

# **SOUTHWESTERN OREGON COMMUNITY COLLEGE**



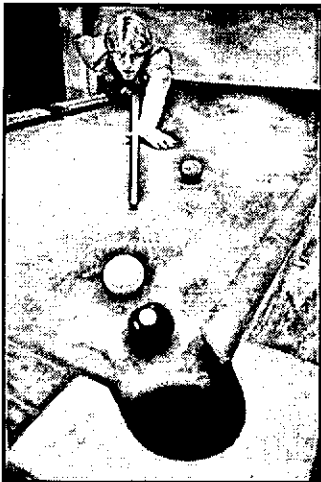
1985-1986 CATALOG

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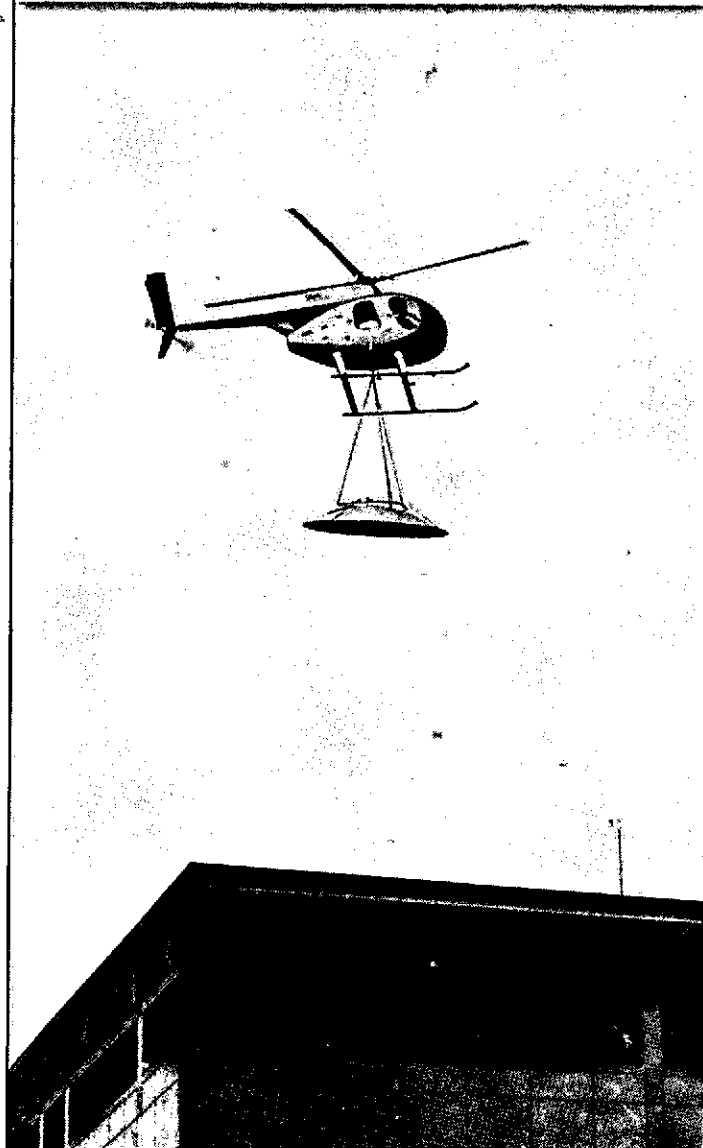
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# ACADEMIC CALENDAR

## FALL TERM, 1985

Sept. 16, 17, 18, 19, Monday-Thursday ..... Orientation, advising  
and registration  
Sept. 23, Monday ..... Classes begin  
Oct. 4, Friday ..... Last day to register or add classes without  
instructor's consent  
Nov. 1, Friday ..... Last day to withdraw from classes without  
responsibility for grades  
Nov. 11, Monday ..... Veterans' Day holiday  
Nov. 28, 29, Thursday, Friday ..... Thanksgiving vacation  
Dec. 2, 3, 4, 5, Monday-Thursday ..... Advising for winter term  
Dec. 4, 5, Wednesday, Thursday Early registration for winter term  
Dec. 9-13, Monday-Friday ..... Final examinations

## WINTER TERM, 1986

Jan. 6, Monday ..... Registration Day - Night classes begin  
Jan. 7, Tuesday ..... Day classes begin  
Jan. 17, Friday ..... Last day to register or add classes without  
instructor's consent  
Feb. 14, Friday ..... Last day to withdraw from classes without  
responsibility for grades  
Feb. 17, Monday ..... Presidents' Day holiday  
Mar. 10, 11, 12, 13, Monday-Thursday .. Advising for spring term  
Mar. 12, 13, Wednesday, Thursday Early registration for spring term  
Mar. 17-21, Monday-Friday ..... Final examinations

## SPRING TERM, 1986

Mar. 31, Monday ..... Formal registration - Night classes begin  
Apr. 1, Tuesday ..... Day classes begin  
Apr. 11, Friday ..... Last day to register or add classes without  
instructor's consent  
May 9, Friday ..... Last day to withdraw from classes without  
responsibility for grades  
May 26, Monday ..... Memorial Day holiday  
June 9-13, Monday-Friday ..... Final examinations  
June 13, Friday ..... Commencement

## SUMMER TERM, 1986

June 23, Monday Registration Day - Day and night classes begin  
June 26, Thursday . Last day to register or add classes without  
instructor's consent  
July 3, Thursday ..... Independence Day holiday  
July 22, Tuesday ..... Last day to withdraw from classes without  
responsibility for grades  
Aug. 15, Friday ..... Summer session ends

## FALL TERM, 1986

Sept. 15, 16, 17, 18, Monday-Thursday ..... Orientation, advising  
and registration  
Sept. 22, Monday ..... Day and night classes begin  
Oct. 3, Friday ..... Last day to register or add classes without  
instructor's consent  
Oct. 31, Friday ..... Last day to withdraw from classes without  
responsibility for grades  
Nov. 11, Tuesday ..... Veterans' Day holiday  
Nov. 27, 28, Thursday, Friday ..... Thanksgiving vacation  
Dec. 1, 2, 3, 4, Monday-Thursday ..... Advising for winter term  
Dec. 3, 4, Wednesday, Thursday Early registration for winter term  
Dec. 8-12, Monday-Friday ..... Final examinations

## WINTER TERM, 1987

Jan. 5, Monday ..... Registration Day  
Night classes begin  
Jan. 6, Tuesday ..... Day classes begin  
Jan. 16, Friday ..... Last day to register or add classes without  
instructor's consent  
Feb. 13, Friday ..... Last day to withdraw from classes without  
responsibility for grades  
Feb. 16, Monday ..... Presidents' Day holiday  
Mar. 9, 10, 11, 12, Monday-Thursday ... Advising for spring term  
Mar. 11, 12, Wednesday, Thursday Early registration for spring term  
Mar. 16-20, Monday-Friday ..... Final Examinations

## SPRING TERM, 1987

Mar. 30, Monday ..... Registration Day - Night classes begin  
Mar. 31, Tuesday ..... Day classes begin  
Apr. 10, Friday ..... Last day to register or add classes without  
instructor's consent  
May 25, Monday ..... Memorial Day holiday  
June 8-12, Monday-Friday ..... Final examinations  
June 12, Friday ..... Commencement

## SUMMER TERM, 1987

June 22, Monday Registration Day - Day and night classes begin  
June 25, Thursday . Last day to register or add classes without  
instructor's consent  
July 2, Thursday ..... Independence Day holiday  
July 21, Tuesday ..... Last day to withdraw from classes without  
responsibility for grades  
Aug. 14, Friday ..... Summer session ends

# THE COLLEGE

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## BRIEF HISTORY

The college district was formed in May, 1961. The 1,997 square mile area includes Coos and Western Douglas counties, with an estimated population of 68,500. The college serves seven high schools in the district.

September 25, 1961, was opening day, with an enrollment of 266 students. The college is still the only post-secondary institution on the southern Oregon Coast. Enrollment has grown to nearly 8,000 a year, and more than 50,000 persons have attended classes since the college began. The original faculty has grown from 15 to 60 full-time faculty members, and from 11 to 125 part-time instructors. Cultural and athletic events attract an additional 20,000 men, women, and children to the campus each year.

During the early years of its existence, classes were held in surplus Navy facilities and Coos Bay public schools. An old hotel was the first administration building. The campus is now located on the shores of Empire Lakes, in a natural setting of coastal pine and shrubbery. It is on a 135-acre tract within the city of Coos Bay and adjacent to North Bend.

Construction began in 1963. Buildings have been named for historic post offices: Randolph, Umpqua, Coaledo, Sitkum, Dellwood, Prosper, Tioga, Empire, Eden, Sumner, Sunset, Lampa, and Fairview.

Recent construction on campus has improved the livability of the campus and provided more adequate space for instructional programs. A college-community center, Empire Hall, with a cafeteria, quiet study room, meeting rooms, and student recreation room, was opened early in 1980. Facilities for music, art, home economics, nursing, forestry, welding, machine tools, faculty offices, a learning center, and a 105-seat lecture hall were added in the 1980s. Electronics, physics, word processing, and chemistry are in remodeled laboratories.

During the 23 years of the college's existence, a comprehensive instructional program has evolved. Instruction is divided into four general areas: the two-year academic transfer program which can be applied toward a degree at a four-year institution; one-and-two year vocational programs; adult basic education/high school completion; and adult life enrichment courses.

For the Associate in Arts degree and the first two years of a four-year degree, there are courses in:

Business	Biological Sciences
Computer Science	Physical Sciences
Music	Social Sciences
Physical Education	Foreign Languages
Art	Criminal Justice
Health	Engineering
Writing/Literature	Mathematics

For the student preparing for an occupation, there are programs in:

Apprenticeship Trades	Welding
Data Processing	Business
Machine Tools	Criminal Justice
Forest Technology	Fire Science
Electronics	Emergency Medical Technician
Automotive	Nursing
Social Services	

For students who need basic skills and may want to prepare for the GED tests, there are courses in:

English Vocabulary	Reading
Arithmetic	English as a Second Language
Spelling	

There is an adult high school diploma program for students 18 or older who may complete up to four years of high school by taking SWOCC classes. Both high school and college credit may be earned at the same time.



Adult life enrichment classes are as varied as the interests of the residents in the district. A sample of these offerings includes foreign languages, music, art, physical education, woodworking, welding, sewing, and foods courses.

Classes are also offered in towns throughout the district-Bandon, Coquille, Lakeside, Myrtle Point, Reedsport, and Powers, plus through special arrangement with the Education Service District, classes in Curry County population centers.

The college was accredited by the Northwest Association of Schools and Colleges in 1966, and accreditation was reaffirmed in 1982 for another ten years. Courses are approved by the Oregon State Department of Education.

Southwestern Oregon Community College is an equal opportunity institution. No one because of race, religion, color, sex, national origin, political affiliation, marital status, parental status, handicap or age shall be excluded from participation, denied benefits, or be subjected to discrimination or harassment in any educational or employment activity of the college community.

The provisions set forth in this catalog at the time of publication and at all times thereafter, are not to be regarded as an irrevocable contract between the student and Southwestern Oregon Community College. The college hereby reserves the right to make any necessary changes with respect to any matter discussed herein including but not limited to procedures, policies, calendar, curriculum, equipment available for instruction, course content or emphasis and all costs. All prospective registrants must assume when registering in any course, that because of failure to attract a sufficient number of students or for any reason judged appropriate by the college administration, courses may be cancelled at any time.

Any interested person can obtain information about the existence and location of services, activities and facilities that are accessible and usable by handicapped persons by contacting the Office of Admissions.

Southwestern Oregon Community College is authorized under federal law to enroll non-immigrant alien students.

## Statement of Purposes and Functions

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

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

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

## SERVICES FOR THE COMMUNITY

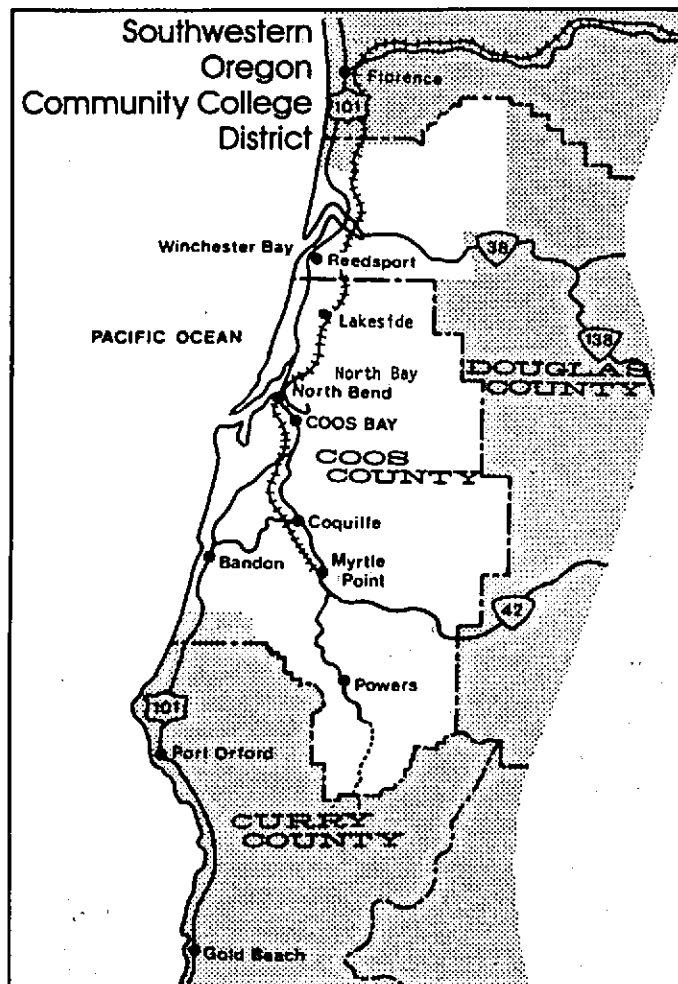
A community college, as the name suggests, is an institution to serve the total community — men and women of all ages and many interests. The Board of Education seeks to encourage citizen participation in the college, and make campus services and facilities readily available to serve public needs.

College facilities are available to local organizations and citizen groups for meetings, workshops, and other events in the public interest.

A speaker's bureau has been organized to provide lecturers and entertainment for meetings of local organizations and conventions.

The Library, which is housed on the second and third floors of Tioga Hall, is for community and college use alike. The card catalog, reference and book collection of 52,598 volumes are located on the second floor where reference assistance is available. The periodical collection of 476 titles and the Listening/Viewing Center containing 9,976 record albums, cassettes, videotapes, slides, filmstrips, and motion pictures are found on the third floor. Photocopy machines are located on both floors. Through interlibrary loan, it is possible to obtain materials from other libraries upon special request. Students and non-students may use the services listed.

The Audiovisual Center is located on Tioga Hall's first floor east. It supports the instructional program through scheduling and distributing non-book media and through assisting faculty, administration, and students in media production. Non-students may make use of equipment and media programs by appointment.



## THE COLLEGE DISTRICT

The college district is made up of Coos and Western Douglas counties, an area of 1,997 square miles with an estimated population of 68,500. This campus is on a 125-acre site bordering Empire Lakes in Coos Bay, near the city limits of North Bend. The Bay Area urban community includes Coos Bay, North Bend, and several unincorporated communities with a total population of about 40,000.

The region is noted for its mild climate and recreational opportunities. Principal industries include forest products, export shipping, fishing, farming and dairy products, and tourism. Coos Bay is a port of call for ships of many nations and is a major forest products shipping port.

## ADULT BASIC EDUCATION

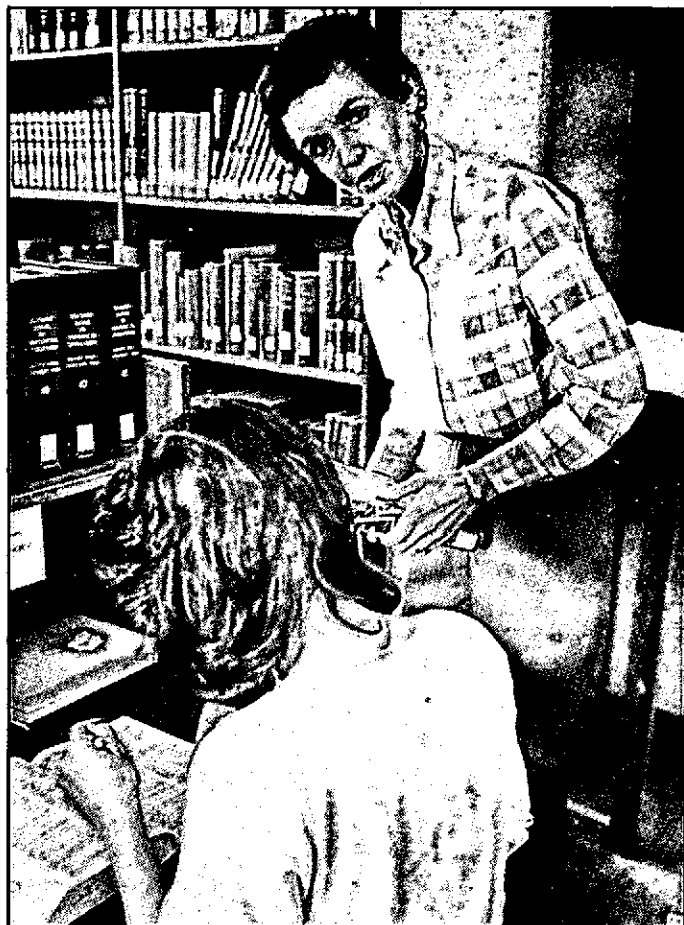
For adults whose education was interrupted before graduation from high school, the college provides classes in such basic skills as reading, writing, English, vocabulary, spelling, and arithmetic. Learning takes place in small groups, or through individual instruction. Tutoring and machine-learning are part of the process. It is not necessary to register at the beginning of a term; work may start at any time. Many students use this training to prepare for the General Education Development (GED) examinations.

## GENERAL EDUCATION DEVELOPMENT (GED) TESTS

For adults who have not graduated from high school who would like to earn a Certificate of Equivalency, the Office of Student Services offers GED examinations. The staff will explain requirements for taking the tests and recommend staff members to help prepare the student to take the tests. Counseling is also offered to assist in further educational or career development.

## COOPERATIVE VENTURES

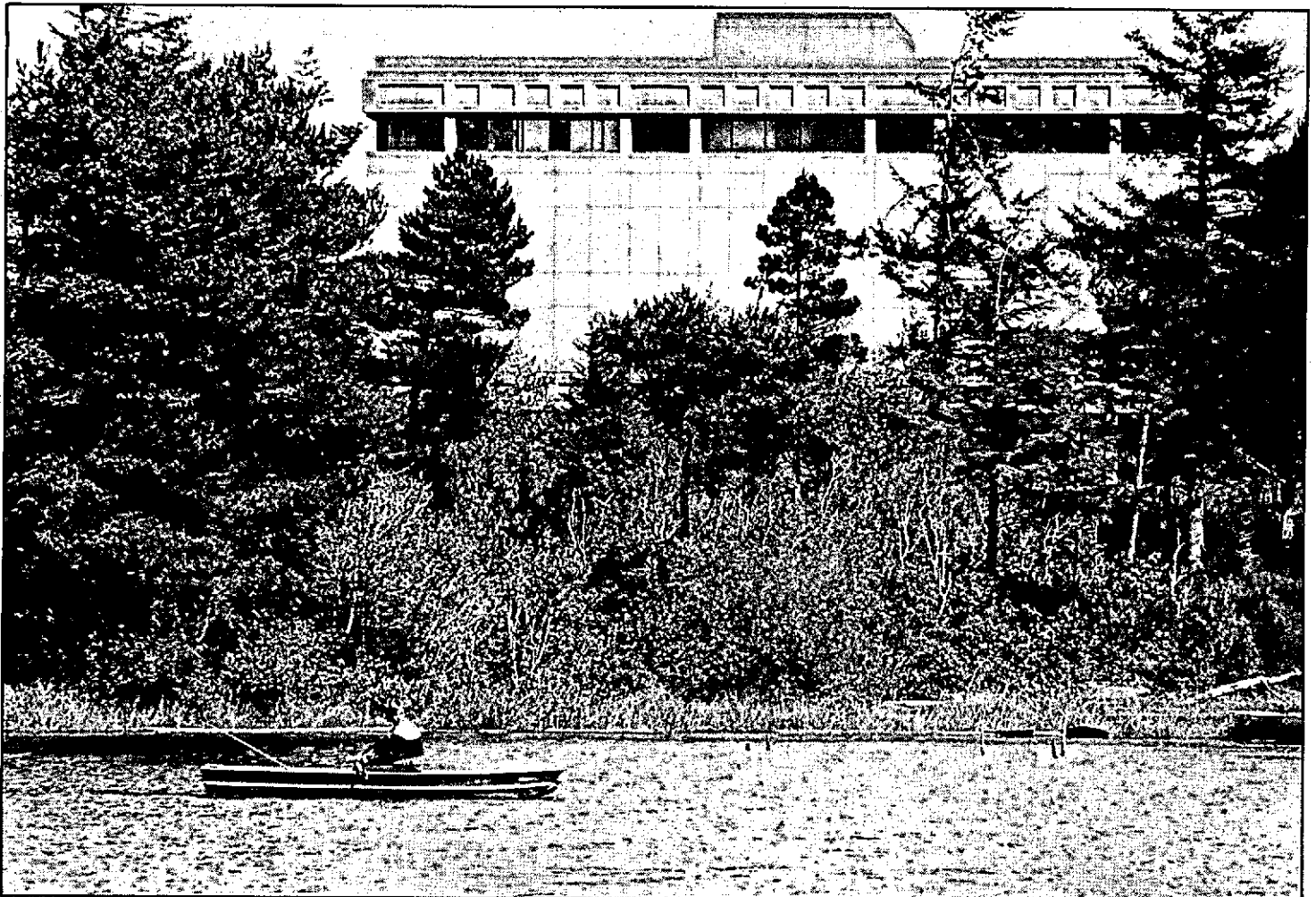
1. **Arts and Lectures** - The Arts and Lectures Committee is made up of students, administrators and faculty, and has the task of utilizing the resources of the college to promote the general welfare of the community. It has met this responsibility by providing free noontime lectures, called the "Contemporary Lecture Series," a series of concerts and plays, and brings guest speakers to the community.
2. **Other educational opportunities** - Southwestern Oregon Community College cooperates with a number of other institutions, which have missions that complement our own. Upper divisions graduate classes are offered on campus by a variety of senior colleges and universities, including but not limited to: Southern Oregon State College, Linfield College, and Oregon State University. Information about these classes is available in the Office of Instruction. Activities by senior institutions will vary from quarter to quarter.
3. **Curry County** - Southwestern Oregon Community College, in cooperation with Curry County and the Curry County Educational Services District, provides classes in Curry County. Funding for the classes comes from the State of Oregon and Curry County. Contact the Office of Instruction for the current schedule of classes.
4. **Work Experience/Field Experience** - Students who enroll in supervised work/field experience get practical on-the-job experience while earning credit. Work Experience is available for all programs at Southwestern Oregon Community College. Applications and information are available in Empire Hall, room 207, or by calling 888-7441 or 888-7210.
5. **Gold Card Club** - Residents of the college district who are 62 years or older are eligible for membership in the Gold Card Club and are entitled to the following benefits: (1) enrollment in college classes at half-price tuition on the campus and in Bandon, Coquille, Lakeside, Myrtle Point, Powers and Reedsport. (The discount does not apply to special fees.) (2) free admission to athletic events, plays, concerts, lectures, and cultural events both at the college and in high schools throughout the district. Application forms for membership may be obtained from the Office of Community Services in Tioga Hall. There are no membership dues, meetings or other obligations.
6. **Apprenticeship training** - Courses specifically identified as apprenticeship are open only to registered apprentices. A requirement (under Oregon State Law) is attendance in related classes for 144 hours of each year of the apprenticeship. Classes are offered, as needed, for carpenters, plumbers, millwrights, sheet metal workers, inside wiring electricians, maintenance electricians and power linemen. These classes are operated for the area in cooperation with local apprenticeship committees. Special classes may also be organized and operated for journeymen and other employed workers in the construction industry when the need exists.
7. **Occupational skills upgrading** - SWOCC offers full-term classes, workshops, and seminars in all vocational areas to upgrade needed skills. The college also offers training classes for volunteer firemen, volunteer emergency medical technicians, and reserve policemen. Most of these classes are tuition-free for paid firemen and policemen. Local industry is often prepared to pay either part or all of the tuition for employees. Check with your personnel department and/or supervisor.





# HOW TO ENROLL

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Southwestern Oregon Community College has an open-door policy. Anyone who is a high school graduate or is at least 18 years of age with the ability to profit from instruction may enroll in classes. In special cases, high school students may enroll.

1. If you are interested in only an occasional class rather than in pursuing a degree, diploma or certificate program, you can register by mail or at the college during registration periods.
2. If you plan to complete a degree, diploma or certificate program you need to do the following:
  - (a) Submit an application for admission, along with a \$10 non-refundable application fee.
  - (b) Have your high school transcript forwarded to the college.
  - (c) If you are transferring from another college, your transcript from that school should also be forwarded to SWOCC.
  - (d) Take the placement tests administered free of charge by SWOCC.
  - (e) Attend an orientation session for new students.
  - (f) Get an advisor assignment from the Admissions Office. This will be a faculty member knowledgeable in the area of your major, who will advise and assist you in planning your educational program.
  - (g) See your advisor and complete a registration form. The advisor must sign this form.
  - (h) Come to the registration site to complete the final steps. (If you are a financial aid student, you must bring a form from the Financial Aid Office. If you are attending under the sponsorship of an agency, you will need to bring an authorization form from the agency clerk in Admissions).
3. Counseling and vocational interest testing are available to help you decide upon the courses, program or major best suited to your needs. For information or an appointment, call the Counseling Center at 888-7441.
4. Tuition is payable each quarter when you register. If you need financial assistance, visit the Financial Aids Office, room 14, Dellwood Hall.
5. Handicapped students can obtain special assistance in registering by identifying themselves to the Admissions Office or to the Counseling Center.

\* Students transferring from other colleges are exempt.

## RESIDENCY GUIDELINES

You may qualify for Oregon residency tuition rates if you are not an international student and if you can document that you meet one of the following guidelines:

1. Are 18 or older and have established permanent residency in Oregon at least 90 days prior to registration at the college.
2. Are a minor whose parents, or legal guardian, are legal residents of Oregon.
3. Are graduated from one of the high schools in Oregon within the past five years.
4. Are an emancipated minor, whose residency is independent of his parents or guardian, who has established permanent residency in Oregon for 90 continuous days prior to registration in the college.

5. Are a United States military service veteran, or a dependent thereof, who establishes permanent residence in Oregon within one year of separation from the service.
6. Are a United States military serviceman or servicewoman on active duty in Oregon, or a dependent thereof.
7. Are an owner of real property in Oregon or a legally dependent child of a person owning real property in Oregon.
8. Are a foreign exchange student (J-1) visa (i.e., American Field Service student, Rotary International student, etc.) residing with a host family in Oregon.

Students from other countries except as specified above will be considered out of state residents for the duration of their college enrollment.

## TUITION AND FEES

The college reserves the right to make changes in tuition and fees at any time, but they may not be increased for any term after the date announced for registration. This does not affect the right of the president of the college to levy special charges at any time, should conditions make this necessary.

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

### TUITION

State residents ..... \$19 per credit hour,  
to a maximum of \$200 per term

Non residents ..... \$57 per credit hour,  
to a maximum of \$600 per term

Students pay reduced tuition if they are enrolled for six or more credit hours and if their permanent (legal) address is in the college district and located:

1. within the Bandon, Coquille, or Reedsport school districts or more than 15 miles from the campus ..... 25% reduction
2. within the Myrtle Point school district or more than 30 miles from the campus ..... 50% reduction
3. within the Powers school district or more than 50 miles from the campus ..... 100% reduction

Students applying for tuition reductions in excess of those allowed for the school district of the permanent address may be required to submit evidence confirming the mileage to the Director of Admissions.

**Gold Card Club members** (62 or older and living within the college district) get a 50% reduction on tuition in all reimbursable courses (those numbered 0.500 or higher or those with a letter prefix). However, they pay full tuition for non-reimbursable courses (those numbered 0.000 to 0.449), as well as full special fees for all classes where those are levied.

**Auditors** - Students taking class for audit participate fully in the activities of the class, but are not required to take tests since no grades are assigned. Tuition costs and fees are the same and regular registration procedures apply.

**Exception** - Tuition charges are \$4 per clock hour for the following adult developmental classes:

Writing Laboratory  
Competency Preparation and Testing  
Work and Life Experience Assessment

If not taken for credit, there is no cost for tuition for enrollment in:

English as a Second Language  
Adult Basic Education  
GED  
Band  
Orchestra  
Choir  
Introduction to Theatre  
Sign Language

Tuition is waived on the following classes for police reservists, volunteer firefighters, ambulance volunteers, and emergency service volunteers not enrolled in a diploma or degree program in Law Enforcement, Criminal Justice Administration, Fire Science Technology, or Emergency Medical Technician.

9.360	First Responder
9.380	Cardiopulmonary Resuscitation
9.381	Multimedia First Aid
9.382	Basic First Aid
9.383	First Aid and Emergency Care
9.424	EMT/First Responder Continuing Education
9.428, 9.431, 9.432	Emergency Medical Technician I, II, III
9.433	Emergency Services Recertification
	Fire Science Technology or Firefighting courses
	Criminal Justice or Law Enforcement courses

Tuition shall be waived for paid police officers and firemen not pursuing a diploma or degree program in Law Enforcement, Criminal Justice Administration, Fire Science Technology, enrolling in:

9.360	First Responder
9.433	Emergency Service Recertification

Tuition shall be waived for governmental agency employees and volunteers not pursuing a diploma or degree program in Law Enforcement, Criminal Justice Administration, or Fire Science Technology who are taking law enforcement training or fire fighting training as part of their in-service training and enrolling in 9.390 Career Development courses.

### Special Fees

Special fees are assessed for some courses and are payable at the time of registration. These fees cover costs of material used or costs of off-campus facilities used for the classes. Other special fees include the following:

Application fee - \$10  
Check irregularity fee - \$5 plus \$2 per day  
Credit by Evaluation - 10% of regular tuition for each credit (The charge, when the College Level Examination Program is used, is the actual cost of CLEP to the college.)  
GED testing fee - \$20  
Late registration - \$5 after the second week of the term  
\$10 after the third week of the term  
Malpractice insurance fee - \$12 (nursing students only)  
Performance studies fee - \$45 (private study of voice or musical instrument; performance fees are not subject to free tuition or Gold Card Club members.)  
Photography darkroom - \$25 (per 20 hours of use)  
Reinstatement fee - \$10 (if registration is cancelled during the term but the student is allowed to re-enter later, a reinstatement fee is charged.)  
Transcript fee - \$3 for official transcript, plus \$1 for additional copies furnished simultaneously  
\$1 for unofficial transcript

Counseling Center testing fee - variable  
Data Processing Center fee - \$10 (for each 20 hours of access for non-commercial use)  
Graduation fee - \$10

### Refunds

Students who withdraw from college or drop courses may be entitled to a refund if they file a completed drop form with the Admissions Office. In emergency circumstances, a phone call followed immediately by a signed letter will be accepted for withdrawal of a student from a class or classes.

The amount of refund is calculated from the date the written withdrawal application is received in the Admissions Office. Any money owed to the college will be deducted from the refund.

Refunds for student initiated claims for tuition and fee refunds for classes three weeks or longer in duration are as follows:

First week of term	95%
Second week of term	70%
Remainder of term	None

Refund of tuition and fees for classes, seminars, or workshops two (2) or fewer weeks in duration:

Before the class begins	95%
During the remainder of the class sessions	At the discretion of the Director of Admissions, upon receipt of a written request and justification from the student.

The Director of Admissions may adjust a claim for refund if it is determined that the student was delayed in filing for reasons beyond his/her control. The claim must be presented in writing.

### Change of Registration

#### Adding Classes

You may add classes during the first two weeks of the term without the instructor's consent. After that, the instructor's signature is required on the Add form.

#### Dropping classes or withdrawing from college

1. You may drop classes without responsibility for a grade through Friday of the sixth week in regular full-term courses. For eight-week terms, Tuesday of the fifth week is the cut-off date and a corresponding point for classes of irregular length.
2. After the above times, classes require a grade assignment and the signature of the instructor of the course from which withdrawal is sought. The instructor may use available grading options to evaluate completed work. He or she may assign credit for the portion of course work completed up to (but not to exceed) the credit approved for the course.
3. A student may appeal the assigned credit or grade by petition to the Academic Standards Committee. Petitions and additional information are available from the Office of Admissions.

#### Change from audit to credit

A student may change enrollment from audit to credit by the drop/add process. After the second week of the term, the instructor's signature is required on the form.

#### Change from credit to audit

A student may change registration status in a class from credit to audit by the drop/add process through the sixth week of classes (or a comparable point in time during the summer term). After that point in the term, such a change must be done by petition, and the instructor's consent and signature are required. In no event may such a change be made after the last week of classes.

# ACADEMIC REGULATIONS

## FULL-TIME STUDENT

A student taking 12 or more credits in a regular term is classified as a full-time student. In summer term, students taking 8 or more credits are classified as full-time. (See special requirements for veterans)

## CREDITS

The academic year is made up of three quarters of approximately 11 weeks each, plus an accelerated summer term of approximately eight weeks.

The usual student load is 15 or 16 credit hours per quarter. To complete the 93 credits required for an Associate in Arts degree in two years, a student must average 15½ credits per quarter. Credit requirements for the Associate in Science degree may vary, but the average number of credits required is 96, and the average course load is 16 credits per quarter.

To take a course load of more than 18 credits hours, you must petition the Academic Standards Committee. The granting of permission is based upon consideration of previous academic records, outside employment, and other factors. Petition forms are available from the Admissions Office.

## GRADING SYSTEM

Grades	Grade Points
A	Excellent degree of achievement in meeting course objectives; mastery of principles and skills
B	Above average degree of achievement
C	Average - The student is expected to be able to apply the subject matter in a practical situation.
D	Minimal degree of achievement; practical application ability doubtful
F	Unacceptable degree of achievement - no credit
Y	No basis for evaluation (The student did not attend class or did not complete enough of the requirements to provide basis for a grade.)
U	Unsatisfactory - no credit
S	Satisfactory - credit as specified
I	Incomplete - no credit. The student has completed almost all requirements and can reasonably be expected to finish the remainder without having to repeat the course.
X	Audit
W	Student initiated withdrawal
Z	Instructor has not turned in grades



## SCHOLASTIC STATUS

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

The **Dean's List** includes students who have completed 12 or more credits for the quarter with a grade point average of 3.00 to 3.49.

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

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

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

- a. The term GPA is less than 2.0.
- b. The student receives two or more Ys and/or Fs.

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

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

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

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

**Change of Grade procedure** - A completed supplementary grade report must be submitted by the instructor, in person, to the Admissions Office. Copies are filed with the Admissions Office, and one copy is sent to the student.

**Course Repeat procedure** - Upon written request by the student, the grade for repeated course work will replace all former grades in the same course on the permanent academic record. This applies to A, B, C, D, or F grades for second enrollment; a former grade may not be replaced with a Y, I, W, or X. A student may enroll for audit to refresh his mastery of the course without affecting earlier grades in the same course.

**Final Examinations** are part of each course. Students are required to take the final test at the scheduled time to complete the course and receive credit.

**Credit by Challenge or Advanced Placement** may be options for students who wish to obtain credit without formal classwork in subjects in which they have special knowledge. Work or military experience or certain high school classes may earn credit. Contact the Admissions Office for details.

**CLEP** - The College Level Examination program enables a student to demonstrate knowledge and proficiency and acquire credit in selected academic areas. A listing of the general and subject tests, and information about those that are accepted by the college, are available from the Student Services Office.

**Advanced Placement tests** taken while in high school may be accepted for college credit. For information, contact the Admissions Office.

**Transfer Students** - Records of credits earned at other accredited colleges or universities are evaluated as though the credits had been earned at Southwestern Oregon Community College.

## VETERANS

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

**Attendance** - To maintain benefit payments, veteran students must attend classes. It is the responsibility of each registered veteran student to contact the Admissions Office and officially withdraw from the college if the student does not desire to attend classes. The veteran should then notify the Veterans' Services Office which will notify the Veterans Administration. Failure to do so may result in an overpayment to the student which the student must repay.

**Change in credit load** - When a veteran student changes credit load, the Veterans' Service Office should be notified and will in turn notify the Veterans Administration.

**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 both useful and necessary. If such a determination is not made, the student will not be certified for continued enrollment in these courses.

**Program of study** - All veteran students must have a declared major and may receive payment only for courses which are a part of their program.

**Transfer credits** - Veterans who enter as transfer students, or who have completed any college level course work, are required to have all transcripts forwarded to the Admissions Office for evaluation. Failure to have transcripts evaluated will result in termination of benefits to the veteran student at the end of the first term of enrollment.

**Hour requirements** - To receive full-time pay, the student must take a minimum of 12 credit hours; for 3/4 time pay, the student must take a minimum of 9 credit hours; to receive 1/2 time pay, the student must take a minimum of 6 credit hours. During the summer term, students must maintain 12 standard class sessions per week for full time, 9 standard class sessions per week for 3/4 time, and 6 standard class sessions per week for half-time.

## COURSE NUMBERS

College parallel courses are numbered to conform with courses offered at other institutions of the State System of Higher Education. Transferrable classes are those beginning with an alphabetical prefix. (W121 English Composition or CH104 General Chemistry are examples.) Numbers on these courses signify the following:

**50-99** - High school level subjects. Some of these may be acceptable as credit toward an Associate degree or a Baccalaureate degree.

**100-199** - Freshman level college courses, which are applicable to an Associate degree or Baccalaureate degree.

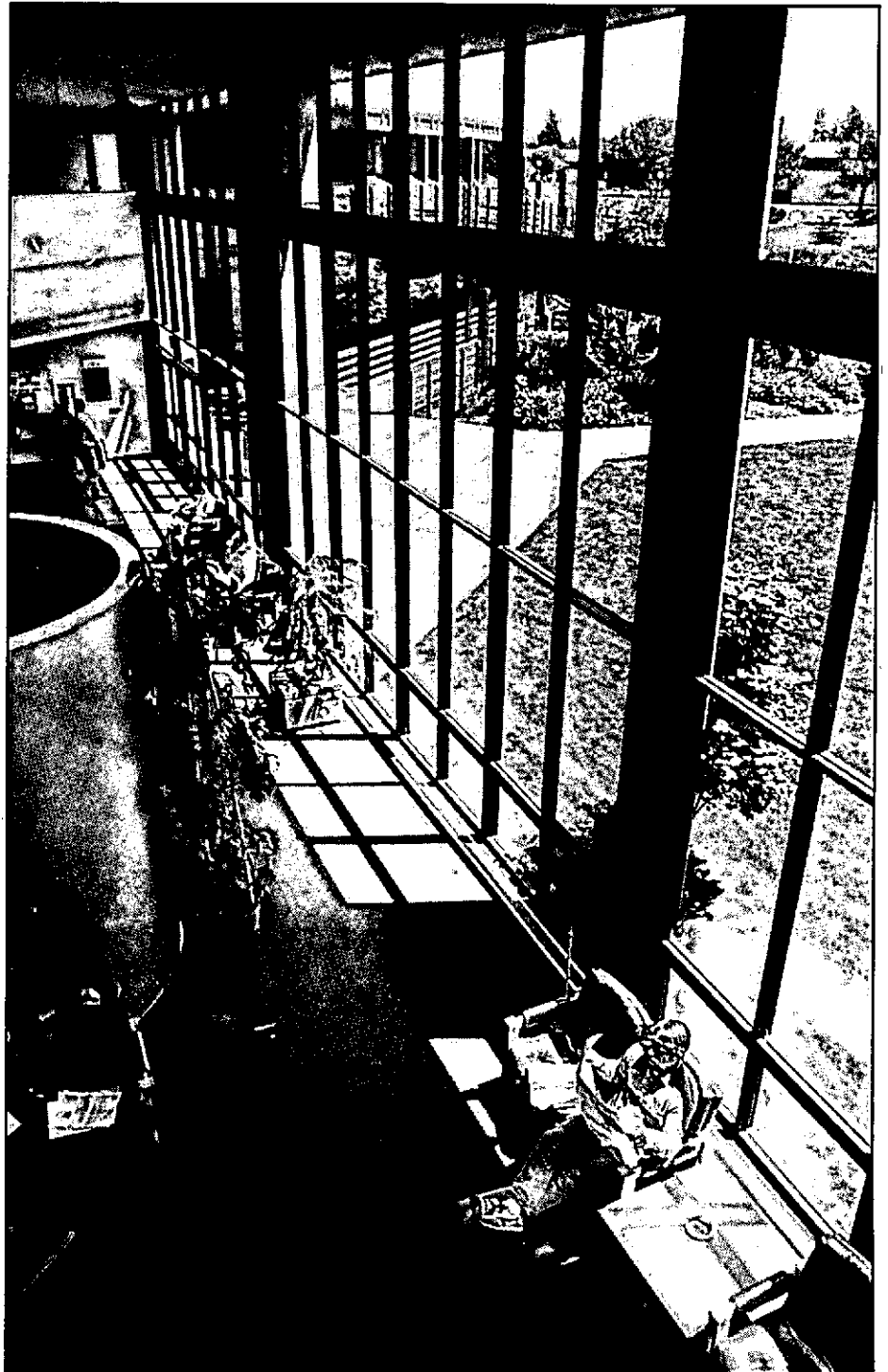
**200-299** - Sophomore level college courses, which are applicable to an Associate or a Baccalaureate degree.

**Number prefixes** indicate Vocational/General Education courses (such as 1.111 Communications or 4.150 Welding 1), and may be applied to an Associate in Science degree at community colleges. In some cases, up to 24 vocational education credits may be transferred to four-year institutions. **0.000 to 0.999** are Adult Education courses.

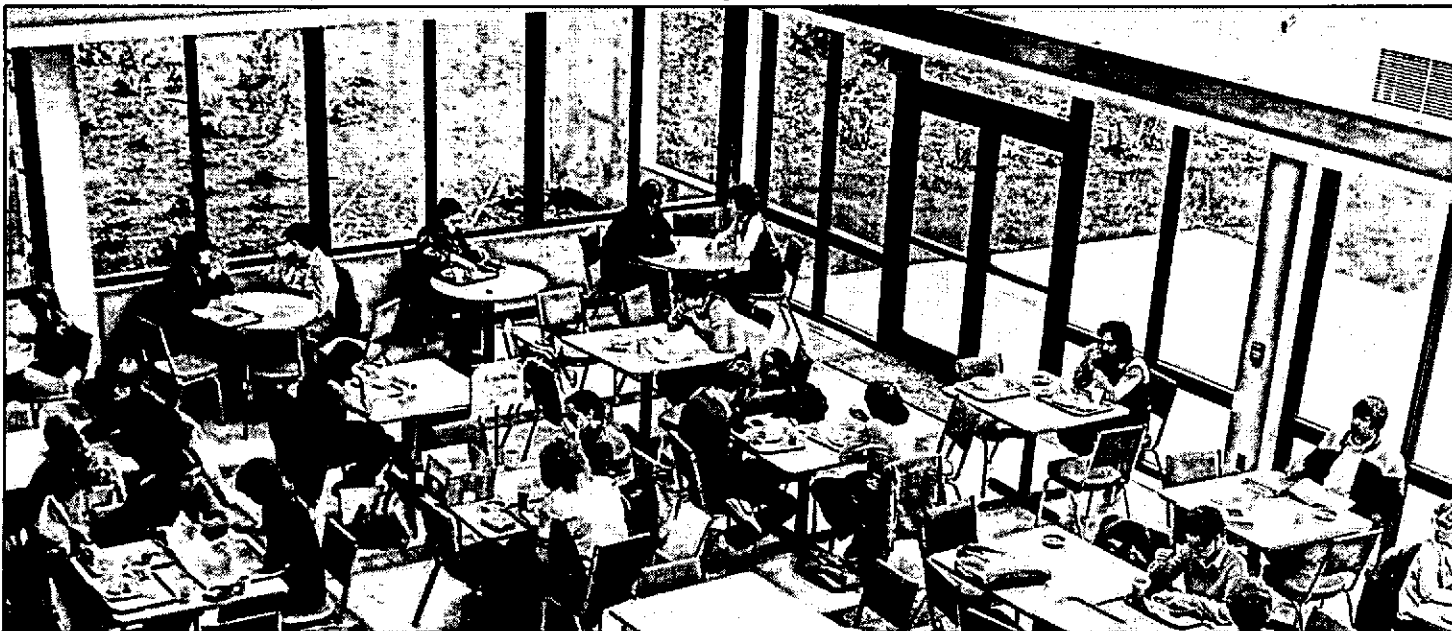
**108 Credit Limitation** - Senior institutions of the State System of Higher Education in Oregon usually accept no more than 108 credits in transfer from a community college. Students contemplating taking more than 108 credits before transfer should seek advice from the major department of the transferring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

# STUDENT SERVICES

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## STAFF

John Hunter, Dean of Student Services  
 Stephen J. Erickson, Counselor  
 Jon Sapper, Counseling and Advising Manager  
 Shirley Gitchell, Financial Aids Advisor  
 Beth Kuhn, Coordinator of Student Activities and Advisor to International Students  
 Jean von Schweinitz, Director of Admissions and Records  
 Rosemary Rector, Veterans' Advisor

The program of student services at Southwestern Oregon Community College supports, encourages and facilitates the educational development of each student. A professional staff offers advising, counseling, testing, financial aid and a variety of services. Offices are located in Empire Hall and Dellwood Hall.

## ADVISING

Advising is considered one of the most important guidance functions in the instructor-student relationship. Full-time students for regular terms (12 credit hours or more; 8 credit hours or more for summer term) and part-time students working for a degree or certificate, are assigned to a faculty member for advising. Although this is not required for the part-time student, consultation with an advisor is encouraged.

## COUNSELING AND TESTING

The Counseling Center, located on the second floor of Empire Hall, offers counseling and appropriate testing services to students and prospective students. Professional counseling is available in areas of education, career, health, and personal concerns.

Counselors work with students in their self-explorations to help them clarify their chief interests and to discover their potential for various careers. They also assist the student in identifying and resolving possible situational or personal difficulties for a more effective educational experience.

Counselors work closely with faculty advisors and the instructional divisions of the college. Students may be referred by any faculty member or may make their own appointments on a "drop-in" basis.

The Counseling Center maintains a library of educational and career information. Catalogs from many educational institutions are available for reference.

## STUDENT HOUSING

The college does not provide campus housing for students. Responsibility for securing adequate living arrangements rests with the student and/or parents.

## VETERANS

All Southwestern Oregon Community College Associate in Arts and Associate in Science degree programs are approved by the Veterans Administration Office. Veterans must maintain a two-point grade average and complete the number of credits for which they were enrolled and paid. To obtain more information or establish eligibility for educational benefits, contact the Admissions Office.

## HEALTH SERVICES

A health counselor is on duty on a part time basis in the Health Center in Tioga Hall. Emergency assistance is provided for on-campus illness or accidents. The counselor also advises students on health problems and concerns, and acts as a liaison person between the college and the private health practitioners in the community.

## INTERNATIONAL STUDENT ADVISING

The college is authorized to enroll eligible non-immigrant international students. The Office of Admissions, in cooperation with the International Student Advisor, determines eligibility. These decisions are related to the student's proficiency in the English language, as well as academic achievement. Special assistance in English is available. The advisor is available to assist with academic, career or personal problems related to adjustment to college life in the United States.

Scores of the "Test of English as a Foreign Language" (TOEFL) or an acceptable substitute are used as the basis for determining language proficiency. Foreign students considering registration should also be aware of the fact that there is no campus housing available.

## SERVICES FOR THE HANDICAPPED

It is recognized that some persons have special needs. Those who have been identified as having learning difficulties, or those who are physically handicapped, are encouraged to contact the Counseling Center to gain information about counseling, advising, testing, support services, instructional opportunities and special equipment and/or materials that might be of help to them.

## JOB PLACEMENT

Students who are prepared to enter the job market are assisted in locating positions. Information about part-time off-campus jobs, full-time employment and summer jobs is available from the work experience coordinator.

# FINANCIAL AID

Financial aid programs at the college include student employment, grants, scholarships and loans. The college Board of Education provides district funds for aid, and additional funds are provided by state and federal student assistance programs. The Financial Aid Office is located in Dellwood Hall, room 14.

## DISTRICT FUNDS SCHOLARSHIPS

The college Board of Education has authorized tuition scholarships for two graduating seniors from each high school in the community college district: Bandon, Coquille, Marshfield, Myrtle Point, North Bend, Powers and Reedsport. The Merit Scholarship is awarded on the basis of scholastic ability, academic achievement and general citizenship, while need is also considered for the District Scholarships.

Fourteen tuition scholarships are awarded to returning Southwestern Oregon Community College students. These scholarships will be awarded on the basis of scholastic ability, academic achievement and general citizenship. Financial need may be considered.

Scholarship recipients must be enrolled at Southwestern Oregon Community College as full-time students (12 or more credits). Applications are available from high school counselors or the Financial Aid Office. Applications must be submitted before April 1. Students must apply each year for renewal.

## GENERAL SCHOLARSHIPS AND GRANTS

Various organizations and individuals contribute money to provide tuition scholarships for students who have financial need. Application forms are available from high school principals and counselors and the Financial Aid Office at the college.

## MUSIC SCHOLARSHIPS

Some music majors are offered \$45 scholarships to pay the extra tuition fee required each term for private music instruction. These scholarships are awarded on the basis of ability, interest and need. To qualify, students must maintain a B average in their private music study and participate in a college performance group such as choir, band or orchestra.

## EMPLOYMENT

A few on-campus jobs are available to students through funds provided by the college Board of Education. Application forms may be obtained from the Financial Aid Office.

## EMERGENCY LOANS AND DEFERRED PAYMENT

The Scholarship and Loan Committee administers funds providing short-term (approximately 90 day) loans to eligible part-time and full-time students for the purpose of paying tuition, fees, books and other educational expenses. Loans must be repaid. Students must be able to demonstrate the ability to repay the loan and all loans must be cosigned. Application forms are available from the Financial Aid Office.

Students enrolling for two or more credits may defer payment by paying one-third of the charges and processing fee at the time of registration, and the balance in two equal payments during the term. The maximum amount that can be deferred is two-thirds of the full-time, resident tuition. Application for deferred payment must be made at the time of registration. Students registering after the first week of classes may not defer tuition payment.

All loans and deferred tuition payments must be repaid by the end of the term in which they are obtained. If a payment becomes 30 days delinquent, it may be turned over for collection unless satisfactory arrangement for repayment is made. Repayment will include a \$10 processing fee. Loans which are not paid by the last day of the term will be charged a \$5 delinquency fee and interest of 7% per annum on the unpaid balance from the date of delinquency until paid in full. Students with outstanding debts will not be allowed to register for the following term.

## CONTRIBUTIONS

Organizations and individuals are invited to make contributions to Southwestern Oregon Community College Foundation to provide scholarships, grants, or loan funds for students attending the college. The foundation is a registered non-profit organization.

Memorial Loan Funds established by contributors include:

Abraham Lipton Memorial	Laura Morgan Memorial
Barbara Simpson Memorial	Lillian Farley Memorial
Beauchemin-Swanson Memorial	Linda Koonce Memorial
Caren Cavanaugh Memorial	Mary Edith Taft Memorial
Dora Burr Memorial	Maurice Romig Memorial
Edna L. Morgan Memorial	Robert Croft Memorial
Royd Griffey Memorial	Rodney Hichenlooper Memorial
George F. Burr Memorial	Russell Goodsell Memorial
Hazel Hanna Loan Fund	T. E. Dibble Memorial
Jeanette McCowan Memorial	Woodridge Memorial Scholarship
Joe Kronsteiner Memorial	Young-Hansa Memorial
Kathleen Francis Memorial	Wendell VanLoan Memorial
Johnson Kutch Memorial	

## FEDERAL AND STATE FUNDS

Southwestern Oregon Community College is a participating institution in the following federal and state assistance programs:

### Federal Programs

College Work-Study (CWS)  
Guaranteed Student Loans (GSL) and PLUS Loans  
National Direct Student Loans (NDSL)  
Pell Grants  
Supplemental Educational Opportunities Grants (SEOG)



## State Programs

State Cash Awards  
State Need Grants (SNG)

Eligibility for these programs is based on need, which is established through completion of the Financial Aid Form (FAF), as defined by federal and state guidelines. This form is available from high school counselors and the Financial Aid Office at the college. Early application is advised, because some funds may become limited. To qualify, students must be enrolled at least half-time (6 credits) taking course work toward fulfilling the requirements of a degree or certificate and making satisfactory progress.

Students who have attended a postsecondary institution over 10 terms or have earned 108 credits which apply directly toward their major are not eligible for financial aid at Southwestern Oregon Community College. A student may change his or her major once. Eligible students must also be U.S. citizens or eligible non-citizens and may not be in default on a National Direct Student Loan, Guaranteed Student Loan or PLUS loan, nor owe a refund on a Pell Grant or Supplemental Educational Opportunity Grant at Southwestern Oregon Community College.

All men who are at least 18 years old and were born after Dec. 31, 1959, and not currently a member of the U.S. Armed Forces, must register with the Selective Service in order to be eligible to receive Federal Funds.

Follow these steps to apply for financial aid:

1. Complete the Financial Aid Form (FAF) accurately.

2. Mail it with fee to:

College Scholarship Service  
P. O. Box 1907  
Berkeley, CA 94701

An additional fee is not required for processing the application for the Pell Grant. Other aid programs do require application fees. If you are applying only for the Pell Grant you should use the free "Application for Federal Student Aid."

3. Allow 3-4 weeks for processing the FAF and 6-8 weeks for the Pell Grant.

4. Your Pell Grant Student Aid Report (SAR) will come directly to you. Submit this report to the Financial Aid Office immediately.

5. Entering freshmen must take a placement test. This requirement may be waived for students who are transferring from other colleges. All transfer students must submit a transcript of their grades and a Financial Aid Record (transcript) from each school they have previously attended since leaving high school.

## PELL GRANT

The Pell Grant is an entitlement program that provides grants to eligible undergraduates. Grants are funds that do not require repayment. Application may be made by filing a Financial Aid Form through the College Scholarship Service when applying for other aid programs, or by using an Application for Federal Student Aid when applying for the Pell Grant only. Either form is available from the Financial Aid Office and high school counselors. Awards are based on education costs at each eligible post-secondary education institution. Awards will be reduced proportionately for students attending less than full-time (12 credits). Pell Grants may be received for the period of time required to complete the first undergraduate course of study being pursued by the student. Pell Grants may be transferred to other eligible institutions. Students must reapply each year.

## SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (SEOG)

The Supplemental Educational Opportunity Grant is an aid program that is designed to assist undergraduate students whose need is indicated by the analysis of the completed Financial Aid Forms. These grants do not have to be paid back and may range from \$200 to \$2,000 depending on the student's need, college policies, the availability of funds, and the amount of other aid the student is receiving. Eligibility for a SEOG must be established each year and may be received for the period of time required for completion of the first undergraduate bachelor's degree.

## COLLEGE WORK-STUDY (CWS)

The Work-Study program provides part-time employment for students who have established eligibility to work up to 15 hours per week during the school term and a maximum of 40 hours per week during vacation periods. Eligibility is based on need, the availability of funds, and the amount of aid the student receives from other sources. Students are compensated monthly for work performed at the current federal minimum hourly wage.



## NATIONAL DIRECT STUDENT LOAN (NDSL)

The National Direct Student Loan is a program of borrowing established for students with financial need. The amount the student may borrow each year will vary with the individual's needs, the loan funds available, and the amount of other aid the student is receiving. The total borrowing limits are:

- a. \$3,000 if you are enrolled in a vocational program, or if you have completed less than 4 years of a program leading to a bachelor's degree.
- b. \$6,000 if you are an undergraduate student who has already completed 2 years of study toward a bachelor's degree and has achieved third-year status (this total includes any amount you borrowed under NDSL for your first 2 years of study).
- c. \$12,000 for graduate or professional study (this total includes any amount you borrowed under NDSL for your undergraduate study).

The student has an obligation to repay the loan, with interest charges of 5% per annum on the unpaid balance over a 10-year period, beginning six months after graduation or after leaving school for other reasons. Minimum quarterly payment is \$30. Contact the Financial Aid Office for further details regarding payment policies, cancellation and deferment benefits.

## GUARANTEED STUDENT LOAN

The Guaranteed Student Loan is a low-interest loan established for residents of Oregon through eligible lenders (such as a bank, loan association or credit union) of the student's choice. These loans are insured by the state and reinsured by the federal government. A student cannot borrow more than the cost of education at Southwestern Oregon Community College, less any other financial aid the student receives. Depending on family income, the student may have to demonstrate need and the amount of that need may limit the amount of the loan. An undergraduate student may borrow up to \$2,500 a year. The total GSL debt you can have outstanding as an undergraduate is \$12,500. Graduate students can borrow up to \$5,000 a year. The total loan for graduate or professional study is \$25,000 including any loans made at the undergraduate level. Repayment begins 6 months after the student ceases to be at least a half-time student. For new borrowers the interest rate is 8%.

A student obtains the application form from the Financial Aid Office and takes it to the lending institution after the college certifies: (a) the applicant is accepted or enrolled as a full-time student in good standing (b) the applicant's estimated educational expenses are reasonable, and (c) the amount and types of financial aid and income the student received from other sources.

## OREGON PLUS LOANS

Under the Oregon PLUS loan program a dependent undergraduate student's parent may borrow a maximum of \$3,000 per year to a total of \$15,000 for each dependent child who is enrolled at least half-time in an eligible post-secondary institution.

Independent undergraduates may borrow up to \$2,500 per year. However, the PLUS Loan combined with any GSL the independent undergraduate may also have, cannot exceed the yearly and total GSL undergraduate limits of \$2,500 and \$23,500. The interest rate is 12%. Repayment begins within 60 days of the date of the loan. Applications are available from the Financial Aid Office.

## STATE NEED GRANTS (SNG)

The Oregon State Scholarship Commission provides State Need Grants to Oregon residents who are full-time students with financial need. These grants are transferable to other colleges and universities in Oregon. Application is made by completing a Financial Aid Form and requesting that a copy be sent to the State Scholarship Commission. The student must apply annually to be considered for renewal of the grant.

## STATE CASH AWARD

Cash awards are awarded by the State Scholarship Commission to outstanding high school seniors in need of financial assistance. These awards are renewable until graduation, as long as financial need exists and satisfactory academic progress is continued. The awards are transferable to other colleges and universities in Oregon. Students must apply annually to be considered for renewal. Interested students should contact their high school counselors.

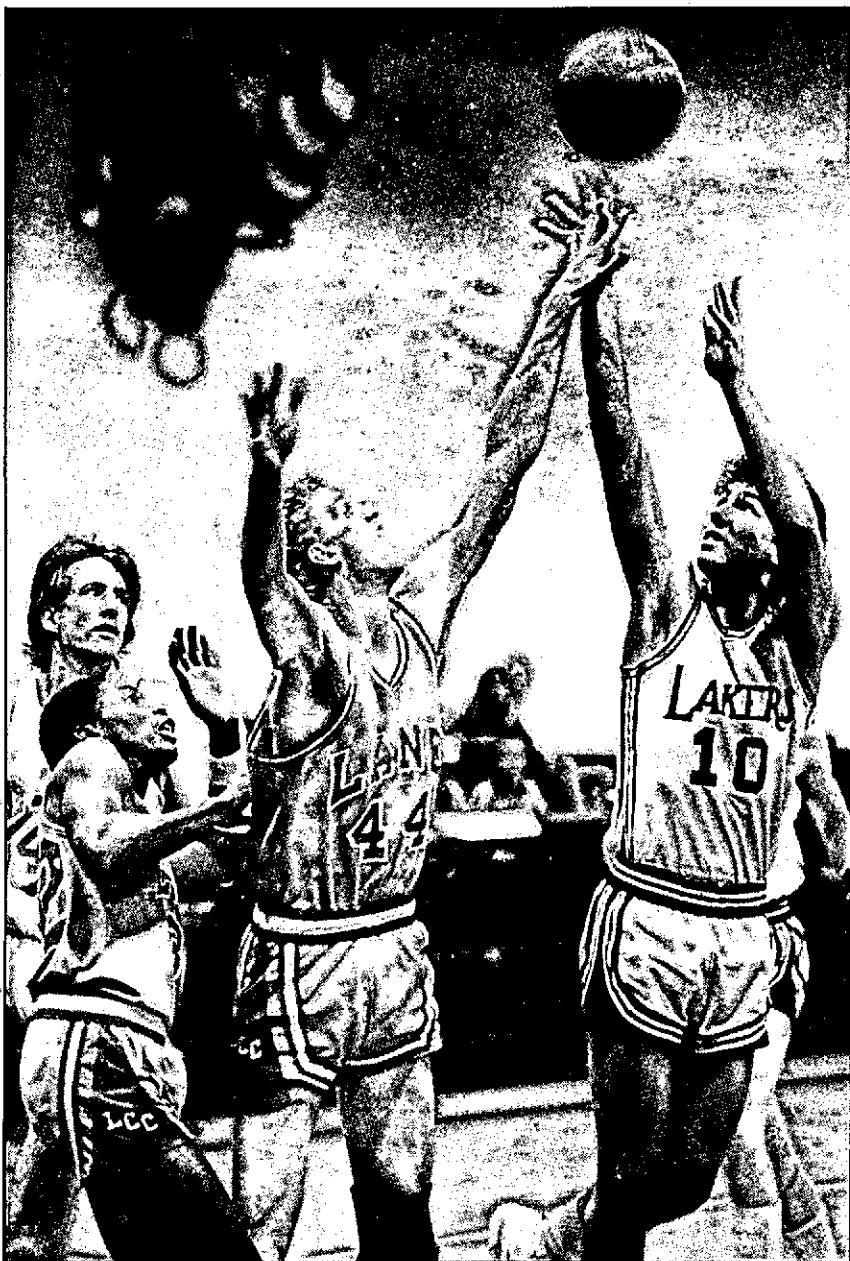
## TALENT GRANTS AND TALENT AWARDS

Each year the Scholarship and Loan Committee administers the Talent Grant and the Talent Award Programs in approved areas of talent and study. Talent Grants are offered to students with outstanding talent who participate outside the classroom in extracurricular and cocurricular activities. These include such activities as student newspaper, the literary magazine, student leadership and athletics. Talent awards will be offered to students in approved disciplines. These include such disciplines as art, music, speech, machine tool, math and English. Application forms are available from the Financial Aid Office.



# STUDENT ACTIVITIES

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The primary goal of Student Activities at Southwestern Oregon Community College is to promote and encourage the development of the whole person, by offering every opportunity to students to take part in activities outside of the classroom in order to synthesize and integrate their education with individual goals and personal direction.

The Office of Student Activities is the principal student programming unit at the college. It sponsors a wide range of student events and is responsible for acting upon student concerns.

A Director of Student Activities acts as coordinator and program advisor.

## ASSOCIATED STUDENT GOVERNMENT

The Associated Students of Southwestern Oregon Community College (AS-SWOCC) is a recognized platform for student governance and the development of leadership. The student organization is directed by an Executive Council and a Senate. The Executive Council, comprised of the president, vice-president and treasurer, is elected by the student body in the middle of spring term. The four senior senators in charge of promotions, programs, research and inter-club council are elected at the same time. Four junior senators are elected in the early part of fall term.

AS-SWOCC represents the student body on the following campus committees: Faculty Senate, Scholarships and Loans, Academic Standards, Arts and Lectures, Student Affairs and other miscellaneous committees. The AS-SWOCC manages a video game room and an in-house radio station, KSWC. AS-SWOCC is governed by a constitution and bylaws. The Director of Student Activities is the advisor for the group, which has offices on the second floor of Empire Hall.

## STUDENT CLUBS

The following clubs and organizations, currently active on campus, are typical of the interests of SWOCC students:

Campus Christian Fellowship	Nursing
Folk Dance	Outdoor
Forestry	Phi Beta Lambda
Home Economics	Phi Theta Kappa
Iota Tau Kappa	Ski
KUSA Cycling Club	VICA
Laker Leaders (rally and pep club)	Weightlifters

Students are encouraged to initiate new organizations and to seek active staff involvement. More information can be obtained from AS-SWOCC's senior senator dealing with the inter-club council, or from the Office of Student Activities. Campus clubs are governed, in part, by the AS-SWOCC constitution, and by their own constitutions.

## PUBLICATIONS

Student publications include a campus newspaper, the "Southwester", which is published every two weeks, and a literary magazine, "The Beacon", which is published twice a year.

The "Southwester" is a student-managed paper featuring local college news, national campus news, syndicated features, editorials and paid advertising. Editorial content is strictly of student origin and opinion and in no way reflects college board policy.

"The Beacon" is a showcase for original poetry, stories, photographs, and art work.

The "Southwester" is advised by the Director of Student Activities and "The Beacon" is advised by English Department faculty.

## INTERCOLLEGIATE ATHLETICS

Southwestern Oregon Community College offers inter-collegiate athletics programs for women and men. Fall term features women's volleyball and co-ed cross country. Winter term features basketball for men and women as well as wrestling. Spring term brings co-ed track and field.

Teams compete in a league with the other Oregon community colleges, and in addition, schedule competition with community colleges and smaller four-year colleges from Washington, Idaho, and Northern California. Schedules are organized to minimize loss of class time.

Over the years, the athletic program has developed a strong following in the community on campus. SWOCC has won team championships several times in wrestling and basketball and developed numerous All-Star selections, All-Americans, and state, regional, and national record holders in the college's sports program.

SWOCC student athletes are called the "Lakers"; the college mascot is the raccoon, and the school and uniform colors are red and blue.

## INTRAMURAL PROGRAMS

SWOCC Intramural programs offer organized sports competition and recreational activities in a balanced program of team games, individual and dual sports and co-recreational activities. Some of the scheduled activities are: flag football, volleyball, basketball, game room competition, soccer, badminton and fun runs. Anyone wishing information on the intramural program may contact the intramurals coordinator in Prosper Hall.

## FOOD SERVICES

A cafeteria, vending machines and a large change machine are operated in Empire Hall, ground floor. The vending machines are available from 7 a.m. to 10 p.m. weekdays. The cafeteria is open during the day Monday through Friday and evenings excluding Friday. A daily luncheon special is served and meal tickets may be purchased.

## CARPOOLING

A sign-up board is located on the second floor of Empire Hall. Those wishing to share rides may register and take down names and phone numbers of other students travelling to and from the same area. Information on the system may also be obtained by calling the Office of the Coordinator of Student Activities at 888-2525, extension 335.

## OTHER SERVICES

In addition to the above activities, the Office of Student Activities offers other student services. These include voter registration, candidate fairs, issues forums, a monthly calendar in Empire Hall, graduation assistance, dances, community posting, classified posting, coordination of students with community events, the annual awards convocation for students outstanding in academic or community work, gameroom management, food service liaison, liaison between students and the administration, a student handbook and the community recreation program.

The Office of Student Activities also maintains a car pool board in upper Empire Hall. Those wishing to share rides may register and also take names and phone numbers of other students travelling to and from the same area.

## STUDENT CONDUCT AND APPEALS

The college assumes that its students will conduct themselves according to acceptable standards and will abide by policies and procedures established for all students. Students who are unwilling to comply with these regulations may be suspended or expelled. A student who is accorded disciplinary action may appeal by use of the grievance procedure. Students may receive assistance with the appeal process from the Dean of Student Services or the Director of Admissions and Records.

# DEGREE PROGRAMS



## ASSOCIATE IN ARTS DEGREE

The Associate in Arts degree is nationally recognized and may be transferred to four-year colleges and universities and applied toward a baccalaureate degree. The requirements are designed to give the student a broad-based liberal arts and sciences background, as well as specific general education preparation for the student's chosen major at the baccalaureate level.

The college awards Associate in Arts degrees in four areas: General Liberal Arts and Sciences, Business Administration, Criminal Justice Administration and Social Work.

### General Requirements:

1. Not less than 93 credits of college parallel courses approved by the Oregon Board of

Education for transfer credit. (Students may transfer up to 108 community college credits to four-year Oregon state system institutions.)

2. Grade point average minimum of 2.0 (C average).
3. English Composition, 9 credits (WR121, 122, 123, or 127).
4. Health Education, 3 credits, HE 250.
5. Physical Education, 5 credits, PE185. Courses must be in different activities or levels (i.e. beginning, intermediate, advanced). Exceptions may be allowed for the following reasons:

Health: A written statement by a physician must be filed with the Admissions Office.

Veterans: Students who have completed six months' active service in the U.S. armed forces are exempt from three terms of the physical education requirement. They

must file official evidence of service with the Admissions Office.

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

6. One-year sequence in each of the following three groups: Literature, Science or Mathematics, and Social Sciences, plus a fourth sequence chosen from one of these three groups or from "Additional Fourth Sequence Options" (See "Approved Sequences" below).
7. If the fourth sequence is taken in one of the social sciences, it must be in a different discipline.
8. At least one of the sequences must be numbered in the 200 series.
9. A student must have completed 24 credits and have attended Southwestern Oregon Community College two terms (including the final term) before the Associate in Arts degree is awarded.

## ASSOCIATE IN ARTS DEGREE

### APPROVED SEQUENCES

#### Literature

Eng101, 102, 103	Survey of English Literature
Eng104, 105, 106	Introduction to Literature
Eng107, 108, 109	World Literature
Eng201, 202, 203	Shakespeare
Eng253, 254, 255	Survey of American Literature

#### Science and Mathematics

General Science	
GS104, 105, 106	Physical Science Survey
Geology	
G201, 202, 203	Geology
Biology	
BI101, 102, 103	General Biology
Botany	
Bot201, 202, 203	General Botany
Chemistry	
Ch104, 105, 106	Elementary Chemistry
Ch201, 202, 203	General Chemistry
Mathematics (any three sequential courses from the following)	
Mth101, 102, 200	College Algebra, Trigonometry, and Calculus
Mth201, 202, 203	Calculus with Analytic Geometry
Phy201, 202, 203	General Physics
Phy207, 208, 209	Engineering Physics
Z201, 202, 203	General Zoology

#### Social Science

Anth101, 102, 103	General Anthropology
Anth207, 208, 209	Introduction to Cultural Anthropology
CJ100, 120, 130	Survey of Criminal Justice, Judicial Process, Intro to Corrections
EC201, 202, 203	Principles of Economics
Hst101, 102, 103	History of Western Civilization
Hst201, 202, 203	History of the United States
PS201, 202, 203	American Government
Psy201, 202, 203	General Psychology
Soc204, 205, 206	General Sociology

#### Additional Options

Language/Philosophy	
Fr201, 202, 203	Second-year French
Phi201, 202, 203	Problems of Philosophy
Mathematics	
Mth191, 192, 193	Mathematics for Elementary Teachers
Art and Music	
Art211, 212, 213	Survey of Visual Arts
Mus201, 202, 203	Introduction to Music and its Literature
Mus261, 262, 263	Music History

## GENERAL ARTS AND SCIENCES

This Associate in Arts degree option provides an opportunity for the student to focus on any academic area of special interest. General requirements previously outlined must be met, but the remaining credits required for the degree may be selected from any of the college transfer courses. The following is a listing of some academic majors (not necessarily exhaustive) to which this degree plan might be applied:

Agriculture  
American Studies  
Anthropology  
Art  
Art Education  
Art History  
Biology  
Chemistry-Business  
Community Service  
Computer Science  
Crop Science  
Economics  
Education, Elementary  
Education, Secondary  
Engineering  
English  
Fire Services Administration  
Foreign Languages  
General Science  
General Social Science  
Liberal Studies  
General Studies in the Arts, Humanities, Arts and Letters  
Geology  
Gerontology  
Health and Health Education  
Health Care Administration  
History  
Hotel and Restaurant Management  
International Studies  
Interdisciplinary Studies  
Journalism  
Mathematics  
Medical Technology  
Music  
Pharmacy  
Philosophy  
Physical Education  
Physics  
Political Science  
Psychology  
Recreation and Park Management  
Resource Recreation Management  
Religious Studies  
Sociology  
Speech

## BUSINESS ADMINISTRATION

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

requirements for specific four-year institutions). If a student meets the requirements for the first two years of any accredited four-year institution that has a degree in Business Administration, the student may petition for adjustments in the Southwestern Oregon Community College Associate of Arts in Business Administration.

#### FRESHMAN YEAR

		F	W	S
W121, W122, W123	English Composition	3	3	3
BA101	Introduction to Business	4		
Sp111	Fundamentals of Speech		3	
	Mathematics Sequence <sup>2</sup>	4	4	4
PE185	Literature Sequence	3	3	3
HE250	Physical Education	1	1	
	Personal Health			3
	Electives	3-4	3-6	3-6
		18-19	17-20	16-19

#### SOPHOMORE YEAR

Ec201, Ec202, Ec203	Principles of Economics	3	3	3
BA211, BA212, BA213	Principles of Accounting	3	3	3
BA226	Business Law I	3		
BA232	Introduction to Business Statistics		3	
CS133F	Introduction to Programming: FORTRAN <sup>1</sup>			4
PE185	Social Science Sequence	3	3	3
	Physical Education	1	1	1
	Electives	2-3	3	3
		15-16	16	17

MAXIMUM TOTAL: 108 Credits

<sup>1</sup>NOTE: MAJOR IN THIS PROGRAM MUST MAKE A GRADE OF "C" OR BETTER IN ALL COURSES.

<sup>2</sup>BA131 recommended before taking CS133F.

<sup>3</sup>Mth 101 or above not to include Mth191, 192, 193.

## CRIMINAL JUSTICE ADMINISTRATION

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

#### FRESHMAN YEAR

		F	W	S
CJ100	Criminal Justice Survey	3		
CJ120	Intro to Judicial Process		3	
CJ130	Intro to Corrections			3
W121, W122	English Composition	3	3	
W123	English Composition or W227 Report Writing			3
CJ220	Criminal Law			3
PE185	Physical Education	1	1	1
Soc204, Soc205, Soc206	General Sociology	3	3	3
CJ200	Police and Public Policy		3	
CJ110	Intro to Law Enforcement	3		
	Literature or language sequence	3	3	3
		16	16	16

#### SOPHOMORE YEAR

Sp111	Fundamentals of Speech	3		
Psy201, Psy202, Psy203	General Psychology	3	3	3
PE185	Physical Education	1		1
HE250	Personal Health		3	
PS201	American Government or other Social Science course		3	
HE252	Standard First Aid			3
	CJ Career Tracks	3	3	3
	Math/Science Sequence <sup>1</sup>	4	4	4
	Specific Electives (see below)			3
		17	16	17

TOTAL: 98 Credits

<sup>1</sup>Math101 or above not to include Mth191, 192, 193.

## Electives and Career Track Courses

### POLICE CAREER TRACK (9 credits required)

- CJ111 Concepts of Enforcement Services (4)
- CJ122 Oregon Law (3)
- CJ210 Criminal Investigation (3)
- CJ215 Criminal Justice Administration (3)
- CJ222 Procedural Law (3)
- CJ223 Rules of Evidence (3)
- CJ226/PS252 Constitutional Law (3)
- CJ299/Soc212 Social Control (3)

### CORRECTIONS CAREER TRACK (9 credits required)

- CJ101/Soc244 Criminology (3)
- CJ131/Soc220 Introduction to Penology (3)
- CJ132 Introduction to Parole & Probation (3)
- CJ201/Soc221 Juvenile Delinquency (3)
- CJ202 Psychology of Violence & Aggression (3)
- CJ215 Criminal Justice Administration (3)
- CJ225 Correctional Law (3)
- CJ299/Soc212 Social Control (3)

### INTERDISCIPLINARY STUDIES (9 credits required)

Combination of Police and Corrections Career Track

### ELECTIVES (6 credits required)

#### Suggestions:

- Psy235/236 Human Development I, II (6)
- CJ107/207 Criminal Justice Workshops (Special Topics) (1)
- CJ103 Introduction to Family Law (3)
- CJ115 Legal & Fundamental Aspects of Lethal Weapons (4)
- CJ140 Criminalistics (3)
- CJ243/Soc243 Narcotics & Dangerous Drugs (3)
- CJ280 Field Experience

## SOCIAL WORK

The Social Work Program is an Associate in Arts degree program available to students in sociology, psychology, criminal justice or interdisciplinary studies. It includes a comprehensive study in social science, the sciences and humanities. The student is required to take a minimum of 52 hours in social science, 41 hours in general studies. Included in the social sciences is a mandatory field experience of 3 hours. Students interested in employment in such areas as social worker assistant, day care worker, mental health aide, psychiatric aide, juvenile case aide and human resource aide will find this degree rewarding.

#### FRESHMAN YEAR

		F	W	S
CJ100	Criminal Justice Survey	3		
CJ120	Intro to Judicial Process		3	
CJ130	Intro to Corrections			3
W121, W122	English Composition	3	3	
W123	English Composition or W227 Report Writing			3
PE185	Physical Education	1	1	1
Soc204, Soc205, Soc206	General Sociology	3	3	3
	Social Science Electives	3	3	3
	Literature or Language Sequence	3	3	3
		16	16	16

#### SOPHOMORE YEAR

Sp111	Fundamentals of Speech	3		
SW201	The Field of Social Welfare	3		
SW202	Intro to Social Work Practice		3	
SW203	Intro to Interviewing			3
Psy201, Psy202, Psy203	General Psychology	3	3	3
PS201	American Government or other Social Science course		3	
PE185	Physical Education	1	1	
HE250	Personal Health			3
SW107, SW207	Social Work Workshops		1	1
SW280	Field Experience			3
	Math or Science Sequence <sup>1</sup>	4	4	4
		14	15	17

TOTAL: 94 Credits

## ASSOCIATE IN SCIENCE DEGREE

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

1. Minimum of 90 credits of specified courses (see individual curriculum for listing).
2. Grade point average minimum of 2.00 (C average).
3. Completion of required courses listed in specific curricula. This must include 18 credits of approved general education subjects.
4. Attendance at the college for at least two terms (including the last term) before the degree is awarded and completion of 24 credits at the college.

The following majors are available:

- Banking and Finance
- Business, General
- Business Management
- Accounting Option
- Marketing Option
- Office Management Option
- Data Processing
- Electronics Service
- Electronics Technology
- Fire Science Technology
- Industrial Mechanics
- Automotive Option
- Machine Tool Practice Option
- Welding Option
- Industrial Technology (Apprenticeship trades)
- Medical Office Assistant
- Nursing
- Secretarial Technology
- Supervisory Training

In some cases, the Associate in Science degree may be transferable to a college or university which has a four-year degree program in that particular technical area. For more information, consult your advisor or the Admissions Office.

## BANKING AND FINANCE<sup>1</sup>

Banking and Finance is a two-year program primarily designed to improve and supplement the skills of those already in the banking profession as well as to prepare students for entry level in the banking field. Completion of the program leads to the Associate in Science degree.

		Credits
W121, W122	English Composition	6
W127	Report Writing or 9.784 Writing for Results	3
Ec201	Principles of Economics	3
Psy111	Personality & Development	3
BA211	Principles of Accounting I or 2.766 Accounting I	3 (4)
9.768	Principles of Banking	3
9.773	Money & Banking	3
9.771	Law & Bank Transactions or BA226 Business Law I	3
	Approved Social Science	3
	Total Required:	30

#### Suggested Electives

- BA212, BA213 Principles of Accounting II, III or 2.767, 2.768 Accounting II and III
- Ec202, Ec203 Principles of Economics
- Psy201, Psy202, Psy203 General Psychology
- BA131 Intro to Business Data Processing
- 2.252 Business Math II

Plus - Any full term classes listed in the AIB student catalog under "Functional Banking" or "Banking Support."

Total Required: 36

#### General Electives

May be selected from humanities, social sciences, physical sciences, life sciences, business and communications. Work Experience can be an option for a maximum of 12 credit hours.

Total Required: 24

TOTAL: 90 Credits

NOTE: MAJORS IN THIS PROGRAM MUST MAKE A GRADE OF "C" OR BETTER IN ALL COURSES EXCEPT GENERAL, ELECTIVES.

<sup>1</sup>All AIB courses taken prior to fall 1974, apply toward an Associate in Science degree. In addition, advanced placement may be granted for other college work or appropriate work experience. Petitions required.

## GENERAL BUSINESS

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

### Option I: Associate of Science in General Business

To earn an Associate of Science in General Business under this option the student must fulfill the following requirements:

1. Complete the first year of any two-year business management or secretarial program.
2. Complete 9 credits of composition (W121, 122, 123, or 227) and 9 credits of social science/humanities/sciences.
3. Thirty additional business credits.
4. General electives in courses numbered 1.100 or above, or any lower division collegiate courses.
5. A total of 93 credits is required.

### Option II: Associate of Science in General Business - Interdisciplinary

To earn an Associate of Science in General Business under this option the student must fulfill the following requirements:

1. Complete the first year of any two-year business management or secretarial program.
2. Complete 9 credits of composition (W121, 122, 123 or 227) and 9 credits of social science/humanities/sciences.
3. Thirty credits in another discipline or program with prior approval from the division chairperson responsible for that program or discipline and the business division chairperson.
4. General electives in courses numbered 1.100 or above, or any lower division collegiate courses.
5. A total of 93 credits is required.



## BUSINESS MANAGEMENT

Students Interested in Business Management may choose from three areas of specialization -- Accounting, Office Management, and Marketing.

## ACCOUNTING OPTION

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

FIRST YEAR		F	W	S
W121, W122, W123	English Composition <sup>1</sup>	3	3	3
BA211*, BA212*, BA213*	Principles of Accounting I, II, III and	3-4	3-4	3-4
BA217*	The Accounting Process or 2.766*, 2.767*, 2.768* Accounting I, II, III and BA213* Principles of Accounting <sup>2</sup>			3
BA101	Introduction to Business	4		
2.583	Human Relations in Business		3	
W124	Algebra through MTH 50	4		
BA131*	Business English			3
	Intro to Data Processing or 6.900* Data Processing Fundamentals	3		
CS221*	Digital Computers or 6.901* Intro to Digital Computers		3	
OA220	Electronic Calculators		2	
CS110	Spreadsheet/Word Processing			2
		17-18	14-15	14-15

SECOND YEAR		F	W	S
BA226, BA227	Business Law I, II	3	3	
BA177*	Payroll Accounting	3		
2.772*, 2.773*	Intermediate Accounting I, II		3	3
BA215*	Cost Accounting	3		
9.751*	Business Income Tax <sup>4</sup>		3	
BA223	Principles of Marketing		3	
2.595*	Office Simulation I and/or 2.280* Work Experience or BA280* Field Experience			6
	Social science/humanities/science	3	3	3
	Electives <sup>5</sup>	3		5
		15	15	17

TOTAL: 94-97 Credits

\*NOTE: MAJORS IN THIS PROGRAM MUST MAKE A GRADE OF "C" OR BETTER IN ALL COURSES DESIGNATED WITH AN ASTERISK (\*).

<sup>1</sup>WR227 Report Writing may be substituted for WR123 English Composition.

<sup>2</sup>2.766, 2.767, 2.768 and BA213 are equivalent to BA211, 212, 213 and BA217. Student must petition to receive credit for BA211 and BA212. Contact advisor or accounting instructor for details.

<sup>3</sup>Students must demonstrate ability to type or take typing.

<sup>4</sup>Students may substitute 2.331, 2.332 Federal Income Tax I, II.

## OFFICE MANAGEMENT OPTION

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

### FIRST YEAR

		F	W	S
W121, W122, W123	English Composition <sup>1</sup>	3	3	3
BA211*, BA212*, BA213*	Principles of Accounting I, II, III and The Accounting Process or 2.766*, 2.767*, 2.768* Acctg I, II, III and BA213 Pr of Acctg III <sup>2</sup>	3-4	3-4	3-4
BA217*				3
BA101	Introduction to Business	4		
BA131*	Intr to Data Processing or 6.900* Data Proc Fund	3		
CS221*	Digital Computers or 6.901* Intr to Digital Computers		3	
2.583*	Human Relations in Business		3	
W124	Business English			3
OA220	Electronic Calculators		2	
CS110	Microcomputer Software: Word Processing & Spreadsheet			2
	Algebra through Mth50	4		
		17-18	14-15	14-15

### SECOND YEAR

BA226*, BA227*	Business Law I, II	3	3	
BA223	Principles of Marketing		3	
9.500*	Elements of Supervision	3		
BA117*	Payroll Accounting	3		
2.595*	Office Simulation and/or 2.280* Work Experience or BA280* Field Experience			6
OA116*	Office Procedures	3		
OA240	Filing/Records Management		3	
	Social science/humanities/science	3	3	3
	Electives <sup>3</sup>	4	3	4
		16	15	16

TOTAL: 92-95 Credits

\*NOTE: MAJORS IN THIS PROGRAM MUST MAKE A GRADE OF "C" OR BETTER IN ALL COURSES DESIGNATED WITH AN ASTERISK (\*).

<sup>1</sup>WR227 Report Writing may be substituted for W123 English Composition.

<sup>2</sup>2.766, 2.767, 2.768 and BA213 are equivalent to BA211, 212, 213 and BA217. Student must petition to receive credit for BA211 and BA212. Contact advisor or accounting instructor for details.

<sup>3</sup>Student must demonstrate ability to type or take typing.

Suggested Electives: 2.331, 2.332 Federal Income Tax I, II, typing.

## MARKETING OPTION

This option provides the student with managerial skills in the marketing field and actual supervised work experience. The student then may be qualified to move into assistant manager positions. An Associate in Science degree will be awarded after completion of the program.

### FIRST YEAR

		F	W	S
W121*, W122*, W123*	English Composition <sup>1</sup>	3	3	3
BA211*, BA212*, BA213*	Pr of Accounting I, II, III and The Accounting Process or 2.766*, 2.767*, 2.768* Accounting I, II, III and BA213 Pr of Acctg III <sup>2</sup>	3-4	3-4	3-4
BA217*				3
BA101*	Intro to Business	4		
W124	Business English			3
BA131*	Intro to Data Processing or 6.900* Data Proc Fund	3		
CS221	Digital Computers or 6.901 Intro to Digital Computers		3	
2.583	Human Relations in Business		3	
OA220	Electronic Calculators		2	
CS110	Microcomputer Software: Word Processing & Spreadsheet			2
	Algebra through Mth50	4		
		17-18	14-15	14-15

### SECOND YEAR

BA226*, BA227*	Business Law I, II	3	3	
BA236*	Sales	3		
BA223*	Principles of Marketing		3	
BA249*	Principles of Retailing			3
BA239*	Advertising			3
9.500*	Elements of Supervision	3		
2.280*, 2.280*, 2.280*	Work Experience or BA280* Field Experience	4	4	4
	Social science/humanities/science	3	3	3
	Electives <sup>3</sup>		3	3
		16	16	16

TOTAL: 93-96 Credits

\*NOTE: MAJORS IN THIS PROGRAM MUST MAKE A GRADE OF "C" OR BETTER IN ALL COURSES DESIGNATED WITH AN ASTERISK (\*).

<sup>1</sup>WR227 Report Writing may be substituted for W123\* English Composition.

<sup>2</sup>2.766, 2.767, 2.768 and BA213 are equivalent to BA211, 212, 213 and BA217. Student must petition to receive credit for BA211, 212. Contact advisor or accounting instructor.

<sup>3</sup>Student must demonstrate ability to type or take typing.

Suggested Electives: 2.331, 2.332 Federal Income Tax I, II, Typing.

## BUSINESS DATA PROCESSING

This program prepares the student for entry-level employment in the data processing field, which may lead to supervisory and management positions.

### FIRST YEAR

		F	W	S
W121, W122, W123	English Composition <sup>1</sup>	3	3	3
BA211*, BA212*, BA213*	Principles of Accounting I, II, III and The Accounting Process or 2.766*, 2.767*, 2.768* Acctg I, II, III and BA213* Pr of Acctg III <sup>2</sup>	3-4	3-4	3-4
BA217*				3
BA101	Intro to Business	4		
4.202*	Elementary Algebra I	4		
Mth50*, Mth100*	Interm Algebra I, II <sup>3</sup>		4	4
BA131*	Intro to Data Processing or 6.900* Data Processing Fund	3		
CS221*	Digital Computers or 6.901* Intr to Digital Computers		3	
CS133B*	Intr to Programming-BASIC		3	
CS133F*	Intr to Programming-FORTRAN or 6.903F* Intr to Prog-FORTRAN			3
		17-	16-	16-
		18	17	17

### SECOND YEAR

BA226, BA227	Business Law I, II	3	3	
W124	Business English			3
CS270	Intro to Information Systems	4		
6.909*	Computer Operations	4		
BA232*	Business Statistics I		3	
6.911*	Computer Applications		4	
CS133C*	Intro to Programming-COBOL		3	
CS263	Computer Science-Machine Language			3
6.902*	Systems & Procedures		3	
6.908*	Special Problems in Data Proc <sup>4</sup>		3	
	Social science/humanities/science	3	3	3
	Electives <sup>4</sup>	1	1	1
		15	17	16

TOTAL: 97-100 Credits

\*NOTE: MAJORS IN THIS PROGRAM MUST MAKE A GRADE OF "C" OR BETTER IN ALL COURSES DESIGNATED WITH AN ASTERISK (\*).

<sup>1</sup>WR227 Report Writing may be substituted for W123 English Composition.

<sup>2</sup>2.766, 2.767, 2.768 and BA213 are equivalent to BA211, 212, 213 and BA217.

<sup>3</sup>If the student has math proficiency equivalent to at least Mth100, he may substitute 12 elective credits. Additional higher math is strongly recommended.

<sup>4</sup>Student must demonstrate ability to type or take typing. Suggested Electives: 2.331, 2.332 Federal Income Tax I, II.

<sup>5</sup>CS133P Intro to Programming-PASCAL may be substituted for 6.908.

## COMMERCIAL FISHING TECHNOLOGY

This program is designed to provide entry level skills/knowledge required of a crewman employed on a commercial fishing vessel. Successful completion of the first year entitles the student to a certificate and placement assistance. An Associate in Science degree will be awarded upon successful completion of the entire two-year program.



## ELECTRONICS SERVICE

This program prepares students for jobs in electrical and electronic maintenance, equipment operation, manufacturing, construction, communications, and research. Students can also enter the consumer repair industry in television, radio, electrical appliances, and in electronic and communications equipment.

FIRST YEAR				
		F	W	S
1.111, 1.112, 1.113	Communications or W121, 122, 123 English Composition	3	3	3
Mth50, Mth60, Mth100	Intermediate Algebra/Trigonometry/Intermediate Algebra II	4	4	4
6.311	DC Electronic Concepts	8		
6.312	AC Electronic Concepts		8	
6.313	Basics to Electronic Systems I			8
6.300	Electronics Lab	2	2	2
		17	17	17

SECOND YEAR				
6.314	Basic to Electronic Systems II	8		
6.315	Digital Logic Fundamentals		8	
6.316	Microprocessor Architecture			8
6.300	Electronics Lab	3		3
4.300	Practical Physics		4	
	Social science, humanities	3	3	3
		14	15	14

TOTAL: 94 Credits

\*One term (3 credits) of 6.300 may be substituted with CS133B Introduction to Programming - BASIC.

## ELECTRONICS TECHNOLOGY

This program prepares students for jobs in electrical and electronic maintenance, equipment operation, manufacturing, construction, communications, and research. Students can also enter the consumer repair industry in television, radio, electrical appliances, and in electronic and communications equipment. The Electronics Technology degree enables students to transfer to OIT to earn a Bachelor of Science degree in Electronic Engineering Technology.

FIRST YEAR				
		F	W	S
Mth101, Mth102	College Algebra & Trigonometry <sup>1</sup>	4	4	
Mth200	Calculus w Analytic Geometry <sup>1</sup>			4
W121, W122, W123	English Composition	3	3	3
6.311	DC Electronic Concepts	8		
6.312	AC Electronic Concepts		8	
6.313	Basics to Electronic Systems I			8
		15	15	15

SECOND YEAR				
Phy201, Phy202, Phy203	General Physics	4	4	4
Psy204, Phy205, Phy206	General Physics Lab	1	1	1
6.314	Basics to Electronic Systems II	8		
6.315	Digital Logic Fundamentals		8	
6.316	Microprocessor Architecture			8
	Social science, humanities	3	3	3
		16	16	16

TOTAL: 93 Credits

<sup>1</sup>Students should register in mathematics at level indicated by placement tests or advice of instructor. To complete this program, the student must take a sufficient number of mathematics courses to complete Mth200.

## FIRE SCIENCE TECHNOLOGY

This curriculum was developed in cooperation with the Southwestern Oregon Fire Chief and Firefighters Association, the college Fire Science Advisory Committee and the Oregon Department of Education.

FIRST YEAR				
		F	W	S
4.202	Elementary Algebra I	4		
1.111, 1.112	Communications or W121, 122 English Composition	3	3	
W127	Report Writing			3
5.250, 5.251	Firefighting Skills I, II	3	3	
5.253	Fire Apparatus & Equipment		3	
5.289	Legal Aspects of Fire Protection	3		
5.260	Hazardous Materials I			3
5.257	Fire Service Hydraulics			3
4.300	Practical Physics or 4.304		4	
Ch100	Practical Physics Fundamentals of Chemistry or Ch104 General Chemistry			4
Psy111	Personality & Development			3
	Social science electives			3
	Electives <sup>1</sup>	4		
		17	17	15

SECOND YEAR				
PE185	Physical Education	1	1	1
Sp111	Fundamentals of Speech		3	
PS203	American Government or Social Science Electives			3
5.280	Work Experience	3	3	3
5.237	Fire Investigation	3		
5.262	Fundamentals of Fire Prevention		3	
5.261	Hazardous Materials II	3		
5.274	Firefighting Tactics & Strategy	3		
5.258	Fire Company Organization & Station Assignments		3	
9.360	First Responder or HE260 First Responder or 9.428 Emergency Medical Technician I or HE257 EMT I and HE280 Field Experience			3
	Electives <sup>1</sup>	3	3	6
		16	16	16

TOTAL: 97 Credits

### Suggested Electives:

- 4.200 Basic Math (may be taken as refresher course if needed)
- 5.254 Intro to Fire Protection
- 5.263 Fire Pump Construction & Operation
- 5.264 Building Construction for Fire Protection
- 5.267 Fire Department Communications & Alerting Systems
- 5.268 Fire Service Rescue Practices
- 5.272 Fixed Systems and Extinguishers
- 5.282 Fire Codes and Related Ordinances
- 5.271 Intro to Fire Behavior S-190
- 5.273 Tractor Use/Tractor Boss S-213
- 5.276 Wildland Fire Management S-130
- 5.278 Portable Pumps and Water Use S-211
- 5.279 Power Saws S-212
- 5.281 Ground Tanker/Tanker Boss S-214
- 5.283 Firing Methods and Equipment/Firing Boss S-215
- 5.284 Crew Boss S-230
- 5.285 Basic Air Operations S-270
- 5.292 Organizing for Fire Suppression S-320
- 5.293 Sector Boss S-330
- 5.294 Maps & Records Officer S-341
- 5.296 Intermediate Air Operations S-370
- 5.297 Fire Behavior S-390
- 9.301 Fire Fighting IA
- 9.302 Fire Fighting IB
- 9.303 Fire Fighting IC
- 9.304 Fire Fighting ID
- 9.305 Fire Fighting IE

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

## FOREST TECHNOLOGY

This program provides training in technical forestry in preparation for careers in government, industrial forestry, private woodlot management, forest contracting, outdoor recreation, and other related fields. Students are prepared for entry-level positions as forest technicians, scaler trainees and recreation technicians. The faculty is active in finding employment for students during the summer and for permanent employment.

FIRST YEAR				
		F	W	S Su
W121, W122	English Comp or 1.111, 1.112, 1.113 Communications	3	3	
W123	English Comp or 1.113 Communications or W127 Report Writing			3
6.900	Data Processing Fund or BA131 Intro to Data Processing		3	
4.202, 4.203	Elem Algebra I, II			4 4
F111	Intro to Forestry		3	
6.409*	Forest Protection			3
6.411*	Logging Operations		3	
6.410*	Forest Products Manufacturing			3
6.407*, 6.408*	Forest Mensuration I, II		3	3
6.404*	Elementary Forest Surveying			3
F254*	Tree & Shrub Identification	4	or (4)	
6.280*	Work Experience			5-8
	Electives <sup>2</sup>			3
		16	16	16 5-8

SECOND YEAR				
6.419*	Social sciences/humanities	3	3	3
6.414*	Forest Recreation		3	
6.405*	Forest Contracts			3
6.406*	Advanced Forest Surveying	3		
6.407*	Forest Engineering			4
6.416*	Aerial Photo Interpretation			3
6.417*	Silviculture		3	
6.420*	Advanced Silviculture			3
9.204*	Small Business Operations	3		
6.449*	Forest Botany <sup>1</sup>			4
	Electives <sup>2</sup>	3	5	
		15	14	17

TOTAL: 99-102 Credits

\*NOTE: MAJORS IN THIS PROGRAM MUST MAKE A GRADE OF "C" OR BETTER IN ALL COURSES DESIGNATED WITH AN ASTERISK(\*).

<sup>1</sup>6.449 Forest Botany may be substituted by Bot201, 202 General Botany fall and winter term of second year. This would reduce the electives fall term second year by 2 credits. These credits may be added to fall term first year.

<sup>2</sup>Suggested electives: 5.276 Basic Wildland Fire Management; 6.430 Fish & Wildlife Resources; W1251 Fish/Wildlife & Forest Practices; Criminal Justice Courses; Sp111 Fund of Speech; HE252 St First Aid; Small Engine Repair; 0.581/PE185 Physical Conditioning; Welding; 0.852-1 Chain Saw Maintenance; Fire Science Courses; F222 Field Plant ID & Photography; HE257/9.428 EMT I.



## INDUSTRIAL MECHANICS PROGRAMS

This program prepares students for entry-level jobs in the automotive and metal working fields. Typical jobs are service station attendants, auto mechanics, machinists and welders with opportunities for apprenticeship in the related trades.

Students planning to continue in Industrial Technology (Apprenticeable Trades) or transfer to OSU or OIT should discuss additional requirements with an advisor.

### AUTOMOTIVE

#### FIRST YEAR

	F	W	S
3.300*			4
3.304, 3.306*	4	4	
4.110	2		
4.150, 4.151, 4.154	3	3	3
4.170, 4.171, 4.172	3	3	3
3.240, 3.241	4	4	
4.300, 4.304		4	4
	16	18	14

#### SECOND YEAR

1.111, 1.112, 1.113	3	3	3
3.308*, 3.322*	4	3	
3.310*		3	
3.312*			3
3.316*		3	
3.318*	3		
3.324*			3
3.326*			3
3.329*, 3.331*, 3.333*	3	3	3
3.332*	2		
	3	3	3
	18	18	18

TOTAL: 102 Credits

\*NOTE: MAJORS IN THIS PROGRAM MUST MAKE A GRADE OF "C" OR BETTER IN ALL COURSES DESIGNATED WITH AN ASTERISK (\*). WORK EXPERIENCE MAY BE SUBSTITUTED AS APPLICABLE TO COURSE OBJECTIVES.

ALL STUDENTS MUST PROVIDE A BASIC SET OF HANDTOOLS IN THIS PROGRAM.

### MACHINE TOOL

#### FIRST YEAR

	F	W	S
3.304, 3.306	4	4	
4.110, 4.112		2	2
4.150, 4.151, 4.154	3	3	3
4.170, 4.171, 4.172	3	3	3
3.240, 3.241, 3.242	4	4	4
4.300, 4.304		4	4
	16	18	16

#### SECOND YEAR

1.111, 1.112, 1.113	3	3	3
4.101			2
4.158*	2		
4.160*			3
4.173*	3		
4.174*, 4.175*		3	3
4.176*, 4.177*, 4.178*	3	3	3
4.181*		3	
	3	3	3
	14	15	17

TOTAL: 96 Credits

\*NOTE: MAJORS IN THIS PROGRAM MUST MAKE A GRADE OF "C" OR BETTER IN ALL COURSES DESIGNATED WITH AN ASTERISK (\*). WORK EXPERIENCE MAY BE SUBSTITUTED AS APPLICABLE TO COURSE OBJECTIVES.

ALL STUDENTS MUST PROVIDE A BASIC SET OF HANDTOOLS IN THIS PROGRAM.

## WELDING

#### FIRST YEAR

	F	W	S
3.304	4		
4.110*, 4.112*	2	2	
4.150, 4.151, 4.154	3	3	3
4.170, 4.171, 4.172	3	3	3
3.240, 3.241	4	4	
4.300, 4.304		4	4
4.152			3
4.156			3
	16	16	16

#### SECOND YEAR

1.111, 1.112, 1.113	3	3	3
4.153*			3
4.165*, 4.166*, 4.167*	3	3	3
9.154*, 9.155*	4	3	
4.155*, 4.157*	3	3	
4.159*			5
	3	3	3
	16	18	17

TOTAL: 99 Credits

\*NOTE: MAJORS IN THIS PROGRAM MUST MAKE A GRADE OF "C" OR BETTER IN ALL COURSES DESIGNATED WITH AN ASTERISK (\*). WORK EXPERIENCE MAY BE SUBSTITUTED AS APPLICABLE TO COURSE OBJECTIVES.

ALL STUDENTS MUST PROVIDE A BASIC SET OF HANDTOOLS IN THIS PROGRAM.

\*Suggested Elective: 9.158 Advanced Maintenance/Fitter Welding.

## INDUSTRIAL TECHNOLOGY

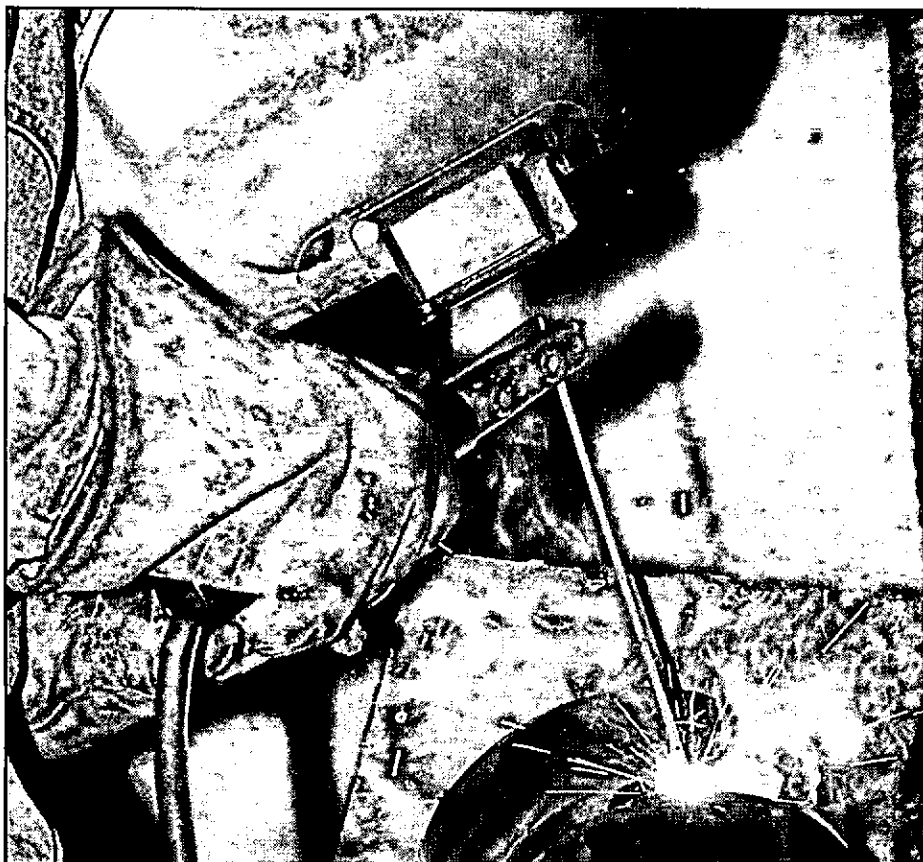
### APPRENTICEABLE TRADES

This program establishes credit for trade and industrial experience toward an associate degree. Approximately one-half of the credits required for the degree are earned through achievement of journeyman status; the remainder of the credits are earned through community college apprentice related training courses, first aid courses, and 18 credits of general education courses. Composition of the degree program is as follows:

1.111, 1.112, 1.113	
Communications ....	9 Credits
9 Units Social Science .....	9 Credits
9.1xx Apprentice Related Training .....	27-36 Credits
(Number of credits of 9.1xx depends upon occupation)	
First Aid .....	1-3 Credits
Journeyman Status ...	45 Credits
TOTAL .....	91-102 Credits

### APPRENTICESHIP TRAINING

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



## MEDICAL OFFICE ASSISTANT

The first year of this curriculum prepares students to perform initial clerical duties in hospitals, medical clinics, and other medical facilities. The second year will add additional skills in medical office procedures, management, and clinical skills with emphasis on the role of the medical office assistant on the medical care delivery team. This curriculum may require some prep courses (i.e. Typing Skill Building, Basic College Writing, High School Algebra or equivalent).

FIRST YEAR		F	W	S	Su
2.591	Pretranscription Skills	3			
OA122	Typing II	3			
9.723, 9.726, 9.728	Medical Terminology I, II, III	3	3	3	
2.766	Accounting I			4	
OA220	Electronic Calculators		2		
9.731	Clinical Procedures I	3			
9.725	Medical Insurance, Credit and Collections	3			
9.724, 9.730	Medical Secretary I, II	3	3		
OA225	Machine Transcription I		3		
9.727	Medical Transcription I			3	
OA240	Filing/Records Management	3			
2.583	Human Relations in Business	3			
WR121, WR122	English Composition		3	3	
2.280	Work Experience <sup>1</sup>			2(6-8)	
		18	17	18(6-8)	

SECOND YEAR		F	W	S	Su
OA200	Intro to Word Processing <sup>3</sup>	3			
2.767, 2.768	Accounting II, III		4	4	
9.729	Medical Transcription II or OA123 Typing III	3			
BA131	Intro Bus Data Processing	3			
HE268	Pharmacology in Health Care			3	
9.732, 9.733	Clinical Procedures II, III	3	3		
WR227	Report Writing			3	
BI121, BI122	Anatomy & Physiology I, II	4	4		
BI123	Microbiology			4	
PSY213	Human Growth & Development	3			
BA226	Business Law I	3			
	Social Science/Humanities/Science			3	
		16	17	17	

TOTAL: 53 Credits for Diploma  
TOTAL: 103-111 Credits for A.S. Degree

NOTE: ALL MAJORS IN THIS PROGRAM MUST MAKE A GRADE OF "C" OR BETTER IN ALL COURSES.

<sup>1</sup>Students pursuing the diploma program will take Work Experience spring term; two-year students will take Social Science/Humanities/Science to fulfill college requirements of 18 credits of General Education courses and take Work Experience during the summer.

<sup>2</sup>High School Chemistry or CH100 Fundamentals of Chemistry with a grade of "C" or better required before taking BI121, 122, 123; High School Algebra or equivalent is required before taking CH100 Fundamentals of Chemistry.

<sup>3</sup>CS110A & B or instructor's consent are prerequisites to OA200.

## NURSING CAREER LADDER PROGRAM

Three levels of attainment are possible to students in the Career Ladder Nursing program, which is accredited by the Oregon State Board of Nursing. Program includes class instruction and clinical experience under the supervision of a college instructor.

The first quarter of study covers training for employment as a nurses' aide. The first four quarters of study can lead to a practical nurse diploma and eligibility to take the State Board of Nursing examinations for licensed practical nurse. Successful completion of the two-year program qualifies the student for the Associate in Science degree and eligibility to take the State Board of Nursing examinations for registered nurse.

## HOW TO APPLY

To be eligible for admission in the fall, a student's file must be complete by April 30. Requirements for admission to both first and second year include:

1. A completed application for admission to the program/college.
2. A high school diploma or its equivalent (a GED certificate is acceptable).
3. Completion of one year of high school chemistry or its equivalent with a C grade or higher within the past five years.
4. Completion of high school algebra or the equivalent.
5. A copy of high school grade transcript or transcripts from other colleges attended submitted to the Office of Admission.
6. Completion of placement tests with minimum standard scores on the basic skills subtests as follows:  
reading ..... 55  
sentences ..... 55  
mathematics test C ..... 50
7. An advising appointment with a nursing faculty member must be made before April 30.
8. Cumulative GPA of 2.5 from most recent educational experience.

The placement test may be retaken six months after the previous testing session. Exceptions in one or more of these subtests may occasionally be made if other indicators strongly suggest success in the program.

## ADMISSION PROCEDURE

Enrollment is limited by the availability of facilities.

Names of applicants who have met the prerequisites of the program by April 30 for the next fall are placed in a candidate pool. A random selection is made to select accepted applicants and alternates from the established pools in the following order with residency status being determined as of April 30:

1. Names shall be drawn first from the in-district pool until the openings have been selected or the pool is exhausted.
2. Names shall be drawn from the out-of-district/in-state pool from areas with no nursing program until the openings have been filled and five alternates have been selected or the pool exhausted.
3. Names shall be drawn from the out-of-district/in-state with a nursing program pool.
4. Names shall be drawn from the out-of-state pool.

Alternates will be admitted in the order in which their names were drawn. A letter of acceptance or nonacceptance will be sent to the applicant following the selection, which will be done within the first two weeks of May.

Accepted applicants are required to:

1. Make a deposit of \$25 by July 1. This amount is not refundable, but applies to tuition upon registration.
2. Have a physical examination before July 1

and file the results with the Office of Admissions. This should indicate a level of good health sufficient to provide nursing care.

3. Attend an orientation session with nursing faculty in June, the date to be included in the letter of acceptance.

## ADVANCED PLACEMENT STUDENTS Licensed Practical Nurses

Licensed practical nurses desiring to enter the fall quarter of the program must meet all the prerequisites of first year students (see HOW TO APPLY). In addition, they need to supply a copy of their active Oregon license, have completed Anatomy & Physiology I & II (BI121, 122) and Microbiology (BI123), or their equivalent, with a grade of C or higher within the past five years, and have completed WR121, PSY111, and SOC205.

All applicants meeting the above requirements by April 30 are placed in candidate pools for admission the following fall. Successful candidates are selected randomly according to the above admission procedures to fill any openings in the second year of the program.

## CURRICULUM

### Associate Degree Nursing Program

State Board Test Pool Examinations for licensure as a practical nurse may be taken upon completion of the first four quarters.

Graduates are eligible to write the State Board Test Pool Examinations for licensure as a registered nurse upon completion of six quarters.

FIRST YEAR		F	W	S	Su
BI121, BI122	Anatomy & Physiology (III) <sup>1</sup>	4	4		
BI123	Microbiology <sup>2</sup>			4	
NSG101	Fundamentals of Nursing	8			
NSG102, NSG103	Nursing Science & Practice I, II		8	10	
WR121	English Composition	3			
SOC205	General Sociology		3		
NSG121, NSG131, NSG141	Nursing Skills Lab III, III	2	2	2	
PSY201	General Psychology				3
PSY202	General Psychology				3
PSY203	General Psychology				3
		17	17	16	9

SECOND YEAR		F	W	S	Su
NSG201, NSG202	Nursing Science & Practice III, IV, V <sup>3</sup>	10	10	10	
CH130	El Physiological Chemistry <sup>4</sup>	4			
WR122	English Composition		3		
NSG151, NSG161	Nursing Skills Lab IV, V Electives	2	2		
				3	
		16	15	13	

TOTAL: 103 Credits

<sup>1</sup>Anatomy & Physiology are prerequisite to Nursing Science & Practice II and all subsequent nursing courses.

<sup>2</sup>Microbiology is a prerequisite to Nursing Science & Practice III and all subsequent nursing courses. All science courses must be passed with a "C" grade or better within past 5 years. Each nursing course must be passed with a "C" grade or better.

<sup>3</sup>A student continuing from first year may elect to take only the Nursing Science & Practice III course in the fall and upon successful completion be eligible to take Practical Nursing Boards in April. The student will not be able to continue in the nursing program.

<sup>4</sup>Ch130 (El Physiological Chemistry) is a prerequisite to NSG202.



## SECRETARIAL TECHNOLOGY

This program prepares the student with skills and abilities to perform the clerical or stenographic tasks demanded in an office, and to assume secretarial responsibilities of an interpretive and decision-making nature.

### FIRST YEAR

		F	W	S
W121	English Composition		3	
W227	Report Writing			3
OA114	Personal Shorthand	3		
OA221	Personal Shorthand Skill Bldg		3	
2.583	Human Relations in Business		3	
OA116	Office Procedures		3	
2.591	Prettranscription Skills <sup>1</sup>	3		
OA122, OA123	Interm/Advanced Typing		3	3
OA220	Electronic Calculators	2		
OA211	Applied Shorthand			3
OA124	Typing Skill Building	3		
OA240	Filing/Records Management	3		
OA225	Machine Transcription			3
	Electives <sup>2</sup>	3		3
	Social scienc/humanities/science			3
		17	15	15

### SECOND YEAR

2.766, 2.767, 2.768	Accounting I, II, III or BA211, 212 Prin of Accounting I, II and BA217 The Accounting Process	3-4	3-4	3-4
BA131	Intro to Data Processing or 6.900 Data Processing Fund		3	
BA226	Business Law I		3	
2.595	Office Simulation or 2.280 Work Experience		4-6	
OA200	Intro to Word Processing		3	
W214	Business English			3
W122	English Composition	3		
CS110	Microcomputer Software: Word Processing & Spreadsheet	2		
OA201	Word Processing I (BM Display-writer)			1
BA101	Intro to Business	4		
	Social science/humanities/science	3	3	
	Electives <sup>2</sup>			3
		15-16	15-16	15-16

TOTAL 92-95 Credits

\*NOTE: MAJORS IN THIS PROGRAM MUST MAKE A GRADE OF "C" OR BETTER IN ALL COURSES.

<sup>1</sup>Students receiving a standard score below 45 on sentences section of the college placement test will take English Fundamentals. Prettranscription Skills should be taken after English Fundamentals.

<sup>2</sup>Suggested electives: 2.252 Business Math II; Sp111 Fundamentals of Speech; CS221 Intro to Digital Computers; 9.751 Business Income Tax; BA177 Payroll Accounting; BA213 Principles of Accounting II.

## SUPERVISORY TRAINING

The curriculum is designed to train those already employed and others seeking employment in the skills of supervision.

### FIRST YEAR

		F	W	S
9.500	Elements of Supervision	3		
SDP113	Human Relations		3	
SDP111	Communicating Effectively at Work			3
9.504	Employee Development			3
1.111, 1.112, 1.113	Communications or W121, 122 English Comp and W214 Business English	3	3	3
Psy201, Psy202, Psy203	General Psychology	3	3	3
2.280	Work Experience or BA280 Field Experience		3	
Ec201, Ec202, Ec203	Principles of Economics or 9 credit hours composed of Principles of Economics and/or any of the following: BA101 Intro to Business, BA211, 212, 213 Pr. of Accounting, 2.766, 2.767, 2.768 Accounting, BA223 Pr. of Marketing, 9.204 Small Bus. Operations	3	3	3
BA131	Intro to Data Processing	3		
	Occupational skills electives	3	3	3
		18	18	18

### SECOND YEAR

W227	Social science or humanities other than economics	3	3	3
SDP208	Report Writing	3		
9.513	Personnel Administration		3	
2.280	Performance Appraisal			3
	Work Experience or BA280 Field Experience	3	3	6
SDP204	Labor-Management Relations	3		
SDP299	Supervision Seminars		1-3	
	Occupational skills electives	3	3	3
	Electives	3	3	3
		18	18	18

TOTAL: 106-108 Credits

## DIPLOMA PROGRAMS

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

## BOOKKEEPING-CLERICAL

A one-year program designed to prepare for entry level bookkeeping and clerical positions.

### ONE YEAR

		F	W	S
OA200	Introduction to Word Processing		3	
1.111	Communications or W121 English Composition	3		
W214	Business English			3
OA116	Office Procedures		3	
OA240	Filing/Records Mgmt			3
2.252	Business Math II	3		
OA124	Typing Skills Building <sup>1</sup>	3		
9.715, 9.716	Elementary Bookkeeping I, II <sup>2</sup>	2	2	
OA220	Electronic Calculators	2		
BA177	Payroll Accounting			3
2.595, 2.596	Office Simulation I, II		6	6
2.583	Human Relations in Business	3		
6.900	Data Processing Fundamentals or BA131 Intro to Data Processing		3	
CS110	Microcomputer Software: Word Processing & Spreadsheet	2		
OA201	Word Processing I (BM Display-writer)			1
		18	17	16

TOTAL: 51 Credits

\*NOTE: MAJORS IN THIS PROGRAM MUST MAKE A GRADE OF "C" OR BETTER IN ALL COURSES.

<sup>1</sup>Advanced placement may be given.

<sup>2</sup>May substitute 2.766\* Accounting I or BA211\* Principles of Accounting.

<sup>3</sup>2.280\* Work Experience may be substituted for 2.596.

## EMERGENCY MEDICAL TECHNOLOGY

This is a three-quarter program consisting of course work in pre-hospital care of the sick and injured, including immediate care and transportation of victims. Classroom instruction and clinical practice in basic and advanced skills will be provided. Students will be able to certify at each level by passing state written and practical examinations. EMT courses are conducted in the evenings. EMT III will be offered every other year as the need exists.

### ONE YEAR

		F	W	S
HE257, HE258	Emergency Medical Tech I, II	8		5
BI121, BI122	Anatomy & Physiology I, II <sup>1</sup>	4	4	
9.723, 9.726, 9.728	Medical Terminology I, II, III	3	3	3
HE262	CPR Instructor Card			1
5.268	Fire Service Rescue			2
BA131	Intro to Data Processing			3
HE280, HE280	Field Experience <sup>2</sup>		2	1
4.200	Basic Math		4	
	Communications Elective	3		
	Psychology Elective		3	
	Social Science Elective			3
		18	17	17

TOTAL: 52 Credits

\*NOTE: All students wishing to enroll in HE257, 258 or 259 must make an appointment with the Director of Health Occupations prior to registering.

<sup>1</sup>Chemistry is a prerequisite to Anatomy & Physiology I, II.

<sup>2</sup>Field Experience (HE280) must be taken concurrent with HE258 in spring term.

## LAW ENFORCEMENT

This one-year program provides the student with essential elements necessary for immediate employment through participation in Criminal Justice courses and other courses as listed.

		F	W	S
1.111*, 1.112*	Communications or W121, 122 English Composition	3	3	
HE252	Standard First Aid or *9.360/HE260 First Responder or *9.428/HE257 Emergency Medical Technician I	3-8		
Psy111	Personality & Development			3
4.202*	Elementary Algebra I*		4	
OA121	Beginning Typing or OA124 Typing (Skill Building)			3
CJ110	Intro to Law Enforcement	3		
CJ120	Intro to Judicial Process		3	
CJ130	Intro to Corrections			3
CJ210	Criminal Investigation	3		
CF222	Procedural Law or CJ223 Rules of Evidence		3	
CJ220	Criminal Law			3
CJ100	Criminal Justice Survey	3		
W1227	Report Writing			3
	Electives-Criminal Justice Area	2		
		15-20	15	15

TOTAL: 45-50 Credits

\*4.200 Basic Math may be taken as a refresher course if needed (as an elective), to qualify for entry into 4.202.

\*Note: The above courses may be applied to the Associate in Arts degree with the exception of those designated with an asterisk (\*).

Students may select a criminal justice/social science elective if they can show typewriting competency.

## LEGAL SECRETARY

This program trains the student to prepare papers and correspondence of a legal nature, including wills, complaints, contracts and motions.

FIRST YEAR		F	W	S
W121, W122	English Composition	3	3	
W1227	Report Writing or W1214 Business English			3
OA124	Typing Skill Building	3		
2.591	Preftranscription Skills*		3	
OA211	Applied Shorthand			3
9.735, 9.736, 9.737	Legal Secretarial Procedures I, II, III	3	3	3
OA114	Personal Shorthand	3		
OA225	Machine Transcription			3
OA214	Personal Shorthand Skill Bldg		3	
2.766	Accounting I or 9.715, 9.716 El Bookkeeping I, II or BA211 Principles of Accounting I			3-4
CS110	Microcomputer Software: Word Processing & Spreadsheet	2		
OA200	Intro to Word Processing			3
OA122	Intermediate Typing		3	
2.583	Human Relations in Business Electives*		3	
		3		
		17	18	18-19

### SECOND YEAR

OA201	Word Processing I (IBM Display-writer)	1		
OA240	Filing/Records Management	3		
BA131	Intro to Data Processing	3		
OA116	Office Procedures	3		
BA226	Business Law I	3		
OA220	Electronic Calculators	2		
BA177	Payroll Accounting	3		
		18		

TOTAL: 71-72 Credits

\*NOTE: MAJORS IN THIS PROGRAM MUST MAKE A GRADE OF "C" OR BETTER IN ALL COURSES.

\*Students receiving a standard score below 45 on sentences section of the college placement test will take English Fundamentals. Preftranscription Skills should be taken after English Fundamentals.

\*Suggested Electives: 2.252 Business Math II; Sp111 Fundamentals of Speech; CS221 Intro to Digital Computers; 9.751 Business Income Tax

## STENO-CLERICAL

A one-year program designed to prepare students for entry positions as clerk-stenographers. Students are trained to take and transcribe dictation. A diploma is awarded when the course requirements are met.

ONE YEAR		F	W	S
2.591	Preftranscription Skills*		3	
OA124	Typing Skill Building	3		
OA114	Personal Shorthand	3		
OA214	Personal Shorthand Skill Bldg		3	
OA220	Electronic Calculator	2		
OA122	Intermediate Typing		3	
W1214	Business English		3	
OA225	Machine Transcription			3
OA211	Applied Shorthand			3
2.595	Office Simulation or 2.280 Work Experience		4-6	
OA200	Intro to Word Processing			3
OA116	Office Procedures	3		
2.583	Human Relations in Business		3	
9.715	Elementary Bookkeeping I			2
OA240	Filing/Records Mgmt		3	
CS110	Microcomputer Software: Word Processing & Spreadsheet	2		
OA201	Word Processing I (IBM Display-writer)			1
W121	English Composition	3		
		16	18	16-18

TOTAL: 50-52 Credits

\*NOTE: MAJORS IN THIS PROGRAM MUST MAKE A GRADE OF "C" OR BETTER IN ALL COURSES.

\*Students receiving a standard test score below 45 on the sentences section of the college placement test will take English Fundamentals. 2.591 Preftranscription Skills should be taken after English Fundamentals.

## SPECIALIZED PROGRAMS

### SMALL BUSINESS MANAGEMENT

Small Business Management is a two-year specialized program designed for small business owners or managers and other members of the unit who assist in managing. All members of the unit attend.

Unit members attend monthly sessions and are visited by the instructor in their places of business each month. In addition, unit members will spend time needed to prepare or do other meaningful tasks as assigned.

The main emphasis will be on adequate records and analysis of those records to provide a basis for better business decisions. (Individual records are confidential.)

### 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 SWOCC courses. Both adult high school and college credit will be granted when appropriate for the courses.

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

## CERTIFICATE PROGRAMS

Certificate programs are less than one academic year in length, and very specific to a particular occupational area.

### FIRE FIGHTER TRAINING

The Fire Fighter Training Certificate Program is an aid to increase, improve and professionalize training available to fire service personnel. The program is designed for volunteer firemen to better acquaint them with all phases of fire fighting. Completion of the program will lead to a certificate.

#### FIRE FIGHTER I PROGRAM (CERTIFICATE)

		Total Hours	Credits
9.301	Fire Fighter IA	32	1.5
9.302	Fire Fighter IB	32	1.5
9.303	Fire Fighter IC	32	1.5
9.304	Fire Fighter ID	32	1.5
9.305	Fire Fighter IE	32	1.5
*9.382	Basic First Aid	20	1
TOTAL:		180	8.5

\*9.382 Basic First Aid may be substituted by HE252 Standard First Aid, 9.360/HE260 First Responder, or 9.428/HE257 Emergency Medical Technician I

## NURSING ASSISTANT

This program prepares students to work as nursing assistants in nursing homes or convalescent care centers. It consists of 120 hours of intensive instruction, both classroom and in agencies. A second 120-hour course prepares students as geriatric nursing assistants with emphasis on how to modify care based on disease processes. Instruction occurs both in the classroom and in agencies. A 60-hour Home Health Aide course prepares students to care for seniors in their homes under the auspices of a home health care agency.

Entry to this program is limited. Contact the Admissions Office for application procedures.

## REAL ESTATE

The courses required for taking the state real estate salesperson examination (see below) are regularly offered on an independent study basis. The other courses listed will be offered as needed. A certificate of completion will be awarded after completion of the required course work.

		Credits
BA258	Real Estate Principles*	3
BA287	Real Estate Law I*	3
BA288	Real Estate Finance*	3
BA290	Real Estate Appraisal	3
BA291	Real Estate Law II	3
BA265	Real Estate Office Management and Supervision of Sales Personnel	3
		18

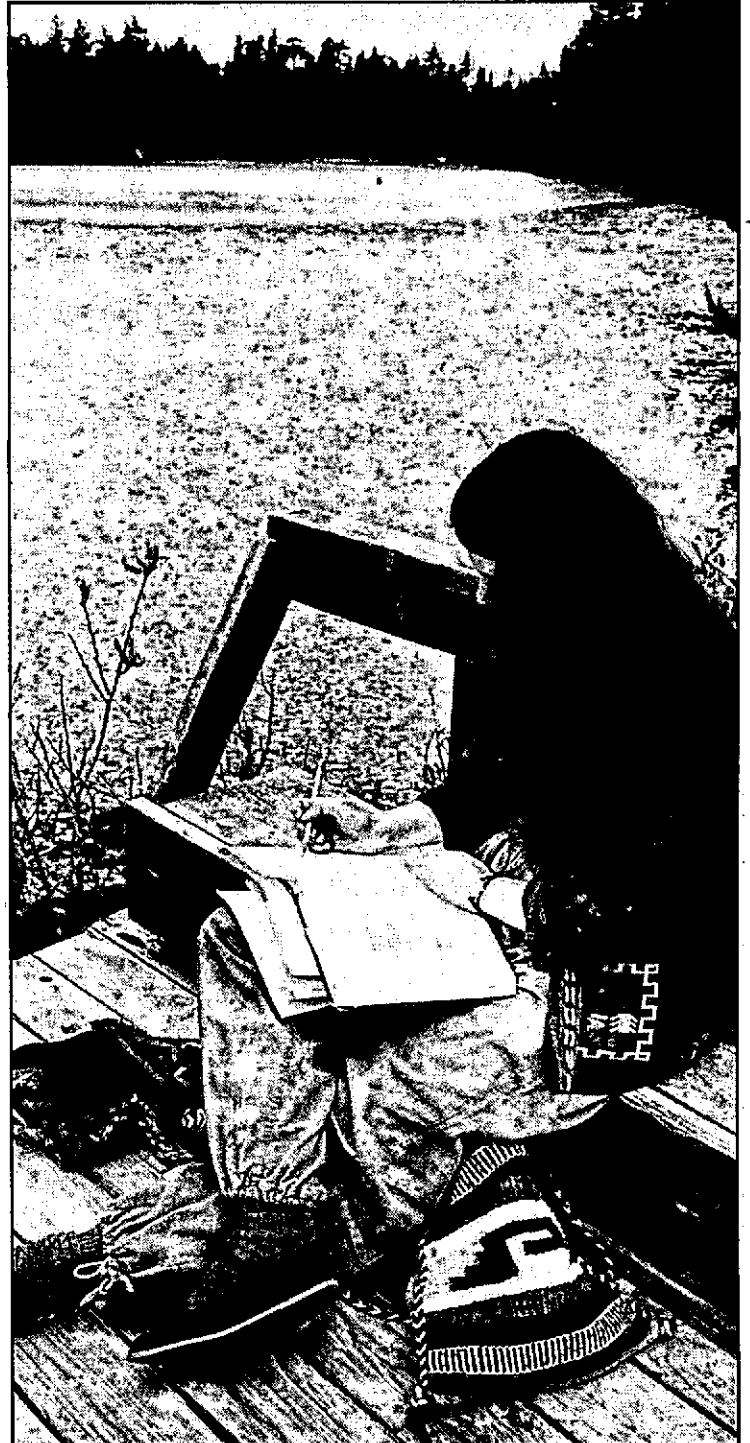
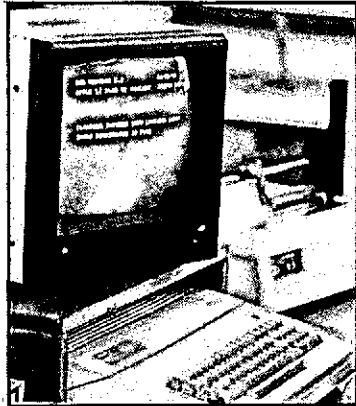
TOTAL: 18 Credits

\*NOTE: MAJORS IN THIS PROGRAM MUST MAKE A GRADE OF "C" OR BETTER IN ALL COURSES.

\*Completion of BA258, BA287, BA288 is required for taking the state real estate salesperson examination.

# COURSE DESCRIPTIONS

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# COURSE DESCRIPTIONS

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

## ACCOUNTING AND BOOKKEEPING

### BA177 Payroll Records and Accounting 3 Credits (3 Lec Hrs/Wk)

Provides practice in all payroll operations, the recording of accounting entries involving payroll and the preparation of payroll tax returns that are required of businesses. Prerequisites: Bookkeeping I (9.715), or Accounting I (2.766), or Principles of Accounting I (BA211), or instructor's consent.

### BA211 Principles of Accounting I 3 Credits (3 Lec Hrs/Wk)

This course will cover techniques of account construction and preparation of financial statements. Emphasis is on application of problems of recording, measuring income, purchasing, sales, inventories, special journals and internal control of cash.

### BA212 Principles of Accounting II 3 Credits (3 Lec Hrs/Wk)

Accounting systems and management control, concepts and principles of depreciation, merchandise inventory, evaluation, partnership, corporate accounting, capital stock, investments, and dividends will be covered. Prerequisites: BA211, or equivalent.

### BA213 Principles of Accounting III 3 Credits (3 Lec Hrs/Wk)

This course will cover control accounting for departments and branches, cost accounting for manufacturing plants, income taxes and their effect on business decisions and analysis of financial statements. Prerequisites: BA212 or equivalent.

### BA215 Cost Accounting 3 Credits (3 Lec, 1 Lab Hrs/Wk)

This course develops techniques for determining product costs under job order, process, and standard costing. Introduces cost analysis for decision making. Prerequisites: 2.766 and 2.767, BA211 or instructor's consent.

### BA217 The Accounting Process 3 Credits (3 Lec Hrs/Wk)

This course reviews and applies basic accounting systems in practical applications that range from working with journals and ledgers to analyzing financial statements. Prerequisites: Principles of Accounting I & II, (BA211, BA212), or Accounting I & II (2.766, 2.767).

### BA280 Field Experience 4-8 Credits (3-24 Hrs/Wk)

Work setting that provides students with an opportunity to test knowledge learned in classroom. Prerequisite: instructor's consent.

### 2.280 Cooperative Work Experience 4-8 Credits (4-40 Lab Hrs/Wk)

Students gain on-the-job experience in coordinator approved business situations that closely parallel with field of study. Students work under supervisor and coordinator. Seminar arranged by supervisor. Prerequisite: instructor's consent.

### 2.331/2.332 Federal and State Income Tax I, II 3 Credits/Term (3 Lec Hrs/Wk)

Will determine and report federal and state personal income taxes. Designed to assist established or potential income tax preparers. Approved by Oregon Department of Commerce for hours of instruction required to take preparers' and consultants' exam. Prerequisites: Federal and State Income Tax I (2.331 and 2.332), or instructor's consent.

### 2.766 Accounting I 4 Credits (4 Lec, 1 Lab Hrs/Wk)

This course prepares recordkeepers for employment and gives students basic understanding of accounting field. Provides introduction to accounting cycle for a service enterprise and retail firm for a single proprietorship; the mass processing of transactions, internal and cash control, and an introduction to payroll. Prerequisite: adequate knowledge of business mathematics (can be taken concurrently).

### 2.767 Accounting II 4 Credits (4 Lec, 1 Lab Hrs/Wk)

Continues the concepts of Accounting I and introduces trade accounts and notes, inventories, the treatment of long-term assets and depreciation, liabilities and investments, partnership accounting, and accounting for corporations. Prerequisites: Accounting I (2.766) or equivalent.

### 2.768 Accounting III 4 Credits (4 Lec, 1 Lab Hrs/Wk)

Continues corporation accounting concepts exploring additional statements and financial analysis. It includes a review of basic accounting concepts and introduces the general ledger on the microcomputer. Prerequisites: Accounting II (2.767) or instructor's consent.

### 2.772 Intermediate Accounting I 3 Credits (3 Lec, 1 Lab Hrs/Wk)

A comprehensive study of accounting theory and concepts. The emphasis will be on how these concepts apply to financial accounting; however, attention will also be focused on the use of accounting information for management purposes. Prerequisites: 2.766, 2.767, 2.768 Accounting I, II, III of BA 211, BA 212 Principles of Accounting I and II or instructor's consent.

### 2.773 Intermediate Accounting II 3 Credits (3 Lec, 1 Lab Hrs/Wk)

Covered are accounting concepts, theory, and practices involving particular areas of the balance sheet, as well as reporting of income and changes in financial position. Prerequisite: Intermediate Accounting I (2.772).

### 9.715/9.716 Elementary Bookkeeping I & II 2 Credits/Term (2 Lec, 1 Lab Hrs/Wk)

A course designed to help students develop an understanding of bookkeeping and recordkeeping as they affect a small business. Students will learn to analyze and record simple transactions using double entry bookkeeping methods. Prerequisite: Working knowledge of arithmetic including fractions, decimals, and simple equations.

### 9.718 Bookkeeping and Records for Small Business 3 Credits (3 Lec Hrs/Wk)

Designed for independent businessmen who wish to maintain their own accounting records or better understand records kept partially or entirely by an outside agency. Included will be overall theory of accounting, an analysis of financial statements, as well as routine accounting entries required to maintain a set of financial records. Course will be related to actual bookkeeping systems of students if possible.

### 9.719 Governmental Accounting 3 Credits (3 Lec Hrs/Wk)

Introduction to specialized theory and functions of governmental accounting and the budgeting process. Prerequisites: Accounting I (2.766), BA 211 or instructor's consent.

### 9.751 Business Income Taxes 3 Credits (3 Lec Hrs/Wk)

Federal and state business income tax regulations for preparers and business owners. Prerequisites: BA211, 2.766 or instructor's consent.



## AGRICULTURE

### 0.624 Mushroom Identification 1 Credit (25 Hrs/Total)

Identification of local wild mushrooms, their basic characteristics and location. Positive identification of edible and nonedible species, preparation for food and methods of preserving stressed.

### 0.624.1 Wild Edible Plants 1 Credit (1 Lec/4 Lab Hr/Wk, 2-Field trips 4 Hrs/Ea)

A course with emphasis on identifying successfully, and general ways of preparing rather than specific recipes, a variety of wild edible plants and foods. Ways of preserving the foods will also be covered.

### 0.624.4 Herbs: Foraging and Medicinal Use .5 Credit (12.5 Hrs/Total)

This course is an introduction to herbalism with a focus on locally available herbs, which can be used medicinally. Topics covered will include identification, collection, storage, uses, and toxicity. Preparation of a tincture, a salve, a syrup and an oil will be done in class. There will be at least one field trip for identification and collecting.

### 0.811 Spring Gardening 0.25 Credit (6 Hrs/Total)

This course surveys gardening techniques for the local area. Includes garden planning, plant nutrition and fertilizers. Plant varieties and cultural techniques, irrigation, pest control and using organic materials around the home will be included.

## APPRENTICESHIP

### 9.187 Industrial Electrical Apprentice 3 Credits (2 Lec, 2 Lab Hr/Wk)

This course is designed with the use of National Standard as a guide so that students participating in the Manufacturing Electrical Apprenticeship will, at the completion of these classes, be able to take the necessary state test for their electrical licenses.

### 9.188 Inside Electrician Related Training 9 Credits/Year (144 Lec/Lab Hrs/Year for 4 Years)

A study of electrical principles, laws, codes and theories, appropriate for Union Inside Electrical Apprentices. Prerequisites: The student must be a state registered electrical apprentice.

### 9.190 Plumber Apprenticeship 9 Credits (3 Lec, 2 Lab Hrs/Wk)

This course, the first year of a four year program, is an introduction to the plumbing trade: safety, definitions, materials and alterations, general regulations, drainage systems and laws that govern these systems, blueprint reading and sketching. Prerequisites: Certified plumbing apprentice.

## ANTHROPOLOGY

### ANTH 101/102/103 General Anthropology 3 Credits/Term (3 Lec Hrs/Wk)

ANTH101: Introduces man as a living organism and his position in the animal kingdom; biological and human evolution and heredity, principles, and mechanisms. ANTH102: Introduces human races and variation in man; prehistoric archaeology, techniques of field work and dating; spatial and temporal distribution of cultures of the world. ANTH103: Covers the development, structure, and organization of culture; the relationships between language, culture, and personality; the diversity of forms of cultural behavior, and the mechanisms of cultural change.

### ANTH 207/208/209 Cultural Anthropology 3 Credits/Term (3 Lec Hrs/Wk)

This course gives background in fundamentals of the field of anthropology, with emphasis on cultural anthropology. It is both descriptive of particular cultures, and comparative, dealing with institutions on a cross-cultural basis. There is an attempt to interpret cultural phenomena with reference to their universality and how they function with reference to the individual human being; parallels are constantly drawn to modern American society.

### ANTH 231 Native North American Culture: Pacific Northwest 4 Credits (3 Lec Hrs/Wk, 2-day fieldtrip)

This course examines the Indian cultures of the North Pacific Coast from Northern California to Southern Alaska. It combines classroom lecture, films and fieldtrips in order to provide a view of the prehistory (archeology) of the coastal area, a description of the Indian cultures at the time of European contact, and acquaintance with present day Indian tribes and social issues.

### ANTH 198/298 Independent Study in Anthropology 1-3 Credits (Lec/Lab Hrs TBA)

This course offers topics of study in anthropology with individual research or field study.

## ART

### ART101 Introduction to Visual Arts 3 Credits (2 Lec, 4 Lab Hrs/Wk)

For the person with little or no art experience, one not usually an art major. Includes slides, films, field trips, lectures, demonstrations, experimentation with elementary aspects of drawing, printmaking, painting, ceramics and sculpture.





**ART115/116/117 Basic Design** 3 Credits/Term  
(2 Lec, 2 Lab Hrs/Wk)

Study of design through the introduction and creative use of the principles and elements of art. Employs exercises and projects developed to motivate individual research and exploration. Course work is presented in a manner designed to enable the student to gain an awareness of the nature and character of materials through investigation and experimentation in a variety of media. Prerequisites: Must be taken in sequence or have instructor's consent.

**ART118/119/120 Beginning Calligraphy** 2 Credits/Term  
**ART218/219/220 Advanced Calligraphy** 3 Credits/Term  
(3 Lab Hrs/Wk)

A study of specific free-hand letterform and its history, composition, layout, and matting suitable for exhibition. The letterform will be different each term.

**ART131/132/133 Beginning Drawing**  
**ART231/232/233 Advanced Drawing** 1-2 Credits/Term

This course is an instruction in the student's development of skills in observation and fundamentals of the drawing experience as the key to individual goals in drawing. Emphasis will be on the use of a variety of media. This course is open to non-majors.

**ART154/155/156 Beginning Ceramics** 3 Credits/Term  
(2 Lec, 4 Lab Hrs/Wk)

Involves active participation of individual student in art experiences designed as introduction to materials, methods, and techniques of pottery design and structure. Primary considerations of form together with experimentations and familiarization in hand construction, throwing, glazing, and firing.

**ART254/255/256 Advanced Ceramics** 3 Credits/Term  
(2 Lec, 4 Lab Hrs/Wk)

A studio-laboratory course involving the active participation of the individual student in art experiences designed as an introduction to the materials, methods and techniques of pottery design and structure. Primary considerations of form together with experimentations and familiarization in hand construction, throwing, glazing and firing. Emphasis is placed on the creative, problem-solving approach through exercises and problems in ceramic design.

**ART171/172/173 Printmaking** 3 Credits/Term  
(2 Lec, 4 Lab Hrs/Wk)

Basic techniques and methods in three printmaking processes: relief, stencil (silkscreen), and simple intaglio. Instruction in design suitability, materials, equipment and general characteristics of each process.

**ART271/272/273 Printmaking** 3 Credits/Term  
(2 Lec, 4 Lab Hrs/Wk)

A complete investigation of each of the processes of printing, such as relief, silk screen, and intaglio prints. It combines skills and techniques of the printmaking craft with individual expressive and compositional interests. Prerequisites: ART171/172/173 Beginning Printmaking; ART195/196/197 Basic Design; ART281 Painting; ART231 Drawing or consent of instructor.

**ART181/182/183 Beginning Painting** 3 Credits/Term  
(2 Lec, 4 Lab Hrs/Wk)

Instruction for beginning students in the use of oil and acrylic pigments. Emphasis is placed on fundamentals: color theory, methods of application, media characteristics and basic visual organization. Open to non-majors.



**ART281/282/283 Advanced Painting 3 Credits/Term****(2 Lec, 4 Lab Hrs/Wk)**

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

**ART184/185/186 Beginning Watercolor 3 Credits/Term****(2 Lec, 4 Lab Hrs/Wk)**

This course involves the active participation of each student in painting experiences aimed at developing visual and manipulative skills. The study of watercolor techniques is emphasized, with special attention given to the particular characteristics of the medium, emphasis on landscape material. May be substituted for a third term of ART131/132/133 Drawing to meet lower division major requirements. Open to non-majors. Prerequisites: ART281/282/283, Painting ART231/232/233 Drawing or instructor's consent.

**ART284/285/286 Advanced Watercolor 3 Credits/Term****(2 Lec, 4 Lab Hrs/Wk)**

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

**ART191/192/193 Beginning Sculpture 3 Credits/Term****(2 Lec, 4 Lab Hrs/Wk)**

A studio introduction to the language of forms and elements of sculpture. The investigation of materials is stressed through compositional exercises in clay, plaster, wood, and stone. Familiarization, experimentation, and expression in volumes and mass. Primary considerations of media, methods and techniques in sculpture. Open to non-majors.

**ART291/292/293 Advanced Sculpture 3 Credits/Term****(2 Lec, 4 Lab Hrs/Wk)**

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

**ART198/298 Independent Study 1-3 Credits/Term**

Individual studies course designed for art majors on a reading and conference basis with instructor's approval only. Provides research and advanced involvement areas not covered in basic course curriculums.

**ART211/212/213 Survey of the Visual Arts 3 Credits/Term****(3 Lec Hrs/Wk)**

A general introduction to the visual arts, designed to develop within the student an insight and comprehension of the actual work of art. A concrete study of historical and contemporary works of art are investigated through the consideration of motives, media and methods. Art as it influences daily living, and art to live with, become themes for the course. The manual processes involved and the expression of experiences deeply felt become another motif. The cultivation of understanding and the intelligent enjoyment of the visual arts in all of their diversity. Open to non-majors. May be used as fourth sequence in AA Degree.

**ART221 Graphic Design: Illustration 3 Credits/Term****(2 Lec, 4 Lab Hrs/Wk)**

This course teaches the application of numerous basic illustration techniques and methods to the field of graphic design today. Students will be introduced to and instructed in the use of a wide variety of tools and processes. Illustration themes required currently in the contemporary art market by graphic artists, designers, layout specialists, commercial and advertising artists are emphasized.

**ART280 Art Field Experience 1-3 Credits/Term****(3-9 Hrs/Wk - Includes seminar)**

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

**0.501 Introduction to Art 1 Credit****(36 Hrs/Total)**

This course is designed to acquaint the student with the mediums, methods and techniques necessary for a basic knowledge of painting.

**0.5121 Drawing I 1 Credit****(36 Hrs/Total)**

This course in beginning drawing serves as an introduction to the various approaches to drawing. The investigation of a variety of media, methods, techniques and compositional devices is employed to enable the student to gain as wide a knowledge of drawing as possible.

**0.5122 Drawing II 1 Credit****(36 Hrs/Total)**

The second in the sequence of drawing courses aims to develop within the student a basic knowledge and insight within the area of figure analysis and introductory anatomy. Prerequisite: Drawing I (0.512.1)

**0.5133 Drawing III 1 Credit****(36 Hrs/Total)**

This, the last course of the three term sequence, is designed to develop within the individual an awareness and knowledge of landscape drawing and composition. Prerequisites: Drawing I, II (0.512.1, 0.512.2)

**0.5124 Basic Calligraphy 1 Credit/Term****(36 Hrs/Total)**

Involves art of freehand pen and brush written forms. Each term will consist of concentrated study of construction and history of one lettering style and calligraphic design.

**0.5128 Life Drawing 1 Credit****(36 Hrs/Total)**

This course is designed to present fundamentals of life figure drawing through introduction of a variety of approaches, methods, and media techniques.

**0.5131 Oil Painting 1-2 Credits****(36-72 Hrs/Total)**

This course is designed to acquaint study with the medium of oil paint and methods and techniques necessary for establishing a basic knowledge of oil painting.

**0.5132 Oil Painting II 1-2 Credits****(36-72 Hrs/Total)**

This course continues the investigation of problems in painting related to color, methods, techniques and composition. Prerequisite: Oil Paint I (0.513.1).

**0.5133 Oil Painting III 1-2 Credits****(36-72 Hrs/Total)**

This course is designed to further investigation and introduce mural design and composition together with landscape painting. Prerequisites: Oil Paint I, II (0.513.1, 0.513.2).

**0.5136 Experimental Painting 1 Credit****(36 Hrs/Total)**

This course is designed to expose the student to multimediums of art and the basic relationship of color, line and composition.

**0.5141 Watercolor Painting I 1 Credit****(36 Hrs/Total)**

Designed as an investigation of medium and approaches possible with transparent watercolor.

**0.5142 Watercolor Painting II 1 Credit****(36 Hrs/Total)**

This course continues the investigation of medium through the use of creative exercises and investigative method of problem solving. Prerequisite: Watercolor Paint I (0.514.1).

**0.5143 Water Color Painting III 1 Credit****(36 Hours/Total)**

This course is designed to develop within the individual a keen awareness of particular qualities of this medium as compared to other media of paint. Prerequisites: Watercolor Painting I, II (0.514.1, 0.514.2).

**0.5151 Ceramics I 1 Credit****(36 Hrs/Total)**

An introduction to and investigation of clay and its plastic properties.



**0.515.2 Ceramics II** **1 Credit**  
(36 Hrs/Total)

This course introduces the throwing process and its creative possibilities for the potter. Prerequisites: Ceramics I (0.515.1) or instructor's consent.

**0.515.3 Ceramics III** **1 Credit**  
(36 Hrs/Total)

The development of individual and traditional historic pottery as a background for research. Prerequisites: Ceramics I, II (0.515.1, 0.515.2) or instructor's consent.

**0.516.1 Elementary Sculpture I** **1 Credit**  
(36 Hrs/Total)

Developed to give the student experiences and exposure in sculpture - its form, media, tools, and techniques and to explore abstract and concrete concepts.

**0.516.2 Elementary Sculpture II** **1 Credit**  
(36 Hrs/Total)

Emphasizes the problems and approaches of carving or subtractive method of sculpturing. Prerequisite: Elementary Sculpture I (0.516.1).

**0.516.3 Elementary Sculpture III** **1 Credit**  
(36 Hrs/Total)

This course introduces more advanced, creative design in sculpture as well as offering the opportunity for experiments in new media and methods. Prerequisites: Elementary Sculpture I, II (0.516.1, 0.516.2).

**0.516.7 Glass Working (Stained Glass)** **1 Credit**  
(36 Hrs/Total)

The basic techniques of stained glass construction, types and colors; use of glass and color in leaded and foiled glass panels and three-dimensional glass works; repair and restoration will be learned.

**0.517.1 Printmaking I** **1 Credit**  
(36 Hrs/Total)

Relief processes in fine art of printmaking including: rubbings, embossing, linoleum cuts, wood cuts, wood engraving, collographs and color painting.

**0.516.5 Woodcarving** **1 Credit**  
(36 Hrs/Total)

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

## ASTRONOMY

**GS121 Descriptive Astronomy** **3 Credits**  
(3 Lec Hrs/Wk)

Descriptive treatment of solar system, stars, stellar evolution, galaxies, and cosmology. Emphasized will be results of current space missions. New discoveries first few years in stellar astronomy will be discussed. Fulfills one term of Physical Science Survey requirement.

**0.638.3 Telescope Construction** **1 Credit**  
(30 Hrs/Total)

A practical course during which the student will construct a telescope and learn to use it. Includes mirror grinding, polishing, testing, computing, parabola, magnification, eyepieces, finderscopes, diagonal mirror, tube assembly, mounting, celestial photography, cleaning. Sufficient physics theory needed for construction will be taught.

## BANKING

**9.767 Asset/Liability Management** **3 Credits**  
(15 Lec Hrs/Wk)

A course designed to help bank officers focus on the total bank financial structure, to learn current asset/liability management methods, and understand key interest rate spread relationships.

**9.768 Principles of Banking** **3 Credits**  
(3 Lec Hrs/Wk)

This course is part of a structured curriculum designed to prepare students for employment in banks and other financial institutions as well as to upgrade those already in the banking profession.

**9.769 Fundamentals of Financial Statements** **3 Credits**  
(3 Lec Hrs/Wk)

This course reviews basic accounting principles, introduces concepts of the various financial statements and explains the basic methods of financial analysis. Prerequisites: BA211 Principles of Accounting I or 2.766 Accounting I, or instructor's consent.

**9.770 Bank Management** **3 Credits**  
(3 Lec Hrs/Wk)

This course is designed to aid in developing managerial ability through an increased understanding of the problems confronting senior management. It is intended to provide the student with an overall perspective of the duties and responsibilities of upper management. The course is concerned more with management principles and their application than with the technical tools used to put management decisions into operation. Prerequisites: Satisfactory completion of 9.768 Principles of Banking, 9.789 Inside Commercial Banking or consent of instructor.

**9.771 Law and Bank Transactions 3 Credits****(3 Lec Hrs/Wk)**

An introduction to basic American law, presenting the rules of law which underlie banking. Topics include jurisprudence, the court system and civil procedures, contracts, quasi-contracts, property torts and crimes, agencies, partnerships, corporations, sales of personal property, commercial paper bank deposits and collections, documents of title, and secured transactions and consumer protection, including regulations, compliance, and penalties. Emphasis on Uniform Commercial Code.

**9.772 Teller Training 1.5 Credits****(15 Lec Hrs Total)**

The course is designed to provide bank trainees with basic skills required for the job and increase teller effectiveness and productivity.

**9.773 Money and Banking 3 Credits****(3 Lec Hrs/Wk)**

This course is designed primarily to promote the appreciation and comprehension of the functions of money and banks in a modern economy particularly in the United States. The course includes the subjects of bank management and bank operations only as they affect monetary and credit conditions.

**9.775 Supervision and Personnel Administration 3 Credits****(3 Lec Hrs/Wk)**

This course is a study of the many aspects of responsibilities involved with the handling of personnel; including supervision, human relations, training, discipline, appraisal, salary administration, cost control, equal employment opportunity, productivity and affirmative action programs.

**9.778 Marketing for Bankers I 1.5 Credits****(15 Lec Hrs Total)**

This course provides an overview of essential marketing skills for bankers. The course includes public relations, communications, advertising, opinion research, and officer calling programs.

**9.780 Trust Functions and Services 3 Credits****(3 Lec Hrs/Wk)**

This course is a study and discussion of trust department services offered by various banking agencies. Wills, property rights, estates, trusts, guardianships, corporate trusts and agencies are studied, analyzed, and discussed in relationship to laws and practices of general and local jurisdiction and application. Prerequisites: Past or concurrent enrollment in 9.768 Principles of Banking, or 9.789 Inside Commercial Banking, or instructor's consent.

**9.781 Installment Credit 3 Credits****(3 Lec Hrs/Wk)**

This course is an introduction to installment credit that places emphasis on the methods commonly used by banks. Concentration will be placed on: (1) the bank's objective in granting credit, (2) the functions of a bank's credit department, (3) credit administration, (4) financing technique, (5) collection procedures.

**9.782 Federal Reserve System 3 Credits****(3 Lec Hrs/Wk)**

This course reviews the background and history of the Federal Reserve System since its inception in 1913. Emphasis is placed on policy decision in monetary, fiscal, and international areas. Prerequisites: 9.768 Principles of Banking, 9.789 Inside Commercial Banking, or instructor's consent.

**9.783 Credit Administration 3 Credits****(3 Lec Hrs/Wk)**

This course reviews credit policies of credit institutions. Method of credit investigation and analysis, credit techniques, specific credit problems, and regular and unusual types of loans are discussed and presented. Prerequisites: Satisfactory completion of 9.768 Principles of Banking, 9.789 Inside Commercial Banking or instructor's consent.

**9.784 Writing for Results 3 Credits****(3 Lec Hrs/Wk)**

This course describes the various kinds of bank letters and reports between the bank and its customers as well as between banks. Prerequisites: Wr121 English Composition or instructor's consent.

**9.785 Bank Cards 3 Credits****(3 Lec Hrs/Wk)**

This course presents an overview of the bank card industry; also discusses the evolution of credit cards into electronic funds transfer, legal developments affecting credit cards and the regulatory environment in which banks operate their card business.

**9.786 Bank Investments 3 Credits****(3 Lec Hrs/Wk)**

This course will investigate investment functions, including risk, liquidity, yield, U.S. Treasury and federal issues, government securities, general obligations, revenue bonds, money market investments and securities markets. Prerequisites: 9.768 Principles of Banking or 9.789 Inside Commercial Banking or instructor's consent.

**9.787 Branch Management 3 Credits****(3 Lec Hrs/Wk)**

This course will provide the student with a practical and conceptual grounding in bank management. This course examines the issues that bank managers deal with on a daily basis, including staffing, organizational planning and management controls.

**9.788 Introduction to Commercial Lending 3 Credits****(3 Lec Hrs/Wk)**

This course is an introductory overview of the commercial lending function, including types of commercial loans, the loan decision process, cost analysis, portfolio management and the regulatory and legal environment.

**9.789 Inside Commercial Banking 3 Credits****(3 Lec Hrs/Wk)**

This course is designed to discuss contemporary issues, topics and problems in commercial banking. Prerequisite: 9.768 Principles of Banking.

**9.790 Marketing for Bankers II 1.5 Credits****(7.5 Lec Hrs & 7.5 Lab Hrs Total)**

This course is a case study and marketing project course. The course allows bank employees to gain hands-on experience in public relations and marketing. Prerequisites: 9.778 Marketing for Bankers I or instructor's consent.

**9.791 Selling Bank Services 3 Credits****(3 Lec Hrs/Wk)**

This course is a program specifically designed to teach customer-contact people sales techniques.

**9.792 Safe Deposit 1.5 Credits****(15 Lec Hrs Total)**

This course covers the rules and procedures of safe deposits, good customer relations and the interrelationship of the two.

**9.794 The Future of Banking 1.5 Credits****(15 Lec Hrs Total)**

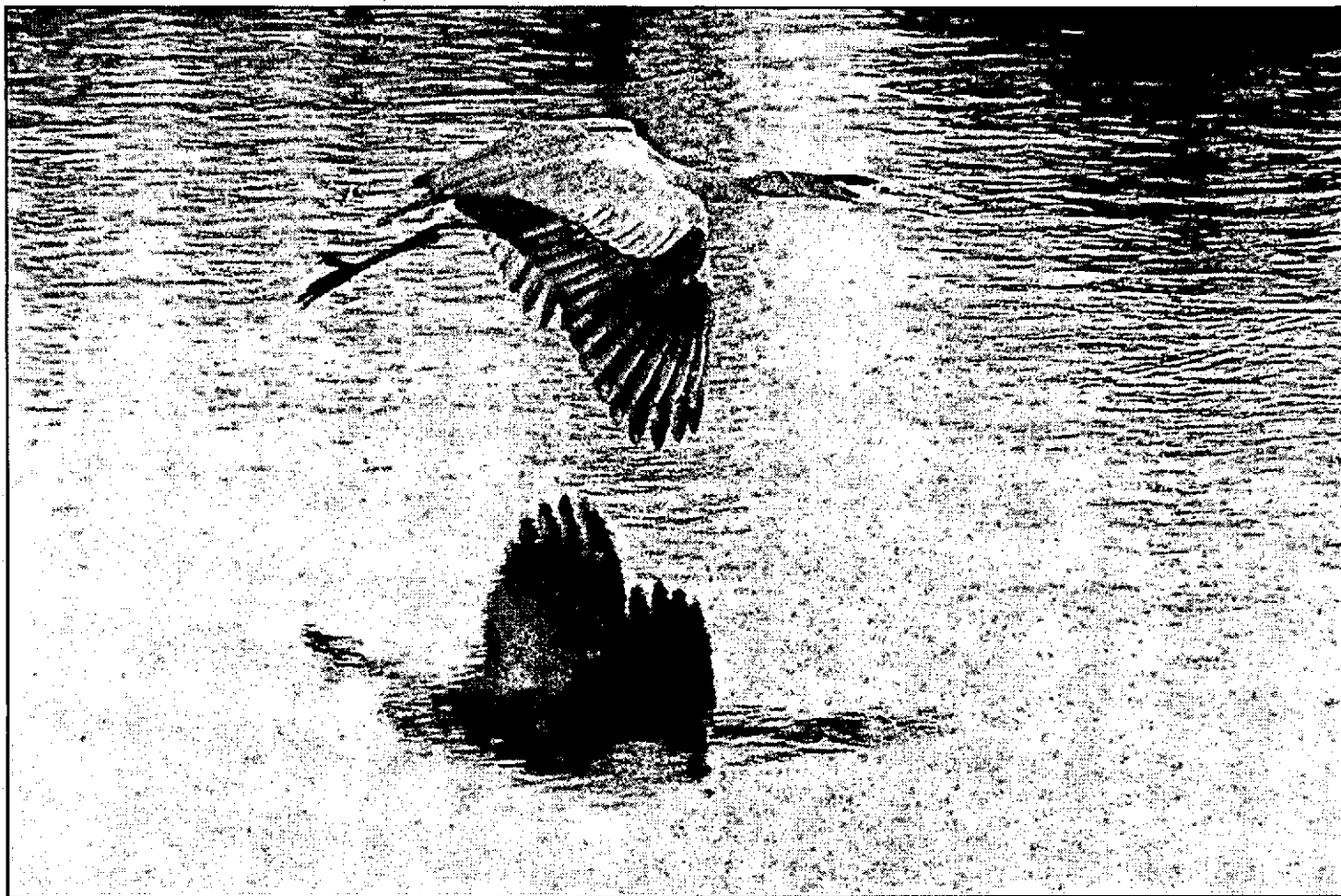
This course provides bank employees or trainees with current information on changes in bank operations and management caused by both regulatory and market forces.

**9.795 Loan Officer Development 3 Credits****(3 Lec Hrs/Wk)**

This course is designed to teach practical non-technical commercial lending skills needed by a loan officer in a bank.

**9.796 Negotiable Instruments and the Payment Mechanism 3 Credits****(3 Lec Hrs/Wk)**

This course is designed to add knowledge of legal principles and reasoning for people interested in banking.



## BIOLOGY

**BI101/102/103 General Biology** 4 Credits/Term  
(3 Lec, 3 Lab Hrs/Wk)

Biological principles applied to both plants and animals.

**BI121/122 Anatomy and Physiology I, II** 4 Credits  
(3 Lec 3 Lab Hrs/Wk)

Study of microorganisms, their control and occurrence in everyday life. Pathogenic microbes and infections, and host resistance will be major consideration. Will learn some elementary microbiological techniques. Prerequisite: high school chemistry or equivalent.

**BI198/298 Independent Study in Biology** 1-3 Credits

**0.621 Field Studies in Biology-Ornithology (Birds)** 1-2 Credits  
(10 Lec, 15 Field)

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

**0.627 Marine Biology** .5-2 Credits  
(16/36 Hrs/Total)

Study of near-shore oceanic environments and the plants and animals that live there.

## BOTANY

**BOT198/298 Independent Study in Botany** To Be Arranged  
**BOT201/202/203 General Botany** 4 Credits/Term  
(3 Lec, 3 Lab Hrs/Wk)

Covers structure, physiology and genetics of seed plants; how plant get food, grow, differentiate and reproduce. Survey of plant kingdom includes identification of native plants, use of keys and morphology. Prerequisites: instructor's consent or background in biological sciences.

**6.449 Forest Botany** 4 Credits  
(3 Lec, 3 Lab Hrs/Wk)

Study of some basic principles of plant science as related to forestry.

**0.624 Mushroom Identification** 1 Credit  
(25 Hrs Total)

Identification of local wild mushrooms, their basic characteristics and location. Positive identification of edible and nonedible species, preparation for food, and methods of preserving will be stressed.

**0.624.1 Wild Edible Plants** 1 Credit  
(1 Lec, 1 Lab Hrs/Wk + 2 Fieldtrips)

A course with emphasis on identifying species successfully and general ways of preparing, rather than specific recipes, a variety of wild edible plants and foods. Ways of preserving the foods also will be covered.

## BUSINESS ADMINISTRATION

**BA101 Introduction to Business** 4 Credits  
(4 Lec Hrs/Wk)

Develops an awareness of nature of business in the capital system. Introduces field of ownership, organization, personnel, financing, marketing, management, production, insurance, foreign trade, and government regulations.

**BA198/298 Independent Study in Business Administration** 1-3 Credits

**BA223 Principles of Marketing** 3 Credits  
(3 Lec Hrs/Wk)

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

**BA226 Business Law I****3 Credits****(3 Lec Hrs/Wk)**

Involves relationship of business law to our business and economic structure. Particular attention is paid to legal rights, social forces and government and business relations to society. Contracts are covered in detail.

**BA227 Business Law II****3 Credits****(3 Lec Hrs/Wk)**

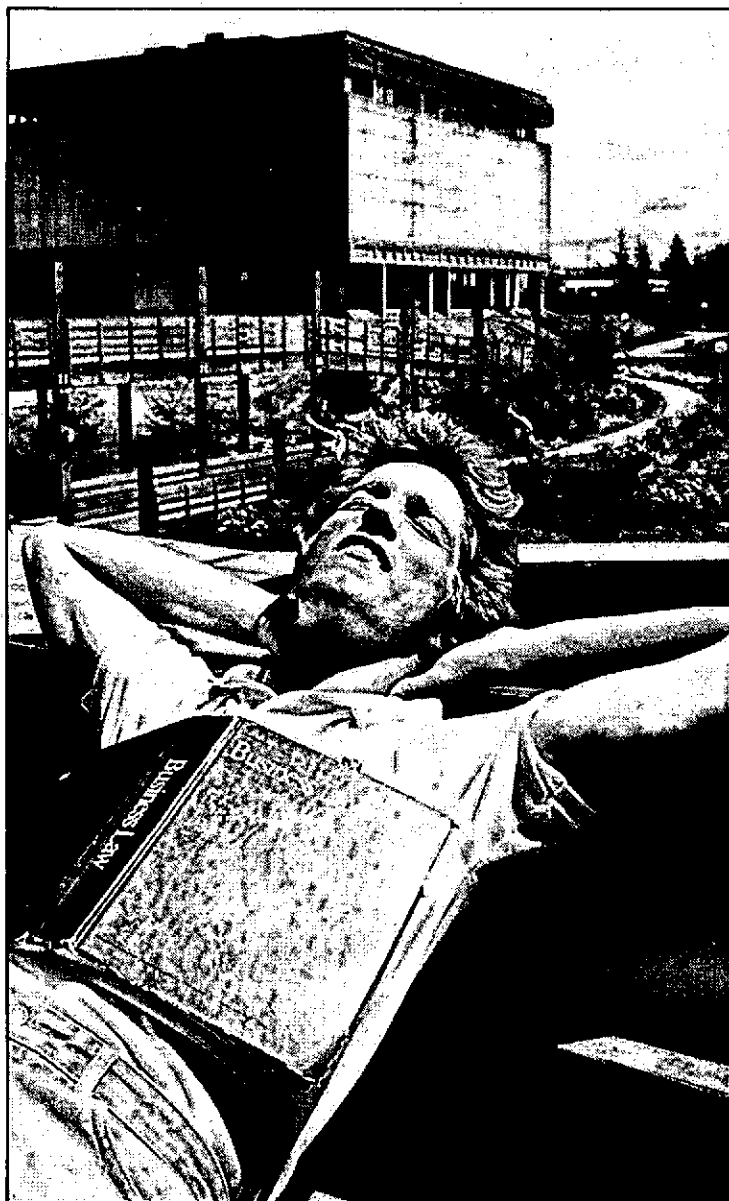
Deals specifically with personal property and bailments, law of sales, commercial paper, and legal relationship involved in agency and employment contracts.

**BA229 Family Finance and Money Management****3 Credits****(3 Lec Hrs/Wk)**

Involves decision making concerning management of financial resources and understanding financial management in marketplace. Income taxes, financial institutions, home owning and renting, insurance, investing, retirement, and estate planning.

**BA232 Business Statistics I****3 Credits****(3 Lec Hrs/Wk)**

Modern business decision theory using statistics as a tool for business decision making. Primary emphasis on statistical description and elements of probability. Extensive coverage of sampling theory, tests of significance, and means by which data processing can be used in making statistical study. Prerequisites: one term college algebra or good high school background in math.

**BA235 Business Statistics II****3 Credits****(3 Lec Hrs/Wk)**

This course builds upon a basic understanding of statistical description and inference learned in Business Statistics I. Students will be introduced to chi-square and nonparametric hypothesis testing; analysis of variance; regression and correlation analysis; time series and forecasting; index numbers and decision theory. Prerequisites: Business Statistics I (BA232) or equivalent.

**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.

**BA239 Advertising****3 Credits****(3 Lec Hrs/Wk)**

This course is a detailed examination of the purpose, preparation, placement, and analysis of the various types of advertisements within each of the media such as television, radio and the newspaper. The relative merits of several media are then explored. The course involves practice in the planning and analysis of complete advertising campaigns and their coordination with other marketing strategies.

**BA242 Introduction to Investments/Stocks & Bonds****1-3 Credits****(3 Lec Hrs/Wk)**

This course is 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.

**BA249 Retailing****3 Credits****(3 Lec Hrs/Wk)**

A study of retail strategy, structure and management. This course stresses the role of the supervisor in the daily operation of retail work.

**BA280 Field Experience****1-8 Credits****(3-24 Hrs/Wk)**

A work setting that provides students with an opportunity to test knowledge learned in the classroom. Prerequisites: Instructor's consent matching the needs of students with instruction offered.

**2.252 Business Mathematics II - See Mathematics****2.280 Cooperative Work Experience****1-8 Credits****(4-40 Lab Hrs/Wk)**

This course involves on-the-job experience gained in coordinator-approved business situations that closely parallels students' field of study. The student works under supervisor and coordinator. Seminar will be arranged by supervisor. Prerequisite: instructor's consent.

**9.200 Small Business Management I****8 Credits****(128 Hrs/Term)**

This course assists business operators in achieving their professional and family goals through improved management, organization, and operation of their businesses. Prerequisites: Currently operating a business and instructor's consent.

**9.201 Small Business Management II****8 Credits****(128 Hrs/Term)**

This course is designed to prepare business owners to analyze their records for management information and make a general interpretation of the analysis. Prerequisites: 9.200 Small Business Management I and/or instructor's consent.

**9.204 Small Business Operations****3 Credits****(3 Lec Hrs/Wk)**

This course relates many factors to actual small business planning and operation. Includes budgets, use of records, governmental requirements, insurance, and financing.



**0.830 Introduction to Investments/Stocks & Bonds .5-3 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.

**0.841 Family Finance and Resource .5-1 Credit**  
(15-36 Hrs/Total)

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

## CHEMISTRY

**CH100/101 Elementary Chemistry I, II 4 Credits/Term**  
(3 Lec, 3 Lab Hrs/Wk)

Develops understanding of fundamentals of chemistry. Emphasis on chemistry for life sciences and allied health professions. Includes atomic structure, chemical finding, stoichiometry, gases, solutions, acid-base theory, equilibrium, and organic chemistry. Does not prepare students for chemistry at sophomore level. Prerequisites: high school math or concurrent enrollment in Basic Mathematics (4.200).

**CH104/105/106 General Chemistry 5 Credits/Term**  
(4 Lec, 3 Lab Hrs/Wk)

An introductory course in general, inorganic chemistry. Provides introduction to concepts of atomic structure and the effect on the behavior of matter, the laws of chemical change, and the manipulation of scientific quantities. Prerequisites: high school algebra or concurrent enrollment in Elementary Algebra I (4.202).

**CH130 Elementary Physiological Chemistry 4 Credits**  
(3 Lec, 3 Lab Hrs/Wk)

Selected topics in inorganic, organic, biochemical, and physiological chemistry related to human organism. Prerequisites: high school chemistry or equivalent.

**CH198/298 Independent Study in Chemistry To Be Arranged**

**CH201/202/203 General Chemistry 4 Credits/Term**  
(3 Lec, 3 Lab Hrs/Wk)

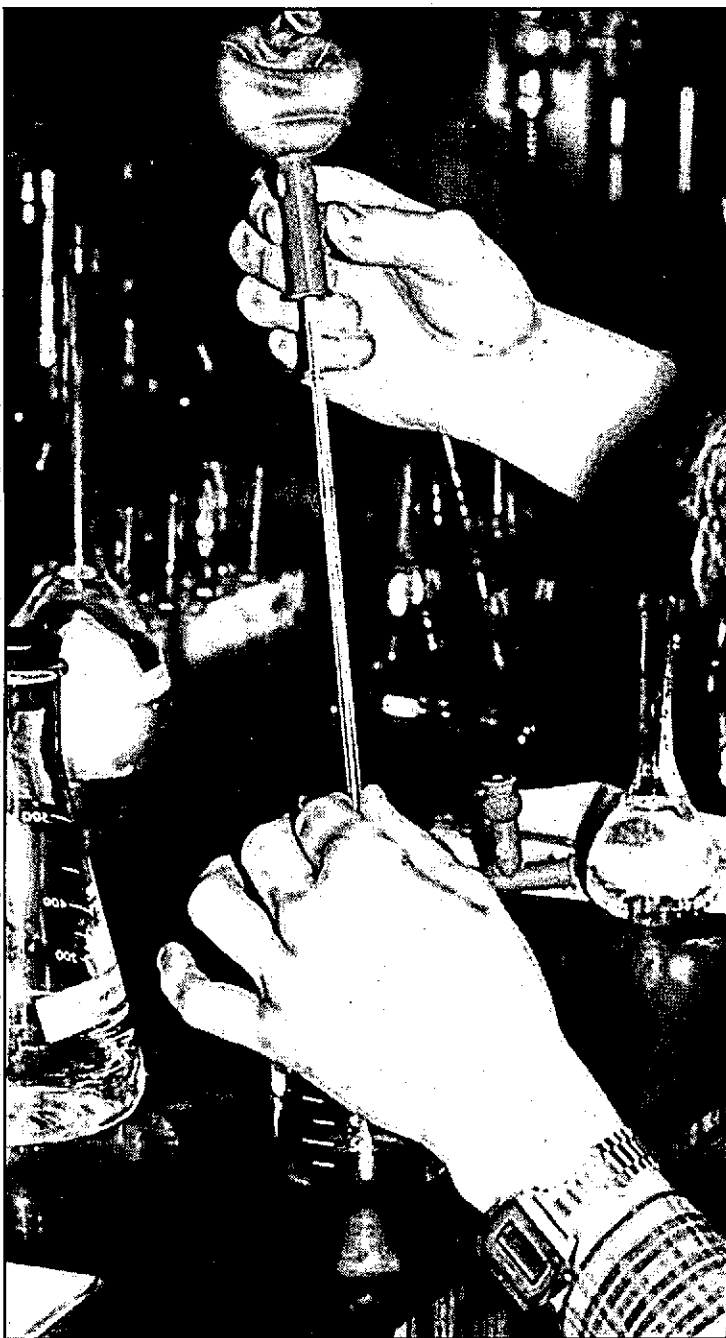
An introductory course covering the basic principles of chemistry including qualitative analysis. Qualitative analysis will be carried on in the laboratory.

**CH226/227/228 Elements of Organic Chemistry 4 Credits/Term**  
(3 Lec, 3 Lab Hrs/Wk)

Chemistry of carbon compounds; covers both mechanisms and reactions of aromatic and aliphatic compounds, with emphasis on structural theory and special properties. Prerequisites: General Chemistry (CH106) or General Chemistry (CH203).

**CH234 Quantitative Analysis 5 Credits**  
(3 Lec, 6 Lab Hrs/Wk)

Principles of gravimetric analysis, spectrophotometric analysis, and volumetric analysis. Designed for pre dental, pre medical, and medical technology students. Prerequisites: General Chemistry (CH106) or General Chemistry (CH203).



## COMMUNICATIONS

**1.111 Communications 3 Credits**  
(3 Lec Hrs/Wk)

This course stresses the importance of communication activities. Primary emphasis will be placed on writing correctly, clearly and concisely.

**1.112 Communications 3 Credits**  
(3 Lec Hrs/Wk)

This course emphasizes the importance of communications activities. Primary emphasis will be placed on listening, speaking and using the library. Prerequisite: Communications (1.111) recommended but not required.

**1.113 Communications 3 Credits**  
(3 Lec Hrs/Wk)

This course emphasizes the importance of communications activities. Primary emphasis will be placed on reading skills. Prerequisites: Communications (1.111, 1.112).

Also see LITERATURE, COMPOSITION, AND DEVELOPMENTAL EDUCATION.



## COMPOSITION

**WR121/122/123 English Composition** 3 Credits/Term  
(3 Lec Hrs/Wk)

This course will teach the fundamentals of English composition through development and frequent exercise of writing abilities. Special attention will be given to correctness in the fundamentals of usage, to the organization of papers and to the clear and logical expression of ideas. Prerequisites: Satisfactory placement in entrance examinations. The course is sequential.

**WR198/298 Independent Study in Writing** To Be Arranged

**WR214 Business English** 3 Credits  
(3 Lec Hrs/Wk)

Study of practice in modern business communication, especially written communication. Prerequisites: English Composition (WR121) or Communications (1.111).

**WR227 Report Writing** 3 Credits  
(3 Lec Hrs/Wk)

Study of practice in research and writing for technical and specialized disciplines. Emphasis on information gathering, problem solving, organization, and mechanics of reports including articles, abstracts, memoranda, and correspondence. Will write reports in chosen discipline. WR227 may substitute for WR123. Prerequisites: WR121, 1.111 or instructor's consent.

**WR241/242/243 Introduction to Imaginative Writing** 3 Credits/Term  
(3 Lec Hrs/Wk)

Develops skills in writing prose, fiction, poetry, and plays. Work is discussed in class along with nonstudent work in order to demonstrate and develop techniques of imaginative writing. Course may be taken in any order.

**WR299 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. Prerequisites: WR121, WR122 and WR123 sequence or equivalent.

**WR299 Writing Fiction Workshop** 1-2 Credits  
(20 Lec Hrs/Wk)

This course is designed to encourage writers to use a variety of fictional elements such as voice, tone, point of view, setting, dreams, and dialogue. Students' work will be read aloud and critiqued by class members and the instructor.

**0.525 Basic College Writing** 5 Credits  
(5 Hrs/Wk)

This course includes all phases of composition and places heaviest emphasis on the essential tools of writing: sentence structure, punctuation and usage. This course will enable students to write intelligibly, analyze and correct their own work. The course involves frequent practice in writing.

**0.525.1 Spelling Improvement I** 3 Credits  
(3 Lec Hrs/Wk)

This course offers study of the commonly misspelled words, spelling rules, and practice in editing of written work. The course enables students to spell words correctly from dictation and to analyze and correct their own work.

**0.543 Creative Writing (winter)** 1 Credit  
(36 Hrs Total)

This course concentrates on creative writing techniques, particularly poetic techniques such as imagery, rhythm, poetic meaning, and structure. Poems are written and critiqued. Forms of fiction may also be written by some students who have instructor's consent.

**0.546 Creative Writing (fall)** 1 Credit  
(36 Hrs Total)

This course concentrates on fiction writing techniques such as characterization, dialogue, scenes and structure. Short stories are written and critiqued.

**0.552 Creative Writing (spring)** 1 Credit  
(36 Hrs Total)

This course concentrates on a combination of fiction and poetry writing techniques. Other forms such as prose, poem or nature writing may also be discussed. May experiment with a variety of these forms when writing for class critique.

**0.767 English Fundamentals** 3 Credits  
(3 Lec Hrs/Wk)

This course reviews fundamentals including the principles of standard English grammar, sentence structure, punctuation, and usage. The course practices analysis of sentences and naming of sentence parts.

## CRIMINAL JUSTICE ADMINISTRATION

**CJ100 Survey of Criminal Justice** 3 Credits  
(3 Lec Hrs/Wk)

A contemporary view of the criminal justice system and its processes. Individual consideration will be given these specific areas: the judiciary, law enforcement, corrections and juvenile systems.

**CJ101/SOC244 Criminology** 3 Credits  
(3 Lec Hrs/Wk)

This course will provide a broad viewpoint of criminal behavior and the justice system. A consideration of human behavior and crime, the impact of early theoretical approaches to current, theoretical and practical treatment of crime and criminals.

**CJ103 Introduction to Family Law** 3 Credits  
(3 Lec Hrs/Wk)

Under the direction of an attorney, the student will have an opportunity to prepare initial documents, pleadings associated with the action, findings of act, conclusion of law and custody, legitimacy, adoption, change of name, guardianship, support, and separation agreements.

**CJ107/207 Criminal Justice Workshops** 1 Credit  
(10 Hrs/Total)

A study of the current criminal justice problems and methods of alleviating them.

**CJ110 Introduction to Law Enforcement** 3 Credits  
(3 Lec Hrs/Wk)

An introduction to law enforcement. Specific identification of police responsibilities in job performance and to the community as public servants. Identification of area responsibilities to include: field operations, patrol procedures, community relations, police organization and functional duties.



**CJ111 Concepts of Enforcement Services 4 Credits****(4 Lec Hrs/Wk)**

This course is designed to provide students with a familiarization of police field operations and services.

**CJ115 Legal and Fundamental Aspects of Lethal Weapons and Laboratory 4 Credits****(3 Lec, 2 Lab Hrs/Wk)**

A study of the moral, legal and ethical aspects of the use of lethal weapons as applied to society's need for protection. Laboratory will consist of actual use of lethal weapons.

**CJ120 Judicial Process 3 Credits****(3 Lec Hrs/Wk)**

Intended to provide the student with a thorough understanding of our justice system from the time of arrest through sentencing of a criminal offender. This approach includes present legal rules of procedure.

**CJ122 Oregon Law 3 Credits****(3 Lec Hrs/Wk)**

The elements, purpose and functions of criminal, traffic and juvenile laws for the state of Oregon.

**CJ130 Introduction to Corrections 3 Credits****(3 Lec Hrs/Wk)**

A study of contemporary correctional institutions and detention facilities, organization and personnel program and activities, inmate society and trends, and career orientation.

**CJ131/Soc220 Introduction to Penology 3 Credits****(3 Lec Hrs/Wk)**

A basic introduction and overview of imprisonment as a correctional tool. The study of treatment and basic procedures for receiving and discharging.

**CJ132 Introduction to Parole and Probation 3 Credits****(3 Lec Hrs/Wk)**

An introductory approach that includes: the historical development of probation and parole in England and the United States; 20th century development and current trends; and future possibilities in probation and parole.

**CJ198/298 Independent Study in Criminal Justice Administration To Be Arranged****CJ200 Police and Public Policy 3 Credits****(3 Lec Hrs/Wk)**

Contemporary study of the American police. Emphasis on the study of the factors involved in policy making, nature of decisions, and political consequences for these various policies.

**CJ201/Soc221 Juvenile Delinquency 3 Credits****(3 Lec Hrs/Wk)**

Study of deviant behavior and current criminological theories with emphasis on criminal justice applications, crime prevention, and phenomena of crime as it relates to juveniles.

**CJ240 Criminal Investigation 3 Credits****(3 Lect Hrs/Wk)**

A study of basic principles and theories of investigative routines. The course focuses upon the primary skills used in all justice agency investigations, both criminal and civil. Specific attention is given to: interviewing, crime scenes, handling and preparation of evidence, witnesses, surveillance, technical resources and case preparation.

**CJ242 Introduction to Criminal Law 3 Credits****(3 Lec Hrs/Wk)**

An in-depth study of the substantive laws commonly encountered by the municipal, county, or state police, investigators or other criminal justice employees. The scope of the course includes misdemeanor and felony violations of the criminal statutes.

**CJ245 Criminal Justice Administration 3 Credits****(3 Lec Hrs/Wk)**

Attempts to exhibit the need for management skills in police work. A functional approach will be utilized in development of administration concepts: planning, organization, staffing, directing, and controlling.

**CJ220 Criminal Law 3 Credits****(3 Lec Hrs/Wk)**

Historical development, philosophy of law, and constitutional provisions; definitions, and classification of crime and their application to the system of administration of justice; legal research, study of case law, methodology, and concepts of law as a social force.

**CJ222 Procedural Law 3 Credits****(3 Lec Hrs/Wk)**

Theory and practice of the criminal justice system from arrest to release, including: due process, right of counsel, arrest, search and seizure, wiretapping, and electronic eavesdropping, confession and lineups. Case method.

**CJ225 Correctional Law 3 Credits****(3 Lec Hrs/Wk)**

Explores several historical and current cases involving inmate crimes and/or malpractice with inmates. Prisoners' rights as well as correctional staff rights are examined, along with emerging trends resulting from recent court cases.

**CJ226/PS252 Constitutional Law 3 Credits****(3 Lec Hrs/Wk)**

A study of basic principles of the U.S. Constitution with emphasis on leading Supreme Court cases and the Bill of Rights.

**CJ243/Soc243 Narcotics and Dangerous Drugs 3 Credits****(3 Lec Hrs/Wk)**

This course is designed to present facts, attitudes, opinions and perspectives (medical, social, legal) necessary to understand what psychoactive drugs do, how they do it, who uses them and why.

**CJ280 Field Experience 1-3 Credits****(3-9 Hrs/Wk)**

Supervised field experience in one of the agencies of criminal justice. An inservice study may pursue a research project instead of work in the field. Includes a seminar for discussion of problems and experience gained.

**CJ299 Forensic Photography 3 Credits****(28 Lec, 2 Lab Hrs/Total)**

To improve the quality and efficiency of the individual investigator in evidence photography. To utilize the broadest spectrum of photographic knowledge and further the science of forensic photography.

**RESERVE POLICE OFFICER COURSES****9.370 Basic Law Enforcement I 3 Credits****(3 Lec Hrs/Wk)**

An introduction to criminal justice and the judicial system, the U.S. Constitution, civil/legal liabilities, Oregon Criminal Code elements, and motor vehicle laws.

**9.371 Basic Law Enforcement II 3 Credits****(3 Lec Hrs/Wk)**

This course is a continuation of Basic Law Enforcement I. It will cover law of search and seizure, laws of evidence, testimony in court and investigative techniques, and motor vehicle laws.

**9.372 Basic Law Enforcement III 3 Credits****(3 Lec Hrs/Wk)**

This course is a study of patrol techniques, safe vehicle operation, vehicle stop skills and safe firearm skills.

**9.390 Career Development-Police 0-3 Credits****(1-90 Hrs Total)**

An inservice training program designed to study current issues and problems within the public service areas and methods of alleviating them.

## DATA PROCESSING

### **BA131 Introduction to Business Data Processing 3 Credits** (2 Lec, 1 Lab Hr/Wk)

An introduction to data processing including concepts, methods, equipment, language fundamentals and applications related to business.

### **CS110A Microcomputer Software: Word Processing 1 Credit** (10 Lec, 5 Demo Hrs Total)

This course covers the use of microcomputers as word processors utilizing Microeditor, Superscripts and Ace Writer software. Prerequisite: Typing ability.

### **CS110B Microcomputer Software: Spreadsheets 1 Credit** (7 Lec, 8 Lab/Lec Hrs)

Introduction to use and applications of Electronic Spreadsheets including developing spreadsheets on a microcomputer.

### **CS111A Microcomputer Software: Data Management 1 Credit** (10 Lec, 5 Lec/Demo Hrs Total)

This course teaches the use of microcomputers in data base management applications using Quick File and Appleworks software. Prerequisite: typing ability.

### **CS133B Introduction to Programming/BASIC 3 Credits** (3 Lec, 1 Lab Hr/Wk)

To program microcomputers using part of the BASIC computer language. To design and implement application of programs to business.

### **CS133F Introduction to Programming/FORTRAN 3 Credits** (2 Lec, 1 Lab-Demo Hrs/Wk)

Basic principles of numerical computation as developed in the study of FORTRAN. Programming FORTRAN on the mainframe and microcomputers. Prerequisite: 4.202 Elementary Algebra.

### **CS133P/6.903P Introduction to Programming/PASCAL 3 Credits** (2 Lec, 1 Lec-Demo Hr/Wk)

This is a course in programming microcomputers using the UCSD PASCAL programming language utilizing software compilers for TRS-80 and FRANKLIN environments. Prerequisites: CS133B Introduction to Programming/BASIC.

### **CS221/6.901 Introduction to Digital Computers 3 Credits** (2 Lec, 1 Lab Hrs/Wk)

An introduction to the theory and operation of digital computers including basic theory and concepts, input and output, storage devices, central processing units, programming systems, operating systems and procedures, and an introduction to a problem-oriented language.

### **CS233B Advanced Programming/BASIC 3 Credits** (3 Lec, 1 Lab Hr/Wk)

The second term of programming in the BASIC language. Some advanced features of BASIC including strings, subroutines, creation and maintenance of disk files. Applications to business problems including retrieval and sorting. Prerequisites: CS133B Introduction to Programming/BASIC.

### **CS233F Advanced Programming/FORTRAN 3 Credits** (2 Lec, 1 Lab Hrs/Wk)

Advanced principles of numerical computation as developed in the study of FORTRAN. Programming FORTRAN on the mainframe and microcomputers. Prerequisites: MTH200 Calculus, CS133F Introduction to Programming/FORTRAN.

### **CS233P Advanced Programming/PASCAL 3 Credits** (2 Lec, 1 Lab-Lec-Demo Hrs/Wk)

This is the second course in programming microcomputers using the UCSD PASCAL programming language, utilizing software compilers for TRS-80 and FRANKLIN environments. Prerequisites: CS133P Introduction to Programming/PASCAL.

### **CS263 Microprocessor Machine Language 4 Credits** (3 Lec, 2 Lab Hrs/Wk)

To study and apply the principles of machine language. To transfer the understanding of machine language to the study of some elements of machine language. Prerequisites: CS211 and CS133B or CS133P or CS133F, CS133C.



### **CS270 Introduction to Information Systems: INFO BASIC 4 Credits** (3 Lec, 2 Lab Hrs/Wk)

The student will program a Mainframe computer with time sharing terminals in the nonprocedural language, INFORM, and the high-level language, INFO BASIC. Prerequisites: BA131 Introduction to Business Data Processing, CS221 Introduction to Digital Computers, CS133B Introduction to Programming/BASIC.

### **CS280 Field Experience 1 Credit** (60 Hrs Total)

Work on the job which may be credited at the college under a specific arrangement between the employer and the college for each student.

### **CS298 Independent Study 3 Credits** (36 Hours)

Independent study in a computer assembly language.

### **6.900 Data Processing Fundamentals 3 Credits** (2 Lec, 1 Lab Hrs/Wk)

An introduction to the field of data processing including history, basic concepts, computer systems, programming systems, introduction to programming languages, current development, implications and applications.

### **6.901 Introduction to Digital Computers 3 Credits** (2 Lec, 1 Lab Hrs/Wk)

Introduction to the theory and operation of digital computers. Includes basic theory and concepts, input and output, storage devices, central processing units, programming systems, operating systems procedures and introduction to problem-oriented language.

### **6.902 Systems and Procedures I 3 Credits** (1 Lec, 4 Lab Hrs/Wk)

An Introduction to systems and procedures including organizational theory, documentation, coding and card design and control, graphic devices, feasibility studies, work analysis, and applications. Prerequisites: sophomore standing in data processing or instructor's consent.

**6.903P Introduction to Programming/PASCAL** 3 Credits  
(2 Lec, 1 Lec/Demo Hrs/Wk)

This is a course in programming microcomputers using the USCD PASCAL programming language utilizing software compilers for TRS-80 and FRANKLIN environments. Prerequisites: Introduction to Programming/BASIC (CS133B)

**6.908 Special Problems in Data Processing** 3 Credits  
(1 Lec, 3 Lab Hrs/Wk)

The purpose of this course is to provide students with individual project experience. The instructor, acting as a supervisor, provides a general framework in terms of a requirement or basic system design, and the student, acting as a member of a data processing staff, implements and checks the assignment with systems, programs, and documentation.

The particular projects can be from any area of data processing. However, the choice of project should be a function of the needs of the particular student. In some cases, it may be desirable to allow the student to participate in the selection of the problem. Effort should be made to provide problems which demand integration of all his training and experience, and some research beyond that. Prerequisite: instructor's consent.

**6.909 Electronic Computer Operations** 4 Credits  
(2 Lec, 4 Lab Hrs/Wk)

Basic concepts and procedures, computer operations peripheral devices, operating systems, terminals, timesharing, operational management, operations projects. Prerequisites: Introduction to Digital Computer (CS221, 6.901) or instructor's consent.

**6.914 Computer Applications** 4 Credits  
(2 Lec, 4 Lab Hrs/Wk)

The applications of electronic computers to the solution of data processing in such areas as inventory control, sales, analysis, payroll, production scheduling, banking, insurance, utilities, government, and manufacturing. Prerequisite: instructor's consent.

**9.005 Computer Applications** Variable  
(6 Lec, 12 Lab Hrs Total or any equivalent combination)

An introduction to computer applications in a particular occupational area. The seminar is designed to introduce the participant to the computer concepts and methods that are a necessary prerequisite to using the computer in a particular field with no training or experience with computers.

**0.615.1 Introduction to Microcomputers** .5-1 Credit  
(Variable based on credit:

.5 credit: 1 Lec, 2 Lab Hrs for 5 Wks.

1 Credit: 1 Lec, 2 Lab Hrs/Wk)

An introduction to use and operation of microcomputers, including components, terminology, applications, and some BASIC computer language.

**0.616.2 Introduction to Microcomputers (Programming)** .5 Credit  
(15 Hours Total)

This course is an introduction to BASIC programming (terminology, concepts, and programming techniques). Prerequisites: introduction course or some micro knowledge.

## DEVELOPMENTAL EDUCATION

**Eng91/92/93 English for Foreign Students** 3 Credits/Term  
(6 Lec-Lab Hrs/Wk)

Develops vocabulary building, reading, writing, speaking and comprehension of spoken discourse.

**RDG101/102/103 Developmental Reading** 1-3 Credits  
(1-3 Lec Hrs/Wk)

A systematic approach for improving reading efficiency for those with twelfth grade reading level or above. From the results of informal reading tests taken at the beginning of the term, an individually prescribed assignment sheet is assigned each student. Multilevel materials are used to improve basic skills, vocabulary, spelling, comprehension and speed. Open enrollment and variable credit. Prerequisites: Twelfth grade reading level with good speed and comprehension.

**0.528.3/4 Beginning & Intermediate American Sign Language** 1 Credit  
(ASL or Ameslan)

(20 Hrs Total)

An introduction to American sign language, deaf idioms, body language, facial expressions, manual alphabet, finger spelling, numbers and counting.

**0.528.3/4/5 Beginning, Intermediate & Advanced Sign Language (Signed English)** 1 Credit  
(1 Lec, 1 Lab Hrs/Wk)

The course covers Signed English skills of the manual alphabet, fingerspelling, and more advanced signs so that students can communicate receptively and expressively with the hearing impaired. Games, videotapes, guest signers, and amateur interpreting practices are included.

**0.529.1 Speed Reading** 1 Credit  
(20 Hrs Total)

This course is designed for the mature reader who is serious about improving his/her reading speed. The course includes step-by-step instruction to modify reading habits and adapt special techniques (S-pattern, re-call, speculations) that will significantly increase the rate of effective reading. High-speed reading is the objective and comprehension is developed during the process.

**0.593 Writing Laboratory** 0 Credits  
(Variable)

This course is designed for the drop-in or referred writing student needing: (1) individual advising about his writing, (2) individual instruction in writing skills from basic to advanced levels. The course is designed to assist the student to develop writing skills for use in college classes, English and other subjects, and to assist the student to develop writing skills for use in non-academic settings. The student will have access to individual and small group tutorial in a broad range of writing skills. Instructors and individualized instructional materials will help the student deal with skill problems associated with course requirements and other needs.

**0.745 Adult Basic Education** 0 Credits  
(Variable)

An open-entry, open-exit course designed to provide an opportunity for students with skills below ninth grade level to develop their ability in reading, writing, grammar, vocabulary, spelling, expression and math. Students receive individualized instruction with tutorial assistance and small group learning.



**0.746 High School Equivalency Preparation (GED) 0 Credits**  
(Variable)

A study of the basic skills in written communication, mathematics, vocabulary, and reading comprehension in the subject areas. Emphasis will be placed on acquiring those skills necessary to pass the five General Educational Development tests.

**0.747 English as a Second Language 0 Credits**  
(Variable)

A course for students whose first language is other than English. The audio-lingual approach of teaching English will be emphasized rather than instruction about the language.

**0.760 Mathematics Laboratory 0 Credits**  
(Variable)

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

**0.765.1/2/3 Reading Skills 1-3 Credits**  
(1-3 Lec Hrs/Wk)

A systematic approach for correcting reading difficulties and improving reading efficiency through individual instruction for those with a reading skill below the twelfth grade level. From the results of informal reading tests taken at the beginning of the term, an individually prescribed assignment sheet is given each student. Multilevel materials are used to improve basic skills, vocabulary, spelling, comprehension and speed. Open enrollment and variable credit.

**0.766 Study Skills 1-2 Credits**  
(1-2 Lec Hrs/Wk)

This course will offer study in the following areas: time management, cognitive mapping, note taking, vocabulary, studying textbooks, outlining, underlining, listening, handling stress, improving memory, and studying for and taking exams.

(ALSO SEE ENGLISH COMPOSITION)

## DO-IT-YOURSELF COURSES

**0.636.1 Amateur Radio Theory and Code I 1 Credit**  
(36 Hrs/Total)

Covers basic electrical and electronic theory, radio circuit components, practical radio circuitry and operation, Federal Communication Commission (FCC) amateur regulations, and International Morse code.

**0.638.3 Telescope Construction 1 Credit**  
(30 Hrs/Total)

A practical course during which the student will construct a telescope and learn to use it. Includes mirror grinding, polishing, testing, computing, parabola, magnification, eyepieces, fingerscopes, diagonal mirror, tube assembly, mounting, celestial photography, cleaning. Sufficient physics theory needed for construction will be taught.

**0.763.1 General Metals 1 Credit**  
(1 Lec, 2 Lab Hrs/Wk)

An introduction course for those interested in investigating the field of metal working. Course includes basic Gas and Arc welding and cutting, bending, foundry processes and sheetmetal.

**0.775 Auto Maintenance .5-1.5 Credits**  
(15-36 Hrs/Total)

Designed for the student who knows nothing or very little about operation of the automobile. Emphasis will be put on identification and operation of components, systems, and preventative maintenance. Seasonal service and emergency roadside repairs are also covered.

**0.776 Automotive Survival for Women I .5-1.5 Credits**  
(15 Hrs/Total)

Course content includes theory and hands-on orientation to the various automotive systems, diagnosis, maintenance and repair procedures, use of tools, how to intelligently relate to repair technicians, how to purchase and sell a car, how to research information. Provides instructional time to meet the needs and desires of the majority of students, based upon their abilities.

**0.778 Basic Bicycle Repair 1 Credit**  
(36 Hrs/Total)

Bicycle care, maintenance, and basic repair with common tools.

**0.802 Beginning Woodshop 1 Credit**  
(36 Hrs/Total)

Instruction in the basic operation of tools and equipment and safety techniques. The student will work on individual projects under the direction of the instructor. Instruction will also be given in basic cabinet and/or furniture construction.

**0.850.1 Solar Energy Basics 1 Credit**  
(1 Lec, 2 Lab Hrs/Wk)

Will provide information on solar energy uses for residential dwellings. Will provide construction and installation instruction to participants.

**0.862 Landscape Architecture 1 Credit**  
(36 Hrs/Total)

Introduction to residential landscape architecture; site planning and landscape design principles; natural and adapted ornamental plant materials; emphasis on practical application and solution of student problems. Prerequisite: drafting/graphic skills are helpful.

## DRAFTING

**4.101 Drafting 2 Credits**  
(1 Lec, 3 Lab Hrs/Wk)

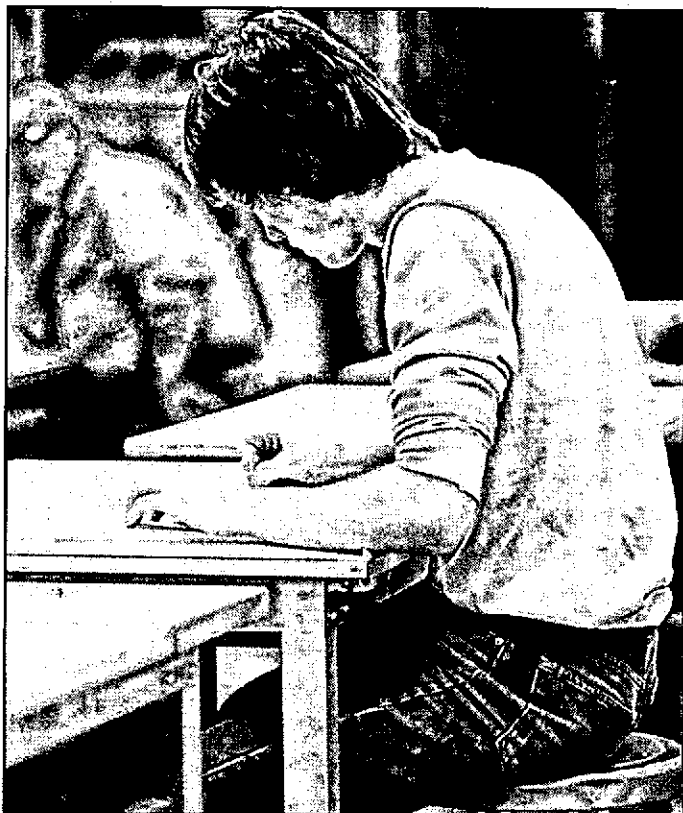
This is a fundamental course in drafting designed to give the student a basic understanding of drawing techniques. Emphasis is placed on the use of drafting instruments, orthographic projection, layout, and ASA approved lettering technique. Drawing techniques involve geometric construction, selection of views, sectional and auxiliary views, and standard dimensioning practices.

**4.110 Blueprint Reading and Sketching I 2 Credits**  
(1 Lec, 2 Lab Hrs/Wk)

Introduction to blueprint reading and sketching.

**4.112 Blueprint Reading II for Building Trades, Welding, and Machine Tool Practices 2 Credits**  
(4 Lab Hrs/Wk)

Refinement of skills of print reading and sketching in these areas.



## DRIVER TRAINING

### 0.600 Defensive Driving

1 Credit

(10 Hrs/Total)

This course is designed to acquaint students with techniques of defensive driving, to include how various types of motor vehicle accidents occur, and some recommended methods of prevention. Prerequisite: Instructor's consent.

## ECONOMICS

### EC198/298 Independent Study in Economics To Be Arranged

### EC201/202/203 Principles of Economics (3 Lec Hrs/Wk)

3 Credits

Introduction to economic theory, policy, and institutions.

## EDUCATION

### ED207 Tutoring Principles and Practices

3 Credits

(15 Lec, 25 Lab Hrs/Total)

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

### ED209 Practicum in Tutoring

1-3 Credits

(36-108 Lab Hrs/Total)

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

### 9.025 Instructor Training

5-3 Credits

(5-36 Lec Hrs/Total)

Designed to provide the part-time teacher with basic skills to become a competent instructor.

## ELECTRONICS

### 6.300 Electronic Theory and Lab

3 Credits

(1 Lec/6 Lab Hrs/Wk)

Project course for special interests of students. Actual content is to be arranged with instructor prior to enrollment. Typical course work includes troubleshooting of consumer electronics equipment or special project design and construction. Prerequisite: Instructor's consent.

### 6.311 D.C. Electronic Concepts

8 Credits

(4 Lec, 12 Lab Hrs/Wk)

Deals with electronic components and the basic parameters used in D.C. circuits: voltage, current, and resistance. Students also gain experience in the use of test equipment such as volt/ohm meters, digital multimeters, electronic multimeters, and vacuum tube voltmeters. Prerequisites: 4.202 Math or equivalent.

### 6.312 A.C. Electronic Concepts

8 Credits

(4 Lec, 12 Lab Hrs/Wk)

This course deals with electronic components and the basic parameters used in AC circuits—sine wave generation, frequency, capacitance, inductance, and frequency response. Prerequisites: 6.311 D.C. Electronic Concepts or instructor's consent.

### 6.313 Basics to Electronic Systems I

8 Credits

(4 Lec, 12 Lab Hrs/Wk)

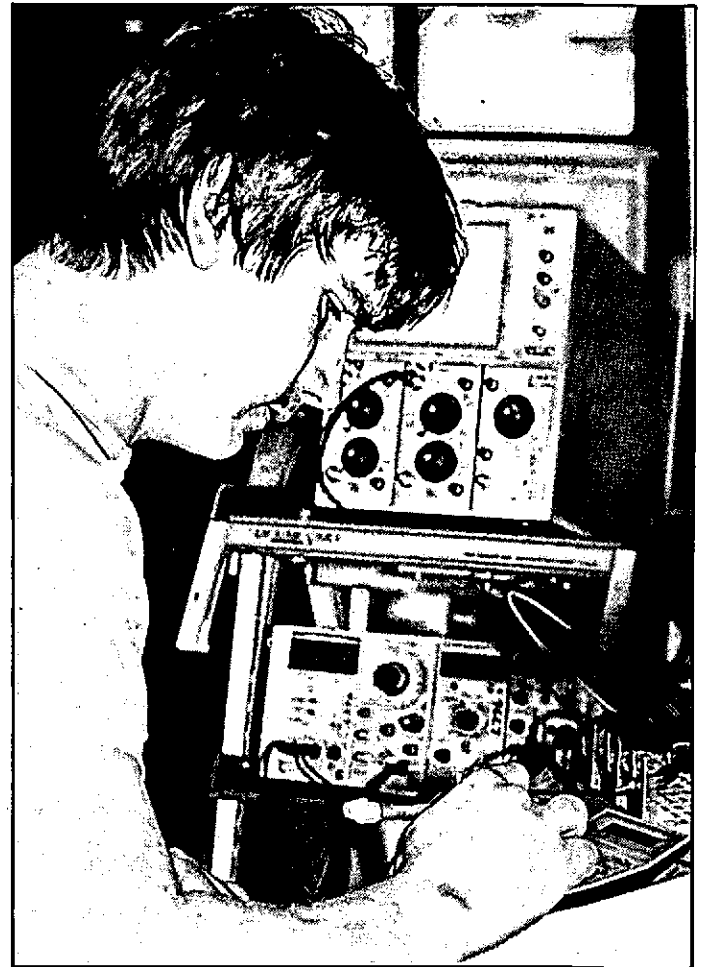
This course deals with semiconductor devices: bipolar junction transistor, field effect transistor, and diodes as well as basic amplifier circuits. Prerequisites: 6.312 A.C. Electronic Concepts or instructor's consent.

### 6.314 Basics to Electronic Systems II

8 Credits

(4 Lec, 12 Lab Hrs/Wk)

This course deals with the application of semiconductor devices in basic electronic circuits such as regulators, audio amplifiers, operational amplifiers, and oscillators. Prerequisites: 6.313 Basics to Electronic Systems I or instructor's consent.



### 6.315 Digital Logic Fundamentals

8 Credits

(4 Lec, 12 Lab Hrs/Wk)

This course deals with the internal circuitry, data sheets, and possible application of digital ICs such as gates, clocks, shift registers, D/A converters, and flip-flops. Prerequisites: 6.314 Basics to Electronic Systems II or instructor's consent.

### 6.316 Microprocessor Architecture

8 Credits

(4 Lec, 12 Lab Hrs/Wk)

This course develops the fundamental principles of digital microprocessors. Topics covered include number systems and binary coding, internal structure, instruction cycles and formats, addressing modes, memories, input-output transfers, programmable interfaces, and converters. Laboratory projects/exercises will be accomplished, which develop the operational theory of the microprocessor and interface the microprocessor with various I/O devices. Prerequisites: 6.305 Digital Logic Fundamentals or 6.315 Digital Logic Fundamentals, or instructor's consent.

### 6.280 Cooperative Work Experience

1-5 Credits

(4-20 Hrs/Wk)

Maximum credits toward degree is five credits. Prerequisite: consent of coordinator.

### 9.638 Electronic Communications Systems

1.5 Credits

(1 Lec, 2 Lab Hrs/Wk)

All phases of electronics specifically related to communications including basic philosophies, processes and circuit configurations are covered in this course. Topics include fundamental principles of communication systems, theory, and generation of analog modulation systems, transmission systems, microwave systems, pulse-type systems and TV systems.

## EMERGENCY MEDICAL SERVICES

### HE257/9.428 Emergency Medical Technician 8 Credits (73 Lec, 65 Lab Hrs/Total)

This course is designed to prepare individuals for state certification as an Emergency Medical Technician, Level I, as required by ORS 485.500. Emergency Medical Technician as defined by this state statute means, "a person who attends any ill, injured or disabled person in connection with his transportation by ambulance. Police officers, firemen, and other personnel serving in a dual capacity, one of which meets the definition of "Emergency Medical Technician" are Emergency Medical Technicians within the meaning of this law." Prerequisites: Concurrent enrollment in Field Experience (HE280), and have taken or enrolled in Medical Terminology I (9.723). 9.428 is for EMT volunteers/reserves with fire departments and ambulance services, and may not be used towards a diploma/certificate.

### HE258/9.431 Emergency Medical Technician II 5 Credits (48 Lec, 16 Lab Hrs/Total)

A course designed to train the EMT II and prepare the student for taking the Oregon state written exam for certification. It consists of education and training in Intravenous therapy, oxygen administration systems, patient assessment and respiratory conditions requiring emergency interventions. Prerequisites: Current graduate of EMT I approved course or certification and recency of practice as an Emergency Medical Technician I.

### HE259/9.432 Emergency Medical Technician III 16 Credits (103.5 Lec, 114 Lab Hrs/Total)

Covers assessment of the patient, pharmacology, anatomy and physiology, I.V. therapy, respiratory and cardiac pathophysiology, and medical emergencies. Graduate is eligible to take written and practical exam for EMT III certification. Prerequisites: current Oregon certification as EMT II or eligibility for same; one year experience as EMT II; or consent of Director of Health Occupations. 9.432 (same as HE259) is for volunteers/reserves with Fire, Police, Ambulance, etc., not pursuing a degree.

### HE260/9.360 First Responder Course 3 Credits (28 Lec, 12 Lab Hrs/Term)

Training program in emergency medical care for first responders to traffic accidents, including all procedures required for providing basic care to accident victims and removing them from vehicle if necessary.

### HE262 CPR Instructor Training 1 Credit (5 Lec, 5 Lab Hrs/Total)

Heart Association approved course to train instructors in standards of Cardiopulmonary Resuscitation and the choking victim. Current CPR card required.

### HE280 EMT Field Experience 1-2 Credits (33-66 Hrs/Wk)

A course designed to give students increased opportunities to utilize EMT skills learned in the classroom. Prerequisites: must be enrolled or have completed transferable EMT I, II or III class and be certified at each level.

### 9.433 Emergency Services Recertification Course 1-2.5 Credits (10-20 Lec, 5-10 Lab Hrs/Total)

Developed as part of career structure for emergency medical technicians (EMTs) and first responders. Designed to assure maintenance of uniformly high level of training and skill among emergency service personnel who have successfully completed the basic training program. First Responders need 16 hours every 24 months (CPR-6 hours, shock-2 hours, elective-8 hours). EMT I needs 20 hours every 24 months (CPR - 6 hours, shock and MAST - 4 hours, elective - 10 hours). Prerequisites: EMT or First Responder Certification.

## ENGINEERING-GENERAL

### GE101/102/103 Engineering Orientation 2 Credits/Term (2 Lec Hrs/Wk)

GE101 is an Introduction to the nature of engineering and the processes involved in the design and optimization by engineers of devices used by mankind. The opportunities and types of employment in various fields of engineering are discussed. The computer is introduced and used in the solution of engineering problems. Computer languages currently used in GE101 & 2 are FORTRAN and BASIC. Boolean Algebra is also introduced and used in the design of switching circuits in GE102. GE103 includes the use of Vectors in three-space as an additional engineering tool. A brief introduction to the PASCAL (computer) language is also accomplished. The content of all three courses is kept flexible and can change considerably from year to year. Prerequisite: Math 101 previously or concurrently.

### GE198/298 Independent Study in General Engineering To Be Arranged

## FIRE SCIENCE TECHNOLOGY

### 5.237 Fire Investigation 3 Credits (3 Lec Hrs/Wk)

Study of burning characteristics of flammables and combustible materials; interpret clues, burn patterns leading to point of origin; identify incendiary indications, sources of ignition and materials ignited; and how to preserve fire scene evidence.

### 5.250 Firefighting Skills I 3 Credits (3 Lec Hrs/Wk)

Develops skills in using small tools and minor equipment; practice in forcible entry; the use of breathing apparatus, salvage, overhaul, and safety practices.

### 5.251 Firefighting Skills II 3 Credits (3 Lec Hrs/Wk)

Practice of individual and team skills used in fireground operation including hose and ladder evolutions, salvage, overhaul, rescue, fire attack, and other activities requiring team and individual effort. Prerequisites: 5.250 Firefighting Skills I or instructor's consent.

### 5.253 Fire Apparatus and Equipment 3 Credits (3 Lec Hrs/Wk)

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

### 5.254 Introduction to Fire Protection 3 Credits (3 Lec Hrs/Wk)

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

### 5.257 Fire Service Hydraulics 3 Credits (3 Lec Hrs/Wk)

Review of basic mathematics, hydraulic laws and formulas as applied to the fire service. Application of formulas and mental calculations to hydraulic problems, the study of fireground water supply problems, and Underwriter's requirements for pumps and accessories. Prerequisites: 4.200 Basic Math or Instructor's consent.

### 5.258 Fire Company Organization, Station Assignment 3 Credits (3 Lec Hrs/Wk)

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

**5.260 Hazardous Materials I 3 Credits****(3 Lec Hrs/Wk)**

Develops basic understanding of hazardous materials, including flammable liquids, liquified gases, cryogenics, oxidizing agents and numerous other materials. Designed to provide basic guidelines in proper handling and emergency actions.

**5.261 Hazardous Materials II 3 Credits****(3 Lec Hrs/Wk)**

Study of electrical, exotic metal and space-age fuel fires; the effect of the atomic age on the fire service; handling of radio-active materials involved in fire; the use of monitoring equipment; and personnel safety practices. Prerequisites: 5.260 Hazardous Materials I or Instructor's consent.

**5.262 Fundamentals of Fire Prevention 3 Credits****(3 Lec Hrs/Wk)**

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

**5.263 Fire Pump Construction and Operation 3 Credits****(3 Lec Hrs/Wk)**

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

**5.264 Building Construction for Fire Protection 3 Credits****(3 Lec Hrs/Wk)**

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

**5.268 Fire Service Rescue Practices 2 Credits****(15 Lec, 15 Lab Hrs/Total)**

Trains fire company personnel to render emergency service in life saving and rescue work. The study of the development and organization of a rescue service, practices and procedures. Prerequisites: Approval of instructor and a course in American Red Cross Advanced First Aid or equivalent.

**5.271 Introduction to Fire Behavior S-190 2 Credits****(24 Lec Hrs/Total)**

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

**5.272 Fixed Systems and Extinguishers 3 Credits****(3 Lec Hrs/Wk)**

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

**5.273 Tractor Use/Tractor Boss S-213 2 Credits****(18 Lec, 6 Lab Hrs/Total)**

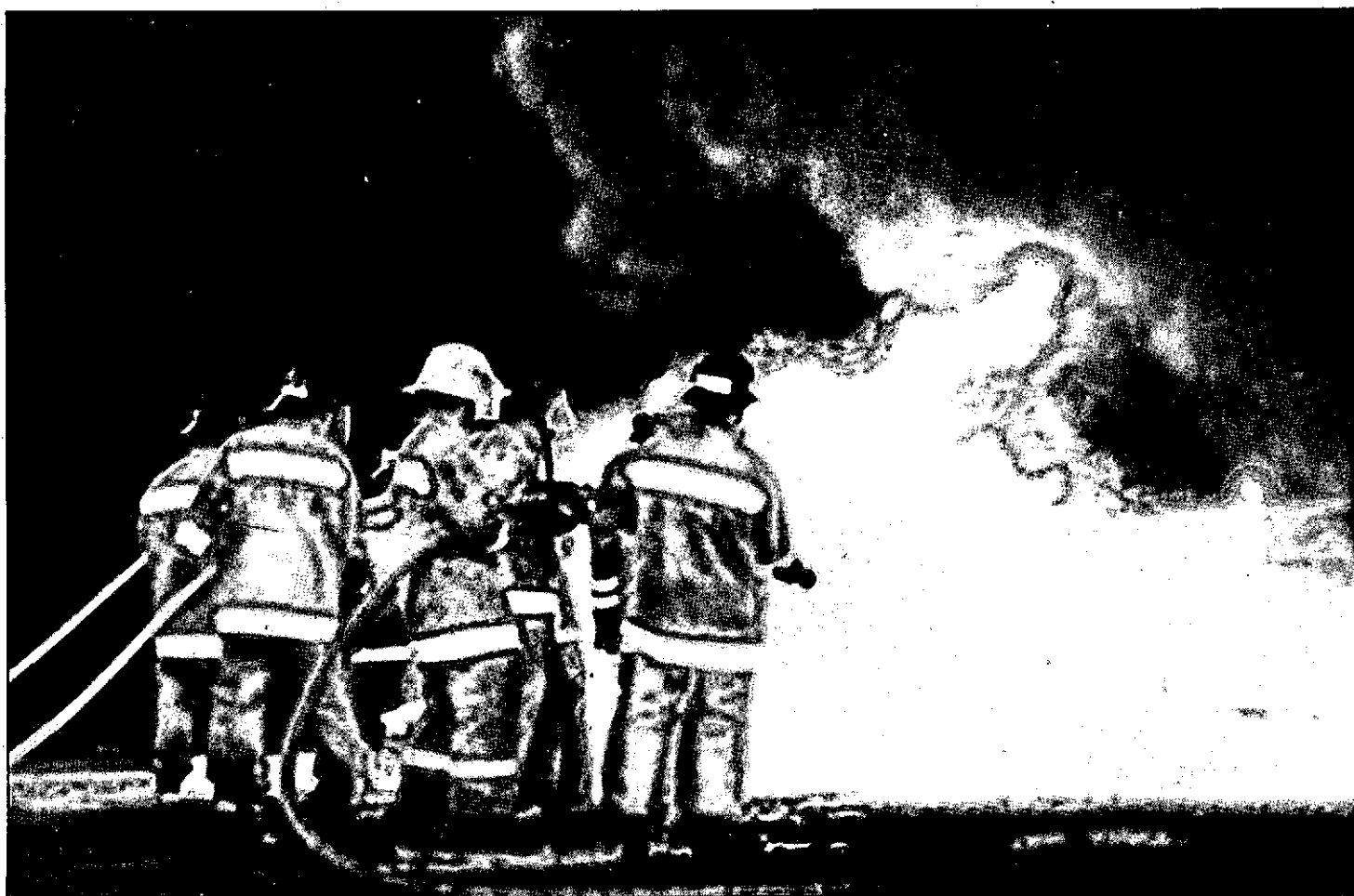
This course is designed to provide student with the tactics, organization, safety, and management of tractor use in the field.

**5.274 Firefighting Tactics and Strategy 3 Credits****(3 Lec Hrs/Wk)**

A demonstration response and size-up, fire ground tactics, analysis, and postmortem, prefire survey and planning, combined operations, mutual aid, disaster planning problems in unusual fire operations.

**5.276 Basic Wildland Fire Management S-130 3 Credits****(24 Lec, 30 Lab Hrs/Total)**

This course is designed to provide the student with basic fire suppression methods related to forest fires.





**5.278 Portable Pumps and Water Use S-211 1.5 Credits**  
(12 Lec, 12 Lab Hrs/Total)

This course is designed to cover all aspects of portable pump operations, water use, and pumper operations.

**5.279 Power Saws S-212 1.5 Credits**  
(8 Lec, 16 Lab Hrs/Total)

This course is designed to provide the student with the knowledge of detailed operation of power saws, safety and maintenance.

**5.280 Cooperative Work Experience 1-3 Credits**  
(4-12 Hrs/Wk)

Maximum of 9 credits applicable to degree. Instructor's consent.

**5.281 Ground Tanker/Tanker Boss S-214 2 Credits**  
(24 Lec Hrs/Wk)

This course is designed to provide students with the basic knowledge in assignment of tanker crews, tactics and shift planning. Students will receive instruction in administration, safety, maintenance and related operations.

**5.282 Fire Codes and Related Ordinances 3 Credits**  
(3 Lec Hrs/Wk)

A study of fire codes, building exit, flammable liquid, and other codes as related to fire prevention. Designed primarily for students interested in jobs as fire service inspectors. Prerequisites: Introduction to Fire Protection (5.254) or instructor's consent.

**5.283 Firing Methods and Equipment Firing Boss S-215 2 Credits**  
(2 Lec Hrs/Wk)

This course is designed to instruct those people that are responsible for burn out on a fire line and those responsible for prescribed burning.

**5.284 Crew Boss S-230 2 Credits**  
(2 Lec Hrs/Wk)

This course is designed to provide students with the knowledge which will allow advancement in job placement. It will cover fire line duties, fire organization, authority and responsibility as it relates to the position of crew boss.

**5.285 Basic Air Operations S-270 2 Credits**  
(2 Lec Hrs/Wk)

This course is designed to provide personnel who are exposed directly or indirectly to aircraft with knowledge in organizational safety, tactics and logistics.

**5.289 Legal Aspects of Fire Protection 3 Credits**  
(3 Lec Hrs/Wk)

The history and background of laws relating to fire service; tort liability of municipalities; municipal employees, and members of the fire service; clarification of legal terminology; civil service laws and requirements; pensions, mutual aid, and fire prevention codes.

**5.292 Organizing for Fire Suppression S-320 2 Credits**  
(2 Lec Hrs/Wk)

This course is designed to train suppression personnel in management practices and activities of a fire at the initial attack level.

**5.294 Maps and Records Officer S-341 2 Credits**  
(2 Lec Hrs/Wk)

This course is designed to train an individual as a maps and records officer. Course content includes planning, organizing and preparing materials required for an efficient and effective maps and records section on major fires.

**5.296 Intermediate Air Operations S-370 2 Credits**  
(2 Lec Hrs/Wk)

This course presents the planning phase and the coordinating phase as necessary considerations to develop safe and effective air operation plans for Class I and II project fires.

**5.297 Fire Behavior S-390 3 Credits**  
(3 Lec Hrs/Wk)

This course is designed to meet the training needs in fire behavior knowledge up through Class II fires, overhead positions. Course content includes rate of fire spread, fire line intensity, flame length and fire behavior calculations.

## PUBLIC SERVICE — FIREFIGHTING

**9.301 Firefighter I-A 1.5 Credits**  
(1 Lec, 2 Lab Hrs/Wk)

Develops understanding in fire department organization as it pertains to industrial firefighters. Proper attitude of responsibility of station care and maintenance, and basic skills for team work in use of tools and their utilization under firefighting conditions.

**9.302 Firefighter I-B 1.5 Credits**  
(1 Lec, 2 Lab Hrs/Wk)

Designed to train students in use of portable fire extinguishers, in methods of overhaul and salvage, in principles of fire control in natural cover crops, in forcible entry tactics, and ventilation and rescue procedures.

**9.303 Firefighter I-C 1.5 Credits**  
(1 Lec, 2 Lab Hrs/Wk)

Develops responsible attitudes toward fire apparatus and safe, skillful handling of fire equipment; an understanding of fundamental characteristics of flammable liquids, LPG, and the methods of extinguishment; an awareness of value of good prefire planning and systematic procedures of prefire planning.

**9.304 Firefighter I-D 1.5 Credits**  
(1 Lec, 2 Lab Hrs/Wk)

Review fire control tactics and apply principles to specific types of buildings and hazards. Includes air crash and rescue, mills, factories, large structure fires, and motor vehicle fires.

**9.305 Firefighter I-E 1.5 Credits**  
(1 Lec, 2 Lab Hrs/Wk)

Study forcible entry, fire ventilation practices, rescue, protective breathing practices, and related procedures.

**9.311 Fire Tactics by Simulator .75 Credit**  
(5 Lec, 10 Lab Hrs Total)

Familiarizes student with use and operation of fire simulator as training tool. Improves suppression tactics and ability to function in actual fire conditions. Exposes student to stress conditions that will condition each to perform critical assignments under emergency situations.

**9.326 Apparatus Operator I 1.5 Credits**  
(10 Lec, 20 Lab Hrs Total)

Designed to provide auxiliary and regular fire service personnel with basic operation of fire apparatus and related equipment.

**9.327 Apparatus Operator II 1.5 Credits**  
(10 Lec, 20 Lab Hrs Total)

Provides student with advanced training in fire apparatus and pump operation. Will receive basic knowledge in water hydraulics and methods of water movement related to fire service. Prerequisite: 9.326 Apparatus Operator I.

**9.328 Apparatus Operator III 2 Credits**  
(15 Lec, 15 Lab Hrs Total)

Designed to acquaint fire fighters with basic operation and limitations of aerial trucks, water tower, and related apparatus. Prerequisite: 9.327 Apparatus Operator II.



## FOREIGN LANGUAGES

### FR101/102/103 First-Year French 4 Credits/Term (4 Lec Hrs/Wk)

Introduction to French that stresses reading and speaking along with exercise in elementary composition and grammar. Prerequisite: Must be taken in sequence.

### FR198/298 Independent Study in French To Be Arranged

### FR201/202/203 Second-year French 4 Credits/Term (4 Lec Hrs/Wk)

Study of selections from representative authors; review of grammar; considerable attention to oral use of the language. Prerequisites: RL103 or two years high school French or equivalent for RL201; RL201 or equivalent for RL202 and RL202 or equivalent for RL203.

### SPAN101/102/103 First Year Spanish 4 Credits/Term (4 Lec Hrs/Wk)

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

### 0.557.5/0.557.6/0.557.7 Conversational French I, II, III 1 Credit/Term (1 Lec, 2 Lab Hrs/Wk)

An introduction to practical French words and sentences.

### 0.558.1/0.558.2/0.558.3 Conversational German I, II, III 1 Credit/Term (30-36 Hrs/Total)

Develops conversational German vocabulary as well as necessary basic grammar.

### 0.560.1 Conversational Japanese I 1 Credit (36 Hrs/Total)

Develops 500-word vocabulary including phrases and simple sentences. Emphasis will be on pronunciation.

### 0.560.2 Conversational Japanese II 1 Credit (36 Hrs/Total)

Develops increased speaking and reading vocabulary to approximately 900 words. Emphasis will be on pronunciation and conversational flow of sentences and everyday phrases. Prerequisites: 0.560.1 or instructor's consent.

### 0.560.3 Conversational Japanese III 1 Credit (36 Hrs/Total)

Develops increased speaking and reading vocabulary to approximately 1400 words. Emphasis will be on pronunciation and conversational flow of sentences and everyday phrases. Prerequisites: 0.560.1 and 0.560.2 Conversational Japanese I, II, or instructor's consent.

### 0.561.1/0.561.2/0.561.3 Conversational Norwegian I, II, III 1 Credit/Term (36 Hrs/Total)

Introduction to conversational Norwegian. Provides opportunities for practical conversation on everyday topics, current events, and cultural materials.

### 0.562.1 Conversational Spanish I 1 Credit (36 Hrs/Total)

Develops conversational Spanish vocabulary including necessary grammar.

### 0.562.2/0.562.3 Conversational Spanish II, III 1 Credit/Term (36 Hrs/Total)

Develops skill in use of Spanish language and understanding of fundamental conversational Spanish vocabulary including necessary grammar. Prerequisites: Conversational Spanish I (0.562.1) or instructor's consent.

## FOREST TECHNOLOGY

### F111 General Forestry 3 Credits (3 Lec Hrs/Wk)

The development of forestry in the United States is reviewed with reference to its European heritage. The course will also explore the history of forest management and multiple use concepts. Exposure to various forestry organizations, both public and private, and basic forestry tools and terms will be covered.

### F198 Independent Studies-Forestry 1-3 Credits (3-9 Lec Hrs/Wk)

This course is designed so a student will have an opportunity to conduct independent research in an area of his particular interest. The project will be agreed upon prior to course registration. The student will have a choice of working on an ongoing project for the Forest Service, BLM, Coos County, or private industry. Prerequisites: Instructor's consent.

### F254 Tree and shrub Identification 4 Credits (3 Lec, 4 Lab Hrs/Wk)

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

### FW251 Fish, Wildlife and Forest Practices 3 Credits (3 Lec Hrs/Wk)

This course will give the student first hand knowledge and a 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.

### 6.280 Cooperative Work Experience 1-5 Credits Maximum of 5 credits toward a degree. Prerequisite: instructor's consent.

### 6.404 Elementary Forest Surveying 3 Credits (2 Lec, 4 Lab Hrs/Wk)

An elementary course in the basic fundamentals of plane surveying as well as the use of various surveying instruments. The theory of field measurements, bearings, angles and azimuths is emphasized.

### 6.405 Advanced Forest Surveying 3 Credits (2 Lec, 4 Lab Hrs/Wk)

The application and use of more precise engineering instruments will be developed. Engineering procedures used in property subdivision and road surveying will be covered. Prerequisites: Elementary Forest Surveying (6.404).

### 6.406 Forest Engineering 4 Credits (3 Lec, 4 Lab Hrs/Wk)

The study of forest engineering procedures with particular emphasis on road design and location. Prerequisites: 6.404, 6.405, or instructor's consent.

### 6.407/6.408 Forest Mensuration I/II 3 Credits/Term (2 Lec, 4 Lab Hrs/Wk)

This course is designed to teach the student the basic skills and principles of forest measurements. This course will include cruising, scaling, volume measurements, log and tree grading, and the use of various measurement tools and techniques. The laboratory will consist of application of classroom principles in the field to measure actual forest stands.

### 6.409 Forest Protection 3 Credits (2 Lec, 4 Lab Hrs/Wk)

Describes the destructive agents in the forest including disease, insects, animals, and fire. Emphasis will be placed on the identification of insect and disease organisms and control measures. Fire will be discussed as it relates to prevention, suppression and suppression. Laboratory periods will examine these agents and various control procedures.

### 6.410 Forest Products Manufacturing 3 Credits (2 Lec, 4 Lab Hrs/Wk)

This course covers the basic forms of products derived from timber resources and how they relate to the economy. Emphasis is on the type of products obtained and their relative importance to our economic system.

### 6.411 Logging Operations 3 Credits (2 Lec, 4 Lab Hrs/Wk)

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



**6.414 Forest Contracts (Mapping)** **3 Credits**  
(2 Lec, 4 Lab Hrs/Wk)

This course deals with the basic forms of forest contracts and their functional administration. It will also cover forest mapping as it relates to forest contracts.

**6.416 Aerial Photo Interpretation** **3 Credits**  
(2 Lec, 4 Lab Hrs/Wk)

This course provides the student with basic knowledge of using aerial photographs in forestry as well as an update on the latest techniques used in a remote sensing.

**6.417 Silviculture** **3 Credits**  
(2 Lec, 4 Lab Hrs/Wk)

An introductory course to describe and observe the biological influences on a forest stand. The principles involve the nature of forest trees and stands, their growth, reproduction, environment; composition, nutrition and various responses. Prerequisites: General Forestry (6.401) or instructor's consent.

**6.419 Forest Recreation** **3 Credits**  
(2 Lec, 4 Lab Hrs/Wk)

An Introductory course in outdoor recreation which will cover the needs and demands of the general public for use of forest resources for recreation. The economic factors involved in recreation as well as the planning and design of recreational facilities will be discussed. The management problems encountered by recreation supervisors and technicians will also be discussed. Prerequisites: General Forestry (6.401) or instructor's consent.

**6.420 Advanced Silviculture** **3 Credits**  
(2 Lec, 4 Lab Hrs/Wk)

The application of principles previously learned to the improvement of forest stands through basic silvicultural practices. Laboratory and field exercises will include actual stand treatments on both public and private land. Prerequisites: Silviculture (6.417).

**6.430 Introduction to Oregon's Fish and Wildlife Resources** **3 Credits**  
(3 Lec Hrs/Wk)

Introduces the student to the economically and recreationally important fish and wildlife found in Oregon. Also included are some of the basic management techniques related to these resources.

**6.449 Forest Botany** **4 Credits**  
(3 Lec, 3 Lab Hrs/Wk)

A study of some of the basic principles of plant science as related to forestry.

**6.624.5 Plant Identification** **2 Credits**  
(1 Lec, 4 Lab Hrs/Wk)

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

**6.629 Oregon's Fish and Wildlife** **1 Credit**  
(1 Lec, 2 Lab Hrs/Wk)

Familiarizes student with fish and wildlife resources of Oregon including history of wildlife and discussions of wildlife management practices.

## GEOLOGY AND EARTH SCIENCES

**G142 Geology of the Pacific Northwest** **3 Credits**  
(3 Lec Hrs/Wk)

Since there is no prerequisite, the nature of the course is twofold: It begins with studies of basic earth materials, fundamental geologic principles and processes, geologic time, and the nature of the interior and surficial features of the earth. It continues with a systematic study of the geologic history of the Pacific Northwest, emphasizing the sequence of geologic events for different regions, including stratigraphic relations, structural framework, and the origin and development of landforms. Field trips to areas of geologic interest are included.

**G145 Regional Field Geology** **1-2 Credits**  
(6 Lec, 24-27 Lab Hrs Total)

A field study of significant geologic features of a selected region. The heart of the course consists of a field trip to the region. The trip is arranged to illustrate various geologic aspects and special features unique to the selected region, and includes studies of the age and origin, geologic setting, stratigraphy and structure, topography, and significant events through geologic time. These observations are correlated with contemporaneous geologic events of special significance elsewhere. The course will begin with an on-campus meeting prior to the field trip, and all students will be expected to become familiar with the geologic section for the selected region. Students registering for one credit will be expected to submit a report of their field studies, and will also be expected to demonstrate a knowledge of the geologic section for the region. Students registering for two credits will, in addition to the work listed above, be expected to initiate a rigorous study of the geologic literature pertaining to the region prior to the trip, and on return to campus, will continue with a detailed study of selected features seen on the trip. The results of these studies will also be submitted in a report.

**G146 Field Geology of Southwest Oregon** 3 Credits  
(6 Lec, 24-27 Lab Hrs/Wk)

A field study of significant geological features of Southwest Oregon. The course consists of a sequence of field trips arranged to illustrate various geologic aspects of the Coos Bay area, the Coast Range, Klamath Mountain province, and the Cascades. In addition to special features unique to each area, each trip will include studies of the geologic setting, age and origin, stratigraphy and structure, topography, and a summary of significant historical events. The course will conclude with an on-campus meeting to summarize the geology of Southwest Oregon.

**G147 The Natural Environment of Coos Bay** 3 Credits  
(2 Lec, 2 Lab Hrs/Wk)

A totally integrated study of the natural environment of the Coos Bay region, and man's relationship to this environment. Introductory topics include major geographical aspects and significant historical events of the region. Succeeding topics fall into four major areas of study: hydrology, the estuary, the modern environments, and the ancient environments. The physical, chemical, biological, geological, social, and economic aspects of these topics are integrated into a variety of field lecture and laboratory investigations. Field investigations and lectures are conducted during the normal time period scheduled for the course. These are supplemented during the following week by laboratory studies of data and samples collected. In addition to lectures related to scientific studies, experts familiar with various aspects of the local environment and the local economy are also invited to speak.

**G160 Volcanology** 3 Credits  
(3 Lec Hrs/Wk)

A systematic study of volcanic processes and volcanic phenomena, including the nature and origin of magmas, volcanic materials, lava flows, volcanic cones, craters and calderas, volcanic eruptions, and geothermal features such as geysers and hot springs. Volcanic features of the Pacific Northwest and the relationship of volcanic activity to society will be emphasized.

**G198/298 Independent Study in Geology** 1-6 Credits  
(1-6 Hrs/Wk)

The course is designed to introduce the student to geographic research methods. A research project will be required.

**G201/202 Physical Geology** 4 Credits/Term  
(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 surficial features of the earth, geologic time, natural resources and the interrelationships of man and his natural environment. Laboratory exercises include studies of minerals, rocks, topographical maps and geologic maps, as well as field trips to areas of geologic interest.

**G203 Historical Geology** 4 Credits  
(3 Lec, 3 Lab Hrs/Wk)

A study of the methods and principles of historical geology, the nature of geologic change and geologic time, the progression of plant and animal life through time, and the value and significance of fossil plants and animals. The course also includes a study of the sequence of tectonic changes, stratigraphic relations, paleogeographic environments and major changes, and the implications of these and present changes for the future environment. Laboratory exercises and field trips are included. Prerequisites: Geology sequences (G201/2,3, or instructor's consent).

**G210 Minerals and Rocks** 4 Credits  
(4 Lec Hrs/Wk)

A systematic study of the nature, origin and use of minerals and rocks and their identification. Specific topics for the section on minerals include: crystallography, mineral chemistry, physical properties, mineral descriptions and identification. Specific topics for the section on rocks include: rock-forming processes, rock composition and textures, rock structures, and the classification, description, and identification of rocks. The course concludes with a study of some important ore deposits, the use of earth materials, and the significance of minerals and rocks in human affairs.

**G218 Prehistoric Life** 3 Credits  
(3 Lec Hrs/Wk)

A systematic study of the nature of prehistoric life, including fossilization, classification, evolutionary mechanisms and patterns, adaptation and functional morphology, paleogeography, paleoecology, and stratigraphic significance. Major groups of fossils to be studied in detail include trace fossils, invertebrate fossils, plant fossils and vertebrate fossils. The identification of significant invertebrate fossil genera will be emphasized. The course will also include discussions of methods used in the study of fossils, fossil collecting, and studies of exceptional fauna.

**G221 General Geology** 3 Credits  
(3 Lec Hrs/Wk)

An elective course on basic geologic principles and processes, rocks and minerals, internal and surficial features of the earth, and geologic time.

**G245 Geomorphology: Scenic Geology of the United States** 3 Credits  
(3 Lec Hrs/Wk)

A systematic study of the fundamental processes involved in the origin and evolution of landforms, including gradational processes and landforms, climatic morphogenesis, volcanic processes and landforms, tectonic processes, and structural control of landforms. The course also includes concurrent studies of the various geomorphic provinces of the United States and the landscape features unique to each, emphasizing the National Parks and Monuments. The course concludes with a summary of the interrelationship of man and the natural landscape.

**G299 Geological Hazards and Natural Catastrophes** 3 Credits  
(3 Lec Hrs/Wk)

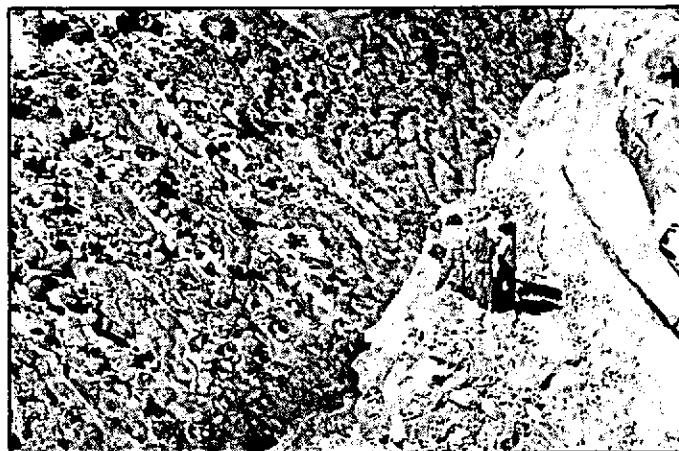
A study of geological hazards and natural catastrophes, including earthquakes, tsunamis, landslides, ground subsidence and collapse, avalanches, floods, storms, coastal erosion, and volcanic eruptions. The course will emphasize the causes and effects, including detailed studies of the scientific aspects, as well as the social and economic impact, of each type of hazard. The possibilities for prediction, mitigation and control will be examined, together with pertinent case histories. The course will also include an evaluation of hazard risk potential for the state of Oregon.

**GS107 Oceanography** 4 Credits  
(3 Lec, 3 Lab Hrs/Wk)

A systematic study of the basic chemical, physical, geological, and biological aspects of the oceans including the origin of the ocean basins and sea water. The significance of the interrelationships of man and the ocean is emphasized. Laboratory and field investigations of the properties of sea water and oceanic pressures are also included.

**GS110/0.620.1 Earth, Sea and Sky** 1-3 Credits  
(3 Lec Hrs/Wk)

A study of earth sciences. Format: One hour of televised lecture (PBS) per week supplemented by independent study, question/answer worksheets, and access to instructor/resource person who also provides supplementary materials and evaluates student's performance.



**GS275 Uses and Resources of the Oceans** 3 Credits  
(3 Lec Hrs/Wk)

A study of the vital significance of the world's oceans to society, and our contemporary role in the utilization of the marine environment. Specific topics include history, civilization and the oceans; food and mineral resources; water and energy resources; pollution and waste disposal; coastal processes and coastal activities; ocean law and management; technology and instrumentation; navigation and positioning and miscellaneous uses. Local marine-related activities and problems will be emphasized.

**0.620 Geology of the Pacific Northwest** 3 Credits  
(3 Lec Hrs/Wk)

Since there is no prerequisite, the nature of the course is two-fold: it begins with studies of basic earth materials, fundamental geologic principles and processes, geologic time, and the nature of the interior and surficial features of the earth. It continues with a systematic study of the geologic history of the Pacific Northwest, emphasizing the sequence of geologic events for different regions, including stratigraphic relations, structural framework, and the origin and development of landforms. Field trips to areas of geologic interest are included.

**0.620.2 Geology of the Local Area** .5-3 Credits  
(15-36 Hrs/Total)

A study of significant geological features of local areas (special areas and topics TBA).

## HEALTH AND FIRST AID

**HE198/298 Independent Study in Health** To Be Arranged

**HE250 Personal Health** 3 Credits  
(3 Lec Hrs/Wk)

Study of personal health issues with emphasis on wellness, behavior, substance use and abuse, physical fitness, consumer health issues and current health concerns, sexuality, mental health, stress management, and nutrition awareness. This course is required for the Associate in Arts degree.

**HE252 Standard First Aid** 3 Credits  
(3 Lec Hrs/Wk)

This course follows the Red Cross Standard First Aid and Personal Safety Guide Requirements. The additional course hours are spent in practical application of content areas. The class is designed to prepare the student with first aid knowledge and skills necessary for the immediate and temporary care of the sick and/or injured until qualified medical help assumes responsibility. Red Cross First Aid certification is given upon completion of course requirements. Certificate is current for three years.

**HE262 CPR Instructor Training** 1 Credit  
(5 Lec, 5 Lab Hrs/Total)

Heart Association approved course to train instructors in standards of Cardiopulmonary Resuscitation and the choking victim. Current CPR card required.

**HE299 Advanced Cardiac Life Support (ACLS)** 2 Credits  
(17 Lec, 8 Lab Hrs/Total)

This three-day course is designed for continuing education of critical physicians, nurses, EMT IIs and IVs in the evaluation and treatment of cardiac problems. Prerequisites: RN, EMT III or IV, MD.

**9.380 Cardiopulmonary Resuscitation** 0.5 Credit  
(5 Lec, 5 Lab Hrs/Total)

A course developed to teach skills and background of application of C.P.R. in cardiac arrests, clearing an airway obstruction of a choking victim, and recognizing the aforesaid situations. Red Cross and/or American Heart Association certification.

**9.381 Multimedia First Aid** 0.5 Credit  
(5 Lec, 5 Lab Hrs/Total)

A course designed for the businesses, industries and organizations who need First Aid training, yet have little time to release employees or who can devote only a short time to the course. Multimedia system meets the standard requirements of OSEA (OSHA) yet exceeds CPR (Cardiopulmonary Resuscitation) requirements.

**9.382 Basic First Aid** 1 Credit  
(10 Lec, 10 Lab Hrs/Total)

This course is designed to prepare the general public with first aid knowledge and skills necessary to care for most emergency accidents or illnesses. Upon completion of course requirements in knowledge and skills the student will be issued a standard First Aid and Personal Safety card from the American Red Cross good for three years. The student must repeat the course to renew the card after three years.

**9.383 First Aid and Emergency Care** 3 Credits  
(25 Lec, 25 Lab Hrs/Total)

This course is designed for those working in the police and fire departments and in emergency first aid care, who need more extensive emergency first aid training than they received in standard first aid and personal safety courses. This course has the same content of skills and knowledge as the standard first aid course with the addition of extensive knowledge and practical skills in dealing with the following: water accidents, exposure to radiation, emergency childbirth, emergency rescue and transfer and extrication - removal from automobiles. Upon completion of course requirements the student will receive an Advanced First Aid and Emergency Care card issued for three years. The student must repeat the course after three years to receive a new card.

## HEALTH OCCUPATIONS

**HE268 Pharmacology** 3 Credits  
(3 Lec Hrs/Wk)

Designed to equip the professional and/or paraprofessional legally qualified, to administer medications with a competent level of knowledge of the drugs currently being used and/or abused, with emphasis on drug implications, side effects and client teaching, both over-the-counter and prescribed. Prerequisites: R.M., L.P.N., EMT II, III, or IV, Certified Medication Aids, Second Year Medical Assistant, Nursing or EMT students, or Instructor's consent.

**HE299 Advanced Cardiac Life Support (ACLS)** 2 Credits  
(17 Lec, 8 Lab Hrs/Total)

A three-day course designed for continuing education of critical care physicians, nurses, and EMT IIs and IVs in the evaluation and treatment of cardiac problems. Prerequisites: RN, EMT III & IV, MD.

**NUR101 Fundamentals of Nursing** 8 Credits  
(5 Lec, 9 Lab Hrs/Wk)

This is the first quarter of a four quarter practical nursing program leading to a certificate and eligibility to take the state board examination for licensure and/or a six quarter associate degree program leading to eligibility to take state board examination for registered nurse licensure. This course deals with beginning concepts in the area of fundamentals of nursing. After a period of orientation, skills are learned and the student is taught how to adjust them for all age groups. Major concepts in communications, mental health, body mechanics, alignment, asepsis, nutrition, fluids, pharmacology, growth and development and maternal health are introduced. After practice sessions in the laboratory on campus the student performs skills and applies concepts in the care of patients in the hospital or long term care setting (Orientation Module plus Levels I through IV.) Prerequisite: Admission to SWOCC nursing program.

**NUR102 Nursing Science and Practice I** 8 Credits  
(5 Lec, 9 Lab Hrs/Wk)

Continuation of building upon skills and concepts learned and introduction of new skills and concepts. Concepts relate to crisis, mobility, homeostasis, elimination and oxygenation. Care of the patient of any age in pain, with hearing and/or vision problems, with cleft lip and palate, with skin problems, with neurotic disturbances, with diabetes and with respiratory problems is taught. Communications, emphasis on the needs of the aged are integrated. Observation is expanded to include total assessment, nursing diagnosis, expected outcomes, and rationales. Student continues to apply knowledge and skills in the hospital setting. Prerequisite: Admission to SWOCC nursing program.

**NUR103 Nursing Science and Practice II** 10 Credits  
(5 Lec, 15 Lab Hrs/Wk)

Covers maternity nursing and care of patients of all ages undergoing surgery, cardiac, gastrointestinal, and fluid and electrolyte problems. Evaluation as part of nursing process is introduced. Pharmacology, nutrition and communications are integrated throughout the course. Students spend time in a hospital setting, applying skills and concepts learned. (VIIA/VIII/C). Prerequisites: Completion of NSG101 and a C grade or better or consent of the Director of Health Occupations, and completion of Anatomy and Physiology (BI121 and 122) with a grade of C or better within the past 5 years.

**NUR121/131/141/151 Nursing Skills** 2 Credits/Ea.  
(6 Lab Hrs/Each)

This course is taken in conjunction with first five quarters of the nursing program. Covers skills to be used in the hospital.

**NUR150 Nursing Study Skills** 1 Credit  
(12 Lec Hrs/Total)

The course is designed to introduce students to the nursing program and its requirements and to teach these students the use of study skills in conjunction with those requirements.

**NUR201 Nursing Science and Practice III** 10 Credits  
(60 Lec, 180 Lab Hrs/Total)

Covers alterations in physiological and psychological functioning with needed nursing interventions in relation to orthopedics, urinary, cancer, blood dyscrasias and neurological problems. Stressed is nursing process in care of patients with these disorders. The student will also study acute psychiatric disorders, including psychoses, substance abuse and suicide. I.V. therapy is taught as far as maintenance, medications and blood administration. Students will study the practical nurse's transition from student to graduate working after graduation, legal/ethical aspects of LPN practice, and giving medications to groups of patients. Prerequisites: Completion of first year of the program or admission into second year via advanced placement as an LPN.

**NUR202 Nursing Science and Practice IV** 10 Credits  
(5 Lec, 15 Lab Hrs/Wk)

Covers complications of all aspects of pregnancy, including acute neonatal care, and acute gyn problems. Care of the patient in ER, airway insertion and physical assessment of the heart and lungs are stressed. Other major units covered are endocrine/renal and common acute pediatric health problems. Prerequisites: Completion of NSG201, Nursing Science and Practice III, Chemistry 130 (Physiological Chemistry) with a grade of C or better.

**NUR203 Nursing Science and Practice V** 10 Credits  
(60 Lec, 180 Lab Hrs/Total)

Covers care of the patient in CCU-ICU, acute neurological problems, neck/chest surgery patients, communicable diseases, eye and ear disorders as well as R.N. roles, management of multiple patient assignments, organization of health care facilities, responsibilities of R.N. ethically, professionally and legally. All required lab hours are spent in last four weeks of quarter (40 hours per week including weekends). Prerequisites: Completion of Nursing Science and Practice IV with a grade of C or better.

**9.404 Home Health Aide** 3 Credits  
(60 Lec/Lab Hrs/Total)

This course builds upon previously learned nursing skills and prepares the student to assist people to care for themselves in their own homes. Prerequisites: Current Oregon certification as a nursing assistant.

**9.405 Aging and Health** 4 Credits  
(40 Lec, 80 Lab Hrs/Total)

This course is designed to provide knowledge of physical and emotional needs of the elderly geared toward paraprofessionals (nursing assistants, home health aides and homemakers) responsible for administering care to geriatric clients in long-term care facilities and/or homes. Prerequisites: Current Oregon certification as a nursing assistant or consent of instructor.

**9.414 LPN Re-entry Course** 14 Credits  
(40-80 Lec, 20-40 Lab Hrs/Total)

This course enables a graduate practical nurse who has not been employed for five years or more to become relicensed. A self-paced course employs a self-instructional individualized learning process which includes both seminar and clinical experience segments. Prerequisites: Completion of a practical nurse program, a temporary license from Oregon State Board of Nursing and evidence of malpractice insurance.

**9.415 R.N. Re-entry Course** 14 Credits  
(80 Modular Instruction and 320 laboratory hours - 2 weeks of 40 hours plus 10 weeks of 24 hours per week - for a total of 400 hours)

Enables an inactive graduate nurse to update her nursing knowledge and skills, enabling her to return to practice with proper institutional orientation. The self-instructional, individualized learning process that includes both seminar and clinical experience segments. Clinical is accomplished with a preceptor at an acute care facility. Prerequisites: Completion of a generic nursing course and a limited license from Oregon State Board of Nursing.

**9.416 Intravenous Therapy for Health Professionals** 3 Credits  
(2 Lec, 3 Lab Hrs/Wk)

This course provides students with skills, knowledge and attitudes to perform venipuncture, maintain and discontinue intravenous solutions, medications, and blood components. Prerequisites: Currently licensed LPN, RN, or certified EMT II or III, or instructor's consent.

**5.460 Basic Nursing Assistant** 4 Credits  
(40 Lec, 80 Lab Hrs/Total)

This prepares a basic nursing assistant 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.

**0.916.1 Therapeutic Activities for the Institutionalized Aged** 3 Credits  
(3 Lec Hrs/Wk)

This course is designed to meet the needs of the directors and leaders of activities in long term care facilities. Emphasis is given to the planning and implementation of balanced programs; providing adequate and meaningful documentation of assessments, goals, and plans; stimulation of interest in, utilization of, and effective coordination with volunteers and the total health care team.

**0.574 Hospice Care: Emotional Support for the Terminally Ill** 1 Credit  
(15-36 Hrs/Wk)

This course is intended for persons who are interested in becoming volunteers to provide psychological, sociological and physiological support for individuals diagnosed with a life threatening or terminal illness, plus their families. Various issues on the dying process, death and bereavement, pain and symptom control, delivery of medical care, family dynamics, philosophical and ethical questions will be covered.





## HISTORY

### HST101/102/103 History of Western Civilization 3 Credits/Term (3 Lec Hrs/Wk)

Introduces student to western world's knowledge, culture, and traditions. Traces rise of civilization in Near East to emergence of medieval European culture and rise of European nation states through eighteenth century. Follows course of western civilization from nineteenth century to present.

### HST119 Introduction to East Asian History 3 Credits (3 Lec Hrs/Wk)

A historical overview from prehistoric times to the present of the eastern part of Asia inhabited by Mongoloid man, and dominated by a civilization in ancient China. Emphasizes histories of China, Japan, Korea and Vietnam.

### HST198/298 Independent Study in History To Be Arranged

### HST192 China in the 20th Century 3 Credits (3 Lec Hrs/Wk)

Introduces history of the background and development of the People's Republic of China from 1949 to the present.

### HST201/202/203 3 Credits (3 Lec Hrs/Wk)

This is a survey course in the history of the United States. The course introduces students to major social, economic, political and cultural developments. Each term may be taken independently and will cover a major chronological period, topical area, or both.

### HST210 Futurism 3 Credits (3 Lec Hrs/Wk)

A course designed to inform the student of projected trends in the world today, and their significance. The student will explore the literature on the subject and be given an opportunity to make a forecast.

### HST238/239/240 Oregon History 3 Credits/Term (3 Lec Hrs/Wk)

An introduction to the geography, history, economics and social life of Oregon. The development of Oregon's South Coast will be studied in relation to the rest of the state.

### HST272 Local History: Southwestern Oregon 3 Credits (3 Lec Hrs/Wk)

The course will introduce students to the history of Southwestern Oregon from its early settlement to the present. It will focus primarily on the history of Coos and Curry counties, although the relation of the South Coast to Jackson, Josephine and Douglas counties, especially during the years of early settlement, will also be considered. Students will learn basic methods of research in local history and be introduced to bibliographical sources on the history of the region. Students will undertake individual research projects or programs of reading. Older residents of the local area will be asked to participate in the course as guest speakers and/or historical informants. Students will be encouraged to participate in the collection of oral interviews, historical photographs, and other materials suitable for historical records preservation by the college, Coos-Curry Historical Museum, or state historical societies or libraries.

### 1.123/1.124/1.125 The Pacific Northwest 3 Credits/Term (3 Lec Hrs/Wk)

Introduction to geography, history, and cultural life of the Pacific Northwest region from early explorations to present day. Region includes present day Oregon, Washington, Idaho, and for historical purposes, western Montana and Wyoming. Historic growth of Oregon's South Coast will be related to history of Pacific Northwest region.

### 0.678.2 Prehistory of the Southern Oregon Coast 1 Credit (3 Hrs/Wk)

Survey of coastal prehistory, tracing man's entry into Northwest, migration to the Oregon Coast, adaptation from an upland to a marine environment, and development of culture as described by early explorers, historians, and ethnographers. Covers approximately eight thousand years of development with emphasis on late prehistoric period.

### 0.678.3 Tracing Your Family Tree (Genealogy) 1 Credit (3 Hrs/Wk)

Provides step-by-step guide to beginning genealogy, emphasizing place of each generation within the framework of religious, social, economic and political events of the day. Use of original records and of microfilm sources through the L.D.S. branch library will be covered.

### 0.678.3 Intermediate Genealogy 1 Credit (4 Hrs/Wk)

Provides opportunity for intermediate to advanced genealogist to increase knowledge of research methods and sources. Evaluation and analysis of evidence and use of primary source material will be stressed. Students will be expected to share knowledge of geographical areas, sources and research problems. Prerequisite: Previous experience in genealogical research is necessary.

## HOME ECONOMICS

The majority of courses listed below are offered on a rotating basis. A few specialized courses are provided only when specific community need has been indicated. Check with Home Economics advisors.

### HEC101 Orientation to Home Economics 1 Credit (1 Lec, 1 Lab Hr/Wk)

An orientation course for Home Economics majors and non-majors interested in developing a greater understanding of Home Economics as a profession. The course explores the philosophy, contributions, trends, and interdisciplinary nature of the field as well as the services to families, employment opportunities, training required, and new developments in related career fields.

### HEC198/298 Independent Studies in Home Economics To Be Arranged

### HEC280 Field Experience - Home Economics - General 1-3 Credits (Includes Seminar)

Nine credits maximum. Prerequisite: Instructor's consent.

### 9.906 A Professional Image 1-2 Credits (1 Lec, 2 Lab Hr/Wk)

Designed to help students pursuing careers plan wardrobes for work, coordinate color to present a positive professional image, with emphasis on improving personal appearance.

### 9.915 Unplug the Christmas Machine 0 Credit (3 Hrs Total)

A short workshop designed to help participants evaluate holiday priorities, gain skill in managing goal attainment, evaluate and manage stress effectively and utilize resources. The dual career participants will operate more effectively in the work force when stress is controlled.

### 9.943 Home and Family Management 0.5-1.0 Credit (1 Lec, 3 Lab Hrs/Wk Max.)

Emphasis on the effective decision making methods necessary to function adequately with newly assumed occupational roles that are in addition to the regular home-family responsibilities. Includes ways to cope constructively during periods of expanded stress. Relates various learnings from the implementation of economical management of the home considering the resources of time, talent, energy, and money. Looks at course from social worker's point of view.

### 9.945 Family Finance and Resource Management 0.5-1.0 Credit (1 Lec, 3 Lab Hrs/Wk Max.)

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

### 0.840 Consumer Education 0.5-1.0 Credit (1 Lec, 3 Lab Hrs/Wk Max.)

A series designed to aid homemakers in their role as consumers. Each session, a part of a complete program, will present a selected topic relating to areas such as clothing and textiles, foods and nutrition, home management, or family living.



**0.853 Home Management** **0.5-1.0 Credit**  
(1 Lec, 3 Lab Hrs/Wk Max.)

A course in general home management for students with special needs. Covers management of time, energy, money, and other family resources. Explores decision-making process and includes specific techniques for increasing management skill in areas of clothing, food, housing, and family health. Cost-cutting techniques are emphasized in each area.

## Clothing, Textiles & Fashion

**CT110 Beginning Clothing Construction** **2 Credits**  
(1 Lec, 3 Lab Hrs/Wk)

Demonstrates use of the sewing machine and applies techniques of dressmaking to the construction of simple garments.

**CT191 Careers in Fashion, Textiles & Interior Design** **2 Credits**  
(1 Lec, 3 Lab Hrs/Wk)

Opportunities in fashion design, fashion merchandising, apparel production and interior design.

**CT198/298 Independent Studies in Clothing, Textiles & Fashion**  
**To Be Arranged**

**CT210 Clothing Construction** **3 Credits**  
(2 Lec, 3 Lab Hrs/Wk)

Study of the principles of selection, construction, and fitting. Clothing construction as a creative expression is also recognized.

**CT211 Clothing & Culture** **3 Credits**  
(3 Lec Hrs/Wk)

Includes study of artistic, economic, and psychological factors affecting the selection of clothing. Designed for students in fashion merchandising, apparel design, home economics, and related areas.

**CT232 Applied Home Furnishings** **2 Credits**  
(1 Lec, 3 Lab Hrs/Wk)

Methods for making draperies, pillows, home accessories, and other furnishings; painting and finishes.

**CT250 Textiles** **3 Credits**  
(3 Lec Hrs/Wk)

A study of textiles and fabrics, their origin, manufacture and use. Chemical and physical aspects including testing methods will be covered.

**CT270 Fundamentals of Fashion** **3 Credits**  
(3 Lec Hrs/Wk)

Develops an understanding of fashion movement and dissemination, past and present fashion cycles, the influence of environment on fashion trade publications.

**CT280 Field Experience - Clothing, Textiles & Fashion** **4-3 Credits**  
(Includes Seminar)

Nine credits maximum. Prerequisite: instructor's consent.

**7.150 Sewing for Profit** **2 Credits**  
(1 Lec, 2 Lab Hrs/Wk)

Designed for the individual interested in sewing for others for a profit. Alteration techniques, special construction techniques as well as the business aspects, including recordkeeping, advertising, customer relations, business regulations, and establishment of prices are included. Prerequisites: 9.910 Basic Sewing, 9.911 Intermediate Sewing, or instructor's consent.

**9.900 Clothing and Textile Seminars** **1-3 Credits**  
(1-30 Lec & Lab Hrs/Wk)

A series of seminars aimed at improving competency and updating knowledge and skills in the clothing and textiles areas.

**9.910 Basic Sewing** **.5-2.0 Credits**  
(1 Lec, 3 Lab Hrs/Wk Max.)

Designed for men and women who wish to learn basic techniques of sewing and want to improve and learn new methods. Covers fabric selection, pattern alterations, selection and use of equipment, pressing techniques, as well as basic techniques of clothing construction needed to enter more advanced classes.



**9.911 Intermediate Sewing** **.5-1.0 Credit**  
(1 Lec, 3 Lab Hrs/Wk Max.)

Designed for those interested in developing skill in using many new types of fabric in the construction of quality clothing. Emphasizes pattern and fabric coordination, pattern alteration, and techniques for cutting, stitching, and pressing the new types of fabrics. Prerequisites: 9.910 Basic Sewing or instructor's consent.

**9.912 Pattern Alterations & Fitting** **.5-2.0 Credits**  
(1 Lec, 3 Lab Hrs/Wk Max.)

Covers techniques for making basic dress from percale for use as a fitting shell. Drafting basic pattern to use as model for making perfectly fitted clothes and creating original designs.

**9.913 Tailoring: Blazers & Jackets** **.5-2.0 Credits**  
(1 Lec, 3 Lab Hrs/Wk Max.)

Beginning and advanced tailoring techniques applied to men's and women's clothing, methods for coats, suits, and jackets. Includes the use of fusible and traditional interfacings, bound buttonholes, shoulder shaping, linings, pockets, and other details found in tailored styles. Prerequisites: 9.910 Basic Sewing or instructor's consent.

**9.914 Sewing Men's Clothing** **.5-2.0 Credits**  
(1 Lec, 3 Lab Hrs/Wk Max.)

Emphasizes tailoring techniques used in constructing men's clothing. Men's sport coats, slacks, and casual jackets may be constructed. Prerequisites: 9.910 Basic Sewing or instructor's consent.

**9.920 Clothing Selection & Coordination** **.5-2.0 Credits**  
(1 Lec, 3 Lab Hrs/Wk Max.)

This course includes selection of becoming and appropriate colors, lines, and fabrics. Coordination of wardrobe and selection of accessories will be included.

**9.923/9.924 Pattern Drafting I, II** **.5-2.0 Credits**  
(1 Lec, 3 Lab Hrs/Wk Max.)

Designed for individuals interested in learning flat pattern drafting techniques which will be useful in altering commercial patterns, drafting new patterns and restyling patterns and apparel forms. Prerequisites: 0.925 Beginning Sewing or instructor's consent.

**9.925 Textile Studies .5-2.0 Credits****(1 Lec, 3 Lab Hrs/Wk Max.)**

Understanding the many textile products, their design, dyeing methods, production, weaving and knitting characteristics. Theory and application.

**9.927 Understanding Today's Fabrics .5-1.0 Credit****(1 Lec, 3 Lab Hrs/Wk Max.)**

Identifying and using fabrics. Weaving, felting, and dyeing. For anyone interested in textiles or involved in production or sale of textile products.

**9.930 Interior Decorating .5-2.0 Credits****(1 Lec, 3 Lab Hrs/Wk Max.)**

The fundamentals of home decorating, including the use of design, color, texture, space, and form. The selection and use of floor coverings, window treatments, wall finishes, furniture, lighting and accessories will be covered.

**0.925 Beginning Sewing .5-1.0 Credit****(1 Lec, 3 Lab Hrs/Wk Max.)**

Introduces basic sewing procedures such as pattern selection and adjustment, fabric selection, cutting, marking, and operation of a sewing machine. Features demonstrations of easy methods for sewing sleeves, collars, facings, hems, darts and zippers.

**0.927 Sewing with Knits .5-1.0 Credit****(1 Lec, 3 Lab Hrs/Wk Max.)**

Includes the selection, use, and care of knit fabrics; special construction techniques for garments made from knit fabrics such as T-shirts, knit tops, skirts, and dresses. Includes use of iron-on interfacings, fusibles, and other techniques for use with knits. Prerequisites: basic knowledge of simple sewing and use of machine.

**0.928 Children's Clothing .5-1.0 Credit****(1 Lec, 3 Lab Hrs/Wk Max.)**

Emphasizes application of basic sewing methods in construction of clothing for children; dresses, sportswear, sleepwear, and outerwear will be constructed. Pattern adjustment, trims, applique, and finishing techniques will be demonstrated.

**0.943 Sportswear Construction .5-1.0 Credit****(1 Lec, 3 Lab Hrs/Wk Max.)**

Methods for sewing shirt style apparel for men and women will be demonstrated. Unit on pattern alteration and fitting of pants for women will be featured. Prerequisites: 9.910 Basic Sewing.

**0.970 Sewing Unlimited .5-1.0 Credit****(1 Lec, 3 Lab Hrs/Wk Max.)**

Features clothing construction methods used in sewing current styles. Special techniques for new fabrics and speed methods using new fusibles and adhesives. There will be some sewing in class.

**0.971 Sewing Something From Nothing .5-1.0 Credit****(1 Lec, 3 Lab Hrs/Wk Max.)**

Demonstrates how to remake and remodel clothing, and using remnants to create new garments and other household articles. Includes combining fabrics and patterns for original garments, quilts.

**0.972 Sewing for the Home .5-1.0 Credit****(1 Lec, 3 Lab Hrs/Wk Max.)**

Techniques of sewing and fusing applied to window treatments, pillows, slipcovers, and table covers for the home.

**Human Development & Family Studies**

**HDFS198/298 Independent Studies - Human Development & Family Studies To Be Arranged**

**HDFS222 Marriage Preparation 2 Credits**  
**(2 Lec Hrs/Wk)**

Open to men and women. Marriage, nature, and motives; marriage readiness. Courtship period, factors in mate selection.

**HDFS223 Family Living 2 Credits**  
**(2 Lec Hrs/Wk)**

Open to men and women. Marriage and relationships in the beginning family. A study and analysis of the social, physical, educational, economic, psychological and other factors of family behavior.

**HDFS226 Child Development - The Growing Years 3 Credits**  
**(3 Lec Hrs/Wk)**

The Growing Years is a one-term, three credit, lower division college transfer course. It includes topics ranging from prenatal influences through infancy, early and middle childhood, and adolescence. The interplay of biological factors, individual personality, social structure, and other environmental forces which influence the growing child.

**HDFS280 Field Experience - Human Development & Family Studies 1-3 Credits**  
**(Includes Seminar)**

Nine credits maximum. Prerequisite: instructor's consent.

**7.101 Introduction to Early Childhood Education Services 2 Credits**  
**(1 Lec, 2 Lab Hrs/Wk)**

A study of various types of early childhood education programs focusing on facilities, staff and program content.

**7.153/7.154 Child Development I, II 2 Credits/Term**  
**(2 Lec Hrs/Wk)**

Study of developing child and physical, emotional, social, motor, ethical, and intellectual aspects of development.

**7.155 Programs for Preschools 2 Credits**  
**(2 Lec Hrs/Wk)**

Developing curriculum for schools for young children. Includes mathematics, science concepts, and social studies, intellectual curiosity, mental health and development of realistic self-concepts, moral and spiritual values. Outdoor play and its importance to the child's development. Parent-school relationships and community resources.

**7.162 Infant and Child Care 2 Credits**  
**(2 Lec Hrs/Wk)**

General principles of development and care of the infant and child under six.

**7.166 Working with Young Children in Groups 2 Credits**  
**(Guidance and Discipline)**  
**(2 Lec Hrs/Wk)**

A course planned to give experience in observing and working with children in groups to gain insight and understanding of their behavior and needs in order that these needs may be met. Techniques for recording and reporting behavior, use of positive guidance techniques, and evaluation of the role of teacher and aide are included.

**7.167 Observation & Guidance 2 Credits**  
**(1 Lec, 2 Lab Hrs/Wk)**

Emphasis on understanding of child behavior and needs in group situations.

**7.170 Parent-Child Relationships I 2 Credits**  
**(2 Lec Hrs/Wk)**

Study of interaction process between parent and child and various styles of parent/child relationships. Emphasis on various reinforcers the growing child receives in the home and how they determine his behavior tendencies, personality, characteristics, and general life adjustment will be discussed.

**7.171 Parent-Child Relationships II 2 Credits**  
**(2 Lec Hrs/Wk)**

Designed for individuals who intend to work with children. Effect of parental feelings upon child, effect of child's development upon parents' feelings and how parents' attitudes, problems, and feelings affect the child.

**7.172 Creative Activities for Children I** 2 Credits  
(2 Lec Hrs/Wk)

Provides overview of creative activities for young children in arts, crafts, games and music. Description of and experimentation with a variety of materials will be included.

**7.173 Creative Activities for Children II** 2 Credits  
(1 Lec, 2 Lab Hrs/Wk)

An Introduction to a variety of media to use with young children. Basic instruction in the use of tools for creating play equipment with young children. Emphasis is placed on ways to use creative activities to stimulate learning experiences for children. Prerequisite: 7.172 Creative Activities for Children I.

**7.174 Directed Participation I** 2 Credits  
(1 Lec, 3 Lab Hrs/Wk)

A course designed to provide students an opportunity to observe an experienced preschool teacher working with a group of children and to gain practical experience working with children under the teacher's supervision.

**7.175 Directed Participation II** 2 Credits  
(1 Lec, 3 Lab Hrs/Wk)

Provides supervised experience in working with young children in group situation in day care centers, nursery schools, and kindergartens. Prerequisite: 7.174 Directed Participation I.

**7.177 Health and Safety** 2 Credits  
(2 Lec Hrs/Wk)

Emphasizes necessary safety procedures for childcare facilities and routine health practices to be observed in work with groups of young children.



**7.178 Child Nutrition and Health** 2 Credits  
(2 Lec Hrs/Wk)

Explores basic nutritional needs and sources for meeting these requirements for normally developing children, including prenatal nutritional influences. Nourishment in relationship to other areas of development, behaviors, diseases and health problems will be studied.

**7.179 Operation of Child Care Centers** 2 Credits  
(1 Lec, 2 Lab Hrs/Wk)

A study of the operation of day care centers, nursery schools and kindergartens. Program planning, organizational structure, budgeting, personnel, interviewing, operational codes and licensing will be covered. Emphasis will be on information needed for future job opportunities with preschool children.

**7.280 Work Experience - Human Development & Family Studies** 1-3 Credits  
(Includes Seminar)

Nine credits maximum. Prerequisite: instructor's consent.

**9.941 Exploring Family Relations** .5-1.0 Credits  
(5-10 Lec, 5-30 Lab Hrs Total)

Covers interpersonal relationships within the family. Emphasis will be on practical methods for the development of positive interaction between family members. Methods for dealing with common family problems such as parent-child relations, family responsibilities, parental roles, communication, and handling times of stress will be explored. Provides information geared towards persons working with family units (i.e. social workers).

**9.942 Parenting Seminar (System Training for Effective Parenting)** 1 Credit  
(20 Hrs Total)

A course to help parents deal with the everyday difficulties of raising children in a rapidly changing world.

**0.881 the Changing Role of Today's Parents** .25-1.0 Credits  
(10-36 Hrs Total)

Understanding parent-child relationships and developing effective communications with children and adolescents.

## Foods & Nutrition

**FN225 Nutrition** 4 Credits  
(4 Lec Hrs/Wk)

Study of nutrition and the newer scientific investigations of optimal diet and health; present day nutritional problems for home economics majors, nursing students, physical education majors, and food service majors.

**FN198/298 Independent Studies - Foods & Nutrition** To Be Arranged

**FN280 Field Experience - Foods & Nutrition** 1-3 Credits  
(Includes Seminar)

Nine credits maximum. Prerequisite: instructor's consent.

**7.138 Practical Nutrition** 2 Credits  
(2 Lec Hrs/Wk)

This course is designed for students enrolled in practical nursing, food service, and child care programs and others interested in a study of basic nutrition. Covers functions of food and its relation to health and wellness, various nutrients, bodily requirements, and processes involved in utilization of food.

**7.178 Child Nutrition & Health** 2 Credits  
(2 Lec Hrs/Wk)

Explores basic nutritional needs and sources for meeting these requirements for normally developing children, including prenatal nutritional influences. Nourishment in relationship to other areas of development, behaviors, diseases and health problems will be studied.

**7.280 Work Experience - Foods & Nutrition** 1-3 Credits  
(Includes Seminar)

Nine credits maximum. Prerequisite: instructor's consent.

**9.969 Orientation to Food Services 3 Credits****(3 Lec Hrs/Wk)**

Designed to train students in food service supervision, sub-professional dietary work, and general food service. Explores requirements of various food service jobs, covers organization of food service departments, functions of food service department and administrative, therapeutic and educational aspects of the department. Management of the food service department, including menu planning, food purchasing, production, sanitation, personnel and equipment, are included on survey basis as preparation for more advanced courses in food service.

**9.970 Food Preparation I 3 Credits****(3 Lec Hrs/Wk)**

Includes principles of food preparation with emphasis on scientific aspects of cookery. Demonstrations and experiments presented to illustrate effects of such factors as type of ingredients used in recipes and variations in proportions of ingredients, techniques, and will emphasize critical steps in preparation of basic food products. Serves as background for quantity foods courses and will emphasize scientific aspects of food preparation for individuals employed in quantity food service in hospitals, schools, nursing homes, restaurants and cafeterias.

**9.971 Food Preparation II 3 Credits****(3 Lec Hrs/Wk)**

Develops ability to plan correct food preparation techniques and equipment used for each dish. Basic understanding of food preparation principles, time management. Prerequisites: 9.769 Orientation to Food Services and 9.970 Food Preparation I, or instructor's consent.

**9.974 Nutrition 5-1.0 Credit****(1 Lec, 3 Lab Hrs/Wk Max.)**

An overview of nutrition with emphasis on food choices for nutritive values and how to recognize food fads, harmful diets and quackery in nutritional writings and lectures. Can serve as supplemental training for persons employed in jobs related to food industry or related to dietary needs.

**9.975 Diet Therapy 2 Credits****(3 Lec Hrs/Wk)**

Designed to give institution food service workers and others background and understanding in planning, preparing, and serving therapeutic diets.

**9.976 Food Service Workshops 0-3 Credits****(1-30 Hrs Total)**

Designed to provide food service employees with an opportunity to obtain current information in areas of nutrition, management, safety, and food preparation. Provides opportunity to learn new techniques, current standards, and share useful information in developing and conducting effective food service programs. Prerequisite: experience in the food service field.

**9.977 Food & Nutrition Workshops 0-2 Credits****(1-2 Lec, 3-6 Lab Hrs/Wk Max.)**

Seminars aimed at improving the knowledge, skills, and competencies of individuals employed in or related to occupations of food and nutrition businesses or industries.

**9.978 Food for Special Diets 5-1.0 Credit****(1 Lec, 1-3 Lab Hrs/Wk Max.)**

Emphasis on cooking creatively for persons who have special dietary restrictions. Recipe modification, menu planning, sources of information, new recipes, food substitutions in recipes, and nutrition information are included. Designed for dietitians and institutional workers and home care providers.



**0.624 Mushroom Identification 1 Credit****(25 Hrs Total)**

Identification of local wild mushrooms, their basic characteristics and locations. Positive identification of edible and nonedible species, preparation for food, and methods of preserving will be stressed.

**0.624.1 Wild Edible Plants 1 Credit****(1 Lec, 1 Lab Hrs/Wk + 2 Field trips)**

A course with emphasis on identifying species successfully and general ways of preparing, rather than specific recipes, a variety of wild edible plants and foods. Ways of preserving the foods also will be covered.

**INDUSTRIAL MECHANICS****Automotive**

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

**0.775 Auto Maintenance 5-1.5 Credits****(15-36 Hrs Total)**

Designed for the student who knows nothing or very little about the operation of an automobile. Emphasis will be on identification and operation of components, systems, and preventative maintenance. Seasonal service and emergency roadside repairs will also be covered.

**0.776 Automotive Survival for Women 5-1.5 Credits****(15 Hrs Total)**

This course includes theory and hands-on orientation to various automotive systems, diagnosis, maintenance and repair procedures, use of tools, how to intelligently relate to repair technicians, how to purchase and sell a car, how to research information. This course also provides instructional time to meet the needs and desires of the majority of students based upon ability.

**3.280 Cooperative Work Experience 1-6 Credits****(4-24 Hrs/Wk)**

Instructor's consent only.

**3.300 Brakes and Suspension Systems 4 Credits****(2 Lec, 8 Lab Hrs/Wk)**

Designed to prepare students for all phases of automotive and light truck brake systems, service and diagnosis. The basic operation, diagnosis and service of suspension systems is also covered. The course stresses proper use of tools of the trade including special tools and equipment, individual and shop safety practices, use of reference materials, development of proper work habits and repair techniques.

In laboratory, students perform complete disassembly, inspection, and reassembly of brake system components and suspension systems. Using accepted trade practices and equipment, students perform brake drum, rotor turning and grinding operations, brake system overhaul, and suspension system component replacement. Prerequisites: 3.304 Internal Combustion Engines I or instructor's consent.

**3.304 Internal Combustion Engines I 4 Credits****(2 Lec, 8 Lab Hrs/Wk)**

Basic automotive class—first in a sequence. Stresses the proper use of tools of the trade, including special tools and equipment, individual and shop safety practices. Use of reference materials, work habits and repair techniques. Complete operation, construction and theory of internal combustion engines applicable to current use is covered. In the lab students will do complete disassembly inspection and reassembly of engines. Prerequisite: Student must provide a basic set of hand tools.

**3.306 Internal Combustion Engines II 4 Credits****(2 Lec, 8 Lab Hrs/Wk)**

ICE II is designed to provide students with skills and knowledge necessary to diagnose and repair internal combustion engines consistent with current trade practices. Complete engine overhaul and machining operations including all phases of head work,

cylinder block boring, sleeving and honing, connecting rod and piston precision honing and other basic practices. Operation and theory of ignition, fuel and emission control systems will be covered as well as the use of various types of testing equipment. Prerequisites: ICE I, 3.304 or instructor's consent. Student must provide basic set of hand tools.

**3.307 Internal Combustion Engines III 2 Credits****(6 Lab Hrs/Wk)**

Designed to provide additional experience in engine overhaul and rebuilding techniques, and diagnosis of engine problems and repair. Prerequisites: 3.306 Internal Combustion Engines II or instructor's consent.

**3.308 Electrical I 4 Credits****(34 Lec, 51 Lab Hrs/Wk)**

This course covers fundamentals of electricity, theory of operation, servicing of automobile batteries, starting motors, ignition systems (conventional), DC charging systems and automobile wiring systems. Prerequisites: Practical Physics (4.304) or instructor's consent.

**3.310 Gasoline Fuel Systems 3 Credits****(30 Lec, 30 Lab Hrs/Total)**

This course is designed to provide students with a basic working knowledge of automotive gasoline fuel systems including storage, pumpings and distribution. Carburetion and fuel injection theory; fundamentals of operation, diagnosis, repair, and adjustment will be covered. Prerequisites: Internal Combustion Engines I, 3.304 or instructor's consent. Student must provide basic hand tools.

**3.312 Diesel Fuel Systems 3 Credits****(2 Lec, 3 Lab Hrs/Wk)**

This course is designed to provide students with a fundamental working knowledge of the diesel fuel systems found on passenger cars and light trucks. Fuel nozzles and injection pumps found on both foreign and domestic vehicles will be covered. Basic service and repairs that can be completed without a flow bench will be stressed. Prerequisites: Gasoline Fuel Systems (3.310) or instructor's consent.

**3.316 Power Trains 3 Credits****(2 Lec, 3 Lab Hrs/Wk)**

This course covers fundamentals of automotive manual transmission and power trains, including construction, operation and servicing of friction type clutch assemblies, three-speed, four-speed, and overdrive transmissions; drive lines and universal joints; differential, and front-wheel drive transaxles. Prerequisites: Fifth term standing or instructor's consent.

**3.318 Automotive Steering Controls 3 Credits****(30 Lec, 30 Lab Hrs/Total)**

This course is designed to provide students with the basic working knowledge of suspension systems and the skills necessary to perform front-end alignments and the related repair and service involved. The course covers vehicle control and handling problems, wheel balance, wheel alignment factors, and manual and power steering. Wheel balance and alignment equipment will be used. Students will be exposed to foreign and domestic vehicles and light trucks. Prerequisites: 3.300 Suspension and Brakes Systems or instructor's consent.

**3.322 Automotive Electrical Systems II 3 Credits****(20 Lec, 30 Lab Hrs/Total)**

This course covers alternating current charging systems, standard type and electronic controlled; electronic controlled ignition systems; and electronic controlled modules. Prerequisites: Electrical I (3.308) or instructor's consent.

**3.324 Diagnostic Procedures and Emission Controls 3 Credits****(20 Lec, 30 Lab Hrs/Total)**

This course covers development of a systematic approach to engine tune-up and servicing exhaust emission controls. Prerequisites: Electrical I (3.308), Electrical II (3.222), Gasoline Fuel Systems (3.310).

**3.326 Automatic Transmissions** 3 Credits  
(20 Lec, 30 Lab Hrs/Total)

This course covers theory of operation, routine service procedures and overhaul of popular automatic transmissions currently being used by American auto manufacturers. Prerequisites: 3.316 Power Trains or instructor's consent.

**3.329 Mechanical Systems Laboratory I** 3 Credits  
(110 Lab Hrs/Total)

This course is designed to give students additional experience and understanding of the automobile by giving training in diagnosis and repair of common and unusual problems, and use of professional type repair equipment. Conditions and practices of industry shop situations will be emphasized. Engine repair, brake system repair, front end alignment and wheel balancing, electrical systems troubleshooting and minor engine tune-up will be areas stressed. Prerequisites: Brakes and Suspension Systems (3.300) and Internal Combustion Engines (3.306). 4th term standing or instructor's consent.

**3.331 Mechanical Systems Laboratory II** 3 Credits  
(110 Lab Hrs/Total)

This course is a continuation of the Mechanical Systems Lab 3.329 in further developing students' skills and knowledge. Emphasis placed on power train diagnosis and repair, fuel systems and charging systems service. Prerequisites: Fifth term standing, Mechanical Systems Lab 3.329 or instructor's consent.



**3.332 Automotive Service Management** 2 Credits  
(25 Lec, 13 Lab Hrs/Total)

This course is designed to provide students with a general working knowledge of the automotive service industry. Students will learn basic customer relations and skills necessary to deal with the general public in the context of automotive service and repair. Students will analyze shop operation and safety procedures, as well as gain an overall view of all phases of the automotive industry. Prerequisites: Fourth term standing or instructor's consent.

**3.333 Mechanical Systems Laboratory III** 3 Credits  
(110 Lab Hrs/Total)

Further knowledge and mechanical skills through online service work. Lab projects will center around, but not be restricted to, engine tune-up emission controls, automatic transmission service and more advanced techniques of diagnosis and testing. Prerequisites: Mechanical Systems I & II or instructor's consent.

**9.110 Automotive Fuel Systems & Tune Up** 1.5 Credits  
(1 Lec, 2 Lab Hrs/Wk)

This course consists of theory, operation, and maintenance of automotive fuel systems. Prerequisites: heavy duty mechanic, service station attendant, auto mechanic, or instructor's consent.

**9.111 Automotive Electrical Systems & Tune-Up I** 1.5 Credits  
(1 Lec, 2 Lab Hrs/Wk)

This course consists of theory, maintenance, and service of automotive electrical systems including minor engine tune-up. Prerequisites: heavy duty mechanic, service station attendant, auto mechanic, or instructor's consent.

**9.112 Automotive Electrical Systems & Tune-Up II** 1.5 Credits  
(1 Lec, 2 Lab Hrs/Wk)

This course covers basic to advanced methods of automotive engine testing, tune-up, and emission control servicing. Prerequisites: Automotive Electrical Systems & Tune-Up I (9.111).

**9.113 Heavy Duty Equipment Electrical** 3 Credits  
(2 Lec, 4 Lab Hrs/Wk)

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

**9.114 Automotive Diesel Fuel Systems** 1.5 Credits  
(1 Lec, 2 Lab Hrs/Wk)

Designed to provide automotive mechanics the latest information on diesel-powered passenger cars and light trucks; servicing procedures, diagnosis of problems, and adjustments will be covered.

**9.116 Hydraulics I: Basic Fluid Power** 2 Credits  
(1.5 Lec, 1.5 Lab Hrs/Wk)

A basic course in hydraulics covering the operating principles and the components that comprise the systems.

**9.117 Hydraulics II: Pumps, Valves, and Controls** 2 Credits  
(1.5 Lec, 1.5 Lab Hrs/Wk)

A general course dealing with the various types of hydraulic components found in industry. The uses and service procedures will be covered. Prerequisites: Hydraulics I (9.116) or instructor's consent.

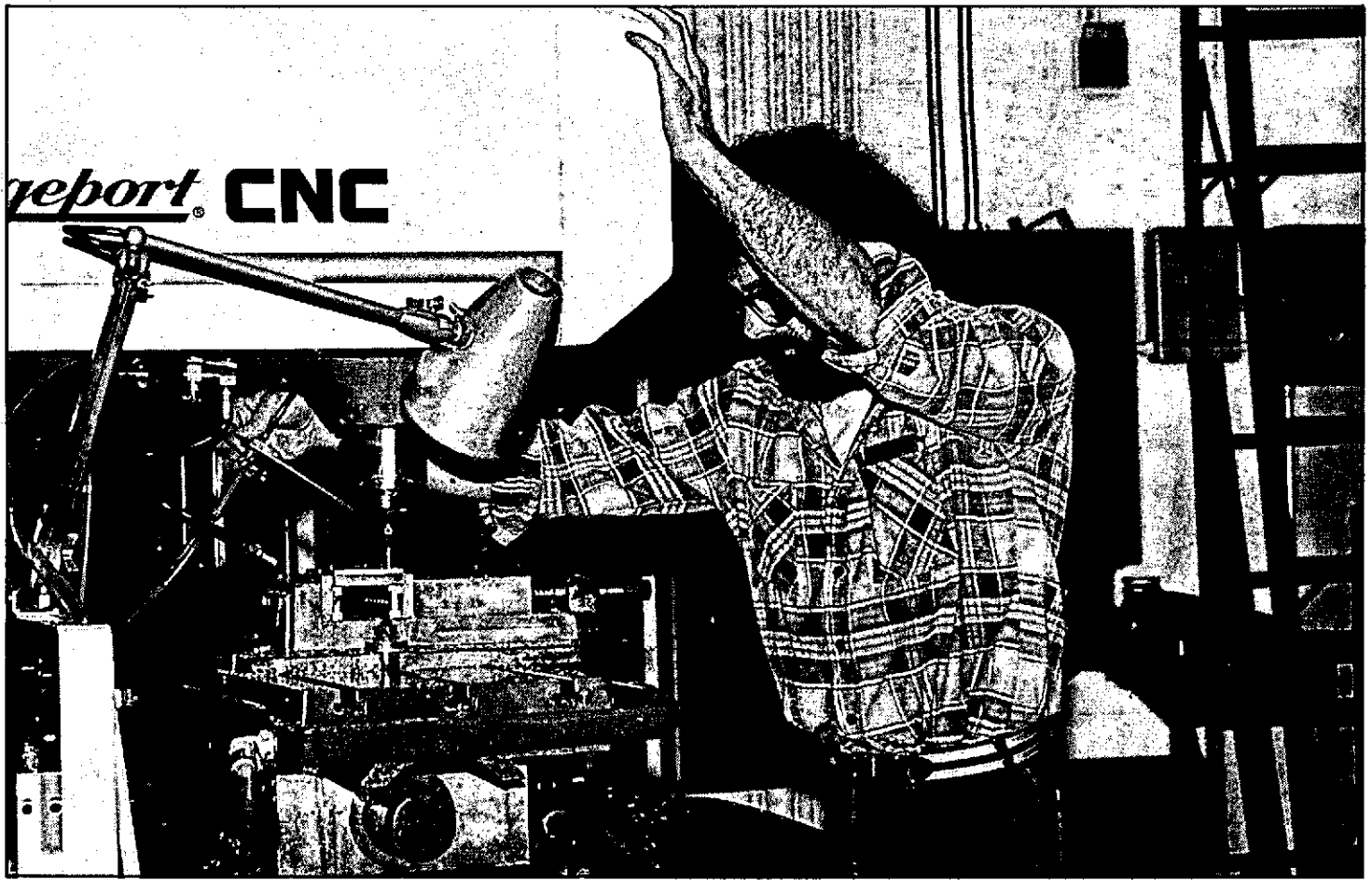
**9.118 Hydraulics III: System Construction, Troubleshooting and Repair** 2 Credits  
(1.5 Lec, 1.5 Lab Hrs/Wk)

This course is intended to prepare individuals to diagnose and repair various hydraulic system components. Provides individuals with the background necessary to facilitate design changes in the field. Prerequisites: Hydraulics II (9.117) or instructor's consent.

**9.120 Advanced Automotive Tune-Up and Emission Controls** 3 Credits  
(3 Lec Hrs/Wk)

This course covers advanced methods of tune-up and emission control testing utilizing electronic test equipment. Prerequisites: must be employed in automotive or related trade, or instructor's consent.





**9.122 Gasoline Fuel Injection** 1.5 Credits  
(1 Lec, 2 Lab Hrs/Wk)

Gasoline fuel injection will provide mechanics with a general working knowledge of all current production systems. Troubleshooting and diagnosis will be covered. Prerequisites: must be employed as a mechanic or have substantial mechanical background.

**9.125 Diesel Engines: Operation & Maintenance I** .75 Credit  
(15 Hrs Total)

Designed for the owner/operator to provide a basic understanding of the operation of a diesel engine and to promote the development of a maintenance routine.

**9.126 Diesel Engines: Operation & Maintenance II** .75 Credit  
(15 Hrs Total)

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

## Machine Tool Practice

**4.158 Machine Tool Practices** 2 Credits  
(1 Lec, 3 Lab Hrs/Wk)

Designed to give industrial mechanics students additional experience in metals fabrication with machine tools. Prerequisites: Machine Tool Practice I (4.170) or instructor's consent.

**4.160 Metals Application Treatment and Testing** 3 Credits  
(2 Lec, 3 Lab Hrs/Wk)

Practical guide to heat treating and testing of standard steels and alloys, including some theory in physical metallurgy. Prerequisites: 2nd year standing or instructor's consent.

**4.170, 4.171 Machine Tool Practices I & II** 3 Credits/Term  
(1 Lec, 4 Lab Hrs/Wk)

Introduces basic shop procedures, handtools, and machines. Powertools introduced are bench grinders, lathes, drill presses, vertical milling machines, horizontal milling machines.

**4.172 Machine Tool Practices III** 3 Credits  
(2 Lec, 3 Lab Hrs/Wk)

Gives student opportunity to apply skills developed in prerequisite courses 4.170 and 4.171 in individual or group projects.

**4.173 Basic Numerical Controlled Machines** 3 Credits  
(2 Lec, 3 Lab Hrs/Wk)

Introductory course in numerical controlled machines, shop practices, industrial applications and economics, and manufacturing processes. Prerequisites: Machine Tool Practices I, II, III (4.170, 4.171, 4.172) or instructor's consent.

**4.174 Machine Tool Practices V** 3 Credits  
(3 Lec Hrs/Wk)

Provides technical information applicable to inspection of work, gauges, special tools, and measuring devices. Subjects covered are nomenclature, tolerances, fits, use of handbooks, and methods of inspection. Prerequisites: 2nd year standing or instructor's consent.

**4.175 Machine Tool Practices VI** 3 Credits  
(2 Lec, 3 Lab Hrs/Wk)

Study of machine tools and their function in present day manufacturing process. Machinability of materials, tooling, gauging, heat treating uses are included. Students required to do precision work on all machines in shop. Prerequisites: Machine Tool Practices I, II, III (4.171, 4.172, 4.170) or instructor's consent.

**4.176 Machine Tool Practices VII** 3 Credits  
(9 Lab Hrs/Wk)

Emphasizes manipulation of the lathe, milling machines and grinder in both set-up work and operations. Projects provide practices in skills for tool grinding, turning, boring, screw threads, and milling operations including dovetail and angular work. Prerequisites: 2nd year standing or instructor's consent.



**4.177 Machine Tool Practices VIII 3 Credits****(9 Lab Hrs/Wk)**

Includes milling machines, grinding practices, gear cutting, hardening and tempering of steel, and gauge and fixture work. Prerequisites: 2nd year standing in Machine Tool Practices or instructor's consent.

**4.178 Machine Tool Practices IX 3 Credits****(9 Lab Hrs/Wk)**

Emphasizes operation of machine tools as applied to machine and manufacturing of simple blanking, piercing, and forming dies; also second operation work for production shops. Prerequisites: 2nd year standing or instructor's consent.

**4.181 Machine Tool Practice XII 3 Credits****(2 Lec, 3 Lab Hrs/Wk)**

Computer Aided Manufacturing (CAM) and Computer Numerical Control (CNC). The second course in the series beginning with the Basic in Numerical Control. Prerequisites: 4.173 Basic Numerical Control.

**4.280 Cooperative Work Experience 1-6 Credits****(4-24 Lab Hrs/Wk)**

Gain on-the-job experience in coordinator-approved shop situations that closely parallel with field of study. Work under supervisor and coordinator. Seminar arranged by supervisor. Prerequisites: Instructor's consent.

**9.166/9.167 Machine Tool Practices I & II 2 Credits/Term****(1 Lec, 3 Lab Hrs/Wk)**

This course is an introduction to basic shop procedures, handtools and machines. The power tools that will be introduced are bench grinders, lathes, drill presses, vertical milling machines, and horizontal milling machines.

**9.168 Machine Tool Practices III 2 Credits****(1 Lec, 3 Lab Hrs/Wk)**

Gives opportunity to apply skills developed in prerequisite courses Machine Tool Practice I & II (9.166, 9.167) through use of individual or group projects.

## Small Engines

**3.536/3.537/3.538/3.539 Small Engine Repair I, II, III, IV 3 Credits/Term****(1 Lec, 4 Lab Hrs/Wk each)**

Includes 2-cycle and 4-cycle engine theory, practice on assembly and disassembly, repair, and applications such as motorcycles, lawn mowers and chain saws.

**9.054 Small Engines V 3 Credits****(1 Lec, 4 Lab Hrs/Wk)**

Gives experience in marine accessories and drive units. Includes repair techniques and operational information on controls, lower unit, gear case, and major components of a marine engine. Prerequisites: Small Engine Repair I, II, III (3.536, 3.537, 3.538).

**9.055 Small Engine Repair VI 3 Credits****(1 Lec, 4 Lab Hrs/Wk)**

Gives service training and operational information of industrial application of various small engines. Includes training on the drive units in particular. Prerequisites: Small Engine Repair I, II, III (3.536, 3.537, 3.538).

## Welding

**0.763.1 General Metals 1 Credit****(1 Lec, 2 Lab Hrs/Wk)**

An introduction course for those interested in investigating the field of metal working. Course includes basic arc and gas welding, bending, foundry processes and sheetmetal.

**4.150 Welding I 3 Credits****(1 Lec, 4 Lab Hrs/Wk)**

Introduction to oxyacetylene welding. Will cover theory and history of welding, safety, operations of oxyacetylene equipment on light gauge metal in flat and horizontal positions with introduction to oxyacetylene burning.

**4.151 Welding II 3 Credits****(1 Lec, 4 Lab Hrs/Wk)**

Introduction to oxyacetylene welding in overhead and vertical positions (with light gauge plate). Continued development in welding and burning techniques emphasizing safety, efficiency of operations on various sizes and types of material. Introduction to welding on some of the exotic metals. Development of an understanding of welding metallurgy. Prerequisites: Welding I (4.150), or instructor's consent.

**4.152 Welding III 3 Credits****(1 Lec, 4 Lab Hrs/Wk)**

Introduction to oxyacetylene welding of pipe and tubing and the development of pipe templates for various pipe joints. Prerequisites: Welding I and II (4.150, 4.151) or instructor's consent.

**4.153 Welding IV 3 Credits****(1 Lec, 4 Lab Hrs/Wk)**

Introduction to pipe arc welding stressing techniques, methods, and safety. Prerequisites: Welding I, II, III (4.150, 4.151, 4.152) or instructor's consent.

**4.154 Welding V 3 Credits****(1 Lec, 4 Lab Hrs/Wk)**

Beginning arc welding covering safety and power supplies, arc metallurgy, rod selection, and techniques for flat and horizontal positions. Prerequisites: Welding I, II, III, IV (4.150, 4.151, 4.152, 4.153) or instructor's consent.

**4.155 Welding VI 3 Credits****(1 Lec, 4 Lab Hrs/Wk)**

Advanced arc welding covering overhead and vertical positions with introduction of specialty rods. Safety and welding quality is stressed. Prerequisites: Welding I, II, III, IV, V (4.150, 4.151, 4.152, 4.153, 4.154) or instructor's consent.

**4.156 Welding VII 3 Credits****(1 Lec, 4 Lab Hrs/Wk)**

Introduction to TIG welding of mild steel, aluminum and stainless steel. Prerequisites: Welding I, II, III, IV, V, VI (4.150, 4.151, 4.152, 4.153, 4.154, 4.155) or instructor's consent.

**4.157 Welding VIII 3 Credits****(1 Lec, 4 Lab Hrs/Wk)**

Introduction to MIG welding with emphasis on various types of wire and cover gases and their application to modern practices. Prerequisites: concurrent enrollment in Welding V, VI, VII or consent of instructor.

**4.159 Maintenance/Fitter Welding 5 Credits****(2 Lec, 9 Lab Hrs/Wk)**

Introduction to maintenance and fitting procedures needed for safe occupations skills in welding trades. Prerequisites: 2nd year welding majors.

**4.165/4.166/4.167 Welding Lab A, B, C 3 Credits/Term****(9 Lab Hrs/Wk)**

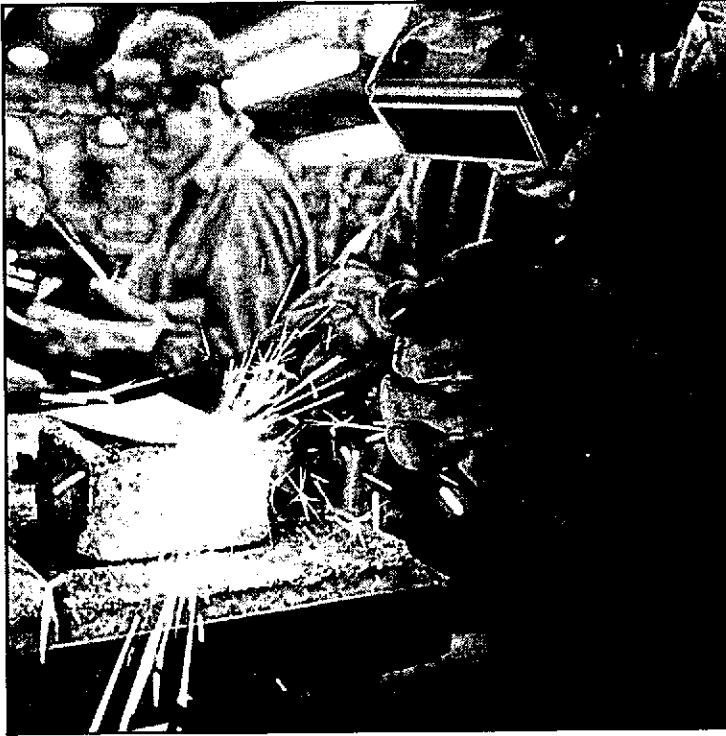
Emphasis on development of welding skills, job shop techniques, and related welding areas. Prerequisites: Enrollment in one of the welding classes and consent of instructor.

**4.280 Work Experience 1-6 Credits****(4-24 Lab Hrs/Wk)**

Gain on-the-job experience in coordinator approved shop situations that closely parallel with field of study. Work under supervisor and coordinator. Seminar arranged by supervisor. Prerequisites: Instructor's consent.

**9.150 Welding I 2 Credits****(1 Lec, 3 Lab Hrs/Wk)**

Introduction to welding, covering theory, practices, safety, and operation of oxyacetylene equipment on light gauge materials and the history of welding and forming metals.



- 9.151 Welding II** **2 Credits**  
 (1 Lec, 3 Lab Hrs/Wk)  
 Introduction to oxyacetylene burning. Covers theory, practices, and safe operations of burning equipment on various types of materials, positions, and welding in heavy plates. Prerequisites: Welding I (9.150) or instructor's consent.
- 9.152 Welding II** **2 Credits**  
 (1 Lec, 3 Lab Hrs/Wk)  
 Introduction to oxyacetylene pipe welding and cutting. Prerequisites: Welding I and II (9.150, 9.151) or instructor's consent.
- 9.153 Welding IV** **2 Credits**  
 (1 Lec, 3 Lab Hrs/Wk)  
 Introduction to oxyacetylene, heavy plate, and pipe welding, testing of welds and reasons for testing. Prerequisites: Completion of or concurrent enrollment in Welding II and III.
- 9.154 Electrical I** **4 Credits**  
 (3 Lec, 3 Lab Hrs/Wk)  
 Covers elementary principles of electricity as applied to welding.
- 9.155 Electrical II** **3 Credits**  
 (2 Lec, 3 Lab Hrs/Wk)  
 Covers principles of electricity as applied to welding. Prerequisites: Electrical I (9.154) and welding majors.
- 9.158 Advanced Maintenance/Fitter Welding** **5 Credits**  
 (2 Lec, 9 Lab Hrs/Wk)  
 Emphasizes safety, job techniques, safe material handling, and set up. Prerequisites: Completion of Maintenance Fitter Welding (4.159).
- 9.161 Welding V** **2 Credits**  
 (1 Lec, 3 Lab Hrs/Wk)  
 Introduction to arc welding in flat and horizontal positions. Prerequisites: Welding I, II, III, IV (9.150, 9.151, 9.152, 9.153) or instructor's consent.
- 9.162 Welding VI** **2 Credits**  
 (1 Lec, 3 Lab Hrs/Wk)  
 Introduction to advanced arc welding in vertical and overhead positions. Prerequisites: Welding I, II, III, IV, V (9.150, 9.151, 9.152, 9.153, 9.161) or instructor's consent.
- 9.163 Welding VII** **2 Credits**  
 (1 Lec, 3 Lab Hrs/Wk)  
 Introduction to pipe arc welding using safe theories and practices. Prerequisites: completion of or concurrent enrollment in Welding I, II, III (9.150, 9.151, 9.152).

- 9.164 Welding VIII** **2 Credits**  
 (1 Lec, 3 Lab Hrs/Wk)  
 Introduction to TIG safe welding procedures and practices. Prerequisites: Welding I, II, III, IV, V, VI (9.150, 9.151, 9.152, 9.153, 9.161, 9.162) or instructor's consent.
- 9.165 Welding IX** **2 Credits**  
 (1 Lec, 3 Lab Hrs/Wk)  
 Introduction to MIG safe welding procedures and practices. Prerequisites: Concurrent enrollment in Welding V, VI, VII (9.161, 9.162, 9.163).
- 9.220 Welding Skills Lab** **1 Credit**  
 (4 Lab Hrs/Wk)  
 Emphasis will be on upgrading of welding skills related to job needs and requirements. Prerequisites: Instructor's consent and previous welding experience.
- 9.225 Welding Workshop: Arc & Acetylene** **0-3 Credits**  
 (30 Lab Hrs/Total)  
 Will provide experienced welders with practice in basic welding techniques. Prerequisites: Student must be an experienced welder.

## Refrigeration

- 9.070 Refrigeration Servicing I** **3 Credits**  
 (3 Lec Hrs/Wk)  
 Covers the principles of refrigeration systems; job placement, fundamentals, history of refrigeration, compression systems, refrigerants, flow controls.
- 9.071 Refrigeration Servicing II** **3 Credits**  
 (3 Lec Hrs/Wk)  
 Covers the principles of evaporators, compressors, condensers, and flow equipment.
- 9.072 Refrigeration Servicing III** **3 Credits**  
 (2 Lab, 1 Lec Hrs/Wk)  
 This course provides practical and theoretical laboratory experience in refrigeration servicing. It includes rebuilding and replacing of flow controls, compressors, flow equipment and brazing. Prerequisites: Refrigeration Servicing I or concurrent enrollment.

## JOURNALISM

- J198/298 Independent Study in Journalism** **To Be Arranged**
- J280 Field Experience** **Variable**  
 (Includes seminar)  
 Combined work and study projects in fields of writing, reporting, editing, public relations and other mass media-related activities. Nine credits maximum. Prerequisites: Instructor's consent.

## LITERATURE AND LANGUAGE

- ENG-101/102/103 Survey of English Literature** **3 Credits/Term**  
 (3 Lec Hrs/Wk)  
 Develops broad view of literature of British Isles, beginning with the Middle Ages and continuing to the twentieth century. Study focuses on characteristic works of giants of each period with additional attention paid to minor figures and works.
- ENG-104/105/106 Introduction to Literature** **3 Credits/Term**  
 (3 Lec Hrs/Wk)  
 Designed to prepare student for further study, appreciation and enjoyment of literature. Fall quarter concerned with fiction, novels, short stories, essays, and biographies. Winter quarter concerned with drama, both ancient and modern. Spring quarter concerned with poetry, lyric, narrative, and epic. Includes English, American and European literature.

**ENG107/108/109 World Literature** 3 Credits/Term  
(3 Lec Hrs/Wk)

This course is designed to introduce the student to the literary works of the western world. Students are encouraged to take Western Civilization concurrently.

**ENG198/298 Independent Study in Literature** To Be Arranged

**ENG201/202/203 Shakespeare** 3 Credits/Term  
(3 Lec Hrs/Wk)

This course is an introduction to Shakespeare's dramatic literature with an emphasis on the timelessness of his ideas and themes, the formal demands of drama and the development of the artist. The selection of the plays will follow the chronology of the canon. The plays will also be grouped together to enhance discussion of formal and generic concepts; i.e., comedy, tragedy, and history. Recurrent themes will be discussed and analyzed with reference to their timelessness and in relation to the culture from and for which Shakespeare wrote.

**ENG222 Images of Women in Literature** 3 Credits  
(3 Lec Hrs/Wk)

This course is designed to introduce both men and women to literature from a specific perspective: the social, economic and psychological position of women.

**ENG253/254/255 Survey of American Literature** 3 Credits/Term  
(3 Lec Hrs/Wk)

Helps student investigate what is "American" in selections of native literature. Encourages student, through reading and intensive discussion, to answer questions such as: Do works share common themes, techniques, characters, and mythical foundations? Should have prior experience in reading and discussing literature. May choose to take concurrently with History of the United States. Sequence order recommended but not required.

**ENG260 Introduction to Women Writers** 3 Credits  
(3 Lec Hrs/Wk)

This course is designed to introduce both men and women to selected women writers, their literary styles and perspectives and the conditions affecting their work.

**ENG273 Language and People** 3 Credits  
(3 Lec Hrs/Wk)

A wide range of language that introduces the student to a variety of language related topics, which will be studied in terms of the student's developing sense of himself/herself as a language user. Topics include the origin and acquisition of language, non-human languages, the invention of writing, the formal systems of languages, the relationship between language and thought, the varied uses of language and contemporary language issues.

**ENG299 Special Topics in Literature** 3 Credits  
(3 Lec Hrs/Wk)

Designed to allow in-depth exploration of theme, problem or mode in literature for students who have a special interest in the issue. Each time the course is offered, it will be subtitled to identify the special subject of study.

**0.531 Literature of Contemporary Concerns** 2-3 Credits  
(24-36 Hrs/Total)

This course is offered for those with a special interest in contemporary themes, problems and personalities, and who wish to study these as they are reflected and represented in literature. The course may utilize all genre, stressing contemporary literature, but not being confined to it. Other periods of literature may be used to trace historical development and to provide larger contexts.

**0.532 Literature of Oregon** 2 Credits  
(24 Hrs/Total)

A survey of literature written by or about Oregonians, or set in Oregon. This course will familiarize the students with the neglected regional literature of his/her own state, and with the kinds of literary activity that have been predominant in the state.

**0.534 Appreciation of Literature** 1-3 Credits  
(15-36 Hrs/Total)

Surveys literature to stimulate and increase enjoyment and understanding through studying a variety of literary works and writing periods.

**0.536 Shakespeare: Ashland** 1-3 Credits  
(15-36 Hrs/Total)

Detailed examination of Shakespeare plays being produced at Ashland with emphasis on understanding and appreciating Elizabethan culture. Students have the option of attending the plays in Ashland as a group.

## MARINE NAVIGATION

**9.615 Marine Navigation-Piloting** 3 Credits  
(3 Lec Hrs/Wk)

This course is designed to give the recipient a basic understanding of the principles involved in navigation as well as a working knowledge of navigation techniques. The course consists of an element of studies on weather, dead reckoning, piloting, electronic navigation and the utilization of these concepts as a means of navigation. It involves the use of various navigational instruments to obtain lines of position and the use of required publications necessary to interpret these lines of position to navigational fixes. An amount of rules of the road, radio communications and distress signals will be covered, as well as a distant look at celestial navigation.

**9.616 Marine Celestial Navigation** 3 Credits  
(3 Lec Hrs/Wk)

This course is designed to give the recipient a basic understanding of the principles involved in celestial navigation, as well as a working knowledge of celestial navigational techniques. Course enables recipient to meet licensing requirements set forth by the U.S. Coast Guard to prepare operators of ocean-going vessels (more than 200 miles offshore) and for examinations in celestial navigation. The course consists of a study of celestial sightings, time, and the utilization of these concepts as a means of navigation. It involves the use of various instruments to obtain lines of position, and the use of required publications necessary to reduce these lines of position to navigational fixes.

## MATHEMATICS

**MTH50 Intermediate Algebra I** 4 Credits  
(4 Lec Hrs/Wk)

Acquaints student with logical system as it appears in theoretical science, in general, or in particular mathematics. Is coherent; whole of algebra is being developed from basic assumptions. Sufficient experience with elementary functions is gained by student who intends to take more advanced work in mathematics or needs experience in general courses in the sciences. Prerequisites: Elementary Algebra I (4.202), Elementary Algebra II (4.203) or equivalent.

**MTH60 Introductory Trigonometry** 4 Credits  
(4 Lec Hrs/Wk)

Introductions to plane trigonometry emphasizing practical applications. Prerequisites: Intermediate Algebra II (MTH100) or instructor's consent.

**MTH75 Elementary Plane Geometry** 3 Credits  
(3 Lec Hrs/Wk)

An introduction to mathematical logic as well as fundamental concepts of Euclidean geometry. Prerequisites: Elementary Algebra (4.202).

**MTH100 Intermediate Algebra II** 4 Credits  
(4 Lec Hrs/Wk)

This course enriches the concepts presented earlier, presents more advanced aspects of notations introduced, serves as terminal course in algebra for students preparing for nonscientific studies, and as foundation for those preparing for advanced college mathematics. Prerequisites: Intermediate Algebra I (MTH50), 1 year high school algebra or instructor's consent.

**MTH101 College Algebra** 4 Credits  
(4 Lec Hrs/Wk)

The course covers sets, algebraic logic, inequalities, absolute value, functions ordered pairs, linear and quadratic equations, exponential and logarithmic functions, and other topics depending on time available. Demands mastery of algebraic tools covered earlier. Prerequisites: Intermediate Algebra II (MTH100) and 2 years high school algebra or instructor's consent.

**MTH102 Trigonometry** 4 Credits  
(4 Lec Hrs/Wk)

The course covers trigonometry to include circular functions, inverse functions, applications and angles. The level demands competence in algebraic operations covered in Math 101. Prerequisites: MTH101 College Algebra.

**MTH191/192/193 Mathematics for Elementary Teachers** 3 Credits/Term  
(3 Lec Hrs/Wk)

A foundation course in arithmetic for elementary teachers. Topics include set theory, logic, systems of numeration, and basic operations with subsets of the real numbers. Other subjects included are measurement and right triangle trigonometry. This course is a prerequisite for majors in elementary education at Oregon State University.

**MTH198/298 Independent Study in Math** To Be Arranged  
**MTH200/201/202/203 Calculus with Analytic Geometry** 4 Credits/Term  
(4 Lec Hrs/Wk)

Differentiation and integration: applications to rates, area volumes. Applications in mechanics; plane analytic geometry, elementary transcendental functions. Techniques of integration, vectors, solid analytic geometry. Partial differentiation, multiple integration, infinite series. Standard sequence for students in science and engineering. Prerequisites: MTH102 Trigonometry or instructor's consent.

**0.760 Mathematics: Math Lab** 0 Credit  
Individualized instruction on all levels of math from basic arithmetic to calculus. Student works at own speed and level.

**2.250 Business Mathematics** 3 Credits  
(3 Lec Hrs/Wk)

Review of basic arithmetic, including increase in speed and accuracy in the four fundamentals of whole numbers, fractions, decimals and percentage. Business problem solving through algebraic formulas.



**2.252 Business Mathematics II** 3 Credits  
(3 Lec Hrs/Wk)

A study of interest, discount, negotiable instruments, and payroll mathematics individually. Covered are business mathematics in management decisions. Includes cash and trade discounts, determining profit and loss, depreciation and taxes. Prerequisites: Business Mathematics (2.250) or equivalent.

**3.240 Applied Math for Industrial Mechanics** 4 Credits  
(4 Lec Hrs/Wk)

Students will learn basic arithmetic operations with an emphasis on applications.

**3.241 Applied Algebra & Geometry for Industrial Mechanics** 4 Credits  
(4 Lec Hrs/Wk)

This course includes basic geometric concepts, graphing in a rectangular system, basic algebraic concepts and their applications. Prerequisites: Applied Math for Industrial Mechanics (3.240).

**3.242 Applied Trigonometry for Industrial Mechanics** 4 Credits  
(4 Lec Hrs/Wk)

A numerical approach to Trigonometry with an emphasis on applications, basic definitions of sine, cosine, and tangent ratios. Prerequisites: Instructor's consent.

**4.200 Basic Mathematics** 4 Credits  
(4 Lec Hrs/Wk)

A course designed for students whose knowledge of basic arithmetic is deficient. The purpose of this course is to prepare students for successful completion of his/her science sequence or any other program requiring knowledge of basic mathematics.

**4.202 Elementary Algebra I** 4 Credits  
(4 Lec Hrs/Wk)

Stresses the transition from arithmetic to algebra for students with little or no previous experience in algebra. Includes concepts of numbers, integers and rational numbers, their generalization and simple algebraic procedures. Includes applications in other fields such as metals and automotive mechanics. Prerequisites: Basic Mathematics (4.200) or instructor's consent.

## MUSIC

**MuP105/205 Jazz Ensemble (Jazz Band)** 1-3 Credits/Term  
(1-2 Lec, 1-3 Lab Hrs/Wk)

The jazz ensemble offers musicians an outlet for their talents and a means to improve their techniques and skills, music reading, notation and terminology, and improvisation as it applies to the jazz idiom.

**MuP121/221 Symphonic Choir (Community Choir)** 1.3 Credits/Term  
(1-2 Lec, 1-3 Lab Hrs/Wk)

This vocal ensemble offers singers an outlet for their talents and a chance to improve. Attention will be given to voice placement and usage, music reading, terminology, and major choral literature of all styles and periods.

**MuP123/223 Opera Workshop: Community Opera** 0-3 Credits/Term  
(2 Lec, 8 Lab Hrs/Wk)

This is a performance course which rehearses and executes the performance of an opera by an accomplished composer. Prerequisites: Vocal training and musicianship. These will be evaluated by audition.

**MuP115/225 Vocal Jazz Ensemble (Southwesters)** 2 Credits/Term  
(4 Lab Hrs/Wk)

Performance of popular vocal arrangements. Emphasis is placed on precision, sensitivity and musicianship. Prerequisites: audition and instructor's approval.

**MuP142/242 Chamber Orchestra** 1-3 Credits/Term  
(1-2 Lec, 1-3 Lab Hrs/Wk)

The chamber orchestra offers musicians an outlet for their talents and a means to improve their musicianship and instrumental techniques and skills.

MuP171/272 Applied Piano (1 Lab Hr/Wk)	1 Credit/Term
MuP172/272 Applied Harpsichord (1 Lab Hr/Wk)	1 Credit/Term
MuP173/273 Applied Organ (1 Lab Hr/Wk)	1 Credit/Term
MuP174/274 Applied Voice (1 Lab Hr/Wk)	1 Credit/Term
MuP175/275 Applied Violin (1 Lab Hr/Wk)	1 Credit/Term
MuP180/280 Applied Guitar (1 Lab Hr/Wk)	1 Credit/Term

Private lessons are given on a one-to-one basis in the areas of piano, guitar and other instruments when requested by the student and when an instructor is available. Student may be asked to audition for the instructor. Student may also be asked to perform in recitals or in college ensembles.

#### **MUS101/102/103 Music Fundamentals 1-3 Credits/Term** (1-3 Lec Hrs/Wk)

This course introduces the principles and foundations of music.

#### **MUS111/112/113 Music Theory I 4 Credits/Term** (4 Lec, 1 Lab Hrs/Wk)

Examines the elements, structures and patterns of music. Analyzes the styles of major composers and develops aural and keyboard skills.

#### **MUS131/132/133 Class Piano 1-2 Credits/Term** (1-2 Lec, 1 Lab Hrs/Wk)

Offers theory and practice in piano and keyboard techniques.

#### **MUS134/135/136 Voice Class 1 Credit/Term** (1 Lec, 1 Lab Hr/Wk)

Class instruction in basic voice techniques.

#### **MUS137/138/139 Class Guitar 1-2 Credits/Term** (1-2 Lec, 1 Lab Hrs/Wk)

Introduces basic guitar techniques.

#### **MUS198/298 Independent Study in Music To Be Arranged**

#### **MUS201/202/203 Introduction to Music & Its Literature 3 Credits/Term** (3 Lec Hrs/Wk)

Develops an understanding and intelligent enjoyment of music through a study of its elements, forms and historical styles.

#### **MUS211/212/213 Music Theory II 4 Credits/Term** (4 Lec, 1 Lab Hrs/Wk)

Continuation of Music Theory I. Examines the structure and elements of music through analysis of the styles of major composers. Prerequisite: Music Theory I (MUS111/112/113).

#### **MUS261/262/263 Music History I, II, III 3 Credits/Term** (3 Lec Hrs/Wk)

Basic stylistic concepts of the ancient to baroque periods. From baroque to classical. From romantic to contemporary periods.

#### **0.522.7 Jazz Ensemble (Jazz Band) 0 Credits** (1-2 Lec, 1 Lab Hrs/Wk)

The jazz ensemble offers musicians an outlet for their talents and a means to improve their techniques and skills, music reading, notation and terminology, and improvisation as it applies to the jazz idiom.

#### **0.522.8 Community Choir (Symphonic Choir) 0 Credits** (1-2 Lec, 1 Lab Hrs/Wk)

This vocal ensemble offers to singers an outlet for their talents and a chance to improve. Attention will be given to voice placement and usage, music reading, terminology, and major choral literature of all styles and periods.

#### **0.522.9 String Ensemble (Beginning) 0-1 Credit** (2 Lab Hrs/Wk)

An introduction to string ensemble playing for elementary level players (violin, viola, cello, bass).

## **OCEANOGRAPHY — see GEOLOGY**

## **PHILOSOPHY**

#### **PHL198/298 Independent Study in Philosophy To Be Arranged**

#### **PHL201/202/203 Problems of Philosophy 3 Credits/Term** (3 Lec Hrs/Wk)

Designed to introduce the student to some of the major philosophical problems that have always been of concern to reflective people. The class will pursue reasoned answers to questions about such topics as ethics, human nature, reality, freedom, knowledge and religion. It is the primary goal of the class to employ philosophical methods to enable the student to move beyond wonder to serious reflection on and thoughtful examination of these topics. In doing so, it is hoped that the student will begin to develop a framework for an articulated personal philosophy. Each term will have different topics for study, thus a student may choose to take the sequence without repetition.

## **PHOTOGRAPHY**

#### **ART161/162/163 Photography I, II, III 3 Credits/Term** (2 Lec, 3 Lab Hrs/Wk)

Introduction to basic photography and darkroom techniques. Prerequisite: Must have a camera.





**ART260 Photography Workshop**  
(Variable Hrs)

**1-3 Credits**

A special course for people who have some knowledge of photographic techniques and desire specialized knowledge in zone technique, printing, photography. Includes fieldtrips to architectural and geological sites, nature trips. Prerequisite: Instructor's consent.

**0.519.1/0.519.2 Basic Photography I, II**  
(15-36 Hrs/Total Each)

**.5-2 Credits/Term**

Introduction to basic principles of photography. May include instruction in camera use, including lenses and their applications; process of developing and processing negatives; darkroom procedures; printing and enlarging techniques, which include special applications (e.g. dodging, toning, etc.). Includes analysis of different types of film and developing procedures. Present basic components of composition, etc., which lead to advanced courses in photography.

## PHYSICAL EDUCATION

Five credits of physical education courses are required for an Associate In Arts degree. Physical Education and Health majors must begin course work in the professional activities (PE195 or PE295).

**PE131 Introduction to Health & Physical Education**  
(3 Lec Hrs/Wk)

**3 Credits**

Professional orientation, basic philosophy and objectives, professional opportunities and qualifications. Course is taught fall term each year.

**PE185 Physical Education**  
(3 Lab Hrs/Wk)

**1 Credit**

Classes are designed to provide student with an activity that will provide physical and emotional well-being. Each course provides knowledge and skill building, which enables the student to develop and/or pursue life-long physical activity. Class meets three hours a week. Some courses have prerequisites or require the instructor's consent. Special arrangements may be made for restricted or corrective work.

Aerobic Dance	Racquetball
Badminton	Slimnastics
Basketball	Soccer
Bowling	Social Dancing
Creative Dance I, II	Softball
Creative Exercise	Square Dancing
Cycling	Swimming
Flag Football	Swimnastics
Folk Dance	Tennis
Golf	Track & Field
Gymnastics	Tumbling
Jazz Aerobics	Water Safety Instruction
Jogging	Weight Training
Lifesaving	Wrestling
Personal Defense I, II	Volleyball
Physical Conditioning	Wellness Conditioning

**PE195/295 Professional Activities**  
(3-6 Lab Hrs/Wk)

**1-2 Credits**

Designed to provide Physical Education majors with opportunities to learn and develop teaching techniques and gain basic skills in the activity. The following sequence is offered every other year:

Fall term: Field Sports and Track & Field  
Winter term: Basketball, Badminton, Fundamentals of Movement and Volleyball  
Spring term: Gymnastics, Conditioning and Tennis

**PE198/298 Independent Study in Physical Education**  
To Be Arranged

**PE280 Field Experience** 1-3 Credits  
(Includes seminar with teaching strategy)

Nine credits maximum. Prerequisite: Instructor's consent. Students have the opportunity to experience working with K-12 students in a physical activity setting.

**0.510.1/0.510.2 Classical Ballet I, II** 1 Credit/Term  
(36 Hrs Total)

Fundamental exercises, movements, and techniques necessary to discipline the body for expression in all forms of ballet. Prerequisite: Ballet I (0.510.1) or Instructor's consent for 0.510.2.

**0.580 Physical Conditioning - Women** .5-1.0 Credit  
(15-36 Hrs Total)

Designed for women interested in figure control, trimming and toning activity and knowledge. (i.e., Slimnastics, Jazz Aerobics, Jazz Dance Exercise, Self-Defense, Swimnastics, Therapeutic Swimming.)

**0.581 Physical Conditioning - Men** .5-1.0 Credit  
(15-36 Hrs Total)

Designed for men interested in conditioning the body through various physical activities. (i.e., Physical Conditioning, Weight Training.)

**0.582 Physical Conditioning - Coed** .5-1.0 Credit  
(15-36 Hrs Total)

A class designed to develop one's physical fitness through a specific sport, dance, or activity. (i.e., Racquetball, Bowling, Square Dance, Gymnastics for Adults, Round Dance, Kayaking, Physical Fitness: Fitness & Exercise, Tennis, Golf, and Yoga for Relaxation.)

**0.916 Fitness & Exercise** .5-1.0 Credit  
(15-36 Hrs Total)

Mobility exercises for the older person to keep fit, agile and flexible.

## PHYSICS

**PHY198/298 Independent Study in Physics** To Be Arranged

**PHY201/202/203 General Physics** 4 Credits/Term  
(4 Lec Hrs/Wk)

Intended for nonscience majors and life sciences majors and related areas. Concepts in mechanics, thermodynamics, sound, electromagnetism, light, relativity, quantum physics, atomic and nuclear physics are developed from fundamental approach. Prerequisites: MTH101/102, equivalent, or Instructor's consent.

**PHY204/205/206 Physics Laboratory** 1 Credit/Term  
(2 Lab Hrs/Wk)

This course gives the student laboratory and research experience on projects selected from classical mechanics, wave motion, sound, thermodynamics, electricity and magnetism, light, relativity, quantum mechanics, and nuclear physics.

**PSY207/208/209 Engineering Physics** 4 Credits/Term  
(4 Lec Hrs/Wk)

This is a first year college physics course for students majoring in engineering or the physical sciences (i.e. physics, chemistry). Classical mechanics, wave motion, sound, thermodynamics, electricity and magnetism, light, relativity, quantum mechanics, and nuclear physics are covered. Calculus and vector algebra are used in the development of the theories and models of these physical phenomena. Prerequisites: Previous or concurrent enrollment in an introductory course in calculus or consent of the instructor.

**4.300 Practical Physics (Mechanics)** 4 Credits  
(3 Lec, 3 Lab Hrs/Wk)

This is an introductory course in non-calculus physics intended for vocational students. It deals with the mechanic properties of matter as they relate to motion, force, momentum, energy and power. The application to machines and their processes is emphasized. Theory is developed through lecture/discussions and practical applications stressed in lab experiences.

**4.304 Practical Physics (Electrical)** 4 Credits  
(3 Lec, 3 Lab Hrs/Wk)

This is an introductory course in non-calculus physics intended for vocational students. It deals with the electrical properties of matter and the concepts of electricity and magnetism as they relate to electrical devices and machines. Theory is developed through lecture discussions and applications stressed in laboratory experience.

## POLITICAL SCIENCE

**PS198/298 Independent Studies in Political Science**  
To Be Arranged

**PS201/202/203 American Government** 3 Credits/Term  
(3 Lec Hrs/Wk)

Survey of principles of the American constitutional system; political process and organization of national government, foreign policy and national security, and state and local government.

**PS205 International Relations** 3 Credits  
(3 Lec Hrs/Wk)

Introduction to making of American foreign policy. Shows causes of international conflict and degree to which conflicts might be predictable and manageable for individual nation.

**PS252/CJ226 Constitutional Law** 3 Credits  
(3 Lec Hrs/Wk)

A study of basic principles of the U.S. Constitution with emphasis on leading Supreme Court cases and the Bill of Rights.

## PSYCHOLOGY

**Psy111 Personality and Development** 3 Credits  
(3 Lec Hrs/Wk)

Introductory course in personality and development. Emphasis is on aiding student toward self-understanding and personal development. Stresses theories of personality, interpersonal relations, interpersonal communications, and small group interactions.

**Psy140 Career Planning** 3 Credits  
(3 Lec Hrs/Wk)

Provides opportunity to explore ability, interest, aptitude, and personality factors involved in setting personal life goals and making educational and career decisions.

**Psy198/298 Independent Study in Psychology** To Be Arranged

**Psy201/202/203 General Psychology** 3 Credits/Term  
(3 Lec Hrs/Wk)

Introductory survey of human behavior. Includes such areas as physiological factors, perception, learning, motivation, developmental factors, personality, social interactions and influences, and effective and ineffective functioning. May be taken out of sequence.

**Psy235 Human Development I** 3 Credits  
(3 Lec Hrs/Wk)

Discusses theoretical perspectives, social, physiological and psychological forces that impact on the stages of development from conception to puberty.

**Psy236 Human Development II** 3 Credits  
(3 Lec Hrs/Wk)

Introduces human development through theoretical perspectives, social, physiological and psychological forces that impact on the stages of development from adolescence to old age.

**Psy280 Field Experience - Psychology** 1-3 Credits  
(3-9 Hrs/Wk)

Prerequisite: Instructor's consent.

**Psy299 Psychology of Violence and Aggression** 3 Credits  
(3 Lec Hrs/Wk)

An exploration and analysis of violence and aggression as viewed from a psychological, sociological, and anthropological perspective.



## REAL ESTATE

### BA258 Real Estate Principles I 3 Credits (3 Lec Hrs/Wk)

Study of the nature, importance, and character of real property, the real estate business, the real estate market, the real estate brokerage, taxes and assessments, and contracts and ownership.

### BA265 Real Estate Office Management and Supervision of Sales Personnel 3 Credits (3 Lec Hrs/Wk)

Survey of methods for supervising the activities of real estate sales personnel with emphasis on planning, selection, training, and evaluation of sales personnel, motivation, authority, communications, discipline and public relations. In addition, the students will examine the methods for establishing and operating a small real estate office with emphasis placed on organizational formats, planning, office facilities, financial reports, non-financial records, office personnel, office manuals, and public relations. Prerequisites: Real Estate Law I (BA287), Real Estate Finance I (BA288), and Real Estate Principles I (BA258).

### BA287 Real Estate Law I 3 Credits (3 Lec Hrs/Wk)

Survey of Oregon real estate law as it applies to ownership, use and transfer of real property. Emphasis is placed on classes of property, legal description, instruments of conveyance, estates, liens, easements, deed restrictions and contracts. Prerequisite: Should be taken concurrently with Real Estate Principles I (BA258).

### BA288 Real Estate Finance I 3 Credits (3 Lec Hrs/Wk)

A survey of the methods for financing the acquisition and transfer of real property. Emphasis is placed on money, the mortgage market, mortgage loan procedures, lending instruments, foreclosures and remedies, governmental loan programs and non-governmental loan program. Prerequisite: Real Estate Principles I (BA258).

### BA290 Real Estate Appraising I 3 Credits (3 Lec Hrs/Wk)

The students will study methods for estimating the value of real property in residential form. Emphasis will be placed on appraisal process, definition of appraisal problem, appraisal plan, data collection, market approach to value, cost approach to value, income approach to value, correlations of estimates, and writing the appraisal report. Prerequisite: Basic knowledge of real estate.

### BA291 Real Estate Law II 3 Credits (3 Lec Hrs/Wk)

A continuation of Real Estate Law I with emphasis on title insurance, earnest money receipts, options, closing statements, loan applications, escrow instructions, lending instruments, misrepresentation and insurable liability, subdivision and building codes, broker-attorney relationships, subdivision laws, and the landlord-tenant act. Prerequisite: Real Estate Law I (BA287).

### 9.290 Oregon Real Estate Finance 1 Credit (12 Lec Hrs/Total)

A review of the financing programs that are available in the marketplace today. Emphasis is placed on conventional real estate loans, government finance programs, finance regulations, and alternate and seller financing.

## SCIENCE — GENERAL

### GS104/105/106 Physical Science 4 Credits/Term (3 Lec, 2 Lab Hrs/Wk)

Fundamental principles of physics, chemistry, astronomy, and geology; development and application of scientific methods. Prerequisites: one year of high school algebra and/or instructor's consent.

### GS107 Oceanography 4 Credits (3 Lec, 3 Lab Hrs/Wk)

The course includes a systematic study of the basic chemical, physical, geological and biological aspects of the oceans, including the origin of the ocean basins and sea water. The significance of the interrelationships of man and the ocean is emphasized. Laboratory and field investigations of the properties of sea water and oceanic processes are also included.

### GS121 Descriptive 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 will be emphasized. New discoveries of the last few years in stellar astronomy will be discussed. Fulfills one term of Physical Science Survey requirement.

### GS275 The Oceans & Human Activities 3 Credits (3 Lec Hrs/Wk)

A study of the vital significance of the world's oceans to society, and our contemporary role in the utilization of the marine environment. Specific topics include history, civilization and the oceans; food and mineral resources; water and energy resources; pollution and waste disposal; coastal processes and coastal activities; ocean law and management; technology and instrumentation; navigation and positioning; and miscellaneous uses. Local marine-related activities and problems will be emphasized.

## SECRETARIAL TECHNOLOGY

### OA101 Office Careers Survey 1 Credit (1 Lec Hr/Wk)

Exploration of office careers featuring speakers from various segments of the office field. Field trips will also be provided to show the current picture of office occupations.

### OA114 Personal Shorthand 3 Credits (2 Lec, 3 Lab Hrs/Wk)

Notetaking technique using only 26 letters of the alphabet.

### OA116 Office Procedures 3 Credits (2 Lec, 3 Lab Hrs/Wk)

The course covers supportive office activities and those personal considerations vital to an employee in a business office. Emphasis will be on preparation for office employment.

### OA121 Typing I (Beginning) 3 Credits (2 Lec, 3 Lab Hrs/Wk)

This course is designed for those with no previous typing instruction. The course covers basic techniques of touch system of typewriting, building speed and accuracy, machine manipulation, letters, tables, manuscripts.

### OA122 Typing II (Intermediate) 3 Credits (2 Lec, 3 Lab Hrs/Wk)

Review and advanced instruction on manuscripts, business forms, special correspondence, tabulation, centering techniques, and secretarial typing. Preparation of business documents includes arrangement of the material and problem-solving. Intensive drills to increase speed and accuracy are also included. Prerequisites: minimum typing speed of 45 wpm or consent of instructor. OA124 Typing Skill Building is strongly recommended, but not required.

### OA123 Typing III (Advanced) 3 Credits (2 Lec, 3 Lab Hrs/Wk)

Emphasis on speed, accuracy, and secretarial standards in typing production assignments including specialized correspondence, statistical tables, and specialized professional units. Emphasis on development of skill number proficiency. Student receives individualized instruction and completes course at own pace. Prerequisites: minimum typing speed 50 wpm or consent of instructor. OA122 Typing II (Intermediate) is strongly recommended, but not required.

**OA124 Typing Skill Building 3 Credits****(2 Lec, 3 Lab Hrs/Wk)**

A course designed to develop speed and accuracy beyond the beginning level with a review of simple production work including letters, tables, and manuscripts. Prerequisites: OA121 Typing I (Beginning) or the ability to touch type.

**OA200 Introduction to Word Processing 3 Credits****(2 Lec, 3 Lab Hrs/Wk)**

Emphasizes word processing techniques and use of features available on modern text-editing equipment. Prerequisites: CS110A&B Microcomputer Software: Word Processing/Spreadsheet; OA122 Typing II, or equivalent; or consent of instructor.

**OA201 Word Processing I 1 Credit****(5 Lec, 20 Lab Hrs/Total)**

An introductory course in the use of text editing equipment. The student gains a basic knowledge of most of the operational features of this equipment. Prerequisites: CS110 Microcomputer Software: Word Processing/Spreadsheet; OA200 Introduction to Word Processing; good language skills; or instructor's consent.

**OA202 Word Processing II 1 Credit****(5 Lec, 20 Lab Hrs Total)**

A course for people who already have a basic knowledge of the operation of the IBM Displaywriter and who want to continue training on this text-editor to gain proficiency in operating it, either for entry into the field or for a current job situation. Prerequisites: completion of OA201 Word Processing I or demonstrated equivalent ability on the IBM Displaywriter.

**OA211 Applied Shorthand 3 Credits****(2 Lec, 3 Lab Hrs/Wk)**

Designed to train students for stenographic work on a production basis. Prerequisites: OA122 Typing II, or equivalent; OA214 Personal Shorthand Skill Building or instructor's consent.

**OA214 Personal Shorthand Skill Building 3 Credits****(2 Lec, 3 Lab Hrs/Wk)**

Includes theory and brief form mastery, dictation, and transcription of more advanced methods of abbreviation; additional skill development in reading and writing of notes; review of grammar, spelling and punctuation. Prerequisite: OA114 Personal Shorthand.

**OA220 Electronic Calculators 2 Credits****(1 Lec, 3 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. Prerequisites: 4.200 Basic Mathematics, 2.250 Business Math or equivalent, or instructor's consent.

**OA225 Machine Transcription 3 Credits****(2 Lec, 3 Lab Hrs/Wk)**

Students will learn to operate transcribing machines to produce mailable copy from predicated material. Prerequisites: minimum typing speed 40 wpm, 2.591 Pretranscription Skills, or instructor's consent.

**OA240 Filing/Records Management & Office Systems 3 Credits****(2 Lec, 3 Lab Hrs/Wk)**

A comprehensive study of filing systems, equipment, and criteria by which records are created, classified, stored, and retrieved. The course covers effective communication transmittal systems with particular emphasis on mail handling and telephone systems.

**2.280 Cooperative Work Experience 4-8 Credits****(4-40 Lab Hrs/Wk)**

Students gain on-the-job experience in coordinator approved business situations that closely parallel with field of study. Students work under supervisor and coordinator. Seminar arranged by supervisor. Prerequisite: instructor's consent.

**2.583 Human Relations in Business 3 Credits****(3 Lec, 1 Lab Hrs/Wk)**

This is a study of personal relations within the office, including values, goal planning and communications. Emphasis on importance of personal behavior, adjustments in office situations, and development of desirable work climate.

**2.591 Pretranscription Skills****(2 Lec, 3 Lab Hrs/Wk)****3 Credits**

This course is designed to prepare students for the field of shorthand and machine transcription. It includes a thorough study of punctuation, capitalization, grammar and spelling as applied to transcribing and editing commonly used documents found in the business office. Students will edit rough-draft material, and type it in mailable form. Prerequisites: a minimum score of 45 on the sentences section of the college placement test, typing 35 wpm, or instructor's consent.

**2.595/2.596 Office Simulation I, II****(1 Lec, 9 Lab Hrs/Wk)****6 Credits/Term**

Designed to provide situation in which business students can practice business skills they have acquired and develop work habits, character traits, and attitudes accepted in the business world.

**9.723 Medical Terminology I****(3 Lec Hrs/Wk)****3 Credits**

Introduction to medical terminology including medical prefixes, suffixes, word stems, and combining forms. Study of each system is categorized into additional prefixes and suffixes, diagnostic, symptomatic, and operative terminology.

**9.724 Medical Secretary I****(3 Lec Hrs/Wk)****3 Credits**

Introduction to the medical office: telephone management, appointment book, recognizing medical emergencies, art of handling patient's problems in medical ethics, legal responsibility, patient's financial records, basic medical records, collections and insurance forms. Prerequisite: Interest in the medical field.

**9.725 Medical Insurance, Credit & Collections****(3 Lec Hrs/Wk)****3 Credits**

Medical insurance terminology, familiarity with types of insurance programs, i.e., Blue Cross and Blue Shield, OPS, Adult and Family Services, Medicare, Medicaid, specialty policies - cancer, ICU, accident. Insurance claim processing, insurance grievance, assignment and coordination of benefits. Credit and collections to include federal and Oregon credit laws, credit application, basic billing cycles. This course is mainly designed for upgrading of already employed medical office workers, retraining of other clerical workers and students enrolled in the Medical Office Assistant program.

**9.726 Medical Terminology II 3 Credits****(3 Lec Hrs/Wk)**

A continuation of Medical Terminology I with greater attention paid to anatomical detail, primarily in essentials of human anatomy and physiology - a more intensified coverage of anatomy, structures, glands and organs. It will cover all systems introduced in Medical Terminology I and will include intensified spelling drills of terms pertinent to each system. Prerequisite: Interest in medical field.

**9.727 Medical Transcription I 3 Credits****(2 Lec, 3 Lab Hrs/Wk)**

This course introduces students to simpler forms of medical transcription with dictation by instructor from hospital dictation. Utilization of terminology with emphasis on accuracy. Prerequisites: OA225 Machine Transcription or instructor's consent.

**9.728 Medical Terminology III 3 Credits****(3 Lec Hrs/Wk)**

Attention will be paid to anatomical detail, primarily in essentials of human anatomy and physiology with more intensified coverage of anatomy, structures, glands, and organs. It covers all systems introduced in Medical Terminology I & II and will include intensified spelling drills of terms pertinent to each system. Lectures will be given by physicians of the community on given body systems.

**9.729 Medical Transcription II 3 Credits****(2 Lec, 3 Lab Hrs/Wk)**

Specialized/complex medical dictation for transcribing by actual physicians for development of transcription skills. Prerequisites: 9.727 Medical Transcription I or instructor's consent.

**9.730 Medical Secretary II 3 Credits****(3 Lec Hrs/Wk)**

This course is a continuation of medical office management with medical terminology being expanded into the practical application as applied to medical records. The exploration of different facets of medical reporting and analysis will also be achieved.

Prerequisites: 9.724 Medical Secretary I not required prior to Medical Secretary II.

**9.731 Clinical Procedures I 3 Credits****(2 Lec, 2 Lab Hrs/Wk)**

This course is to provide clinical orientation, initial instruction, and basic skills for a medical/clinical assistant. Prerequisites: 9.723 Medical Terminology I or instructor's consent.

**9.732 Clinical Procedures II 3 Credits****(2 Lec, 2 Lab Hrs/Wk)**

This course will provide in-depth stimulation of clinical experience in procedures practiced by office nurses. 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 patient, physician and her/himself. Prerequisites: 9.731 Clinical Procedures I or instructor's consent.

**9.733 Clinical Procedures III 3 Credits****(2 Lec, 2 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. Prerequisites: 9.731 Clinical Procedures I, 9.732 Clinical Procedures II, or instructor's consent.

**9.735 Legal Secretarial Procedures I 3 Credits****(3 Lec Hrs/Wk)**

Covers background and basic operation of a law office including ethics, responsibilities and duties of a legal secretary and career opportunities in the field of law. Structure of the court system is covered along with basic form preparation in personal injury litigation. Prerequisite: ability to touch type.

**9.736 Legal Secretarial Procedures II 3 Credits****(3 Lec Hrs/Wk)**

This course will provide basic knowledge of the preparation of pleadings in criminal law, family law and probate. Prerequisite: 9.735 Legal Secretarial Procedures I.

**9.737 Legal Secretarial Procedures III 3 Credits****(3 Lec Hrs/Wk)**

This course covers preparation of basic court documents in bankruptcy, real property document preparation, and administratives (i.e., Workers' Comp. and Social Security). Prerequisite: 9.736 Legal Secretarial Procedures II.

**9.752 Word Processing III (Advanced) 1 Credit****(5 Lec, 20 Lab Hrs Total)**

A course for individuals who can operate the IBM Displaywriter well enough to produce a variety of basic business documents and who want to continue training in specialized features of the text-editor, either for entry into the field of for a current job situation. Prerequisites: OA201 Word Processing I or demonstrated equivalent ability on the IBM Displaywriter.

## SOCIAL WORK

**SW107/207 Social Work Workshop 1-3 Credits/Term****(Up to 30 Lec/Lab Hrs/Wk)**

A study of current issues and problems within the Social Work field(s) with consideration of areas and methods for social work students seeking information on special topics, backgrounds, and practices utilized within the field of human services.

**SW198/298 Independent Study in Social Work To Be Arranged****SW201 The Field of Social Welfare 3 Credits****(30 Lec Hrs/Total)**

This course will provide a brief social historical development of the helping services within the framework of western civilization. This approach provides the perspective that enables the student to understand the historical shift of social values that encourage movement from punishment to treatment. This course content will provide the student with an understanding of the cultural-historical roots that produce the present societal ambivalence towards social services. Professionals within the community will present basic concepts, techniques, and information concerning their respective professional occupations.

**SW202 Introduction to Social Work Practice 3 Credits****(30 Lec Hrs/Total)**

The course utilizes readings, lectures, audiovisual aids, guest experts and participatory exercises to teach and demonstrate the helping process. Prerequisite: The Field of Social Welfare (SW201) recommended but not required.

**SW203 Introduction to Interviewing 3 Credits****(3 Lec Hrs/Wk)**

The interviewing course emphasizes the nature of helping relationship as basic to the interviewing situation. Techniques of interacting in a helpful manner are taught within the context of this relationship. The basic text, which describes the philosophy as well as the techniques emphasized in the course, is supplemented by the use of videotapes which also stress the same points. Prerequisites: SW201 and SW202 are recommended but not required.

**SW280 Field Experience 3 Credits****(9 Hrs/Wk)**

A supervised field work experience in one of the local human service agencies. In-service students may pursue their own research projects in lieu of field experience. Regular contact with the coordinator and written, specific program requirements will be required outlining the experiences gained during the work experience.

## SOCIOLOGY

### SOC198/298 Independent Studies in Sociology To Be Arranged

#### SOC204/205/206 General Sociology 3 Credits/Term (3 Lec Hrs/Wk)

This course is designed as an introduction to the field of sociology, attempting to give the student a grounding in the research methods of the discipline and an understanding of how the society in which he lives operates. Consideration is given to the main aspects of the field: Social organization, culture, socialization, primary groups, stratification, associations and institutions, collective behavior, population and ecology as elements of social analysis, followed up by an analysis of such areas as the family, religion, education, minorities, crime and delinquency and a discussion of major social problems in modern society, with an emphasis on solutions.

#### SOC210 Marriage and the Family 3 Credits (3 Lec Hrs/Wk)

A study of intimate relationships, courtship, marriage and family patterns. The course focus examines how people cope with love, sexuality, children, conflict, divorce, blended families and death of family members.

#### SOC212 Social Control 3 Credits (3 Lec Hrs/Wk)

Describes and analyzes social controls in relation to the family, the environment, education, health care, social services and the criminal justice system.

#### SOC220/CJ131 Introduction to Penology 3 Credits (3 Lec Hrs/Wk)

A basic introduction and overview of Imprisonment as a correctional tool. The study of treatment and basic procedures for receiving and discharging.

#### SOC221 Juvenile Delinquency 3 Credits (3 Lec Hrs/Wk)

Study of deviant behavior and current criminological theories, with emphasis on criminal justice applications, crime prevention and phenomena of crime as it relates to juveniles.

#### SOC223 Sociology of Aging 3 Credits (3 Lec Hrs/Wk)

Introduces the sociological and cultural aspects of gerontology in contemporary American society.

#### SOC243 Narcotics and Dangerous Drugs 3 Credits (3 Lec Hrs/Wk)

This course is designed to present facts, attitudes, opinions and perspectives (medical, social, legal) necessary to understand what psychoactive drugs do, how they do it, who uses them and why.

#### SOC244 Criminology 3 Credits (3 Lec Hrs/Wk)

To provide a broad viewpoint of criminal behavior and the justice system. A consideration of human behavior and crime, the impact of early theoretical approaches to current, theoretical and practical treatment of crime and criminals.

## SPEECH

#### HUM100 Introduction to Humanities 3 Credits (3 Lec Hrs/Wk)

Discusses human culture and ideas expressed through the social sciences and the visual and performing arts.

#### SP100 Basic Speech Communications 3 Credits (3 Lec Hrs/Wk)

Applies general communication behaviors and techniques including intrapersonal, interpersonal and group communication. Develops self-awareness, self-confidence, listening and feedback, nonverbal dynamics and conflicts reduction.

#### SP111 Fundamentals of Speech 3 Credits (3 Lec Hrs/Wk)

Provides opportunities to prepare and present original speeches with emphasis on content, organization, student adjustment, delivery and language.

#### SP112 Fundamentals of Speech 3 Credits (3 Lec Hrs/Wk)

Analyzes communication methods designed to change attitudes or actions. Aims at speaker effectiveness and critical thinking. Prerequisite: Prior completion of college or high school speech course recommended.

#### SP113 Fundamentals of Speech 3 Credits (3 Lec Hrs/Wk)

Provides communication techniques and oral skills to effectively participate in a group or public discussion. Discusses problem-solving, analysis, reasoning, evidence and group leadership. Prior completion of college or high school speech course recommended.

#### SP114 Interpersonal Communications 3 Credits (3 Lec Hrs/Wk)

Introduces informal speech communication in face-to-face and small group situations. Covers self-awareness, nonverbal communication, emotional listening and assertiveness. Prerequisites: Concurrent enrollment in SP100, SP111, SP112, and SP113.

#### SP198/298 Independent Study in Speech To Be Arranged

#### SP199 Speech Workshop 1 Credit (1 Lec Hr/Wk)

Students will be given help in outlining, delivery skills and critiquing their work and the work of others.

#### SP229 Oral Interpretation 3 Credits (3 Lec Hrs/Wk)

Interpretation is designed to help the student improve and enjoy reading aloud from prose, poetry and drama. It serves to aid in communication of intellectual and emotional values and to enhance one's appreciation of literature.

#### SP270 Projects in Public Speaking 3 Credits (3 Lec Hrs/Wk)

This course offers students the opportunity to think seriously of problems facing adults and to participate in such fundamentally democratic activities as debate, forum, symposium, and panel discussion. The course is designed to develop confidence, qualities for leadership, and the art of conversation as an aid to business and social success plus enjoying the company of others. Particular emphasis is placed on recognizing problems, exploring solutions and projecting one's ideas clearly through effective public speaking.

## SUPERVISORY TRAINING

#### SDP111 Communicating Effectively at Work 3 Credits (3 Lec Hrs/Wk)

Concentration will be on supervisory communications in the workplace, the importance of good reading skills, the development of active listening skills, the writing of reports, letters, and inter/intra-office memos, speaking, including both prepared and off-the-cuff presentation, non-verbal communications, and the difference between formal and informal communications.

#### SDP113 Human Relations for Supervisors 3 Credits (3 Lec Hrs/Wk)

Practical application of basic psychology in building better employer-employee relationships by studying human relations techniques.

#### SDP204 Labor-Management Relations 3 Credits (3 Lec Hrs/Wk)

The course traces the development of unionism in the United States and reviews in detail the requirements of labor legislation as it affects both supervisors and employees. Students are involved in an intensive role-playing situation involving contract negotiations.

**SDP208 Personnel Administration****3 Credits****(3 Lec Hrs/Wk)**

The course studies the aspects of responsibilities involved with the handling of personnel including general supervisory practices, recruitment, selection, interviewing, performance appraisal, motivation techniques, training, and equal employment opportunity and affirmative action programs.

**SDP299 Supervision Seminars****1-3 Credits****(1 Seminar Session/Wk)**

These seminars will concentrate on various subjects concerning supervisory problems. Different speakers will address such topics as The Problem Employee, Safety in the Workplace, Time Management, Interviewing Applicants, Career Counseling, etc.

**9.500 Elements of Supervision****3 Credits****(3 Lec Hrs/Wk)**

The total responsibility of the supervisor is covered, including self-development, communication, getting along with boss, employee development, human relations, discipline, the giving of orders and directions, organization, planning, quality control, and grievances.

**9.504 Employee Development****3 Credits****(3 Lec Hrs/Wk)**

The supervisor's responsibility for developing employees through training is addressed. Developing training objectives is stressed, along with on-the-job training project development. Presentation

techniques are discussed. A matrix method of analyzing training needs is presented so that supervisors can assure that training given meets valid needs.

**9.513 Performance Appraisal****3 Credits****(3 Lec Hrs/Wk)**

This course concentrates solely on the performance appraisal process. Subjects covered will include a study of the various types of appraisals, the matter of being subjective or objective, the development of performance standards, the laws and rules governing the process, the development of their appraisal, and the appraisal interview.

**WRITING — see Composition****ZOOLOGY****Z201/202/203 General Zoology****4 Credits/Term****(3 Lec, 3 Lab Hrs/Wk)**

Study of anatomy, physiology, reproduction, genetics, classification, phylogeny and evolution in animals. Prerequisite: College freshman standing with at least one year of high school biology.



# FULL-TIME FACULTY

JOHN C. ANDERSON, Professor of Technical Vocational Education  
B.S.E.E. in Engineering, 1960, Oregon State University  
M.A. in Mathematics, 1971, University of Oregon

PHILLIP M. ANDERSON, Associate Professor of English  
B.A. in English Literature, 1964, San Francisco State University  
M.A. in English Literature, 1966, San Francisco State University

WILLIAM D. ARBUS, Visiting Assistant Professor of Biology and Zoology  
B.A. in Biology, 1952, College of Wooster  
M.Ed. in Science Education, 1957, Ohio State University

JOSEPH BABCOCK, Associate Professor of Industrial Mechanics  
Approved Vocational Instructor

ROBERT BARBER, Professor and President of the College  
A.B. in Economics, 1966, Cornell University  
M.A. in Education and Special Education, 1973, State University of New York at Albany  
Ph.D. in Education Administration, 1980, University of Connecticut

RODGER BARBER, Associate Professor of Industrial Mechanics  
A.S. in Industrial Technology, 1977, Southwestern Oregon Community College  
Approved Vocational Instructor

ROBERT P. BOWER, Associate Professor of English  
B.A. in English, 1969, Lycoming College  
M.A. in English, 1971, Western Illinois University

CLYDE BRADLEY, Visiting Instructor of Industrial Mechanics  
Approved Vocational Instructor

DONALD E. BURDG, Associate Professor of Mathematics  
B.S. in Mathematics, 1951, Colorado State College  
M.A. in Mathematics, 1952, Colorado State College  
M.S. in Mathematics, 1966, Oregon State University

EDWARD M. CHILLA, Associate Professor of Speech and Drama  
B.A. in Drama, 1962, San Jose State College  
M.F.A. in Theatre Direction, 1969, University of Oregon

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M.A. in Speech Pathology and Audiology, 1969, University of Oregon  
M.A. in Curriculum and Instruction, 1981, University of Oregon

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B.S. in Forestry, 1966, Oregon State University  
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B.S. in Nursing, 1966, California State University  
M.S. in Maternal Child Health and Education, 1969, University of California

BARBARA DODRILL, Associate Professor of Business  
B.S. in Business Education, 1970, Southern Oregon College  
M.S. in Business Education, 1971, Oregon State University

NATHAN DOUTHIT, Professor of History  
A.B. in History, 1960, Harvard University  
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STEPHEN J. ERICKSON, Associate Professor of Psychology and Counselor  
B.A. in Psychology, 1970, Eastern Washington University  
M.S. in Psychology/Community College Teaching, 1972, Eastern Washington University

LAWRENCE FENILI, Associate Professor and Director of Public Services, B.S. in History, Psychology and Criminal Justice, 1972, Portland State University  
M.S. in Criminology, 1974, Florida State University

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M.S. in English, 1970, University of Oregon

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M.S. in Mathematics, 1972, St. Louis University

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M.S. in Forest Management, 1967, University of Minnesota

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B.S. in Forest Management, 1967, Utah State University  
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M.S. in Nursing, 1983, University of Portland

RONALD R. LILIENTHAL, Professor of Science  
B.S. in General Science, 1958, University of Oregon  
M.S. in Organic Chemistry, 1961, Oregon State University  
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MARGARET R. MCGUIRE, Coordinator of Adult Basic Education rank of Associate Professor  
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## President Emeritus (Retired)

Jack E. Brookins

## Professors Emeritus (Retired)

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WILLIAM W. SHARP, Associate Professor Emeritus, Business

VERNON C. SORENSON, Associate Professor Emeritus, Languages

J. H. SWEARINGEN, Professor Emeritus, English



# ADMINISTRATION

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Citizens of the district are represented in all aspects of the college operation by the Board of Education, seven men and women from the towns and cities of the district who are elected by the people. The Board, assisted by three ex-officio board members representing the students, faculty, and staff, determines the policy to be administered by the college president. In budget preparation, the Board is assisted by a seven-member Budget Committee. The committee is appointed by the Board.

## **Board of Education**

Donna Brown, Coos Bay  
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Chuck Reigard, Coos Bay  
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## **ADMINISTRATIVE OFFICERS AND STAFF**

### **Office of the President**

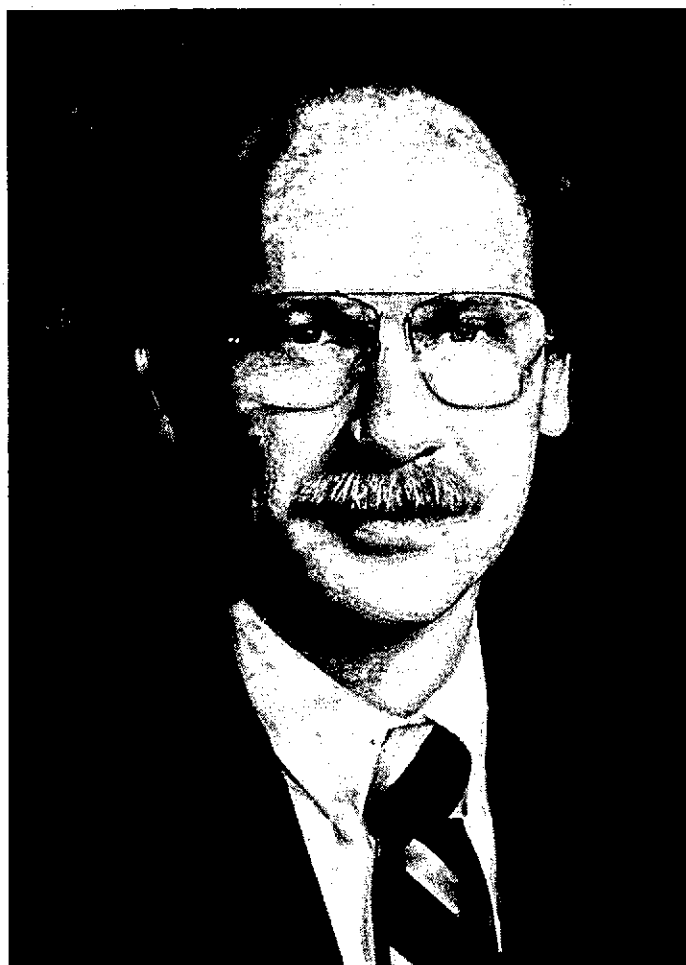
James Love, Administrative Assistant  
Ann Hunt, Director of Community Services  
Suzanne Street, Director of Data Processing  
Leslie Barrett, Executive Secretary

### **Office of Business Affairs**

Harvey Crim, Business Manager  
Charles Bliss, Finance Director/Assistant Business Manager  
Sharlene Lillebo, Bookstore Manager  
Don Neuharth, Superintendent of Buildings and Grounds

### **Office of Instructional Services**

John Rulifson, Dean of Instructional Services  
Bonnie Korelva, Director of Special Instructional Programs  
Dortha McCarthy, Director of the Learning Resource Center  
Donald Strahan, Coordinator of Community Education  
Marlis Houghton, Assistant to the Dean of Instructional Services  
Pat Alvey, Instructional Materials Technician



Dr. Robert Barber, President of the College

### **Office of Student Services**

John Hunter, Dean of Student Services  
Jean von Schweinitz, Director of Admissions and Records  
Shirley Gitcheil, Financial Aids Advisor  
Jon Sapper, Counseling and Advising Manager  
Beth Kuhn, Student Activities Coordinator

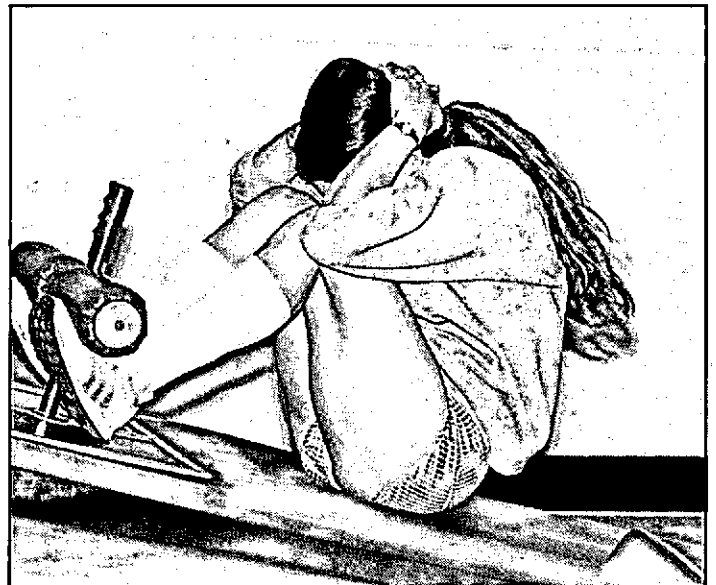
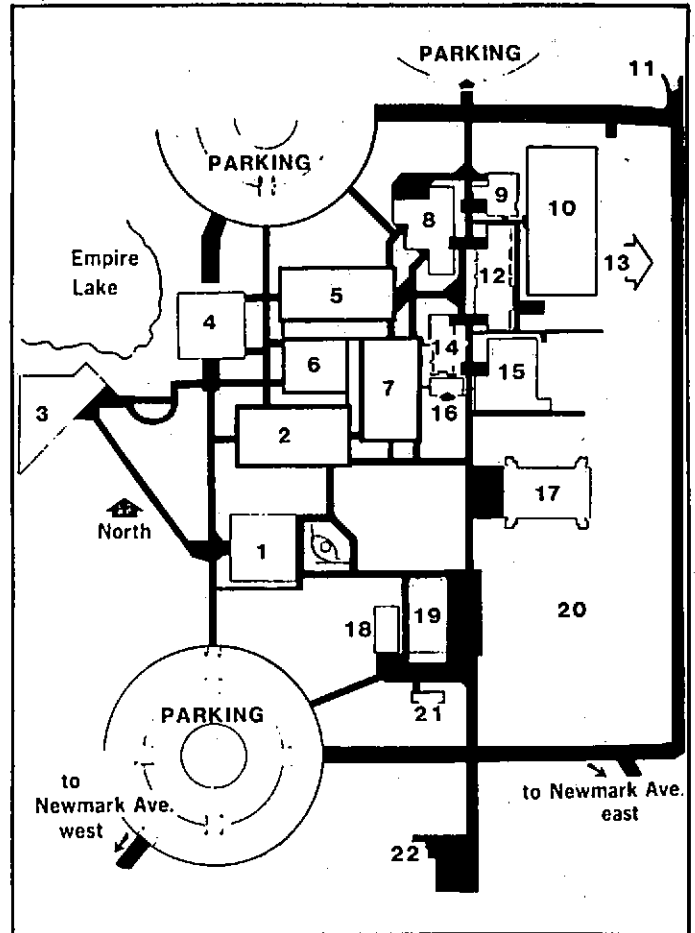
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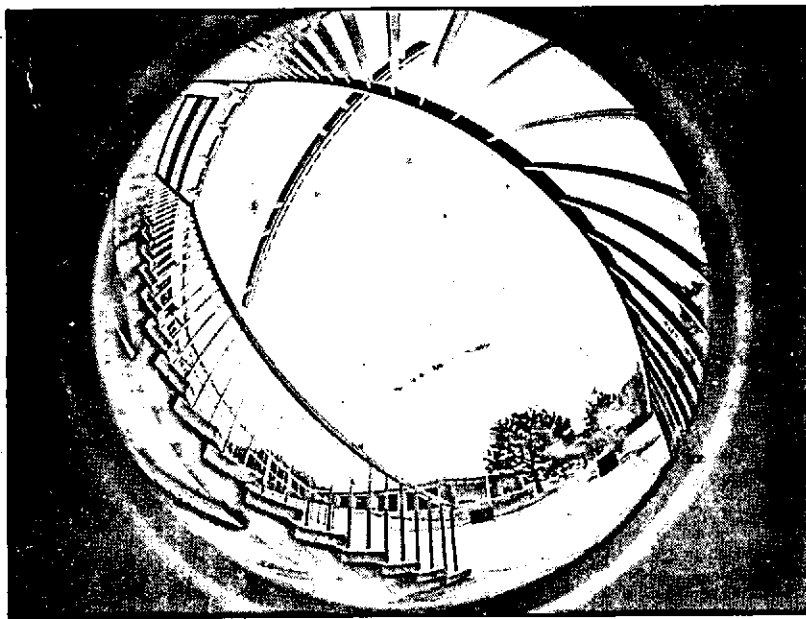
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# CAMPUS DIRECTORY

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