the National Restaurant Association's ServSafe training and certification course work. Discussion will include Oregon's recent enactment of statewide food handler training and the Hazard Analysis Critical Control Point (HACCP) system. Other topics of study will include potable water systems, waste treatment, lodging facilities, recreational facilities, swimming pool and spa regulations, and hazardous materials. Upon successful completion of this course a certificate of completion will be issued by the National Restaurant Association.

**Prerequisite:** Instructor consent.

**CRT2016 Culinary Nutrition**

3 credits (3 lec hrs/wk)

This course will cover the study of nutrition as it applies to food preparation, menu analysis, and recipe alternatives for the culinary arts. Students will learn how food affects the human body and will prepare nutritional menus within the context of kitchen and restaurant operation.

**Prerequisite:** Instructor consent.

**CRT2017 Restaurant Management and Supervision**

4 credits (4 lec hrs/wk)

This course will focus on the necessary skills for effective restaurant management and supervision, operations analysis, food production and service, culinary techniques, sanitation and safety, food costing and supervision of staff, and service management. State regulations and cost controls specific to restaurant operations will be covered.

**Prerequisite:** Instructor consent.

**CRT2018 Culinary Arts Career Planning**

1 credit (10 lec hrs/total)

This course will focus on the development of habits, traits, and grooming standards necessary for success in today's culinary arts job market. Students will review career tracts and opportunities in the culinary arts industry. Interview skills and portfolio development will be included.

**Prerequisite:** Instructor consent.

**CRT2019 Culinary Calculations I**

2 credits (2 lec hrs/wk)

This course covers the first half of a review of basic calculation procedures used by culinarians in food preparation. Students will learn basic calculations used in the kitchen for recipe conversions and food cost controls. Topics covered will include the metric system and finding approximate yields of recipes.

**Prerequisite:** Instructor consent.

**CRT2020 Culinary Calculations II**

2 credits (2 lec hrs/wk)

This course covers the second half of a review of basic calculation procedures used by culinarians in food preparation. Students will learn basic calculations used to figure recipe costs, pricing, daily cost reports, inventories and financial statements. Topics covered will include the metric system and conducting a break even analysis.

**Prerequisite:** CRT2019 with a "C" or better.

**CRT2280 Culinary Internship**

12 credits (36 lab hrs/wk)

This course offers student work place experience in a variety of supervised settings that are applicable to the development of a student as a professional in the Food Service Industry. Students will have the opportunity to work in different areas under the direction of chefs and food/beverage managers. Internships will be progressive training experiences structured to fit the background and career goals of each individual student.

**Prerequisite:** Instructor consent.

**DRAFTING****DRFT100 Computer Assisted Drafting - Survey**

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

Students are introduced to computer-aided drafting (CAD) software and its typical uses in creating 2-D drawings. Instruction will include system requirements, menu structure, drawing setup drawing aids, basic drawing, editing, display, dimensioning, using blocks, graphic patterns and printing commands. AutoCAD software is utilized to produce 2-D schematic and mechanical drawings.

**Prerequisite:** CS101 or equivalent.

**DRFT105 Blueprint Reading**

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

This course presents instruction and skill development in blueprint reading and interpretation as applicable in the manufacturing and fabrication trades. Emphasis is placed on fundamentals of blueprint reading including understanding basic lines, views, dimensions, tolerances, symbols, machine call-outs, and notations. Also included is recognition of detail in manufacturing and fabrication prints.

**DRFT110 Computer Assisted Drafting I**

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

Introduction to computer-aided drafting (CAD) software and the hardware components comprising a CAD station. Drawing set-up, drawing aid, basic drawing, editing and display commands are used to create 2-D schematic and mechanical drawings.

**Prerequisite:** CS101 or equivalent.

**DRFT111 Computer Assisted Drafting II**

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

Review of DRFT110 and introduction to advanced drawing and editing commands. Introduces concept of polylines and splines, obtaining information from the computer, basic and advanced dimensioning and dimension editing, use of tolerances and limits. Producing section views and graphic patterns, blocks for multiple use, multiview layout, external references and plotting.

**Prerequisite:** DRFT110.

**DRFT112 Computer Assisted Drafting III**

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

Computer Assisted Drafting deals with the use of the computer to create three dimensional representative (pictorial) drawings, three dimensional drawings and "solid models." Script files, slide shows, digitizing, file exchange formats, menu bar customization and using AutoCAD files in other programs will be introduced.

**Prerequisite:** DRFT111.

**EARLY CHILDHOOD EDUCATION****ECE102 Practicum**

3 credits (1 lec, 6 lab hrs/wk)

Students will gain experience in various roles and responsibilities of the early childhood educator. Students will gain experience in working with young children in an organized setting and assisting with supervision of daily activities in a preschool program. Students will also gain experience in observation/assessment and curriculum development.

**Prerequisite:** ECE209 with a "C" or better.

**ECE150 Introduction and Observation in Early Childhood Education**

3 credits (3 lec hrs/wk)

A beginning course focusing on the history of early childhood education and the value and usage of objective observations as a teaching tool. Includes weekly discussion and weekly observation.

**ECE152 Creative Activities**

3 credits (3 lec hrs/wk)

A curriculum course focusing on understanding and implementing a development approach to creative activities as well as discussion on presentation and methods of evaluation. Students will learn how to utilize various art mediums and materials, incorporate science/cooking experiences, drama/puppetry and the development of mathematical thinking. Specifically, this course will teach students how to develop art, math, science, music and movement activities and curriculum.

**Prerequisite:** ECE154 and WR121 with a "C" or better.

**ECE154 Children's Literature and Literacy**

3 credits (3 lec hrs/wk)

This course is designed to give the student an overview of children's literature and what is available in quality children's literature, along with a rationale for the purpose of such literature, ways to implement its use, and ways to evaluate its appropriateness in given school situations. In addition, students will read children's books, evaluate some of these and have story groups with children. Exploring how children develop literacy will also be covered in depth.

**ECE163 Preschool Practicum**

3 credits (1 lec, 6 lab hrs/wk)

The student will gain experience working with young children in a laboratory preschool setting. The student will assist with supervision of the various activities in a preschool program; including planning, executing and evaluating curriculum materials appropriate for the young child. The student will continue to develop skills in observation/assessment and curriculum planning.

**Prerequisite:** ECE102 with a "C" or better.

**ECE209 Theory and Practicum**

3 credits (1 lec, 6 lab hrs/wk)

Assists students in developing their leadership potential through classroom discussion and field experience opportunities, both on campus and in the community. Students will also gain experience and orient themselves to the various roles of the early childhood educator. Students will gain experience in working with young children in an organized setting and assisting with supervision of daily activities in a preschool program. Students will gain experience in observation/assessment and guidance techniques.

**ECE240 Lesson and Curriculum Planning**

3 credits (3 lec hrs/wk)

Instruction in planning daily and weekly activities for Early Childhood Education centers. Methods and materials are used to focus learning on the whole child's needs including social, emotional, creative, physical and cognitive.

**ECE261 Student Teaching I, Early Childhood Education**

6 credits (2 lec, 12 lab hrs/wk)

Students will engage in supervised teaching of young children in a laboratory setting. Students will apply what they have learned through course work and previous lab work-curriculum planning, observation/assessment, daily planning, working with children and families.

**Prerequisite:** ECE163 with a "C" or better.

**ECE262 Student Teaching II, Early Childhood Education**

6 credits (2 lec, 12 lab hrs/wk)

Students will continue to engage in supervised teaching of young children in a laboratory preschool and in a community setting.

**Prerequisite:** ECE261 with a "C" or better.

## ECONOMICS

### ECON198/298 Independent Studies in Economics

1-3 credits (hrs to be arranged)

Student and instructor identify a project or problem in economics and jointly draw up a contract. The contract sets forth a proposal to complete the project or solve the problem. The contract identifies objectives, procedures, and equipment needed, together with key checkpoints for student instructor conferences.

**Prerequisite:** Instructor consent.

### ECON201 Microeconomics

4 credits (4 lec hrs/wk)

Analyzes the market system with attention given to the role of households, firms and government in determining wages/prices and the allocation of productive resources.

**Prerequisite:** MTH94 with a "C" or better or appropriate score on placement test.

### ECON202 Macroeconomics

4 credits (4 lec hrs/wk)

Analyzes the national economy as a whole with attention given to determining national income, business cycles, economic growth, fiscal and monetary policy and international trade.

**Prerequisite:** MTH94 with a "C" or better or appropriate score on placement test.

## EDUCATION

### ED101 Introduction and Observation in Education

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.

### ED102 Practicum

3 credits (1 lec, 6 lab hrs/wk)

This course will provide students with field experience opportunities in elementary and secondary public and private school settings. Students will gain experience working with children and assisting with the supervision of daily activities in the school setting. They will have the opportunity for observation/assessment, to practice guidance techniques, and for an orientation to the various roles of the teaching assistant in school settings.

**Prerequisite:** ED101 with a "C" or better.

### ED103 Advanced Practicum

3 credits (1 lec, 6 lab hrs/wk)

Building on skills developed in practicum, this course will provide students with field experience opportunities that will closely parallel duties/experiences regularly assigned to an instructional assistant on a school team. Students will be able to apply the theories, knowledge, methods, and skills gained from course work in the Educational Assistant curriculum. Regularly scheduled seminars will incorporate classroom, field experiences, and problem solving techniques.

**Prerequisite:** ED102 with a "C" or better.

### ED125 Tutoring Principles and Practice

2 credits (10 lec, 30 lab hrs total)

Provides techniques for acquainting adults with basic communications and computational skills. Lecture and laboratory includes practice in tutoring adults in reading, writing and mathematics.

**Prerequisite:** Instructor consent.

### ED126 Tutoring Principles and Practice-Advanced: Level 2 Certification

2 credits (2 lec hrs/wk for 5 wks & 3 lab hrs/wk for 10 wks)

Provides techniques for acquainting adults with basic communication and computational skills. Lecture and laboratory includes practice in tutoring adults in various subjects.

**Prerequisite:** ED125 with a "C" or better.

### ED127 Tutoring Principles and Practice-Advanced: Level 3 Certification

2 credits (2 lec hrs/wk for 5 wks & 3 lab hrs/wk for 10 wks)

Provides techniques for acquainting adults with basic communication and computational skills. Lecture and laboratory includes practice in tutoring adults in reading, writing and mathematics.

**Prerequisite:** ED126 with a "C" or better.

### 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 will be included. Students will develop an understanding of the place for and importance of instructional tools in the implementation of curricular programs.

### ED217 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 so that those students choose to be productively involved in instructional activities. Major factors or skill areas of effective classroom management will include: 1) understanding students; personal/psychological and learning needs, 2) establishing positive teacher-student relationships, 3) implementing instructional methods that facilitate optimal learning, and 4) using organizational and group management methods that maximize on-task student behavior.

### ED251 Overview of Students with Special Needs

3 credits (3 lec hrs/wk)

An introductory course covering the handicapping and medical conditions that teachers in the public and private sector must be able to recognize and understand in order to plan accordingly. The following are special conditions which may be covered: learning disabled, mentally retarded, severely emotionally disturbed, speech and language impaired, vision and hearing impaired, physically handicapped, other health impairments, autism, traumatic brain injuries, Tourette's syndrome, and attention deficit disorder. Although not a handicapping or medical condition, the needs of at-risk youth and techniques for teaching students for whom English is a second language will be presented.

**ED253 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.

**ED255 Assisting Students with Special Needs (Clinical Aspects)**

3 credits (2 lec hrs/wk)

This course covers clinical aspects of working with elementary and secondary level children with special needs. Students will receive instruction in various medical, physical therapy, and occupational therapy assistive techniques. Students will also receive instruction in techniques to assist children experiencing speech/vision/hearing disabilities as well as approaches to ensure personal and classroom safety.

**Prerequisite:** ED268 with a "C" or better.

**ED258 Multicultural Education**

3 credits (3 lec hrs/wk)

A course that will introduce the student to anti-bias curriculum. Students will be instructed in how to creatively value diversity and help children respect each other as individuals, confronting, transcending and eliminating barriers based on race, culture, gender or ability.

**ED268 Educating Students Experiencing Mild to Severe Disabilities**

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 in Education**

1-4 credits (3-10 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)

This course is designed to introduce students 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. Students learn to apply concepts and theory to practical applications and verify results using a variety of electronic test equipment. Students also learn procedures and practices necessary to maintain a safe working environment.

**ENGINEERING, GENERAL****ENGR111 Engineering Orientation**

3 credits (3 lec hrs/wk)

Topics include: survey of the engineering profession, educational and professional development, standards of practice; engineering information, calculations, and analysis. An engineering design project will be incorporated.

**Prerequisite:** MTH111 with a "C" or better.

**ENGR112 Engineering Computation**

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

Introduction to solution of engineering problems by means of programmed numerical methods. Exposure to fundamentals of computational systems, logical analysis, algorithm development, and program input/output design. A higher-level programming language will be presented and utilized.

**Prerequisite:** MTH111 with a "C" or better.

**ENGR201 Electrical Fundamentals I**

3 credits (3 lec hrs/wk)

Topics include: circuit variables and elements; simple resistive circuits; techniques of circuit analysis; applications of operational amplifiers; inductors and capacitors; 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; 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; 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.

**ENGLISH - SEE LITERATURE AND WRITING**

**ENVIRONMENTAL TECHNOLOGY**

**ENV102 Introduction to Water Resources**  
3 credits (3 lec, 1.5 lab hrs/wk)

This course examines the role of water in a modern society and the natural world. Students will be introduced to general principles of aquatic science. Principles of watershed management, water treatment, and water pollution in relation to human activities will be discussed. Human impacts to our water resources, and the importance of water conservation and protection to enhance future water supplies will be examined. Past, present and future perspectives on water supply, development and distribution will be addressed with emphasis on local management issues.

**ENV145 Environmental Sampling  
(Watershed Sampling)**

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

A lecture and laboratory course designed to provide students with the knowledge and field experience in environmental sampling. This course will cover fundamentals of sampling for various watershed parameters including water, soil, riparian habitat, fisher, soil, riparian habitats. Emphasis will be placed on the accurate collection of data with the use of common field and laboratory techniques used in environmental monitoring. Students will learn the importance of data management analysis and reporting.

**ENV148 Conservation of Environmental Resources**  
3 credits (3 lec hrs/wk)

This course examines the need, importance and philosophy of conservation in a contemporary world. Human dependency on an understanding of ecological principles and natural systems are emphasized. Topics to be discussed include natural resource classification; history, importance, and current methods of conservation; resource management issues; citizen's role in conservation; and prospects for the future. Current environmental issues are discussed from a local, national, and global perspective. This course is designed to increase student awareness of the importance of conservation as a social and behavioral science, and to increase student participation in natural resource conservation.

**ENV235 Introduction to Soil Sciences**  
3 credits (2 lec, 3 lab hrs/wk)

An introduction to the physical, chemical and biological properties of soil as influenced by climate and geologic processes. Emphasis is placed on the understanding of soil management including issues of disturbance and erosion, sedimentation, productivity and conservation. The role of water in the formation and transportation of soil will also be discussed.

**FIRE SCIENCE TECHNOLOGY**

**FS996Q Fire Science Driver**  
2 credits (18 lec, 12 lec-lab hr/total)

This course is designed to provide firefighter students with concepts in emergency driving, defensive driving, Oregon law/policies and vehicle maintenance. Students will also receive skills and knowledge to drive and maintain emergency vehicles.

**FS5230/5231/5232 Company Drills, Part A, B, C**  
1.5 credits (1 lec, 1 lec-lab hr/wk)

Course is designed to provide second year fire science students with the opportunity to gain an awareness of the various types of emergencies which they may encounter as professional firefighters. Each scenario is somewhat limited in scope, yet should stimulate the student to further develop needed skills and self-study to help them prepare for potential incidents.

**Prerequisites:** FS5244, FS5245 and FS5246 with a "C" or better and instructor consent.

**FS5244 National Fire Protection Association  
(NFPA) Firefighter I, Part A: Entry Level  
Firefighter Training Program**

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

This course is designed to provide the beginning fire science student with the basic knowledge and hands-on skills necessary to be involved in fire suppression activities under the direct supervision of a skilled firefighter. Oregon's Department of Public Safety Standards and Training (DPSST) establishes this level as meeting the requirements for paid and volunteer firefighters to be actively involved in fire suppression activities. This course meets the performance-based objectives established in the National Fire Protection Association (NFPA) Standard 1001, *Standard for Firefighter Professional Qualifications*, and NFPA Standard 1403, *Entry Level Firefighter Training Program*.

**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 I, 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.



**FS5246 National Fire Protection Association (NFPA) Firefighter II***3.5 credits (3 lec, 1 lab hr/wk)*

The purpose of this course is to provide the more skilled fire science student with the “intermediate” knowledge and hands-on skills necessary to be involved in fire suppression activities under the general supervision of a skilled officer. Students completing this course have met the NFPA 1001 standards for certification as NFPA Firefighter IIs.

**Prerequisites:** FS5244 and FS5245 with a “C” or better.

**FS5253 Fire Apparatus and Equipment***3 credits (2.5 lec, 1 lec-lab hrs wk)*

This course provides students with information on care and preventive maintenance of emergency vehicles, safe operating practices and techniques necessary for safely pumping water from various types of engines. This course meets part of the training requirements for NFPA Apparatus Operator (NFPA Standard 1002). FS\*5257 completes the training requirements for NFPA Apparatus Operator.

**Prerequisite:** FS5240 or FS5244 with a “C” or better.

**FS5254 Introduction to Fire Protection***3 credits (3 lec hrs/wk)*

This course introduces the student to different aspects of the fire protection career field. It is primarily intended for the person who wishes to become a firefighter. This class is considered the foundation course for all of the fire science technology students. Included is an overview of aspects of the hiring/selection process, fire protection opportunities other than structural firefighter positions (emergency medical technician, wildland firefighter, airport firefighter, search and rescue team members, fire prevention, etc.) and resources utilized in the fire service. Also, the students will be introduced to the concept of the systems approach to fire protection by presenting the components of modern fire department responsibility, including: emergency incident management, public education, training, resource management and customer service.

**FS5257 Fire Service Hydraulics***3 credits (3 lec hrs/wk)*

The goal of this course is to present and explain the different formulas and methods for correctly calculating engine pressure during pumping operations. It is vital to safe and effective fire ground operations that the driver/operator be able to properly calculate engine pressures while operating a pumper.

**FS5259 Fire Organization and Command***3 credits (3 lec hrs/week)*

The course is designed to provide students with basic concepts of organizational structure and command sequences associated with emergency scene management. Students will receive training on basic elements of the Incident Command System (ICS), preparation for company officer emergency scene management, and decision making process for managing company tactical operations (MCTO).

**FS5276 Basic Wildland Fire Management***3 credits (33 lec, 7 lab hrs/total)*

This entry-level course is designed to train new firefighters in basic wildland fire fighting skills. Firefighters successfully completing this course will be qualified to suppress wildland fires under close supervision. This course comprises four separate wildland classes; I-100 (Introduction to Incident Command System), S-130 (Basic Wildland Firefighter Training), S-190 (Introduction to Fire Behavior) and PMS-416 (Standards for Survival). This training is required for all personnel prior to certification as a Firefighter (Type 2) under the National Wildfire Coordinating Group (NWCG) wildland qualification system.

**FS5279 S-212 Wildfire Powersaws***2 credits (20 lec, 8 lab hrs/total)*

The course is a “skill” course that is designed to instruct prospective chain saw operators in the Job Performance requirements (JPR’s) of the wildfire powersaw operator position.

**FS5280 Cooperative Work Experience***1-3 credits (4-12 hrs/wk)*

Maximum of 6 credits applicable toward degree. This course consists of a planned program of observation and practical experience in a selected organization within the fire suppression field, or with an organization whose work is related to firefighting. This course is designed to give fire science degree students actual field experience and the opportunity to apply fire science concepts, theory and training in field situations.

**Prerequisite:** Instructor consent.

**FS5282 Fire Codes and Related Ordinances***3 credits (3 lec hrs/wk)*

Provides students with basic knowledge of federal, state and local codes related to building construction, fire and life safety requirements and other codes. Includes Oregon state fire marshal fire safety regulations and related state requirements. National Fire Protection Association (NFPA) and other standards related to fire prevention and life safety are examined. Also covered is an examination of possible fire conditions within construction of buildings which can cause problems for firefighters.

**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.

**FS9175 Firefighter Safety***3 credits (30 lec, 12lec/lab hrs/total)*

Course is designed to explore all aspects of firefighter safety. Firefighters are subjected to hazards on the fire ground, during training, en route to an incident, at the station, and at other incidents which can result in injury or death. Students will explore those safety hazards and possible mitigation techniques for ensuring their safety.

**FS9320 Hazardous Materials Awareness**

0.5 credit (9 lec hrs total)

This course prepares “first responders” (fire, EMS, law enforcement personnel) who, in the course of their normal duties, could be the first on the scene of an emergency involving hazardous materials (HAZMAT). First responders at the awareness level are expected to recognize the presence of HAZMAT, protect themselves, call for trained personnel and secure the area. This course meets the training standard for competencies for the First Responder at the awareness level as outlined in NFPA Standard 472 and OSHA 1910.120.

**FS9321 Hazardous Materials Operations**

1 credit (16 lec hrs total)

This course prepares “first responders” (fire, EMS, law enforcement personnel) who, in the course of their normal duties, could be the first on the scene of an emergency involving hazardous materials (HAZMAT). In the event of a HAZMAT incident first responders at the operations level are expected to respond in a defensive fashion to control the release from a safe distance and keep it from spreading. This course meets the training standard for competencies for the First Responder at the operations level as outlined in NFPA Standard 472 and OSHA 1910.120.

**Prerequisite:** FS9320 with a “C” or better.

**FOREIGN LANGUAGE**

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

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

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

4 credits/term (4 lec hrs/wk)

Introduces the French language through pronunciation, grammar, reading, writing, and conversation. The emphasis is on survival communication skills.

**GER101/102/103 First Year German**

4 credits/term (4 lec hrs/wk)

Introduces the written and spoken language of German-speaking people. Includes pronunciation, grammar, vocabulary, and comprehension. Emphasizes speaking, listening comprehension, reading comprehension and writing. Must be taken in sequence.

**GER198/298 Independent Study in German**

1-4 credits/term (hrs to be arranged)

**Prerequisite:** Instructor consent.

**GER201/202/203 Second Year German**

4 credits/term (4 lec hrs/wk)

Continues the review and expansion of language, gram-

mar, conversation, composition and culture. Emphasizes speaking, listening comprehension, reading comprehension and writing. Must be taken in sequence.

**Prerequisite:** GER103 or two years of high school German.

**SPAN0521 Beginning Conversational Spanish**

3 credits (3 lec hrs/wk)

The student develops conversational Spanish vocabulary including necessary grammar for those with knowledge in Spanish.

**SPAN0522/0523 Intermediate/Advanced Conversational Spanish**

3 credits (3 lec hrs/wk)

The student develops conversational Spanish vocabulary and necessary grammar for those with knowledge in Spanish. Emphasis is on fluency and pronunciation.

**SPAN101/102/103 First Year Spanish**

4 credits/term (4 lec hrs/wk)

Introduces the written and spoken language of Spanish-speaking people. Includes pronunciation, grammar, vocabulary, and comprehension. Emphasizes speaking, listening comprehension, reading comprehension and writing. Must be taken in sequence.

**SPAN198/298 Independent Study in Spanish**

1-4 credits (hrs to be arranged)

**Prerequisite:** Instructor consent.

**SPAN201/202/203 Second Year Spanish**

4 credits/term (4 lec hrs/wk)

Continues the review and expansion of language, grammar, conversation, culture and composition. Emphasizes speaking, listening comprehension, reading comprehension and writing. Must be taken in sequence.

**Prerequisite:** SPAN103, two years high school Spanish or instructor consent.

**FOREST TECHNOLOGY****F141 Tree and Shrub Identification**

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

Learn to identify the principal forest trees of North America, and the principal trees and shrubs of the Pacific Northwest. Also learn about forested regions of the world, and the structure and function of forest plants.

**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.

**RESOURCES**

## GENERAL SCIENCE

A sequence in General Science must include GS104 and GS105 plus either GS106, GS107 or GS108.

### GS104 Physical Science

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

This course provides an overview of the essential ideas in physics with an emphasis on the laws of motion, work and energy, heat and temperature. The topics are presented through an activity based learning pedagogy.

**Prerequisites:** MTH70 and WR90 with a "C" or better.

### GS105 Physical Science

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

This course is an introduction to the elementary facts and ideas of chemistry and also a brief survey of the broader world of chemistry and its contributions to modern technology. Several environmental issues will be developed as a framework for learning chemistry. The course will cover atomic structure, properties of the elements, chemical reactions, molecular structure, chemical bonding, atmospheric chemistry, solution chemistry, and selected topics in organic and biochemistry.

**Prerequisites:** MTH70 and WR90 with a "C" or better.

### GS106 Introduction to Earth Science

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

Introduces various branches of earth science. Includes basic terminology, fundamental processes and respective interrelationships. Discusses rock and mineral formation, plate tectonic theory, volcanism, earthquakes, surficial processes, and geological time. Includes laboratory component. Credit cannot be earned for this course and G221.

### GS107 Astronomy

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

A descriptive treatment of the solar system, stars, stellar evolution, galaxies and cosmology. The results of current space missions are emphasized. Recent discoveries in stellar astronomy will be discussed.

**Prerequisite:** MTH70 with a "C" or better.

### GS108 Oceanography

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

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

## GEOGRAPHY

### GEOG105 Cultural Geography

3 credits (3 lec hrs/wk)

This course examines the nexus of human and environmental interaction. We will consider issues such as the origins of domestication of animals and plants for food, economic development and underdevelopment, environmental racism, and the geographic origins of cultural differences.

### GEOG265 Introduction to Geographic Information Systems

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

This course is designed to introduce students to the principles and practices of GIS, while providing experience using a contemporary GIS software package. This course will develop both a theoretical understanding of GIS and experience in accessing GIS datasets. Students will be exposed to raster and vector GIS. Students are expected to be comfortable using DOS and Windows.

**Prerequisite:** CIS131 with a "C" or better.

## GEOLOGY

### G145 Regional Field Geology

1-3 credits (variable hrs)

A field study of significant geologic features of a selected region. The course consists of a field trip arranged to illustrate the geologic setting, stratigraphy and structure, topography, age and origin, significant events through geologic time, and special features unique to the region. Students are expected to demonstrate a knowledge of the geologic section for the region and to submit a report of their studies. An introductory lecture surveys key issues prior to the site visit. A summary lecture follows the site visit. The three credit course does not have a separate lecture component. The lecture component is included in the ten day trip. 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 and origin, stratigraphy, structure and topography. Includes the sequence of events and geologic features of the Coast Range and Klamath Mountain provinces of southwestern Oregon. The major geologic aspects of each city in the region are emphasized.

### G198/298 Independent Study in Geology

1-6 credits (1-6 hrs/wk to be arranged)

**Prerequisite:** Instructor consent.

### G201 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)

A systematic study of fundamental geologic principles and the natural processes acting within and upon the earth, basic earth materials, the origin of the earth and its oceans, the nature of the interior and superficial earth, geologic time, natural resources and the inter-relationships of people and their natural environment. Laboratory exercises include studies of minerals, rocks, topographical maps, and geological maps, as well as field trips to areas of geologic interest.

**Concurrent:** G145 or G0250.

**G203 Historical Geology**

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

A study of 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 plant and animal life through time. Laboratory exercises and field trips are included.

**Concurrent:** G145 or G0250.

**G207 Geology of the Pacific Northwest**

3 credits (3 lec hrs/wk)

Geology of the Pacific Northwest introduces the regional geology of the Pacific Northwest with an emphasis on Oregon geology. The course includes a basic overview of geologic principles, earth materials and development of the geologic history of Pacific Northwest provinces.

**G220 Prehistoric Life**

3 credits (3 lec hrs/wk)

Nature and classification of prehistoric life, its stratigraphic significance, fossilization, evolutionary mechanisms and patterns, functional morphology and paleoecology. Identification of significant fossil invertebrate genera is emphasized.

**G221 General Geology**

3 credits (3 lec hrs/wk)

Introduces various branches of earth science. Includes basic terminology, fundamental processes and respective interrelationships. Discusses rock and mineral formation, plate tectonic theory, volcanism, earthquakes, surficial processes, and geologic time. Credit cannot be earned for this course and GS106.

**G246 Geological Hazards and Natural Catastrophes**

3 credits (3 lec hrs/wk)

The causes and effects of earthquakes, tsunamis, landslides, ground subsidence and collapse, floods, storms, coastal erosion and volcanic eruptions. The possibilities for prediction and mitigation will be examined, as will the potential for natural hazards in Oregon.

**HEALTH AND FIRST AID****FN225 Nutrition**

4 credits (4 lec hrs/wk)

This course focuses on the study of basic nutrition principles and newer scientific investigations of optimal diet for health. A review of present-day nutrition problems is included. The course is valuable for home economic, nursing, physical education, food service, dental hygiene and childhood education majors.

**HE9359 Responding to Emergencies**

1 credit (6 lec, 5 lab, 12 lec-lab hrs/total)

Teaches the First Aid skills the citizen responder will need in order to act as first link in Emergency Medical Services (EMS) system. It will provide the citizen responder with the knowledge and skills necessary in an emergency to help sustain life, reduce pain and minimize the consequences of injury or sudden illness until professional medical help arrives. The course content and activities will prepare participants to recognize emergencies and make appropriate decisions for first aid care. The course includes emphasis on prevention of injuries and illness, with a focus on personal safety and CPR.

**HE9380 Cardiopulmonary Resuscitation (AHA or Red Cross)**

0.5 credit (4 lec, 6 lab hrs total)

Developed to teach skills and background of application of CPR in cardiac arrests, clearing an airway obstruction of a choking victim and recognizing the aforesaid situation. Red Cross and/or American Heart Association certification.

**HE9381 Standard First Aid**

0.5 credit (5 lec, 5 lab hrs total)

Designed to teach a good basic knowledge of First Aid for the immediate and temporary care of the sick and injured prior to the arrival of summoned medical treatment. This course meets the standard requirements of OSHA yet exceeds with CPR (Cardiopulmonary Resuscitation).

**HE9424 Hospice Training**

3 credits (3 lec hrs/wk)

This course prepares adults to work with hospice clients (terminally ill persons and their families) as hospice volunteers. Attendees learn with history and principles of hospice care, common experiences of hospice clients as they move through the dying and bereavement processes, and skills needed to carry out the volunteer role. Although this course focuses primarily on interpersonal interventions and activities, personal and cultural reactions to death and dying are included. Also offered as HE0574 for approved volunteer training.

**HE198/298 Independent Study in Health**

1-3 credits (hrs to be arranged)

**Prerequisite:** Instructor consent.

**HE201 Exploring Death and Dying**

3 credits (3 lec hrs/wk)

This class deals with death on a personal level. Historical, psychological, socio-cultural, epidemiological, and developmental aspects including current issues on death and dying are discussed by the class as a group and sharing personal experience is encouraged. Also offered as HE0575 for approved volunteer training.

**HE250 Personal Health**

3 credits (3 lec hrs/wk)

HE250 is a basic personal health class dealing with current health trends and issues in the United States. The course will include information on mental, emotional, and social health and behavior aspects. Physical health including nutrition-weight management physical conditioning, environmental health, sexually transmitted disease, cancer and aging, drug education (including tobacco, alcohol, and psycho-active drugs) and cardiovascular disease will be reviewed.

**HE252 Standard First Aid and CPR for the Professional Rescuer**

3 credits (3 lec hrs/wk)

This course follows the American Red Cross, American Heart Association, and OSHA requirements to prepare the student with knowledge, skill, and techniques necessary to recognize and provide care in first aid, respiratory and cardiac emergencies, using the latest CPR and emergency cardiac care guidelines. Students learn how to perform rescue breathing, one rescuer and two-rescuer CPR, how to use airway adjuncts (bag-valve-mask, oxygen administration), and how to operate an Automated External Defibrillator (AED). American Red Cross Professional Rescuer and First Aid certification is given upon completion of course requirements.

## HEALTH OCCUPATIONS AND EMERGENCY MEDICAL TECHNICIAN

**HE9404 Emergency Vehicle Driver**

1 credit (10 lec, 2 lec-lab hrs/total)

This course covers various topics which address both past and potential causes of emergency vehicle problems. The information provided demonstrates where vehicle shortcomings can be found during operation and suggests ways to operate the vehicle within safe ranges.

**HE9424/HE0574 Hospice/WAC Training**

3 credits (3 lec hrs/wk)

This is a training course for persons interested in becoming hospice volunteers. Basic hospice principles and history of the hospice movement are presented as are skills needed by the volunteers to carry out their roles. The process of dying is discussed, including needs of clients/families. The major focus of the class is on helping others. The class is conducted in group format and sharing personal experiences is encouraged. Also offered as HE0574 for no credit or grade.

**HE9433/9443 Emergency Medical Technician-Basic (Refresher)**

2.5 credits (20 lec, 16 lec-lab hrs total)

This course is considered to be a "refresher course" for those students who have previously completed an EMT-Basic course, yet were unable to pass the state written and/or the practical examination. This course prepares selected individuals for the certification process in Oregon as an Emergency Medical Technician - Basic.

**Prerequisites:** HE257(A/B) or HE928(A/B) with a "C" or better.

**HE257/928 Emergency Medical Technician-Basic (A/B)**

10 credits (4 lec, 3 lab, hrs/week)

This course prepares individuals for certification in Oregon as an Emergency Medical Technician-Basic. Develops skills in recognition of symptoms of illness and injuries and proper procedures of emergency care. HE928 is for volunteers not pursuing the EMT one year Certificate.

**Prerequisites:** Students are required to complete a special application and meet minimum entrance requirements to register for the course. Application information can be obtained through the EMT Program Coordinator's Office or the Student Services Office.

**HE258/931 Emergency Medical Technician-Intermediate (A/B)**

8 credits (3.8 lec, 2.2 lab hrs/week)

This course prepares individuals for certification in Oregon as an Emergency Medical Technician-Intermediate. The course covers theory and practice of procedural responsibilities delegated to the EMT-Intermediate. The course incorporates discussion, demonstration and practical application of the following: roles and responsibilities, patient assessment, oxygenation, ventilation, airway adjuncts, shock, intravenous and intraosseous therapy, basic ECG monitoring, defibrillation, pharmacology and EMT-Intermediate protocols. Upon successful completion of the EMT-Intermediate curriculum course, a student will be eligible to sit for the state EMT-Intermediate certifying examinations, ventilation, airway adjuncts, defibrillation, shock, intravenous and intraosseous infusions, defibrillation and basic ECG monitoring, pharmacology and medications, and protocols.

**Prerequisite:** HE258A or HE931A with a "C" or better.

**HE260/9360 First Responder**

3 credits (30 lec, 10 lab hrs total)

This course prepares students for certification as a First Responder. 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 and to prevent further complications. Must be at least 16 years of age.

**HE262 CPR Instructor Training (AHA)**

2 credits (22 lec hrs total)

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

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

### **HE280E EMT Field Experience**

1 credit (30 lab hrs total)

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.)

### **HE280R Rural Health Aide Field Experience**

3 credits (90 lab hrs total)

The student is required to participate in a ward clerk/unit clerk (paid or voluntary) field experience for a hospital performing such tasks as transcribing physician's orders, assembling charts, and performing medical clerical/medical records tasks. Students will gain experience in telephone skills and professional interactions specific to hospital settings.

### **HE942 Introduction to Emergency Medical Services**

3 credits (3 lec hrs/wk)

This course covers the role and responsibilities of the Emergency Medical Technician - Paramedic (EMT-P), emergency medical services (EMS) systems, medical-legal considerations, major incident response, hazardous materials awareness, stress management, and blood-borne pathogens/communicable diseases and safety precautions.

### **HE943 Emergency Medical Technician Rescue**

3 credits (2 lec, 3 lab hrs/wk, 11TBA lab hrs total)

This course covers elementary procedures of rescue practices, systems, components, support and control of rescue operations including ladder procedures and basic rescue tools. Introduction to techniques and tools of patient extrication, emphasizing application to traffic accidents, as required for paramedical certification.

### **HE944 Emergency Communication and Patient Transport**

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

This course covers ambulance operation, laws, maintenance, and safety; emergency response driving and route planning; communication systems, radio types, HEAR system, codes and correct techniques.

## **HISTORY**

### **HST101/102/103 History of Western Civilization**

3 credits/term (3 lec hrs/wk)

Sequence need not be taken in order.

**HST101** - Introduces the knowledge, culture and traditions of the Western World from the rise of civilization in the Near East to the emergence of medieval European civilization, and its transformation by the Renaissance and the reformation.

**HST102** - This course traces the Western World's history from the Protestant Reformation of the 16th century through the French Revolution of the late 18th century.

**HST103** - This course traces the Western World's knowledge, culture, and political-economic development from the early 19th century to the present day.

### **HST104 History of the Middle East**

3 credits (3 lec hrs/wk)

A survey of Middle Eastern history with emphasis on modern, post World War II era. Course will include geographic, religious, political, and cultural issues of the region. Also offered as HST0250 for no credit or grade.

### **HST198/298 Independent Study**

1-3 credits/term (hrs to be arranged)

**Prerequisite:** Instructor consent.

### **HST201/202/203 History of the United States**

3 credits/term (3 lec hrs/wk)

Sequence need not be taken in order.

**HST201** - The United States from colonial times to the mid-19th century just prior to the Civil War. Introduces students to major themes of American social, economic, cultural and political history.

**HST202** - Major social, economic, political and cultural developments from the mid-19th century to the 1920s.

**HST203** - Major social, economic, political and cultural developments from 1914 to the present.

### **HST215 History of World War II**

3 credits (3 lec hrs/wk)

This course traces the causes, progression and results of World War II, including political, social and military development.

## **HORTICULTURE**

### **HORT8122 Greenhouse Crops**

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

This course will introduce students to the environmental influences on plant growth, crop scheduling, greenhouse structures, and equipment. It will also cover the selection, propagation, commercial production, and garden management of herbaceous perennial plants.

**Prerequisite:** HORT130.

### **HORT100 Introduction to Horticulture**

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

This course is designed to offer students a general background in the basic principles of plant reproduction, growth and development as they apply to a wide range of horticulture crops and the industries related to production, marketing, maintenance and utilization of horticulture crops. Laboratory (greenhouse) activities include plant propagation, plant growth manipulations, maintenance and greenhouse environmental control. Students will be introduced to career opportunities with the many varied horticulture industries.

**HORT123 Landscape Maintenance***3 credits (2 lec, 2 lec-lab hrs/wk)*

This course is designed to introduce students to all phases of turf and landscape maintenance. Students learn how to select appropriate plant and turf types, prepare growing beds, seed and transplant turf and landscape areas, recognize growth deficiencies and disease and to maintain turf and landscape areas. Laboratory activities provide hands-on opportunities for students to prepare, establish, renovate, and maintain sodded and seeded areas.

**HORT130 Plant Propagation***3 credits (2 lec, 3 lab hrs/wk)*

This course is designed to introduce students to all facets of plant propagation including methods of propagating by seeds, bulbs, divisions, layers, cutting, budding, grafting, and micropropagation. Students learn about timing, technique, and materials for making cuttings, temperature and media requirements for rooting plants, and seedbed preparation. Various propagating structures, soils, and fertilizer requirements will be discussed, as well as its application to the southern coast of Oregon.

**Prerequisite:** HORT100.

**HORT210 Landscape Design Theory***2 credits (2 lec hrs/wk)*

Functional and aesthetic aspects of landscape planning as a basis for design decisions affecting the built environment; the site planning process; history of landscaping planning; and case studies.

**HORT226 Landscape Plant Materials***3 credits (3 lec hrs/wk)*

The identification of trees, shrubs, vines, and ground cover used in landscape horticulture.

**HORT231 Landscape Irrigation and Drainage***3 credits (2 lec, 2 lec-lab hrs/wk)*

This course is designed to introduce students to all phases of turf and landscape irrigation and drainage systems. Students learn how to design, estimate, install, maintain, and troubleshoot irrigation and drainage systems. This course will emphasize the design and maintenance of efficient irrigation and drainage systems on golf courses and residential, commercial and public parks facilities. Students are exposed to the components of sprinkler, micro-sprinkler and drip irrigation systems. Compliance codes and regulations, as they apply to the industry, are included.

**HORT280 Field Experience in Horticulture***1-4 credits (40-160 lab hrs/term)*

The student is required to be employed in a full-time (paid or voluntary, 40 hour week) horticulture or horticulture-related position for an organization or company utilizing environmental principles, methods, techniques and/or skills.

**HUMAN DEVELOPMENT****HD100 College Success and Survival***3 credits (3 lec hrs/wk)*

This course is designed to assist the student in adjusting to the college environment and building academic skills and personal development to reach his/her educational goals. Students are exposed to interdisciplinary areas through evening seminars and develop critical thinking skills. This course is recommended for new and returning students to gain an understanding of what tools are needed to be successful in college.

**HD112 Study Skills***3 credits (3 lec hrs/wk)*

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

**HD204 Eliminating Self-Defeating Behaviors (Increasing Success Attributes)***3 credits (3 lec hrs/wk)*

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

**HD208 Career/Life Plan***3 credits (3 lec hrs/wk)*

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

**HD215 Transfer Success***1 credit (2 lec-lab hrs/wk)*

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

**Concurrent:** CIS0593.

## HUMAN DEVELOPMENT AND FAMILY STUDIES

### **HDFS140 Contemporary American Families**

3 credits (3 lec hrs/wk)

This course will provide an introduction to family studies. It will focus on the diversity of the American family today and a historical overview of changes in the family environment and structure over time. Students will become familiar with a variety of internal and external factors influencing families such as parenting, violence, gender, divorce, remarriage, economics and culture.

**Prerequisite:** WR121 with a grade of "C" or better.

### **HDFS222 Family Relations**

3 credits (3 lec hrs/wk)

A practical and theoretical course examining communication patterns and relationships between adults, adults and children and within intimate personal relations (marriage, families, and couple relations). Emphasis is placed on understanding the role of the family and its consequent role in the development of the child, along with the development of practical application skills to use this knowledge base 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 the principles of development, prenatal through two years of age. Emphasis will be on physical, intellectual, emotional, and social growth and development of young children.

### **HDFS229 Development in Middle Childhood**

3 credits (3 lec hrs/wk)

This course includes the study of growth and development in six through twelve year old children. Emphasis will be placed on physical, cognitive, emotional and social growth of the school-aged child.

### **HDFS247 Preschool Child Development**

3 credits (3 lec hrs/wk)

The principles of development as they apply to the young child ages two and one-half through five. Emphasis is placed on physical, cognitive, emotional and social growth in children in this age group. Students gain experience in observation and assessment.

### **HDFS285 Professional Issues in Early Childhood Education**

3 credits (3 lec hrs/wk)

Early childhood educators fulfill a diverse role in present society. This course prepares students to meet the many professional roles requiring knowledge of ethics, conflict resolution, advocacy, and understanding of how to influence the government process. Also covers the latest information available in child development, family studies and changes in rules and regulations governing early childhood education programs.

**Prerequisite:** WR121 with a "C" or better.

## HUMAN SERVICES

### **HS100 Introduction to Human Services**

3 credits (3 lec hrs/wk)

An introductory course in the nature and scope of selected social problems in America and the relationship of these problems to the historical development of the human service system and human service organizations. This course will assist the student in exploring the field of human services as a possible career choice. Students will examine their values, interpersonal skills, and knowledge base related to becoming a competent professional.

### **HS102 Drug Use, Misuse and Addiction**

3 credits (3 lec hrs/wk)

This course examines drugs, their physiological and psychological effects as well as to prepare students for advanced classes in treatment and prevention of substance abuse. This course will cover some historical and social aspects of drug usage, but will focus primarily on physiological aspects of drugs.

### **HS154 Community Resources**

3 credits (3 lec hrs/wk)

This course addresses the history and organizational perspective of the development of Human Services institutions. The student will explore Human Service work as it relates to the client, worker and workplace. Human Services community resources will be identified and the student will learn the appropriate methods of identifying the client needs and referring the client to the available community resources. There will be an introduction to interviewing and relationship development skills.

### **HS155 Interviewing Theory and Techniques**

3 credits (3 lec hrs/wk)

This course is designed to provide the student with the theoretical basis for effective interviewing techniques. Special emphasis will be placed on developing attending skills at the beginning level. Students will participate extensively in classroom role-plays as well as utilize audiotapes and video-recording. While this course is specifically designed for the developing human services worker, students of other disciplines can benefit greatly from participation. Multi-cultural examples will be included throughout the course.

### **HS167 Gerontology**

3 credits (3 lec hrs/wk)

This course presents an exciting and dynamic survey of the developmental process of aging. Students will examine the social, physical, emotional, spiritual and cultural aspects which influence the experience of aging. Course work provides essential information for all who plan to work with elders, as well as an excellent opportunity to explore and promote a positive personal view of aging. Students will be introduced to the current theories, policies, and practices in gerontology and professional opportunities in the field. Concerns of practitioners and focus on service delivery and policy directions will also be addressed.



**HS168 Mental Health and Aging**

3 credits (3 lec hrs/wk)

This course will present basic information regarding issues in mental health and aging that is grounded in an integrated, bio psychosocial approach to human behavior. Specific organic and functional mental disorders will be studied within the context of the family and community. The course will present an inter-disciplinary approach to the care of the elder client. Also offered as HS0668 for no credit or grade.

**HS170 Introduction to Practicum**

3 credits (3 lec hrs/wk)

This course provides an opportunity for the necessary research and development of specific skills needed by human services students to select, succeed, and work in the field. It incorporates the exploration of human interactions in the workplace and organizations including work stress, supervision, ethics, cultural diversity, and social responsibility. Knowledge of verbal and written communication skills specific to human services will be emphasized as part of competent practice.

**Prerequisite:** HS100 with a "C" or better.

**HS200 Understanding Addictive Behavior**

3 credits (3 lec hrs/wk)

This course presents a concept for understanding addictions of any kind. This course examines a unifying addictions model and determines the implications that this has for recovery. The majority of the course will concentrate on the effects of addiction with youth and families. The focus is on family dynamics and the treatment of addictive families, with emphasis on principles of intervention with youth, juvenile assessment and the addiction process for youth and families. The material will be presented in lectures, class exercises, reading assignments, group discussions and examination.

**HS202 Counseling the Chemically Dependent Client**

3 credits (3 lec hrs/wk)

This course is designed to introduce students to the theory of addiction, dual diagnosis, and their inter-relatedness. The student will be expected to utilize various treatments with chemically dependent clients. Family, group and individual treatment relating to chemical dependency will be included in the focus of study in the course.

**HS224 Group Counseling Skills**

3 credits (3 lec hrs/wk)

This course introduces the student to basic issues and key concepts of group counseling. Students will study theories of group process, casework, and therapeutic interventions related specifically to personal development and change. Students will focus on acquiring the knowledge and skills necessary for facilitating a variety of groups. Attention will be given to multi-cultural issues as they apply to group counseling.

**HS260/SP219 Group Dynamics (Small Group Discussion)**

3 credits (3 lec hrs/wk)

This course focuses on skill building and theory in decision making, problem solving, presentation planning, and knowledge of group process. This course is also designed to assist students in using effective small group techniques in a variety of settings.

**HS261 Counseling the Older Adult**

3 credits (3 lec hrs/wk)

Addresses how to work with and/or provide services for older adults. It will cover physical, emotional, environmental and developmental issues unique to older persons. The course will include discussion and practice of communication and counseling skills emphasizing empathy, respect, and genuineness.

**HS265 Intervention Strategies I (Basic Counseling Skills)**

4 credits (4 lec hrs/wk)

This course is designed as a continuation of HD155. Students will learn the theoretical basis for introductory counseling techniques based on the skill of intentional interviewing and solution-focused counseling. Role-plays, audiotapes, and video-recordings will form an integral part of learning activities. Students will explore more advanced interviewing techniques and strategies for assisting clients. Attention will be given to multi-cultural issues as well as assisting students to integrate interviewing skills with their personal style and theoretical approach to helping.

**Prerequisite:** HS155 with a "C" or better.

**HS266 Intervention Strategies II (Counseling Theories)**

4 credits (4 lec hrs/wk)

This course is designed to provide students with an introduction to the major counseling theories and applications for the practice of human services. Students will study an overview of specific theories, their founders, key concepts, and techniques. Students will explore their view of human nature as it relates to change, as well as their personal values related to the concepts of each model.

**HS267 Intervention Strategies III (Working with Families)**

4 credits (4 lec hrs/wk)

The goal of this course is to expand students' knowledge of human service practice as it relates to working with families. Students will study the history of family structure from a multicultural perspective, as well as address the various non-traditional family forms in contemporary society. Specific theories and techniques designed to assist families will be presented.

**HS291 Practicum: Human Services**

1-10 credits (30-360 lab hrs/term)

This course offers supervised clinical and community experience in Human Service organizations. The student has to complete several classes and have permission from the program coordinator before entering a field experience practicum. The student will be required to attend a one hour seminar per week for each week of the field practicum. The practicum seminar is with the program coordinator and the other human services students attending a field practicum.

**Prerequisite:** Approval from program coordinator.

**HUMANITIES****HUM204 World Mythology and Religion (Archetypal and Shamanic Mythologies)**

3 credits (3 lec hrs/wk)

The origins and character of world mythologies. Course explores the archetypal stories by which human consciousness shapes a sense of order and belonging in the natural and supernatural worlds. Emphasis will be given to the shaman as storyteller and sage, as living bridge between the worlds, as healer and shaper of community and culture.

**HUM205 World Mythology and Religion (India and the Far East)**

3 credits (3 lec hrs/wk)

A consideration of the great myths of India and the Far East. This course will explore the foundational myths and the sacred texts which give rise to and inform the great religions of the region, particularly Hinduism and the vehicles of Buddhism. Consideration will also be given to the indigenous myths of the Orient and the ways of life, for instance: Shinto, Daoism, Confucianism, they support.

**HUM206 World Mythology and Religion (Middle East and Western)**

3 credits (3 lec hrs/wk)

Treats the great myths and religions of Egypt and the fertile crescent. Course also treats Celtic and Nordic beliefs indigenous to Europe, and the mystery religions of Greece. The influence of the ancient myths of early pastoral and agrarian cultures on the Hebrew, Islamic and Christian religions, will be considered, as well as the departure those religions make from the mythic character of the world from which they emerged.

**JOURNALISM**

Students in the Journalism Program learn the techniques and concepts of modern communication in classes that emphasize practical publishing experience. In all classes, students apply their skills by writing, editing, and designing publications, including the *Southwester*, a twice-monthly newspaper serving the College and regional community and World Wide Web pages distributed electronically. Second-year students learn advanced editing and publication management skills by serving on the editorial staffs of these publications.

**J202 Information Gathering/Applied Electronic Publishing**

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

Students research, annotate, and analyze information on a chosen public policy issue. Researchers will utilize libraries, computer databases, and personal interviews to create an annotated bibliography, from which they will digest and publish a research report on the World Wide Web.

**Prerequisite:** WR122.

**J203 Writing for the Media**

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

This class introduces the basic skills and responsibilities required of writers working in print and electronic media, with a focus on writing informative news articles. Students learn to write with objectivity, clarity and style by publishing articles in the student newspaper and on the College's World Wide Web page.

**J204 Visual Communication for Mass Media: Applied Desktop Publishing**

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

Students learn the basic concepts, skills, and tools of visual communication, with a focus on applied desktop publishing. Students study and practice the aesthetics of page layout, page design and the use of text, photography and graphic art. Using desktop publishing software, students design and publish pages in the student newspaper and on the World Wide Web.

**J215 Publishing Lab: Print and Electronic**

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

Students practice journalism and publishing skills by publishing the student newspaper and other publications, including magazine and World Wide Web pages. Staff duties include writing, editing, photography, graphic design, computer network management, advertising, and business management. This lab is required for all staff members on the *Southwester*.

**Prerequisite:** Any one of the following: J202, J203, J204, J217, WR241, WR242, WR243, or WR222.

**J217 Feature Writing**

3 credits (3 lec hrs/wk)

Students write non-fiction feature articles for print and electronic media. After studying basic models of narrative and explanatory feature writing, students write feature articles for the student newspaper, magazine and World Wide Web page.

**J220 Digital Media**

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

Digital media provides an introduction to software, production techniques, and theory required for new media and multimedia publishing. Students will practice and analyze new media and multimedia technologies, and analyze the effects of these technologies on the communication process, focusing on the practice of documentary journalism and on the interplay between audience and interactive content. Students will apply these technologies in media projects that integrate digital imaging (graphics, photography, and video) and digital audio for publication in various delivery formats.

**Prerequisite:** J204 with a "C" or better.

**J280 Field Experience**

1-5 credits (variable hours)

Combined work and study projects in the fields of writing, reporting, editing, public relations and other mass media-related activities.

**Prerequisite:** WR122 with a "B" or better.

**LIBRARY****LIB127 Introduction to the Library**

1 credit (3 TBA hrs/wk)

Introduction to using the fundamental resources of a library: its catalogs, periodical indexes, electronic resources, and special collections. Includes an integrated set of skills and knowledge in assessing, evaluating, and using various kinds of information. This course is considered a supportive course.

**LITERATURE****ENG104 Introduction to Literature - Fiction**

3 credits (3 lec hrs/wk)

Reading analysis and appreciation of significant works of fiction, especially short stories, with emphasis on the fiction writer's craft. Presents methods of in-depth critical reading that serve as a basis for further study and enjoyment of literature.

**ENG105 Introduction to Literature - Drama**

3 credits (3 lec hrs/wk)

Reading, analysis and appreciation of significant works of drama and the elements of dramatic literature (setting, theme, characterization and language) serve as a basis for further study and enjoyment of drama.

**ENG106 Introduction to Literature - Poetry**

3 credits (3 lec hrs/wk)

Reading, analysis and appreciation of significant poems, how they are written and how they speak to human concerns. Presents those elements of poetry, language, form, metrics, style, and voice that serve as a basis for further study and enjoyment of poetry.

**ENG107 World Literature**

3 credits (3 lec hrs/wk)

This course introduces the student to key literary works and authors of world literature from the Ancient and Classical foundations to the Middle Ages. Students should consider taking History of Western Civilization concurrently.

**ENG108 World Literature**

3 credits (3 lec hrs/wk)

This course introduces the student to key literary works and authors of world literature from the late Middle Ages and Renaissance to the Enlightenment. Students should consider taking History of Western Civilization concurrently.

**ENG109 World Literature**

3 credits (3 lec hrs/wk)

This course introduces the student to key literary works and authors of world literature from Romanticism to modern and contemporary writings. Occasional study of literature of other cultures may be introduced. Students should consider taking History of Western Civilization concurrently.

**ENG198/298 Independent Study in Literature**

1-3 credits (hrs to be arranged)

**Prerequisite:** Instructor consent.

**ENG201/202/203 Shakespeare**

3 credits/term (3 lec hrs/wk)

This course is an introduction to Shakespeare's early dramatic literature with an emphasis on the timelessness of his ideas and themes, the formal demands of drama, and the development of the artist. Need not be taken in order.

**ENG201** - The plays for this term are drawn from early histories and comedies.

**ENG202** - The plays for this term are drawn from the middle comedies and tragedies.

**ENG203** - The plays for this term are drawn from the later comedies, tragedies and romances.

**ENG204 Survey of English Literature**

3 credits (3 lec hrs/wk)

This course discusses the literary documents and authors of the British Isles from Anglo-Saxon beginnings through the sixteenth century. It will also treat the surviving celtic materials and their influence on British literature. The study will focus 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.

**ENG253 Survey of American Literature**

3 credits (3 lec hrs/wk)

Introduction to the development of American Literature from the colonial beginnings through the romantic period. Special attention is given to helping students develop a sense of what is "American" in literature and thought.

**ENG254 Survey of American Literature**

3 credits (3 lec hrs/wk)

Introduction to the development of American Literature in the middle and latter parts of the nineteenth century (late romanticism, realism and naturalism). Special attention is given to helping students develop a sense of what is "American" in literature and thought.

**ENG255 Survey of American Literature**

3 credits (3 lec hrs/wk)

Introduction to the development of American Literature of the twentieth century. Special attention is given to helping students develop a sense of what is "American" in literature and thought.

**ENG260 Introduction to Women Writers - Criticism and Genre**

3 credits (3 lec hrs/wk)

This course is designed to 1) introduce students to some important authors and works; 2) present these works in an historical and culturally specific context and link context to changes in a genre; 3) encourage students to trace themes of race, class, and gender in literature by women; 4) guide students discussing self-identity and the creative process.

**MANUFACTURING TECHNOLOGY****MFG4101 Electrical/Electronic Principles**

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

Electrical/Electronic principles introduces the concepts and applications of various technologies found in the manufacturing industry, including actuators, transducers, drives, motors, and combinations of devices used for control and monitoring of industrial processes. Emphasis on hands-on applications of electrical/electronic measurement of physical properties, sensing and control of motion, fault diagnosis, and preventative maintenance.

**MFG4102 Mechanical Principles**

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

This course presents a study of the principles, concepts and applications of various mechanisms encountered in industry, including belt drives, chain drives, and linkages. Subject matter on mechanical components and systems covers operational principles, uses, maintenance, troubleshooting, and procedures for repair and replacement. Emphasis on hands-on setup of various drive systems, use of common precision measuring equipment and the properties of various sealant materials.

**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. Both hydraulic and pneumatic systems will be discussed with an emphasis on the differences between the two. Hands-on setups of various fluid circuits, using standard hydraulic/pneumatic schematics will be an important part of the laboratory applications. Fluid power will include operational principles, uses, preventative and periodic maintenance, troubleshooting and procedures for repair and replacement.

**MFG4180 Field Experience**

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

The student is required to be employed in a manufacturing-related position for an organization or company utilizing manufacturing principles, methods, techniques and/or skills.

**Prerequisite:** Instructor consent.

**MATHEMATICS****MTH20 Basic Mathematics**

4 credits (4 lec hrs/wk)

Prepares students for successful completion of any program requiring knowledge of basic mathematics.

**Prerequisite:** Appropriate score on placement test.

**MTH25 Prealgebra**

4 credits (4 lec hrs/wk)

This course provides a brief review of arithmetic operations and gradually introduces selected concepts and principles from elementary algebra. Ordinarily, a student progresses from MTH20 to MTH70. Pre-Algebra, MTH25, is an optional course for students who desire further preparation for MTH70. Prospective students should consult their advisor or a mathematics instructor for proper placement into this course.

**Prerequisite:** MTH20 with a "C" or better or appropriate score on placement test.

**MTH55 Introductory Technical Mathematics**

3 credits (3 lec hrs/wk)

Basic arithmetic operations with an emphasis on applications. Offered by the mathematics department in cooperation with the professional technical education faculty.

**Prerequisite:** Appropriate score on placement test.

**MTH70 Elementary Algebra**

4 credits (4 lec hrs/wk)

A study of the concepts and principles considered in introductory algebra. Topics include: signed numbers; algebraic expressions; linear equations and inequalities; graphs of linear equations; polynomial expressions, operations, and factorizations; square roots and radical expressions. Prospective students are not required to have previous experience with algebra.

**Prerequisite:** Appropriate score on placement test or successful completion of either MTH20 or MTH25 or MTH55 with a "C" or better.

**MTH80 Technical Mathematics I**

3 credits (3 lec hrs/wk)

Basic geometric concepts with applications, graphing in a rectangular coordinate system, basic algebra concepts with applications, basic statistics and right triangle trigonometry. Offered by the mathematics department in cooperation with the professional technical education faculty.

**Prerequisite:** Successful completion of MTH20 or MTH55 with a "C" or better.

**MTH85 Technical Mathematics II**

3 credits (3 lec hrs/wk)

Introduction to plane trigonometry emphasizing practical applications. Offered by the mathematics department in cooperation with the professional technical education faculty.

**Prerequisite:** MTH80 with a "C" or better.

**MTH94 Intermediate Algebra I**

4 credits (4 lec hrs/wk)

A study of the concepts and principles considered in intermediate algebra. Topics include: linear equations and inequalities; the Cartesian plane, graphs of equations; functions and their graphs; polynomial operations and factorizations; rational expressions and equations.

**Prerequisite:** MTH70 with a "C" or better, or appropriate score on placement test.

**MTH95 Intermediate Algebra II**

4 credits (4 lec hrs/wk)

A study of the concepts and principles considered in intermediate algebra. Topics include: radical expressions, complex numbers; quadratic equations; quadratic functions and their graphs; conic sections; exponential and logarithmic functions and their graphs; exponential and logarithmic equations.

**Prerequisite:** MTH94 with a "C" or better.

**MTH105 Introduction to Contemporary Mathematics**

4 credits (4 lec hrs/wk)

Topics include systems of Linear Equations, statistics, mathematical modeling, problem solving and logic. This course is designed for students who have completed 1.5 to 2 years of high school algebra and a year of geometry, who have a "non-science" major and need to complete a term of college level mathematics.

**Prerequisite:** MTH95 with a "C" or better or appropriate score on placement test.

**MTH111 College Algebra**

4 credits (4 lec hrs/wk)

A study of the concepts and principles considered in pre-calculus. 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 pre-calculus. Topics include: exponential and logarithmic functions and their graphs; exponential and logarithmic equations; trigonometric functions and their graphs; trigonometric identities, equations, and formulas; oblique-triangle trigonometry; complex numbers and DeMoivre's theorem.

**Prerequisite:** MTH111 with a "C" or better or appropriate score on placement test.

**MTH198/298 Independent Study**

1-4 credits (hrs to be arranged)

**Prerequisite:** Instructor consent.

**MTH211 Fundamentals of Elementary Mathematics I**

3 credits (3 lec hrs/wk)

A foundation in mathematics for elementary teachers. Topics include introduction to problem solving, number systems, number theory, logic, sets, relations and functions.

**Prerequisite:** MTH95 with a "C" or better or appropriate score on placement test.

**MTH212 Fundamentals of Elementary Mathematics II**

3 credits (3 lec hrs/wk)

A foundation in mathematics for elementary teachers. Topics include rational numbers, exponents, decimals and applications. Probability and statistics will be introduced.

**Prerequisite:** MTH211 with a "C" or better.

**MTH213 Fundamentals of Elementary Mathematics III**

3 credits (3 lec hrs/wk)

A foundation in mathematics for elementary teachers. Topics include euclidean geometry, constructive geometry, measurement, motion and tessellation.

**Prerequisite:** MTH212 with a "C" or better.

**MTH231/232 Elements of Discrete Mathematics I and II**

4 credits/term (4 lec hrs/wk)

Elementary logic and proof, mathematical induction. Sets, relations, functions. Theory of graphs and trees, combinatorics, algorithms. Boolean and matrix algebra. A required two-course sequence for computer engineering and computer science majors. Must be taken in sequence.

**Prerequisite:** MTH251 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.

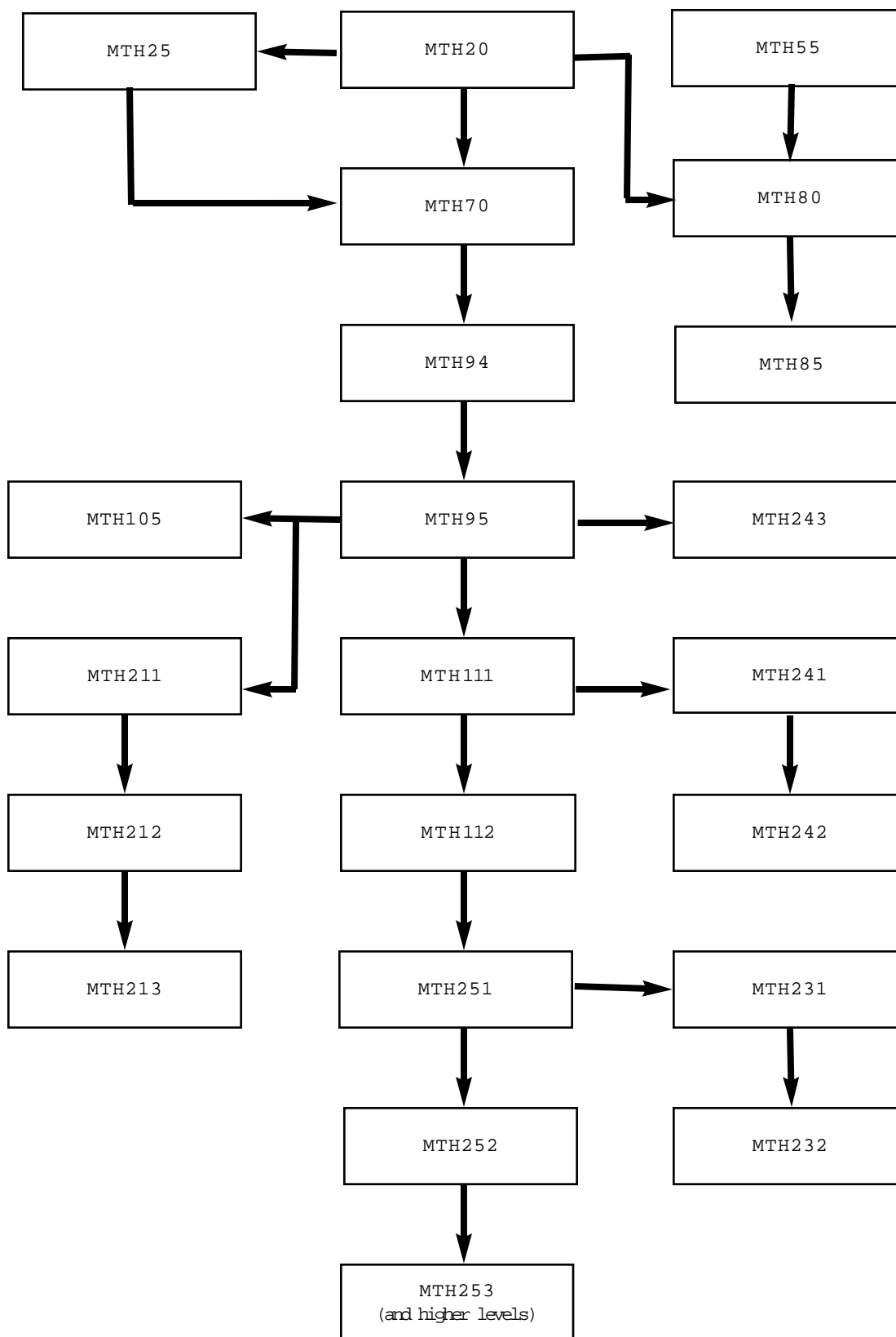
**MTH251 Calculus I (Differential Calculus)**

4 credits (4 lec hrs/wk)

Topics include limits and continuity, rates of change, the derivative, techniques of differentiation, curve sketching, optimization problems, applications of rectilinear motion, implicit differentiation, and an introduction to the area problem of integral calculus.

**Prerequisite:** MTH112 with a "C" or better.

## SEQUENCE OF MATHEMATICS COURSES



**Note: Each course must be completed with a “C” or better in order to progress to the next course.**

**MTH252 Calculus II (Integral Calculus)**

4 credits (4 lec hrs/wk)

Topics include definite and indefinite integrals with applications to area, volume, rectilinear motion, force, work, and growth and decay problems.

**Prerequisite:** MTH251 with a "C" or better.

**MTH253 Calculus III (Infinite Series and Sequences)**

4 credits (4 lec hrs/wk)

Topics include infinite sequences and series, improper integrals, numerical integration, and an introduction to modeling with differential equations.

**Prerequisite:** MTH252 with a "C" or better.

**MTH254 Vector Calculus I (Introduction to Vector Calculus and Multidimensional Calculus)**

4 credits (4 lec hrs/wk)

Topics include: polar coordinates, conic sections, parametric equations; three-dimensional space, analytic geometry, vector algebra; space curves, vector-valued functions, vector calculus.

**Prerequisite:** MTH253 with a "C" or better.

**MTH255 Vector Calculus II (Differential and Integral Vector Calculus)**

4 credits (4 lec hrs/wk)

Topics include: functions of several variables, partial derivatives; iterated integration, multiple integrals; divergence and curl of vector fields, line and surface integrals; Green's, Gauss', and Stokes' theorems.

**Prerequisite:** MTH254 with a "C" or better.

**MTH256 Differential Equations**

4 credits (4 lec hrs/wk)

Topics include: first-order linear and nonlinear ODE's; second order linear ODE's; series solutions to second-order linear ODE's; Laplace transforms; systems of linear ODE's.

**Prerequisite:** MTH255 with a "C" or better.

**MTH260 Matrix Methods**

3 credits (3 lec hrs/wk)

Topics include: matrix concepts and algebra; determinants and inverses of matrices; solution methods for systems of linear equations; linear dependence and independence of vectors; eigenvalues and eigenvectors of matrices. This course covers the basic linear algebra topics needed for engineering and science majors.

**Prerequisite:** MTH255 with a "C" or better.

**MTH261 Linear Algebra I**

4 credits (4 lec hrs/wk)

Systems of linear equations, matrix concepts and algebra. Finite-dimensional vector spaces, bases and dimension. Linear transformations and matrix representations. The first course of a two-course sequence recommended for engineering, mathematics, and science majors.

**Prerequisite:** MTH254 with a "C" or better.

**MTH262 Linear Algebra II**

4 credits (4 lec hrs/wk)

Determinants, eigenvalues and eigenvectors. Projections, orthogonalization, least-squares problems, properties of positive-definite and symmetric matrices. Computations with matrices. The second course of a two-course sequence recommended for engineering, mathematics, and science majors.

**Prerequisite:** MTH261 with a "C" or better.

**MTH265 Probability and Statistics with Calculus**

4 credits (4 lec hrs/wk)

Focusing on probability, random variables, mathematical expectation. Probability, distributions, sampling distributions, functions of random variables. Statistical inference (one- and two- sample estimation methods and test hypotheses), regression and correlation analysis. A calculus-based statistics course recommended for mathematics, science, and engineering majors.

**Prerequisite:** MTH252 with a "C" or better.

**MUSIC**

All music ensemble credits are transferable and can be used as elective credits up to 12 credits. Most music programs require 12 ensemble credits.

**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. Only advanced musicians are admitted. **Prerequisite:** Instructor consent.

**MUP114 Stage Band**

1 credits (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 as 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. Instructor consent is not required but students may be asked to audition.

**MUP123 Opera**

1-3 credits (2-8 lec-lab hrs/wk)

Operas, opera selections, operatic arias or operettas done in costumes, staging and concert style. Instructor consent is not required but students may be asked to audition.

**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.

**Prerequisite:** Instructor consent.

**MUP131 Chamber Choir**

2 credits (4 lec-lab hrs/wk)  
 Small choral ensemble performing the major works and the octavo literature of prominent composers of every musical period. Instructor consent is not required but the student may be asked to audition.

**MUP142/242 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. Instructor consent is not required but the student may be asked to audition.

**MUP202A Concert Band**

2 credits (4 lec-lab hrs/wk)  
 A performance ensemble which rehearses and performs the appropriate musical literature chosen by the instructor. Instruction will be given to individuals as well as the ensemble as how to improve the overall musical effect.

A college ensemble performing marches, traditional band literature, classical literature arranged for concert band. Intermediate and advanced musicians are admitted.

**Prerequisite:** Instructor consent.

**MUP202B Community 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 as how to improve the overall musical effect.

A college ensemble performing marches, traditional band literature, classical literature arranged for concert band. Intermediate and advanced musicians are admitted.

**Prerequisite:** Instructor consent.

**Individual lessons** are based on request and instructor availability. ~~Student may be asked to audition to perform in recitals or college ensembles.~~

**Individual Lessons**

1-3 credits (2-6 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.

**Prerequisite:** Instructor consent.

Lessons are given for all levels of musicianship: beginning, intermediate and advanced.

MUP171/271 Piano	MUP174/274 Voice
MUP175/275 Violin	MUP178/278 Bass Guitar
MUP180/280 Guitar	MUP 181/281 Flute
MUP183/283 Clarinet	MUP184/284 Saxophone
MUP186/286 Trumpet	MUP187/287 French Horn
MUP188/288 Trombone	MUP191/291 Percussion

Many music courses can be used for Distribution and Elective requirements for degree programs. Music History may also be used as a sequence requirement for the Associate of Arts Oregon Transfer degree.

**MUS101/102/103 Music Fundamentals**

3 credits/term (3 lec hrs/wk)  
 A course to instruct in the fundamentals of music. A preparatory course for private instruction, for ensemble participation and for a better understanding of music and music history. Music fundamentals, scales, key signatures, meter, notation, chords, non-harmonics, introduction to piano, and sight-singing. Recommended for music minors, beginning musicians and preparatory for some music majors. (Contact music advisor for proper placement.)

**MUS111/112/113 Music Theory I**

3 credits/term (3 lec hrs/wk)  
 A course to instruct in the fundamentals of music, figured bass analysis, four part composition, chords with sevenths, secondary dominants, modulation and basic musical form. This is a preparatory course for private instruction, for ensemble participation and for a better understanding of music and music history. Required for music majors and minors, recommended for beginning and intermediate musicians. Contact music advisor for proper placement.

**Prerequisites:** For MUS112; MUS111. For MUS113; MUS112.

**Concurrent:** For MUS111; MUS114 and MUS131. For MUS112; MUS114 and MUS132. For MUS113; MUS115 and MUS133.

**MUS114/115/116 Sight Reading and Ear Training**

1 credit/term (1 lec hr/wk)  
 The ability to read music notation using only the voice. Learn to hear music, identify tones and transfer what you have heard to music notation. Required for music majors and minors.

**MUS120 FINALE: Music Printing (Computer Composition)**

2 credits (2 lec, 1 lec-lab hr/wk)  
 Learn to use Finale, a music printing program and secondarily a sequencing program. A wide range of musical capabilities will be put at the disposal of the student. This program will benefit every musician from the elementary to the most advanced. Students will learn to enter both vocal and instrumental music into the computer; how to use musical markings and terminology; how to transpose and arrange; how to prepare a musical composition to be a professional-looking sheet of music. Students will be expected to schedule computer time outside of the class and to maintain personal disks with all of their assignments.



**MUS131 Piano Class**

1 credit (1 lec hr/wk)

Piano basics and music fundamentals. Learn to read notes, basic music symbols, perform simple chords. Proper finger techniques and major and minor scale performance. Introduction to Classical Piano Methods.

**Concurrent:** MUS111, 112 or 113.

**MUS132 Piano Class**

1 credit (1 lec hr/wk)

Based upon continuing the work in MUS131, performance of four part chorales, melodic creation, dominant and non-dominant seventh resolution, secondary dominants and modulations at the keyboard are the focus of this course.

**Prerequisite:** MUS131.

**Concurrent:** MUS112.

**MUS133 Piano Class: (Introduction to Finale)**

1 credit (1 lec hrs/wk)

Learn to use Finale, a music printing program and secondarily a sequencing program. A wide range of musical exposure will be at the disposal of the student. The Finale program will benefit every musician from the elementary to the most advanced. Students will learn to enter both vocal and instrumental music into the computer; how to use musical markers and technology; how to transpose and arrange; how to prepare a musical composition to be a professional looking sheet of music. Students will be expected to schedule computer time outside of the class. Students are expected to maintain personal disks with all of their assignments.

**Prerequisite:** MUS132.

**MUS134/135/136 Voice Class**

1 credit/term (1 lec hr/wk)

Vocal basics and music fundamentals. Learn tone production, breathing, vowel-consonant clarity and relaxation techniques.

**MUS137 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.

**MUS198/298 Independent Study in Music**

1-3 credits (hr to be arranged)

This course allows students to independently increase their knowledge and skills in the discipline of music by studying specific topics which are not part of other 100/200 level music courses or which may not be offered in depth in other 100 level music courses. Instructor supervision and division approval required.

**Prerequisite:** Instructor consent.

**MUS205 Introduction to Jazz History**

credits (3 lec hrs/wk)

A course to introduce students to the one true American Music Genre. Students will explore the beginnings of Jazz. They will hear early blues that eventually lead to small combo Jazz to Dixieland, to the Big Band Era. They will hear the individualists of the BeBop and its gradual growth to the Fusion and inevitable mating of Jazz, Impressionism, Serialism and Classical Forms. Students will be taken through Rhythm and Blues, Gospel and Early Rock and Roll.

**MUS211 Music Theory II**

3 credits (3 lec hrs/wk)

A study of polyphony, counterpoint, extended chromatically altered chords and 20th century composition.

**Prerequisite:** MUS113.

**Concurrent:** MUS115.

**MUS212 Music Theory II**

3 credits (3 lec hrs/wk)

A study of polyphony, counterpoint, chromatic chords and 20th century composition.

**Prerequisite:** MUS211.

**Concurrent:** MUS116.

**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:** MUS116.

**MUS261/262/263 Music History I, II, III**

3 credits/term (3 lec hrs/wk)

A study of history concentrating on the life and times of composers and their music. Attention will be given to the change forms and styles of music combined with a wide range of listening. History will be divided into three sections: 1) Early Music, Renaissance, Baroque-350 to 1750; 2) Classical and Romantic-1750 to 1900; 3) Contemporary-1990 to present.

**NURSING****NUR546 Basic Nursing Assistant**

8 credits (45 lec, 105 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 person is prepared to care for clients in stable environments, i.e., nursing homes, long-term care and intermediate care facilities.

**Prerequisites:** CPR Health Care Provider card, preapplication testing, health assessment and immunization status.

**NUR951 Medication Aide Training**

5 credits (40 lec, 40 lab hrs total)

The Medication Aide training will consist of a minimum of 80 hours of instruction divided into at least 40 hours of classroom instruction and at least 40 hours of supervised clinical experience of which at least 20 hours must be in a long-term care nursing facility. The student will learn to utilize the principles of safety in the administration of medication; define terms related to the administration of medications; demonstrate the ability to correctly interpret abbreviations commonly used in administration of medication; demonstrate the ability to correctly calculate doses of medications; keep accurate records; and identify legal parameters of the Medication Aide role.

**Prerequisites:** Must be Certified Nursing Assistant (Oregon); be on the CNA registry for nine months prior to the first day of the Medication Aide training; provide documentation of at least nine months full-time experience or the equivalent in part-time experience as a CNA in the last five years.

**NUR9411 Perioperative Nursing**

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

This introductory course is designed for the registered nurse who has had no previous experience in operating room nursing. Course content includes knowledge and skills required to care for patients having surgical intervention. Emphasis will be on those skills required to prepare the nurse for beginning level independent practice. Students, through direct classroom instruction and lecture/lab work in an operating room suite, will gain the knowledge and skills required to provide care to patients during the preoperative, intraoperative, and postoperative period.

**NUR9412 Perioperative Nursing Clinical Practicum**

6 credits (18 lab hrs/wk)

This course is designed as a vehicle to put into practice the knowledge and skills learned in Perioperative Nursing NUR9411. Students will complete a minimum of two 8-hour practicum shifts per week in an operating room. Emphasis will be placed on performing those functions directly related to scrubbing and circulating for selected surgical procedures.

**Prerequisite:** NUR9411.

**NUR9413 Basic Critical Care Nursing**

3 credits (3 lec hrs/wk)

This introductory course is designed for practicing registered nurses to increase their knowledge of physiology and application of this knowledge with critical thinking skills to care approaches for the more acute critical patient. Its purpose is to provide information on body-system specific patho-physiology for advanced nursing management. Students will be introduced to specific skills pertinent to care of critical patients with an emphasis on skills needed in Intensive Care Units (ICU), Intermediate Care Units (IMCU), Post Anesthesia Care Units (PACU), and Emergency Departments (ED).

**NUR101 Fundamentals of Nursing**

9 credits (5 lec, 12 lab hrs/wk)

First quarter of a six-quarter associate degree nursing program. Successful completion of the first four quarters qualifies the student to take the National Licensure Examination for Practical Nurse (LPN); successful completion of the remaining two quarters qualifies the student to take the National Examination for Registered Nurse (RN). NUR101 introduces the student to fundamental concepts in nursing including nursing process, health and physical assessment; communication, diversity, growth and development, the basis for professionalism in nursing, legal and ethical foundations, caring, basic skills and critical thinking. Students will be expected to apply knowledge and skills learned in this term to successive nursing courses. This course involves 5 hours of theory and 12 hours of skills lab/clinical experience weekly. Independent study, skills and computer lab practice will require additional unscheduled time as well as scheduled time.

**Prerequisite:** Admission to the Nursing Program.

**NUR102 Nursing Science and Practice I**

9 credits (5 lec, 12 lab hrs/wk)

This course builds on concepts and skills learned in the previous term. Selected functional health patterns are explored in greater depth. Areas addressed in this term are: fluid balance problems which affect multiple body systems; problems with protection (integumentary); oxygenation (respiratory); circulatory (cardiac); visual and auditory (ear/eye); neurologic and mental health systems. As novice practitioners of nursing, students apply learned concepts and skills to selected aspects of client care in a hospital setting.

**Prerequisite:** NUR101 with a "C" or better.

**NUR103 Nursing Science and Practice II**

9 credits (5 lec, 12 lab hrs/wk)

Builds on material learned in NUR101 and NUR102. Previously learned concepts and skills are integrated and applied to the planning and delivery of nursing care to clients of all ages undergoing surgery, and to clients experiencing common disorders in the endocrine and gastrointestinal systems. Care of child-bearing women and families is also a focus. Basic human need for sleep and rest is studied and applied to a variety of patient care situations. Clinical experiences include operating room, maternity and medical surgical nursing.

**Prerequisite:** NUR102 with a "C" or better.

**NUR201 Nursing Science and Practice III**

9 credits (5 lec, 12 lab hrs/wk)

Builds on concepts learned in NUR101, 102, and 103. The student will learn to care for clients experiencing acute alterations in functional health patterns related to orthopedics, the renal system, cancer, the pediatric client and family and the geriatric client and family. Students will complete this course with the LPN Capstone, the beginning of their professional status as a licensed practitioner.

**Prerequisites:** NUR103 with a "C" or better, or admission into NUR201 through advanced placement as an LPN, and BI231, BI232, and BI233 with a "C" or better.

**NUR202 Nursing Science and Practice IV**

9 credits (5 lec, 12 lab hrs/wk)

Builds on concepts and skills learned in NUR101, 102, 103, and 201. The student has studied basic nursing skills and the issues surrounding chronic and acute illness. The student will explore these concepts as applied to patients experiencing acute alterations in fluid and electrolyte balance, the hemopoietic system, the liver, skin and tissue integrity following a major burn and the endocrine system. The student will learn about caring for the high-risk child bearing family, and the acutely mentally ill patient, and will be introduced to basic concepts in Community Health Nursing and how they are applied to his/her practice in clinical nursing.

**Prerequisite:** NUR201 with a "C" or better.

**NUR203 Nursing Science and Practice V**

10 credits (5 lec, 15 lab hrs/wk)

Introduces students to theoretical and practical applications related to the care of clients requiring high acuity nursing care. Primary focus is on critical thinking, decision making and client care management. Students learn how to apply patient/client care in a variety of health care management settings. Concepts such as managed care, case management and delegation are covered.

**Prerequisite:** NUR202 with a "C" or better.

**OFFICE ADMINISTRATION****OA2221 Medical Terminology I**

3 credits (3 lec hrs/wk)

This course provides the student with the basic knowledge of building medical terms with root words, suffixes and prefixes. Also provides medical terminology related to the body as a whole, the skeletal, muscular, cardiovascular, lymphatic and Immune, respiratory and digestive systems. Must be taken in sequence.

**OA2222 Medical Terminology II**

3 credits (3 lec hrs/wk)

Medical Terminology II is a continuation of Medical Terminology I, to include terminology and abbreviations related to the urinary, nervous inqueumentary, endocrine, and reproductive systems as well as special senses, diagnostice procedures and pharmacology. Each system outline will include functions and components, suffixes, prefixes, anatomic reference points, and terminology (diagnostic, symptomatic, and operative) pertinent to that system. Must be taken in sequence.

**Prerequisite:** OA2221 with a "C" or better.

**OA2231 Clinical Procedures I**

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

This course is to provide clinical orientation, initial instruction and basic skills for a medical/clerical assistant. It will provide in-depth simulation of office nurses duties. This will prepare the medical office assistant to substitute for the physician's nurse, without major changes in office routine for the safety, security, and comfort of the patient, physician and the medical assistant. Must be taken in sequence.

**Prerequisites:** OA2221 and OA5401 with a "C" or better.

**Concurrent:** HE9380.

**OA2232 Clinical Procedures II**

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

This course provides theoretical knowledge, skills and practical experience which enables the student to attain and maintain safe, intelligent, quality patient care under supervision of licensed personnel. Emphasis on medical and surgical asepsis, in preparation for office surgery is stressed. Primarily for students already employed in the health care field.

**Prerequisite:** OA2231 with a "C" or better.

**OA2241 Medical Transcription I**

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

This course introduces students to simpler forms of medical transcription from hospital dictation. Utilization of terminology with emphasis on accuracy.

**Prerequisite:** OA2221 with a "C" or better.

**OA2242 Medical Transcription II**

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

This course introduces students to the use of specialized/complex medical dictation by actual physicians for the purpose of developing transcription skills.

**Prerequisite:** OA2241 with a "C" or better.

**OA2280 Cooperative Work Experience**

1-6 credits (4-24 lab hrs/wk)

Gain on-the-job experience in coordinator-approved office situations that closely parallel with field of study.

**Prerequisite:** Instructor consent.

**OA2591 Proofreading and Editing**

3 credits (3 lec hrs/wk)

This course is designed to prepare students to proofread and edit business documents. It includes the study of punctuation, capitalization, grammar, and spelling as applied to transcribing and editing commonly used documents found in the business office.

**Prerequisite:** WR0525 with a "C" or better or ASSET writing score of 43 or better.

**OA2597 Medical Office Coding**

3 credits (3 lec hrs/wk)

Medical Office Coding provides the student with a basic knowledge of the fundamental coding systems used between the medical community and insurance carriers, private and government. Includes coding health related conditions and diseases, descriptive terms and abbreviations for reporting medical services and procedures performed by physicians, and other coding systems.

**Prerequisite:** OA2221 with a "C" or better.

**OA2725 Reimbursement Management**

3 credits (3 lec hrs/wk)

This course teaches students medical insurance terminology and provides familiarity with various types of insurance programs. Content covers insurance claim processing with an introduction to forms, assignment and coordination of benefits, credit and collection procedures with federal and Oregon laws, credit applications, basic billing cycles, and an introduction to coding.

**Prerequisite:** OA2221 with a "C" or better.

**OA5401 Body Structure and Functions I**

3 credits (2 lec, 2 lec-lab 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 for life, and organization of tissues and organs will be covered. The lecture/lab segment will give students the opportunity to use other than the lecture/ discussion modality to visualize through the use of models of the body systems. Must be taken in sequence.

**OA5402 Body Structure and Functions II**

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

This course is 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 of the human body systems, characteristics of the cell as the basis for life, and organization of tissues and organs will be covered. The lecture/lab segment will give students the opportunity to use other than the lecture/ discussion modality to visualize through the use of models of the body systems. Must be taken in sequence.

**Prerequisite:** OA5401 with a "C" or better.

**OA5533 Medical Law and Ethics**

2 credits (2 lec hrs/wk)

Medical Law and Ethics is a survey of the manner in which the law and codes of ethics affect the practice of health occupations paraprofessionals. An introduction to the concepts of litigation, consent, introduction to law, ethics and bioethics, genetic engineering, sterilization, abortion, and death and dying.

**OA116 Office Procedures**

3 credits (3 lec hrs/wk)

Office Procedures presents the methods, concepts and procedures for business office operations. This includes career planning, understanding the office environment, and how to organize an efficient work place. It also includes information on the office technology, communications, an overview of records management, meetings, travel, and career advancement.

**Prerequisite:** CS101 with a "C" or better.

**OA121 Keyboarding I**

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

Presents principles of touch method typing. Typing speed and accuracy are developed through drills and practice using the touch method of typing. Students are introduced to basic production work in the form of business and personal letters, tables, manuscripts and memos. This course is considered a supportive course.

**OA124 Keyboard Skillbuilding**

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

Development of speed and accuracy utilizing a diagnostic approach to individual skill assessment and prescribed drill work.

**Prerequisite:** OA121 with a "C" or better.

**OA220 Electronic Calculators**

1 credit (2 lec/lab hrs/wk)

The student will learn the ten-key system for machine operation and use of electronic, desk-top style calculators in the four fundamentals of mathematics. Four operations are used to solve applied business problems with speed and accuracy.

**Prerequisite:** MTH20.

**OA240 Filing/Records Management**

3 credits (3 lec hrs/wk)

This course provides a comprehensive study of filing systems, equipment and criteria by which records are created, classified, stored and retrieved according to the rules established by the Association of Records Managers and Administrators (ARMA).

**PHARMACY TECHNICIAN**

*Note: Students must successfully complete all courses (attain a grade of C or better) in a quarter of the Pharmacy Technician curriculum before advancing to the next quarter.*

**PHAR5470 Introduction to Pharmacy Law: Practice and Law**

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

This course introduces students to the career of Pharmacy Technician, explores history and personnel related to pharmaceutical services and includes standards of pharmacy ethics. A variety of practice environments and technician roles are identified. An introduction to Federal and State laws regulating pharmacy practice and the roles of professional associations and regulatory agencies is provided. A general overview of the knowledge base required for the occupation and introduction to standard pharmacy references prepare the student for the remainder of courses in the Pharmacy Technician certificate program.

**Prerequisite:** COMPASS Reading score of 85 or higher.

**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 contraindications, side effects, cautions, and interactions regarding drug use are included. The course also covers common nonprescription drugs.

**Prerequisites:** OA2221 and RD101 with a "C" or better or COMPASS Reading score of 85 or higher.

**PHAR5473 Pharmacology II**

3 credits (3 lec hrs/wk)

This basic course continues the student's introduction to generic trade names of common therapeutic drugs. Drug categories and drug use in prevention of or interference with disease processes are discussed. Important contraindications, 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 COM-PASS 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 prepacking, 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)

This course is an introduction to the fundamental concepts, problems, questions, and systems of philosophy. In particular, this course investigates philosophical principles as they relate to:

epistemology (how we know what we know); metaphysics (the nature of reality); mind/body dualism; the problem of other minds; language and meaning; freedom and determinism; the existence or nonexistence of God; and meaning and purpose in life. This course will also introduce multi-cultural and feminist perspectives on these philosophical problems.

**Prerequisite:** WR121 with a "C" or better.

**PHL102 Ethics**

3 credits (3 lec hrs/wk)

This course critically examines the idea of human beings as moral agents. More specifically, this class investigates the nature of moral philosophy from a theoretical and applied perspective. Particular

attention is paid to the history of moral philosophy; the various schools of moral philosophy; applied ethics, including business, environmental, medical, and sexual ethics; and, how to develop a more sophisticated, personal, moral philosophy.

**Prerequisite:** WR121 with a "C" or better.

**PHL103 Critical Thinking**

3 credits (3 lec hrs/wk)

This course focuses on improving reasoning and critical assessment ability through the study of fundamental principles of formal logic, informal logic, and critical thinking. This course examines the history of logic, the laws of reasoning logically, and the methods of developing and analyzing extended formal argumentation. Attention is also paid to examining logic in a practical context through the study of illogical or absurdist centers of mass communication as found in propaganda, advertising, politics, the mass media, and mass entertainment.

**Prerequisite:** WR121 with a "C" or better.

**PHYSICAL EDUCATION**

No more than nine credits of Physical Activity (PE185) may be used in meeting the total credit requirement or counted in the GPA. Courses must be in different activities (basketball, volleyball, tennis, etc.) or levels (i.e., beginning, intermediate, advanced). Progressive courses such as Super Circuit, Physical Conditioning, Slimnastics, and Weight Training may each be taken up to three times for credit. See Physical Education requirement for each degree.

**PE0587 Introduction to Golf Caddying**

0 credit (6 lec, 11 lec-lab hrs total)

This course is designed to provide students with an understanding of the game of golf and the role of the golf caddie. Students will be able to practice caddying techniques before being employed. Students will become aware of the rules and regulations of golf, the etiquette of golf, and how customer service plays a role in the caddying experience.

**PE131 Introduction to Health & Physical Education***3 credits (3 lec hrs/wk)*

This course is designed to offer an orientation for those students seeking a teaching career in health and physical education. Students will be introduced to basic philosophies and objectives, professional opportunities, qualifications, and certification requirements for health and physical education teachers at the elementary, secondary, and college levels. This course will be taught fall term each year.

**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 life-long physical activity. Class meets three hours a week. Some courses have prerequisites or require instructor consent. Special arrangements may be made for restricted or corrective work.

Badminton	Racquetball
Baseball	Sailing
Basketball	Skiing
Bowling	Snowboarding
Canoeing	Soccer
Golf	Softball
Gymnastics	Super Circuit
Indoor Rock Climbing	T'ai Chi Ch'uan
Judo	Tennis
Karate	Track and Field
Kayaking	Volleyball
Physical Conditioning	Weight Training
Plyometrics	Wrestling

**PE198/298 Independent Study in Physical Education***1-3 credits (hrs to be arranged)***Prerequisite:** Instructor consent.**PE208A Coaching Baseball***2 credits (2 lec hrs/wk)*

This class is designed for coaches and future coaches to improve their background in coaching baseball. This class will involve demonstration and discussion of offensive and defensive strategies, individual skills, coaching skills, rules, organization, ethics, and philosophy.

**PE231 Wellness for Life***3 credits (3 lec hrs/wk)*

Students will learn about basic human anatomy, nutrition, and weight management concepts in this course. They will learn the importance of physical activity, good health habits, and how these behaviors will improve the quality of life as they age. Students will use physical assessment techniques to assess their present strength, flexibility, and cardiovascular health; and will receive informational tools needed to facilitate change in their present state of fitness. Current health issues and concepts will also be covered in this course.

**PE259 Care and Prevention of Athletic Injuries I***3 credits (3 lec hrs/wk)*

Care and Prevention of Athletic Injuries I is an introductory course in Athletic Training. Its purpose is to educate and train students in the basic principles of care and prevention with a focus on lower extremities. Students will analyze different types of athletic injuries, preventative procedures, evaluation approaches, and emergency procedures. Treatments reviewed will include bandage, taping, massage, follow care, and rehabilitation.

**PE260 Care and Prevention of Athletic Injuries II***3 credits (3 lec hrs/wk)*

Care and Prevention of Athletic Injuries II is a continuation of the concepts presented in Care and Prevention of Athletic Injuries I. Students will learn athletic injury evaluation techniques as well as prevention management plans for upper extremity soft tissue and joint injuries. Acute/chronic treatment and rehabilitation of injuries with the supplies and equipment to be found in an athletic training room will be covered.

**Prerequisite:** PE259.**PE261 Techniques of Athletic Taping and Bracing***3 credits (2 lec, 2 lec-lab hrs/wk)*

Techniques of Athletic Taping and Bracing is an introductory course in athletic training. Its purpose is to educate and train students in the basic principles of prophylactic taping and wrapping by learning theory and application strategies for athletic activity.

**PE262 Development of Adult Fitness Programs***3 credits (3 lec hrs/wk)*

Students will gain experience with how to develop and supplement effective 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. Principles of exercise physiology and kinesiology will be studied, as they apply to issues of fitness, nutrition, exercise prescription and the health needs of specific populations. This is a research-based course, with appropriate expectations of research methodology and writing.

**Concurrent:** WR123.**PE263 Sports and Drugs***3 credits (3 lec hrs/wk)*

This course is designed for students participating in the Fitness Management Program. The major objective is to have the students become aware of the substance use and drug abuse that takes place in sports today. Students will have the opportunity to research drugs that are associated with sports and give a presentation on their findings. Drugs such as Creatine, Anabolic Steroids, Ephedrine, Cocaine and Caffeine and their negative impacts on fitness and health will be covered.

**PE264 Personal Trainer Conditioning Concepts**

3 credits (3 lec hrs/wk)

Study of exercise and physical conditioning concepts for personal trainers. This course bridges the scientific fundamentals of human movement (exercise physiology, functional anatomy, biomechanics and neuropsychology) into personal training conditioning concepts. Provides students with the knowledge and skills needed to assess physical fitness status of apparently healthy individuals, rather than individuals who have suspected or documented cardiovascular disease and other ailments. This course uses a multi-disciplinary approach that synthesizes concepts, principles, and theories based on research in exercise, physiology, kinesiology, measurement, psychology and nutrition. The net result is a direct and clear-cut approach to physical fitness assessment and exercise prescription.

**PE265 Tests and Measurements**

4 credits (4 lec hrs/wk)

This course is designed for students participating in the Fitness Management and Athletic Training programs. The major goal is to help each student apply the principles of measurement and evaluation to the fitness job market. Students will be introduced to the "how" and "why" of evaluation. In addition, the class will provide a wide assortment of tests, administrative instructions, and norms regarding physical education and fitness testing. Finally, practical computer applications will be covered to show the support they can be provided regarding tests and measurements. This course will emphasize techniques for constructing, evaluating and administering tests in the psychomotor domain; the analysis and interpretation of test data.

**Prerequisite:** MTH70.**PE280P Practicum: Fitness****Management/Athletic Training**

3 credits (9 lab hrs/wk)

Students will gain experience in the various roles and responsibilities of the health and fitness management fields. Students will participate in a variety of supervised settings that are applicable to the development of the student as a professional in the health and fitness field.

**Prerequisite:** PE131 with a "C" or better.**PE295 Professional Activities**

2 credits (3-6 lec-lab hrs/wk)

Designed to provide Physical Education majors with opportunities to learn and develop teaching techniques and gain basic skills in the activity.

**Fall Term:**

Badminton, Field Sports and Tennis.

Required for P.E. majors.

**Winter Term:**

Basketball and Volleyball.

Required for P.E. majors.

**Spring Term:**

Physical Conditioning.

Required for P.E. majors.

**PHYSICS****PH121 Elementary Astronomy**

3 credits (3 lec hrs/wk)

A descriptive treatment of the solar system: stars, stellar evolution, galaxies and cosmology. The results of current space missions are emphasized. Recent discoveries in stellar astronomy will be discussed.

**Prerequisite:** MTH70 with a "C" or better.**PH201/202/203 General Physics**

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

Study of the physical properties and interactions of mechanics, sound, heat, light, electricity, magnetism, and optics. Includes laboratory activities. Must be taken in sequence.

**Prerequisite:** MTH112 with a "C" or better.**PH211/212/213 General Physics with Calculus**

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

Study of the physical properties and interactions of mechanics, sound, heat, light, electricity, magnetism and optics. For science and engineering majors. Includes laboratory activities. Must be taken in sequence.

**Prerequisite:** MTH112 with a "C" or better.**Concurrent:** MTH251 with PH211, MTH252 with PH212, and MTH253 with PH213.**POLITICAL SCIENCE****PS198/298 Independent Studies in Political Science**

1-3 credits (hrs to be arranged)

**Prerequisite:** Instructor consent.**PS201 American Government: Political Institutions**

3 credits (3 lec hrs/wk)

An introduction to American political institutions, processes and ideology in relation to politics and public policy.

**PS202 American Government: Policy Issues**

3 credits (3 lec hrs/wk)

This course continues the study of civil liberties and practical application of powers of the federal government to society's problems. Current issues in American politics and the application of federal government powers to society's problems will be addressed.

**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

(180 lab hrs/term)

This course offers career exploration and workplace experience within a widely defined number of supervised settings which will provide professional experience in the field of Political Science, political organizing and campaigning.

**Prerequisite:** Instructor consent.

**Concurrent:** BA0771.

## PSYCHOLOGY

### PSY201 General Psychology

3 credits

(3 lec hrs/wk)

Introduces principles and theories of human behavior. Stresses scientific methodology, brain and other physiological influences on behavior, learning, sensory and perceptual processes.

### PSY202 General Psychology

3 credits

(3 lec hrs/wk)

Focuses on memory, consciousness, language and thinking, life span development and motivation.

### PSY203 General Psychology

3 credits

(3 lec hrs/wk)

Focuses on emotion, stress, health, intelligence, personality, mental disorders, treatment of mental disorders and social psychology.

### PSY228 Introduction to Social Science Research

3 credits

(3 lec hrs/wk)

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.

### PSY239 Introduction to Abnormal Psychology

3 credits

(3 lec hrs/wk)

This course discusses the diagnosis, etiology and therapy of emotional disturbances and behavioral disorders.

### PSY240 Introduction to Psychopharmacology

3 credits

(3 lec hrs/wk)

This course is a basic introduction to the principles of drug action on the mind and body. The course will focus on drug metabolism, the nervous system and neuron physiology. The course will include some of the psychopharmacological research findings on alcohol, psychotherapeutic drugs, SSRI's, stimulants, marijuana, opiates, caffeine, nicotine and hallucinogens.

## READING - SEE ACADEMIC SKILLS

## SOCIOLOGY

### SOC145/ANTH145 Special Topics in Sociology

1-2 credits

(variable hrs)

A field study of significant sociological and/or anthropological features of a selected region. Students will apply techniques of inquiry and analysis from various academic disciplines in order to understand and resolve key issues at selected field study sites. Introductory lecture will survey key issues and introduce techniques required for a site-based field study, followed by on-site visit. The three credit course does not have the separate lecture component that is a preview and summary experience that is included in the ten day trip. Also offered as SOC0250/ANTH0250 for no credit or grade.

**Concurrent:** Any Anthropology or Sociology course.

### SOC198/298 Independent Studies in Sociology

1-3 credits

(hrs to be arranged)

**Prerequisite:** Instructor consent.

### SOC204 General Sociology

3 credits

(3 lec hrs/wk)

Focuses on sociology as a science, examines concepts related to human social structure, culture, socialization, status and role, gender roles, social groups, organizations, social stratification, race and ethnic relations.

### SOC205 General Sociology

3 credits

(3 lec hrs/wk)

Applies sociological perspectives to the study of recent social changes, trends in social institutions of the family, religion, education, economics, politics, medical sociology, plus selected topics.

### SOC206 General Sociology

3 credits

(3 lec hrs/wk)

Discusses identification and analysis of social problems. Explores addictions, crime and delinquency, group discrimination, inequality, poverty, alienation, domestic and international violence, environment and energy from sociological perspectives focusing on feasible solutions.

### SOC210 Marriage and the Family

3 credits

(3 lec hrs/wk)

Examines intimate relationships, courtship, marriage and family patterns - old, new, and unconventional. The course focuses on how relationships are built, maintained, changed, and how people cope with love, sexuality, children, conflict, divorce, blended families, disabilities and death of family members.

### SOC213 Racial and Ethnic Relations

3 credits

(3 lec hrs/wk)

An historical perspective on contemporary problems in American society as related to minority and majority populations.



**SOC220/CJ131 Institutional Corrections***3 credits (3 lec hrs/wk)*

A detailed exposure to correctional facilities used for the punishment of those convicted of crimes. The evolution of the penal institution, levels of custodial security, and issues relating to custodial, treatment, and programs within penal institutions will be explored. Field trips to correctional facilities.

**SOC221/CJ201 Juvenile Delinquency***3 credits (3 lec hrs/wk)*

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.

**SOC243/CJ243 Narcotics and Dangerous Drugs***3 credits (3 lec hrs/wk)*

This course introduces the student to the relationship of substance abuse to crime and criminal justice administration. Emphasis in the course is on illicit drugs and alcohol. Drug effects, theories of abuse, legislation, enforcement strategies, policy option, and treatment and prevention strategies relative to substance abuse are addressed.

**SOC244/CJ101 Criminology***3 credits (3 lec hrs/wk)*

This course offers an interdisciplinary perspective of crime and criminal behavior in relation to the criminal justice system. Theoretical approaches to explaining crime, criminal statistics, typologies and victimology will be assessed. The influence of crime theory on public policy will be explored.

**SPEECH****SP100 Basic Speech Communications***3 credits (3 lec hrs/wk)*

Applies general communication theories of intra-personal, interpersonal and group communication. Develops an awareness of interpersonal communication as it relates to employment and informational interviewing, groups problem solving and communication climates.

**SP111 Fundamentals of Public Speaking (Podium)***3 credits (3 lec hrs/wk)*

Students prepare and present original, informative speeches with emphasis on content, organization, delivery and technique.

**SP112 Persuasive Speech (Podium)***3 credits (3 lec hrs/wk)*

Students examine persuasion in a variety of contexts. Students will prepare and present original persuasive speeches. The study of theory includes critical thinking, persuasive techniques, organization patterns and audience analysis.

**SP217 Understanding Media***3 credits (3 lec hrs/wk)*

Focus is on the effects of mass media on society. Special discussions include media violence studies, children and television, sexism, ageism, racism in the media and social movements. The agenda-setting functions of the media and critical consumer awareness is also presented.

**SP218 Interpersonal Communication***3 credits (3 lec hrs/wk)*

Focuses on improving communication with oneself in order to improve relationships. Addresses perception, emotions, language, non-verbal communication, listening and conflict resolution skills.

**SP219/HS260 Small Group Discussion (Group Dynamics)***3 credits (3 lec hrs/wk)*

This course focuses on skill building and theory in decision-making, problem solving, presentation planning and knowledge of group process. This course is also designed to assist students in using effective small group techniques in a variety of settings.

**SP220 Gender and Communication***3 credits (3 lec hrs/wk)*

This course is intended for people who are interested in increasing their understanding and awareness of differences in male and female communication styles. We will explore how communication, gender, and culture interact to influence perceptions and expectations of gender roles.

**SURGICAL TECHNOLOGY****ST5530 Aseptic Theory and Techniques***4 credits (2 lec, 4 lec-lab hrs/wk)*

This course covers the concept of asepsis by describing micro-organisms that affect the surgical arena and their role in the disease process. Disinfections, antisepsis, sterilization, as well as physical/chemical aseptic techniques are emphasized within the context of developing a surgical consciousness. The course concludes with discussion of transmissible diseases of concern to the health care provider.

**ST5531 Introduction to Surgical Technology***3 credits (3 lec hrs/wk)*

This course introduces the student to the broad field of surgical technology. It is a prerequisite course to entry into the clinical training sequence of surgical technology courses. Students will review the concepts and events that contributed to the development of surgery, contemporary health care facility/agency types, and professional accreditation requirements. Basic principles of aseptic technique, care of the surgical patient, as well as physical structure of surgical areas will be discussed. The surgical team concept, role of the surgical technologist, and surgical conscience will also be explored.

**ST5532 Principles and Practices of Surgical Technology (Circulator and Scrub Roles)**

6 credits (12 lec-lab hrs/wk)

This course introduces students to the practice of surgical technology, both circulator and scrub roles. Students will develop their ability to scrub, gown, glove, set-up and perform routine procedures, and break down an operating room lab properly in a reasonable amount of time. An emphasis will be placed on pre-op site preparation, specimen handling, thermoregulator devices, and recording of vital signs. The course will also include discussion of methods of hemostasis and blood replacement, surgical positioning, documentation, urinary catheter placement, and appropriate actions towards patient emerging from surgery.

**Concurrent:** Obtain certification in Cardiopulmonary Resuscitation (CPR) and Basic Life Support (BLS).

**ST5533 Pharmacology for Surgical Technologists**

3 credits (3 lec hrs/wk)

This course introduces the surgical technology student to the pharmacological knowledge and skills needed specific to the surgical arena. The course will include an emphasis on measurement/basic arithmetic review, terminology, care and handling of drugs/solutions used in surgery, and anesthesia.

**ST5534 Surgical Procedures I**

4 credits (8 lec-lab hrs/wk)

This course is the first of two clinical practice courses structured to introduce all the surgical specialties to the students. Students will study the basic surgical anatomy, instrumentation, and procedural steps specific to general, rectal, ob-gyn, and orthopedics surgical procedures. Through the use of Clinical Case Information Worksheets students will develop a working knowledge of many advanced surgical procedures. Indications for surgery, special equipment, purpose and expected outcome of surgery and possible complications will be discussed.

**Prerequisites:** ST5530, ST5531 and ST5532 with a "C" or better.

**ST5535 Surgical Procedures II**

4 credits (8 lec-lab hrs/wk)

This course is the second of two clinical practice courses structured to introduce all the surgical specialties to the students. Students will study the basic surgical anatomy, instrumentation, and procedural steps specific to ophthalmic, ear/nose/throat, head/neck, oral/maxillofacial, plastic, genitourinary, hand, neurological, thoracic, cardiac, peripheral vascular, general pediatric, trauma, transplant, and procurement surgeries. Through the use of Clinical Case Information Worksheets students will develop a working knowledge of many advanced surgical procedures. Indications for surgery, special equipment, purpose and expected outcome of surgery and possible complications will be discussed.

**Prerequisite:** ST5534.

**ST5536 Clinical Rotation in Surgical Technology I**

8 credits (24 lab hrs/wk)

This course is designed to give related clinical practice based on the procedures covered in Surgical Procedures I. The student will apply the principles of sterile technique as they relate to the function and responsibilities of the surgical technologist, including pre-operative and peri-operative routine and care of the patient. The student must demonstrate knowledge of principles and techniques that apply to entry level surgical procedures through demonstration and written assignments (as outlined in the AST core curriculum clinical practicum rules). Students will function in the first scrub role and will begin scrubbing on 125 cases within the scope of procedures covered in Surgical Procedures I as required by the AST core curriculum.

**Prerequisites:** ST5531 and ST5534.

**Concurrent:** ST5535.

**ST5537 Clinical Rotation in Surgical Technology II**

8 credits (24 lab hrs/wk)

This course is designed to give related clinical practice based on the procedures covered in Surgical Procedures II and complete the student's clinical rotation experience begun in Clinical Rotation in Surgical Technology I. The student will apply the principles of sterile technique as they relate to the function and responsibilities of the surgical technologist, including pre-operative and peri-operative routine and care of the patient. The student must demonstrate knowledge of principles and techniques that apply to entry level surgical procedures through demonstration and written assignments (as outlined in the AST core curriculum clinical practicum rules). Students will function in the first scrub role and will finish scrubbing on 125 cases within the scope of procedures covered in Surgical Procedures II as required by the AST core curriculum.

**Prerequisites:** ST5535 and ST5536.

**THEATRE****TA111 Fundamentals of Technical Theatre**

3 credits (6 lec-lab hrs/wk)

A practical introduction to scenic construction and/or design, stage rigging, lighting hang and focus, and lighting and sound operation. This course is structured to support the technical needs of the theatre program's production each term. Course is suitable for local theatre group members.

**TA141 Acting I: Physicality**

3 credits (3 lec hrs/wk)

Studies the methods, techniques and theory of acting as an art form, with an emphasis on Stanislavski, relaxed readiness and physicality. Performance of laboratory exercises and cuttings from plays are the basic teaching approaches, in addition to physical imitations and open scenes.

**TA142 Acting II: Vocal Expression***3 credits (3 lec hrs/wk)*

Studies the methods, techniques and theory of acting as an art form, with an emphasis on vocal production. Performance of laboratory exercises and cuttings from plays are the basic teaching approaches, including vocal imitations.

**TA143 Acting III: Scenework***3 credits (3 lec hrs/wk)*

Studies the methods, techniques and theory of acting as an art form, with the emphasis on auditioning. Performance of laboratory exercises and cuttings from plays are the basic teaching approaches. Students will also experience a variety of auditions, including vocal, dance, and formal audition.

**TA153 Rehearsal and Performance  
(From Audition to Closing Night)***1-3 credits (variable hrs)*

Training in theater production through rehearsal of a play for public performance. Includes stage crew, production people, and actors.

**TA241 Intermediate Acting Techniques: Styles***3 credits (3 lec hrs wk)*

Surveys styles and techniques of acting including mime, improvisation, voice, stage combat and physical preparation.

**TA242 Intermediate Acting Techniques:  
Shakespeare***3 credits (3 lec hrs/wk)*

Surveys styles and techniques of acting, including mime, improvisation, voice, stage combat and physical preparation, with the emphasis on Shakespeare. Continues with learning to coach scenes and monologues.

**TA243 Intermediate Acting Techniques:  
Rehearsal Process***3 credits (3 lec hrs/wk)*

Surveys styles and techniques of acting, including mime, improvisation, voice, stage combat and physical preparation, with the emphasis on styles from the Greek, Restoration, Georgian, including the French theater. Direct a scene.

**TA254 Directing I: The Art of Directing***3 credits (3 lec hrs/wk)*

Practical exposure to the fundamentals of play direction: conceptualization, casting, staging, actor coaching and design collaboration. Culminates in public performances of student-directed scenes.

**Prerequisites:** TA141 and TA142 with a "C" or better.

**TA280A Theatre Arts/Counseling Internship***1-3 credits (1-3 lab hrs/wk)*

An internship which offers students the opportunity to develop an understanding of psychosocial issues facing both the college and community while learning a dynamic intervention technique based in Augusto Boal's Theatre of the Oppressed. Students will research psychosocial topics, translate to the stage and perform for college and community audiences.

**Prerequisite:** Instructor consent.

**TA299A Special Studies: Interactive Theater***3 credits (3 lec, 2 TBA hrs/wk)*

Presents selected topics of study in interactive theater. Class participants will conceive of, rehearse, and perform in ensemble-selected scenes based upon issues of personal, theoretical, social, and political concern. Performance component may result in interactive, playback, or Forum Theater.

**WELDING TECHNOLOGY****WLD4010 Welding Processes I***3 credits (1 lec, 4 lec-lab hrs/wk)*

Emphasizes oxy-acetylene welding and cutting, introduction to Gas Tungsten Arc Welding and Plasma Arc Cutting. Topics include soft soldering, brazing, silver soldering and oxy-acetylene welding in flat, horizontal and vertical positions using several joint designs. Efficient use of hand and machine oxy-acetylene torch cutting are covered. An introduction to Gas Tungsten Arc Welding, basic setup and operation, and Plasma Arc Cutting setup and operation. Industrial Safety, joint design, welding techniques, cutting techniques and proper care of equipment will be stressed.

**WLD4047 Advanced Welding Workshop***3 credits (9 lab hrs/wk)*

This course allows students to either specialize in welding techniques and processes they find appropriate for their needs and/or design, draw, estimate, order material, layout, and fabricate an individualized project. Student will utilize practical application of industry methods in accomplishing these goals. The student will also be required to define equipment needs, setup, design weld joints, determine filler metals, select shielding gases, determine welding techniques, along with safety practices to be utilized. Student will present a written proposal no later than the end of the second week of class and will be evaluated on the progress toward final outcomes on a weekly basis.

**Prerequisites:** WLD4155.

**WLD4050 Welding and Joining Processes***3 credits (1 lec, 4 lec-lab hrs/wk)*

This course studies the application of modern welding, joining and forming processes on new emerging manufacturing materials. The focus is on new welding and joining processes for ferrous and non-ferrous metals and various materials used in manufacturing. Metallurgy of ferrous and non-ferrous materials and properties of other materials will be researched. Students will learn from lecture/discussion, audiovisual presentations, lab experiences, demonstrations, and research activities. Emphasis will be on new emerging products and technologies.

**Prerequisites:** WLD4061 and WLD4125 or WLD4126 with a "C" or better.

**WLD4061 Shielded Metal Arc Welding I**

3 credits (1 lec, 4 lec-lab hrs/wk)

This course covers Shielded Metal Arc Welding (SMAW) including safety, arc welding fundamentals, polarity, amperage ranges, weld techniques, weld defects, causes and cures. Students learn through lecture, demonstration, and practical application of skills and concepts. Lab activities will cover flat, horizontal and vertical welds using E6010 and E7018 electrodes.

**Prerequisites:** WLD4010.

**WLD4062 Shielded Metal Arc Welding II**

3 credits (1 lec, 4 lec-lab hrs/wk)

This course is an advanced level course in Shielded Metal Arc Welding. Emphasis is on operating characteristics of E6010 and E7018 electrodes, constant current type power sources, properties of steels, manipulative techniques for welding, proper joint design preparation and AWS certification standards and testing methods. Lab activities will cover vertical and overhead welds using E6010 and horizontal fillet, vertical and overhead welds using E7018.

**Prerequisite:** WLD4061.

**WLD4100 Gas Tungsten Arc Welding (TIG)**

3 credits (1 lec, 4 lec-lab hrs/wk)

This course covers all aspects of manual Gas Tungsten Arc Welding (GTAW) from safety and process operation through welding techniques and applications. Students learn through lecture, demonstration and practical application of concepts and techniques. Emphasis will be on safety, equipment set-up, manual welding techniques and procedures for both ferrous and non-ferrous materials, quality control and inspection, and industrial codes and procedures.

**WLD4125 Gas Metal Arc Welding**

3 credits (1 lec, 4 lec-lab hrs/wk)

This course covers gas metal arc welding process. Students learn through lecture/demonstration and practical application of industry methods. The semi-automatic gas metal arc welding (GMAW) process and manual welding techniques will be presented. Equipment needs, setup, joint design, filler metals, shielding gases, welding techniques along with safety will be stressed.

**Prerequisites:** WLD4010.

**WLD4126 Flux Cored Arc Welding**

3 credits (1 lec, 4 lec-lab hrs/wk)

This course covers flux cored arc welding process. Students learn through lecture/demonstration and practical application of industry methods. The semi-automatic flux cored arc welding (FCAW) process, both with and without shielding gas, and manual welding techniques will be presented. Equipment needs, setup, joint design, filler metals, shielding gases, welding techniques along with safety will be stressed.

**Prerequisites:** WLD4010.

**WLD4150 Pipe Fitting and Welding**

3 credits (1 lec, 4 lec-lab hrs/wk)

This course is an introduction to pipe layout, fitting and arc welding. Through lecture, demonstration and practical application, students will be presented with basic pipe and piping information, basic pipe layout practices, and basic pipe welding techniques for 1G rolled position, 2G and 5G fixed position using E6010 and E7018 electrodes. Safety, quality, and proper weld technique will be stressed according to industry standards for appearance and weld soundness.

**Prerequisites:** WLD4010 or WLD4061.

**WLD4155 Fitting and Fabrication**

3 credits (1 lec, 4 lec-lab hrs/wk)

Provides layout and fitting skills applicable to an industrial welding and fabrication shop. It is designed to provide students with the experience of reading prints, estimating and ordering material, performing layout and cutting work, fitting pieces into assemblies, and weld-out procedures applicable to fabricating a finished product. Students will learn in a lecture/lab environment which will emphasize problem solving and cooperation within an industrial-like environment. Safety, accuracy, quality and a commitment to excellence will be emphasized in completing assigned lab fabrications.

**Prerequisites:** WLD4010 and WLD4061.

**WLD4165 Welding Lab A**

3 credits (9 lab hrs/wk)

This course leads the student toward AWS structural certification with the Shielded Metal Arc Welding process. Students will interpret weld procedure sheets, produce test plates, set machine variables, weld coupons, free bend test coupons and interpret test results. The skill development of the course will start welding coupons in the flat position and progress toward overhead. Emphasis will be on welding techniques that meet or exceed industrial standards.

**Prerequisite:** WLD4061 with a "C" or better. May be taken concurrently.

**WLD4166 Welding Lab B**

3 credits (9 lab hrs/wk)

This course is a continuation of WLD4165 in developing the student's ability to meet AWS structural certification with the Shielded Metal Arc Welding process. Students will interpret weld procedure sheets, produce test plates, set machine variables, weld coupons, free bend test coupons and interpret test results. The skill development of the course will start weld coupons, free bend test coupons and interpret progress toward overhead. Emphasis will be on welding techniques that meet or exceed industrial standards.

**Prerequisite:** WLD4165 with a "C" or better.

**WLD4170 The Welder and Manufacturing***3 credits (1 lec, 4 lec-lab hrs/wk)*

This course will provide insight into the role of the welder in manufacturing processes, in both current and future manufacturing facilities. Problem solving and cooperation for individual and group projects will be stressed. Students will learn through lecture/discussion, audiovisual presentation, lab experiences, demonstrations, manufacturing simulations and research activities.

**Prerequisites:** WLD4061, WLD4125 and WLD4126 with a "C" or better.

**WLD9225 Welding Workshop:****Certification for Non-Majors***0.25-3 credits (8-90 lab hrs total)*

Provides experienced welders with lab time for practice in basic welding techniques for skills upgrading and/or certification. The instructor is available for technical assistance.

**Prerequisites:** WLD4010, WLD4061 and WLD4125 or WLD4126 with a "C" or better.

**WOMEN'S STUDIES****WS101 Introduction to Women's Studies:****Gender and Power***3 credits (3 lec hrs/wk)*

An overview of the many issues facing women today. Topics cover a range of stereotypes of feminism; women and the media, the beauty myth, socialization, sexuality, women in education, sports science, history and law, women and family, violence against women, spirituality, economic empowerment and a global perspective on women's concerns. The primary focus is on the present and future in which women and men have opportunities to fulfill their potential. This course is intended for men as well as women. Students should expect a process oriented class that personalizes the readings and lectures by interaction in small group discussions and projects.

**WRITING****WR0525 Sentence Fundamentals***5 credits (5 lec hrs/wk)*

This course is designed to teach students the skills of writing well-formed, grammatically correct and varied sentences, and of using punctuation. Credits do not count toward graduation.

**Prerequisite:** Appropriate placement test score.

**WR60 Writing for Foreign Students***5 credits (5 lec hrs/wk)*

Writing for international students focuses on improving sentence construction and variety as well as paragraph and essay development. All reading and writing practice is done using texts from various disciplines in the humanities and science for the purpose of preparing international students for success in mainstream college courses.

**Prerequisite:** Minimum TOEFL score of 450.

**WR90 Paragraph Fundamentals***3 credits (3 lec hrs/wk)*

Paragraph Fundamentals is designed to help students write clear, correct paragraphs in standard English. A final goal is to have students organize paragraphs in an extended essay. The class will include discussion of grammar, punctuation and conventions of style and usage.

**Prerequisite:** WR0525 with a "C" or better or placement test score.

**WR110 Writing From Observation***1 credit (20 lec hrs/total)*

Students will apply techniques of inquiry and analysis from various academic disciplines in order to understand and resolve key issues at selected field sites. Introductory lecture/lab will survey key issues and introduce techniques required for a site-based field study. Initial visits will be organized by a lead instructor or a team of instructors. With pre-approval and consultation of a writing instructor, this course may provide writing assignments for the Freshman Composition sequence. This course may also serve as preparation for a second-year capstone project.

**WR121 English Composition***3 credits (3 lec hrs/wk)*

This course presents the fundamentals and development of expository prose through frequent writing exercises. It is designed to help students learn the use of unity, clarity, coherence and detail in the development of written ideas.

**Prerequisite:** WR90 with a "C" or better or placement test score.

**WR122 English Composition***3 credits (3 lec hrs/wk)*

This course continues the preparation of the fundamentals of expository prose with special emphasis on rhetorical principles of argumentation. Special attention is given to audience and style. The basic principles and use of logic in argumentative/persuasive writing are introduced.

**Prerequisite:** WR121 with a "C" or better.

**WR123 English Composition***3 credits (3 lec hrs/wk)*

This course is designed to teach the research process and the conventions of writing and documenting a research paper and the discourse conventions, audience expectations, and bibliographic formats of selected disciplines. Emphasis is on developing a method for planning, researching, and writing papers based on collected information. The research paper develops an argumentative or analytical thesis; it necessitates critical reading and persuasive writing.

**Prerequisite:** WR122 with a "C" or better.

**WR214 Business English***3 credits (3 lec hrs/wk)*

For Business and Office Occupations majors, WR214 consists of the study of and practice in modern business communication, especially written communication. Emphasis is on persuasive and routine correspondence, rhetorical strategies, and appropriate conventions. The class will shape students' language skills, focusing on conciseness, correctness, and consistent and appropriate tone. Students learn to use style sheets and current conventions in punctuation. Students will take their knowledge of human behavior, business environments, and business organization and apply it to effective written and oral business communication.

**Prerequisite:** WR121 with a "C" or better.

**WR214T Professional/Technical Writing***3 credits (3 lec hrs/wk)*

Professional/Technical Writing will familiarize students with various strategies for accomplishing professional goals through communication. The course will stress the application of higher order thinking in persuasive and routine correspondence, memos and reports by examining rhetorical strategies and the importance of appropriate style and conventions. Students will write at least 3,000 words to be evaluated by the instructor, in addition to other, non-evaluated assignments.

**Prerequisite:** WR121 with a "C" or better.

**WR222 Advanced Composition***3 credits (3 lec hrs/wk)*

This advanced course explores approaches to writing that are beyond the scope of traditional composition offerings. The emphasis is on sophisticated or experimental methods and abundant student writing.

**Prerequisite:** WR122 with a "C" or better.

**WR227 Report Writing***3 credits (3 lec hrs/wk)*

Report Writing will study the principles of composition applied to the writing of reports required in the technical and business professions. It includes procedures for fact gathering, organization, graphic layout and other methods of compiling data. Students will learn to quote, paraphrase and summarize sources correctly and effectively, and to cite those sources and list them with the aid of a style sheet. Students will write reports in their chosen disciplines.

**Prerequisite:** WR122, WR214 or WR214T with a "C" or better.

**WR241 Imaginative 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 and are critiqued. Part of each week is spent in a writers' workshop where student writing is discussed, analyzed and critiqued by the whole class and the instructor.

**WR242 Imaginative Writing: Poetry Writing***3 credits (3 lec hrs/wk)*

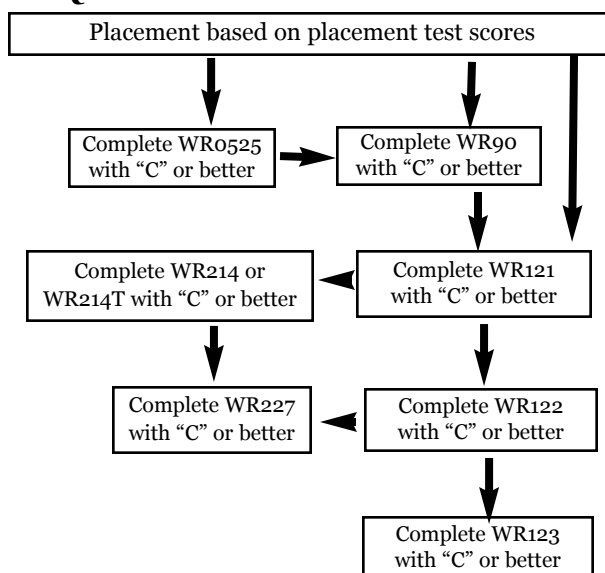
This course introduces the theory, techniques and practice of poetry writing to the beginning student through reading published work and through writing exercises. Part of each week is spent in a writers' workshop where student writing is discussed, analyzed, and critiqued by the whole class and the instructor.

**WR243 Imaginative Writing: Explorations***3 credits (3 lec hrs/wk)*

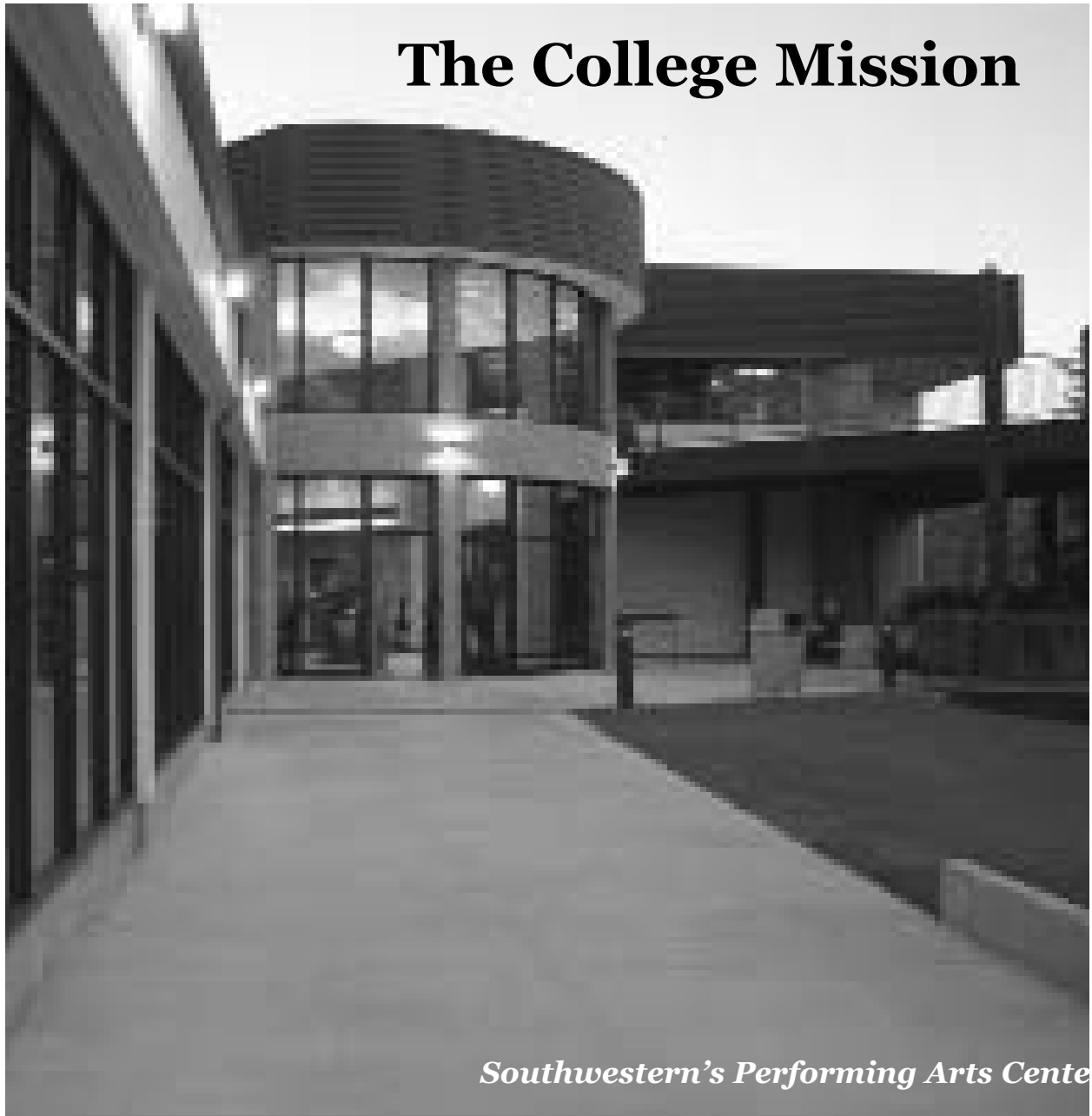
This course centers on discussion of the techniques of play writing and monologue writing through the reading and analysis of published work and through writing exercises. Areas to be explored depend upon student and teacher interest. Part of each week is spent in a writers' workshop where student writing is discussed, analyzed and critiqued by the whole class and the instructor.

**WR250 Autobiography Writing***3 credits (3 lec hrs/wk)*

Introduces students to the techniques of writing an autobiography. Includes method, style and organization. Both student and non-student works are discussed in class in order to develop writing techniques.

**SEQUENCE OF WRITING CLASSES**

# The College Mission



*Southwestern's Performing Arts Center*

**T**he mission of Southwestern Oregon Community College is to provide quality education that helps students achieve their goals. Our programs prepare people to be employable, value life-long learning, and function as good citizens in a rapidly changing world. To accomplish this mission, the College will:

- Maintain high standards of excellence in instructional programs and student services
- Deliver real-world education and training essential for a highly skilled workforce
- Encourage diversity, collegiality and professionalism
- Collaborate with businesses, agencies, schools and universities to create mutually beneficial partnerships for economic, social and educational development
- Promote technological competence to compete in a global community
- Provide multiple avenues of access to educational opportunities for all students
- Enhance the cultural awareness of students and the community at large. (2000)

# ACADEMIC INFORMATION AND POLICIES

## ***ACADEMIC NOTIFICATION SYSTEM***

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

- **Step 1 - Academic Notification** - This status results when the student's term grade point average (GPA) is below satisfactory progress (2.0) or the student has received two or more U, R, or F grades in one term.
- **Step 2 - Academic Probation** - If the student has received Academic Notification status and the term GPA is again below 2.0 or the student has received two or more U, R, or F grades in one term, the student is placed on Academic Probation. (The student will continue on probation until the cumulative GPA is 2.0 or higher, provided that satisfactory progress is maintained during this time.)
- **Step 3 - Academic Suspension** - If, during any term while on probation (or previous suspension), the student does not make satisfactory progress, the student will be suspended. A suspended student must petition the Academic Standards Committee to be considered for reinstatement. **Academic Standard Committee Official Student Petition** forms are available at the Student First Stop Center. It will be decided whether or not the student will be allowed to return to school and under what conditions. One such condition may be a reduced course load for the term.

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

Financial aid students must meet additional qualitative and quantitative requirements. See the Student First Stop Center for a pamphlet explaining satisfactory academic progress for financial aid students.

## ***ADMINISTRATIVE WITHDRAWAL OF STUDENTS***

Attendance at the first meeting of a class is considered mandatory. A student who fails to attend the first meeting of a class **may** be administratively withdrawn at the instructor's request. Students are responsible for withdrawing from classes they do not attend. Failure to withdraw will result in adverse grades and responsibility for payment. This does not apply to students who have made prior arrangements with the instructor.

Any student whose behavior disrupts the educational process of a class can be administratively withdrawn from that class. Failure to pay for classes or make appropriate payment arrangements may result in administrative withdrawal from classes.

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

- poses a danger of causing physical harm to self or others; or
- 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 examination(s) may be in the best interest of the College and/or the student. The College shall pay for the examination(s).

## ***AFFIRMATIVE ACTION, EQUAL OPPORTUNITY, NON-DISCRIMINATION***

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

It is the policy of 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 Dean of Administrative Services in Tioga 512. Phone (541) 888-7206 or TDD (541) 888-7368. All other issues, concerns, and complaints should also be directed to the Dean of Administrative Services for referral to the appropriate administrator.

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

## ***AUDITING COURSES***

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

The following guidelines apply to auditing:

- A student may audit a course only if he/she has met the prerequisites for the course.
- Financial aid and veteran students will not receive funding for courses audited.



### **AUDITING COURSES (Continued)**

- A student auditing courses participates fully in the courses but is not required to take tests and does not receive grades.
- Registration cannot be changed at a later date in order to obtain credit for courses audited.
- Students registering for credit will not receive a tuition refund if they choose to change their enrollment status to audit during the term.
- Audit allows students to register for a course or courses at a discounted rate (one-half of the regular tuition) on a space available basis.
- Only students with an original audit status will receive the tuition discount.
- 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 programs (i.e. Nursing). Some classes are fee based rather than tuition (i.e. web classes, OCCI and community education classes that are self-support) and are excluded from the discount.

### **COURSE REPEAT and ABILITY TO PROFIT POLICY**

For academic purposes, the ability to profit from instruction is defined as the ability to achieve the skill level or knowledge to apply the subject matter in an academic or practical situation. This is defined as at least an S or C grade.

A student may repeat a course once to improve a grade. A second repeat may only be attempted with the written recommendation of a counselor, and a third repeat requires the approval of the Dean of Instruction. Financial aid will only fund a class for a maximum of two times. Refer to the Financial Aid Satisfactory Academic Progress Policy available from the Student First Stop Center.

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 (i.e., PE185). In these cases, the grades of the repeated courses will reflect in the cumulative GPA.

### **CREDIT**

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

#### **Credit Classes**

- Have specified learning objectives- what the student should be able to understand, do, perform and demonstrate after successful completion.
- Meet the minimum hour standards as outlined by the Accreditation Handbook.
- Contain incremental concept/knowledge/

skills development, and the courses are designed to build development to a prescribed level.

- Through various activities such as discussion, written assignments, projects, experiments, and tests throughout the course, result in a demonstrated degree of mastery of and/or the ability to apply the concepts/knowledge/skills effectively, and to integrate what is learned. Deficiencies are noted and reviewed and assistance is provided to clarify what the student does not understand.
- Use some scale for assessing learning with a defined minimum level of demonstrated competency required for successful completion of the course.
- Are taught by fully credentialed persons.

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

**Lower Division Transfer** credits are those that will transfer to four-year schools in the Oregon University System and apply towards a bachelor's degree. Generally, transfer courses will have a departmental prefix and a three-digit number 100 through 200.

**Developmental** courses are designed to have a student gain skill and knowledge before taking college level courses. These courses will generally have a departmental prefix and a two- or four-digit number.

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

### **Continuing Education Unit (CEU)**

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

### **Professional Development Unit (PDU)**

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

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

A PDU activity may include a program, a course, workshop, seminar or other pre-approved learning experience. To be eligible for PDU credit and for the activity to be transcribed by the College, it must meet specific criteria. For additional information, contact the Director of Outreach and Professional Development at (541) 888-7415.

### ***CREDIT BY CHALLENGE OR ADVANCED PLACEMENT***

The College Level Examination Program (CLEP) and Southwestern course challenge process (**Credit by Evaluation**) allow students to demonstrate knowledge and proficiency and acquire credit in selected academic areas. Contact Educational Support Programs and Services at (541) 888-7405 for information and guidelines regarding these challenge processes. Financial Aid is not available for these courses.

Advanced Placement Tests taken while in high school may be accepted for college credit. To receive credit, bring your certificate to the Transcript Evaluator's office in Dellwood Hall, Room 22.

### ***DRUG & ALCOHOL-FREE CAMPUS***

Southwestern is committed to maintaining an effective learning environment free from the negative influences of alcohol and drug abuse. The unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on College property or as a part of any of its activities is strictly prohibited. Southwestern will impose disciplinary sanctions on students and employees consistent with local, state, and federal law and Board of Education policies. Information about applicable legal sanctions, description of health risks, and resources for treatment is made available for all employees through the College Human Resources Office and for all students through the Student Handbook located on the web at [www.socc.edu/student\\_life/handbook](http://www.socc.edu/student_life/handbook).

### ***ENROLLMENT STATUS and GUIDELINES FOR CHANGE***

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

- A student may change enrollment status from **CREDIT** to **AUDIT** by the add/drop process through the sixth week of the term during full terms and through a comparable point in time in summer term. After this time, the instructor's consent is required. Changing from **CREDIT** to **AUDIT** **does not** qualify the student for the half price tuition discount.
- A student may **WITHDRAW** from a class or from school through Friday of the first week of the term without responsibility for a grade. Withdrawal after that point will result in a "W" on the student's transcript and may occur until the Wednesday before finals' week. No instructor signature is required; however, students are strongly encouraged to consult the instructor before withdrawing to ascertain their status in the class.
- A student may be **administratively withdrawn** from a class or classes when the student exhibits disruptive behavior or

misconduct or for nonpayment of classes. There is no deadline for such withdrawal.

### ***Course Load***

A student course load is defined as:

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

Students receiving Veterans Benefits during the summer term are classified as full-time if taking eight or more credit hours. The enrollment status for financial aid students is calculated the same for all terms, including summer, based on the credit hours listed above.

Students must petition to be approved to take more than 18 credits in one term. Forms are available at the Student First Stop Center.

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

### ***FINANCIAL AID***

Southwestern makes every possible effort to ensure that students have access to educational opportunities by providing financial assistance in compliance with federal, state, and institutional programs. The Financial Aid Office administers a variety of local, private, institutional, state, and federal aid programs.

Students interested in financial aid are encouraged to contact the Student First Stop Center, in Dellwood Hall, for information and application forms.

Information explaining the application procedures, verification procedures, satisfactory academic progress guidelines, scholarship information, registration procedures, loan information, financial aid programs, return of Title IV funds policy, loan application procedures, and other policies and procedures is available at the Student First Stop Center.

All information is available on the Southwestern web site: [www.socc.edu](http://www.socc.edu) go to Campus Services then Financial Aid.

### ***WHAT TYPES OF FINANCIAL AID ARE AVAILABLE?***

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

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

For detailed information, contact the Student First Stop Center.

### ***HOW TO APPLY FOR FEDERAL and STATE FINANCIAL AID***

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

1. Complete the Free Application for Federal Student Aid (FAFSA) online or by mail as early as possible, beginning January 1 of each year for consideration for the following academic year (begins summer term at Southwestern). These forms are available at Southwestern and at local high schools and colleges. Initial processing of the FAFSA generally takes six to eight weeks, at which time Student Aid Reports (SARs) will be mailed to the students. Students may also apply online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) and will need a pin number to send the application: [www.pin.ed.gov](http://www.pin.ed.gov).
2. Students who applied for federal student aid in the prior academic year may complete a Renewal Application online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Students should review the information on the Renewal Application and make any changes needed.
3. The Financial Aid Office at Southwestern will receive an Institutional Student Information Report (ISIR) from the Federal Processor. Students are not required to submit the SAR to the College. Students will be mailed a notice from the Financial Aid Office indicating that the ISIR has been received. Students should return the enclosed Financial Aid Eligibility Determination Request card to the Financial Aid Office to indicate their interest in Southwestern and to receive an Unofficial Aid Package. Prior Southwestern students and students identified by the Recruitment Office will automatically be sent an Unofficial Aid Package.
4. Once the Financial Aid Office receives either the ISIR or the Financial Aid Eligibility Determination Request, students will be sent a notice stating the date to expect the Unofficial Aid Package. This package will include a preliminary estimate of the financial aid for which the student may be eligible, as well as a checklist of the items which the student must complete before official eligibility can be determined. No application will be considered complete until Step 4 has been completed and all items on the checklist have been received. It is very important that students apply as early as possible and send in all requested documents promptly.
5. Students are required to provide an official grade transcript from all schools attended since high school (except GED and military training).
6. Students must take the placement tests at Southwestern. See the Educational Support Programs and Services office in Stensland Hall for test and waiver criteria.
7. Students must demonstrate the ability to benefit from college instruction by having a high school diploma or GED certificate or by passing the placement test. See the Educational Support Programs and Services office regarding this test.
8. Apply for admission to Southwestern and declare a valid major. This must be done prior to receiving aid, federal aid is not retroactive for students who do not complete this step prior to taking classes for the term.
9. Once all information has been submitted to the Financial Aid Office, students will be sent a notice that their files are ready for a final review by a qualified staff member responsible for awarding financial aid funds. The notice will include the date upon which the students may expect to receive their Official Award Letter. Should discrepancies occur during the final review process, students will be contacted to request additional information. All additional required information must be submitted before the Official Award Letter can be prepared.
10. In addition to the FAFSA, students who wish to apply for a Federal Stafford Loan must complete a Federal Stafford Loan application and attend a Pre-Loan Advising Session. Sessions are available online at [www.socc.edu](http://www.socc.edu) -go to Campus Services then Financial Aid. Students may request Loan Packets at the Student First Stop Center after receiving an Official Award Letter.
11. Students who are awarded Federal Work-Study (FWS), General Student Employment (GSE), or Athletic Work-Study (AWS) funding and would like to work must attend an orientation session. Contact the Student Employment Coordinator in the Student First Stop Center for dates and times or complete the online orientation at [www.socc.edu](http://www.socc.edu), click on Campus Services then Financial Aid.
12. Students receiving scholarships, waivers, and/or agency funds should notify the Student First Stop Center of all funds promptly. If scholarship, waiver, and/or agency funds do not fully pay for tuition and fees, students must contact the Student First Stop Center on or before the payment deadline date to pay the outstanding balance or to arrange a payment plan (e.g. tuition and fees = \$750; scholarship = \$500; student must pay the difference of \$250, or arrange a payment plan, by the payment deadline date.) Students that fail to make payment arrangements or pay their account by the deadline date may be administratively withdrawn and are 100% liable for all charges according to the institutional refund policy or will be placed on a payment plan and charged the appropriate fee.
13. All financial aid students must maintain satisfactory academic progress, according to specific financial aid guidelines. These guidelines are different from institutional policy and are explained in a pamphlet available at the Student First Stop Center and contained in the award information booklet that is mailed to students with the Unofficial Aid Package and with the Institutional Award letter. For additional information on satisfactory academic progress guidelines at Southwestern, an optional Financial Aid workshop is available upon request.

#### **WHEN TO APPLY**

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

#### **Deadline dates for 2004-2005 award year**

March 1, 2004	priority for first consideration as established by file complete date.
June 9, 2005	last date to receive a valid ISIR/SAR from the Central Processor (CPS) for aid at Southwestern.
June 30, 2005	last date the FAFSA may be received by the processing center. (or student's last day of enrollment in 2004-2005, whichever comes first) - SAR or ISIR processed by CPS.

For 2005-2006 deadlines, see the Student First Stop Center. For additional information, procedures, and policies see the Student First Stop Center or visit the web at <http://www.socc.edu> -go to Campus Services, then Financial Aid.

### **AVAILABILITY OF FUNDS**

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

### **FINANCIAL AID DISBURSEMENTS**

Disbursement occurs by crediting the students accounts with all eligible funds on a term-by-term basis. Financial aid funds are then mailed to students by Friday after the full refund period. Further disbursements are mailed by each Friday during the rest of the term. Disbursements may be picked up in person beginning the fifth week of the term if the funds have not already been mailed. Please allow 24 hours after submitting the required attendance information to the Student First Stop Center before funds will be mailed or available at the Student First Stop Center. **Students are responsible for paying all tuition and fees in excess of financial aid funding by the payment/withdrawal deadline date listed in the schedule. Otherwise, they may be administratively withdrawn for non-payment** (i.e., tuition and fees of \$750 and scholarship of \$500, students must pay the \$250 difference). **Students must have all the necessary paperwork, workshops, seminars, etc., completed before their accounts may be credited.** Students who do not complete all the necessary steps by Friday at 3:30 pm of the full refund period in any term will experience delays in the disbursement of funds. **Students must be in the proper classes/credits by Wednesday of the second week of the term for federal and state aid funds.** Federal and state aid is disbursed to students based on the eligible enrollment status/credit load on Wednesday after the full refund period (the first week of the term). Any add/drops processed after this date do not affect financial aid funding for federal and state aid. Refer to the registration procedure form available at the Student First Stop Center and refer to the award letters for any further requirements. Bookstore charges will be established for all financial aid students who qualify. Scholarship information is available from the Educational Support Programs and Services office in Stensland Hall. **Students receiving financial aid should have all add/drops and bookstore charges processed by the end of the full refund period in order to have an accurate check disbursement. If an add/drop is processed during subsequent weeks, students must contact the Financial Aid Office and disbursement of funds may be delayed. Students must officially withdraw from classes. The fee assessed at the time of**

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

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

Detailed information for requesting reinstatement is sent to students when they are notified that they have been placed on aid withheld and is also available from the Student First Stop Center.

### **WITHDRAWAL POLICY**

Official and unofficial withdrawal dates will be determined using the federal regulation definition for a withdrawal date. The official date will be determined by the earlier of one of the following:

1. Date the student begins the withdrawal process;
2. Date the student provides official notification of intent to withdraw;
3. Students who fail to officially withdraw are assumed to have completed at least 50% of the term unless a later date is determined by the school.

The College will offer a full refund during the refund period. The Bookstore and Student Housing will offer a refund based on their policies during the refund period. Students living in Student Housing are subject to any contracted services according to the terms of the contract.

## ***Financial Aid Programs Available at Southwestern***

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

- You must enroll at least half-time (six credits) each term. Aid is given for less-than-half-time enrollment in eligible credits only if funds are available. For 2004-2005 the Federal Pell Grant is available for less-than-half-time enrollment
- You must be in an eligible degree or certificate program and enrolled in eligible credits for that degree or certificate program. Federal and State aid funds are used only for credits required for that degree, are considered prerequisites, remedial or supportive courses up to a 45 credit maximum
- You must have either a high school diploma or a GED certificate, or demonstrate the ability to benefit from instruction by passing an approved test
- You must not be in default on a loan or owe a refund, return of Title IV funds, or repayment of any Title IV financial aid program
- You must file the Free Application for Federal Student Aid (FAFSA) - this includes institutional aid.
- You must reapply each academic year
- You must be admitted as a regular student. (*Application for Admission* prior to the end of the term in order to receive aid)
- You must be a United States citizen or an eligible non-citizen
- If you are a male over 18 years of age and born after December 1, 1959, you must be registered with the United States Selective Service, unless you are currently on active duty with the armed forces (membership in the reserves does not qualify)
- You must use money you receive to help meet the costs of enrolling at and attending Southwestern
- You must maintain satisfactory academic progress. A pamphlet explaining the requirements is available from the Student First Stop Center or on the web and is listed in the Award Booklet

### ***Financial Aid Grant Programs***

<u>Program</u>	<u>Brief Description</u>	<u>Application</u>	<u>Award Amounts at Southwestern</u>
Federal Pell Grant	A federal grant program for undergraduate students.	FAFSA*	\$400 to \$4,050 for 2004-2005.*
Federal Supplemental Educational Opportunity Grant (FSEOG)	A federal and college funded grant program for undergraduate students.	FAFSA*	\$100 to \$450 for 2004-2005 at Southwestern. Amount varies by school.
Oregon Opportunity Grant (OOG)	A state grant program for undergraduate students.	FAFSA*	\$1,257 for 2004-2005.* Must be in 12 eligible credits per term to receive. Limited to 12 terms/8 semesters for the entire education.

### ***Employment Programs***

<u>Program</u>	<u>Brief Description</u>	<u>Application</u>	<u>Award Amounts at Southwestern</u>
Federal Work-Study (FWS)	A federal and college funded program to provide employment opportunities for students on campus.	FAFSA*	\$466 to \$2,329 per year for 2004-2005. Additional funds available for summer. (Summer maximum of \$776.)
General Student Employment (GSE) Office.	Southwestern funded employment program.	Contact the Student Employment Coordinator at the Educational Support Programs and Services (ESPS)	Variable
Athletic Work-Study (AWS)	Southwestern funded employment program for student athletes.	Contact the Athletic Department.	\$1,000 per year

\* FAFSA - Free Application for Federal Student Aid - (tentative funding levels)

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

## ***Loans - Federal Family Education Loan Program***

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

\* FAFSA - Free Application for Federal Student Aid - (tentative funding levels)

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

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## ***Institutional Scholarships (May not exceed 18 credits of regular tuition)***

<u>Program</u>	<u>Brief Description</u>	<u>Application</u>	<u>Award Amounts at Southwestern</u>
Internship Program	Internships provide students with the opportunity to utilize their skills and knowledge. Must be pursuing a degree at Southwestern. Must maintain satisfactory academic progress.	See the Internship Coordinator.	Amounts vary. Cannot receive Southwestern-funded tuition scholarships in excess of 18 credits per term.
Southwestern Grants <sup>t</sup>	Grants are provided to students with exceptional skills and knowledge in a specified academic area. Must be a full-time student pursuing a degree at Southwestern. Must maintain satisfactory academic progress.	See a faculty member or contact the campus recruiter. FAFSA*	Amounts vary. May not receive other Southwestern-funded tuition scholarships at the same time.
Southwestern Foundation	A variety of need and non-need based scholarships awarded to students in various areas of study.	Southwestern Foundation General Scholarship Application. FAFSA*	Variable – applications are available each December and at other variable times throughout the year. Most scholarships have a deadline of early spring term.

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## ***Payment Options***

<u>Program</u>	<u>Brief Description</u>	<u>Application</u>	<u>Award Amounts at Southwestern</u>
Payment Plans	Tuition, fees, bookstore charges, and housing costs are paid in three or more equal installments over the term or in ten installments for a year.	Contact the Student First Stop Center to apply.	Variable
Alternative Loans	P.L.A.T.O. – The Classic Student Loan. Minimum income requirements or co-applicant required; good established credit variable interest rates.	<a href="http://www.platoloan.com">http://www.platoloan.com</a> or 1-800-GO PLATO.	Covers the cost of attendance.
TERI Loans	1-800-255 TERI.		

<sup>t</sup> Funded by Southwestern Oregon Community College. Southwestern Foundation General Scholarship Application is generally due early spring term.

\* FAFSA - Free Application for Federal Student Aid - (tentative funding levels)

## GRADES - DEFINITIONS AND POINTS

- A** (4 grade points) Excellent
- B** (3 grade points) Above average
- C** (2 grade points) Average
- D** (1 grade point) Below average
- F** (0 grade point) Failing
- R** (0 grade point) Satisfactory effort. Student attended class regularly and did assigned work, but did not meet course learning objectives. Credits apply for course load, but do not apply toward completion of a program and are not used in computing grade point average for that term. Students must repeat the course within one year or the R changes to an F. This grade applies only to the following developmental courses: MTH20, MTH25, MTH70, WR0525, WR60 and WR90. For more information on the R grade, refer to Financial Aid rules and the Academic Notification System.
- S** (0 grade point) Satisfactory - equivalent to a C or better. Credit as specified. Course credit is not used in computing grade point average.
- U** (0 grade point) Unsatisfactory - no credit earned. Course credit is not used in computing grade point average.
- IB, IC, ID, IF, or IU** Incomplete - no credit. "I" is given for passing work, which could not be completed during the finals week of the term because of circumstances beyond the student's control. The incomplete grade process has changed; however, the incomplete contract process is the same. "I" grades now require the student's current earned letter grade to be attached to the "I" grade and the date of which the Incomplete contract is to expire (ex. Grade "ID" Incomplete Contract expiration date September 19, 2004). This means the student has signed an incomplete contract and has currently earned a grade of "D." If the student does not fulfill her/his contract within the designated time, the grade will automatically revert to the given grade (ex. Grade "ID" will become grade "D"). If the student completes the requirements, the instructor will complete a Grade Change form and send it to the Student First Stop Center (ex. Grade "ID" changed to grade "B").
- Z** Grades were not received from instructor. Student will be notified when grade is posted to the transcript.
- M** Multi-term course. Class begins in one term and ends in another. Grades are issued at a later date.

## CALCULATING GRADE POINT AVERAGE

The following formula is an example of grade point calculation:

Grade	Credit	Points	x	Credits	= Total Points
A	3 credits	4 points	x	3 credits	= 12 points
B	3 credits	3 points	x	3 credits	= 9 points
C	3 credits	2 points	x	3 credits	= 6 points
Total credits = 9				Total points = 27	

When computing the grade point average, the total credits for which the grades of A, B, C, D, and F have been earned are divided into the total number of grade points earned.

*Example:*

Total Points divided by Total Credits = Grade Point Average

Ex: 27 points divided by 9 credits = 3.000 GPA

**Note:** Incomplete, S or U grades assigned are not computed as part of the grade point average.

## GRADUATION

Students earning an Associates degree or a one-year Certificate of Completion from Southwestern Oregon Community College must process an application for graduation. The application for Degree or Certificate is available in the lobby of Dellwood Hall. The graduation application fee should be paid to the Student First Stop Center. Deadlines for applying for graduation are published in the Schedule of Classes. Official transcripts from accredited colleges and universities previously attended that apply toward a Southwestern degree or certificate must be on file with the Transcript Evaluator. 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 Application for a Degree or Certificate is given only after grades have been posted for the last term's work. Degrees or certificates are mailed to the student following this process and may take two to four 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 held annually. To be considered, a student must meet the following criteria:

- Meet the requirements for graduation with an Associates degree
- Plan to participate in Commencement
- Have the highest GPA for the students graduating with an Associates degree
- Should more than one student meet the criteria, the following procedure will be used: students meet with the Associate Dean of Enrollment and Student Services and 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 Associate Dean of Enrollment and Student Services to hear a short speech prepared by each candidate. A majority vote will be considered final.

## **GRADUATION, HONORS**

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

The Transfer Procedure section provides additional information about applicability of course work.

## **GRIEVANCE PROCEDURE**

The College strongly encourages individuals to meet and resolve their differences. If resolution of differences is not successful in an informal process, the College provides a formal grievance procedure. Copies of the formal grievance procedure are available from the Office of the Dean of Administrative Services in Tioga Hall, Room 512. This information can also be found in the Student Handbook on the web at [www.socc.edu/student\\_life/handbook](http://www.socc.edu/student_life/handbook).

## **HONORS**

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

### **Academic Excellence**

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

### **Honor Roll**

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

### **Dean's List**

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

### **Southwestern Scholar**

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

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

## **HONORS IN ENGLISH**

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

## **RESPONSIBILITY FOR PAYMENT**

The entry of a student's class(es) into the computer creates an accounts receivable for the student that reflects the amount of the tuition and fees the student owes. **The student, at time of registration, assumes the responsibility for paying the amount due unless he/she formally drops from the class(es) BEFORE THE TERM**

**STARTS OR DURING THE REFUND PERIOD (see Schedule of Classes for dates). Formal withdrawal requires that the student submit a signed and dated add/drop form to the Student First Stop Center or withdraw using Web Advisor at [www.socc.edu](http://www.socc.edu).**

A deferred payment plan (payment in three or more installments) is available to those who qualify; an extra non-refundable fee of \$25 is charged for this service. If a student is under 18 years of age, Southwestern requires a deferred contract be made in the parent or guardian's name and requires the parent or guardian's signature in the presence of the College staff or as requested in writing. For information, or to use this plan, consult the Student First Stop Center in Dellwood Hall.

The College reserves the right to administratively withdraw a student for poor academic progress, failure to meet financial obligations, failure to attend classes, or inappropriate behavior. This does not relieve the student of the responsibility to pay for the classes or formally withdraw from them. It is the student's responsibility to formally withdraw if he/she does not wish to be billed for the class(es).

The Business Office policy at Southwestern Oregon Community College is based upon Board policy #9.032, Administrative Action for Nonpayment. The following sanctions may be imposed against any student with any delinquent financial obligations:

- Administratively withdraw a student from class(es) 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;
- Withhold a certificate, diploma, or degree;
- Prohibit subsequent registrations until debt is paid;
- Assign the account to a collection agency;
- Refer the credit record to a credit bureau;
- May assess necessary charges to reconstruct student enrollment records;
- Withhold transcripts and/or grade reports;
- Require full payment (CASH ONLY) of all tuition, fees and books for subsequent registrations.

Students who have a delinquent accounts receivable or who are in default on Emergency Tuition Loans, Stafford and Perkins Loans, Title IV, or who have other college debts, will be prohibited from registering for further terms until the debt is paid in full or acceptable arrangements are made at the Student First Stop Center in Dellwood Hall.

All delinquent debts will be charged a \$25 late fee per billing cycle, and will accrue interest at the rate of fifteen percent (15%) per annum. If a student receives any form of financial aid during the loan payback period, the funds must be first used 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 Southwestern.

A student withdrawing from classes **AFTER** the refund period will be ineligible for a tuition refund and must pay the balance due on any loans, deferred tuition contracts, and accounts receivable. There is a charge for returned checks per College policy.



## **REFUNDS**

Students who stop attending classes during the term must formally withdraw by either dropping their classes through WebAdvisor or by filing a drop form with the Student First Stop Center. In emergencies a phone call followed by a written request will enable us to process a withdrawal for you. Refunds are computed from the date of formal withdrawal, not from the date you stopped attending classes.

For classes 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 first week of classes. The refund policy does not extend beyond the first week of the term, but the Associate Dean of Enrollment and Student Services may adjust a claim for a refund if it is determined that the student was delayed in filing for reasons beyond his or her control. The claim must be presented in writing.

For classes 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 class is scheduled to meet. This applies to classes that start on the first day of the regular term (fall, winter, spring, summer) or at some other time during the term; it is possible that a student would have to withdraw from a class before the class actually meets to receive a full refund.

For classes 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 class is scheduled to meet the first time. Students who feel that their circumstances are extraordinary and warrant exception from this policy may appeal to the Student First Stop in Dellwood Hall by completing a Request for Refund and Exception to Policy form.

The tuition refund process begins the second week of the term in which the student is currently enrolled. Students who receive financial aid funds will receive a refund after any funds owed to the programs from which aid was received are deducted. Refer to the repayment schedule in the "Acceptance Agreement." Tuition and fees are assessed when the student registers. The student is responsible for payment at the time of registration. Payment may be made by cash, check, money order, VISA, MasterCard or Discover Card. 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.

The tuition and fees charged to students entitle them to services offered by the College, such as use of the library, laboratory equipment and some materials used in courses for which the student is registered, counseling and testing services, and admission to certain College-sponsored events. No reduction in tuition and fees are made for students who do not utilize these services. The College reserves the right to change tuition and fees at any time. This does not affect the right of the President of the College to levy special charges at any time should conditions make this necessary.

## **ACCOUNTS RECEIVABLE CREDIT BALANCE REFUNDING POLICY**

Students who have a credit on their student accounts for one term, but have a balance due for other terms within the same academic year, will only be refunded the amount of the remaining credit after other terms are paid in full. Regardless of the type of funding that resulted in the credit balance, such as federal aid, private scholarships, or payments made by the student, the credit will automatically be used to pay other balances due. Once all terms are paid, then any remaining credits will be refunded to the students. (i.e., if a student has a credit balance of \$400 winter term but owes \$300 fall term, then \$300 of the winter term credit balance will be used to pay the fall term balance, and the remaining \$100 credit will then be refunded to the student.) Students who have a balance due in one term and a credit in another term of a different academic year may request in writing that the credit balance be applied to the balance due.

## **STATUTE OF LIMITATIONS ON AS, AGS AND AAS DEGREES AND CERTIFICATES**

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

The application of existing course work will be evaluated on an individual basis by the Transcript Evaluator and the appropriate instructors.

Modifications or exceptions may be made in certain circumstances; for example, if the student has been employed in the skill area, and has thus been able to keep up with developments in the field, or if the time lapse is marginally outside accepted limits. All exceptions will be made with the knowledge and consent of the appropriate instructors.

An edition of the catalog is valid for five academic years. For example, a catalog that takes effect in summer of 2000 is only valid through spring of 2005. Students should regularly consult an advisor in their major field. Failure to complete the requirements within that timeline will require students to move to the current catalog year or to petition the Academic Standards Committee for an exception to the policy. Students taking more than five years to complete their degree program must have course work evaluated by the Transcript Evaluator and the program department before graduation. Students may have to retake courses or take additional course work to graduate.

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

## ***STUDENT CONDUCT CODE, STUDENT RIGHTS & RESPONSIBILITIES***

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

Disciplinary action taken by the College has a range of possibilities, up to and including dismissal from the College. A copy of the full ***STUDENT CONDUCT CODE AND STUDENT RIGHTS AND RESPONSIBILITIES*** can be obtained from the Student Services Office in Dellwood Hall, Room 7 or from the Student Handbook on the web at [www.socc.edu/student\\_life/handbook/](http://www.socc.edu/student_life/handbook/).

Information regarding campus crime awareness and campus security statistics may be found on the College website at: [www.socc.edu/student\\_life/handbook/](http://www.socc.edu/student_life/handbook/).

Information regarding registered sex offenders may be obtained from the Oregon State Police at (503) 378-3720 and requesting the Sex Offender Unit. 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 and plans to participate in classes or work on campus at Southwestern must inform the proper authority of such intent at the time of registering with the Oregon State Police.

All questions in writing may be directed to the Office of Administrative Services at Southwestern Oregon Community College, 1988 Newmark Avenue, Coos Bay, Oregon 97420.

## ***STUDENT EDUCATIONAL RECORDS***

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 Pell-Buckley amendment) and Oregon Administrative Rules protect the confidentiality of student records and student access to those records. Under the provisions of the FERPA and OARs, the educational institution must designate the information it will release without the written consent of the student as directory information, and protect the confidentiality of all other student records. 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); e-mail 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.

The student 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. A request to withhold this information will remain in effect until the Student First Stop Center receives written instructions from the student to remove the hold. Exceptions: Parents and/or guardians of students who are under 18 years of age will be given access to directory information and all other personally identifiable information on the student unless the student specifically requests otherwise. On students who are 18 years of age or older, no information except directory information will be released without the student's written consent.

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

Students have the right, by pre-scheduled appointment, with the Associate Dean of Enrollment and Student Services to access their educational records, as defined in OAR 582-41-410, as well as to challenge the correctness of those records, to request amendment of those records and, in case of dispute, to obtain a hearing (OAR 581-41-450). The student may not request a hearing under this policy to challenge a grade, only the accuracy of its recording. Students who wish to inspect their records must schedule an appointment with the Associate Dean of Enrollment and Student Services. If the student requests 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.

A student may forfeit the right to receive an official transcript if he/she has an outstanding accounts receivable with the College, or has been notified that his/her transcript may be withheld. For further information regarding student records, contact the Student First Stop Center.

## ***STUDENT HOUSING***

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

Housing accommodations feature:

- Apartment style units with private and shared bedrooms, two shared bathrooms and a shared living room, kitchen, balcony or patio, and storage space

- Fully furnished shared areas with one dining table, four chairs, a sofa and love seat, two end tables and a coffee table
- Bedrooms include a single bed, mattress, desk, chair, dresser and closet
- Kitchens with full size stove and refrigerator.
- All utilities included
- Apartments are accessed by a computerized card lock system. Lost cards are deactivated to assure security for each student
- Each bedroom features local phone service with your own number, satellite TV and computer data port to access the Internet at no additional expense (you will need an ethernet card)
- 24 hour Public Safety with regular patrols.
- The housing complex features two laundromats, computer lab, student lounge with big screen TV, VCR and DVD, game room, mailroom, lighted basketball court and sand volleyball pit
- Accessible rooms for students with disabilities

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

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

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

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

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

Please check with the Student Housing office for the dates and times housing open and closes each term.

For further details and more information contact the

Housing Office in Dellwood Hall, Room 7, (541) 888-7635.

## ***STUDENT IDENTIFICATION NUMBER***

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

**OAR 589-004-0400** authorizes Southwestern to ask you to provide your social security number. The number will be used by the College for reporting, research and record keeping. Your number will also be provided by the College to the Oregon Community College Unified Reporting System (OCCURS), which is a group made up of all community colleges in Oregon, the State 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 go on with their education and to find out whether community college courses are a good basis for further education
- The Oregon Employment Department, for analysis which helps 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 the state and federal governments. The information is used to learn about education, training, and job market trends for planning, research, and program improvement
- The Oregon Department of Revenue and collection agencies only for purposes of processing debts and only if credit is extended to you by the College
- [WHERE APPLICABLE (i.e., at colleges which use the ASSET placement test): College Testing Service, if you take the ASSET placement test, for educational research purposes.]
- Your social security number is required and will be reported to the Internal Revenue Service for tax credit eligibility determination. Your number will be used only for the purposes listed above. State and federal law protects the privacy of your records.

**OAR (Reglamento Administrativo de Oregon) 589-004-0400** 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:

- Los 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 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 con seguir 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 las direccion que van tomando los trabajos para planificacion, investigacion, y mejoramiento de los programas
- El Departamento de Fiscal de Oregon de 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 requerido 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.

### **TRANSFER PROCEDURES**

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

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

Many of our Associate of Science degrees are articulated with other four-year colleges in Oregon and other states. Check the individual degrees for more information on articulations.

### **TRANSFER CREDIT FROM OTHER COLLEGES**

Course credit transferred from other accredited colleges or universities is evaluated in terms of equivalency to Southwestern courses and/or applicability to Southwestern programs. All credits of the cumulative grade point average (GPA) are transferred even though some of the credits may not apply to the student's Southwestern program. Students receiving financial aid are required to submit an official transcript from all previously attended colleges to the Student First Stop Center in Dellwood Hall.

### **TRANSFER CREDIT TO OTHER COLLEGES**

Senior institutions of the Oregon University System usually accept up to 126 credits in transfer from a community college.

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

### **TUITION AND FEES**

**Due to the current economic conditions in Oregon, tuition and fees are subject to change at any time.** The College reserves the right to change tuition and fees at any time. The President of the College has the right to levy special charges at any time should conditions make this necessary.

A payment plan (payment in three or more installments) is available for those who qualify. For more information see Responsibility for Payment.

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

### **CLASS FEES**

Current fees are listed in the Schedule of Classes published each term. Some classes carry fees in addition to tuition to cover materials, services, insurance, facility use or other costs. **All courses carry a \$6 per credit technology and Public Safety fee that is used to upgrade infrastructure on a four-year plan.** Computers are available for student use in the instructional computer labs located in Tioga 409, Tioga 410 and Umpqua Hall. Students are required to pay a student activities fee each term they are enrolled for credit classes. Students taking six or more credits pay \$10.00 for the term. Students taking less than six credits, but at least one credit pay \$2.00.

There is a per term fee of \$25.00 assessed to ABE/GED/ESL students.

### **AGENCY BILLING**

A fee is charged for agency-sponsored students. Contact the Business Office (541) 888-7440 for details.

## **TUITION WAIVED**

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

DEVO593	Learning Skills Lab
ESLO747	English as a Second Language (ESL)
HE0574	Hospice Care
HE9380	Cardiopulmonary Resuscitation (CPR)
ITP0583,4,5	American Sign Language

## **VETERANS**

All Southwestern Associate of Arts Oregon Transfer, Associate of Science and Associate of Applied Science degree programs are approved for VA benefits by the Veterans Administration. The Veterans Service Office in Dellwood Hall, Room 8, oversees veteran students' enrollment in these programs. The Veterans Administration requires information concerning each veteran student's enrollment, date of interruption or termination of training, and change in the number of credit hours and unsatisfactory progress or conduct.

**Mandatory Advising** - All veteran students are required to meet with a Veterans Administration Advisor prior to registering for classes. See ESPS in Stensland Hall for more information. Students pursuing an AAOT will be required to complete an Education Development Plan (EDP). This must be approved by the Transcript Evaluator prior to certification for Veteran's Administration funding.

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

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

**Change in Credit Load** - When a veteran student changes credit loads (adds or drops), the Veterans Service Office should be notified and will in turn notify the Veterans Administration. Students will be placed on a hold list after the refund period to ensure notification of credit load changes. This means you will not be able to add or drop classes via Web Advisor after the refund period.

**Program of Study** - All veteran students must have a declared major and may receive payment only for courses required to complete the major program. Students using Veterans benefits may only pursue a program approved by the Oregon Department of Education, the State Approving Agency (SAA). Not all certificate programs are approved. Consult with the Veterans representative before registering.

Satisfactory progress toward the degree must be maintained to meet Veterans requirements. Changing majors can negatively impact progress. Check with the Veterans representative before changing degree more than once.

**Transfer of Credits** - Veterans who enter as transfer students, or who have completed any college level course work, are required to have all

transcripts forwarded to the Transcript Evaluator for evaluation. Failure to have transcripts evaluated will result in termination of benefits to the veteran student at the end of the first term of enrollment.

Veterans may also be eligible for credit from their military training. Documentation must be submitted to the Student First Stop Center in Dellwood Hall.

**Hour Requirements** - To receive full-time pay, the student must take a minimum of 12 credit hours; for 3/4 time pay, the student must take nine credit hours; and to receive 1/2 time pay, students must take a minimum of six credit hours; for less than half time enrollment, the VA will only pay tuition and fees. During summer session, to be considered for full-time benefits, students must be enrolled in eight or more credit hours.

**Satisfactory Progress** - A veteran must maintain a cumulative 2.0 GPA. A veteran student will be notified of possible lack of academic progress if, in any one term, the College's satisfactory progress policy is not met. The Academic Notification System is a three-step process designed to alert students to potential lack of progress during their academic career.

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

### **Academic Standard Committee Official Student Petition**

forms are available at the Student First Stop Center. It will be decided whether or not the student will be allowed to return to school and under what conditions. One such condition may be a reduced course load for the term.

Veteran students must complete an "Incomplete" (I) within one year. The school will maintain records, available to both the veteran and Veterans Administration, which show the final grade for each subject attempted.

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

Financial aid students must meet additional qualitative and quantitative requirements. See the Student First Stop Center for a pamphlet explaining satisfactory academic progress for financial aid students.

# STUDENT SERVICES AND ACTIVITIES

## **ADULT LEARNING SKILLS PROGRAM**

The Adult Learning Skills Program is an educational resource for the emerging, transitional and current workforce within the college district. The program provides short-term, non-credit classes and workshops for students to enhance basic academic and employability skills in pursuit of their individual education and employment goals. The program is an entry/re-entry point for those students who need to upgrade skills to prepare themselves for employment or a change in employment, to complete secondary certification, to prepare for citizenship, to enhance family literacy, or to prepare for further education or training opportunities. The program is an umbrella for all citizenship, GED, English language and other basic skills instruction in the district and for the employ-ability skills classes that are provided primarily through the Newmark Center.

*There is a per term fee of \$25.00 assessed to ABE/GED/ESL students.*

## **ADULT HIGH SCHOOL DIPLOMA PROGRAM**

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

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

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

## **BASIC SKILLS DEVELOPMENT**

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

## **WORK SKILLS DEVELOPMENT**

Work readiness classes are available to students seeking to upgrade skills and prepare for employment. Classes and workshops include computer basics, job

search, workplace communication, customer service and work simulation. Classes vary throughout the year based on partner and community need.

For class schedules and registration information, call the Adult Learning Skills Program at (541) 888-7116.

## **ENGLISH AS A SECOND LANGUAGE**

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

Learning takes place in large groups, small groups and individual tutoring in multilevel classes. Students can also access computer-assisted instruction. At the time of enrollment, skill level is determined by interview and/or written assessment.

## **CITIZENSHIP**

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

## **APPRENTICESHIP TRAINING**

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

## **ASSOCIATED STUDENT GOVERNMENT**

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

ASG represents students on the following campus committees and groups:

- Academic Affairs
- Arts and Lectures

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

As well as at the state level:

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

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

### ***ATHLETICS, INTER-COLLEGIATE***

The College is a member of the Northwest Athletic Association of Community Colleges (NWAACC), which includes the community colleges of Oregon and Washington and the NJCAA for wrestling. Southwestern currently fields teams in men's basketball, baseball, soccer and wrestling, women's basketball, softball, volleyball, and soccer, coed track and field and cheerleading.

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

### ***BUSINESS DEVELOPMENT CENTER***

The Southwestern Business Development Center (BDC) has been a part of Southwestern Oregon Community College since 1984 when it was established to assist area small businesses through training, advising, and other means of assistance. The Center is supported by funds provided by the College, the U.S. Small Business Administration (SBA), and the Oregon Economic and Community Development Department (OECDD).

Through offices in North Bend and Brookings, the BDC assists owners and managers of established businesses as well as those seeking to start new businesses. Business advising is at no charge; is done in strict confidentiality; and is provided by qualified, trained professionals.

The Center also serves as an access for various business services including international trade (Small Business International Trade Program), manufacturing (the Oregon Manufacturing Extension Partnership), and procurement (the Government Contract Assistance Program, G-CAP); as well as for referrals regarding business finance, licensing, regulation, etc.

Two activities that operate within the BDC are the South Coast Inventors Group (SCIG) and Opportunity Knocks (OK). The SCIG is a group that assists inventors in dealing with issues of protection, feasibility, marketing, etc. of their inventions. The group usually meets the first Wednesday evening of each month. The OK program is a peer-based, problem solving opportunity for established business owners to meet regularly in small groups with the assistance of trained facilitators.

For more information contact the Southwestern Business Development Center at 2455 Maple Leaf Lane; North Bend, Oregon; (541) 756-6866.

### ***BUSINESS FOUNDATIONS PROGRAM***

The Business Foundations Program is a nine session training program for persons who are thinking of starting a business, or who have recently opened their business. It features group meetings with presentations and discussions of important issues facing new business persons; one-to-one advising; and peer support.

### ***BUSINESS MANAGEMENT PROGRAM***

The Business Management Program (BMP) is a training program to improve the management skills of small business owners/managers. The program consists of monthly meetings featuring guest speakers who address a variety of business topics; one-on-one, confidential advising at the business site; and peer support and networking. Individual business advising may include a management audit, recommendations on specific business issues, and ongoing assistance with particular challenges facing the business or manager.

Participants in the Program benefit from the material of the topics that are covered, especially when the learning points are tied directly to the situation of the business. Open discussion of the issues facing the business results in the optimal benefit for the participant from the one to one sessions; confidentiality is strictly adhered to. One of the prime benefits of the BMP to its participants, however, is the opportunity to learn from peers who are dealing with similar challenges in their own businesses.

### ***CONTRACTED TRAINING***

Southwestern Oregon Community College offers a variety of training options through its Contracted Training Program. Businesses and organizations, regardless of size, can have training tailored to meet their specific needs and the needs of their employees. This training is available locally, or on-site, at a cost that is very competitive. Training is customized to meet the needs of the organization requesting assistance on topics that include - but are not limited to computers, safety, communication skills, customer service, handling conflict, supervision, etc.

### ***COOPERATIVE WORK EXPERIENCE/FIELD EXPERIENCE***

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

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

Experience is available for all programs at the College with instructor consent.

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

### **COUNSELING SERVICES**

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

Specific individual and group counseling services include:

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

### **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.

**Career Information** - The career resource library contains an extensive range of information on careers. The most popular source of information is the Oregon Career Information System (CIS) which provides occupational descriptions for hundreds of jobs, including current salary ranges, job outlook, job descriptions, training, and programs of study. CIS can also be accessed at the Newmark Center. Other career materials include videotapes, magazines, books, college catalogs, and free handouts on career fields.

**Scholarship Information** - Information about potential scholarships can be obtained through workshops, individualized Internet searches, the Oregon CIS database, books, videos, and reference materials, as well as private scholarship applications.

**Career Counseling** - Counselors are available by individual appointment for students and community members who would like help with career planning, career advancement, and career changes.

**Assessment** - As part of the career counseling process, students often find it helpful to use career-related inventories to clarify their goals. These assessments explore career interests, skills, values, and personality style. Fees are charged to cover the cost of these tests.

**Transfer Planning** - Resources are available to help students who are interested in transferring to another college. See additional information under *Transfer Programs and Procedures*. Representatives from most of Oregon's four-year colleges visit Southwestern each year in January or February to talk with prospective transfer students. A course, Transfer Success (HD215), is offered to assist students in preparing to transfer to a four-year school.

### **CURRY COUNTY**

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

A campus is located in Brookings-Harbor at 420 Alder Street (541) 469-5017 with offices, three classrooms, a computer instructional lab and student study lab. In Gold Beach, a classroom, office and computer lab are located at 29392 Ellensburg Avenue, at the county fairgrounds (541) 247-2741. Classes in Port Orford are held in local schools and community facilities. Registration and advising are available in Port Orford. Please call (541) 253-7553 for an appointment.

### **FAMILY CENTER**

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

**Preschool** - The Southwestern Educare Preschool program is designed for children ages 2 1/2 to 5 years who enjoy daily activities focused on art, music and dance, drama, dramatic play, literacy, computer education, cooking, claywork, science, mathematics, social studies and outdoor play/physical education. Hours of operation are Monday through Friday 7:30 a.m. to 1:00 p.m.

**Extended Care** - Continuation of morning program for children 2 1/2 to 5 years. Hours of operation are Monday through Friday 1:00 p.m. to 5:30 p.m. The Family Center operates as the lab school for the Southwestern Childhood Education and Family Studies Program.

For application and rate information, contact the Family Center Coordinator at (541) 888-7445 or our main office at (541) 888-7290. Children of Southwestern students have priority status and reduced fees.

### **HIGH SCHOOL RELATIONS**

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

College faculty are available to speak to students in the high school classroom. For information contact the Educational Support Programs and Services office at (541) 888-7405.



## **INTERNATIONAL STUDENT PROGRAM**

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

## **INTERNSHIPS**

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

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

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

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

The Internship office is located in Educational Support Programs and Services in Stensland Hall, Room 110A, (541) 888-1515.

## **LIBRARY**

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

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

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

Library hours during fall, winter and spring terms:

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

Hours for summer term, holidays and breaks will be posted.

## **OUTREACH AND PROFESSIONAL DEVELOPMENT**

Outreach and Professional Development offers classes and workshops that continue the College's commitment to provide quality learning opportunities for life-long education in local and outlying areas. There is a broad spectrum of choices in courses and workshops offered. From basic skills to advanced technologies, from art classes to physical fitness, classes are designed to further the education of non-traditional learners and reflect the interests of each community. Classes through Outreach are offered in the evening and daytime hours in Reedsport, Coquille, Bandon, Myrtle Point, Powers and the Bay Area. Interested persons need to check the current College Schedule of Classes or call (541) 888-7415 for further information.

## **DISTANCE LEARNING**

e-SOCC is Southwestern's new distance learning program. Opportunities for anytime, anywhere learning are offered to students via the web and videoconferencing. Southwestern offers online learning through a statewide consortium and is developing more classes each term from our own instructors. The college also has two state of the art videoconferencing rooms to deliver classes to Brookings and sites throughout the college district. For information on videoconferencing, call Media Services at (541) 888-7286.

For more information on distance learning, courses, student support and registration go to [www.socc.edu/dist\\_learn/](http://www.socc.edu/dist_learn/).

## **RETIRED SENIOR VOLUNTEER PROGRAM – RSVP**

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

## ***SERVICES FOR STUDENTS WITH DISABILITIES***

Southwestern is pleased to provide services to students with disabilities and encourages them to attend. The office of Services for Students with Disabilities (SSD) is located in Stensland Hall, Room 106 and is Southwestern's resource for promoting a barrier free environment, (physical, information, program and attitude), to ensure the rights of students with disabilities under Section 504 of the Rehabilitation Act and the Americans with Disabilities Act.

The College recognizes the diversity of special needs that many students possess. Services are available to students with a documented disability. Such services include but are not limited to: testing accommodations, note-takers, assistive equipment and technology, materials in alternative formats, interpreters for the deaf and hard of hearing and training and consultation. For more information visit the web site at [www.socc.edu](http://www.socc.edu).

## ***SOUTHWESTERN OREGON UNIVERSITY CENTER***

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

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

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

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

Partners in the University Center include: Eastern Oregon University, Linfield College, Oregon Health and Sciences University, Oregon Institute of Marine Biology, Oregon State University, Portland State University, Southern Oregon University, University of Oregon and Western Oregon University. Programs include:

- BA Arts and Humanities
- BA/BS Accounting

- BA/BS Business Administration
- BA/BS Business Economics
- BA/BS Business Information Systems
- BA/BS Fire Services Administration
- BA/BS International Business
- BA/BS Liberal Studies
- BA/BS Management
- BA/BS Multidisciplinary Studies  
(Teacher Certification - Elementary)
- BA/BS Philosophy, Economics and Political Science
- BA/BS Social and Behavioral Sciences
- BS Environmental Studies
- BS General Agriculture
- BS Natural Resources
- BS Nursing
- BS Physical Education and Health
- Certificate Accounting
- Certificate Computer Information Systems
- Certificate Human Resource Management
- Certificate Marketing
- MBA Master of Business Administration
- MS Marine Biology
- MAT Master of Arts in Teaching (Elementary and Secondary)
- MS/M.Ed. Masters in Education (Continuing License)
- Ed.D. Doctor of Education (Community College Leadership)

## ***SPECIAL EVENTS CO-SPONSORED WORKSHOPS and ACTIVITIES***

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

## ***STUDENT ACTIVITIES***

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

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

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

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

## ***STUDENT CLUBS and ORGANIZATIONS***

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

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

## ***STUDENT SUPPORT SERVICES***

Student Support Services (SSS) is one of the federally funded TRIO programs for education. The goal of SSS is to help students graduate from Southwestern and/or transfer to a four-year college or university. SSS services are provided FREE to qualified students who apply to and are accepted into the program. (Applications are available in Stensland Hall, Room 104.)

Services include:

- Tutoring in the SSS Study Hall
- Personal counseling, career, and academic advising and referrals
- Assistance in transferring to a four-year college or university
- Visits to Oregon's four-year colleges and universities
- Peer support groups and mentoring program
- PLATO - an educational computer program to help students develop their math, reading, writing, or science skills
- Workshops, such as overcoming test anxiety, time management, making smart choices
- Cultural enrichment activities, such as concerts and plays (including trips to the Oregon Shakespeare Festival in Ashland)
- Free career assessments (MBTI and Strong)

## ***SUPPLEMENTAL INSTRUCTION***

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

Developmental courses listed in this catalog include reading and study skills, math, writing, and specialized courses such as Technical Skills. These courses

are especially useful for students entering college from other careers, for retraining or re-entry into college work.

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

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

***Learning Resource Center (Tutoring Lab)*** - This is a program designed to provide all students 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 also available for students whose class and work schedules do not allow them to receive help during scheduled business hours.

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

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

# Administration and Faculty

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# About Southwestern...

## **THE COLLEGE HISTORY**

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

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

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

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

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

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

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

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

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

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

## **ACCREDITATION**

Southwestern Oregon Community College (Southwestern) is accredited by the Commission on Colleges of the Northwest Association of Schools and Colleges. Accreditation was reaffirmed in 2002. The curricula of programs are approved by the Oregon State Board of Education and are subject to periodic evaluation.

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

## **BOARD OF EDUCATION**

Citizens of the college district are represented in all aspects of the college operation by the Board of Education - seven men and women elected, from the towns and cities of the district, by the people. The Board, assisted by five ex-officio Board members representing the students, faculty, classified and administrative staff, determines the policies to be administered by the College President. A seven-member appointed Budget Committee assists the Board with annual budget preparation.

## **THE BOARD VISION**

- Maintain high standards of excellence in instructional programs and student services;
- Deliver education and training essential for a skilled workforce;
- Provide multiple avenues of access to educational opportunities for all students;
- Promote institutional awareness of students and the community at large;
- Encourage diversity, collegiality and professionalism;
- Collaborate with businesses, agencies, school and universities;
- Explore entrepreneurial opportunities to enhance the future of the institution; and
- Support lifelong learning.

## **THE BOARD POLICY**

The Southwestern Board of Education will govern Southwestern Oregon Community College by defining institutional values, leading the institution through policy-based governance, and developing strategies for the future.

# Administration

## **The Board**

**Harry Abel**  
**Marcia Jensen**  
**Carol Oelke**  
**Dan Smith**

**David Bridgham**  
**Mike Murray**  
**Clara Radcliffe**

## **Budget Committee**

**Harry Abel**  
**Roger Dixon**  
**Jennifer Groth**  
**Timm Slater**

**Lonnie Anderson**  
**Douglas Fletcher**  
**Kathy Rosencrantz**

## **Office of the President**

**Stephen Kridelbaugh**, Ph.D, President  
**Debra Nicholls**, Administrative Assistant to the President, Board Secretary, Cheer/Stunt Coach

## **Instructional Services**

**Lynda Hatfield**, Dean of Instruction  
**Joanna Blount**, Ed.D, Associate Dean of Collegiate Education  
**Brenda Brecke**, Associate Dean, Professional Technical Education and Workforce Development  
**Peggy Goergen**, Associate Dean of Curry County  
**Sarah Recken**, Division Director, Arts, Humanities and Social Science  
**Cheryl Scott**, Division Director, Business, Math, Science and Technology  
**John Berman**, TPAD Curriculum Coordinator  
**Daniel Birskevich**, Family Center Coordinator/ECE Practicum Instructor  
**James Bouley**, BDC Coordinator, Curry County  
**Guadalupe Bowman**, Toddler/Infant Lead Teacher  
**Barbara Davey**, Coordinator of Nursing and Health Occupations  
**Michael Emmett**, Newmark Center Coordinator  
**Mary Jane Fisher**, CCLS Extended Services Supervisor  
**Carl Gerisch**, Instructional Computer Labs and Media Services Supervisor  
**Melody Gillard-Juarez**, Director of Retired and Senior Volunteer Program  
**Karen Helland**, Director of Outreach and Professional Development  
**Donna Kifer**, RSVP Senior Programs Coordinator  
**Lynne Lorenzen**, Family Literacy Specialist - Coquille  
**Mary McFarland**, Curry County Even Start Family Literacy Specialist  
**Barbara Miles**, Director of Family Education and Resources  
**Kathy Morris**, Curry County Even Start Program Coordinator  
**Sean Park**, CCLS Library Network Specialist  
**Patrick Platt**, ALSP Professional Technical Transition Specialist  
**Laurie Potts**, Childhood Education Director  
**Janet Pretti**, Curry County Coordinator/Assistant  
**Kristi Rayevich**, Office Manager/Administrative Assistant to the Dean of Instruction  
**Paul Reynolds**, Coordinator, Public Safety Programs  
**Jon Richards**, Director of Business Development Center

**Mike Scott**, Adult Learning Skills Program Director  
**Sharon Smith**, Director of Library Services  
**Darlene Stookey**, Associate Teacher, Family Center  
**Carol Todd**, Training Development Specialist

## **Administrative Services**

**Sheldon Meyer**, Ph.D, Dean of Administrative Services  
**Robin Bunnell**, Associate Dean of Enrollment and Student Services  
**Tom Bennett**, College Work Study/Job Placement/Internship Coordinator  
**Kathy Blake**, Educational Talent Search Specialist  
**Margie Boak**, Educational Talent Search Specialist  
**Sharilyn Brown**, Educational Talent Search Specialist  
**Jill Christiana**, Bookstore Manager  
**Joe Colo**, Business Manager  
**Cheryl Davies**, Upward Bound Education Specialist  
**Hunter Fales**, In-District Recruiting/Academic Advisor Specialist  
**Janis Farnsworth-Thompson**, Mail Services/Printshop Supervisor  
**Lisa Fletcher-Gordon**, Human Resources Specialist, Recruitment/Contracts  
**Corey Fox**, Upward Bound Coord/Educational Specialist  
**Scott Grimm**, Custodial Supervisor  
**Stephen Hood**, Educational Talent Search Specialist  
**Barbara Johnson**, Retention Specialist, Student Support Services  
**Julie Kremers**, Payroll/Records Management Coordinator  
**Howard Kubli**, Educational Talent Search Specialist  
**Shawn Liggett**, Student First Stop Coordinator/Supervisor  
**Gerry Livingston**, Educational Talent Search Specialist  
**Deborah McAndrew**, Educational Talent Search Specialist  
**Dave McKinney**, Maintenance Supervisor  
**Barry Miller**, Educational Talent Search Specialist  
**Ron Olson**, Special Projects Accountant  
**Carol Richards**, Administrative Assistant to the Dean of Administrative Services  
**Barbara Robson**, Asst. Director of Human Resources/Employee Relations/Benefits  
**Bill Winfield**, Public Safety Officer Supervisor

## **Marketing/Recruitment/College Advancement**

**Mike Gaudette**, Dean of Marketing/Recruitment/College Advancement  
**Paul Comfort**, Theatre Operations Specialist  
**Amy Furman**, Graphic Design/Marketing Specialist  
**Robert Gregson**, Director of Oregon Coast Culinary Institute  
**Barbara Gulias**, Resource Development Specialist  
**Shaun Kohn**, Student Life Coordinator/Women's Soccer Coach  
**Tom Nicholls**, Director of Admissions  
**Doug Peck**, Interim Coordinator  
International Student Programs  
**Jeff Whitey**, Director of Housing/Conferencing/Student Services

## *Administration Cont'd*

### *Athletics*

**John Speasl,** Athletic Director, Volleyball Coach  
**Jennifer Franklin,** Fitness Center Supervisor, Head Softball Coach

### *Information Technology*

**Kat Flores,** Director/Information Technology, Research and Planning  
**Sandi Arbuckle,** Systems Administrator  
**Cari Friesen,** Associate System Information Specialist  
**Rocky Lavoie,** Systems and Security Specialist  
**Avena Singh,** Information Training Specialist/ Web Master

## *Full-Time Faculty*

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M.C. in Counseling Education, 1989, Arizona State University

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B.A. in Health Promotion, 1994;  
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Oregon State University  
Doctor of Chiropractic, 1998,  
Western State Chiropractic College

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B.S.N., 1997, California State University - Sacramento  
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B.S. in Electrical Engineering, 1983,  
California Polytechnic State University

**Martha Burkett,**  
B.A. in Criminology, 1971, Florida State University  
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B.A. in English, 1974, California State University, Hayward  
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M.A. in English and German, 1974, University of Freiburg, Germany

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Ph.D. in Zoology, 1991, Washington State University

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M.F.A. in Sculpture/Metal Casting, 1989, Southern Illinois University

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**Mark Wilson**, Associate Professor, English  
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M.A. in English, 1978, Washington State University

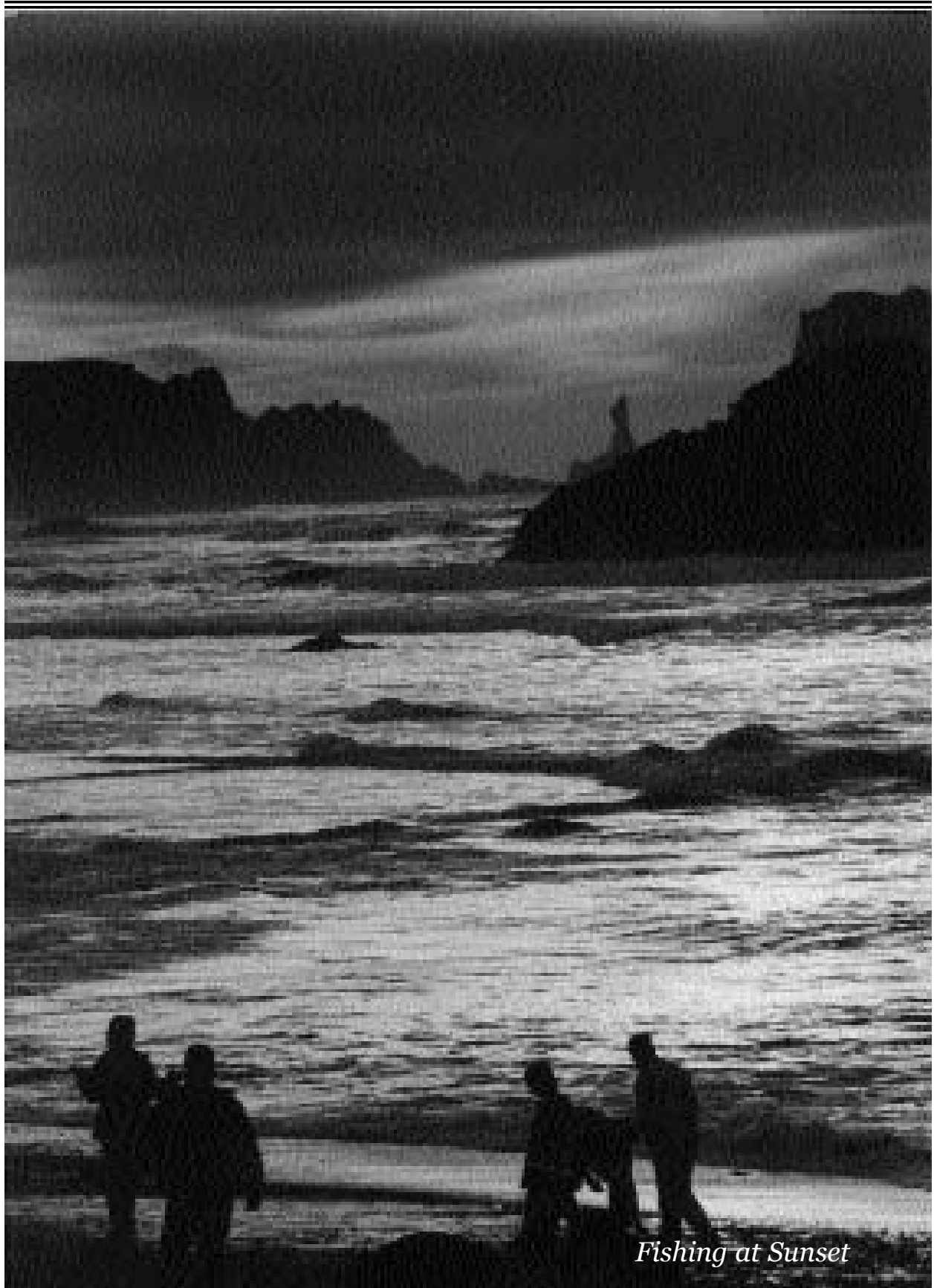
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B.S. in Biology, 1972, University of Oregon  
M.Ed. in Computers in Education, 1984, St. Martin's College  
Ph.D. in Curriculum and Instruction, 1988, University of Oregon

## *Emeritus Administrators/Faculty*

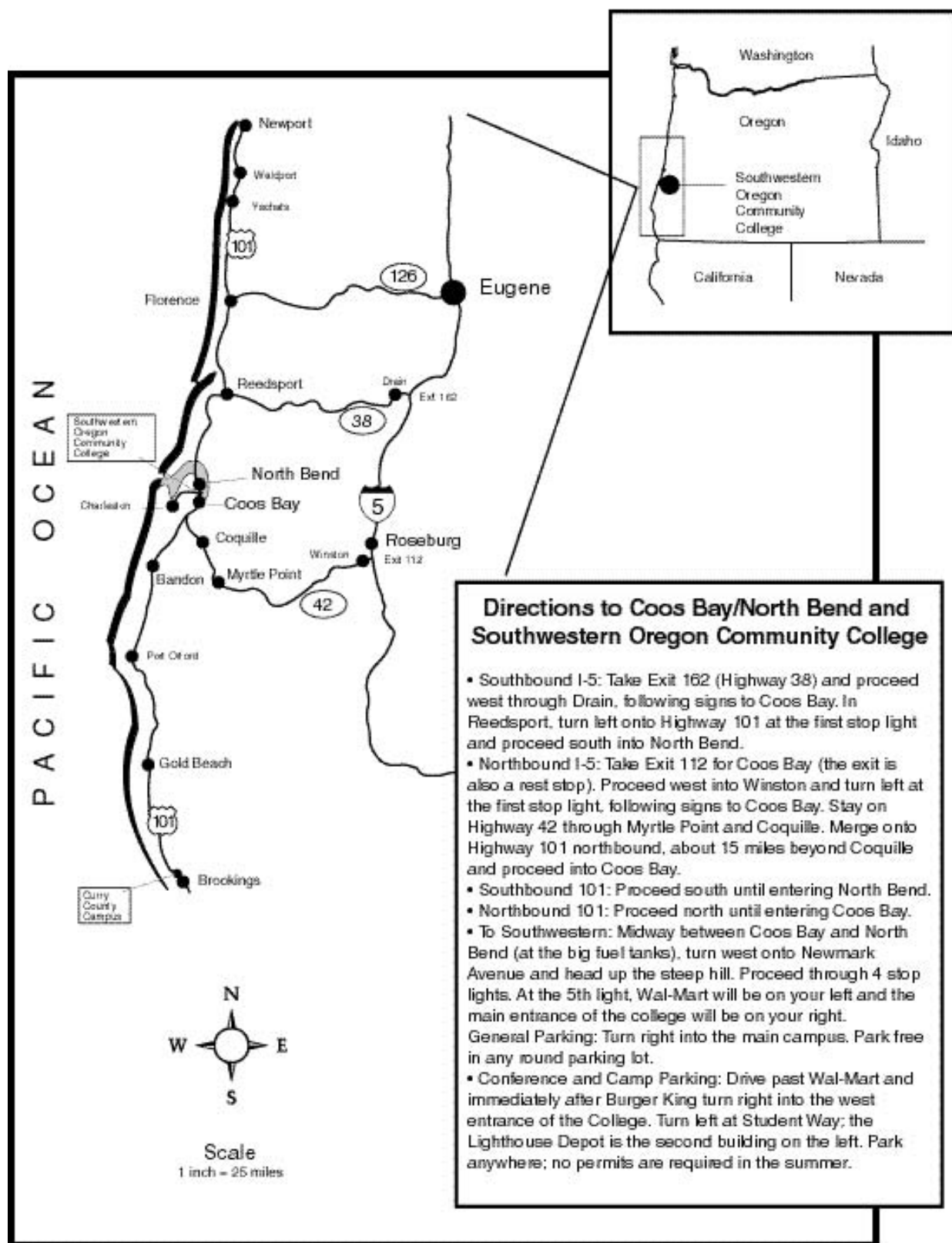
Dorothy Anacleto  
Pat Alvey  
John Anderson  
Phillip Anderson  
Carroll Auvil  
Rodger Barber  
Hans Boettcher  
Bob Bower  
Don Burdg  
Jack Cabrera  
Dortha Chase  
Harvey Crim  
Barbara Davey  
Barbara Dodrill  
Nathan Douthit  
Steve Erickson  
Ben Fawver  
Helen Ferguson  
Willi Furrer  
Dorothy Gillett  
Shirley Gitchell  
Linda Grosso  
Charles Hower  
Dennis Hanhi  
Thomas Humphrey  
John Hunter  
Hugh Hoyt  
Ken Jensen  
Kirk Jones  
Raymond Kelley  
Beverly Kemper  
N. William Lemoine  
Bonnie Koreiva  
Kay Kronsteiner

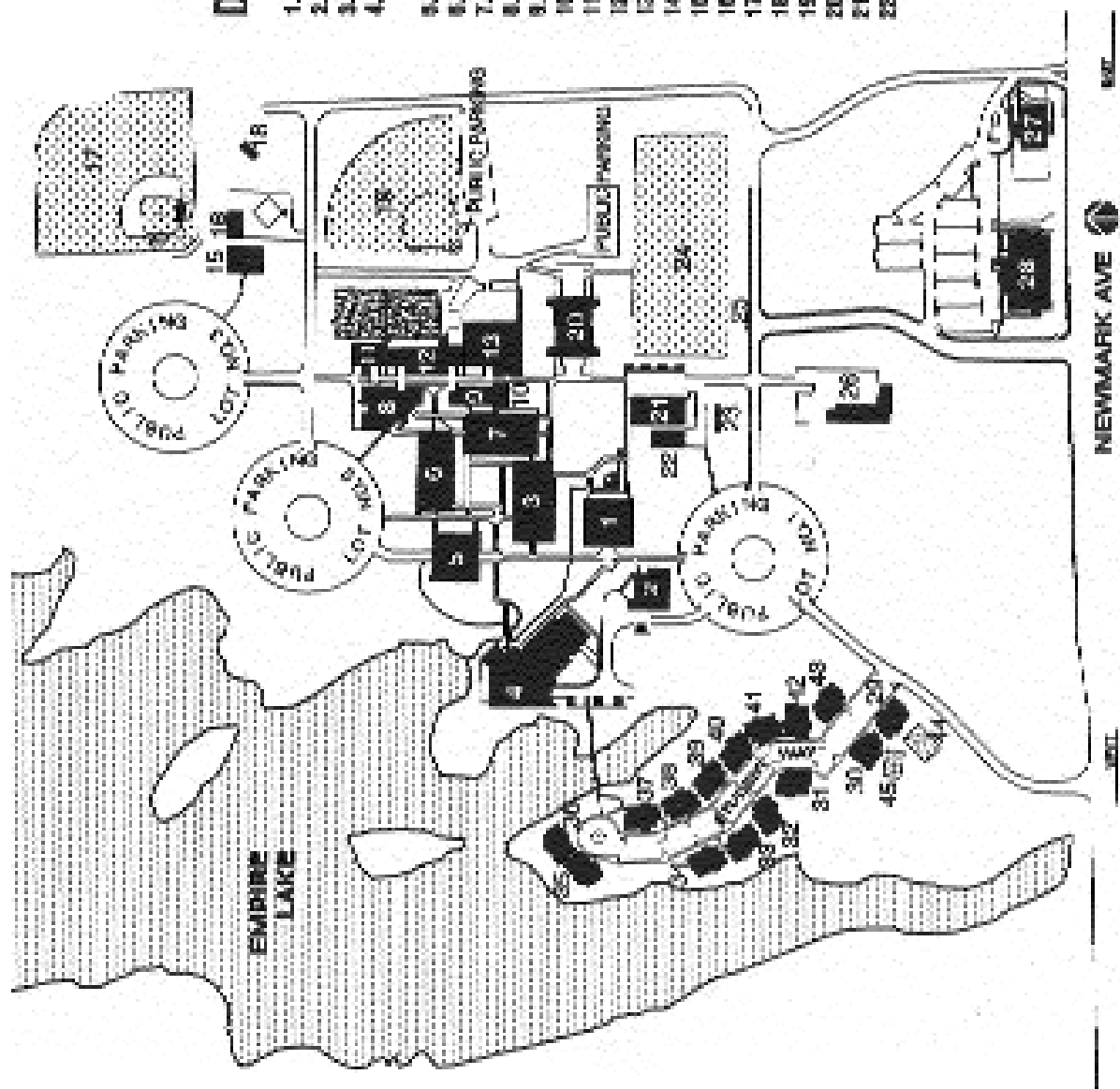
Lanny Leslie  
Ronald Lilienthal  
Sharleen Lillebo  
Jim Love  
Phyllis Love  
Margaret McGuire  
William McGuire  
Jacqueline McNeill  
Robert Miller  
Donald Moffitt  
Don Neuharth  
Jan Newlander  
Jean Noland  
John Noland  
Judith Ocobock  
Ron Pullen  
Angela Quinn  
Clara Radcliffe  
Christian Rosman  
John Rulifson  
Darrell Saxton  
Robert Shepard  
Jim Shumake  
Vernon Sorensen  
Charla Spigolon  
Jesse Standard  
Veneita Stender  
Mary Stricker  
Carol Vernon  
Jean von Schweinitz  
Sheila Ward  
Terry Weaver

# Maps



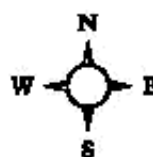
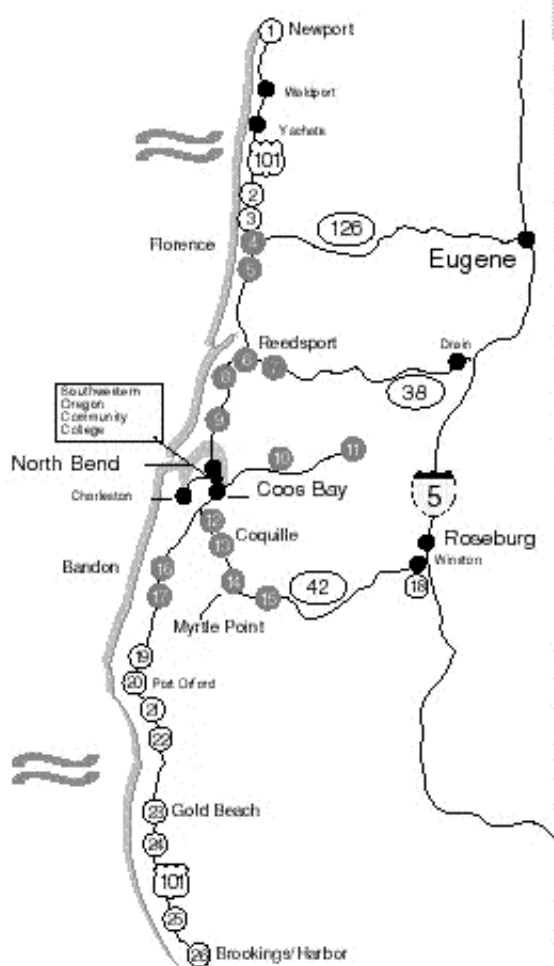
*Fishing at Sunset*





## DIRECTORY

- |                    |                                |
|--------------------|--------------------------------|
| 1. DELLWOOD HALL   | 23. OFFICES                    |
| 2. STENSLAND       | 24. SOCCER FIELD               |
| 3. RANDOLPH HALL   | 25. GUARD SHACK                |
| 4. EMPIRE HALL /   | 26. PLANT SERVICES / MAINT.    |
| PERF. ARTS CENTER  | 27. FAMILY CENTER / CHILD CARE |
| 5. TIoga HALL      | 28. NEWMARK CENTER             |
| 6. SITUM HALL      | 29. NORTH HEAD                 |
| 7. CONLEDO HALL    | 30. LIGHTHOUSE DEPOT           |
| 8. EDEN HALL       | 31. ST. GEORGE REEF            |
| 9. LAMPA HALL      | 32. CAPE BLAND                 |
| 10. B-2            | 33. COQUILLE RIVER             |
| 11. SUNSET HALL    | 34. CAPE ADUGO                 |
| 12. SUMMER HALL    | 35. UNIPQUA RIVER              |
| 13. FAIRVIEW HALL  | 36. HEGETA HEAD                |
| 14. TENNIS COURTS  | 37. YAQUINA HEAD               |
| 15. FIELD HOUSE    | 38. CAPE MEARES                |
| 16. FIRE SCIENCE   | 39. TILLAMOOK ROCK             |
| 17. BASEBALL FIELD | 40. POINT ADAMS                |
| 18. FIRE TOWER     | 41. DESSEMONA SANDS            |
| 19. SOFTBALL FIELD | 42. WARRIOR ROCK               |
| 20. PROSPER HALL   | 43. WILLAMETTE RIVER           |
| 21. UNIPQUA HALL   | 44. VOLLEYBALL COURT           |
| 22. B-3 STORAGE    | 45. BASKETBALL COURT           |



Scale  
1 inch = 25 miles

### What To Do On The Oregon Coast

1. **Newport**  
Yaquina Head Lighthouse and Interpretive Center, Yaquina Bay Lighthouse and State Park, Wax Works wax museum, Undersea Gardens, Mark O. Hatfield Marine Science Center, Oregon Coast Aquarium, sports fishing, whale watching
2. **Sea Lion Caves**
3. **Heceta Head Lighthouse**
4. **Florence**  
Old Town (shopping), Westward Ho! Steam wheeler (cruises, sightseeing/natural history), golf course, Northern Gateway to the Oregon Dunes National Recreation Area, sand dune buggy, ATV rentals and dune tours
5. **Seaplane rides**
6. **Reedsport**  
Old Town (shopping), Umpqua Discovery Center
7. **Dean Creek Blk Viewing Area**
8. **Winchester Bay**  
Umpqua River Lighthouse, Spyhoppers Whale Watching Platform, Douglas County Visitors Center and Museum, sports fishing
9. **Southern Gateway to the Oregon Dunes National Recreation Area**, dune buggy and ATV rentals, and dune tours
10. **Millicoma Salmon Hatchery**
11. **Golden and Silver Falls State Park**
12. **Coos Bay International Speedway**
13. **Coquille**  
Sawdust Theatre (melodrama and oleos)
14. **Myrtle Point**  
Coos County Logging Museum, Coos County Fair and Rodeo
15. **Sandy Creek Covered Bridge**
16. **Bandon**  
Old Town (shopping), kayaking, Bandon Cheese Factory, horseback riding on the beach, Face Rock and Table Rock, windsurfing, Coquille River Lighthouse at Bullards Beach State Park, cranberry bogs
17. **West Coast Game Park Safari**
18. **Wildlife Safari**
19. **Cape Blanco Lighthouse and historic Hughes House**
20. **Port Orford—Oregon's most unique fishing village**  
Battle Rock State Park
21. **Humbug Mountain**
22. **Prehistoric Gardens**
23. **Gold Beach/Wedderburn**  
Rogue River jet boat tours, Curry County Fair, sports fishing, Schrader Old-growth Trail, Oregon Coast Trail
24. **Arch Rock Scenic Lookout**
25. **Thomas Creek Bridge (highest in Oregon)**
26. **Brookings/Harbor**  
sports fishing, Azalea Park, Loeb State Park

● Within one hour by car ○ Within two hours by car



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