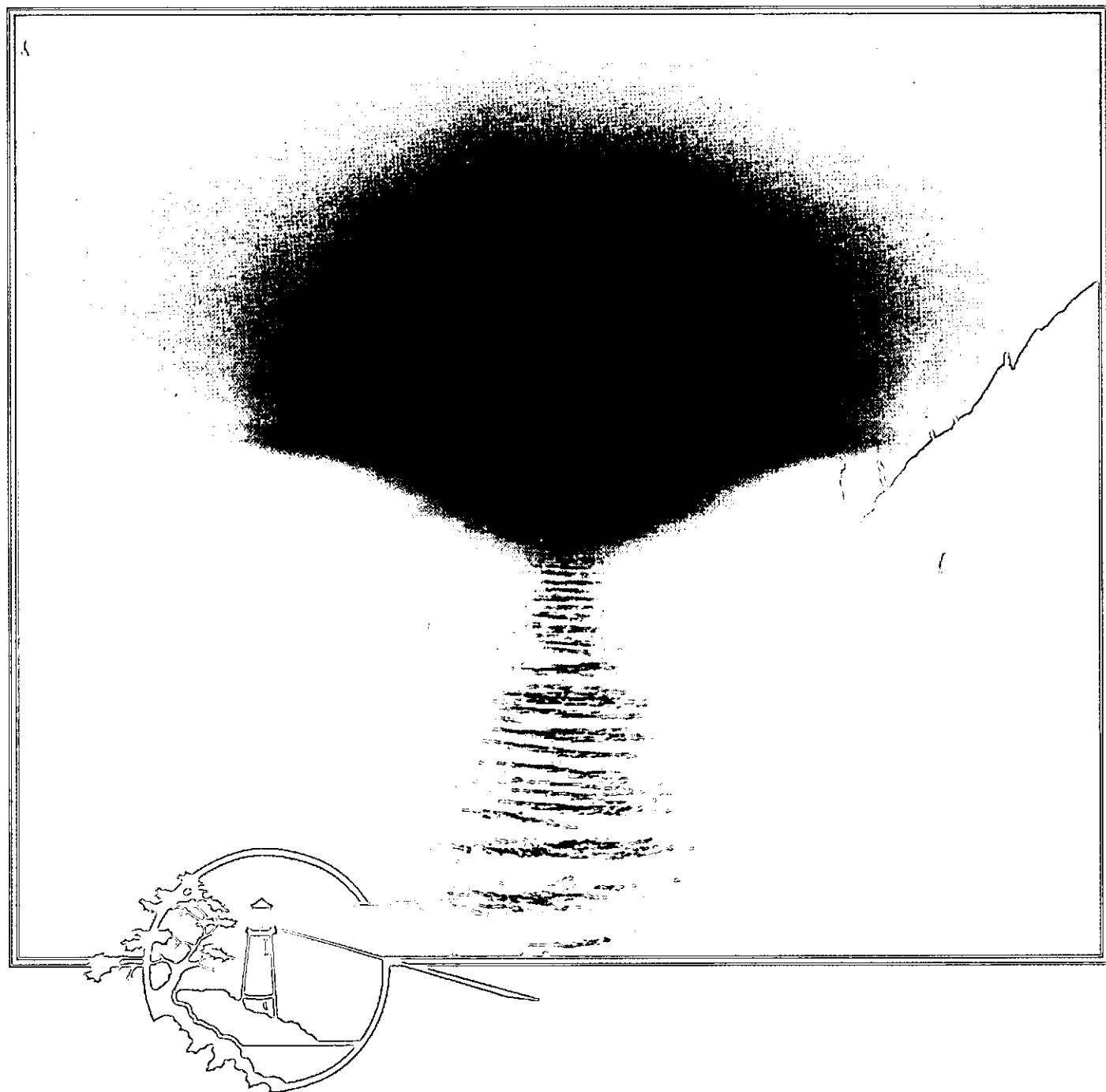


Southwestern Oregon Community College
2001/2002 Catalog



Where Will Your Next Day Begin . . .

SOUTHWESTERN **Oregon Community College**

1988 Newmark Ave., Coos Bay, OR 97420

www.southwestern.cc.or.us



Southwestern Main Campus.....	(541) 888-2525/(800) 962-2838
Hearing Impaired.....	(541) 888-7368
Athletic Department.....	(541) 888-7452
Business Office/Cashier.....	(541) 888-7202
Campus Recruiter.....	(541) 888-7611
Counseling and Testing.....	(541) 888-7405
Federal Work Study/General Student Employment.....	(541) 888-7337
Financial Aid Office.....	(541) 888-7410
International Student Program.....	(541) 888-7185
Registration and Records.....	(541) 888-7420
Student Support Services.....	(541) 888-7419
Student Housing.....	(541) 888-7635
Student Loan Coordinator.....	(541) 888-7413
Southwestern Curry County Location -	Brookings(541) 469-5017
Southwestern Curry County Location -	Gold Beach(541) 247-2741
Southwestern Curry County Location -	Port Orford(541) 332-1325

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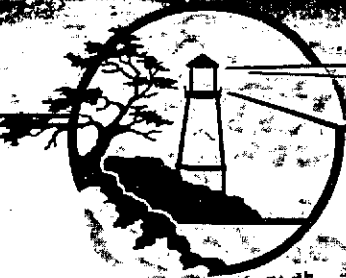
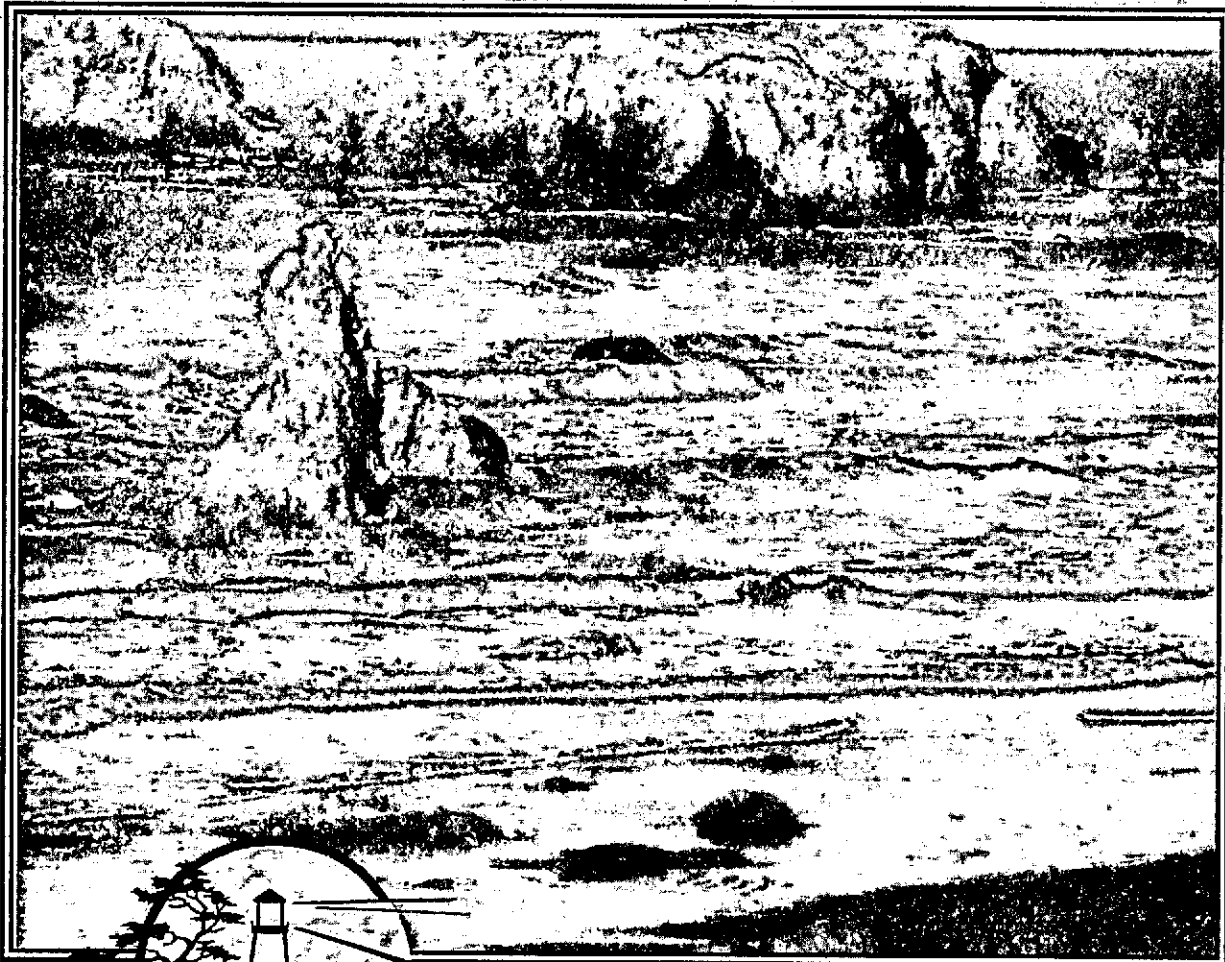
About the Area

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

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

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

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



SOUTHWESTERN OREGON COMMUNITY COLLEGE

Quick Reference Calendar *

	Fall 2001	Winter 2002	Spring 2002	Summer 2002 (tentative)	Fall 2002 (tentative)
Registration begins	Please check each term's Schedule of Classes for registration information.				
Move-In Day for housing residents	September 20 (all students)	January 3 (new students) January 6 (returning students)	March 29 (new students)	June 22 (all students)	September 19 (all students)
Last day to register for on-line classes**	September 14	December 28	March 29	June 21	September 20
New Student Orientation	September 21	January 4	March 29		September 20
Day and evening classes begin	September 24	January 7	April 1	June 24	September 23
Last day to register or add classes without instructor consent	September 28	January 11	April 5	June 26	September 27
Last day for refunds	October 5	January 18	April 12	July 2	October 4
Financial Aid students must complete registration process by today (funds disbursed based on today's enrollment status)	October 10	January 23	April 17	July 10	October 9
Financial Aid disbursement checks mailed	October 11, 12	January 24, 25	April 18, 19	July 11, 12	October 10, 11
Last day to change to audit without instructor consent	November 2	February 15	May 10	July 19	November 1
Last day to withdraw without responsibility for a grade	November 2	February 15	May 10	July 19	November 1
Holidays	November 12, 22 & 23	January 21, February 18	May 27	July 4	November 11, 28 & 29
Graduation applications due	November 15	February 22	May 3	July 18	November 14
Last day to process registrations or add/drops	December 5	March 13	June 5	August 7	December 4
Review and final exams	December 10 through 14	March 18 through 22	June 10 through 14	August 12 through 16	December 9 through 13
Check-Out Day for housing residents *Only if not returning spring term	December 15	*March 23	June 15	August 16	December 14
Last day of term	December 14	March 22	June 14	August 16	December 13
Graduation One- and two- year programs			June 14		

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

** On-line registration cut-off dates are set by the Oregon Community College Distance Education Consortium (OCCDEC) and are subject to change.

Southwestern Oregon Community College

2001-2002 Academic Calendar*

Summer Term 2001

May 17-23	Advising by appointment in faculty offices
May 21-June 1	Registration
May 25-June 15	Advising continues
May 28	CAMPUS CLOSED - MEMORIAL DAY
June 4-June 18	Open Registration
June 15	Last day to register for on-line classes**
June 18	Fin.Aid/Agency summer book sales begin
June 23	Move-In Day for housing residents
June 25	Day and night classes begin
June 25-27	Late registration for summer term
June 27	Last day to register or add classes without instructor consent
July 3	Last day for refunds
July 4	CAMPUS CLOSED - INDEPENDENCE DAY
July 5	Fin. Aid students should complete all add/drops, including waiting list classes, for correct check disbursement
July 5	Last day to return textbooks for full refund
July 11	Fin. Aid students must complete the registration process by today (funds disbursed based on today's enrollment status)
July 12, 13	Fin. Aid disbursement checks mailed
July 19	GRADUATION APPLICATIONS DUE
July 20	Last day to withdraw without responsibility for a grade or to change to audit without instructor consent
August 8	Last day to change to audit or withdraw with instructor consent
August 8	Last day to process summer registrations and add/drops
August 13-17	Textbook buy-back
August 16	Fall payment deadline
August 17	Last day of classes
August 17	Check-Out Day for housing residents
August 18-	Term Break
September 23	

Fall Term 2001

September 3	CAMPUS CLOSED - LABOR DAY
September 7	Faculty returns to campus
September 10	Advising appointment schedules distributed to faculty
September 10-14	INSERVICE (campus may be closed)
September 14	Last day to register for on-line classes**
September 17	Fin. Aid/Agency fall book sales begin
September 17-21	Advising by appointment in faculty offices
September 17-21	Follow up registration for fall
September 20	Move-In Day for housing residents
September 21	New Student Orientation 1:00 p.m.
September 24	Day and night classes begin
September 24-28	Late registration for fall term
September 28	Last day to register or add classes without instructor consent
October 5	Last day for refunds
October 5	Last day to return textbooks for full refund
October 5	Fin. Aid students should complete all add/drops, including waiting list classes, for correct check disbursement
October 10	Fin. Aid students must complete the registration process by today (funds disbursed based on today's enrollment status)
October 11, 12	Fin. Aid disbursement checks mailed
October 29	Begin making advising appointments for winter registration on sign-up sheet on faculty doors
November 2	Last day to withdraw without responsibility for a grade or change to audit without instructor consent
November 12	CAMPUS CLOSED - VETERAN'S DAY
November 13-16	Advising by appointment in faculty offices
November 13-	Advising
December 14	GRADUATION APPLICATIONS DUE
November 16	Registration for winter term begins
November 19	Make payment arrangements with Cashier at time of registration
November 19	
November 22,23	CAMPUS CLOSED - THANKSGIVING
November 30	Southwestern Foundation General Scholarship applications available for 2002-2003
December 3	Begin making advising appointments for late winter registration on sign-up sheets on faculty doors
December 5	Last day to change to audit or withdraw <u>with</u> instructor consent
December 5	Last day to process fall registrations and add/drops
December-10-14	Final exam week
December 12-14	Textbook buy-back
December 15	Last day to check out of Student Housing
December 17-	Term Break
January 2	
December 24, 25	CAMPUS CLOSED - CHRISTMAS

Southwestern Oregon Community College

2001-2002 Academic Calendar*

Winter Term 2002

December 28	Last day to register for on-line classes**
January 1	CAMPUS CLOSED - NEW YEAR'S
January 2	Faculty returns to campus
January 2	Fin. Aid/Agency winter book sales begin
January 3	Housing Move-In Day
January 3	Advising and registration
January 4	New Student Orientation 1:30 p.m.
January 6	Housing open for returning residents
January 7	Day and night classes begin
January 7-11	Late registration for winter term
January 11	Last day to register or add classes without instructor consent
January 18	Last day for refunds
January 18	Last day to return textbooks for full refund
January 18	Fin. Aid students should complete all add/drops, including waiting list classes, for correct check disbursement
January 21	CAMPUS CLOSED - DR. MARTIN LUTHER KING, JR. DAY
January 23	Fin. Aid students must complete the registration process by today (funds disbursed based on today's enrollment status)
January 24, 25	Fin. Aid disbursement checks mailed
February 4	Begin making advising appointments for spring registration on sign-up sheets on faculty doors
February 15	Last day to withdraw without responsibility for a grade or change to audit without instructor consent
February 18	CAMPUS CLOSED - PRESIDENT'S DAY
February 20-26	Advising by appointment in faculty offices
February 22	GRADUATION APPLICATIONS DUE
February 25	Registration for spring term begins
February 25	Make payment arrangements with Cashier at time of registration
February 28- March 22	Advising
March 5	Southwestern Foundation General Scholarship application deadline for academic year 2002-2003
March 11	Begin making advising appointments for late spring registration on sign-up sheets on faculty doors
March 13	Last day to change to audit or withdraw <u>with</u> instructor consent
March 13	Last day to process winter registrations and add/drops
March 18-22	Final exam week
March 20-22	Textbook buy-back
March 23	Check-Out Day for housing residents not returning spring term
March 25-31	Spring break

Spring Term 2002

March 25	Fin. Aid/Agency spring book sales begin
March 29	New Student Orientation 1:30 p.m. and Housing Move-In Day
March 29	Last day to register for on-line classes**
April 1	Faculty returns to campus
April 1	Day and night classes begin
April 1-5	Late registration for spring term
April 5	Last day to register or add classes without instructor consent
April 12	Last day for refunds
April 12	Last day to return textbooks for full refund
April 12	Fin. Aid students should complete all add/drops, including waiting list classes, for correct check disbursement
April 17	Fin. Aid students must complete the registration process by today (funds disbursed based on today's enrollment status)
April 18, 19	Fin. Aid disbursement checks mailed
April 29	Begin making advising appointments for summer and fall registration on sign-up sheets on faculty doors
May 3	GRADUATION APPLICATIONS DUE
May 10	Last day to withdraw without responsibility for a grade or change to audit without instructor consent
May 13-20	Advising by appointment in faculty offices
May 20	Registration for summer and fall terms begins
May 20	Make payment arrangements with Cashier at time of registration
May 23-June 14	Advising
May 27	CAMPUS CLOSED - MEMORIAL DAY
June 5	Last day to process spring registrations and add/drops
June 5	Last day to change to audit or withdraw <u>with</u> instructor consent
June 10-14	Final exam week
June 12-14	Textbook buy-back
June 14	Commencement
June 15	Check-Out Day for all housing residents
June 17-23	Term break

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

** On-line registration cut-off dates are set by the Oregon Community College Distance Education Consortium (OCCDEC) and are subject to change.

How to Enroll at Southwestern

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

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

An Overview

ACCREDITATION

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

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

THE COLLEGE - HISTORY

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

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

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

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

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

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

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

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

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

THE COLLEGE - MISSION

The mission of Southwestern Oregon Community College is to provide quality education that helps students achieve their goals. Our programs prepare people to be employable, value life-long learning, and function as good citizens in a rapidly changing world. To accomplish this mission, the College will:

1. Maintain high standards of excellence in instructional programs and student services.
2. Deliver real-world education and training essential for a highly skilled workforce.
3. Encourage diversity, collegiality and professionalism.
4. Collaborate with businesses, agencies, schools and universities to create mutually beneficial partnerships for economic, social and educational development.
5. Promote technological competence to compete in a global community.
6. Provide multiple avenues of access to educational opportunities for all students.
7. Enhance the cultural awareness of students and the community at large. (2000)

The Board Vision

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

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

The Board Mission

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

AFFIRMATIVE ACTION, EQUAL OPPORTUNITY NON-DISCRIMINATION

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

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

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

DRUG AND ALCOHOL-FREE CAMPUS

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

Admission, Registration, Residency and Tuition

ADMISSION (541) 888-7420

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

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

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

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

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

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

Students pursuing a degree or certificate from Southwestern or individuals enrolled in 12 or more credits, must complete an *Application for Admission* and submit the completed form to the Cashier's Office with the \$25 application fee. *Application for Admission* forms are available in the lobby of Dellwood Hall or call (541) 888-7611 to request one. For students in Curry County, offices are located in Brookings at 420 Alder Street, (541) 469-5017, Fax (541) 412-0150; in Gold Beach at 29392 Ellensburg Avenue, (541) 247-2741, Fax (541) 247-6247; and in Port Orford at 1202 Oregon Street, (541) 332-3023.

Admission to the College does not ensure admittance to a particular course, program of study or training opportunity. Restricted entry courses, programs or training opportunities include Culinary Arts, Nursing, Pharmacy Technician, Surgical Technology, Nursing Assistant, Medication Aide, Emergency Medical Technician, and may include separate applications. Contact the Associate Dean of Student Services/Registrar in Dellwood Hall, Room 4, (541) 888-7338.

INTERNATIONAL STUDENT ADMISSION

Students who are citizens of another country must meet federal immigration and College requirements before being admitted to Southwestern. International students who present evidence of satisfactory TOEFL scores may be admitted to Southwestern. Minimum TOEFL (Test of English as a Foreign Language) score required is 450. For more information about the admission process and to obtain an international student application packet, please contact the Coordinator of International Student Programs at (541) 888-7185 or fax (541) 888-7247.

TRANSFER STUDENT ADMISSION

Southwestern accepts students with course work taken from accredited institutions of higher education. Students must apply for admission to the College and have complete OFFICIAL transcripts submitted to the Transcript Evaluator in Dellwood Hall, Room 5, (541) 888-7246.

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

Evaluation of transferable credit is the responsibility of the office of the Transcript Evaluator. Acceptability of credit for transfer does not imply that it is applicable to the requirements for a particular degree program. Semester hours are converted to quarter hours as one semester hour equal to one and one-half quarter hours. The Transcript Evaluator will determine how the transferred credits will apply toward the stated degree program. Courses on transcripts or in catalog descriptions which are noted as remedial or developmental from other colleges will be considered the same at Southwestern Oregon Community College.

NON-DEGREE ADMISSION

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

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

SCHEDULE OF CLASSES

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

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

PLACEMENT and PLACEMENT TESTING (541) 888-7405

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

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

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

REGISTRATION (541) 888-7420

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

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

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

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

RESIDENCY STATUS FOR TUITION PURPOSES

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

RESIDENT TUITION

Per Credit Cost	
0-15 credits	\$38
16-18 credits	\$0
Over 18 credits	\$38
Total Cost Per Term	
15-18 credits	\$570
Over 18 credit hours	\$570 plus \$38 per additional credit

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

INTERNATIONAL STUDENT TUITION

Tuition per credit hour completed

0-45	\$135 per credit
Over 45 completed credits	\$114 per credit

TUITION and FEES

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

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

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

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

RESPONSIBILITY FOR PAYMENT

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

Students who have a delinquent accounts receivable or who are in default on Emergency Tuition Loans, Stafford and Perkins Loans, Title IV, or who have other college debts, will be prohibited from registering for further terms until the debt is paid in full or acceptable arrangements are made with the College Business Office. Accounts past due, whether under a payment plan or not, will be charged a \$25 late fee plus interest at 15% per annum. Students will pay all costs associated with the collections of any monies owed to the College.

CLASS FEES

Some classes carry fees in addition to tuition to cover materials, services, insurance, facility use or other costs. All courses carry a technology fee that is used to upgrade infrastructure on a four-year plan. Computers are available for student use in the computer labs, the learning hub, and the manufacturing lab. Current fees are listed in the Schedule of Classes published each term.

TUITION WAIVED

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

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

AGENCY BILLING

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

GOLD CARD CLUB

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

REFUNDS (541) 888-7202

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

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

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

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

Academic Information

TYPES OF CREDIT

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

Credit classes

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

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

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

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

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

COURSE LOAD

- Full-time - 12 or more credit hours in a regular term.
- 3/4 - time - 9 to 11 credit hours in a regular term.
- 1/2 - time - 6 to 8 credit hours in a regular term.

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

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

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

CREDIT BY CHALLENGE OR ADVANCED PLACEMENT

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

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

CREDITS TRANSFERRED FROM OTHER COLLEGES

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

108 CREDIT LIMITATION

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

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

STATUE OF LIMITATIONS ON AAS AND AS DEGREES AND CERTIFICATES

1. Students whose course of study has been interrupted for a year or more must meet new certificate or degree requirements.
 - a. The application of existing course work will be evaluated on an individual basis by the Transcript Evaluator and the appropriate instructors.
 - b. Modifications or exceptions may be made in certain circumstances — for example, if the student has been employed in the skill area, and has thus been able to keep up with developments in the field, or if the time lapse is marginally outside accepted limits. All exceptions will be made with the knowledge and consent of the appropriate instructors.
2. Students taking more than five years to complete an AAS or AS degree or certificate must have course work evaluated by the Transcript Evaluator and the program department before graduation. Students may have to retake courses or take additional course work to graduate.

CONTINUING EDUCATION UNIT (CEU)

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

PROFESSIONAL DEVELOPMENT UNIT (PDU)

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

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

A PDU activity may include a program, a course, workshop, seminar or other pre-approved learning experience. To be eligible for PDU credit and for the activity to be transcribed by the College, it must meet specific criteria. For additional information, contact the Director of Outreach and Professional Development at (541) 888-7328.

ENROLLMENT STATUS AND GUIDELINES FOR CHANGE

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

1. A student may change enrollment status from CREDIT to AUDIT by the add/drop process through the sixth week of the term during full terms and through a comparable point in time in summer term. After this time, the instructor's consent is required.
2. A student may change enrollment status from AUDIT to CREDIT by the add/drop process, with the instructor's permission and signature, at any time through Wednesday of the last week of classes prior to final exam week.
3. A student may withdraw from a class or from school, without responsibility for a grade, through Wednesday of the sixth week of classes in regular terms and a comparable point of time in summer term. Withdrawal after that point can only occur if the instructor chooses to sign the add/drop form and a W will be assigned.
4. A student may be administratively withdrawn from a class or classes when the student exhibits disruptive behavior or misconduct. There is no deadline for such withdrawal.

AUDITING COURSES

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

The following guidelines apply to auditing:

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

GRADES - DEFINITIONS AND POINTS

- A (4 grade points) Excellent
- B (3 grade points) Above average
- C (2 grade points) Average
- D (1 grade point) Below average
- F (0 grade point) Failing
- R (0 grade point) Satisfactory effort. Student attended class regularly and did assigned work, but did not meet course learning objectives. Credits apply for course load, but do not apply toward completion of a program, and are not used in computing grade point average for that term. Students must repeat the course within one year or the R changes to an F. This grade applies only to the following developmental courses: MTH20, MTH25, MTH30, MTH31, MTH70, WR0525, WR60 and WR90. For more information on the R grade, refer to Financial Aid rules and the Academic Notification System.
- S (0 grade point) Satisfactory - equivalent to a C or better. Credit as specified. Course credit is not used in computing grade point average.

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

CALCULATING GRADE POINT AVERAGE

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

A - 3 cr.	4x3 credit=12
B - 3 cr.	3x3 credit= 9
C - 3 cr.	2x3 credit= 6
9 cr.	27
27 grade points divided by 9 credits = 3.000	
grade point average.	

Courses in which grades of S or U were assigned are not computed as part of the grade point average.

COURSE REPEAT PROCEDURE AND ABILITY TO PROFIT POLICY

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

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

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

HONORS

Southwestern Oregon Community College offers a number of options to achieve honors. To be recognized for:

Academic Excellence - Students must meet the following criteria:

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

Honor Roll - Students must meet the following criteria:

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

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

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

Southwestern Scholar - Students must meet the following criteria:

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

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

HONORS IN ENGLISH

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

HONORS, GRADUATION

To graduate with Honors, students must meet the criteria for graduation and have a 3.75 cumulative GPA. Cumulative GPA includes all transfer credit from other colleges. All course work from other colleges will be included in the cumulative GPA regardless of applicability to current course work. *Transfer Admission* provides additional information about applicability of coursework.

ACADEMIC NOTIFICATION SYSTEM

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

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

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

Step 3 - Academic Suspension - If, during any term while on probation, the student does not make satisfactory progress, the student will be suspended. A suspended student must petition the Academic Standards Committee to be reinstated. The committee will decide if the student will be allowed to return to school and under what conditions. One such condition may be a reduced class load for the term.

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

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

ADMINISTRATIVE WITHDRAWAL OF STUDENTS

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

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

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

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

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

STUDENT EDUCATIONAL RECORDS

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

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

confidentiality of all other student records.

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

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

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

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

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

For further information regarding student records, contact the Registration and Records Office in Dellwood Hall.

STUDENT IDENTIFICATION NUMBER

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

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

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

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

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

OAR (Reglamento Administrativo de Oregon) 581-41-460 autoriza al colegio comunitario

Southwestern Oregon Community College que solicite su numero social. El numero sera utilizado por el colegio para la preparacion de reportes, agregados, investigaciones, y para guardar su expediente academico. Ademas, su numero le sera proporcionado por el colegio al Sistema de Reportaje Unificado de Colegios en Oregon (OCCURS), un grupo conformado por todos los colegios comunitarios en Oregon, el Departamento de los Colegios Comunitarios y De desarrollo de Trabajadores y a la Asociacion de Colegios Comunitarios de Oregon. OCCURS recaba informacion sobre los estudiantes y programas para cumplir con los requisitos de reportes federales y estatales. Tambien ayuda a la los colegios en su planificacion, investigacion, y para el desarrollo de programas. Esta informacion ayuda a los colegios a mantener el progreso de los estudiantes y sus exitos en el lugar de trabajo y en otros programas de educacion.

OCCURS o el colegio se pueden proporcionar su numero social a las siguientes agencias o conseguirlo o igualarlo con los archivos de los siguientes sistemas:

- Los colegios estatales, universidades privadas, colegios, y colegios vocacionales, para averiguar cuantos estudiantes que asistieron a los colegios comunitarios continuaron con su educacion y para averiguar si los cursos una buena base para la educacion adicional.
- El Departamento de Empleo de Oregon, que colecciona informacion para ayudar a las agencias estatales y locales en la planificacion de los servicios educacionales y servicios de entrenamiento para ayudar a la poblacion de Oregon a conseguir los mejores trabajos posibles.
- El Departamento de Educacion de Oregon, para proveer reportes al gobierno estatal y federal. Esta informacion se usa para aprender sobre la educacion, el entrenamiento, y las direcciones que van tomando los trabajos para planificacion, investigacion, y mejoramiento de los programas. Los fondos que los colegios comunitarios reciben es basada en esta informacion.
- El Departamento de Fiscal de Oregon de las agencias de coleccion con el proposito de procesar deudas y solamente si se le extiende credito a la persona por el colegio.
- [DONDE SEA APLICABLE (por ejemplo en los colegios que usan la prueba ASSET): El Servicio de Pruebas de Colegio Americanos, si usted toma la prueba ASSET Placement Test, para el proposito de investigacion.)
- De ustedes el numero de seguro social es requerido y se le informe a la IRS (rentas internas) para determinacion de aceptablemente credito.

Su numero se usara solo para los propósitos enlistados arriba. Las leyes estatales y federales protegen su informacion privada.

Student Services

ACADEMIC ADVISING (541) 888-7405

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

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

LIBRARY (541) 888-7270

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

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

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

Library hours during fall, winter and spring terms:

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

Hours for summer term, holidays and breaks are posted.

VETERANS (541) 888-7338

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

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

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

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

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

Program of Study - All veteran students must have a declared major and may receive payment only for courses required to complete the major program. Students using Veterans benefits may only pursue a program approved by the Oregon Department of Education, the State Approving Agency (SAA). Not all certificate programs are approved. Consult with the Veterans representative before registering.

Satisfactory progress toward the degree must be maintained to meet Veterans requirements. Changing majors can negatively impact progress. Check with the Veterans representative before changing degree more than once.

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

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

Satisfactory Progress - A veteran must maintain an overall 2.0 GPA. A veteran student will be notified of possible lack of academic progress if, in any one term, more than one no credit grade is given. Veteran students must complete an "Incomplete" (I) within one year. A veteran student

will be placed on academic probation when, during the second term of enrollment and thereafter, the cumulative GPA falls below 2.0 or the student receives two or more U, R, or F grades for two consecutive terms.

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

STUDENT CONDUCT CODE and STUDENT RIGHTS and RESPONSIBILITIES

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

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

Financial Aid

FINANCIAL AID (541) 888-7410

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

site: <http://www.southwestern.cc.or.us> - go to Services and Resources then Financial Aid.

WHAT TYPES OF FINANCIAL AID ARE AVAILABLE?

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

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

For detailed information, contact the Financial Aid Office.

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

The Financial Aid Office at Southwestern uses the file completion dates to establish priority and first consideration for campus-based funds.

1. Complete the Free Application for Federal Student Aid (FAFSA) and mail as early as possible, beginning January 1 of each year for consideration for the following academic year (begins summer term at Southwestern). These forms are available at Southwestern and at local high schools and colleges. Initial processing of the FAFSA generally takes six to eight weeks, at which time Student Aid Reports (SARs) will be mailed to the students. Students may also apply on-line at www.fafsa.ed.gov.
2. Students who applied for federal student aid in the prior academic year may receive Renewal Applications from the Federal Processor and may complete the Renewal Application instead of the FAFSA (do not complete both). Renewal applications will usually be mailed to the students in early December. (Students who do not receive a Renewal Application by mid-January are urged to complete the FAFSA instead.) Students should review the information on the Renewal Application, make any changes needed, and mail for processing beginning January 1 of each year. SARs with the updated information will be mailed to the students within approximately six to eight weeks. Students may also complete the renewal application on-line at www.fafsa.ed.gov.
3. Beginning April 23, FAFSAs may also be submitted to the Financial Aid Office for electronic filing, rather than by mail to the Central Processor. Students will be sent an Institutional Acknowledgment Report. Please note that Renewal Applications cannot be submitted electronically by Southwestern.
4. The Financial Aid Office at Southwestern will receive an Institutional Student Information Report (ISIR) from the Federal Processor. Students are not required to submit the ISAR to the Financial Aid Office. Students will be mailed a notice from the Financial Aid Office indicating that the ISIR has been received. Students should return the enclosed Financial Aid Eligibility Determination Request card to the Financial Aid Office to indicate their interest in Southwestern and to receive an Unofficial Aid Package. Prior

Southwestern students and students identified by the Director of Recruiting will automatically be sent an Unofficial Aid Package.

5. Once the Financial Aid Office receives either the ISAR or the Financial Aid Eligibility Determination Request, the students will be sent a notice stating the date to expect the Unofficial Aid Package. This package will include a preliminary estimate of the financial aid for which the student may be eligible, as well as a checklist of the items which the student must complete before official eligibility can be determined. No application will be considered complete until Step 5 has been completed and all items on the checklist have been received. It is very important that students apply as early as possible and send in all requested documents promptly.
6. Students are required to provide an official grade transcript from all schools attended since high school (except GED and military training).
7. Students must take the placement tests at Southwestern. See the Counseling Center for waiver criteria.
8. Students must demonstrate the ability to benefit from college instruction by having a high school diploma or GED certificate or by passing the placement test. See the Counseling Center regarding this test.
9. Apply for admission to Southwestern and declare a valid major.
10. Once all information has been submitted to the Financial Aid Office, students will be sent a notice that their files are ready for a final review by a qualified staff member responsible for awarding Financial Aid funds. The notice will include the date upon which the students may expect to receive their Official Award Letter. Should discrepancies occur during the final review process, students will be contacted to request additional information. All additional required information must be submitted before the Official Award Letter can be prepared.
11. In addition to the FAFSA, students who wish to apply for a Federal Stafford Loan must complete a Federal Stafford Loan application and attend a Pre-Loan Advising Session. Sessions are available on-line at <http://www.southwestern.cc.or.us> - go to Services and Resources then Financial Aid. Students may request Loan Packets at the Financial Aid Office after the students have received the Official Award Letter.
12. Students who are awarded Federal Work Study (FWS), General Student Employment (GSE), or Athletic Work Study (AWS) funding and would like to work must attend an orientation session. Contact the Student Employment Coordinator in the Financial Aid Office for dates and times.
13. Students receiving scholarships, waivers, and/or agency funds should notify the Financial Aid Office of all funds promptly. If scholarship, waiver, and/or agency funds do not fully pay for tuition and fees, students must contact the Cashier on or before the payment deadline date to pay the outstanding balance or to arrange a

payment plan (e.g. tuition and fees = \$600; scholarship = \$440; student must pay the difference of \$160, or arrange a payment plan, by the payment deadline date.)

14. All financial aid students must maintain satisfactory academic progress, according to specific financial aid guidelines. These guidelines are different from institutional policy and are explained in a pamphlet available at the Financial Aid Office and mailed to students with the Unofficial Aid Package and with the Institutional Award letter. For additional information on satisfactory academic progress guidelines at Southwestern, an optional Financial Aid Workshop is available upon request.

WHEN TO APPLY:

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

Deadline dates for 2001-2002 award year:

- | | |
|---------------|---|
| March 2, 2001 | priority for first consideration as established by file complete date. |
| June 14, 2002 | last date to receive a valid ISIR/SAR from the Central Processor for aid at Southwestern. |
| June 30, 2002 | last date the FAFSA may be received by the processing center.
(or student's last day of enrollment in 2001-2002, whichever comes first) - SAR or ISIR to the Financial Aid Office. |

For 2002-2003 deadlines, see the Financial Aid Office. For additional information, procedures, and policies see the Financial Aid Office or visit the web.

AVAILABILITY OF FUNDS:

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

FINANCIAL AID DISBURSEMENTS:

Financial aid funds are mailed, after the student account has been credited, at the end of the third week of each term. Further disbursements are mailed by Friday beginning the fourth week of the term. Disbursements may be picked up in person beginning the fifth week of the term if the funds have not already been mailed. Students who owe a balance that will be paid by loan funds may pick up their loan checks beginning on Friday of the third week of the term (unless funds have a 30-day wait) at the Cashier. Please allow 24 hours after submitting the

required attendance information to the Financial Aid Office before funds will be available at the Cashier. Students are responsible for paying all tuition and fees in excess of financial aid funding by the payment/withdrawal deadline date listed in the schedule. (i.e., tuition and fees of \$580 and scholarship of \$540, students must pay the \$40 difference). Students must have all the necessary paperwork, workshops, seminars, etc., completed before their accounts may be credited. Students who do not complete all the necessary steps by Friday at 3:30 pm of the second week of classes in any term will experience delays in the disbursement of funds. **Students must be in the proper classes/credits by Wednesday of the third week of the term.**

Federal and state aid is disbursed to students based on the eligible enrollment status on Wednesday of the third week of the term. Any add/drops processed after this date do not affect financial aid funding. Refer to the registration procedure form available outside the Financial Aid Office and refer to the award letters for any further requirements. Bookstore charges will be established for all financial aid students who qualify. For information and applications, contact the Financial Aid Office in Dellwood Hall, in the back lobby, (541) 888-7410. Scholarship information is posted in Empire Hall, and a list is available from the Financial Aid Office. Students receiving financial aid should have all add/drops and Bookstore charges processed by the end of the second week of classes in order to have an accurate check disbursement. If an add/drop is processed during the third week, students must contact the Financial Aid Office and disbursement of funds may be delayed.

Students must officially withdraw from classes. The fee assessed at the time of withdrawal is determined by the actual date the withdrawal process was begun or determined to have occurred. See the College's withdrawal policy stated in the Tuition and Fees section under Refunds.

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

FINANCIAL AID RETURN OF TITLE IV FUNDS POLICY AND RULES

Students who receive student financial aid for a term and who COMPLETELY withdraw, drop out, receive all W grades, or are expelled during that term are required to return aid received according to federal guidelines for return of Title IV funds. Students who have funds returned to the federal government, and are not entitled to a refund, are 100% financially responsible to pay Southwestern for all costs incurred and not covered by Financial Aid funds. See the College's withdrawal policy stated in the Tuition and Fees section under Refund. Complete return to Title IV funds policy is available from the Financial Aid Office, is contained in the award booklet, and is on the web.

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

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

WITHDRAWAL DATE POLICY

The official date of withdrawal is based on documentation of attendance or student information, or are assumed to have completed 50% of the term. A complete copy of this policy is available, with examples, from the Financial Aid Office or on the web.

Financial Aid Programs Available at Southwestern

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

- You must enroll at least half-time (six credits) each term. Aid is given for less-than-half-time enrollment in eligible credits only if funds are available. For 2001-2002 the Federal Pell Grant is available for less-than-half-time enrollment.
- You must be in an eligible degree or certificate program and enrolled in eligible credits for the degree or certificate program. Federal and State aid funds are only those credits required for a degree.
- You must have a high school diploma or a GED certificate, or demonstrate the ability to benefit from instruction by passing an approved test.
- You must not be in default on a loan or owe a refund, return of Title IV funds, or repayment of any Title IV financial aid program.
- You must file the Free Application for Federal Student Aid (FAFSA) - this includes institutional aid.
- You must reapply each academic year.
- You must be admitted as a regular student.
- You must be a United States citizen or an eligible non-citizen.
- If you are a male over 18 years of age and born after December 1, 1959, you must be registered with the United States Selective Service, unless you are currently on active duty with the armed forces (membership in the reserves does not qualify).
- You must use money you receive to help meet the costs of enrolling at and attending Southwestern.
- You must sign a Statement of Educational Purpose/Certification Statement on Overpayments and Default.
- You must maintain satisfactory academic progress. A pamphlet explaining the requirements is available from the Financial Aid Office or on the web.

Financial Aid Grant Programs

<u>Program</u>	<u>Brief Description</u>	<u>Application</u>	<u>Award Amounts at Southwestern</u>
Federal Pell Grant	A federal grant program for undergraduate students.	FAFSA*	\$400 to \$3,750 for 2001-2002.
Federal Supplemental Educational Opportunity Grant (FSEOG)	A federal and college funded grant program for undergraduate students.	FAFSA*	\$100 to \$450 for 2001-2002 at Southwestern. Amount varies by school.
State Opportunity Grant (SOG)	A state grant program for undergraduate students.	FAFSA*	\$1,044 for 2001-2002. Must be in 12 eligible credits per term to receive. Limited to 12 terms/8 semesters.

Employment Programs

<u>Program</u>	<u>Brief Description</u>	<u>Application</u>	<u>Award Amount at Southwestern</u>
Federal Work Study (FWS)	A federal and college funded program to provide employment opportunities for students on or off campus.	FAFSA*	\$450 to \$2,100 per year for 2001-2002. Additional funds available for summer. (Summer maximum of \$1,800.)
General Student Employment	Southwestern funded employment program.	Contact the Financial Aid Office.	Variable
Athletic Work Study (AWS)	Southwestern funded employment program for student athletes.	Contact the Athletic Department.	\$1,000 per year

*FAFSA - Free Application for Federal Student Aid

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

Loans - Federal Family Education Loan Program

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

Institutional Scholarships – May not exceed 15 credits of regular tuition.

All tuition scholarships are limited to a maximum of regular tuition paid for 15 credits per term. A student may not receive other Southwestern funded tuition scholarships in excess of tuition based on 15 credits per term (regular tuition rate applies).

<u>Program</u>	<u>Brief Description</u>	<u>Application</u>	<u>Award Amount at Southwestern</u>
Merit, District and Scholarship for Excellence	Tuition scholarships for graduating seniors from Bandon, Brookings-Harbor, Coquille, Gold Beach, Marshfield, Myrtle Point, North Bend, Pacific, Powers, or Reedsport high schools.	Southwestern Foundation General Scholarship Application	Ten scholarships per year up to \$570 tuition waived per term for 2001-2002. Scholarship is for six consecutive terms (summer optional). Must be enrolled in a minimum of 12 credits each term.
Presidential Tuition Scholarship	Awarded to students in approved areas of study.	Contact instructor in area of interest.	\$570 tuition per term for 2001-2002. Must be enrolled in a minimum of 12 credits each term (up to 50 awarded).
Scholastic Tuition Scholarship	Awarded to full-time students with consecutive enrollment (summer optional), pursuing a degree or certificate at Southwestern; must maintain satisfactory academic progress. Must have completed at least 45 credits at Southwestern (but less than 108, including transfer credits) by spring term. GPA is a primary factor for receiving this award.	Southwestern Foundation General Scholarship Application	\$570 tuition waived per term for 2001-2002. Tuition for one academic year (three terms maximum – or up to 108 credits maximum will be funded). May not reapply. Cannot receive other Southwestern funded tuition– scholarships at the same time. Must be enrolled in a minimum of 12 credits each term (summer optional).
GED Tuition Scholarship	Awarded to students who score an average of 65 or above on the GED test taken at Southwestern and who completed the GED program at Southwestern.	Notified automatically by ABE/GED.	\$570 tuition waived per term for 2001-2002. Scholarship is for six consecutive terms. Must be enrolled in a minimum of 12 credits each term (summer optional). Enrollment must begin the term after completing the GED test.

*FAFSA - Free Application for Federal Student Aid

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

Institutional Scholarships (continued) - May not exceed 15 credits of regular tuition

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

PAYMENT OPTIONS

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

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

Special Services and Programs

ADULT HIGH SCHOOL DIPLOMA PROGRAM (541) 888-7405

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

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

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

ADULT LEARNING SKILLS PROGRAM (541) 888-7116

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

English as a Second Language

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

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

Citizenship

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

offered in the evenings fall and spring terms and in the afternoons winter term, or as needed.

Orientation

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

Basic Skills Development

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

Work and Life Skills Development

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

Introduction to the Computer is a series of workshops designed to acquaint students with the basics of using a computer.

Workforce Skills is a class to learn about job search, networking, workplace diversity, harassment, workplace etiquette, communication and other employable skills.

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

Customer Service is a class designed to acquaint students with the definition of customer, what exceptional customer service is, and how to know and respond to a customer's needs. Topics include empathy, perceptions, listening skills, faulty thinking, dealing with stress and difficult customers, as well as customer service practice. About 40% of the class is focused on learning and applying basic computer skills.

APPRENTICESHIP TRAINING

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

ARTS and LECTURES

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

ASSOCIATED STUDENT GOVERNMENT (541) 888-7326

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

ASG represents students on the following campus committees and groups:

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

As well as at the state level:

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

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

ATHLETICS, INTER-COLLEGIATE (541) 888-7452

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

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

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

BUSINESS DEVELOPMENT CENTER (541) 888-7100

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

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

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

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

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

BUSINESS MANAGEMENT PROGRAM (541) 888-7100

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

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

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

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

Registration for the BMP program is for one year at a time.

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

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

CONTRACTED TRAINING and EMPLOYEE DEVELOPMENT (CTED) (541) 888-7103

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

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

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

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

CAREER INFORMATION/JOB PLACEMENT CENTER (541) 888-7272/888-7155

The Career Center offers tools to explore career and educational opportunities to students and the general public. The following resources and services are available:

- update job seeking skills
- job referrals and employment information

- resumé, cover letter, and interviewing assistance
- career counseling
- personality profile and Career Information System guidance
- transfer student information
- scholarship search
- catalogs for many two and four-year colleges in the Northwest

To better serve students and the community, we are available at two locations: The Point of Entry at the Newmark Center (541) 888-7155 and Stensland Hall (541) 888-7272.

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

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

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

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

COUNSELING SERVICES (541) 888-7405

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

Specific individual and group counseling services include:

- career and life planning
- admission information
- new student orientation
- academic information
- referrals
- resources for international students
- resources for handicapped students
- transfer planning
- goal setting

- career assessment
- values clarification
- high school liaison

CURRY COUNTY (541) 469-5017

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

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

DISTANCE LEARNING (541) 888-7266

A number of opportunities are offered to students via distance technologies: Southwestern Oregon Community College offers online learning through a statewide consortium. Some time constraints apply to these classes. Course information is listed in the Schedule of Classes.

The Teleconferencing Center is located on the first floor of Tioga Hall in rooms 103 and 105. It is run by the Media Services department, located across the hall from the teleconference rooms in Tioga 101.

One time only teleconferences, short term training and distance education classes held in partnership with several Oregon universities are held in the teleconferencing center. To schedule a teleconference, or obtain information regarding use of one of our teleconferencing systems, please contact Media Services. For information on taking classes from a number of Oregon universities stop by the University Center on the third floor of Tioga Hall, room 318.

FAMILY CENTER (541) 888-7336

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

Preschool - The Southwestern Educare Preschool program is designed for children ages three to five years who enjoy daily activities focused on art, music and dance, drama, dramatic play, literacy, computer education, cooking, claywork, science, mathematics, social studies and outdoor play/physical education.

Hours of operation are Monday through Friday 7:30 a.m. to 1:00 p.m.

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

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

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

GRADUATION (541) 888-7246

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

Official transcripts from accredited colleges and universities previously attended that apply toward a Southwestern degree or certificate must be on file with the Transcript Evaluator. All course work from other colleges will be included in the cumulative GPA regardless of applicability to current course work. The cumulative GPA, including transfer work, is used to determine eligibility for graduation honors.

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

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

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

A valedictorian will be chosen for the Commencement ceremony held annually. To be considered, a student must meet the following criteria:

- Meet the requirements for graduation with an Associates degree
- Plan to participate in Commencement
- Have the highest GPA for the students graduating with an Associates degree

Should more than one student meet the criteria, the following procedure will be used:

Students meet with the Associate Dean of Student Services/Registrar and choose one student who will deliver the commencement message at the graduation ceremony. In the event a decision is not reached, a committee will be assembled by the Associate Dean of Student Services/Registrar to hear a short speech prepared by the candidates. A majority vote will be considered final.

GRIEVANCE PROCEDURE (541) 888-7338

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

SERVICES FOR STUDENTS WITH DISABILITIES (541) 888-7349

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

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

HIGH SCHOOL RELATIONS (541) 888-7405

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

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

HOUSING (STUDENT) (541) 888-7635

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

Housing accommodations feature:

- Apartment style units with private and shared rooms, two shared bathrooms and a shared living room, kitchen, balcony or patio, and storage space.
- Fully furnished shared areas with one dining table, four chairs, a sofa and love seat, two end tables and a coffee table.
- Bedrooms include a single bed, mattress, desk, chair, dresser and closet.

- Kitchens with full size stove and refrigerator.
- All utilities included.
- Apartments are accessed by a computerized card lock system. Lost cards are deactivated to assure security for each student.
- Each bedroom features local phone service with your own number, satellite TV and computer data port to access the Internet at no additional expense (you will need an ethernet card).
- 24 hour security with regular patrols.
- The housing complex features two Laundromats, study room, computer lab, student lounge with big screen TV and VCR, game room, mail room, lighted basketball court and sand volleyball pit.

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

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

To live in Student Housing

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

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

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

- Received an official award letter listing your financial awards.
- Attended an entrance interview and submitted a completed loan application if you are a student needing to apply for a loan.

- If not completed prior to the first day of classes, you must make payment arrangements with the Cashier, located in Dellwood Hall.

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

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

INTERNATIONAL STUDENT PROGRAM (541) 888-7185

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

INTERNSHIPS (541) 888-1515

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

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

The benefits of an internship are the opportunities to explore and confirm your career choice and to receive guidance in career expectations and demands. Internships also provide instruction in resumé preparation and job interviewing. You may also earn college credit for employment related to your major, as well as develop job skills and self confidence. Internships help you locate job prospects for long

term employment after graduation and develop job contacts and a work history that look great on your resumé. They also give you the opportunity to add practical experience to classroom instruction.

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

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

OREGON ADVANCED TECHNOLOGY CONSORTIUM (541) 888-7100

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

The OATC, a consortium of 14 Oregon community colleges, serves primarily small and medium-sized manufacturers seeking access to advanced technology services and training. OATC services include technology demonstrations, prototyping, short production runs, engineering support, CAD/CAM services and support and advanced technical training. The OATC is supported by the State of Oregon, 14 Oregon community colleges and local and national manufacturing businesses. OATC services are contingent on State funding.

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

OUTREACH AND PROFESSIONAL DEVELOPMENT (541) 888-7415

Outreach and Professional Development offers classes and workshops that continue the college's commitment to provide quality learning opportunities for life-long education in local and outlying areas. There is a broad spectrum of choices in courses and workshops offered. From basic skills to advanced technologies, from art classes to physical fitness, classes are designed to further the education of non-traditional learners and reflect the interests of each community. Classes through Outreach are offered in the evening and daytime hours in Reedsport, Coquille, Bandon, Myrtle Point, Powers

and the Bay Area. Interested persons need to check the current College Schedule or call for further information.

Senior programs under Outreach are Elderwise and Elderhostel. These programs offer a variety of educational activities and workshops for seniors in Coos and western Douglas counties.

Teleconferencing courses are offered on campus for specific professional training and distance learning classes. Interested community partners and students need to contact (541) 888-7266 for more information.

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

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

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

SOUTHWESTERN OREGON UNIVERSITY CENTER (541) 888-1518

For many residents of the South Coast, obtaining a bachelor's or higher degree from one of Oregon's universities has been a costly process requiring a move to the university, but now you can do it without leaving home. Through a collaborative venture between the Oregon University System and Southwestern Oregon Community College, the University Center coordinates and brokers courses and programs from Oregon's universities. Residents of communities along the South Coast can take courses and complete some undergraduate and graduate degrees at Southwestern, its satellite campuses, or through study at home. Course delivery methods include on-site instruction, interactive television courses, web based or Internet courses, and other technologies.

We're here to help! Whether you plan to stay on the South Coast or to go away to a university, the University Center exists as an advocate to assist and support local students with advisement, information and referral to appropriate programs and advisors at the various universities.

For students entering Southwestern, a visit to the University Center can open up a world of options beyond the Associate degree. With careful planning beginning in the freshman year, students can build programs that can lead to an Associate degree, a Bachelor's degree, or even a Master's degree. We're here to help you do that!

The University Center can also arrange for special programs for schools and businesses, and for cohorts or groups of students.

Partners in the University Center include: Eastern Oregon University, Linfield College, Oregon Health Sciences, Oregon Institute of Marine Biology, Oregon State University, Portland State University, Southern Oregon University, and University of Oregon. Programs include:

- BA Arts and Humanities
- BA/BS Accounting
- BA/BS Business Administration
- BA/BS Business Economics
- BA/BS Business Information Systems
- BA/BS Fire Services Administration
- BA/BS International Business
- BA/BS Liberal Studies
- BA/BS Management
- BA/BS Multidisciplinary Studies (Teacher Certification)
- BA/BS Philosophy, Economics and Political Science
- BA/BS Social and Behavioral Sciences
- BS Environmental Studies
- BS General Agriculture
- BS Natural Resources
- BS Nursing
- BS Physical Education and Health
- Certificate Accounting
- Certificate Computer Information Systems
- Certificate Human Resource Management
- Certificate Marketing
- MBA Master of Business Administration
- MPH Master of Public Health
- MS Dietetic Management
- MS Marine Biology
- MSN Master of Science in Nursing - (FNP)
- Ed.D. Doctor of Education

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

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

STUDENT ACTIVITIES

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

The Office of Student Activities is the principal programming unit at the College for a wide range of yearly student events. The Residence and Student Life Coordinator acts as the program advisor.

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

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

STUDENT CLUBS and ORGANIZATIONS

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

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

SUPPLEMENTAL INSTRUCTION

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

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

Dennis Beetham Learning Hub - The Learning Hub provides self-paced, interactive computer programs to help students develop skills for success

in college level classes. It also provides materials to supplement and enrich courses. The Learning Hub is located on the fourth floor of Tioga Hall.

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

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

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

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

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

TRANSFER PROCEDURES (541) 888-7405

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

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

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

Degree Programs Offered at Southwestern

Name of Degree	Major Code	Name of Degree	Major Code
Associate in Arts	1002	One Year Certificates	
Oregon Block Transfer		Accounting	2151
Associate in Science		Bookkeeping/Clerical	2155
<u>Emphases</u>		Childhood Education and Family Studies	2156
Athletic Training	1043	Computer Technician Professional	2186
Business Administration	1022	Culinary Arts: Chef Training	2183
Childhood Education and Family Studies	1070	Educational Assistant	2198
Computer Science	1005	Emergency Medical Technician	2161
Criminal Justice Administration	1011	Fabrication/Welding Technology	2181
Engineering	1040	Juvenile Corrections	2162
Fitness Management	1042	Manufacturing/Machining Technology	2165
Human Services	1030	Medical Clerical	2169
Mathematics	1050	Medical Transcription	2171
Music	1048	Network Technician	2188
Natural Science	1060	Office Administration	
Semiconductor Manufacturing	1045	Legal Secretary	2173
Associate in Applied Science		Office Occupations	2178
Apprenticeship Trades	2301	Pharmacy Technician	2180
Business Management		Rural Health Aide	2174
Accounting Option	2105	Software Application Specialist	2187
Marketing Option	2107	Surgical Technology	2185
Office Management Option	2109	Short Term Certificates	
Small Business Management Option	2108	Computer Technician Examination Preparation	2253
Childhood Education and Family Studies	2114	Marketing	2207
Computer Information Systems Software Specialist	2113	Network Certification Examination Preparation	2254
Criminal Justice Administration Corrections Officer Option	2136	Network Fundamentals Professional	2255
Law Enforcement Officer Option	2137	Software Certification Examination Preparation	2252
Culinary Arts Management Training	2110	Supervision	2211
Environmental Technology	2118	Training Opportunities	
Fire Science	2116	Basic Nursing Assistant	2201
Forest Resources Technology	2117	Medication Assistant	2202
Human Services		Perioperative Nursing	2204
Gerontology Option	2122	Web Site Design	2213
Social Services Option	2119	Web Site Production	2214
Substance Abuse Option	2121		
Manufacturing Technology			
Fabrication/Welding Technology Option	2133		
Industrial Electronics Technology Option	2115		
Machining/Manufacturing Technology Option	2123		
Medical Assistant	2127		
Network Design and Administration	2128		
Nursing	2129		
Technical Support	2112		
Turf and Landscape Technology	2135		

Associate in Arts Degree

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

General Requirements:

1. Ninety or more credits of college courses approved by the Oregon State Board of Education for transfer credit.
 2. Grade Point average (GPA) of — 2.0 (C) average or better.
 3. Completion of 19 credits of general education requirements
 4. Completion of 48 quarter credits of Sequence/Distribution Requirements.
 5. No more than nine credits of a combination of PE185, 180 and 190 may be applied to Graduation Requirements.
 6. A student must complete 30 of the last 45 credits at Southwestern before the Associate in Arts (AAOT) degree is awarded.
2. Health Education, three credits (HE250 or PE231).
 3. Oral Communications/Rhetoric: three credits, (SP100, 111, 112, 217, 218, 219, or 229), with a C or better.
 4. Mathematics: four credits of college-level mathematics, MTH105, its equivalent or higher level math (except MTH211) with a grade of C or better.
- a. A complete sequence with a minimum of nine credit hours from the approved sequences in Social Sciences.
 - b. Six credits chosen from the approved sequences or approved distribution lists for Social Sciences.
3. Sciences/Math/Computer Science: 18 credits chosen from at least two disciplines.
 - a. A complete laboratory science sequence with a minimum of 12 credit hours from the approved sequences in science.
 - b. Six credits chosen from the approved sequences or approved distribution lists for science /math/computer science/engineering.

Note:

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

Sequence/Distribution Requirements:

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

Students who do not complete a sequence in World Mythology and Religion or in any literature sequence must take six credits from World Mythology and Religion or from literature.

2. Social Sciences: 15 credits chosen from at least two disciplines, with no more than nine credits from one discipline.

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

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

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

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

See sequence and distribution lists on following pages.

Note:

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

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

General Education Requirements:

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

Approved Sequences and Distribution Courses

Arts and Letters

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

Sequences:

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

Distribution Courses:

Acting:	
TA100	Introduction to Theater
TA141, 142, 143	Acting I, II, III
TA241, 242, 243	Intermediate Acting Techniques
Art:	
ART115, 116, 117	Basic Design
ART131, 132, 133	Introduction to Drawing
ART191, 192, 193	Beginning Sculpture
ART225, 226, 227	Computer Art
ART231, 232, 233	Advanced Drawing
ART240	Paper and Prints
ART250, 251, 252	Beginning Ceramics
ART253, 254, 255	Intermediate Ceramics
ART270, 271, 272	Introduction to Printmaking
ART281, 282, 283	Beginning Painting
ART284, 285, 286	Intermediate Painting
ART291, 292, 293	Intermediate Sculpture
ART199, 299	Special Topics in Art

Distribution Courses (continued):

Journalism:	
J202	Information Gathering
J203	Writing for the Media
J204	Visual Communication for Mass Media
J215	Publishing Lab
J217	Feature Writing
J199, 299	Special Topics in Journalism
Language:	
FR201, 202, 203	Second-Year French
SPAN201, 202, 203	Second-Year Spanish
GER201, 202, 203	Second-Year German
Literature:	
ENG199, 299	Special Topics in Literature
Music:	
MUS101, 102, 103	Music Fundamentals
MUS111, 112, 113	Music Theory I
MUS211, 212, 213	Music Theory II
MUS199, 299	Special Topics in Music
Philosophy:	
PHL199, 299	Special Topics in Philosophy
Speech:	
SP100	Basic Speech
SP111	Communications
SP112	Fundamentals of Public Speaking
SP217	Persuasive Speech
SP218	Understanding Media Interpersonal Communications
SP219	Small Group Discussion
SP229	Oral Interpretation
SP199, 299	Special Topics in Speech
Writing:	
WR214	Business English
WR214T	Professional Technical Writing
WR222	Advanced Composition
WR241, 242, 243	Imaginative Writing

Social Sciences

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

Sequences:

Anthropology:

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

*Childhood Education and Family Studies:

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

*Criminal Justice

(any three courses from the following):

CJ100 Foundations of Criminal Justice
 CJ101/SOC244 Criminology
 CJ201/SOC221 Juvenile Delinquency
 CJ220 Criminal Law
 CJ243/SOC243 Narcotics & Dangerous Drugs

Economics:

ECON201, 202, 203 Principles of Economics

History:

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

*Human Services:

HS265, 266, 267 Intervention Strategies

Political Science:

PS201, 202, 205 American Government

Psychology:

PSY201, 202, 203 General Psychology

Sociology:

SOC204, 205, 206 General Sociology

Distribution Courses:

*Childhood Education and Family Studies:

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

Human Development:

HD208 Career/Life Plan

*Human Services:

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

Psychology:

PSY228 Introduction to Social Science Research
 PSY239 Introduction to Abnormal Psychology
 PSY240 Introduction to Psychopharmacology

Sociology:

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

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



Empire Lakes

Science and Mathematics

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

Sequences:

Biology:

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

Chemistry:

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

General Science:

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

Geology:

G201, 202, 203	Geology
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Physics:

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

Distribution Courses:

Biology:

BI144	Biology of the Estuaries
BI149	Introduction to Human Genetics
BI234	Elementary Microbiology

Chemistry:

CHEM241, 242, 243	Organic Chemistry
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Computer Science:

CIS131	Computer Information Systems
CS133VB	Computer Language I - Visual Basic
CS151	Introduction to Computer Programming
CS161	Introduction to Computer Science I
CS162	Introduction to Computer Science II
CS233VB	Computer Language II - Visual Basic
CS261	Data Structures

Engineering:

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

Engineering (continued):

ENGR203	Electrical Fundamentals III
ENGR211	Statistics
ENGR212	Dynamics
ENGR213	Strength (Mechanics) of Materials
ENGR250/MTH265	Engineer Probability and Statistics

Environmental Science:

ENV131	Environmental Science I
ENV132	Environmental Science II
ENV133	Environmental Science III

Geology:

G146	Geology of Southwestern Oregon
G207	Geology of the Pacific Northwest
G220	Prehistoric Life
G221	General Geology
G246	Geological Hazards and Natural Catastrophes

Mathematics:

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

Physics:

PH121	Introductory Astronomy
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GEOG 105 - Elective Only

Requirements	Credit hours	Southwestern courses which satisfy requirements
Humanities (Choose courses from at least two different prefixes other than your major. No more than 12 credit hours in a discipline will apply in one area of general education)	Minimum 15 hours	ART204, 205, 206; ENG104, 105, 106, 107, 108, 109, 201, 202, 203, 204, 205, 206, 253, 254, 255, HUM204, 205, 206; MUS261, 262, 263; PHL101, 102; 299; TA100
Natural Science (Choose courses from at least two different prefixes other than your major. No more than 12 credit hours in a discipline will apply in one area of general education)	Minimum 15 hours	BI101, 102, 103, 149, 201, 202, 203; CHEM104, 105, 106, 221, 222, 223; ENV131, 132, 133, G145, 146, 201, 202, 203, 207, 220, 221, 291; GS104, 105, 106, 107, 108; PH121, 201, 202, 203, 211, 212, 213
Social Science (Choose courses from at least two different prefixes other than your major. No more than 12 credit hours in a discipline will apply in one area of general education.)	Minimum 15 hours	ANTH101, 102, 103, 221, 222, 223; BA156; ECON201, 202, 203; HST101, 102, 103, 201, 202, 203; PS201, 202, 205; PSY201, 202, 203; SOC204, 205, 206
Arts, Languages, and Logic (Choose courses from at least two different prefixes other than your major. No more than 12 credit hours in a discipline will apply in one area of general education.)	Minimum 15 hours	
Artistic Creation (Sub-Area 1)	3 to 12 hours	ART115, 116, 117, 131, 132, 133, 184A, 184B, 184C, 191, 192, 193, 225, 250, 251, 252, 270, 271, 272, 281, 282, 283, 291, 292, 293; MUP105, 114, 121, 125, 131, 142/242, 202A, 202B, 171/271, 175/275, 180/280, 183/283, 186/286, 188/288; MUS101, 102, 103; TA141, 142, 143, 241, 242, 243; WR241, 242, 243
Languages and Logic (Sub-Area 2)	3 to 12 hours	BA232; CS140; ENG250; GER101, 102, 103, 201, 202, 203; HS260; MTH105, 112, 211, 212, 213, 231, 232, 241, 242, 243, 251, 252, 253, 265; MUS111, 112, 113; PHL103; PSY228; SP100, 111, 112, 218, 219; SPAN101, 102, 103, 201, 202, 203; WR214T

Notes:

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

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

Notes:

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



Student Life

Requirements	Credit hours	Southwestern courses which satisfy requirements
Communication Speech English Composition Nine additional credits from speech/writing courses having WRI122 or SPE111 as a prerequisite; specified by the major department from the following: WRI123, 214, 227, 321, 322, 323, 327, 328, 350, 410; SPE321.	3 6 9	SP111 WR121 and 122 WR123, 214, 227; SP219
Business Nine credits of business and industrial management.	9	BA101, 156, 203, 206, 211, 212, 213, 215, 222, 223, 226, 227, 229, 238, 239, 242, 249, 250, 277, 285
Humanities Nine credits selected by student or specified by a major department.	9	ART115, 116, 117, 131, 132, 133, 204, 205, 206, 225, 226, 227, 231, 232, 233, 240, 250, 251, 252, 253, 254, 255, 270, 271, 272, 281, 282, 283, 284, 285, 286, 291, 292, 293; ENG104, 105, 106, 107, 108, 109, 201, 202, 203, 204, 205, 206, 253, 254, 255; GER201, 202, 203; PHL101, 102, 103; SPAN201, 202, 203; TA100, 141, 142, 143, WR241, 242, 243
Social Sciences Twelve credits selected by student or specified by a major department.	12	ANTH101, 102, 103, 221, 222, 223, 230, 231, 232; CJ101, 110, 200, 201, 220; ECON201, 202, 203; HST101, 102, 103, 201, 202, 203; PS201, 202, 205; PSY201, 202, 203, 219; SOC204, 205, 206, 210, 221, 244
Technology Twelve credits selected by student or specified by a major department from technical electives offered by a major department. At least one computer course is required.	12	ENGR211, 212, 213. Select computer course from CIS131; CS101, 125DB, 125H, 125P, 125S, 125W, 133DB, 135H, 135W, 140, 151, 161, 162, 233DB, 233U, 240, 244, 261
Science/Mathematics One college level mathematics course for intermediate algebra is the course prerequisite. Twelve additional credits selected by student or specified by a major department from biological sciences, mathematics, or physical science.	4 12	MTH105, 111 BI101, 102, 103, 201, 202, 203, 231, 232, 233, 234; CHEM104, 105, 106, 221, 222, 223, 241/241L, 242/242L, 243/243L; G201, 202, 203, 221; GS104, 105, 106; MTH, 112, 243, 251, 252, 253, 254, 255, 256; PH201, 202, 203, 211, 212, 213

Notes:

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

Requirements	Credit hours	Southwestern courses which satisfy requirements
Writing I	3	WR121
Writing II	3	WR122,123,214,222,227,241,242
Writing III/Speech	3	Any courses listed to meet Writing II requirements not taken to meet the Writing II requirement or SP111,112,218.
Mathematics	4	MTH105, 111 or higher (must be completed before transferring).
Fitness	3	PE231
Writing Intensive Course		(Must be taken at OSU as part of major)
Physical Science Including Lab	4 to 5	CHEM104, 105, 106, 221, 222, 223; G201, 202; 203; GS104, 105, 106, 107, 108; PH201, 202, 203, 211, 212, 213
Biological Science Including Lab	4	BI101, 102, 103, 201, 202, 203, 234
One additional Physical Science or Biological Science Course	4 to 5	Any courses listed for Physical or Biological Science above.
Western Culture	3	ART204, 205, 206; ENG107, 108, 109, 201, 202, 203, 204, 205, 206, 254, 255; HST101, 102, 103, 201, 202, 203; PHL101, 102
Cultural Diversity	3	ANTH223, 230, 231, 232
Literature and the Arts	3	ART204, 205, 206; ENG104, 105, 106, 107, 108, 109, 201, 202, 203, 204, 205, 206, 254, 255; TA100
Social Processes and Institutions	3	ANTH103; ECON201, 202, 203; PSY201, 203; SOC204, 205; HST101, 102, 103
Difference, Power, and Discrimination	3	HST201, 202, 203; SOC206
Two additional courses from two of these areas: Western Culture, Cultural Diversity, Literature and the Arts, and Social Processes and Institutions	6	Any courses listed above for Western Culture, Cultural Diversity, Literature and the Arts, Social Processes and Institutions.
Global Issues	3	(Upper division course; must be taken at OSU)
Science, Technology and Society	3	(Upper division course; must be taken at OSU)

Notes:

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

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

Notes:

1. A maximum of 108 credit hours earned at a community college may be applied toward a baccalaureate degree.
2. In general, only courses with letter prefixes and numbers above 100 are accepted in transfer to PSU. PSU posts transfer equivalencies on its website. To see how specific courses will transfer, go to the website, <http://www.pdx.edu>, then click on: *student services admissions * undergraduate admissions * transfer equivalency catalogs. Once there, scroll down to Southwestern, double click and see exactly how courses will transfer from Southwestern to PSU.
3. A maximum of 12 credit hours of vocational/technical courses are accepted as general electives.
4. In order to transfer to PSU students must have completed a minimum of 30 transferable credit hours (transferable college level work, passes with a D or better, or a Pass from a regionally accredited college or university). Students must also meet the minimum GPA requirement: 2.0 college GPA for Oregon residents, 2.25 college GPA for out-of-state residents, or 2.5 college GPA for international students.
5. PSU does not award credit for the following courses: OA121, 122, 123 (and some other office administration classes).
6. Students who have earned an Associate of Arts (AAOT) transfer degree from Southwestern Oregon Community College will be considered as having met PSU's lower division general education requirements.
7. This guide is subject to change without notice and should not be regarded as a contract between PSU and students attending Southwestern Oregon Community College.



Campus Life

Goals	Credit hours	Southwestern courses which satisfy requirements
Writing	8 or waiver	WR121, 122 C or better in each class.
Oral Communications	8	SP111, 112, 218, 219. C or better in each class.
Mathematics	4	MTH105, 111, 112, 212, 213, 231, 232, 241, 242, 243, 251, 252, 253, 254, 255, 256, 265.
ARTS AND LETTERS	6 to 8	ART115, 116, 117, 131, 132, 133, 191, 192, 193, 204, 205, 206, 231, 232, 233, 250, 251, 252, 253, 254, 255, 270, 271, 272, 281, 282, 283, 284, 285, 286, 291, 292, 293; ENG104, 105, 106, 107, 108, 109, 201, 202, 203, 204, 205, 206, 253, 254, 255; HUM204, 205, 206; J202, 203, 204; MUS101, 102, 103, 111, 112, 113, 211, 212, 213, 261, 262, 263; PHL101, 102, 103; SPAN101, 102, 103, 201, 202, 203; TA141, 142, 143, 241, 242, 243; WR241, 242, 243.
SOCIAL SCIENCE	6 to 8	ANTH101, 102, 103, 221, 222, 223, 230, 231, 232; ECON201, 202, 203; HS265, 266, 267; HST101, 102, 103, 201, 202, 203; PS201, 202; PSY201, 202, 203; SOC204, 205, 206.
SCIENCE	6 to 8	BI101, 102, 103, 201, 202, 203, 231, 232, 233; CHEM104, 105, 106, 221, 222, 223, 241, 242, 243; CS161, 162; ENGR111, 112, 201, 202, 203, 211, 212, 213; ENV131, 132, 133; G201, 202, 203; GS104, 105, 106, 107, 108; PH201, 202, 203, 211, 212, 213.

Notes:

1. A maximum of 108 credit hours earned at community colleges may be applied toward a baccalaureate degree.
2. Courses in the major, including course work from supportive areas that is required of the major, and courses toward a minor may also be used to meet general education requirements.
3. Only courses with a letter prefix and a number of 100 or higher are considered transferable.
4. A maximum of 24 credit hours of vocational/technical courses are accepted as free electives.
5. Courses in which D grades have been earned are accepted by SOU, with the exception of Writing and Oral Communication, which require a grade of C- or better.
6. Students who have earned an Associate of Arts (AAOT) transfer degree from Southwestern Oregon Community College will be considered as having met the Core Curriculum requirements at SOU.
7. Students who transfer to SOU with less than 36 transfer level credits and who have not completed both WR121 and WR122 will be required to complete the sequence of College Colloquium courses (CORE 101/102/103) at SOU.
8. This guide is subject to change without notice and should not be regarded as a contract between SOU and students attending Southwestern Oregon Community College.

Requirements	Units	Southwestern courses which satisfy requirements
Written English	6 credit hours	WR121 (must be completed before transferring) & WR122 or WR123 (with grade C or better).
Arts and Letters* These courses must be completed in at least two subjects (prefixes), and a minimum of two courses must be completed in one subject.	16 credit hours	Choose from the following: ART204, 205, 206; ENG104, 105, 106, 107, 109, 201, 202, 203, 204, 205, 206, 253, 254, 255; GER201, 202, 203; HUM204, 205, 206; MUS 261, 262, 263; PHL101, 102, 103; SPAN201, 202, 203; TA100.
Social Science* These courses must be completed in at least two subjects (prefixes), and a minimum of two courses must be completed in one subject.	16 credit hours	ANTH102, 103, 221, 222, 223, 230, 231, 232; BA101; ECON201, 202, 203; HST101, 102, 103, 201, 202, 203; PS201, 202, 205; PSY202, 203, 239; SOC204, 205, 206, 210, 213.
Science* These courses must be completed in at least two subjects (prefixes), and a minimum of two courses must be completed in one subject.	16 credit hours	ANTH101; BI101, 102, 103, 149, 201, 202, 203, 231, 232, 233, 234; CHEM104, 105, 106, 221, 222, 223; ENV131, 132, 133; G201, 202, 203, 207, 220, 221, 291; GS104, 105, 107, 108; MTH105, 211, 212, 213, 231, 232, 241, 242, 243, 251, 252, 253; PH121, 201, 202, 203, 211, 212, 213; PSY201.
Multiculture Same course may be chosen to meet this requirement and one of the requirements listed above.	2 courses	Area 1 - American Cultures: ANTH230, 231, 232. Area 2 - Identity, Pluralism & Tolerance: PHL299; SOC213. Area 3 - International Cultures: ANTH103, 221, 222, 223; HUM204, 205, 206. Choose one course from two different areas.

Notes:

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

Requirements	Credit Hours	Southwestern courses which satisfy requirements
Skills		
Writing	3	WR121, 122, or 123. WR121 preferred.
Speech	3	SP111, 112, 217, 218, 219, 229. SP111 preferred.
Physical Education	5	PE170, 180, 185, 190, 195, 231. Courses should include different activities. PE231 and one activity course preferred.
Distribution		
Creative Arts (Art, Dance, Music, Theater Arts)	9	All courses with prefix of ART, MUP, MUS, TA and numbered 100 or higher (except: MUS299; ART225, 226, 227, 280; and any courses numbered 198, 199, 298, or 299). Nine hours in a combination of three different areas preferred. A maximum of three hours in music performance (MUP) is allowed.
Humanities (Literature, Philosophy, and Religion)	12	A sequence of nine hours in the same discipline is required. All courses with ENG or PHL prefix and numbered 100 or higher (except: ENG198, 298, 299 and PHL299). A nine-hour literature sequence (e.g., ENG104, 105, 106) plus an additional course in Philosophy (PHL101, 102, 103) is preferred.
Laboratory Science	12	A sequence of at least eight hours in the same discipline is required. All courses with the following prefixes and numbered 100 or higher: BI (except BI198, 299), CH (except CH198), G (except G198, 298, 299), PH. A 12-hour sequence in the same discipline preferred. NOTE: The equivalent of Western's BI101, GS104 and GS106 are recommended for Elementary Education majors.
Social Science	12	A sequence of at least nine hours in the same discipline is required. This sequence must include courses numbered 100 or higher and be in ANTH, ECON, HST, PS, or SOC (except for courses numbered 198, 199, 299). The remaining three hours may be in any social science area, including Psychology and Criminal Justice. NOTE: Geography and U.S. History are recommended for Elementary Education majors.

Notes:

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

Associate in Science Degree

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

General Requirements:

1. Minimum of 90 credits of specified courses with a grade of C or better (see individual curriculum for listing).
2. Grade point average minimum of 2.0 (C average).
3. Completion of required courses listed in specific curricula. This must include 19 credits of general education requirements.
4. Completion of a minimum of 21 credits as listed under specified area requirements.
5. At least 30 of the last 45 credits must be taken at Southwestern.

General Education Requirements:

Writing (9 credits total)

WR121 - 3 credits

WR122, 214 or 214T - 3 credits

WR123 or 227 - 3 credits

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

Speech (3 credits)

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

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

Exceptions may be allowed for the following reasons:

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

physical activity (PE185) requirement if they file official evidence of service with the Transcript Evaluator. Other: On rare occasions, exemptions may be granted for other reasons.

Specified Area Requirements:

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

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

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

Computer Literacy

Critical Thinking

Environmental Awareness

Library/Research Skills

Major applications in writing and computation

Professional Ethics

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

HD100 College Success and Survival

HD112 Study Skills

HD208 Career/Life Plan

LIB127 Introduction to the Library

OA121 Keyboarding I

OA201 Beginning Word Processing

RD 101,102,103 College Reading

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

See specified area approved courses on the following page.

Specified Area Requirements

Arts and Humanities:

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

Social Sciences:

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

Mathematics/Science/Computer Science/Engineering:

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

MTH243/BA232	Introduction to Probability and Statistics
MTH251	Calculus I
MTH252	Calculus II
MTH253	Calculus III
MTH254	Vector Calculus I
MTH255	Vector Calculus II
MTH256	Differential Equations
MTH261	Linear Algebra I
MTH262	Linear Algebra II
MTH265/ENGR250	Statistics for Science and Engineering
Biology: BI101, 102, 103 BI201, 202, 203 BI231, 232, 233	General Biology Introductory Biology Human Anatomy and Physiology
Chemistry: CHEM104, 105, 106 CHEM221, 222, 223	Introductory Chemistry General Chemistry
General Science: GS104, 105	Physical Science
Plus one of the following: GS106 GS107 GS108	Earth Science or Astronomy or Oceanography
Geology: G201, 202, 203	Geology
Physics: PH201, 202, 203 PH211, 212, 213	General Physics General Physics with Calculus
Computer Science: CS151 CS161 CS162	Introduction to Computer Programming Introduction to Computer Science I Introduction to Computer Science II
Engineering: ENGR201, 202, 203 ENGR211, 212, 213	Electrical Fundamentals I, II, III Statics, Dynamics, Strength (Mechanics) of Materials

Business Administration Curriculum for the Associate in Science Degree

1022

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

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

First Year			Second Year		
Course No.	Course Title	Credit Hours	Course No.	Course Title	Credit Hours
Fall			Fall		
BA101	Introduction to Business	4	BA211	Principles of Accounting I ³	4
WR121	English Composition	3	BA226	Business Law I	3
	Mathematics Sequence ¹	4	BA232	Business Statistics ⁴	4
	Arts and Humanities Sequence	3	ECON201	Principles of Economics	3
		14 total		Science Sequence	4
Winter			Winter		
CIS131	Computer Information Systems	4			18 total
WR122	English Composition	3	BA212	Principles of Accounting II ³	4
	Mathematics Sequence ¹	4	BA222	Finance	3
	Arts and Humanities Sequence	3	ECON202	Principles of Economics	3
		14 total		Science Sequence	4
Spring			Spring		
BA280	Field Experience or BA206	3			14 total
	Management Fundamentals		BA213	Principles of Accounting III ³	4
HE250	Personal Health ²	3	ECON203	Principles of Economics	3
WR123	English Composition	3	SP111	Fundamentals of Public Speaking	3
	Mathematics Sequence ¹	4		Science Sequence	4
	Arts and Humanities Sequence	3		Elective ⁵	3
		16 total			17 total
					93 credits total

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

Notes:

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

Childhood Education and Family Studies Curriculum for the Associate in Science Degree 1070

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

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

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

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

Notes:

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

ECE240	Lesson & Curriculum Planning	HDFS285	Professional Issues in ECE
FN225	Nutrition	HS154	Community Resources
HDFS225	Family Relations	HS167	Gerontology
		PHL103	Critical Thinking
6. SP100, SP112, SP217, SP218, SP219 or SP229.

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

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

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

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

Computer Science Curriculum for the Associate in Science Degree

1005

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

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

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

Notes:

- Humanities/social science courses must be selected from each of the following areas:
Social Sciences - Processes and Institutions -one course from:
 ANTH103; ECON201, 202; PS201, 202; PSY201, 202; SOC204, 205.
Social Sciences - Western Culture -one course from: HST101, 102, 103, 201, 202, 203.
Arts & Humanities - two courses from: ENG104, 105, 106, 107, 108, 109, 201, 202, 203, 204, 205, 206, 253, 254, 255; PHL101, 102.
- If elective chosen, student must take CS261 or ECE271 at OSU to articulate.
- Recommend taking electives from the CS department. See CS advisor for course selection.
- Electives must be courses numbered between 100 and 299.
- One biological science course must be taken from: BI101, 102, 103, 201, 202, 203, 234.

Criminal Justice Administration Curriculum for the Associate in Science Degree

1011

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

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

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

Notes:

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

Engineering Curriculum for the Associate in Science Degree 1040

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

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

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

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

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

Notes:

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

Engineering Major	Appropriate course
Chemical	CHEM223
Civil	ENGR213
Computer	ENGR203
Electrical	ENGR203
Mechanical	ENGR213
- One health/fitness course must be selected from: HE250; PE231; or three credits of PE185.

Fitness Management and Athletic Training Curriculum for the Associate in Science Degree 1042

This degree is designed to offer the student a transfer degree in Fitness Management or Athletic Training. The Fitness Management program is articulated with Southern Oregon University's Department of Health and Physical Education leading to the baccalaureate in Health Promotion and Fitness Management. An articulation agreement with Linfield College leading to the baccalaureate in Athletic Training is pending. See advisor for details.

First Year		
Course No.	Course Title	Credit Hours
Fall		
BI201	Introductory Biology	4
GS104	Physical Science	4
PE131	Intro to Health & Physical Ed	3
PSY201	General Psychology	3
WR121	English Composition	3
		17 total
Winter		
BI202	Introductory Biology	4
CIS131	Computer Information Systems	4
MTH111	College Algebra	4
PSY202	General Psychology	3
WR122	English Composition	3
		18 total
Spring		
BI203	Introductory Biology	4
FN225	Nutrition	4
PE195	Professional Activities: Physical Conditioning	2
PE231	Wellness for Life	3
WR123	English Composition or WR227	3
		16 total

Second Year

Athletic Training Emphasis

Course No.	Course Title	Credit Hours
Fall		
BI231	Human Anatomy & Physiology	4
PE259	Care & Prevention of Athletic Injuries I	3
PE265	Tests and Measurements	3
PE280P	Practicum	3
	Arts and Humanities Course	3
		16 total
Winter		
BI232	Human Anatomy & Physiology	4
HE252	Standard First Aid	3
PE260	Care and Prevention of Athletic Injuries II	3
PE261	Techniques of Athletic Taping and Bracing	3
	Arts and Humanities Course	3
		16 total
Spring		
BI233	Human Anatomy & Physiology	4
PE262	Dev. of Adult Fitness Programs	3
PE264	Personal Trainer Cond. Concepts	3
PE280P	Practicum	3
SP218	Interpersonal Comm or SP219	3
		16 total
		99 credits total

Second Year

Fitness Management Emphasis

Course No.	Course Title	Credit Hours
Fall		
BI231	Human Anatomy & Physiology I	4
PE259	Care & Prevention of Athletic Injuries I	3
PE265	Tests & Measurements	3
PE280P	Practicum	3
	Arts and Humanities Course	3
		16 total
Winter		
BI232	Human Anatomy & Physiology II	4
HE250	Personal Health	3
HE252	Standard First Aid	3
PE261	Techniques of Athletic Taping and Bracing or PE263 Sports and Drugs	3
	Arts and Humanities Course	3
		16 total
Spring		
BI233	Human Anatomy & Physiology III	4
PE262	Dev. of Adult Fitness Programs	3
PE264	Personal Trainer Cond. Concepts	3
PE280P	Practicum	3
SP218	Interpersonal Comm or SP219	3
		16 total
		99 credits total

Note: For students transferring to Southern Oregon University all courses with an HE or PE prefix must be completed with a minimum grade point average of 2.5. Student must obtain a minimum grade point average of 2.25 in all other courses except BI231, 232 and 233 which require a minimum grade point average of 2.0.

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

Human Services Curriculum for the Associate in Science Degree 1030

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

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

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

Notes:

- SP111, 112 or 218 may be substituted for SP219.
- One lab science sequence must be selected from: BI101, 102, 103, 201, 202, 203, 231, 232, 233; CHEM104, 105, 106, 221, 222, 223; G201, 202, 203; PH201, 202, 203, 211, 212, 213; or GS104, 105, plus one of the following: GS106, 107 or 108.
- PSY228 has a prerequisite of MTH70.
- Students must choose one sequence (minimum of nine credits) from: ART204, 205, 206; ENG104, 105, 106, 107, 108, 109, 201, 202, 203, 204, 205, 206, 253, 254, 255; HUM204, 205, 206; PHL101, 102, 103; MUS261, 262, 263. In addition students must choose six credits from the approved associate in science degree specified area requirements list. A minimum of six credits in Literature is required. Courses must come from at least two disciplines. No more than nine credits can be from one discipline. Spanish, (200 level), and Philosophy are highly recommended as humanities electives.
- Must be from specified area requirements list.
- Specific electives:

CJ100 Criminal Justice	HE201	Death and Dying
CJ101 Criminology	HS167	Gerontology
CJ130 Introduction to Corrections	HS168	Mental Health and Aging
CJ201 Juvenile Delinquency	HS200	Understanding Addictive Behavior
CJ220 Criminal Law	HS202	Counseling the Chemically Dependent
CJ226 Constitutional Law	HS224	Group Counseling Skills
CJ229 Community Based Corrections	HS261	Counseling the Older Adult
ED258 Multicultural Education	HS291	Practicum (with Instructor Consent)
HDFS140 Contemporary Families	PSY239	Abnormal Psychology
HDFS225 Prenatal, Infant & Toddler Development	PSY240	Introduction to Psychopharmacology
HDFS229 Development in Middle Childhood	SOC205,206	General Sociology
	SPAN101,102,103	First Year Spanish
- Students who have not completed two years of high school foreign language are encouraged to take approved foreign language courses.

HS 224

Mathematics Curriculum for the Associate in Science Degree 1050

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

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

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

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

Notes:

- One natural/applied sciences sequence must be selected from: BI201, 202, 203; BI231, 232, 233; CHEM221, 222, 223; CHEM241, 242, 243; CS151, 161, 162; ENGR201, 202, 203; ENGR211, 212, 213; G201, 202, 203; PH201, 202, 203; PH211, 212, 213.
- One biological sciences course must be selected from: BI101, 201, 234.
- One computer language course must be selected from: CS133VB, 151, 161, 162; ENGR112.
- One arts and humanities/social sciences course must be selected from each of the following areas:
Social Sciences - Processes and Institutions - from ANTH103; ECON201, 202; PS201, 202; PSY201, 202; SOC204, 205.
Social Sciences - Western Culture - from HST101, 102, 103, 201, 202, 203.
Arts and Humanities - from ENG104, 105, 106, 107, 108, 109, 201, 202, 203, 204, 205, 206, 253, 254, 255; PHL101, 102.
 Moreover, one additional course must be selected from the third area.
- Three additional mathematics/science courses must be selected from either the list provided in Note 1 or the following list: BI234; G146, 207, 220; GS107, 108; MTH261, 262.
- One health/fitness course must be selected from: HE250; PE231; or three credits of PE185.

Music Curriculum for the Associate in Science Degree

1048

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

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

Notes:

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

Natural Science Curriculum

for the Associate in Science Degree 1060

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

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

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

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

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

Notes:

- One biological sciences course must be selected from: BI101, 201, 234.
- One computer language course must be selected from: CS133VB, 151, 161, 162; ENGR112
- One arts and humanities/social sciences course must be selected from *each* of the following areas:
Social Sciences - Processes and Institutions - from ANTH103; ECON201, 202; PS201, 202; PSY201, 202; SOC204, 205.
Social Sciences - Western Culture - from HST101, 102, 103, 201, 202, 203.
Arts and Humanities - from ENG104, 105, 106, 107, 108, 109, 201, 202, 203, 204, 205, 206, 253, 254, 255;
 PHL101, 102.
 Moreover, one additional course must be selected from the *third* area.
- One mathematics/science *sequence* must be selected from:
 BI201, 202, 203; BI231, 232, 233; CHEM241, 242, 243; CS151, 161, 162; ENGR201, 202, 203; ENGR211, 212, 213;
 G201, 202, 203; MTH254, 255, 256.
- Two *additional* mathematics/science *courses* must be selected from either the list provided in Note 4 or the following list: BI234; G146, 207, 220; GS107, 108; MTH231, 232, 261, 262.
- One health/fitness course must be selected from: HE250; PE231; or three credits of PE185.

Semiconductor Manufacturing Technology

Curriculum for the Associate in Science Degree

1045

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

First Year			Second Year		
Course No.	Course Title	Credit Hours	Course No.	Course Title	Credit Hours
Fall			Fall		
CHEM221	General Chemistry	5	ELEC201	Instrumentation and Control I	4
ELEC101	Electronic Processes I	4	ELEC211	Industrial Electronics	4
MTH111	College Algebra ¹	4	PH201	General Physics	5
WR121	English Composition	3		Social Science Course	3
		16 total			16 total
Winter			Winter		
CHEM222	General Chemistry	5	ELEC202	Instrumentation and Control II	4
ELEC102	Electronic Processes II	4	ELEC212	Industrial Electronics	4
MTH112	Elementary Functions	4	PH202	General Physics	5
WR122	English Composition	3		Social Science Course	3
		16 total			16 total
Spring			Spring		
CHEM223	General Chemistry	5	CS125DB	Data Base Applications or CS125S	3
ELEC103	Electronic Processes III	4		Spreadsheet Applications	
SP218	Interpersonal Communication	3	ELEC203	Instrumentation and Control III	4
WR227	Report Writing	3	ELEC213	Automated Systems Integration	4
	Arts and Humanities Course	3	PH203	General Physics	5
		18 total			16 total
Summer					108 credits total
HE250	Personal Health ²	3			
MTH243	Intro to Probability & Statistics ³	4			
	Arts and Humanities Course	3			
		10 total			

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

Notes:

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

Associate in Applied Science Degrees

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

General Requirements:

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

General Education Requirements:

Writing (3 credits)

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

Speech (3 credits)

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

Mathematics (3-4 credits)

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

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

Workplace Issues (2 credits)

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

Health and Wellness (3 credits)

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

HE250 Personal Health

PE185 Physical Activity

PE231 Wellness for Life

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

Exceptions may be allowed for the following reasons:

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

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

Other Approved Courses:

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

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

Arts and Humanities

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

Social Sciences

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

Social Sciences (continued)

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

Math and Sciences

BI101	General Biology
BI102	General Biology
BI103	General Biology
BI144	Biology of the Estuaries
BI149	Introduction to Human Genetics
BI201	Introductory Biology
BI202	Introductory Biology
BI203	Introductory Biology

Math and Sciences (continued)

BI231	Human Anatomy and Physiology
BI232	Human Anatomy and Physiology
BI233	Human Anatomy and Physiology
BI234	Elementary Microbiology
CHEM104	Introductory Chemistry
CHEM105	Introductory Chemistry
CHEM106	Introductory Chemistry
CHEM221	General Chemistry
CHEM222	General Chemistry
CHEM223	General Chemistry
CS125DB	Data Base Applications
CS125S	Spreadsheet Applications
CIS131	Computer Information Systems
CS133VB	Computer Language I Visual Basic
CS151	Introduction to Computer Programming
CS161	Introduction to Computer Science I
CS162	Introduction to Computer Science II
CS233VB	Computer Language II Visual Basic
CS261	Data Structures
ENGR111	Engineering Orientation
ENGR112	Engineering Orientation
ENGR201	Electrical Fundamentals I
ENGR202	Electrical Fundamentals II
ENGR203	Electrical Fundamentals III
ENGR211	Statics
ENGR212	Dynamics
ENGR213	Strength (Mechanics) of Materials
ENGR245	Engineering Graphics and Design
ENGR250/	Engineering Probability and Statistics
MTH265	Environmental Science I
ENV131	Environmental Science II
ENV132	Environmental Science III
ENV133	Introduction to Forestry
F111	Tree and Shrub Identification
F141	Principles of Wildlife Conservation
FW251	Wildlife Resources: Mammals
FW252	Wildlife Resources: Birds
FW253	Techniques in Wildlife Science
FW255	Regional Field Geology
G145	Geology of Southwestern Oregon
G146	Physical Geology
G201	Physical Geology
G202	Physical Geology
G203	Historical Geology
G207	Geology of the Pacific Northwest
G220	Prehistoric Life
G221	General Geology
G246	Geological Hazards and Natural Catastrophes
GS104	Physical Science Survey
GS105	Physical Science Survey
GS106	Introduction to Earth Science
GS107	Astronomy
GS108	Oceanography

Math and Sciences (continued)

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

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

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

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

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

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

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



*Shore Acres
Botanical Gardens*

Associate in Applied Science in Apprenticeship Trades

2301

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

Credits are granted in these areas:

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

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

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

Notes:

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

Associate in Applied Science in Business Management

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

First Year Core Curriculum			Second Year Options		
Course No.	Course Title	Credit Hours	Accounting Option 2105		
Fall			The Accounting Major option prepares students for entry into the accounting field as bookkeepers, accounting clerks, or junior accountants performing routine calculating, posting and typing duties; checking items on reports; summarizing and posting data in designated books and performing a variety of other duties such as preparing invoices or monthly statements, preparing payrolls, verifying bank accounts and making periodic reports of business activities.		
BA101	Introduction to Business	4			
BA211	Principles of Accounting I ¹	4			
CIS131	Computer Information Systems	4			
MTH94	Intermediate Algebra I	4			
OA220	Electronic Calculators	1			
		17 total			
Winter					
BA212	Principles of Accounting II ¹	4			
BA277	Business Ethics	3			
BA285	Business Relations	3			
CS125S	Spreadsheet Applications	3			
WR121	English Composition	3			
		16 total			
Spring					
BA156	Applied Economics	3			
BA213	Principles of Accounting III (Managerial Accounting)	4			
PE231	Wellness for Life ²	3			
SP111	Fundamentals of Public Speaking ³	3			
WR214	Business English or WR214T Professional Technical Writing	3			
		16 total			
Course No.	Course Title	Credit Hours			
Fall					
BA177	Payroll Records & Accounting	3			
BA206	Management Fundamentals	3			
BA215	Cost Accounting	3			
BA223	Principles of Marketing	3			
	Other Approved Course ⁴	3			
		15 total			
Winter					
AC2772	Intermediate Accounting I	3			
BA220	Tax Accounting ⁵	3			
BA222	Finance	3			
BA226	Business Law I	3			
BA280	Work Experience or BA2280	3			
		15 total			
Spring					
AC240	Fund Accounting	3			
AC2773	Intermediate Accounting II	3			
BA203	International Business	3			
	Other Approved Courses ⁴	6			
		15 total			
			94 credits total		

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

Notes (for all options):

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

Second Year Options (continued)

Marketing Option 2107

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

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

Office Management Option 2109

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

Course No.	Course Title	Credit Hours
Fall		
BA177	Payroll Records & Accounting	3
BA206	Principles of Management	3
BA223	Principles of Marketing	3
CS125W	Word Processing Applications	3
OA116	Office Procedures	3
		15 total
Winter		
BA226	Business Law I	3
BA280	Work Experience or BA2280	3
OA201	Word Processing I	3
OA240	Filing/Records Management	3
	Other Approved Course ⁴	3
		15 total
Spring		
BA280	Work Experience or BA2280	3
CS125DB	Data Base Applications	3
OA202	Word Processing II	3
	Other Approved Courses ⁴	6
		15 total
		94 credits total

Small Business Management Option 2108

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

Course No	Course Title	Credit Hours
Fall		
BA177	Payroll Records & Accounting	3
BA206	Management Fundamentals	3
BA223	Principles of Marketing	3
BA226	Business Law I	3
CS125W	Word Processing Applications or OA201 Word Processing I	3
		15 total
Winter		
BA222	Finance	3
BA224	Human Resource Management	3
BA280	Work Experience or BA2280	3
	Other Approved Courses ⁴	6
		15 total
Spring		
BA120	Leadership Development	3
BA203	International Business	3
BA250	Small Business Management/Entrepreneurship	3
OA116	Office Procedures	3
	Other Approved Course ⁴	3
		15 total
		94 credits total

Associate in Applied Science in 2114 Childhood Education and Family Studies

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

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

First Year			Second Year		
Course No.	Course Title	Credit Hours	Course No.	Course Title	Credit Hours
Fall			Fall		
CIS131	Computer Information Systems ¹	4	ECE152	Creative Activities ³	3
ECE150	Intro & Observation in ECE	3	ECE163	Preschool Practicum	3
HDFS225	Prenatal, Infant, Toddler Development	3	ED251	Overview of Students with Special Needs	3
MTH70	Elementary Algebra or Higher	4	MTH94	Intermediate Algebra I or Higher	4
PE185	Physical Education ²	1	Other Approved Course ⁴		3
SP219	Small Group Discussion or SP100	3			16 total
		18 total	Winter		
Winter			ECE261	Student Teaching I, Early Childhood Education	6
ECE209	Theory and Practicum	3	ED258	Multicultural Education	3
ECE240	Lesson and Curriculum Planning	3	HDFS222	Family Relations ⁵	3
HDFS247	Preschool Development	3	WKPL4350	Workplace Issues	2
HS154	Community Resources	3	Other Approved Course ⁴		3
PE185	Physical Education ²	1			17 total
WR121	English Composition	3	Spring		
		16 total	ECE262	Student Teaching II, Early Childhood Education	6
Spring			HDFS285	Professional Issues in ECE ⁵	3
ECE102	Practicum	3	HS267	Intervention Strategies III or elective ⁶	4
ECE154	Children's Literature and Literacy	3	Other Approved Course ⁴		3
FN225	Nutrition	4			16 total
HDFS140	Contemporary American Families ³	3			100 credits total
HDFS229	Development in Middle Childhood	3			
PE185	Physical Education ²	1			
		17 total			

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

Notes:

1. Prerequisite of CS101 or equivalent.
2. PE231 or HE250 may be substituted for three credits of PE185.
3. ECE154 is a prerequisite to ECE152.
4. See Other Approved Courses under AAS degree requirements. Courses should be taken from outside the student's area of concentration for the degree.
5. Prerequisite of WR121.
6. May substitute appropriate elective; consult with program coordinator. *or ED 9036*

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

Associate in Applied Science in Computer Information Systems: Software Specialist 2113

The intent of this degree is to prepare students for a career as a software support specialist. The software support specialist has a strong foundation in computer systems concepts with an emphasis in microcomputer applications and practical experience. In general, a person in this occupation applies computer technology to business-related activities and problems. This position may have the responsibility of managing microcomputer information systems in a small business. Typical software support specialist job tasks include analyzing and solving business problems by creating a computerized system using a word processor, spreadsheet, database, presentation, web development or other application system. This is a very creative process and uses problem solving techniques and analysis.

Two certificates are contained within the AAS in Computer Information Systems. The certificates will ladder to the AAS as each is completely contained within the next. These certificates are the Software Applications Specialist Certificate and the Software Certification Examination Preparation Certificate.

Students interested in web-development administration should see a CIS advisor for options.

First Year			Second Year		
Course No.	Course Title	Credit Hours	Course No.	Course Title	Credit Hours
Fall			Fall		
BA285	Business Relations ¹	2-3	CS2635	Computer Repair and Upgrade	3
CS125W	Word Processing Applications ²	3	CS140	Introduction to Operating Systems	3
CS178I	Internet ²	3	SP219	Small Group Discussion ⁴	3
WR121	English Composition	3		Other Approved Course ⁵	3
	Specific Elective ⁷	3-4		Specific Elective ⁷	2-4
		14-16 total			14-16 total
Winter			Winter		
BA277	Business Ethics	3	CS133VB	Computer Language I - Visual Basic	4
CS125DB	Data Base Applications	3	CS240W	Advanced Operating Systems: Windows or CS240U (Unix)	3
CS125P	Presentation Applications	3			
CS125S	Spreadsheet Applications	3	PE231	Wellness for Life ⁶	3
MTH111 / MTH 105	College Algebra or higher	4		Other Approved Course ⁵	3
		16 total		Specific Elective ⁷	2-4
Spring					15-17 total
BA288	Customer Service	3	Spring		
CS125H	Web Site Development	3	CS233VB	Computer Language II - Visual Basic	4
CS135DB	Advanced Data Base Applications	3	CS244	Systems Analysis	3
CS135W	Advanced Word Processing	3	CS280	Field Experience or CIS2280 ⁸	4
WR214T	Professional Technical Writing ³	3		Other Approved Course ⁵	3
		15 total		Specific Elective ⁷	2-4
					16-18 total
					90-97 credits total

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

Notes:

1. BA224 or WKPL4350 may be substituted for BA285.
2. CS101 or demonstrated proficiency is a prerequisite to all CS/CIS courses. Keyboarding is strongly recommended.
3. WR227 or WR123 may be substituted for WR214T. WR122 is a prerequisite to WR123.
4. SP100, 111, 112 or 218 may be substituted for SP219.
5. See Other Approved Courses under AAS degree requirements. Courses should be taken from outside the student's area of concentration for the degree.
6. HE250 or three credits of PE185 may be substituted for PE231.
7. Specific Electives: A minimum of nine credits total. May be from any CS or CIS course except CS101. CIS131 is strongly recommended for students with limited computer experience. Students who elect not to take CIS131, are recommended to take an Other Approved Course fall term of the first year and move the specific elective to fall term of the second year. No more than six of the credits from any BA course, ART115, 116, 117, 225, 226, 227; DRFT110, 111, 112; J202, 203, 204, 220; WR227. Other: See CS Instructor.
8. CS280 or CIS2280 may be taken over several terms, but only after completion of the first year computer courses. See CS advisor for instructor consent.

Associate in Applied Science in Criminal Justice Administration

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

Corrections Officer Option 2136

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

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

Notes:

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

Associate in Applied Science in Criminal Justice Administration

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

Law Enforcement Officer Option 2137

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

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

Notes:

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

Associate in Applied Science in Culinary Arts Management Training 2110

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

This is a restricted entry program. For application and fee information contact the Director of Student Recruiting in Dellwood Hall, Room 2, (541) 888-7611.

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

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

Notes:

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

Associate in Applied Science in of Environmental Technology 2118

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

Environmental technician graduates will be prepared to sample and analyze air, water, and soil in accordance with state and federal regulations. They may be employed as technicians by federal, state, and local governmental units and utilities, private industry, and environmental engineering consulting firms. Environmental technicians may be responsible for such duties as assisting with watershed and wetland restoration, stream and lake evaluation and restoration, fisheries and wildlife biology, collection and analysis of water samples, surface water assessment, general field sampling, data evaluation and interpretation, environmental monitoring and other similar support services.

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

First Year			Second Year		
Course No.	Course Title	Credit Hours	Course No.	Course Title	Credit Hours
Fall			Fall		
CIS131	Computer Information Systems ¹	4	ENV145*	Environmental Sampling	3
ENV131*	Environmental Science I	4	ENV204*	Applied Watershed Management	4
GS104*	Physical Science	4		Other Approved Courses ²	6
WR121*	English Composition	3		Specific Elective ³	3
		15 total			16 total
Winter			Winter		
ENV102*	Introduction to Water Resources	3	CS125S	Spreadsheet Applications or	3
ENV132*	Environmental Science II	4	ENV203	CS125DB Data Base Applications	3
GS105*	Physical Science	4		Fundamentals of Waste	3
WKPL4350	Workplace Issues or	2-3		Management	
	BA285 Business Relations		ENV246	Natural Resource Policy and Laws	3
WR214T*	Professional/Technical Writing	3	PE231	Wellness for Life ⁴	3
		16-17 total		Other Approved Course ²	3
Spring					15 total
BI104*	Survey of Biology	4	Spring		
ENV104*	Introduction to Watershed	4	ENV106*	Introduction to Aquatic Organisms	4
	Management		ENV235*	Introduction to Soil Sciences	3
ENV133*	Environmental Science III	4	GEOG265	Introduction to Geographical	3
MTH243*	Introduction to Probability and	4		Information Systems	
	Statistics	16 total	SP218*	Interpersonal Communication ⁵	3
Summer				Specific Elective ³	3
ENV280*	Environmental Field Studies	4			16 total
		4 total			98-99 credits total

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

Notes:

1. CS101 or demonstrated proficiency is a prerequisite to CIS131.
2. See Other Approved Courses under AAS degree requirements. Courses should be taken from outside the student's area of concentration for the degree.
3. Specific Electives: FW108, FW111, FW251, FW252, FW253, or FW255.
4. HE250 or three credits of PE185 may be substituted for PE231.
5. SP100, 111 or 112 may be substituted for SP218.

Associate in Applied Science in of Fire Science Technology 2116

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

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

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

Course No.	Course Title	Credit Hours
CHEM104	Introductory Chemistry I	4
CS125W	Word Processing Applications	3
MTH95	Intermediate Algebra II	4
SP218	Interpersonal Communications	3
PSY201	General Psychology ²	3

First Year

Course No.	Course Title	Credit Hours
Fall		
FS5244	NFPA Firefighter I, Part A	3.5
FS5254	Introduction to Fire Protection	3
FS9320	HAZMAT - Awareness	.5
FS9321	HAZMAT - Operations	1
PE231	Wellness for Life ⁵	3
		11 total
Winter		
FS5245	NFPA Firefighter I, Part B	3
FS5259	Fire Organization and Command	3
FS9175	Firefighter Safety	2.5
FS996M	Flammable & Reactive Materials	2
		10.5 total
Spring		
FS5246	NFPA Firefighter II	4
FS5282	Fire Codes and Building Construction	3
HE943	EMT Rescue	3
		10 total

Course No.	Course Title	Credit Hours
WKPL4350	Workplace Issues or BA285 Business Relations	2-3
WR214T	Professional/Technical Writing ¹	3
	Other Approved Courses ³	9
	Fire Science Electives ⁴	4

Second Year

Course No.	Course Title	Credit Hours
Fall		
FS5230	Company Drills, Part A	1.5
FS5280	Cooperative Work Experience	1
FS5289	Legal Aspects of the Fire Service	3
FS996I	Fire Investigation	1
FS996Q	Fire Service Driver	2
		8.5 total
Winter		
FS5231	Company Drills, Part B	1.5
FS5253	Fire Apparatus and Equipment	3
FS5280	Cooperative Work Experience	1
FS996B	Fundamentals of Fire Prevention	3
HE257A	EMT Basic, Part A	5
		13.5 total
Spring		
FS5232	Company Drills, Part C	1.5
FS5257	Fire Service Hydraulics	3
FS5280	Cooperative Work Experience	1
HE257B	EMT Basic, Part B	5
		10.5 total
		99-100 credits total

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

Notes:

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

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

Associate in Applied Science in Forest Resources Technology 2117

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

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

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

First Year			Second Year		
Course No.	Course Title	Credit Hours	Course No.	Course Title	Credit Hours
Fall			Fall		
CIS131	Computer Information Systems	4	F614*	Forest Contracts & Mapping	3
ENV131*	Environmental Science I	4	FE210*	Forest Surveying	3
F111*	Introduction to Forestry	4	RR251*	Recreation Resource Management	4
F141*	Tree and Shrub Identification	3	WR121	English Composition	3
		15 total		Other Approved Course ³	3
					16 total
Winter			Winter		
ENV132*	Environmental Science II	4	F617*	Silviculture	3
F220A*	Forest Mensuration I	3	FE606*	Forest Engineering	5
F609*	Forest Protection	3	WR214T	Professional/Technical Writing	3
FP210*	Wood Products Utilization	4		Other Approved Courses ³	6
		14 total			17 total
Spring			Spring		
ENV133*	Environmental Science III	4	F616*	Aerial Photo Interpretation	3
F220B*	Forest Mensuration II	3	F620*	Advanced Silviculture	3
F240*	Forest Ecology	3	PE231	Wellness for Life ¹	3
F611*	Timber Harvesting Operations	3	SP218*	Interpersonal Communication ²	3
MTH33*	Applied Trigonometry	3	WKPL4350	Workplace Issues or	2-3
		16 total		BA285 Business Relations	
Summer					14 - 15 total
F280*	Forestry Field Studies	6			98-99 credits total
		6 total			

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

Notes:

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

F6407 became F607 became F220A
 F6408 became F608 became F220B
 F6404 became FE222A became FE210
 F6405 became FE222B which was inactivated

Associate in Applied Science in Human Services

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

First Year Core			Second Year Core		
Course No.	Course Title	Credit Hours	Course No.	Course Title	Credit Hours
Fall			CIS131	Computer Information Systems	4
HS100	Introduction to Human Services	3	HS224	Group Counseling Skills	3
LIB127	Introduction to Library	1	HS291	Field Experience ⁴	10
MTH70	Elementary Algebra	4	PE231	Wellness for Life ³	3
PSY201	General Psychology	3	SOC204	General Sociology	3
SP219	Small Group Discussion	3	SP111	Fundamentals of Public Speaking	3
WR121	English Composition	3		or SP112	
		17 total		Other Approved Course ¹	3
Winter					29 total
HS154	Community Resources	3	Second Year Options		
PSY202	General Psychology	3	Gerontology 2122		
PSY228	Intro to Social Science Research ²	3	HS167	Gerontology	3
WR214T	Professional/Technical Writing	3	HS261	Counseling the Older Adult	3
	Other Approved Course ¹	3	HS265,266,267	Intervention Strategies I, II, III	12
		15 total		Specific Electives ⁵	6-7
Spring					24 - 25 total
HS155	Interviewing Theory & Techniques	3	Social Services 2119		
HS170	Introduction to Field Experience	3	HS265,266,267	Intervention Strategies I, II, III	12
PSY203	General Psychology	3		Specific Electives ⁵	12-13
PSY240	Introduction to Psycho-pharmacology	3			24 - 25 total
	Other Approved Course ¹	3	Substance Abuse 2121		
		15 total	HS200	Understanding Addictive Behavior	3
			HS202	Counseling Chemically Dependent Client	3
			HS265,266,267	Intervention Strategies I, II, III	12
				Specific Electives ⁵	6-7
					24 - 25 total
					100-101 credits total

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

Notes:

1. See Other Approved Courses under AAS degree requirements. Courses should be taken from outside the student's area of concentration for the degree.
2. Prerequisite of MTH70 with a C or better or appropriate placement test score.
3. HE250 or three credits of PE185 may be substituted for PE231.
4. Optional summer term (with instructor's approval). Six of the ten total credits of field experience required may be taken during the summer.
5. Specific Electives (for all options):

CJ100 Foundations of Criminal Justice
 CJ101 Criminology
 CJ130 Introduction to Corrections
 CJ201 Juvenile Delinquency
 CJ220 Criminal Law
 CJ226 Constitutional Law
 CJ229 Community Based Corrections
 ED258 Multi Cultural Education
 HDFS140 Contemporary American Families
 HDFS225 Prenatal, Infant & Toddler Development
 HDFS229 Development in Middle Childhood

HDFS247 Preschool Development
 HE201 Death and Dying
 HS167 Gerontology
 HS168 Mental Health and Aging
 HS200 Understanding Addictive Behavior
 HS202 Counseling the Chemically Dependent
 HS261 Counseling the Older Adult
 PSY239 Abnormal Psychology
 SOC205/206 General Sociology
 SPAN101/102/103 First Year Spanish
 SPAN201/202/203 Second Year Spanish

Associate in Applied Science in Manufacturing Technology

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

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

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

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

*Fabrication/Welding *Industrial Electronics *Manufacturing/Machining

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

First Year Common Core Curriculum

Course No.	Course Title	Credit Hours
Fall		
DRFT105	Blueprint Reading	3
MFG101	Electrical/Electronic Principles ¹	3
	Mathematics Sequence ²	3-4
	Specific Electives (in Option)	6-7
	15-17 total	
Winter		
MFG102	Mechanical Principles	3
	Mathematics Sequence ²	3-4
	Other Approved Course ³	3
	Specific Electives (in Option)	6-7
	15-17 total	
Spring		
DRFT110	Computer Assisted Drafting I	3
MFG103	Hydraulic/Pneumatic Principles	3
	Mathematics Sequence ²	3-4
	Specific Electives (in Option)	6-7
	15-17 total	

Second Year Common Core Curriculum

Course No.	Course Title	Credit Hours
Fall		
PE231	Wellness for Life ⁴	3
WR121	English Composition	3
	Other Approved Course ³	3
	Specific Electives (in Option)	6-9
	15-18 total	
Winter		
WKPL4350	Workplace Issues or BA285 Business Relations	2-3
WR214T	Professional/Technical Writing	3
	Other Approved Course ³	3
	Specific Electives (in Option)	6-9
	14-18 total	
Spring		
MFG201	Computer Integrated Manuf.	3
MFG280	Field Experience	3
	Specific Electives (in Option)	6-9
	Speech Course ⁵	3
	15-18 total	
	90-106 total credits	

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

Notes:

1. Industrial Electronics students do not take this course.
2. Industrial Electronics Option requires MTH70, 94 and 95; Machining/Manufacturing Option and Fabrication/Welding Option require MTH30, 31 and 33.
3. See Other Approved Courses under AAS degree requirements. Courses should be taken from outside the student's area of concentration for the degree. (CIS131 is highly recommended)
4. HE250 or three credits of PE185 may be substituted for PE231.
5. Student may choose from any Speech course.

Associate in Applied Science in Manufacturing Technology (continued)

Fabrication/Welding Technology Option 2133

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

Specific Electives

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

Industrial Electronics Technology Option 2115

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

Specific Electives

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

*May be taken under the CIS sequence.

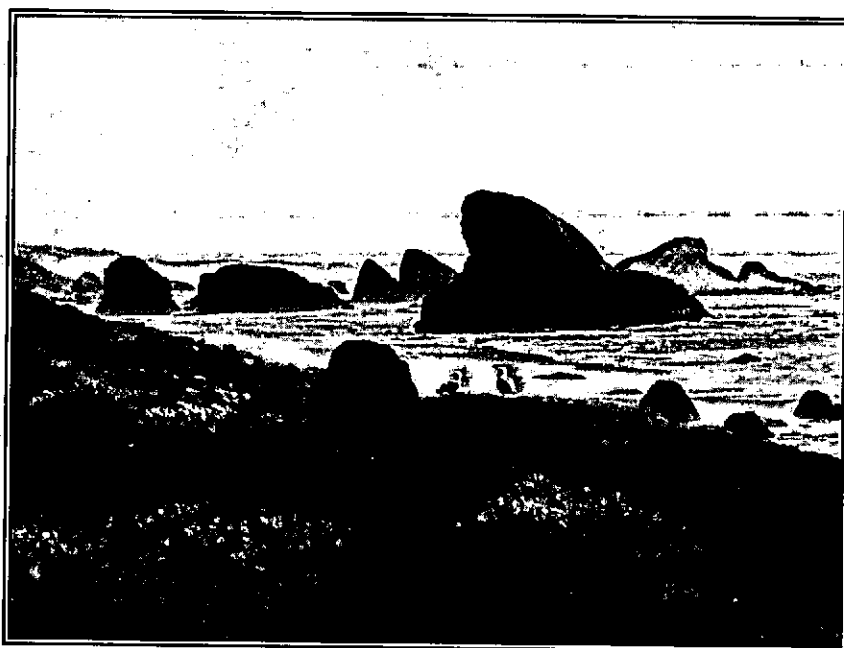
Associate in Applied Science in Manufacturing Technology (continued)

Manufacturing/Machining Technology Option 2123

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

Specific Electives

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



Beautiful Beaches

Associate in Applied Science in Medical Assistant 2127

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

First Year			Second Year		
Course No.	Course Title	Credit Hours	Course No.	Course Title	Credit Hours
Fall			Fall		
AC2766	Accounting I ¹	4	BA177	Payroll Records and Accounting	3
MTH70	Elementary Algebra	4	OA2221	Medical Terminology I	3
OA116	Office Procedures	3	OA5401	Body Structure and Functions I	3
OA124	Keyboard Skillbuilding	3	PE185	Physical Education ²	1
OA220	Electronic Calculators	1	PHAR5470	Intro. to Pharmacy/Practice & Law	4
		15 total			14 total
Winter			Winter		
BA285	Business Relations	3	OA2222	Medical Terminology II	3
CIS131	Computer Information Systems	4	OA2231	Clinical Procedures I	4
OA201	Word Processing I	3	OA2597	Medical Office Coding I	3
OA240	Filing and Records Management	3	OA5402	Body Structures and Functions II	3
WR121	English Composition	3	PE185	Physical Education ²	1
		16 total		Other Approved Course ³	3
Spring					17 total
BA2280	Cooperative Work Experience	2	Spring		
OA202	Word Processing II	3	OA2232	Clinical Procedures II	4
OA2591	Proofreading and Editing	3	OA2598	Medical Office Coding II	3
SP218	Interpersonal Communication ⁴	3	OA2725	Reimbursement Management	3
WR214	Business English	3	OA5533	Medical Law and Ethics	2
	Other Approved Course ³	3	PE185	Physical Education ²	1
		17 total		Other Approved Course ³	3
					16 total
			Spring or Summer		
			BA2280	Cooperative Work Experience	2
					2 total
					97 credits total

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

Notes:

1. Students have the option of taking BA211 in place of AC2766.
2. PE231 or HE250 may be substituted for three credits of PE185.
3. See Other Approved Courses under AAS degree requirements. Courses should be taken from outside the student's area of concentration for the degree.
4. SP219 may be substituted for SP218.

Associate in Applied Science in Network Design and Administration 2128

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

Three certificates are contained within the AAS in Network Design and Administration. The certificates will ladder to the AAS as each is entirely contained within the next. These certificates are the Network Technician Certificate, the Network Fundamentals Professional Certificate and the Network Certification Examination Preparation Certificate.

Students interested in web-development administration should see a CIS advisor for options.

First Year			Second Year		
Course No.	Course Title	Credit Hours	Course No.	Course Title	Credit Hours
Fall			Fall		
BA285	Business Relations ¹	2-3	CIS6262	Computer Technician Practicum	6
CIS6243	Network Academy Fundamentals I	3	CS278	Data Communications	3
CIS131	Computer Information Systems ²	4		Other Approved Course ³	3
CS2635	Computer Repair and Upgrade	3		Specific Elective ⁴	2-4
WR121	English Composition	3			14-16 total
		15-16 total	Winter		
Winter			CS125DB	Data Base Applications	3
BA277	Business Ethics	3	CS279	Network Management I	4
CIS6244	Network Academy Fundamentals II	3	PE231	Wellness for Life ⁵	3
CIS6260	Computer Technician Theory I (A+)	3	SP219	Small Group Discussion ⁶	3
CS140	Introduction to Operating Systems	3		Other Approved Course ³	3
MTH111	College Algebra	4			16 total
	MTH 105	16 total	Spring		
Spring			CS244	Systems Analysis	3
BA288	Customer Service	3	CS280	Field Experience or CS2280 ⁷	4
CIS6245	Network Academy Fundamentals III	3	CS288	Network Management II	4
CIS6261	Computer Technician Theory II (A+)	3	WR214T	Professional Technical Writing	3
CS240W	Advanced Operating Systems: Windows or CS240U (Unix)	3		Other Approved Course ³	3
		12 total			17 total
Summer					93-96 credits total
CIS6246	Network Academy Fundamentals IV	3			
		3 total			

Notes:

1. BA224 or WKPL4350 may be substituted for BA285.
2. CS101 or demonstrated proficiency is a prerequisite to all CS/CIS courses. Keyboarding is strongly recommended.
3. See Other Approved Courses under AAS degree requirements. Courses should be taken from outside the student's area of concentration for the degree.
4. Specific Electives: Any CS or CIS course, except CS101, or any BA course, ART115, 116, 117, 225, 226, 227; DRFT110, 111, 112; J202, 203, 204, 220; Other: See CS Instructor.
5. HE250 or three credits of PE185 may be substituted for PE231.
6. SP100, 111, 112 or 218 may be substituted for SP219.
7. CS280 or CIS2280 may be taken over several terms, but only after completion of the first year computer courses. See CS advisor for instructor consent.

Associate in Applied Science in Nursing

2129

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

Students must be formally admitted to the nursing program. Students should be aware that they should hold a current Oregon unencumbered certificate as a Nursing Assistant (CNA) at the time of application to the program. Contact the Student Services Office in Dellwood Hall, Room 4 for further application requirements.

First Year			Second Year		
Course No.	Course Title	Credit Hours	Course No.	Course Title	Credit Hours
Fall			Fall		
BI231	Anatomy and Physiology ^{1, 2}	4	BI234	Elementary Microbiology ^{1, 3}	4
MTH95	Intermediate Algebra II	4	NUR201	Nursing Science and Practice III	9
NUR101	Fundamentals of Nursing	9	WR121	English Composition	3
		17 total			16 total
Winter			Winter		
BI232	Anatomy and Physiology ^{1, 2}	4	NUR202	Nursing Science and Practice IV	9
CS101	Computers in Society	2	PE185	Physical Education ⁵	1-3
NUR102	Nursing Science and Practice I	9		Specific Elective ⁴	3
SP219	Small Group Discussion	3			13-15 total
		18 total			
Spring			Spring		
ANTH103	General Anthropology	3	NUR203	Nursing Science and Practice V	10
BI233	Anatomy and Physiology ^{1, 2}	4		Specific Elective ⁴	6
NUR103	Nursing Science and Practice II	9			16 total
		16 total			96-98 credits total

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

Courses must be taken prior to or within the quarter they appear in the curriculum.

This program articulates with the RN/BS Flex Program at Oregon Health Sciences Center School of Nursing at Southern Oregon University for junior standing.

Notes:

1. Chemistry, within the past five years, is a prerequisite for BI231, 232, 233 and 234.
2. BI231, 232, 233 are prerequisites to all second year nursing courses.
3. Microbiology is a prerequisite to NUR202.
4. Specific Electives - A three-credit course must be taken in each of the following areas (transfer classes only):
 - a. PSY201, 202, 203
 - b. SOC204, 205, 206 or any Human Service course
 - c. PHL102, 103, History of Western Art, Music History or Literature course
5. PE231 or HE250 may be substituted for three credits of PE185.

Associate in Applied Science in Technical Support

2112

The Technical Support program prepares the student with the knowledge and skills to provide technical assistance and training to computer system users and investigates and solves computer hardware and software problems. The Technical Support person answers users' inquiries in-person, by e-mail and via telephone concerning the use of computer hardware and software. The Technical Support program prepares the student with the knowledge and skill to work with upgrades, and monitor and maintain computer systems. A Technical Support representative interfaces with users and is an integral part of the information technology support team.

Two certificates are contained within the AAS in Technical Support. The certificates will ladder to the AAS as each is entirely contained in the next. These certificates are the Computer Technician Certificate and the Computer Technician Certification Examination Preparation Certificate.

Students interested in web development administration should see a CIS advisor for options.

First Year			Second Year		
Course No.	Course Title	Credit Hours	Course No.	Course Title	Credit Hours
Fall			Fall		
BA285	Business Relations ¹	2-3	CS125S	Spreadsheet Applications	3
CIS6260	Computer Technician Theory I (A+)	3	SP219	Small Group Discussion ³	3
CIS131	Computer Information Systems ²	4		Other Approved Course ⁴	3
CS2635	Computer Repair and Upgrade	3		Specific Electives ⁵	6-8
CS178I	Internet	3			15-17 total
		15-16 total	Winter		
Winter			CS125DB	Data Base Applications	3
BA277	Business Ethics	3	CS133VB	Computer Language I - Visual Basic	4
CIS6261	Computer Technician Theory II (A+)	3	PE231	Wellness for Life ⁶	3
CS140	Introduction to Operating Systems	3		Other Approved Course ⁴	3
CS179	Introduction to Computer Networks	3		Specific Elective ⁵	2-3
MTH111	College Algebra	4			15-16 total
		16 total	Spring		
Spring			CS244	Systems Analysis	3
BA288	Customer Service	3	CS280	Field Experience or CIS2280 ⁷	4
CIS6262	Computer Technician Practicum	6	WR214T	Professional/Technical Writing	3
CS240W	Advanced Operating Systems: Windows or CS240U (Unix)	3		Other Approved Course ⁴	3
WR121	English Composition	3		Specific Elective ⁵	2-3
		15 total			15-16 total
					91-96 total credits

Notes:

1. BA224 or WKPL4350 may be substituted for BA285.
2. CS101 or demonstrated proficiency is a prerequisite to all CS/CIS courses. Keyboarding is strongly recommended.
3. SP100, 111, 112 or 218 may be substituted for SP219.
4. See Other Approved courses under AAS degree requirements. Courses should be taken from outside the student's area of concentration for the degree.
5. Specific Electives: A minimum of twelve credits total. May be any CS or CIS course, except CS101. No more than six of the twelve credits from any BA course, ART115, 116, 117, 225, 226, 227, DRFT110, 111, 112, J202, 203, 204, 220. Other: See CS instructors.
6. HE250 or three credits of PE185 may be substituted for PE231.
7. CS280 or CIS2280 may be taken over several terms, but only after completion of the first year computer courses. See CS advisor for instructor consent.

Associate in Applied Science in Turf and Landscape Technology 2135

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

First Year			Second Year		
Course No.	Course Title	Credit Hours	Course No.	Course Title	Credit Hours
Fall			Fall		
BA211	Principles of Accounting I or AC2766 Accounting I	4	ENV145	Environmental Sampling	3
DRFT105	Blueprint Reading	3	HORT130*	Plant Propagation	3
ENV131*	Environmental Science I	4	HORT226*	Landscape Plant Material	3
F141	Tree and Shrub Identification	3	SP219*	Small Group Discussion or SP218 Interpersonal Communication	3
		14 total			12 total
Winter			Winter		
ENV132*	Environmental Science II	4	ENV246	Natural Resource Policy and Laws	3
HORT100*	Introduction to Horticulture	4	FW251	Principles of Wildlife Conservation	3
MTH31*	Applied Algebra and Geometry for Industrial Mechanics	3	HORT231*	Landscape Irrigation and Drainage	3
WKPL4350	Workplace Issues or BA285 Business Relations	2-3	WR214T*	Professional/Technical Writing Other Approved Course ²	3
WR121*	English Composition	3			15 total
		16-17 total	Spring		
Spring			CIS131	Computer Information Systems	4
ENV133*	Environmental Science III	4	HORT210	Landscape Design Theory	2
ENV235	Introduction to Soil Sciences	3	PE231	Wellness for Life ¹	3
HORT123*	Landscape Maintenance	3		Other Approved Courses ²	6
MTH33*	Applied Trigonometry	3			15 total
	Specific Elective ³	3			92-93 credits total
		16 total			
Summer					
HORT280	Horticulture Field Experience	4			
		4 total			

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

Notes:

1. HE250 or three credits of PE185 may be substituted for PE231.
2. See Other Approved Courses under AAS degree requirements. Courses should be taken from outside the student's area of concentration for the degree. Transfer students should take MTH105 or MTH111 and CHEM221, 222, 223.
3. Specific Electives:

ENV102	Introduction to Water Resources
ENV104	Introduction to Watershed Management
ENV204	Applied Watershed Management
FW111	Fish Biology
FW252	Wildlife Resources: Mammals
FW253	Wildlife Resources: Birds
FW255	Techniques in Wildlife Science
HORT108	Current Topics in Horticulture
PHL102	Ethics

Certificate Programs

State of Oregon Approved Professional/Technical Certificates

Accounting Certificate Program 2151

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

First Year			Second Year		
Course No.	Course Title	Credit Hours	Course No.	Course Title	Credit Hours
Fall			Fall		
BA101	Introduction to Business	4	BA177	Payroll Records & Accounting	3
BA211	Principles of Accounting I ¹	4	BA215	Cost Accounting	3
CIS131	Computer Information Systems ²	4	BA2280	Cooperative Work Experience or BA280 Field Experience	3-4
MTH70	Elementary Algebra or Higher	4		Elective	3
OA220	Electronic Calculators	1			
		17 total			12-13 total
Winter			12-13 total		
BA212	Principles of Accounting II ¹	4	57-59 credits total		
BA220	Tax Accounting ³	3			
BA222	Finance	3			
BA226	Business Law I	3			
WR121	English Composition	3			
		16 total			
Spring					
BA213	Principles of Accounting III ¹	4			
BA285	Business Relations or WKPL4350 Workplace Issues	2-3			
CS125S	Spreadsheet Applications	3			
WR214	Business English or WR214T Professional/Technical Writing	3			
		12-13 total			

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

Notes:

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

Bookkeeping Clerical Certificate Program 2155

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

Course No.	Course Title	Credit Hours
Fall		
AC2766	Accounting I ¹	4
MTH70	Elementary Algebra	4
OA116	Office Procedures	3
OA124	Keyboard Skillbuilding	3
OA220	Electronic Calculators	1
WR121	English Composition	3
		18 total
Winter		
AC2767	Accounting II ¹	4
BA285	Business Relations or WKPL4350 Workplace Issues	2-3
CIS131	Computer Information Systems ²	4
OA201	Word Processing I / CS125W	3
OA240	Filing and Records Management	3
		16-17 total
Spring		
BA177	Payroll Records & Accounting	3
BA2280	Cooperative Work Experience or BA280 Field Experience	3
CS125DB	Data Base Applications	3
CS125S	Spreadsheet Applications	3
WR214	Business English	3
		15 total
		49-50 credits total

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

Notes:

1. AC2766, AC2767 and AC2768 are equivalent to BA211 and BA212. Students must petition if they wish to have AC2766, AC2767 and AC2768 changed to BA211 and BA212. Contact your advisor or accounting instructor for details.
2. CS101 is a prerequisite to CIS131.

Childhood Education and Family Studies

Certificate Program 2156

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

Course No.	Course Title	Credit Hours
Fall		
CIS131	Computer Information Systems ¹	4
ECE150	Intro & Observation in ECE	3
HDFS225	Prenatal, Infant, Toddler Development	3
MTH70	Elementary Algebra or Higher	4
PE185	Physical Education ²	1
SP219	Small Group Discussion or SP100	3
		18 total
Winter		
ECE209	Theory and Practicum ³	3
ECE240	Lesson and Curriculum Planning	3
HDFS247	Preschool Child Development	3
HS154	Community Resources	3
PE185	Physical Education ²	1
WR121	English Composition	3
		16 total
Spring		
ECE102	Practicum ³	3
ECE154	Children's Literature and Literacy	3
FN225	Nutrition	4
HDFS140	Contemporary American Families	3
HDFS229	Development in Middle Childhood	3
PE185	Physical Education ²	1
		17 total
		51 credits total

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

Notes:

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

Computer Technician Professional Certificate Program 2186

The Computer Technician Professional certificate will prepare the student for an entry-level job in software and hardware customer support. The computer technician provides technical assistance to computer system users, investigates and resolves computer software and hardware problems of users, and answers clients' inquiries in person and via telephone concerning the use of computer hardware and software. Typical job functions include performing hardware and software installation, configurations, and upgrades.

Students interested in web-development administration should see a CIS advisor for options.

Course No.	Course Title	Credit Hours
Fall		
BA285	Business Relations ¹	2-3
CIS6260	Computer Technician Theory I (A+)	3
CIS131	Computer Information Systems ²	4
CS2635	Computer Repair and Upgrade	3
CS178I	Internet	3
		15-16 total
Winter		
BA277	Business Ethics	3
CIS6261	Computer Technician Theory II (A+)	3
CS140	Introduction to Operating Systems	3
CS179	Introduction to Computer Networks	3
MTH111	College Algebra	4
		16 total
Spring		
BA288	Customer Service	3
CIS6262	Computer Technician Practicum	6
CS240W	Advanced Operating Systems: Windows or CS240U (Unix)	3
CS280	Field Experience or CS2280 ³	1
WR121	English Composition	3
		16 total
		47-48 credits total

Notes:

1. BA224 or WKPL4350 may be substituted for BA285.
2. CS101 or demonstrated proficiency is a prerequisite to CIS131. Keyboarding is strongly recommended.
3. See CS advisor for instructor consent.

Culinary Arts: Chef Training Certificate Program 2183

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

This is a restricted entry program. For application and fee information contact the Director of Student Recruiting in Dellwood Hall, Room 2, (541) 888-7611.

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

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

Note:

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

Educational Assistant Certificate Program 2198

This certificate program prepares an individual for employment as an Educational Assistant. Graduates from the program work in public or private elementary and secondary schools. Emphasis is placed on competency-based skill development in a broad range of educational areas including child growth and development, classroom management, technology, individuals with disabilities, working with families, and basic instructional techniques. Students will be required to participate in a distance education or on-line course. Many of this program's courses also fulfill requirements toward an Associate in Science in Childhood Education and Family Studies. Students are required to meet with their advisor to evaluate professional experience and previous course work prior to beginning this course of study.

Course No.	Course Title	Credit Hours
Summer		
CIS131	Computer Information Systems ¹	4
CS178I	Internet	3
		7 total
Fall		
ED101	Introductory Observation and Experience	3
ED217	Comprehensive Classroom Management	3
ED268	Educating Students Experiencing Mild to Severe Disabilities	3
WR121	English Composition	3
		12 total
Winter		
ED102	Practicum ²	3
ED131	Teaching Techniques	3
ED258	Multicultural Education	3
MTH70	Elementary Algebra or Higher ³	4
WKPL4350	Workplace Issues	2
		15 total
Spring		
ED103	Advanced Practicum ²	3
ED133	Instructional Media & Materials	3
ED253	Current Issues in Special Education	3
ED255	Assisting Students with Special Needs (Clinical Aspects) ⁴	3
HDFS229	Development in Middle Childhood	3
		15 total
		49 credits total

Notes:

1. Prerequisite of CS101 or equivalent.
 2. ED102 and ED103 must be taken in sequence. A criminal history check is required prior to enrollment in practicum courses.
 3. Students pursuing an AS degree should take MTH111.
 4. ED268 is a prerequisite to ED255.
- All students are required to obtain a valid first aid and CPR card.
 - All students are required to complete a criminal history check prior to second term course work.

Emergency Medical Technician Certificate Program

2161

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

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

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

Note:

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

Fabrication/Welding Technology Certificate Program 2181

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

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

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

Notes:

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

Juvenile Corrections Certificate Program 2162

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

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

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

Manufacturing/Machining Technology Certificate Program

2165

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

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

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

Notes:

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

Medical Clerical Certificate Program 2169

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

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

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

Medical Transcription Certificate Program 2171

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

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

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

Network Technician Certificate Program 2/88

The Network Technician Certificate will prepare the student for an entry-level job in networking and hardware customer support. The network technician provides technical assistance and training to computer system users, investigates and resolves computer software and hardware problems of users, and answers clients' inquiries in person and via telephone concerning the use of computer hardware and software.

Students interested in web-development administration should see a CIS advisor for options.

Course No.	Course Title	Credit Hours
Fall		
BA285	Business Relations ¹	2-3
CIS6243	Network Academy Fundamentals I	3
CIS131	Computer Information Systems ²	4
CS2635	Computer Repair and Upgrade	3
WR121	English Composition	3
		15-16 total
Winter		
BA277	Business Ethics	3
CIS6244	Network Academy Fundamentals II	3
CIS6260	Computer Technician Theory I (A+)	3
CS140	Introduction to Operating Systems	3
MTH111	College Algebra	4
		16 total
Spring		
BA288	Customer Service	3
CIS6245	Network Academy Fundamentals III	3
CIS6261	Computer Technician Theory II (A+) ³	3
CS240W	Advanced Operating Systems: Windows or CS240U (Unix)	3
CS280	Field Experience or CIS2280 ³	1
		13 total
Summer		
CIS6246	Network Academy Fundamentals IV	3
CIS6262	Computer Technician Practicum	6
		9 total
		53-54 total credits

Notes:

1. BA224 or WKPL4350 may be substituted for BA285.
2. CS101 or demonstrated proficiency is a prerequisite to CIS131. Keyboarding is strongly recommended.
3. See CS advisor for instructor consent.

Office Administration/Legal Secretary 2173 Certificate Program

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

Course No.	Course Title	Credit Hours
Fall		
AC2766	Accounting I ¹	4
MTH70	Elementary Algebra	4
OA116	Office Procedures	3
OA124	Keyboard Skillbuilding	3
OA220	Electronic Calculators	1
WR121	English Composition	3
		18 total
Winter		
AC2767	Accounting II ¹	4
BA226	Business Law I	3
CIS131	Computer Information Systems ²	4
OA201	Word Processing I or CS 125 W	3
OA240	Filing and Records Management	3
		17 total
Spring		
BA285	Business Relations or WKPL4350 Workplace Issues	2-3
BA2280	Cooperative Work Experience or BA280 Field Experience	2
OA131	Legal Secretary Procedures	4
OA2365	Legal Transcription	3
OA2591	Proofreading and Editing Skills	3
		14-15 total
		49-50 credits total

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

Notes:

1. AC2766, AC2767 and AC2768 are equivalent to BA211 and BA212. Students must petition if they wish to have AC2766, AC2767 and AC2768 changed to BA211 and BA212. Contact your advisor or accounting instructor for details.
2. CS101 is a prerequisite to CIS131.

Office Administration/Office Occupations Certificate Program 2178

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

Course No.	Course Title	Credit Hours
Fall		
AC2766	Accounting I ¹	4
MTH70	Elementary Algebra	4
OA116	Office Procedures	3
OA124	Keyboard Skillbuilding	3
OA220	Electronic Calculators	1
WR121	English Composition	3
		18 total
Winter		
AC2767	Accounting II ¹	4
BA285	Business Relations or WKPL4350 Workplace Issues	2-3
CIS131	Computer Information Systems ²	4
OA201	Word Processing I / <i>CS125 W</i>	3
OA240	Filing and Records Management	3
		16-17 total
Spring		
BA177	Payroll Records & Accounting	3
BA2280	Cooperative Work Experience or BA280 Field Experience	3
OA202	Word Processing II <i>or CS135 W</i>	3
OA2591	Proofreading and Editing Skills	3
WR214	Business English	3
		15 total
		49-50 credits total

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

Notes:

1. AC2766, AC2767 and AC2768 are equivalent to BA211 and BA212. Students must petition if they wish to have AC2766, AC2767 and AC2768 changed to BA211 and BA212.
2. CS101 is a prerequisite to CIS131.

Memorandum

To: Academic Affairs Committee
 CC: Lacey Phillips
 Sarah Recken
 From: Linda Kridelbaugh, Professor CIS Department *ALK*
 Cheryl Scott, Division Director *CS*
 Date: 10/1/01
 Re: Mth105 Substitution for Mth111

The CIS Department has decided to give the student the option of Mth111 or Mth105 in all of the AAS degree programs as the required math course. Both of these courses fulfill the math requirements of the programs. This change will be part of the new catalog for academic year 2002-2003.

Please allow students following the requirements from previous catalogs to substitute Mth105 for Mth111 in all CIS department degrees and certificates.

Thank you for your consideration.

Pharmacy Technician Certificate Program 2130

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

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

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

Notes:

Acceptance to the program will be on a "first come, first served" qualified applicant basis. Students will be formally admitted to the program during the fall term. For program application procedures contact the Student Services Office in Dellwood Hall, Room 4. Program entrance requirements include:

- A COMPASS reading level of 85-100 must be obtained prior to a student registering for any Pharmacology class.
- A COMPASS algebra math score of 26-70 must be obtained prior to a student registering for PHAR5474.
- A COMPASS writing score of 80.
- Health Occupations students (pre-nursing) may take PHAR5474 if they have successfully completed MTH70.
- PHAR5472, PHAR5473 and PHAR5470 are open to all students who have met the COMPASS reading requirement.
- Only students successfully completing the first two terms will be permitted to take the practicum class.
- CS101 or equivalent is required.
- Keyboarding competency @ 30 WPM is required.

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

Rural Health Aide Certificate Program 2174

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

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

Notes:

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

ANTH103	General Anthropology	OA2597	Medical Office Coding I
BI234	Elementary Microbiology	OA5533	Medical Law and Ethics
HE201	Exploring Death and Dying	PHAR5472	Pharmacology I
HS167	Introduction to Gerontology	PHAR5474	Pharmacy Calculations
HS168	Mental Health and Aging	PSY201	General Psychology
NUR951	Medication Aide	PSY202	General Psychology
OA240	Filing and Records Management	PSY203	General Psychology

Software Application Specialist Certificate Program

2187

This one-year certificate program is intended to prepare the student for an entry-level job in software customer support. The software applications specialist provides technical assistance and training to computer system users, investigates and resolves computer software problems of users, and answers clients' inquiries in person and via telephone concerning the use of computer software.

Students interested in web-development administration should see a CIS advisor for options.

Course No.	Course Title	Credit Hours
Fall		
BA285	Business Relations ¹	2-3
CS125W	Word Processing Applications ²	3
CS178I	Internet ²	3
WR121	English Composition	3
	Specific Elective ³	3
		14-15 total
Winter		
BA277	Business Ethics	3
CS125DB	Data Base Applications	3
CS125H	Web Site Development	3
CS125P	Presentation Applications	3
CS125S	Spreadsheet Applications	3
CS140	Introduction to Operating Systems	3
		18 total
Spring		
BA288	Customer Service	3
CS263S	Computer Repair and Upgrade	3
CS135DB	Advanced Data Base Applications	3
CS135W	Advanced Word Processing	3
CS280/2280	Field/Work Experience ⁴	1
MTH111	College Algebra	4
		17 total
		49-50 credits total

Notes:

1. BA224 or WKPL4350 may be substituted for BA285.
2. CS101 or demonstrated proficiency is a prerequisite to all CS/CIS courses. Keyboarding is strongly recommended.
3. Specific Elective: Any CS/CIS course except CS101. CIS131 is recommended for students with limited computer experience. Students who elect not to take CIS131, should take CS125P fall term.
4. See CS advisor for instructor consent.

Surgical Technology Certificate Program 2185

The Surgical Technology certificate program is designed to prepare students for employment as members of multi-disciplinary surgical practice teams. Surgical Technicians work in operating rooms and surgical arenas under the direction and supervision of registered nurses and surgeons. The graduate will be prepared to assemble operating room supplies and instruments as well as actively assist during surgery. Both classroom instruction and practicum are part of the curriculum. Successful completion of this program qualifies the student for meeting academic and skill requirements to take the national certification exam.

This program's core courses will be offered every other year and may begin during a term other than fall to accommodate instructor availability. The program may be extended over five terms instead of the four terms detailed below in order to accommodate the Commission on Accreditation of Allied Health Programs (CAAHEP) process. Although the program will not initially be accredited for CAAHEP, application for CAAHEP accreditation status is underway and expected to be secured before the first class completes the program.

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

Course No.	Course Title	Credit Hours
Fall		
OAS401	Body Structure and Functions I	3
ST5530	Aseptic Theory & Techniques	4
ST5531	Introduction to Surgical Technology	3
ST5532	Principles and Practice of Surgical Technology	6
		16 total
Winter		
MTH70	Elementary Algebra or Higher	4
OAS402	Body Structure and Functions II	3
ST5533	Pharmacology for Surgical Technologists	3
ST5534	Surgical Procedures I	4
WR90	Paragraph Fundamentals or Higher	3
		17 total
Spring		
BA285	Business Relations or WKPL4350 Workplace Issues	2-3
CS101	Computers in Society	2
ST5535	Surgical Procedures II	4
ST5536	Clinical Rotation in Surgical Technology I	8
		16-17 total
Summer		
ST5537	Clinical Rotation in Surgical Technology	8
		8 total
		57-58 credits total

Note:

Students who have completed one year of high school chemistry with a lab or CHEM104/105 within the past five years with a grade of C or better may substitute BI232/233 for OAS401/5402.

Short-Term Certificate Programs

Short-Term Certificates are less than one year in length and are approved by the State Board of Education but may not be eligible for Financial Aid funding.

Marketing 2207

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

Course No.	Course Title	Credit Hours
BA101*	Introduction to Business	4
BA223*	Principles of Marketing	3
BA238	Sales	3
BA239	Advertising	3
CS125H	Web Page Development	3
CS125P	Presentation Applications	3
WR121*	English Composition	3
	Speech Course* ¹	3
		25 credits total

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

Note:

1. Student may choose from any speech course.

Supervision 2211

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

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

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

Short-Term Certificate Programs (continued)

Short-Term Certificates are less than one year in length and are approved by the State Board of Education but may not be eligible for Financial Aid funding.

Network Fundamentals Professional Certificate 2255

The Network Fundamentals Professional Certificate will prepare students for entry-level work in data communications and networking.

Students interested in web-development administration should see a CIS advisor for options.

Course No.	Course Title	Credit Hours
Fall		
CIS131	Computer Information Systems	4
CIS6243	Network Academy Fundamentals I	3
CS2635	Computer Repair and Upgrade	3
		10 total
Winter		
CIS6244	Network Academy Fundamentals II	3
CS140	Introduction to Operating Systems	3
BA277	Business Ethics	3
		9 total
Spring		
BA288	Customer Service	3
CIS6245	Network Academy Fundamentals III	3
CS240W	Advanced Operating Systems: Windows or CS240U (Unix)	3
		9 total
Summer		
CIS6246	Network Academy Fundamentals IV	3
		31 credits total

(2215)

Note:

CS101 or demonstrated proficiency is a prerequisite to CIS131. Keyboarding is strongly recommended.

Network Certification Examination Preparation 2254

The Network Certification Examination Preparation will prepare students for the first-level industry examination in networking.

Students interested in web-development administration should see a CIS advisor for options.

Course No.	Course Title	Credit Hours
Fall		
CIS6243	Network Academy Fundamentals I	3
		3 total
Winter		
CIS6244	Network Academy Fundamentals II	3
		3 total
Spring		
CIS6245	Network Academy Fundamentals III	3
		3 total
Summer		
CIS6246	Network Academy Fundamentals IV	3
		12 credits total

Short-Term Certificate Programs (continued)

Short-Term Certificates are less than one year in length and are approved by the State Board of Education but may not be eligible for Financial Aid funding.

Computer Technician Examination Preparation 2253

This short-term certificate is designed for students who are preparing for first-level industry examination in hardware technical support.

Students interested in web-development administration should see a CIS advisor for options.

Course No.	Course Title	Credit Hours
Fall		
CIS6260	Computer Technician Theory I (A+)	3
CIS131	Computer Information Systems	4
CS2635	Computer Repair and Upgrade	3
		10 total
Winter		
CIS6261	Computer Technician Theory II (A+)	3
CS140	Introduction to Operating Systems	3
		6 total
Spring		
CIS6262	Computer Technician Practicum	6
CS240W	Advanced Operating Systems: Windows or CS240U	3
		9 total
		25 credits total

Note:

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

Software Certification Examination Preparation 2252

This short-term certificate is designed for students who are preparing for the industry examination in software applications.

Students interested in web-development administration should see a CIS advisor for options.

Course No.	Course Title	Credit Hours
Fall		
CS125P	Presentation Applications	3
CS125W	Word Processing Applications	3
		6 total
Winter		
CS125DB	Data Base Applications	3
CS125S	Spreadsheet Applications	3
		6 total
Spring		
CS135DB	Advanced Data Base Applications	3
CS135W	Advanced Word Processing	3
		6 total
		18 credits total

Note:

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

Training Opportunities in Health Occupations

Health occupations training opportunities offered by Southwestern Oregon Community College prepare students for eligibility for public credentials as well as further career options. These training opportunities are not available for Financial Aid funding, nor are they approved as degree or certificate programs by the State Board of Education.

Basic Nursing Assistant Training 2201

Basic Nursing Assistant training prepares students to be eligible for certification as outlined by the Oregon State Board of Nursing, to care for clients in a variety of settings including long-term care and intermediate care, home health, hospice care, foster care and assisted living situations. Contact the Student Services Office in Dellwood Hall, Room 4, for further application requirements.

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

Medication Aide Training 2202

Medication Aide training prepares students to be eligible for certification as outlined by the Oregon State Board of Nursing. Students learn to use principles of safety in the administration of medication; define terms related to the administration of medications; correctly interpret abbreviations commonly used in the administration of medication; demonstrate the ability to correctly calculate doses of medications; keep accurate records; and identify legal parameters of the Medication Aide (CMA) role. Students must already be an Oregon Certified Nursing Assistant. Contact the Student Services Office in Dellwood Hall, Room 4, for further application requirements.

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

Perioperative Nursing 2204

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

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

Training Opportunities in Web Site Design and Production

Web Site Design and Production training opportunities are offered by Southwestern Oregon Community College. These training opportunities are not available for Financial Aid funding, nor are they approved as degree or certificate programs by the State Board of Education.

Students interested in web-development administration should see a CIS advisor for options.

Web Site Design

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

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

The following courses are suggested electives but are not required:

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

Web Site Production

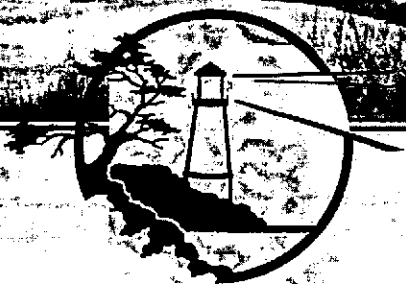
This short-term certificate is designed for students with computer literacy who wish to produce web sites.

Course No.	Course Title	Credit Hours
Fall		
ART225	Computer Art I	2
CS125P	Presentation Applications	3
CS178I	Internet	3
	8 total	
Winter		
ART226	Computer Art II	2
CS125DB	Data Base Applications or CS125W Word Processing Applications	3
CS125H	Web Site Development	3
	8 total	
Spring		
CS135H	Multimedia Web Development	4
J220	Digital Media	4
	8 total	
	24 credits total	

The following courses are suggested electives but are not required:

BA223	Principles of Marketing	CS240U	Advanced Operating Systems: Unix
CS125S	Spreadsheet Applications	CS240W	Advanced Operating Systems: Windows
CS125W	Word Processing Applications	CS2635	Computer Repair and Upgrade
CS133VB	Programming - Visual Basic	J202	Information Gathering
CS233VB	Programming - Visual Basic	SP218	Mass Media
CS140	Operating Systems		

Course Descriptions



Course Descriptions

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

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

ACADEMIC SKILLS

ABE0745 Adult Basic Education

0 credit (variable hrs)

A modified open-entry, open exit course.

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

ESL0747 English as a Second Language (ESL)

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

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

MISC0791 Citizenship

0 credits (2 lec-lab hrs/wk)

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

RD0751/0752/0753 Reading Skills

3 credits/term (3 lec hrs/wk)

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

Prerequisite: Appropriate score on placement test.

RD101/102/103 College Reading

3 credits/term (3 lec hrs/wk)

Students learn systematic approaches to developing reading speed, vocabulary, comprehension and efficiency assisted by computerized instruction. Introduction to critical thinking, analogies and college level vocabulary. Special sections of College Reading will be designated for students with English as a second language. Course work will focus on development of vocabulary, comprehension and effective reading speeds, utilizing primarily materials taken from textbooks. These courses are considered

supportive courses. May be taken out of sequence.

Prerequisites: TOEFL score of 465 and appropriate score on placement test.

ACCOUNTING/BOOKKEEPING

AC2331/2332 Federal and State Income Tax I, II

4 credits/term (4 lec hrs/wk)

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

AC2766 Accounting I

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

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

Concurrent: MTH70.

AC2767 Accounting II

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

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

Prerequisite: AC2766 or equivalent with a C or better.

AC2768 Accounting III

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

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

Prerequisite: AC2767 or equivalent with a C or better.

AC2772 Intermediate Accounting I

3 credits (3 lec hrs/wk)

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

Prerequisite: AC2768 or BA212 with a C or better.

AC2773 Intermediate Accounting II
3 credits (3 lec, 1 lab hr/wk)
This course covers accounting concepts, theories, and practices involving particular areas of the balance sheet, as well as reporting of income and changes in financial position.
Prerequisite: AC2772 with a C or better.

AC240 Fund Accounting (Governmental)
3 credits (3 lec hrs/wk)
This course presents accounting for governmental and non-profit organizations. It includes budgetary and expenditure control, as well as considerations, reporting and operations of general, special revenue, and capital projects.
Prerequisite: AC2767 or BA211.

ANTHROPOLOGY

Physical
Anth101 General Anthropology
3 credits (3 lec hrs/wk)
This course studies human evolution and traces human development through archaeological remains; introduces the human position in the animal kingdom; the principles and mechanisms of biological and human evolution and variation; fossil primates; and the development of human culture through the Paleolithic.

Archaeology
Anth102 General Anthropology
3 credits (3 lec hrs/wk)
Traces the transition of human societies from hunting and gathering to farming and the beginnings of urban life through prehistoric and historic archaeology; techniques of archaeological field work, analysis and dating; the development of cultural stages and civilizations in Pre-Columbian North and Meso-America.

Cultural
Anth103 General Anthropology
3 credits (3 lec hrs/wk)
Focuses on the concept of culture in forms elaborated worldwide including function and organization, diversity and change. Economic, religious, political, and linguistic diversity are examined.

Anth145/SOC145 Field Studies in Anthropology/Sociology
1-2 credits (variable lec/lec-lab hrs)
A field study of significant sociological and/or anthropological features of a selected region. Students will apply techniques of inquiry and analysis from various academic disciplines in order to understand and resolve key issues at selected field study sites. Introductory lecture/lab will survey key issues and introduce techniques required for a site-based field study.
Concurrent: Any Anthropology or Sociology course.

Anth198/298 Independent Study of Anthropology
1-3 credits (hrs to be arranged)
Prerequisite: Instructor consent.

Anth221/222/223 Introduction to Cultural Anthropology
3 credits/term (3 lec hrs/wk)
Discusses the meaning of culture; its significance for human beings; its diverse forms and degrees of elaboration among different groups of people; its processes of growth and expansion.

Anth230 Native North Americans: Oregon
3 credits (3 lec hrs/wk)
A survey of prehistoric and historic cultures in Oregon. Also discusses contemporary Native American issues. This course is designed to introduce various tribes of Native Americans who occupied present day Oregon as their homeland. Geographic areas, cultural survival strategies, cultural similarities and differences, migrations, trade, and temporary changes are explored through the findings of archaeology, linguistics, ethnology, historical documents and present day tribal members.

Anth231 Native North Americans: Pacific Northwest
3 credits (3 lec hrs/wk)
Examines Native American cultures in the Pacific Northwest from prehistoric to modern times. Archaeological findings, historical accounts and recent developments are discussed, including the origins and development of art forms and fishing technology.

Anth232 Native North Americans
3 credits (3 lec hrs/wk)
A broad overview of the earliest inhabitants of North America, including the traditional lifestyles, languages, and customs of selected Indian cultures of several cultural areas. The origins of Native American culture, the cultural diversity at the time of early European contact, and Native American history from the 1600s to the present are emphasized.

ART

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

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

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

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

ART0524 Beginning Calligraphy

1 credit (3 lab hrs/wk)

This class is a study in the practice and applications of italic style calligraphic lettering using metal and fiber tip pens. An introduction to the bookhand style will be included.

ART0527 Drawing Basics - Open Studio

1 credit (3 lec-lab hrs/wk)

Exploration in a lab setting of a variety of drawing media and their use, while students develop their ability to see and sketch three-dimensional objects on two-dimensional surfaces. Introduces basic drawing fundamentals.

ART0528 Figure Drawing

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

Explores form and space on a two-dimensional surface. Stresses creative and analytical vision and composition. Innovative exercises allow a significant progression of hand-eye-brain coordination skills. Understanding of complex form of relationships in light and space is achieved by using the human figure as the primary subject.

ART0530 Painting Basics - Open Studio

1 credit (3 lec-lab hrs/wk)

An exploration of painting media in a lab setting, while students develop their ability to see and paint three dimensional objects on two-dimensional surfaces. Introduces basic painting fundamentals, with an emphasis on color theory and applications.

ART0531/0532/0533 Painting I, II, III

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

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

ART0536 Experimental Painting

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

Designed to expose students to multi-mediums of art and the basic relationship of color, line, and composition.

ART0540 Watercolor Basics - Open Studio

1 credit (3 lec-lab hrs/wk)

An exploration of watercolor painting in a lab setting. Introduces basic watercolor fundamentals, as well as basic color theory, composition, and elements of design.

ART0541 Watercolor Painting I

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

This course is designed as an investigation of the medium and techniques of transparent watercolor painting. It includes lecture, demonstrations and studio involvement.

ART0542 Watercolor Painting II

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

This course continues the investigation of the watercolor painting media through the use of creative exercises and methods of problem solving. It includes lecture, demonstrations and studio involvement.

ART0543 Watercolor Painting III

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

This course continues the investigation of the watercolor media through the use of creative exercises and methods of problem solving. It includes lecture, demonstrations and studio involvement.

ART0551 Ceramics I

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

An introduction to and investigation of clay and its plastic properties through hand building and beginning wheel techniques. Fundamental completion of class projects.

ART0552 Ceramics II

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

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

ART0553 Ceramics III

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

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

ART0557 Ceramics Basics - Open Studio

1 credit (3 lab hrs/wk)

Exploration in a studio setting of the basic processes of working in clay, designing, curing, finishing and firing. Students enhance their skills with hand-building and/or wheel-throwing techniques. For beginning and intermediate potters.

ART0567 Glass Working (Stained Glass)

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

Students will learn basic techniques of stained glass design and construction, types and colors, use of glass and color in leaded and foiled glass panels and three-dimensional glass work. Repair and restoration.

ART0569 Paper and Prints

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

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

ART115 Basic Design

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

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

ART116 Basic Design

3 credits (3 lec, 3 TBA lab hrs/wk)
Introduces principles of two-dimensional design, color and composition. Includes color properties, combination, relatedness, proportions and interaction. Employs exercises developed to motivate individual creativity and experimentation in a variety of media.

Prerequisite: ART115.

ART117 Basic Design

3 credits (3 lec, 3 TBA lab hrs/wk)
Introduces principles and concepts of three-dimensional design, including mass, spaces and physical texture. Employs exercises developed to motivate individual creativity and experimentation in a variety of media. Required for art, art education and architecture majors.

Prerequisite: ART116.

ART131/132/133 Introduction to Drawing

3 credits/term (2 lec, 4 lab hrs/wk)
A beginning course in drawing and sketching. Explores form and space on a two-dimensional surface. Stresses creative and analytical vision and composition. Innovative right brain exercises allow training in the basic drawing skills of observation, selection, representation, perception, and hand-eye-brain coordination.

ART131 - Emphasizes composition, the understanding of visual form and skill mastery of complex form relationships in light and space.

ART132 - Emphasizes composition, the understanding of visual form, and skill mastery of complex form relationships in light and space using the human figure as only subject.

ART133 - Emphasizes composition, the understanding of visual form, and skill mastery of complex form relationships in light and space using a variety of drawing styles.

ART184A Watercolor Basics I

1 credit/term (1 lec, 2 lab hrs/wk)
Introduces principles and concepts of watercolor at a beginning level.

ART184B Watercolor Basics II

1 credit/term (1 lec, 2 lab hrs/wk)
A continuation of introductory principles and concepts of beginning watercolor. The study of color, composition, and value control are emphasized.

Prerequisite: ART184A.

ART184C Watercolor Basics III

1 credit/term (1 lec, 2 lab hrs/wk)
A continuation of introductory principles and concepts of beginning watercolor. Special attention given to experimental techniques and history and use of egg as a binder.

Prerequisite: ART184B.

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

1 credit/term (1 lec, 2 lab hrs/wk)
A continuation of the active participation of each student in painting experience aimed at developing visually coordinated skills in watercolor. The study

of color theory, color schemes, composition, and value control is emphasized.

Prerequisite: ART184C.

ART191/192/193 Beginning Sculpture

3 credits/term (2 lec, 4 lab hrs/wk)
Demonstrates techniques, processes and materials in sculpture. Explores a variety of media and sculptural concepts, emphasizing creativity and the handling of tools and materials. Includes the study of the human form in clay, properties of simple mold making, and casting.

ART198/298 Independent Study in Art

1-3 credits (hrs to be arranged)
Prerequisite: Instructor consent.

ART199A Painting Workshop

1 credit (1 lec hr/wk)
Introduces students to the very basics of working in a color medium. Through preparation, the student becomes comfortable with painting, and the idea of studio involvement for a quarter seems much less threatening. The basics of mixing color, use of values, use of a brush, and application to the canvas are stressed. The components are guided by lecture, and each stage is done in sequence.

ART199C ART Workshop Level I

1 credit (1 lec hr/wk)
A teaching approach using right-brain techniques which allows anyone with sight to fully understand their level of drawing skills. Children benefit by acceleration of the natural drawing skills they possess. Adult students rediscover a skill they have neglected and draw well.

ART199D ART Workshop Level II

1 credit (1 lec hr/wk)
A teaching approach using right-brain techniques that develops the drawing skills the student rediscovers in Level I of the workshop series. The student can realize accurate shapes upon completion of the first level. Level II teaches how to make shapes dimensional through the use of values and edges.

Prerequisite: ART199C.

ART199E Computer Art Workshop I

(Design Focus)
1 credit (2 lec-lab hrs/wk)
This workshop will explore and produce basic design possibilities with PAINT, CORELDRAW, Clip Art, and WEB Servers.

ART199F Computer Art Workshop II

(Production Focus)
1 credit (2 lec-lab hrs/wk)
This workshop will produce a basic product using publishing software that includes graphics, text, cover, and table of contents.

ART204/205/206 History of Western Art:

Introduction to Art History

3 credits/term (3 lec hrs/wk)

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

ART204 - Will emphasize the roles of observer and artist, the perception of art, art concepts, the themes and purposes of art, and the visual elements and principles of design in art.

ART205 - Will survey the history of painting in the western world.

ART206 - Will survey the development of sculpture, architecture and graphics in the western world.

ART225 Computer Art I

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

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

ART226 Computer Art II

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

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

Prerequisite: ART225.

~~**ART227 Computer Art III**~~

~~2 credits (4 lec-lab hrs/wk)~~

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

~~Prerequisite: ART226.~~

ART231/232/233 Drawing (Advanced)

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

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

Prerequisites: ART131/132/133.

ART250 Beginning Ceramics I

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

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

ART251 Beginning Ceramics II

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

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

ART252 Beginning Ceramics III

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

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

ART253/254/255 Intermediate Ceramics

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

Demonstrates construction techniques and methods used to design, shape and form pottery. Includes wheel throwing, pottery decoration, glaze calculation and firing. Continued exercises developed to encourage creativity, skill building and use of ceramic equipment.

ART270/271/272 Introduction to Printmaking

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

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

ART280 Field Experience

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

Nine credits maximum.

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

ART281/282/283 Painting (Beginning)

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

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

ART284/285/286 Painting (Intermediate)

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

Offers visual observation and composition of selected subjects using oil or acrylic media. Emphasis will be given to individual needs and interests in painting. Prerequisites: ART281/282/283.

ART291/292/293 Sculpture

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

Explores three-dimensional shapes and forms. Includes casting processes and materials. Continues mold making techniques with an emphasis on creativity and exploration of media. Prerequisites: ART191/192/193.

ASTRONOMY See SCIENCE

BIOLOGY/BOTANY

BI101/102/103 General Biology

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

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

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

BI104 Survey of Biology

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

This course is a general survey of biology and biological principles applied to plants and animals. The course is designed for non-majors and presents information about the biological world from a cellular level to the ecological level of organization. The course will cover the following areas: fundamental biological concepts and principles, ecological relationships and current environmental problems, evolutionary development, and survey of kingdoms of life. Campus and off-campus field trip activities are included in this course.

BI144 Biology of the Estuaries

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

The course provides an overview of the estuarine habitat. Students will be introduced to the biological and chemical factors that affect the production, distribution, abundance, and diversity of estuarine organisms. The course focuses on the functioning of the Coos Bay estuary system, including lectures and laboratory, hands-on exploration field trips of how estuaries function, and a research project. Also offered as BI0630 for no credit or grade.

Prerequisites: Any two of BI101, BI102, BI103, BI201, BI202, BI203 and a background in Chemistry (high school or equivalent).

BI149 Introduction to Human Genetics

3 credits (3 lec hrs/wk)

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

Prerequisites: MTH70 and WR0525 with a C or better.

BI198/298 Independent Study in Biology

1-3 credits (hrs to be arranged)

Prerequisite: Instructor consent.

BI201 Introductory Biology

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

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

perform proper inquiries.

Prerequisite: High school chemistry or equivalent within last five years.

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

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

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

BI231 Human Anatomy and Physiology I

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

Body organization, tissues, and a study of the integumentary skeletal, and nervous systems. Detailed study of the molecular, cellular, tissue, organ and organ systems of humans. Some pathological conditions are covered. A review of inorganic and organic chemistry will be included. In addition, metabolic pathways will be discussed.

Prerequisite: High School Chemistry or equivalent within last five years.

BI232 Human Anatomy and Physiology II

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

Study of the structure and function of the muscular, cardiovascular, lymphatic, and respiratory systems. Detailed study of the molecular, cellular, tissue, organ and organ systems of humans. Some pathological conditions are covered. A detailed study of the anatomy and physiology of the cardiovascular, lymphatic, nervous and endocrine systems will be included.

Prerequisite: BI231-with-a-C or better.

BI233 Human Anatomy and Physiology III

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

Study of the structure and function of the endocrine, digestive, urinary, and reproductive systems. Detailed study of the molecular, cellular, tissue, organ and organ systems of humans. Some pathological conditions are covered. A detailed study of the anatomy and physiology of the respiratory, digestive, urinary, and reproductive systems will be included.

Prerequisite: BI232-with-a-C or better.

BI234 Elementary Microbiology

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

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

Prerequisite: High school chemistry or equivalent within last five years.

BOT0624 Mushroom Identification

1 credit (5 lec, 20 lab hrs total)

Identification of local wild mushrooms, their basic characteristics and location. Stressed will be positive identification of edible and non-edible species, preparation for food and methods of preserving.

BOT0646 Plant Identification

2 credits (1.5 lec, 1 lec-lab hr/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.

BOT198/298 Independent Study in Botany

1-3 credits (hrs to be arranged)

Prerequisite: Instructor consent.

BUSINESS ADMINISTRATION**BA2280 Cooperative Work Experience**

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

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

Prerequisite: Instructor consent.

BA9285 Management Training

0-3 credits (1-36lec hrs total)

A series of seminars and short courses aimed at improving management competencies needed in the business world.

Prerequisite: Business Development Center (BDC) consent required.

BA101 Introduction to Business

4 credits (4 lec hrs/wk)

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

BA120/ED120 Leadership Development

3 credits (3 lec hrs/wk)

This course is designed to provide a basic understanding of leadership and group dynamics theory and to assist the student in developing a personal philosophy of leadership, an awareness of the moral and ethical responsibilities of leadership, and an awareness of one's own style of leadership. The course will integrate readings from the humanities, classic works of literature, contemporary multicultural writings, and experimental learning exercises with readings and discussions of traditional leadership theories.

BA156 Applied Economics

3 credits (3 lec hrs/wk)

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

BA177 Payroll Records and Accounting

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

Provides practice in all payroll operations, the recording of accounting entries involving payroll and

the preparation of payroll tax returns required of businesses.

Prerequisite: AC2767 or BA211 with a C or better.

BA198/298 Independent Study in Business Administration

1-3 credits (hrs to be arranged)

Prerequisite: Instructor consent.

BA203 International Business

3 credits (3 lec hrs/wk)

Surveys the nature, scope and significance of International Business. Emphasis is on the aspects of International Business and the environmental forces which impact the global market place.

Prerequisite: BA223 with a C or better.

BA206 Management Fundamentals

3 credits (3 lec hrs/wk)

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

Prerequisite: BA101 with a C or better.

BA211 Principles of Accounting I (Financial Accounting)

4 credits (4 lec hrs/wk)

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

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

BA212 Principles of Accounting II

4 credits (4 lec hrs/wk)

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

Prerequisite: AC2767 or BA211 with a C or better.

BA213 Principles of Accounting III (Managerial Accounting)

4 credits (4 lec hrs/wk)

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

Prerequisite: AC2767 or BA211 with a C or better.

BA215 Cost Accounting

3 credits (3 lec hrs/wk)

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

Prerequisite: AC2767 or BA211 with a C or better.

BA217 Accounting Process

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

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

Prerequisite: AC2767 or BA211.

BA220 Tax Accounting (Personal Income Tax)

3 credits (3 lec hrs/wk)

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

Prerequisite: AC2767 or BA211.

BA222 Finance

3 credits (3 lec hrs/wk)

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

BA223 Principles of Marketing

3 credits (3 lec hrs/wk)

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

Prerequisite: BA101 with a C or better.

BA224 Human Resource Management

3 credits (3 lec hrs/wk)

The student will be introduced to personnel functions as it relates to the management of the human resources of an organization. Areas of concentration will include employee selection, training, and compensation.

Prerequisite: BA206 with a C or better.

BA226 Business Law I

3 credits (3 lec hrs/wk)

This course involves introducing the student to the legal environment of business, court systems, functions and jurisdiction and dispute resolution. Particular attention is given to a general understanding of common and statutory law, constitutional law, administrative law, torts and the principles of contract law.

Prerequisite: BA101 with a C or better.

BA227 Business Law II

3 credits (3 lec hrs/wk)

This course acquaints the students with specific legal issues in conducting business. Topics include real property, personal property, bailments, law of sales, commercial paper, wills and trusts, and the legal relationship established in an agency, a partnership and a corporation.

Prerequisite: BA226 with a C or better.

BA232/MTH243 Business Statistics

4 credits (4 lec hrs/wk)

Introduces elementary statistics techniques to aid decision-making in the business environment.

Emphasis is on statistical inference, probability, sampling, estimation, and hypothesis testing.

Prerequisite: MTH95 with a C or better.

BA238 Sales

3 credits (3 lec hrs/wk)

This course involves the role of sales as an integral part of the total marketing function. The application of selling to behavioral science will be included with special emphasis on sales psychology, sales techniques and the fundamental principles of sales communications.

Prerequisite: BA223 with a C or better.

BA239 Advertising

3 credits (3 lec hrs/wk)

A detailed examination of the purpose, preparation, placement and analysis of the various types of advertisements and relative merits of media such as television, radio and the newspaper. Involves practice in the planning and analysis of complete advertising campaigns and their coordination with other marketing strategies.

Prerequisite: BA223 with a C or better.

BA242 Introduction to Investments

3 credits (3 lec hrs/wk)

An introduction to American securities markets including exchanges, over-the-counter markets, bond markets, options markets and the money market. Investment strategies, margin purchases, short selling and efficient market theory will also be introduced. Reading financial news and corporation reports will also be covered.

BA250 Small Business Management:**Entrepreneurship**

3 credits (3 lec hrs/wk)

This course covers the basic principles of business entrepreneurship, including planning, organizing, innovation, staffing, and controlling, stressing those elements needed for financial achievement and personal reward.

Prerequisite: BA223 with a C or better.

BA277 Business Ethics

3 credits (3 lec hrs/wk)

This course is designed to make the student aware of the ethical issues currently facing business, and to provide a background against which the student may evaluate and/or compare his or her own ethical views/stands.

BA280 Field Experience

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

Practical on-site experience that will allow students to test knowledge learned in the classroom and explore the variety of workplaces in which to apply that knowledge.

Prerequisite: Instructor consent.

BA-229 - Personal Finance
+ Money Management

SUPERVISORY TRAINING**SDP101 Principles of Management/Supervision**

3 credits (3 lec hrs/wk)

Total responsibility of the supervisor is covered, including self-development, communication, employee development, human relations, discipline, giving of orders and directions, organization, planning, quality control and grievances. Course is taught at beginning level in supervision.

SDP103 Human Relations for Supervisors

3 credits (3 lec hrs/wk)

The practical application of basic psychology in building better employer-employee relationships by studying human relations techniques.

BA285 Business Relations

3 credits (3 lec hrs/wk)

Develops awareness of self and others in organizational settings. Discusses motivation, communications, the nature of prejudice, self-analysis, keys to promotion, future direction, goals, professional image, time management and stress management.

BA288 Customer Service

3 credits (3 lec hrs/wk)

This course provides a thorough introduction to customer service skills. The skills, strategies, and techniques outlined in this course are valuable for every job, since identifying and satisfying customer needs is at the heart of every business. This course covers a variety of skills including identifying customer behavior, determining customer needs through active listening, becoming an effective verbal and nonverbal communicator, honing telephone customer service skills, handling difficult customers, offering customer service within a diverse business environment, encouraging customer loyalty, and practicing service recovery.

CHEMISTRY**CHEM104/105/106 Introductory Chemistry I, II, III**

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

Covers general, organic and bio-chemistry. Primarily designed for students in nursing, in allied health fields, such as dental hygiene, and in the liberal arts. The work is quantitative and requires good basic math and problem solving skills. This sequence does not meet the chemistry requirements for science, engineering or medicine. Must be taken in sequence.

CHEM104 - Covers atomic structure, periodic table, chemical bonding, and stoichiometry.

Prerequisite: MTH70 with a C or better.

CHEM105 - Covers gases, properties of solution, equilibrium, acids and bases, and radioactivity.

Prerequisite: CHEM104 with a C or better.

CHEM106 - Covers organic chemistry, carbohydrates, lipids, proteins, enzymes, DNA and metabolism.

Prerequisite: CHEM105 with a C or better.

CHEM198/298 Independent Study in Chemistry

1-3 credits (hrs to be arranged)

Prerequisite: Instructor consent.

CHEM221/222/223 General Chemistry

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

First-year chemistry for science, engineering, and health pre-professional students. Classroom and laboratory work are quantitative and require good math skills. Must be taken in sequence.

CHEM221 - Covers atomic structure, chemical bonding, molecular geometry, reactions and stoichiometry.

Prerequisite: MTH95 with a C or better.

CHEM222 - Covers gases, liquids, solutions, equilibrium theory, acids and bases, oxidation reduction.

Prerequisite: CHEM221 and MTH111 with a C or better.

CHEM223 - Covers thermodynamics, kinetics, electrochemistry, nuclear reactions, and transition metal chemistry.

Prerequisite: CHEM222.

CHEM241/242/243 Organic Chemistry

3 credits/term (3 lec hrs/wk)

Chemistry of carbon compounds for science and pre-professionals (such as pre-dental, pre-medical and veterinary students). Includes a study of the major classes of organic compounds. Must be taken in sequence.

CHEM241 - Specifically alkanes, alkenes, alkyl halides, alkynes and aromatic compounds

Prerequisite: CHEM106 or CHEM223 with a C or better.

CHEM242 - Specifically organometallic compounds, alcohols, diols, thiols, ethers, epoxides, aldehydes, and ketones.

Prerequisite: CHEM241 with a C or better.

CHEM243 - Specifically enols, enolates, Carboxylic acids and derivatives, amines, aryl halides and phenols and chemistry of these functional groups.

Prerequisite: CHEM242 with a C or better.

CHEM241L/242L/243L Organic Chemistry Lab

1 credit (3 lab hrs/wk)

A lab course that introduces students to the lab methods used in organic chemistry.

CHILDHOOD EDUCATION See EARLY CHILDHOOD EDUCATION**COMPOSITION See WRITING****COMPUTER INFORMATION SYSTEMS****CIS2280 Work Experience**

1-4 credits (4-16 lab hrs/wk)

Gain on-the-job experience in coordinator approved computer information system situations that closely parallel with field of study.

Prerequisite: Instructor consent.

CIS6243/ELEC6243 Network Academy Fundamentals I

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

This course introduces students to fundamental concepts of computer Internet-working including network topology, cabling (media), electrical considerations, the OSI model, Internet Protocol (IP) addressing, bridges, switches, hubs, and routers. Students will be expected to apply knowledge and skills learned in this term to successive Internet-working courses. This course is the first in a series of courses (4) which will prepare students to take the Cisco CCNA Certification Exam.

Subject: New CS Courses

Date: Wed, 28 Nov 2001 10:30:22 -0800

From: Kristi Kohn <kkohn@southwestern.cc.or.us>

Organization: Southwestern Oregon Community College

To: sphillip@southwestern.cc.or.us

CS125WE Web Editor Applications
CS133WS Computer Language I: Client-side Web Scripting
CS125DM Digital Media Applications
CS195 Web Development I
CS125SH: NAME CHANGE TO HTML Applications, SPRING TERM

**CIS6244/ELEC6244 Network Academy
Fundamentals II**

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

This course introduces students to fundamental concepts of computer Internet working including the TCP/IP transport-layer protocol; Cisco router hardware and software architecture; Cisco IOS software configuration, backup, upgrade, load; static and dynamic routing. Students will be expected to apply knowledge and skills learned in this term to successive Internet-working courses. This course is the second in a series of courses (4) which will prepare students to take the Cisco CCNA Certification Exam. **Prerequisite:** CIS6243 or ELEC6243.

**CIS6245/ELEC6245 Network Academy
Fundamentals III**

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

This course introduces students to fundamental concepts of computer Internet-working including IGRP routing protocols; LAN segmentation; and techniques that allow networks to automatically reconfigure themselves to overcome, Local Area Network theory and design; routing Novell IPX protocol. Students will be expected to apply knowledge and skills learned in this term to successive Internet-working courses. This course is the third in a series of courses (4) which will prepare students to take the Cisco CCNA Certification Exam. **Prerequisite:** CIS6244 or ELEC6244.

**CIS6246/ELEC6246 Network Academy
Fundamentals IV**

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

This course introduces students to fundamental concepts of computer Internet-working including Wide Area Network (WAN) theory and design; Point-to-Point Protocol data transfer; Integrated Services Digital Network (ISDN) data transfer; and Frame Relay data transfer. Students will be expected to apply knowledge and skills learned in this term to successive Internet-working courses. This course is the fourth in a series of courses (4) which will prepare students to take the Cisco CCNA Certification Exam.

Prerequisite: CIS6245 or ELEC6245.

**CIS6260/ELEC6260 Computer Technician Theory I
(A+ Certification Preparation)**

3 credits (6 lec-lab hrs/wk)

This is the first part of a two part Computer Technician Theory course which prepares an individual to work successfully in the field of computer repair, maintenance, and support. Topics will include hardware installation, maintenance, and troubleshooting; software installation, maintenance, and troubleshooting; basic networking; and customer support. **Prerequisites:** CS101 and CS2635.

**CIS6261/ELEC6261 Computer Technician
Theory II (A+ Certification Preparation)**

3 credits (6 lec-lab hrs/wk)

This is the second part of a two part Computer Technician Theory course, which prepares an individual to work successfully in the field of

computer repair, maintenance, and support. Topics will include hardware installation, maintenance and troubleshooting; software installation, maintenance, and troubleshooting; basic networking; and customer support.

Prerequisite: CIS6260 or ELEC6260.

**CIS6262/ELEC6262 Computer Technician
Practicum (A+ Practicum)**

1-9 credits (3-27 lab hrs/wk)

The Computer Technician Practicum is a lab based hands-on learning experience intended to give the student the opportunity to apply the knowledge acquired in the Computer Technician Theory courses to real world problems. The practicum is divided into nine one-credit modules. Each module is designed to challenge the student's problem solving abilities and hone his or her troubleshooting skills. Each module also contains technical support components designed to refine the student's skills in dealing directly with clients.

Prerequisite: CIS6260 or ELEC6260 with a C or better.

CIS131 Computer Information Systems

4 credits (4 lec hrs/wk)

This is a complete computer literacy course. Students will become familiar with current computer terminology and concepts including hardware, software, communications, networks, the Internet, and the impact of computers on society. Students will review and learn additional end-user skills in file management using PC operating system, word processing, and Internet browser/search engines. Students will learn end-user skills in spreadsheet, database, and presentation software applications.

Prerequisite: CS101 with a C or better.

CS0700 Computer Training Seminars

0 credit (variable, 1-36 hrs total)

A series of seminars and short courses aimed at improving computer and Internet competencies.

CS2635 Computer Repair and Upgrade

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

Identification of hardware required to upgrade personal computer systems to new technology. Evaluation of a computer's existing hardware and software versus the new/future technology requirements. Students will learn to install, trouble-shoot and maintain hardware and operating system. Also offered as CS2636 for no credit or grade.

Prerequisite: CS101 with a C or better.

CS101 Computers in Society

2 credits (2 lec hrs/wk)

This is the first course in computer literacy and is intended for the novice user. Students will become familiar with current computer terminology. Students will learn end-user skills in file management using PC operating system, word processing and Internet searching software.

CS125DB Data Base Applications

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

This course will introduce the use of microcomputers for data base management systems applications. It introduces the concepts, terminology, and application of data base management technology. The student will learn the common features of data base management system software, its application to many business uses, analysis and design of data systems, and the issues involved in choosing and installing data base management software. This course uses one or more commercially available data base management system software packages.

Prerequisite: CS101 with a C or better.

CS125H Web Site Development

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

Using a HTML editor and presentation theories, students will learn how to design and implement an effective web page.

Prerequisite: CS101 with a C or better.

CS125P Presentation Applications:**Microsoft Power Point**

3 credits (3 lec hrs/wk)

This course covers the use of microcomputer presentation software for the development of electronic presentations. Using word processing skills and presentation theories, students will learn to develop professional-looking and effective presentations complete with outline, speaker notes, and audience handouts.

Prerequisite: CS101 with a C or better.

CS125S Spreadsheet Applications

3 credits (3 lec hrs/wk)

This course will introduce the concepts, terminology and application of spreadsheet technology. The student will learn the common features of spreadsheet software, its application to many business uses, problem solving techniques, and issues involved in choosing and installing spreadsheet software. It will use one or more commercially available spreadsheet software packages.

Prerequisite: CS101 with a C or better.

CS125W Word Processing Applications: Microsoft

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

This course familiarizes students in the use of microcomputers for word processing applications. This course will introduce the concepts, terminology and application of word processing technology. The student will learn the common features of word processing software, its application to many business uses, elements of style, and the issues involved in choosing and installing word processing software.

Prerequisite: CS101 with a C or better.

CS133VB Computer Language I - Visual Basic

4 credits (4 lec hrs/wk)

Introduces the Visual Basic programming language to learn fundamental programming techniques. Emphasizes structured and object oriented design and writing of programs to solve business and/or mathematical problems. Learn problem solving, procedural programming, develop a graphical user

interface, and work with events and objects.

Prerequisite: CS101 with a C or better.

CS135DB Advanced Data Base Applications

3 credits (3 lec hrs/wk)

This course will explore relational Data Base theory and structured program development. Includes design, development, testing, implementation and documentation of Data Base management systems in a microcomputer DBMS environment. Topics include designing reports, customizing forms, advanced form techniques, OLE fields, changing and customizing tables, creating and using macros, creating and using an application system.

Prerequisite: CS125DB with a C or better.

CS135H Multimedia Web Development

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

This course introduces students to multimedia design techniques and to features of current multimedia development software tools to produce movies and web sites with a high degree of interactivity and user control. Basic procedures for importing, linking, and organizing diverse media types are covered as well as conventions for controlling graphics, video, audio, animation, and text. Advanced topics include various scripting techniques.

Prerequisite: CS125H with a C or better.

CS135W Advanced Word Processing:**Desktop Publishing**

3 credits (3 lec hrs/wk)

Use of microcomputer word processing software for desktop publishing. Using word processing skills and design/layout theories, students will learn how to develop professional-looking and effective publications.

Prerequisite: CS125W or OA201 with a C or better.

CS140 Introduction to Operating Systems

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

This course introduces the student to the theory and operation of microcomputer operating systems. It will include disk and file handling techniques, common utilities, security issues, minor hardware installation and maintenance and the use of networks. It will use one or more commercially available operating systems.

Prerequisite: CS101 with a C or better.

CS151 Introduction to Computer Programming

4 credits (4 lec hrs/wk)

This course introduces structured programming techniques using C or other structured languages on a microcomputer. Programs will be developed with structured design techniques using logic diagrams, documentation and debugging techniques. Assignments will be taken from a variety of fields, but will concentrate on business applications.

Prerequisites: CIS131 and MTH111 with a C or better.

CS161 Introduction to Computer Science I

4 credits (4 lec hrs/wk)

This course offers a history and overview of fundamental computer science concepts using an

object-oriented programming language. Topics include object-oriented programming, software engineering, algorithm development, machine representation of data, introduction to graphic programming, and sources of error.
Prerequisite: CS151 with a C or better.

CS162 Introduction to Computer Science II
4 credits (4 lec hrs/wk)

This course covers software engineering principles and modern programming methods. Topics include event-driven programming for graphical user interfaces, recursion, stream, and exception handling. This course also introduces analysis of algorithms, sorting and searching.
Prerequisite: CS161 with a C or better.

CS178I Internet
3 credits (3 lec hrs/wk)

Students will learn to use the resources of the Internet for locating information, disseminating information and communication. Students will learn how the Internet works, hardware/software considerations, popular browsers, popular search engines, other Internet resources, societal issues, and current topics.
Prerequisite: CS101 with a C or better.

CS179 Introduction to Computer Networks
3 credits (3 lec hrs/wk)

An introduction to computer networks from an end-user perspective. Provides experience using a local area network operating system and the Internet to examine the networked environment, models, protocols, and standards, LAN topologies, and emerging technologies.

Prerequisite: CS101 with a C or better.

CS198/298 Independent Study
1-3 credits (hrs to be arranged)

Prerequisite: Instructor consent.

CS233VB Computer Language II - Visual Basic
4 credits (4 lec hrs/wk)

This course continues the study of programming of Visual Basic. Presents intermediate and advanced ideas of numerical computation, object-oriented programming and problem analysis using the Visual Basic Language.

Prerequisite: CS133VB with a C or better.

CS240U Advanced Operating Systems
(UNIX Operating System)

3 credits (3 lec hrs/wk)
Hands-on system administration of Linux/Unix. Topics will include: installation, system configuration, X Windows system configuration, user and group account management, disk formatting and partitioning, local file systems, system startup and shut-down, run levels, backup and restore, printers and printing, serial and parallel ports and devices, basic local area networking, memory management.
Prerequisite: CS140 with a C or better.

CS240W Advanced Operating Systems
(Windows Operating System)

3 credits (3 lec hrs/wk)
Multimedia, modems and peer-to-peer networking with Windows. Hands-on introduction to Windows 2000 Workstation, including architecture, file systems, configuration, memory management, security, peer-to-peer networking, and technical support.
Prerequisite: CS140 with a C or better.

CS244 Systems Analysis
3 credits (3 lec hrs/wk)

This course will introduce strategies and methods in the systems development process. Emphasis on structured analysis of computer information systems. Assignments will include the analysis and evaluation of systems that are similar to existing systems in business and industry.

Prerequisites: CIS131 and CS125DB with a C or better.

CS261 Data Structures
4 credits (4 lec hrs/wk)

This course includes the topics of complex analysis, approximation methods, trees, graphs, file processing, binary search trees, hashing and storage management.

Prerequisite: CS162 with a C or better.

CS278 Data Communications
3 credits (3 lec hrs/wk)

An introduction to the fundamental concepts in data communication including definition of terms, communicating concepts, comparison of voice and data communication (analog vs. digital signals), medium access, elementary data link protocols, topologies, servers, and operating system standards implemented in Local Area Networks (LAN). The course discusses the dynamic technology of transmitting, accessing and controlling data. It introduces communications and networking strategies as well as applications of data communications.

Prerequisite: CS179 or CIS6243 or ELEC6243 with a C or better.

CS279 Network Management I
(Network Hardware)

4 credits (8 lec-lab hrs/wk)
This course introduces the concepts of network management and applications. The course discusses the implementation, administration, configuration and troubleshooting of a communications system and exposes the student to major LAN protocol suites including defacto standards (such as TCP/IP), international standards and vendor specific solutions. Hands-on experience and lab exercises are provided by a local area network. Also presented are advanced networking concepts for installing and configuring computer network systems.

Prerequisite: CS278 or CIS6244 or ELEC6244 with a C or better.

CS280 Field Experience
1-10 credits (3-36 lab hrs/wk)
Instructional program designed to give students practical experience in supervised employment-

related computer information systems. Students identify job performance objectives, work a specified number of hours during the term, and are awarded credit based on the identified objectives and number of hours worked.

Prerequisite: Instructor consent.

CS288 Network Management II
(Network Software and Administration)

4 credits (8 lec-lab hrs/wk)

This course covers advanced management of network operating systems, including memory management, monitoring and setting performance parameters, managing multiple servers and services, and router and server configuration. Management of multiple LANs and WANs is emphasized. Hands-on experiences and lab exercises are provided in a network lab.

Prerequisite: CS279 with a C or better.

CRIMINAL JUSTICE SERVICES

CJ9355 Private Security Services Provider Training
(Unarmed Private Security Officer)

2 credits (2 lec hrs/wk)

This course covers required training for unarmed private security providers to become certified in Oregon by the Oregon Board on Public Safety Standards and Training.

CJ9367/FS9367 Basic Incident Command System
1.5 credits (16 lec hrs total)

This course is designed to provide students with the basic knowledge of the Incident Command System (ICS)/National Interagency Incident Management System (NIIMS). The ICS includes operational requirements, eight interactive components and procedures for organizing and operating an on-scene management system.

CJ9375 Search and Rescue Training
2.5 credits (3 lec hrs/wk, 4TBA hrs)

This course is to prepare students to meet requirements to become Search and Rescue volunteers. It provides the training to perform search and result activities, including use of navigational tools, survival skills, mountaineering skills and search methods.

CJ9390 Career Development: Criminal Justice Administration

0 credit (up to 324 hrs total/term)

A variety of in-service training activities conducted within criminal justice agencies in the college district. Current issues and problems are addressed along with methods of alleviating them.

CJ100 Foundations of Criminal Justice
3 credits (3 lec hrs/wk)

This course presents a contemporary view of the criminal justice system and its processes. The structural and theoretical framework of the system is examined and the function, role and practices of police, courts and corrections components of the system are surveyed. Career opportunities in the criminal justice field are explored.

CJ101/SOC244 Criminology

3 credits (3 lec hrs/wk)

This course offers an interdisciplinary perspective of crime and criminal behavior in relation to the criminal justice system. Theoretical approaches to explaining crime, criminal statistics, typologies and victimology will be assessed. The influence of crime theory on public policy will be explored.

CJ110 Introduction to Law Enforcement
3 credits (3 lec/hrs wk)

This course offers a comprehensive look at law enforcement in America ranging from the historical evolution of police systems to an analysis of the work of police officers. Topics addressed include law enforcement jurisdiction and field operations, patrol procedures, organization of law enforcement agencies, selection and socialization of police officers, and current issues related to law enforcement.

CJ130 Introduction to Corrections
3 credits (3 lec hrs/wk)

This course introduces the student to the philosophy and history of corrections in the United States. Sentencing, corrections institutions, and community corrections are addressed along with critical issues in the field. A field trip to a correctional facility is scheduled as part of this course.

CJ131/SOC220 Institutional Corrections
3 credits (3 lec hrs/wk)

A detailed exposure to correctional facilities used for the punishment of those convicted of crimes. The evolution of the penal institution, levels of custodial security, and issues relating to custody, treatment, and programs within penal institutions will be explored. Field trips to correctional facilities will be included in this course.

CJ140 Criminalistics
3 credits (3 lec hrs/wk)

This course introduces students to the application of science to criminal investigation. Scientific techniques useful in preventing and recognizing crime, and in identifying perpetrators of crimes are addressed. Students are introduced to proper techniques for collecting, preserving, and identifying physical evidence and are introduced to the services offered by state and federal crime laboratories.

Prerequisite: CJ210 is recommended, but not required.

CJ198/298 Independent Study in Criminal Justice Administration

1-3 credits (hrs to be arranged)

Prerequisite: Instructor consent.

CJ201/SOC221 Juvenile Delinquency
3 credits (3 lec hrs/wk)

A philosophical, historical, and practical survey of juvenile justice administration in the United States. Considered in the context of an interdisciplinary framework, theories, factors, and characteristics of delinquency will be presented and treatment and delinquency prevention programs will be surveyed.

CJ203 Crisis Intervention

3 credits (3 lec hrs/wk)

Crisis intervention is a daily function of the professional in public safety. Proper response to a crisis situation may have a profound effect on the overall outcome of the situation. This course will provide students the proper tools to intervene effectively when faced with a crisis situation.

CJ210 Criminal Investigation

3 credits (3 lec hrs/wk)

This course is a study of basic principles and theories of investigative routines. The course focuses upon the primary skills used in all justice agency investigations with specific emphasis on criminal proceedings. Attention will be given to crime scenes, interviewing, evidence collection and preservation, witness and suspect identification information, surveillance, technical resources for investigations, specific investigation operations techniques and case preparation for prosecutor and courtroom presentation.

CJ213 Interview and Interrogation Skills

3 credits (3 lec hrs/wk)

This course will examine the dynamics of psychological persuasion as they are applied through the course of criminal interrogations. The deliberate, refined processes and techniques of psychological persuasion will be examined with specific attention to the practical and legal limitations of achieving the goals of criminal interviewing and interrogation.

CJ214 Crime Scene Investigation (Contemporary Applications)

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

This course will focus on specialized investigative issues specific to a variety of contemporary crime scenes and criminal events. The crime scenes/events focused on each term will vary according to availability of crime scene access in the community. Analysis of crime scenes and events will include the specialized investigative approaches unique to homicides and assaults, arson, crimes against children, hate crime, and environmental crime investigations. Issues discussed will include discovery of atypical crime events, their investigation, reconstruction, examination, and management by law enforcement investigators.

CJ215 Criminal Justice Administration

3 credits (3 lec hrs/wk)

This course surveys the complexities of organizing and managing a police agency. A variety of topics are covered including principles of organizing and operating police agencies, leadership, policy formulation, and human resource management along with traditional management functions such as planning and budgeting. Traditional and non-traditional management principles are addressed.

CJ218 Corrections System (Special Populations Supervision)

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

This course will focus on the supervisory issues specific to the management of a variety of special corrections populations; including sex offenders,

women, violent youth, the elderly/geriatric client, and physically disabled clients under correction supervision. Supervision activities and client supervision techniques required for public safety and effective case management will be discussed. The unique discipline concerns regarding special management populations and their supervision needs will be addressed for each special corrections population identified.

CJ220 Criminal Law

3 credits (3 lec hrs/wk)

This course offers an introductory analysis of the criminal law and the development and philosophy of the criminal law, criminal law as a social force, definitions and concepts, constitutional principles and the classification of crimes in relation to criminal justice administration. The student is introduced to legal research, the study of case law and methodology, and specific criminal offenses.

CJ222 Procedural Law

3 credits (3 lec hrs/wk)

An examination of legal procedure and process considerations related to the investigation of crime, processing of accused persons, and maintenance of order in American society. Rights of individuals and obligations of criminal justice practitioners, particularly law enforcement, will be analyzed. The course focuses on First, Fourth, Fifth and Fourteenth Amendments to the United States Constitution.

CJ225 Corrections Law

3 credits (3 lec hrs/wk)

An analysis of the legal principles related to the rights and status of persons convicted of crimes in the United States. Constitutional principles related to probation, incarceration, and parole will be addressed along with legal obligations and liabilities of corrections agencies and their employees.

CJ226 Constitutional Law

3 credits (3 lec hrs/wk)

This course presents a thorough overview of the primary freedoms afforded by the first ten amendments and the 14th amendment of the U.S. Constitution. Specific emphasis will be placed on the role of the courts, constitutional case interpretation and rights of the accused.

CJ229 Community-Based Corrections

3 credits (3 lec hrs/wk)

This course examines a variety of community corrections services and treatment options as historically and presently practiced. Focus is on probation and parole systems and services, community-based release programs and alternatives to incarceration.

CJ230 Introduction to Juvenile Corrections

3 credits (3 lec hrs/wk)

This course introduces students to the historical and contemporary aspects of corrections in relationship to juvenile offenders. Primary emphasis in the course is centered on juvenile corrections philosophy as applied to the correction and treatment of juvenile offenders.

CJ232 Introduction to Corrections Casework
3 credits (3 lec hrs/wk)

This course offers an overview of approaches to behavior modification through interviewing and counseling along with techniques available to entry level corrections practitioners in interviewing and counseling. The course also introduces students to advanced methods utilized by professional counselors.

CJ243/SOC243 Narcotics and Dangerous Drugs
3 credits (3 lec hrs/wk)

This course introduces the student to the relationship of substance abuse to crime and criminal justice administration. Emphasis in the course is on illicit drugs and alcohol. Drug effects, theories of abuse, legislation, enforcement strategies, policy options, and treatment and prevention strategies relative to substance abuse are addressed.

CJ280 Field Experience
1-6 credits (3-18 lab hrs/wk)

This course offers career exploration and workplace experience in a variety of supervised settings applicable to the development of the student as a professional in the criminal justice field.
Prerequisite: Instructor consent.

CULINARY ARTS

CRT2000 Introduction to Professional Cooking
5 credits (1 lec, 12 lab hrs/wk)

This course will focus on the fundamental principles of modern cooking. Students will learn about what happens to food when it is heated, about how food is cooked with different cooking methods, and about rules of seasoning and flavoring. Theories which explain the chemistry of cooking will be emphasized so students can successfully practice them in the kitchen. Emphasis will be placed on the vocabulary of cooking, procedures, ingredients, menu terms, food quality standards, and equipment use.
Prerequisite: Instructor consent.

CRT2001 Basic Food Preparation
5 credits (3 lec, 4 lec-lab hrs/wk)

This course will focus on learning pre-preparation techniques important to professional kitchen operations - Mise En Place. The students will learn the importance of carefully planned pre-preparation, the difference in preparation requirements for set and extended meal service, and keeping sharp edges on knives. Students will gain competence in performing basic cutting techniques, basic cooking and marinating procedures, and handling convenience foods in pre-preparation operations.
Prerequisite: Instructor consent.
Concurrent: HEC9932.

CRT2002 Introduction to the Food and Beverage Industry
3 credits (3 lec hrs/wk)

This course offers students an overview of the food service industry; its structure, organization, size, economic impact, regulatory and peripheral

industries, managerial problems and practices, trade journals, and resources. Emphasis will be on operational topics of current concern for the industry. Guest speakers representing various segments of the industry will provide an introduction to career opportunities and a view of real-world activities.
Prerequisite: Instructor consent.

CRT2003 Introduction to Pastry and Baking
3 credits (1 lec, 4 lec-lab hrs/wk)

This course will cover fundamentals of baking and pastry (including terminology, ingredients, technology, equipment, recipe conversion, measurements, storage, and sanitation). Students will gain experience in using various mixing methods. Techniques in yeast and quick bread, pastry, pie, cookie, and dessert making and presentation will be covered.

Prerequisite: CRT2001 with a C or better.

CRT2004 Introduction to Vineyards and Beverages
1 credit (1 lec hr/wk)

This course will present an introduction from a culinary perspective to wine and spirits produced by European and American vineyards. Students will study wine production, labeling, and laws of the beverage industry. Emphasis is on developing a knowledge base suitable for assisting customers in choosing the "correct" wine for classical and contemporary cuisine.

Prerequisite: Instructor consent.

CRT2005 Menu Planning and Design
3 credits (3 lec hrs/wk)

This course will cover the basic principles of planning and design necessary to create a variety of menus for various food service operations. Layout, costing, and promotional approaches will be covered.
Prerequisite: Instructor consent.

CRT2006 Restaurant Layout and Interior Design
3 credits (3 lec hrs/wk)

This course will offer students an opportunity to design their own restaurant from the ground floor up. Emphasis will be on kitchen layout, dining room design, menu planning, staff allocation, exterior design, and obtaining financing. Students develop a concept proposal suitable for presentation.

Prerequisite: Instructor consent.

CRT2007 Inventory Control and Purchasing
3 credits (2 lec, 2 TBA lab hrs/wk)

This course will present basic principles of purchasing food, beverage, equipment, contract services, and supplies. Students will learn the necessary skills for product identification, supplier selection, ordering, receiving, storing, and issuing processes as they apply to purchasing and inventory controls in the food service industry.

Prerequisite: Instructor consent.

CRT2008 Introduction to Garde Manger
5 credits (2 lec, 6 lec-lab hrs/wk)

This course will cover the preparation and artistic presentation of cold cuisine. While using garde manger small tools, students will develop skills in the

fundamentals of preparing hot and cold appetizers, lunch and dinner salads, egg cookery, dressings, pates, vegetable and fruit carving, garnishes, hot and cold sandwiches, and food decoration. Basics of cold food pantry organization and sanitizing techniques will be covered.

Prerequisite: CRT2000 with a C or better.

CRT2009 Advanced Garde Manger

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

This course expands on the basic knowledge of the cold food garde manger kitchen. Students will be introduced to the artistic production and presentation of buffet arrangements, ice carving, tallow and butter sculptures, terrines, galantines, pates and decorative pieces.

Prerequisite: CRT2008 with a C or better.

CRT2010 Regional Cuisine

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

This course will focus on various international and American regional cuisines. Students will develop a working understanding of the local products, traditional ethnic recipes, and kitchen tools indigenous to various regional cuisines. The course will include the cuisines from national and international regions including New England, Louisiana, New Mexico, Florida, France, Italy and Scandinavia.

Prerequisite: CRT2001 with a C or better.

CRT2011 International Cuisine

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

This course will focus on various international cuisines including Oriental, Italian, Mexican, British and other European countries. Cultural and historical perspectives will be covered, as well as ingredients and methods specific to each cuisine. Students will prepare and present classic dishes from each cuisine.

Prerequisite: Instructor consent.

CRT2012 A La Carte Cooking I

5 credits (15 lab hrs/wk)

This course will focus on the necessary skills to Mise En Place - to work at each station of a professional kitchen with emphasis on the sauce station (stocks, thickening agents, reduction, liaison, purees, mother sauces and butters). The students will gain competence in A la minute methods for preparing entrees and side dishes. Plate presentation approaches in the classical and contemporary styles will be included.

Prerequisite: Instructor consent.

CRT2013 A La Carte Cooking II

4 credits (12 lab hrs/wk)

This course will enable students to further develop their basic a la carte and leadership skills in a classical kitchen. Students will study entree preparation and plating styles particular to the featured cuisine. The focus will be on the production of quality food and service, organization on the line, and coordination with the expeditor.

Prerequisite: CRT2012 with a C or better.

CRT2014 Advanced A La Carte Cooking in a Restaurant

3 credits (9 lab hrs/wk)

This course is designed for the advanced student to prepare classical and contemporary entrees and plating techniques. The focus is on the preparation and presentation of high-quality food and service as well as the organization of classical and contemporary style kitchens.

Prerequisite: CRT2013 with a C or better.

CRT2015 Sanitation and Safety for Managers

3 credits (3 lec hrs/wk)

This course provides information necessary to inform, strengthen, and update hospitality and tourism industry supervisors on current principles and practices of sanitation and safety. The course is based on the Educational Foundation of the National Restaurant Association's ServSafe training and certification course work. Discussion will include Oregon's recent enactment of statewide food handler training and the Hazard Analysis Critical Control Point (HACCP) system. Other topics of study will include potable water systems, waste treatment, lodging facilities, recreational facilities, swimming pool and spa regulations, and hazardous materials. Upon successful completion of this course a certificate of completion will be issued by the National Restaurant Association.

Prerequisite: Instructor consent.

CRT2016 Culinary Nutrition

3 credits (3 lec hrs/wk)

This course will cover the study of nutrition as it applies to food preparation, menu analysis, and recipe alternatives for the culinary arts. Students will learn how food affects the human body and will prepare nutritional menus within the context of kitchen and restaurant operation.

Prerequisite: Instructor consent.

CRT2017 Restaurant Management and Supervision

4 credits (4 lec hrs/wk)

This course will focus on the necessary skills for effective restaurant management and supervision, operations analysis, food production and service, culinary techniques, sanitation and safety, food costing and supervision of staff, and service management. State regulations and cost controls specific to restaurant operations will be covered.

Prerequisite: Instructor consent.

CRT2018 Culinary Arts Career Planning

1 credit (10 lec hrs/total)

This course will focus on the development of habits, traits, and grooming standards necessary for success in today's culinary arts job market. Students will review career tracts and opportunities in the culinary arts industry. Interview skills and portfolio development will be included.

Prerequisite: Instructor consent.

CRT2019 Culinary Calculations I

2 credits (2 lec hrs/wk)

This course covers the first half of a review of basic calculation procedures used by culinarians in food

preparation. Students will learn basic calculations used in the kitchen for recipe conversions and food cost controls. Topics covered will include the metric system and finding approximate yields of recipes.
Prerequisite: Instructor consent.

CRT2020 Culinary Calculations II
2 credits (2 lec hrs/wk)

This course covers the second half of a review of basic calculation procedures used by culinarians in food preparation. Students will learn basic calculations used to figure recipe costs, pricing, daily cost reports, inventories and financial statements. Topics covered will include the metric system and conducting a breakeven analysis.
Prerequisite: CRT2019 with a C or better.

CRT2280 Culinary Internship
12 credits (36 lab hrs/wk)

This course offers student work place experience in a variety of supervised settings that are applicable to the development of a student as a professional in the Food Service Industry. Students will have the opportunity to work in different areas under the direction of chefs and food/beverage managers. Internships will be progressive training experiences structured to fit the background and career goals of each individual student.
Prerequisite: Instructor consent.

DRAFTING

DRFT105 Blueprint Reading
3 credits (2 lec, 2 lec-lab hrs/wk)

This course presents instruction and skill development in blueprint reading and interpretation as applicable in the manufacturing and fabrication trades. Emphasis is placed on fundamentals of blueprint reading including understanding basic lines, views, dimensions, tolerances, symbols, machine callouts, and notations. Also included is recognition of detail in manufacturing and fabrication prints.

DRFT110 Computer Assisted Drafting I
3 credits (2 lec, 2 lec-lab hrs/wk)

Introduction to computer-aided drafting (CAD) software and the hardware components comprising a CAD station. Drawing set-up, drawing aides, basic drawing, editing and display commands are used to create 2-D schematic and mechanical drawings.
Prerequisite: CS101 or equivalent.

DRFT111 Computer Assisted Drafting II
3 credits (2 lec, 3 lab hrs/wk)

Review of DRFT110 and introduction to advanced drawing and editing commands. Introduces concept of polylines and splines, obtaining information from the computer, basic and advanced dimensioning and dimension editing, use of tolerances and limits. Producing section views and graphic patterns, blocks for multiple use, multiview layout, external references and plotting.
Prerequisite: DRFT110.

DRFT112 Computer Assisted Drafting III
3 credits (2 lec, 3 lab hrs/wk)

Computer Assisted Drafting deals with the use of the computer to create three dimensional representative (pictorial) drawings, three dimensional drawings and "solid models." Script files, slide shows, digitizing, file exchange formats, menu bar customization and using AutoCAD files in other programs will be introduced.
Prerequisite: DRFT111.

EARLY CHILDHOOD EDUCATION

ECE102 Practicum
3 credits (1 lec, 6 lab hrs/wk)

Students will gain experience in various roles and responsibilities of the early childhood educator. Students will gain experience in working with young children in an organized setting and assisting with supervision of daily activities in a preschool program. Students will also gain experience in observation/assessment and curriculum development.
Prerequisite: ECE209 with a C or better.

ECE150 Introduction and Observation in Early Childhood Education
3 credits (3 lec hrs/wk)

A beginning course focusing on the history of early childhood education and the value and usage of objective observations as a teaching tool. Includes weekly discussion and weekly observation.

ECE152 Creative Activities
3 credits (3 lec hrs/wk)

A curriculum course focusing on understanding and implementing a development approach to creative activities as well as discussion on presentation and methods of evaluation. Students will learn how to utilize various art mediums and materials, incorporate science/cooking experiences, drama/puppetry and the development of mathematical thinking. Specifically, this course will teach students how to develop art, math, science, music and movement activities and curriculum.
Prerequisite: ECE154 and WR121 with a C or better.

ECE154 Children's Literature and Literacy
3 credits (3 lec hrs/wk)

This course is designed to give the student an overview of children's literature and what is available in quality children's literature, along with a rationale for the purpose of such literature, ways to implement its use, and ways to evaluate its appropriateness in given school situations. In addition, students will read children's books, evaluate some of these and have story groups with children. Exploring how children develop literacy will also be covered in depth.

ECE163 Preschool Practicum
3 credits (1 lec, 6 lab hrs/wk)

The student will gain experience working with young children in a laboratory preschool setting. The student will assist with supervision of the various activities in a preschool program; including

planning, executing and evaluating curriculum materials appropriate for the young child. The student will continue to develop skills in observation/assessment and curriculum planning.
Prerequisite: ECE102 with a C or better.

ECE209 Theory and Practicum

3 credits (1 lec, 6 lab hrs/wk)

Assists students in developing their leadership potential through classroom discussion and field experience opportunities, both on campus and in the community. Students will also gain experience and orient themselves to the various roles of the early childhood educator. Students will gain experience in working with young children in an organized setting and assisting with supervision of daily activities in a preschool program. Students will gain experience in observation/assessment and guidance techniques.

ECE240 Lesson and Curriculum Planning

3 credits (3 lec hrs/wk)

Instruction in planning daily and weekly activities for Early Childhood Education centers. Methods and materials are used to focus learning on the whole child's needs including social, emotional, creative, physical and cognitive.

ECE261 Student Teaching I, Early Childhood Education

6 credits (2 lec, 12 lab hrs/wk)

Students will engage in supervised teaching of young children in a laboratory setting. Students will apply what they have learned through course work and previous labwork-curriculum planning, observation/assessment, daily planning, working with children and families.

Prerequisite: ECE163 with a C or better.

ECE262 Student Teaching II, Early Childhood Education

6 credits (2 lec, 12 lab hrs/wk)

Students will continue to engage in supervised teaching of young children in a laboratory preschool and in a community setting.

Prerequisite: ECE261 with a C or better.

ECONOMICS

ECON198/298 Independent Studies in Economics

1-3 credits (hrs to be arranged)
Student and instructor identify a project or problem in economics and jointly draw up a contract. The contract sets forth a proposal to complete the project or solve the problem. The contract identifies objectives, procedures, and equipment needed, together with key checkpoints for student instructor conferences.

Prerequisite: Instructor consent.

ECON201 Principles of Economics

3 credits/term (3 lec hrs/wk)

This course provides an introduction to economic theory, policy and institutions. It covers basic economic concepts, national income, taxes, employment and fiscal policy.

ECON202 Principles of Economics

3 credits/term (3 lec hrs/wk)

This course provides an introduction to economic theory, policy and institutions. The course covers monetary policy, international trade and an introduction to microeconomics.

ECON203 Principles of Economics

3 credits/term (3 lec hrs/wk)

This course provides an introduction to economic theory, policy and institutions. It covers microeconomics, labor markets, income distribution and Marxian economics.

EDUCATION

ED101 Introduction and Observation in Education

3 credits (3 lec hrs/wk)

This introductory course focuses on the history of education. Students will review the value and usage of objective/subjective observations as a teaching tool. Specific times for elementary/secondary level classroom observation as well as a regular group discussion of observation experiences will be included.

ED102 Practicum

3 credits (1 lec, 6 lab hrs/wk)

This course will provide students with field experience opportunities in elementary and secondary public and private school settings. Students will gain experience working with children and assisting with the supervision of daily activities in the school setting. They will have the opportunity for observation/assessment, to practice guidance techniques, and for an orientation to the various roles of the teaching assistant in school settings.

ED103 Advanced Practicum

3 credits (1 lec, 6 lab hrs/wk)

Building on skills developed in practicum, this course will provide students with field experience opportunities that will closely parallel duties/experiences regularly assigned to an instructional assistant on a school team. Students will be able to apply the theories, knowledge, methods, and skills gained from coursework in the Educational Assistant curriculum. Regularly scheduled seminars will incorporate classroom, field experiences, and problem solving techniques.

ED120/BA120 Leadership Development

3 credits (3 lec hrs/wk)

This course is designed to provide a basic understanding of leadership and group dynamics theory and to assist the student in developing a personal philosophy of leadership, an awareness of the moral and ethical responsibilities of leadership, and an awareness of one's own style of leadership. The course will integrate readings from the humanities, classic works of literature, contemporary multicultural writings, and experimental learning exercises with readings and discussions of traditional leadership theories.

ED125 Tutoring Principles and Practice

2 credits (10 lec, 30 lab hrs total)

Provides techniques for acquainting adults with basic communications and computational skills. Lecture and laboratory includes practice in tutoring adults in reading, writing and mathematics.

Prerequisite: Instructor consent.

ED126 Tutoring Principles and Practice-

Advanced: Level 2 Certification

2 credits (2 lec hrs/wk for 5 wks & 3 lab hrs/wk for 10 wks)

Provides techniques for acquainting adults with basic communication and computational skills. Lecture and laboratory includes practice in tutoring adults in various subjects.

Prerequisite: ED125 with a C or better.

ED127 Tutoring Principles and Practice-

Advanced: Level 3 Certification

2 credits (2 lec hrs/wk for 5 wks & 3 lab hrs/wk for 10 wks)

Provides techniques for acquainting adults with basic communication and computational skills. Lecture and laboratory includes practice in tutoring adults in reading, writing and mathematics.

Prerequisite: ED126 with a C or better.

ED131 Teaching Techniques

3 credits (3 lec hrs/wk)

This course will introduce students to a variety of educational teaching techniques in reading, math and content areas. Students will practice instructional design, plan lessons, teach lesson plans to small groups of peers or K-12 students, as well as participate in evaluating their own and their peer's teaching.

ED133 Instructional Media and Materials

3 credits (3 lec hrs/wk)

This course covers the preparation and use of instructional media and materials commonly found in public schools. An introduction to computers and other learning technologies and how to design lessons using these materials will be included. Students will develop an understanding of the place for and importance of instructional tools in the implementation of curricular programs.

ED217 Comprehensive Classroom Management

3 credits (3 lec hrs/wk)

This course provides current theory and methodology effective in managing small and large groups of students so that those students chose to be productively involved in instructional activities. Major factors or skill areas of effective classroom management will include: 1) understanding students; personal/psychological and learning needs, 2) establishing positive teacher-student relationships, 3) implementing instructional methods that facilitate optimal learning, and 4) using organizational and group management methods that maximize on-task student behavior.

ED221 Advanced Specialized Practicum

3 credits (1 lec, 6 lab hrs/wk)

This course allows students to enhance their parenting skills. Students will be able to work directly with their own child(ren) in the Child Development Center. Students, through direct instruction, will gain knowledge in promoting their children's cognitive, physical, social and emotional development as well as the enhancement of the child's independence, self-confidence and self-control.

ED222 Advanced Specialized Practicum

3 credits (1 lec, 6 lab hrs/wk)

This course will build on the knowledge gained through ED221. Students will continue to work directly with their own child(ren) in the Child Development Center. Students will use developmentally appropriate practices to plan activities for the child. They will implement, observe, and assess various educational strategies.

ED223 Advanced Specialized Practicum

3 credits (1 lec, 6 lab hrs/wk)

This course will build on the knowledge gained through ED221 and ED222. Students will continue to work directly with their own child(ren) in the Child Development Center. Students will use developmentally appropriate practices and assist children in all areas of development. Students will become mentors and models for other students enrolled in earlier levels of Parent Enhancement. Students will learn to be advocates for families and children through the promotion of positive parenting practices, developmentally appropriate teaching and curriculum practices, and techniques of individual, child and family empowerment.

ED251 Overview of Students with Special Needs

3 credits (3 lec hrs/wk)

An introductory course covering the handicapping and medical conditions that teachers in the public and private sector must be able to recognize and understand in order to plan accordingly. The following are special conditions which may be covered: learning disabled, mentally retarded, severely emotionally disturbed, speech and language impaired, vision and hearing impaired, physically handicapped, other health impairments, autism, traumatic brain injuries, Tourette's syndrome, and attention deficit disorder. Although not a handicapping or medical condition, the needs of at-risk youth and techniques for teaching students for whom English is a second language will be presented.

ED253 Current Issues in Special Education

3 credits (3 lec hrs/wk)

This course is designed to provide students with an opportunity to explore, in depth, current special education issues. Students will review current philosophical frameworks, legislative changes, emerging conditions, and technological advances in the field of special education.

**ED255 Assisting Students with Special Needs
(Clinical Aspects)**

3 credits (3 lec hrs/wk)

This course covers clinical aspects of working with elementary and secondary level children with special needs. Students will receive instruction in various medical, physical therapy, and occupational therapy assistive techniques. Students will also receive instruction in techniques to assist children experiencing speech/vision/hearing disabilities as well as approaches to ensure personal and classroom safety. Prerequisite: ED268 with a C or better.

ED258 Multicultural Education

3 credits (3 lec hrs/wk)

A course that will introduce the student to anti-bias curriculum. Students will be instructed in how to creatively value diversity and help children respect each other as individuals, confronting, transcending and eliminating barriers based on race, culture, gender or ability.

ED268 Educating Students Experiencing Mild to Severe Disabilities

3 credits (3 lec hrs/wk)

This course covers theories and effective techniques for working with students with disabilities. Students will receive instruction in various educational approaches based on various types of special needs. Students will also learn about services and funding provided for children with mild to severe disabilities, legal issues, and family dynamics.

ED280 Field Experience in Education

1-4 credits (3-10 hrs/wk)

Field Experience in education is a course which provides students with the opportunity to gain practical experience in applying teaching or tutoring methods and techniques. The course also allows students to explore the field of public education as a possible career choice.

Prerequisite: Instructor consent.

ELECTRONICS

**ELEC6243/CIS6243 Network Academy
Fundamentals I**

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

This course introduces students to fundamental concepts of computer Internet-working including network topology, cabling (media) electrical considerations, the OSI model, Internet Protocol (IP) addressing, bridges, switches, hubs, and routers. Students will be expected to apply knowledge and skills learned in this term to successive internet-working courses. This course is the first in a series of courses (4) which will prepare students to take the Cisco CCNA Certification Exam.

**ELEC6244/CIS6244 Network Academy
Fundamentals II**

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

This course introduces students to fundamental concepts of computer Internet working including

the TCP/IP transport-layer protocol; Cisco router hardware and software architecture; Cisco IOS software configuration, backup, upgrade and load; static and dynamic routing. Students will be expected to apply knowledge and skills learned in this term to successive Internet-working courses. This course is the second in a series of courses (4) which will prepare students to take the Cisco CCNA Certification Exam.

Prerequisite: CIS6243 or ELEC6243.

**ELEC6245/CIS6245 Network Academy
Fundamentals III**

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

This course introduces students to fundamental concepts of computer Internet-working including IGRP dynamic routing protocols; LAN segmentation; and techniques that allow networks to automatically reconfigure themselves to overcome, Local Area Network theory and design; routing Novell IPX protocol. Students will be expected to apply knowledge and skills learned in this term to successive Internet-working courses. This course is the third in a series of courses (4) which will prepare students to take the Cisco CCNA Certification Exam.

Prerequisite: CIS6244 or ELEC6244.

**ELEC6246/CIS6246 Network Academy
Fundamentals IV**

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

This course introduces students to fundamental concepts of computer internet-working including Wide Area Network (WAN) theory and design; Point-to-Point Protocol data transfer; Integrated Services Digital Network (ISDN) data transfer; and Frame Relay data transfer. Students will be expected to apply knowledge and skills learned in this term to successive Internet-working courses. This course is the fourth in a series of courses (4) which will prepare students to take the Cisco CCNA Certification Exam.

Prerequisite: CIS6245 or ELEC6245.

**ELEC6260/CIS6260 Computer Technician Theory I
(A+ Certification Preparation)**

3 credits (6 lec-lab hrs/wk)

This is the first part of a two part Computer Technician Theory course which prepares an individual to work successfully in the field of computer repair, maintenance, and support. Topics will include hardware installation, maintenance, and troubleshooting; software installation, maintenance, and troubleshooting; basic networking; and customer support.

Prerequisites: CS101 and CS2635.

**ELEC6261/CIS6261 Computer Technician
Theory II (A+ Certification Preparation)**

3 credits (6 lec-lab hrs/wk)

This is the second part of a two part Computer Technician Theory course, which prepares an individual to work successfully in the field of computer repair, maintenance, and support. Topics will include hardware installation, maintenance and troubleshooting; software installation,

maintenance, and troubleshooting; basic networking; and customer support.

Prerequisite: CIS6260 or ELEC6260.

ELEC6262/CIS6262 Computer Technician Practicum (A+ Practicum)

1-9 credits (3-27 lab hrs/wk)

The Computer Technician Practicum is a lab based hands-on learning experience intended to give the student the opportunity to apply the knowledge acquired in the Computer Technician Theory courses to real world problems. The practicum is divided into nine one-credit modules. Each module is designed to challenge the student's problem solving abilities and hone his or her troubleshooting skills. Each module also contains technical support components designed to refine the student's skills in dealing directly with clients.

Prerequisite: CIS6260 or ELEC6260 with a C or better.

ELEC6280 Cooperative Work Experience

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

Practical, on-the-job experience in electronics and electronics related areas. Supervised by employer or authorized, qualified personnel.

Prerequisite: Instructor consent.

ELEC6300 Electronics Project Lab

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

This is a project course for students to develop their abilities in special interest areas of electronics. Actual course content is to be arranged with the instructor prior to enrollment. Typical course work includes learning new technology, technical documentation, record-keeping logs, diagnosis, and repair of electronic equipment or special project design and construction.

Prerequisite: Instructor consent.

ELEC101 Electronic Processes I

4 credits (1 lec, 9 lab hrs/wk)

This sequence of courses is designed to introduce the manufacturing technology student to the area of electronics technology as it applies to devices and circuit used in electronic communication, computer interface and control used in robotics and automated manufacturing systems. Includes actuators, transducers, drives, motors, and combinations of devices used for control and monitoring of industrial processes. Emphasis on applications of electrical/electronic measurement of physical properties, sensing and control of motion using electronic test equipment, computer software and hardware, electronic control, schematic and systems documentation interpretation, preventive maintenance, and troubleshooting techniques as they apply to the basics of manufacturing monitoring and control. Based on the International Electronic Technician program common core.

Prerequisite: MTH20.

ELEC102 Electronic Processes II

4 credits (1 lec, 9 lab hrs/wk)

This is the second in the sequence of courses designed to introduce the manufacturing technology

student to the area of electronics technology as it applies to devices and circuits used in electronic communication, computer interface and control used in robotics and automated manufacturing systems. Fundamentals include semiconductor device applications, digital/microprocessor control, computer control and systems used in the workplace. Emphasis is placed with hands-on applications which include using electronic test equipment, computer software and hardware applications, electronic control, schematic and systems documentation interpretation preventive maintenance, and troubleshooting techniques as they apply to the basics of manufacturing monitor and control.

Prerequisite: ELEC101 with a C or better.

ELEC103 Electronic Processes III

4 credits (1 lec, 9 lab hrs/wk)

This is the third in a sequence of courses designed for the manufacturing technology student in the area of electronics technology as it applies to devices and circuits used in electronic communication, computer interface and control in robotics and automated manufacturing systems. Topics will include analog and digital devices and systems, software simulation, practical laboratory experiments, applications of digital/microprocessor control, and programmable controllers. Students will explore practical applications using both software and hardware. Applications will include troubleshooting of control devices, circuits, and systems. Quality Assurance, ISO 9000, and Total Quality Management subjects will be covered as they apply to the manufacturing workplace. Based on the International Electronic Technician program common core.

Prerequisite: ELEC102 with a C or better.

ELEC201 Instrumentation and Control I

4 credits (8 lec-lab hrs/wk)

This course provides a detailed study of electronics test equipment, sensing and measuring devices: testing, measurement methods, errors, and limitations of instruments and control systems. Covers use of devices and software used for monitoring processes and control in the manufacturing environment.

Prerequisite: ELEC103 with a C or better.

ELEC202 Instrumentation and Control II

4 credits (8 lec-lab hrs/wk)

This course presents the principles of robotics and automated systems with manufacturing applications. Content includes an overview of the robotics and automated systems used in manufacturing. Basic automated manufacturing system principles will be simulated and explored in the lab.

Prerequisite: ELEC201 with a C or better.

ELEC203 Instrumentation and Control III

4 credits (8 lec-lab hrs/wk)

This course will cover concepts and theory of both analog and digital techniques used in various telecommunication systems. Content includes practical application of various devices and methods to real world situations.

Prerequisite: ELEC202 with a C or better.

ELEC211 Electronic Communications Systems
4 credits (8 lec-lab hrs/wk)

The content of this course will cover the principles and concepts of commercial communications circuits, systems and applications including communication. Topics include AM, FM, television, digital and optical transmission techniques and types of equipment used in electronic communication in the manufacturing workplace.

Prerequisite: ELEC103 with a C or better.

ELEC212 Industrial Electronics

4 credits (8 lec-lab hrs/wk)

This course enables the student to gain an understanding of various electronic and mechanical devices and methods used to control industrial processes and systems.

Prerequisite: ELEC201 with a C or better.

ELEC213 Automated Systems Integration

4 credits (8 lec-lab hrs/wk)

This course brings together the electronics hardware and software in order to monitor and control various advanced automated manufacturing processes and robotics applications used in the manufacturing industry.

Prerequisite: ELEC212 with a C or better.

ELEC280 Field Experience

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

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

Prerequisite: Instructor consent.

ENGINEERING, GENERAL

ENGR111 Engineering Orientation I

3 credits (3 lec hrs/wk)

Introduction to the engineering profession: historical development, mainstream disciplines, academic curricula, traditional activities, and standards of practice. Introduction to methods of problem analysis. Development of models for some simple electrical and mechanical systems.

Prerequisite: MTH112 with a C or better.

ENGR112 Engineering Orientation II

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

Introduction to solution of engineering problems through programmed numerical methods. Exposure to fundamentals of computational systems, logical analysis, algorithm development, and program input/output design. A higher-level programming language (e.g., C or FORTRAN) will be studied and utilized.

Prerequisite: MTH112 with a C or better.

ENGR201 Electrical Fundamentals I

3 credits (3 lec hrs/wk)

Introduction to elementary circuit concepts and components. Fundamental circuit models and laws. Circuit transformations and equivalents. The node-voltage and mesh-current methods of analysis.

Characteristics and applications of operational amplifiers, capacitors and inductors.

Prerequisite: PH213 with a C or better.

ENGR202 Electrical Fundamentals II

3 credits (3 lec hrs/wk)

Transient response of first-order and second-order system circuits. Sinusoidal steady-state response of circuits. Steady-state power calculations. Balanced three-phase circuits. Mutual inductance.

Prerequisite: ENGR201 with a C or better.

ENGR203 Electrical Fundamentals III

3 credits (3 lec hrs/wk)

Introduction to Laplace Transforms and their applications in circuit analysis. Examination of frequency-selective circuits and active filter circuits. Introduction to Fourier Series and Fourier Transforms and their applications in circuit analysis. Two-port circuits.

Prerequisite: ENGR202 with a C or better.

ENGR211 Statics

3 credits (3 lec hrs/wk)

Analysis of forces and moments induced in structures and machines under various types of loading conditions. Application of static equilibrium principles to engineering systems. Calculation of centroids and moments of inertia. Consideration of friction phenomena.

Prerequisite: PH213 with a C or better.

ENGR212 Dynamics

3 credits (3 lec hrs/wk)

Fundamental principles and methods of Newtonian mechanics, including kinematics and kinetics of motion, and work-energy and impulse-momentum relations. Applications involving systems of particles and rigid bodies. Consideration of mechanical vibrations.

Prerequisite: ENGR211 with a C or better.

ENGR213 Strength (Mechanics) of Materials

3 credits (3 lec hrs/wk)

Analysis of stress and strain in deformable bodies. Examination of deformation in structural and mechanical members subjected to axial loading, torsion, bending, and shear. Consideration of combined stress states, statically-indeterminate systems, and column instability.

Prerequisite: ENGR212 with a C or better.

ENGR245 Engineering Graphics and Design

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

Graphic communication, multiview and pictorial representation, conceptual design, spatial analysis, engineering designs; graphical analysis and solutions; industrial procedures; introduction to design theory, and computer-aided drafting.

Prerequisite: ENGR112 with a C or better.

ENGR250/MTH265 Probability and Statistics with Calculus

4 credits (4 lec hrs/wk)

Focusing on probability, random variables, mathematical expectation. Probability distributions, sampling distributions, functions of random

variables. Statistical inference (one- and two-sample estimation methods and tests of hypotheses), regression and correlation analysis. A calculus-based statistics course recommended for mathematics, science, and engineering majors.

Prerequisite: MTH252 with a C or better.

GE198/298 Independent Study in General Engineering

1-3 credits (hrs to be arranged)

Prerequisite: Instructor consent.

ENGLISH See LITERATURE and WRITING

ENVIRONMENTAL TECHNOLOGY

ENV102 Introduction to Water Resources
3 credits (3 lec, 1.5 lab hrs/wk)

This course examines the role of water in a modern society and the natural world. Students will be introduced to general principles of aquatic science. Principles of watershed management, water treatment, and water pollution in relation to human activities will be discussed. Human impacts to our water resources, and the importance of water conservation and protection to enhance future water supplies will be examined. Past, present, and future perspectives on water supply, development, and distribution will be addressed with emphasis on local management issues.

ENV104 Introduction to Watershed Management
4 credits (3 lec, 3 lab hrs/wk)

This course is designed to provide the student with a basic understanding of the relationship between land use and its effect on the physical and biological resources of terrestrial and aquatic systems. Contemporary issues of land management and water quality in relation to human activities are discussed. Students will be introduced to the issues of urban and rural watershed conservation, protection, and rehabilitation.

ENV106 Introduction to Aquatic Organisms
4 credits (3 lec, 3 lab hrs/wk)

This course is designed to provide students with the basic understanding of the relationship between freshwater organisms and their environment. The course will cover various types of freshwater habitats and aquatic organisms found throughout Southern Oregon. The class will include discussion of basic physical, chemical, and biological characteristics of flowing and still water; aquatic ecology; impacts of water pollution; and management of local aquatic resources. Laboratory activities will include the identification and life history of local aquatic organisms, as well as, field trips to local areas of interest.

ENV131 Environmental Science I
4 credits (3 lec, 3 lab hrs/wk)

This course introduces basic principles of ecology and environmental science and examines

environmental problems and issues concerning human population growth.

ENV132 Environmental Science II
4 credits (3 lec, 3 lab hrs/wk)

This course examines environmental problems and issues related to resource use and management such as deforestation, global warming, soil erosion, water and food shortages, loss of biodiversity and energy issues.

Prerequisite: ENV131 with a C or better.

ENV133 Environmental Science III
4 credits (3 lec, 3 lab hrs/wk)

This course examines environmental problems and issues related to environmental contamination such as air and water pollution, solid waste disposal, and pesticide use, and explores relationships between environmental problems and other aspects of society.

Prerequisite: ENV132 with a C or better.

ENV145 Environmental Sampling (Air, Soil and Water Sampling)

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

A lecture and laboratory course designed to provide students with the knowledge and field experience in sampling for various air, soil, and water parameters. Emphasis will be placed on the accurate collection of data with the use of common field and laboratory techniques in natural and impacted environments.

Prerequisites: GS104, GS105 and MTH243 with a C or better.

ENV148 Conservation of Environmental Resources
3 credits (3 lec hrs/wk)

This course examines the need, importance, and philosophy of conservation in a contemporary world. Human dependency on an understanding of ecological principles and natural systems are emphasized. Topics to be discussed include natural resource classification; history, importance, and current methods of conservation; resource management issues; citizen's role in conservation; and prospects for the future. Current environmental issues are discussed from a local, national, and global perspective. This course is designed to increase student awareness of the importance of conservation as a social and behavioral science, and to increase student participation in natural resource conservation.

ENV198 Independent Study: Environmental Science

1-3 credits (to be arranged)

This course is designed to give students the opportunity to earn additional credit for independent research beyond the credit requirements for work experience. Students will be required to submit a written report or research paper at the end of the term specific to their individual project. This course may be repeated for credit.

Prerequisite: Instructor consent.

ENV203 Fundamentals of Waste Management
3 credits (3 lec hrs/wk)

This course is designed to provide students with the knowledge of pollution and waste management.

Students are introduced to the process of waste and pollution source identification, waste classification, waste management, and specific methods of treatment. Pollution prevention and waste reduction will be discussed including relevant legislation. The role of biological and physical influences will be addressed.

ENV204 Applied Watershed Management
4 credits (2 lec, 4 lec-lab hrs/wk)

This course is designed to provide the student an introduction into specific technologies and techniques used in watershed protection and restoration. This course emphasizes a hands-on approach to watershed protection and restoration. Past, present, and future restoration activities of forest, range, rural, and urban lands are addressed with emphasis on local community-wide resource issues. Students will have the opportunity to participate in a watershed restoration activity with local government agencies and/or private landowner sponsored restoration project as their laboratory requirement.
Prerequisite: ENV104 with a C or better.

ENV235 Introduction to Soil Sciences
3 credits (2 lec, 3 lab hrs/wk)

An introduction to the physical, chemical, and biological properties of soil as influenced by climate and geologic processes. Emphasis is placed on the understanding of soil management including issues of disturbance and erosion, sedimentation, productivity, and conservation. The role of water in the formation and transportation of soil will also be discussed.

ENV246 Natural Resource Policy and Laws
3 credits (3 lec hrs/wk)

This course will discuss and evaluate our national policies and laws relating to resource management and protection. Specific management systems and federal, state, and local laws will be summarized and applied to local resource management. Emphasis will be placed on local policies and laws related to resource use, protection, and preservation, and pollution reduction and prevention.

ENV280 Environmental Field Studies
6 credits (40 lab hrs/wk)

The student is required to be employed in a full-time (paid or voluntary, 40 hour/week), environmentally related position for an organization or company utilizing environmental principles, methods, techniques, and/or skills.

Prerequisite: Instructor consent.

FIRE SCIENCE TECHNOLOGY

FS996Q Fire Science Driver
2 credits (1.5 lec, 1 lec-lab hr/wk)

This course is designed to provide firefighter students with concepts in emergency driving, defensive driving, Oregon law/policies and vehicle maintenance. Students will also receive skills and knowledge to drive and maintain emergency vehicles.

FS5230/5231/5232 Company Drills, Part A, B, C
1.5 credits (1 lec, 1 lec-lab hr/wk)

Course is designed to provide second year fire science students with the opportunity to gain an awareness of the various types of emergencies which they may encounter as professional firefighters. Each scenario is somewhat limited in scope, yet should stimulate the student to further develop needed skills and self-study to help them prepare for potential incidents.

Prerequisites: FS5240, FS5241, FS5242 with a C or better and instructor consent.

FS5239 National Fire Protection Association (NFPA) Instructor I

3 credits (3 lec hrs total)

This course will provide training to instructor candidates from multi-discipline activities found within Public Safety (fire, law enforcement, wildland, emergency medical services, etc.). The course prepares the program participants for planning instruction, using a variety of instructional methods, teaching diverse learners, and evaluating course outcomes. The course also provides guidelines for addressing the critical issues of safety and the legal issues of training, and it provides opportunities for participants to take part in application activities. This course meets the competency standards established by the National Fire Protection Association (NFPA) 1041 *Standard for Fire Service Instructor Professional Qualifications, Instructor I*.

FS5244 National Fire Protection Association (NFPA) Firefighter I, Part A: Entry Level Firefighter Training Program

3.5 credits (3 lec, 1.5 lab hrs/wk)

This course is designed to provide the beginning fire science student with the basic knowledge and hands-on skills necessary to be involved in fire suppression activities under the direct supervision of a skilled firefighter. Oregon's Department of Public Safety Standards and Training (DPSST) establishes this level as meeting the requirements for paid and volunteer firefighters to be actively involved in fire suppression activities. This course meets the performance-based objectives established in the National Fire Protection Association (NFPA) Standard 1001, *Standard for Firefighter Professional Qualifications*, and NFPA Standard 1403, *Entry Level Firefighter Training Program*.

FS5245 National Fire Protection Association (NFPA) Firefighter I, Part B

3 credits (2.5 lec, 1 lec-lab hrs/wk)

This course, along with NFPA Firefighter I, Part A is designed to provide the beginning fire science student with the basic knowledge and hands-on skills necessary to be involved in fire suppression activities under the direct supervision of a skilled firefighter.

FS5246 National Fire Protection Association (NFPA) Firefighter II

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

The purpose of this course is to provide the more skilled fire science student with the "intermediate" knowledge and hands-on skills necessary to be involved in fire suppression activities under the general supervision of a skilled officer. Students completing this course have met the NFPA 1001

standards for certification as NFPA Firefighter IIs.
Prerequisites: FS5244 and FS5245 with a C or better.

FS5253 Fire Apparatus and Equipment

3 credits (2.5 lec, 1 lec-lab hrs/wk)

Course provides students with information on care and preventive maintenance of emergency vehicles, safe operating practices and techniques necessary for safely pumping water from various types of engines.

Prerequisite: FS5240 with a C or better.

FS5254 Introduction to Fire Protection

3 credits (3 lec hrs/wk)

This course introduces the student to different aspects of the fire protection career field. It is primarily intended for the person who wishes to become a firefighter. This class is considered the foundation course for all of the fire science technology students. Included is an overview of aspects of the hiring/selection process, fire protection opportunities other than structural firefighter positions (emergency medical technician, wildland firefighter, airport firefighter, search and rescue team members, fire prevention, etc.) and resources utilized in the fire service. Also, the students will be introduced to the concept of the systems approach to fire protection by presenting the components of modern fire department responsibility, including: emergency incident management, public education, training, resource management and customer service.

FS5257 Fire Service Hydraulics

3 credits (3 lec hrs/wk)

The goal of this course is to present and explain the different formulas and methods for correctly calculating engine pressure during pumping operations. It is vital to safe and effective fire ground operations that the driver/operator be able to properly calculate engine pressures while operating a pumper.

FS5276 Basic Wildland Fire Management

2.5 credits (24 lec, 16 TBA lab hrs/total)

This entry-level course is designed to train new firefighters in basic wildland fire fighting skills. Firefighters successfully completing this course will be qualified to suppress wildland fires under close supervision. This course comprises four separate wildland classes; I-100 (Introduction to Incident Command System), S-130 (Basic Wildland Firefighter Training), S-190 (Introduction to Fire Behavior) and PMS-416 (Standards for Survival). This training is required for all personnel prior to certification as a Firefighter (Type 2) under the National Wildfire Coordinating Group (NWCG) wildland qualification system.

FS5280 Cooperative Work Experience

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

Maximum of 6 credits applicable toward degree. This course consists of a planned program of observation and practical experience in a selected organization within the fire suppression field, or with an organization whose work is related to structural fire fighting. This course is designed to give students

actual experience and the opportunity to apply fire science concepts and theory to a field situation.

Prerequisite: Instructor consent.

FS5282 Fire Codes and Related Ordinances

3 credits (3 lec hrs/wk)

Provides students with basic knowledge of federal, state and local codes related to building construction, fire and life safety requirements and other codes. Includes Oregon state fire marshal fire safety regulations and related state requirements. National Fire Protection Association (NFPA) and other standards related to fire prevention and life safety are examined. Also covered is an examination of possible fire conditions within construction of buildings which can cause problems for firefighters.

FS5289 Legal Aspects of the Fire Service

3 credits (3 lec hrs/wk)

Provides students with a firefighters' legal responsibilities in driving emergency vehicles, prevention inspections, alarms and communications and other fire protection activities. Covers firefighter's rights, duties, liabilities and participation in legal activities including state and local fire marshal laws relating to fire protection.

FS9175 Firefighter Safety

2.5 credits (2.5 lec hrs/wk)

Course is designed to explore all aspects of firefighter safety. Firefighters are subjected to hazards on the fire ground, during training, en route to an incident, at the station, and at other incidents which can result in injury or death. Students will explore those safety hazards and possible mitigation techniques for ensuring their safety.

FS9320 Hazardous Materials Awareness

0.5 credit (8 lec hrs total)

This course is to provide the hazardous materials first responder with the knowledge and skills to detect and identify hazardous materials and handle minor incidents.

FS9321 Hazardous Materials Operations

1 credit (16 lec hrs total)

This course is designed to provide basic operations procedures for emergency personnel involved with hazardous materials.

Prerequisite: FS9320 with a C or better.

FS9380 S-205 Fire Ops/Urban Interface

2.5 credits (22 lec, 10 lec-lab total)

This course is designed to meet the training needs for Initial Attack Incident Commanders (wildland suppression) and Company Officers (structural suppression/urban interface) confronting wildland fires that threaten life and urban interface structures and homes.

Prerequisite: FS5276 with a C or better.

FOREIGN LANGUAGE

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

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

GER101/102/103 First Year German 5 credits/term (5 lec hrs/wk)

Introduces the written and spoken language of German-speaking people. Includes pronunciation, grammar, vocabulary, and comprehension. Emphasizes speaking, listening comprehension, reading comprehension and writing. Must be taken in sequence.

GER201/202/203 Second Year German 5 credits/term (5 lec hrs/wk)

Continues the review and expansion of language, grammar, conversation, composition and culture. Emphasizes speaking, listening comprehension, reading comprehension and writing. Must be taken in sequence.

Prerequisite: GER103 with a C or better, or two years of high school German.

GER198/298 Independent Study in German 2 credits/term (hrs to be arranged)

Prerequisite: Instructor consent.

SPAN0521 Beginning Conversational Spanish 3 credits (3 lec hrs/wk)

The student develops conversational Spanish vocabulary including necessary grammar for those with knowledge in Spanish.

SPAN0522/0523 Intermediate/Advanced Conversational Spanish 3 credits (3 lec hrs/wk)

The student develops conversational Spanish vocabulary and necessary grammar for those with knowledge in Spanish. Emphasis is on fluency and pronunciation.

SPAN101/102/103 First Year Spanish 4 credits/term (4 lec hrs/wk)

Introduces the written and spoken language of Spanish-speaking people. Includes pronunciation, grammar, vocabulary, and comprehension. Emphasizes speaking, listening comprehension, reading comprehension and writing. Must be taken in sequence.

SPAN198/298 Independent Study in Spanish 1-6 credits (hrs to be arranged)

Prerequisite: Instructor consent.

SPAN201/202/203 Second Year Spanish 4 credits/term (4 lec hrs/wk)

Continues the review and expansion of language, grammar, conversation, culture and composition. Emphasizes speaking, listening comprehension, reading comprehension and writing. Must be taken in sequence.

Prerequisite: SPAN103, two years high school Spanish or instructor consent.

FOREST RESOURCES TECHNOLOGY

F111 Introduction to Forestry 4 credits (3 lec, 3 lab hrs/wk)

The course will cover a broad overview of basic forestry principles, many of which are courses unto themselves. A review of the history of forestry in both Europe and the U.S. will be balanced with discussion of current forest management programs, laws and practices implemented in the United States today.

F141 Tree and Shrub Identification 3 credits (2 lec, 3 lab hrs/wk)

Learn to identify the principal forest trees of North America, and the principal trees and shrubs of the Pacific Northwest. Also learn about forested regions of the world, and the structure and function of forest plants.

F198/298 Independent Studies - Forestry 1-3 credits (hrs to be arranged)

Student and instructor identify a forestry project or problem and jointly draw up a contract. The contract sets forth a proposal to complete the project or solve the problem. The contract identifies objectives, procedures, and equipment needed, together with key checkpoints for student-instructor conferences.

Prerequisite: Instructor consent.

F220A Forest Mensuration I 3 credits (2 lec, 2 lec-lab, 2 lab hrs/wk)

This course is designed to teach the student the basic skills and principles of forest measurements. The course will include cruising, scaling, volume measurements, log and tree grading and the use of various measurement tools and techniques. The labs will apply principles learned in the classroom to measure individual trees.

Prerequisite: MTH33.

F220B Forest Mensuration II 3 credits (2 lec, 4 lec-lab hrs/wk)

This course is designed to extend the skills and knowledge gained in Forest Mensuration I to include various cruising methods and techniques currently used which are based on standard sampling designs such as line-plot, variable plot, strip and 3-P. A review of elementary statistics is included.

Prerequisite: F220A with a C or better.

F240 Forest Ecology

3 credits (2.5 lec, 1.5 lab hrs/wk)

This course provides the student with the basic knowledge of forest ecology. The course will cover the elements of the forest ecosystem and its interrelationships.

F280 Forestry Field Experience (Summer)

1 - 6 credits (40 lab hrs per credit)

The student is required to be employed in a full-time (paid or voluntary, 40 hour week) forestry or forestry-related position for an organization or company utilizing forestry principles, methods, techniques, and/or skills.

Prerequisite: Instructor consent.

F609 Forest Protection

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

This course describes the destructive agents in the forest including disease, insects, animals and fire. Emphasizes identification of insect and disease organisms and control measures. Fire will be discussed as it relates to prevention, pre-suppression and suppression. Students will examine these techniques and understand various control procedures.

F611 Timber Harvesting Operations

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

This course covers basic logging methods, costs and techniques used primarily in the Pacific Northwest but which are often used in many parts of the world. Various types of logging operations will be visited during laboratory periods.

F614 Forest Contracts and Mapping

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

This course covers basic forms of forest contracts and their functional administration. It also covers forest mapping as it relates to forest contracts using new techniques such as GPS mapping and AutoCAD.

F616 Aerial Photo-Interpretation

(Remote Sensing)

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

This course provides the student with the basic knowledge of using aerial photographs in forestry and an update on the latest techniques used in remote sensing. New methods of photo digitizing will be introduced as well as airborne video using GPS and GIS.

F617 Silviculture

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

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

F620 Advanced Silviculture

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

The application of principles previously learned to enhance the improvement of forest stands through basic silvicultural practices. Laboratory and field

exercises will include actual stand treatments on both public and private land.

Prerequisite: F617.

FE210 Forest Surveying

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

This course will discuss and demonstrate the specific surveying techniques used in forest management. Fundamentals of vertical and horizontal, and distance and directional measurements are emphasized. Students are exposed to various field and office procedures and equipment used in forest mapping and land surveying.

Prerequisite: MTH33.

FE606 Forest Engineering

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

This course will concentrate on basic forest engineering principles and procedures used in the design and location of forest roads and trails.

Prerequisites: FE210 and MTH33 with a C or better.

FP210 Wood Products Utilization

(Forest Products)

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

This course covers the basic forms of products derived from timber resources and how they relate to the economy. Emphasis is on the type of products obtained and their relative importance to our economic system.

FW108 Applied Aquaculture

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

This course is designed to enable the student to understand the principles associated with rearing and marketing aquatic organisms and their relationship with small scale farming. Laboratory exercises provide "hands-on" experience and the opportunity to visit a variety of aquaculture production facilities in Oregon. Specific areas to be covered will be site selection, species selection, water quality and treatment, aquatic biology and ecology, nutrition, disease, stocking, harvesting, processing, marketing, and recordkeeping.

FW111 Fish Biology

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

This course introduces the student to the field of fisheries biology. Students will learn about life histories, distribution, and adaptation of fresh and salt-water fish species common to the Pacific Northwest. Students are exposed to various taxonomic and morphological differences of most families of fish in this geographical area.

FW251 Principles of Wildlife Conservation

3 credits (3 lec hrs/wk)

This course will give the student firsthand knowledge and laboratory experience related to some of Oregon's fish, wildlife and forest resources with an emphasis on the relationships between water quality, fish and forest practices. The latest studies will be presented and analyzed in relation to physical and economic feasibility.

FW252 Wildlife Resources: Mammals

3 credits (3 lec, 1.5 lec-lab hrs/wk)

This course will provide detailed information on identification, life histories, taxonomy, morphology and characteristics of mammals in general and of Oregon mammals in particular.

FW253 Wildlife Resources: Birds

3 credits (3 lec, 1.5 lec-lab hrs/wk)

This course will provide detailed information on identification, life histories, taxonomy, morphology and characteristics of birds in general and Oregon birds in particular. There will be several field trips emphasizing identification of local birds.

FW255 Techniques in Wildlife Science

3 credits (3 lec, 1.5 lec-lab hrs/wk)

This course provides a review of a variety of fish and wildlife populations and various management techniques. Classroom sessions will include slide programs, videos, illustrated handouts, and the use of actual specimens. Field trips will provide hands-on opportunities for the students to use a variety of sampling equipment.

RR251 Recreation Resource Management

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

An introductory course in outdoor recreation exploring the needs and demands of the American public for recreational opportunities, stressing importance and management of forest and wild lands for recreational use. Economic factors of planning, design, development and management of our recreational resources will be covered.

GEOGRAPHY**GEOG105 Cultural Geography**

3 credits (3 lec hrs/wk)

This course examines the nexus of human and environmental interaction. We will consider issues such as the origins of domestication of animals and plants for food, economic development and underdevelopment, environmental racism, and the geographic origins of cultural differences.

GEOG265 Introduction to Geographic Information Systems

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

This course is designed to introduce students to the principles and practices of GIS, while providing experience using ARCVIEW. This course will develop both a theoretical understanding of GIS and experience in accessing GIS datasets. Students will be exposed to raster and vector GIS. Students are expected to be comfortable using DOS and Windows.

Prerequisite: CS125DB or CS125S with a C or better.

GEOLOGY**G0621 Geology of Western Oregon**

1 credit (3 lab hrs/wk)

An introduction to geology principles and processes with an emphasis on local geology. Includes use of topographical and geologic maps and field trips to observe local geology.

G145 Regional Field Geology

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

A field study of significant geologic features of a selected region. The course consists of a field trip arranged to illustrate the geologic setting, stratigraphy and structure, topography, age and origin, significant events through geologic time, and special features unique to the region. Students are expected to demonstrate a knowledge of the geologic section for the region and to submit a report of their studies. Also offered as G1640 for no credit or grade.

G146 Geology of Southwestern Oregon

3 credits (3 lec hrs/wk)

Studies the physical and historical features of southwestern Oregon. Examines the geological setting, age and origin, stratigraphy, structure and topography. Includes the sequence of events and geologic features of the Coast Range and Klamath Mountain provinces of southwestern Oregon. The major geologic aspects of each city in the region are emphasized.

G198/298 Independent Study in Geology

1-6 credits (1-6 hrs/wk to be arranged)

Prerequisite: Instructor consent.

G201 Physical Geology I

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

A study of the nature of the earth and earth materials, geologic structures, fundamental geologic principles, and physical processes acting within and upon the earth. Laboratory exercises and field trips are required.

Concurrent: G145 or G1640.

G202 Physical Geology II

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

A systematic study of fundamental geologic principles and the natural processes acting within and upon the earth, basic earth materials, the origin of the earth and its oceans, the nature of the interior and superficial earth, geologic time, natural resources and the interrelationships of people and their natural environment. Laboratory exercises include studies of minerals, rocks, topographical maps, and geological maps, as well as field trips to areas of geologic interest.

Concurrent: G145 or G1640.

G203 Historical Geology

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

A study of the physical and historical nature of the earth through time. Includes principles of historical geology, geologic time, the sequence of tectonic changes, stratigraphic relations, paleogeographic

environments and major events through time, and the progression of plant and animal life through time. Laboratory exercises and field trips are included.

Concurrent: G145 or G1640.

G207 Geology of the Pacific Northwest
3 credits (3 lec hrs/wk)

Regional study of the geologic history of the Pacific Northwest: the stratigraphic relations, the structural framework, the origin and development of landforms, other significant geologic features and the sequence of geologic events for each of the major provinces.

Concurrent course: G145 or G1640.

G220 Prehistoric Life

3 credits (3 lec hrs/wk)

Nature and classification of prehistoric life, its stratigraphic significance, fossilization, evolutionary mechanisms and patterns, functional morphology and paleoecology. Identification of significant fossil invertebrate genera is emphasized.

G221 General Geology = GS106

3 credits (3 lec hrs/wk)

Introduces various branches of earth science. Includes basic terminology, fundamental processes and respective interrelationships. Discusses rock and mineral formation, plate tectonic theory, volcanism, earthquakes, surficial processes, and geologic time. Credit cannot be earned for this course and GS106.

G246 Geological Hazards and Natural Catastrophes

3 credits (3 lec hrs/wk)

The causes and effects of earthquakes, tsunamis, landslides, ground subsidence and collapse, floods, storms, coastal erosion and volcanic eruptions. The possibilities for prediction and mitigation will be examined, as will the potential for natural hazards in Oregon.

HEALTH and FIRST AID

HE9359 Responding to Emergencies

1 credit (6 lec, 5 lab, 12 lec-lab hrs/total)

Teaches the First Aid skills the citizen responder will need in order to act as first link in Emergency Medical Services (EMS) system. It will provide the citizen responder with the knowledge and skills necessary in an emergency to help sustain life, reduce pain and minimize the consequences of injury or sudden illness until professional medical help arrives. The course content and activities will prepare participants to recognize emergencies and make appropriate decisions for first aid care. The course includes emphasis on prevention of injuries and illness, with a focus on personal safety and CPR.

HE9380 Cardiopulmonary Resuscitation
(AHA or Red Cross)

0.5 credit (4 lec, 6 lab hrs total)

Developed to teach skills and background of application of CPR in cardiac arrests, clearing an airway obstruction of a choking victim and recognizing the aforesaid situation. Red Cross and/or American Heart Association certification.

HE9381 Standard First Aid

0.5 credit (5 lec, 5 lab hrs total)

Designed to teach a good basic knowledge of First Aid for the immediate and temporary care of the sick and injured prior to the arrival of summoned medical treatment. This course meets the standard requirements of OSHA yet exceeds with CPR (Cardiopulmonary Resuscitation).

HE9424 Hospice Training

3 credits (3 lec hrs/wk)

This course prepares adults to work with hospice clients (terminally ill persons and their families) as hospice volunteers. Attendees learn with history and principles of hospice care, common experiences of hospice clients as they move through the dying and bereavement processes, and skills needed to carry out the volunteer role. Although this course focuses primarily on interpersonal interventions and activities, personal and cultural reactions to death and dying are included. Also offered as HE0574 for no credit or grade.

HE198/298 Independent Study in Health

1-3 credits (hrs to be arranged)

Prerequisite: Instructor consent.

HE201 Exploring Death and Dying

3 credits (3 lec hrs/wk)

This class deals with death on a personal level. Historical, psychological, socio-cultural, epidemiological, and developmental aspects including current issues on death and dying are discussed by the class as a group and sharing personal experience is encouraged. Also offered as HE0575 for no credit or grade.

HE250 Personal Health

3 credits (3 lec hrs/wk)

HE250 is a basic personal health class dealing with current health trends and issues in the United States. The course will include information on mental, emotional, and social health and behavior aspects. Physical health including nutrition-weight management - physical conditioning, environmental health, sexually transmitted disease, cancer and aging, drug education (including tobacco, alcohol, and psychoactive drugs) and cardiovascular disease will be reviewed.

HE252 Standard First Aid and CPR

3 credits (3 lec hrs/wk)

This course follows the National Safety Council, American Heart Association and OSHA requirements to prepare the student with First Aid and CPR knowledge, skill, and techniques necessary for the immediate and temporary care of the sick and/or

injured until qualified medical help assumes responsibility. First Aid and CPR certification is given upon completion of course requirements.

HEALTH OCCUPATIONS and EMERGENCY MEDICAL TECHNICIAN

HE9424/HE0574 Hospice/WAC Training 3 credits (3 lec hrs/wk)

This is a training course for persons interested in becoming hospice volunteers. Basic hospice principles and history of the hospice movement are presented as are skills needed by the volunteers to carry out their roles. The process of dying is discussed, including needs of clients/families. The major focus of the class is on helping others. The class is conducted in group format and sharing personal experiences is encouraged. Also offered as HE0574 for no credit or grade.

HE9456 Therapeutic Touch 1 credit (1 lec hr/wk)

Therapeutic Touch is a nursing intervention which is an interpretation of the ancient healing practice of laying on of hands. It is based on compassion and the intent to use oneself and one's hands as an instrument of healing. Therapeutic Touch promotes relaxation and pain relief. It can be used in a variety of settings both in and out of the hospital. This one credit course will outline the theory, the historical perspectives, and the method of Therapeutic Touch. The participants will gain sufficient experience to be able to use it in daily practice. Therapeutic Touch is currently being practiced by many nurses and allied health professionals throughout the world and is taught in nursing schools along with traditional curricula.

HE257/928 Emergency Medical Technician-Basic (A/B)

10 credits (80 lec, 60 lab, 10 field study hrs total)
This course prepares individuals for certification in Oregon as an Emergency Medical Technician-Basic. Develops skills in recognition of symptoms of illness and injuries and proper procedures of emergency care. HE928 is for volunteers not pursuing the EMT one year Certificate.

Prerequisites: Students are required to complete a special application and meet minimum entrance requirements to register for the course. Application information can be obtained through the EMT Program Coordinator's Office or the Student Services Office.

HE258/931 Emergency Medical Technician-Intermediate (A/B)

9 credits (76 lec, 44 lab hrs total)
This course prepares individuals for certification in Oregon as an Emergency Medical Technician-Intermediate. The course covers theory and practice of procedural responsibilities delegated to the EMT-Intermediate. The course incorporates discussion, demonstration and practical application of the

following: roles and responsibilities, patient assessment, oxygenation, ventilation, airway adjuncts, shock, intravenous and intraosseous therapy, basic ECG monitoring, defibrillation, pharmacology and EMT-Intermediate protocols. Upon successful completion of the EMT-Intermediate curriculum course, a student will be eligible to sit for the state EMT-Intermediate certifying examinations, ventilation, airway adjuncts, defibrillation, shock, intravenous and intraosseous infusions, defibrillation and basic ECG monitoring, pharmacology and medications, and protocols.

Prerequisite: HE258A or HE931A with a C or better.

HE260/9360 First Responder 3 credits (30 lec, 10 lab hrs total)

This course prepares students for certification as a First Responder. The course offers training designed to improve the quality of emergency care rendered to victims of accidents and illness. Students are taught to be proficient in providing basic life support and to take actions necessary to minimize patients discomfort and to prevent further complications. Must be at least 16 years of age.

HE262 CPR Instructor Training (AHA) 2 credits (22 lec hrs total)

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

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

HE280E EMT Field Experience 1 credit (30 lab hrs total)

This course consists of a planned program of observation and practical experience with an organization providing emergency medical services. The course is designed to provide students with experience and an opportunity to apply emergency medical concepts and theory in a field situation.

Prerequisites: HE257A and HE258B (HE928A and HE928B) or HE258A and HE285B (HE931A and HE931B) and instructor consent. (May be taken concurrently.)

HE280R Rural Health Aide Field Experience 3 credits (90 lab hrs total)

The student is required to participate in a ward clerk/unit clerk (paid or voluntary) field experience for a hospital performing such tasks as transcribing physician's orders, assembling charts, and performing medical clerical/medical records tasks. Students will gain experience in telephone skills and professional interactions specific to hospital settings.

HE942 Introduction to Emergency Medical Services

3 credits (3 lec hrs/wk)
This course covers the role and responsibilities of the Emergency Medical Technician - Paramedic (EMT-P), emergency medical services (EMS) systems, medical-legal considerations, major incident response,

hazardous materials awareness, stress management, and blood-borne pathogens/communicable diseases and safety precautions.

HE943 Emergency Medical Technician Rescue
3 credits (2 lec, 4 lab hrs/wk)

This course covers elementary procedures of rescue practices, systems, components, support and control of rescue operations including ladder procedures and basic rescue tools. Introduction to techniques and tools of patient extrication, emphasizing application to traffic accidents, as required for paramedic certification.

HE944 Emergency Communication and Patient Transport
3 credits (2 lec, 3 lab hrs/wk)

This course covers ambulance operation, laws, maintenance, and safety; emergency response driving and route planning; communication systems, radio types, HEAR system, codes and correct techniques.

HISTORY

HST0612 World War II - A Community Experience
0 credit (3 lec hrs/wk)

A comprehensive overview of the issues and operations of World War II. This class will give a historical perspective as well as insights from guest speakers who are World War II veterans.

HST101/102/103 History of Western Civilization
3 credits/term (3 lec hrs/wk)

Sequence need not be taken in order.

HST101 - Introduces the knowledge, culture and traditions of the Western World from the rise of civilization in the Near East to the emergence of medieval European civilization, and its transformation by the Renaissance and the reformation. ^{1500's}

HST102 - This course traces the Western World's history from the Protestant Reformation of the 16th century through the French Revolution of the late 18th century. ^{1700's}

HST103 - This course traces the Western World's knowledge, culture, and political-economic development from the early 19th century to the present day. ^{1800's}

HST201/202/203 History of the United States
3 credits/term (3 lec hrs/wk)

Sequence need not be taken in order.

HST201 - The United States from colonial times to the mid-19th century just prior to the Civil War. Introduces students to major themes of American social, economic, cultural and political history.

HST202 - Major social, economic, political and cultural developments from the mid-19th century to the 1920s.

HST203 - Major social, economic, political and cultural developments from the 1920s to the present.

HST215 History of World War II

3 credits (3 lec hrs/wk)

This course traces the causes, progression and results of World War II, including political, social and military development.

HOME ECONOMICS

Some of the following listed courses are offered on a rotating basis. A few specialized courses are provided only when specific community need has been indicated. Check with the Office of Outreach and Professional Development for further information.

FN225 Nutrition

4 credits (4 lec hrs/wk)

This course focuses on the study of basic nutrition principles and newer scientific investigations of optimal diet for health. A review of present-day nutrition problems is included. The course is valuable for home economic, nursing, physical education, food service, dental hygiene and childhood education majors.

HEC0795 Home Maintenance and Remodeling
2 credits (1 lec, 2 lec-lab hrs/wk)

A course designed to teach the basic principles of home repair and maintenance based on an understanding of basic home construction techniques and the correct selection of methods, materials and tools to use to correct and repair basic problems and to develop a home maintenance and care plan.

HEC0843 Making Household Cabinets
1.5 credits (3 lec-lab hrs/wk)

An introductory course that will expose the beginning student to the tools, techniques and materials involved in constructing kitchen and bathroom cabinetry. Building techniques will be centered on typically available tools owned by most "do it yourselves" and hobbyists. Topics include designing cabinets, hand and power tool use, material selection, building techniques and cabinet installation. Each student will build a small cabinet during the session.

HEC0850 Introduction to Furniture Making
1.5 credits (3 lec-lab hrs/wk)

An introductory course that will expose the student to the tools, techniques and materials involved in the construction of solid wood furniture. Topics include design, hand and power tool use, joint making and finishing. This course is a blend of lectures, demonstrations and hands-on experiences for the students. The development of sound woodworking techniques and skills is emphasized.

HEC0851 Intermediate Furniture Making
1.5 credits (3 lec-lab hrs/wk)

An intermediate course that allows students to continue their skill development in the proper use of hand and power tools. Emphasis will be placed on students pursuing sound woodworking techniques. Each student will build a small object of their own design.

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Present

HORTICULTURE

HORT100 Introduction to Horticulture

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

This course is designed to offer students a general background in the basic principles of plant growth and development as they apply to a wide range of horticulture crops and the industries related to production, marketing, maintenance, and utilization of horticulture crops. Specific areas of emphasis include turf and landscape design, construction, and maintenance activities on golf courses, public parks, and residential and commercial properties. Laboratory activities include plant ID, plant propagation, turf and landscape maintenance, landscape design and construction, and irrigation and drainage practices. Students will be introduced to career opportunities with local horticulture industries.

HORT 108 Current Topics in Horticulture

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

This course is designed to introduce the student to current horticulture issues. The student is encouraged to explore various horticulture issues from a scientific, sociological, and philosophical viewpoint. Each course offering will vary with specific resource needs and topics of interest. This course may be repeated for credit up to three times.

HORT123 Landscape Maintenance

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

This course is designed to introduce students to all phases of landscape maintenance. Students learn how to select appropriate plant and turf types, prepare growing beds, seed and transplant turf and landscape areas, recognize growth deficiencies and disease, and to maintain turf and landscape areas. Laboratory activities provide hands-on opportunities for students to prepare, establish, renovate, and maintain sodded and seeded areas.

HORT130 Plant Propagation

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

This course is designed to introduce students to all facets of plant propagation including methods of propagating by seeds, bulbs, divisions, layers, cuttings, budding, grafting, and micropropagation. Students learn about timing, technique, and materials for making cuttings, temperature and media requirements for rooting plants, and seedbed preparation. Various propagating structures, soils, and fertilizer requirements will be discussed, as well as its application to the southern coast of Oregon.

HORT198 Independent Study: Turf and Landscape Technology

1-3 credits (to be arranged)

This course is designed to give students the opportunity to earn additional credit for independent research beyond the credit requirements for work experience. Students will be required to submit a written report or research paper at the end of the term specific to their individual project. This course may be repeated for credit.

HORT210 Landscape Design Theory

2 credits (2 lec hrs/wk)

Functional and aesthetic aspects of landscape planning as a basis for design decisions affecting the building environment; the site planning process; history of landscape planning; and case studies.

HORT226 Landscape Plant Materials

3 credits (3 lec hrs/wk)

The identification of trees, shrubs, vines, and ground cover used in landscape horticulture.

HORT231 Landscape Irrigation and Drainage

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

This course is designed to introduce students to all phases of turf and landscape irrigation and drainage systems. Students learn how to design, estimate, install, maintain, and trouble-shoot irrigation and drainage systems. This course will emphasize the design and maintenance of efficient irrigation and drainage systems on golf courses and residential, commercial, and public parks facilities. Students are exposed to the components of sprinkler, micro-sprinkler, and drip irrigation systems. Compliance codes and regulations, as they apply to the industry, are included.

HORT280 Field Experience in Horticulture

1-6 credits (40-240 hrs total)

The student is required to be employed in a full-time (paid or voluntary, 40 hour week) horticulture or horticulture-related position for an organization or company utilizing environmental principles, methods, techniques, and/or skills.

HUMAN DEVELOPMENT

HD0773 Student Support Mentoring

0 credit (4 lec, 4 lab hrs term)

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

HD0962 Overcoming Barriers to Success

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

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

HD100 College Success and Survival

3 credits (3 lec hrs/wk)

This course is designed to assist the student in adjusting to the college environment and building academic skills and personal development to reach his/her educational goals. Students are exposed to interdisciplinary areas through evening seminars and develop critical thinking skills. This course is recommended for new and returning students to gain an understanding of what tools are needed to be successful in college.

HD112 Study Skills

3 credits (3 lec hrs/wk)

A course designed to increase the student's success in college by assisting the student in obtaining skills necessary to reach his/her educational objectives. Students will be introduced to time management strategies, note taking, library usage, problem solving, exam strategies, muscle reading and memory development. Additionally students will identify their primary learning style, and they will be assisted in identifying goals and the steps necessary to achieve those goals. This course is considered a supportive course.

HD204 Eliminating Self-Defeating Behaviors (Increasing Success Attributes)

3 credits (3 lec hrs/wk)

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

HD208 Career/Life Plan

3 credits (3 lec hrs/wk)

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

HD215 Transfer Success

1 credit (2 lec-lab hrs/wk)

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

HUMAN DEVELOPMENT and FAMILY STUDIES**HDFS9280 Child Care Seminars**

0 credit (3-36 hrs total)

A series of seminars aimed at improving competencies and general knowledge needed in the field of child care.

HDFS 226 - Complexities of Personality
Intellectual + physiological dev. from Birth to adolescence.

HDFS140 Contemporary American Families

3 credits (3 lec hrs/wk)

This course will provide an introduction to family studies. It will focus on the diversity of the American family today and a historical overview of changes in the family environment and structure over time. Students will become familiar with a variety of internal and external factors influencing families such as parenting, violence, gender, divorce, remarriage, economics and culture.

Prerequisite: WR121 with a grade of C or better.

HDFS222 Family Relations

3 credits (3 lec hrs/wk)

A practical and theoretical course examining communication patterns and relationships between adults, adults and children and within intimate personal relations (marriage, families, and couple relations). Emphasis is placed on understanding the role of the family and its consequent role in the development of the child.

Prerequisite: WR121 with a C or better.

HDFS225 Prenatal, Infant, and Toddler Development

3 credits (3 lec hrs/wk)

This course introduces the principles of development, prenatal through two years of age. Emphasis will be on physical, intellectual, emotional, and social growth and development of young children.

HDFS229 Development in Middle Childhood

3 credits (3 lec hrs/wk)

This course includes the study of growth and development in six through twelve year old children. Emphasis will be placed on physical, cognitive, emotional and social growth of the school-aged child.

HDFS247 Preschool Child Development

3 credits (3 lec hrs/wk)

The principles of development as they apply to the young child ages two and one-half through five. Emphasis is placed on physical, cognitive, emotional and social growth in children in this age group. Students gain experience in observation and assessment.

HDFS285 Professional Issues in Early Childhood Education

3 credits (3 lec hrs/wk)

Early childhood educators fulfill a diverse role in present society. This course prepares students to meet the many professional roles requiring knowledge of ethics, conflict resolution, advocacy, and understanding of how to influence the government process. Also covers the latest information available in child development, family studies and changes in rules and regulations governing early childhood education programs.

Prerequisite: WR121 with a C or better.

HUMAN SERVICES

HS100 Introduction to Human Services

3 credits (3 lec hrs/wk)

An introductory course to assist the student to explore the field of Human Services. The student will examine their interpersonal skills, personal values, decisions and problems of human service trainees. Includes self-awareness and stress management. The student will take a candid look at struggles, stress, demands, strains, rewards, excitement and fun they will face in the field. The material will be presented by utilizing individual and small group experiences, lectures, and guests to explore self-exploration and personal growth, values clarification, prevention of professional burnout, and many other subjects pertaining to the Human Services field.

HS102 Drug Use, Misuse and Addiction

3 credits (3 lec hrs/wk)

This course examines drugs, their physiological and psychological effects as well as to prepare students for advanced classes in treatment and prevention of substance abuse. This course will cover some historical and social aspects of drug usage, but will focus primarily on physiological aspects of drugs.

HS154 Community Resources

3 credits (3 lec hrs/wk)

This course addresses the history and organizational perspective of the development of Human Services institutions. The student will explore Human Service work as it relates to the client, worker and workplace. Human Services community resources will be identified and the student will learn the appropriate methods of identifying the client needs and referring the client to the available community resources. There will be an introduction to interviewing and relationship development skills.

HS155 Interviewing Theory and Techniques

3 credits (3 lec hrs/wk)

This course is designed to provide the student with the theoretical basis for effective interviewing techniques. Special emphasis will be placed on developing attending skills at the beginning level. Students will participate extensively in classroom role-plays as well as utilize audiotapes and video-recording. While this course is specifically designed for the developing human services worker, students of other disciplines can benefit greatly from participation. Multi-cultural examples will be included throughout the course.

HS167 Gerontology

3 credits (3 lec hrs/wk)

This course will present aging as an active developmental process which occurs throughout life. Students will examine social, physical, emotional and cultural dynamics which influence the aging process, both intrapersonally and interpersonally. There will be information offered to assist students to examine ways of promoting positive involvement throughout the life cycle.

HS168 Mental Health and Aging

3 credits (3 lec hrs/wk)

This course will present basic information regarding issues in mental health and aging that is grounded in an integrated, bio psychosocial approach to human behavior. Specific organic and functional mental disorders will be studied within the context of the family and community. The course will present an interdisciplinary approach to the care of the elder client. Also offered as HS0668 for no credit or grade.

HS170 Introduction to Practicum

3 credits (3 lec hrs/wk)

This course provides the necessary research and development of specific skills needed to select and succeed in the field practicum placement. The student will develop skills to assist them to succeed in employment in the field of Human Services.

HS200 Understanding Addictive Behavior

3 credits (3 lec hrs/wk)

This course presents a concept for understanding addictions of any kind. This course examines a unifying addictions model and determines the implications that this has for recovery. The majority of the course will concentrate on the effects of addiction with youth and families. The focus is on family dynamics and the treatment of addictive families, with emphasis on principles of intervention with youth, juvenile assessment and the addiction process for youth and families. The material will be presented in lectures, class exercises, reading assignments, group discussions and examination.

HS202 Counseling the Chemically Dependent Client

3 credits (3 lec hrs/wk)

This course is designed to introduce students to the theory of addiction, dual diagnosis, and their inter-relatedness. The student will be expected to utilize various treatment models to develop and conduct treatment with chemically dependent clients. Family, group and individual treatment relating to chemical dependency will be included in the focus of study in the course.

HS224 Group Counseling Skills

3 credits (3 lec hrs/wk)

This course introduces the student to basic issues and key concepts of group counseling. Students will study theories of group process, casework, and therapeutic interventions related specifically to personal development and change. Students will focus on acquiring the knowledge and skills necessary for facilitating a variety of groups. Attention will be given to multi-cultural issues as they apply to group counseling.

HS260/SP219 Group Dynamics (Small Group Discussion)

3 credits (3 lec hrs/wk)

This course focuses on skill building and theory in decision making, problem solving, presentation planning, and knowledge of group process. This course is also designed to assist students in using effective small group techniques in a variety of settings.

HS261 Counseling the Older Adult

3 credits (3 lec hrs/wk)

Addresses how to work with and/or provide services for older adults. It will cover physical, emotional, environmental and developmental issues unique to older persons. The course will include discussion and practice of communication and counseling skills emphasizing empathy, respect, and genuineness.

HS265 Intervention Strategies I

4 credits (4 lec hrs/wk)

This course is the first in a series of three designed to provide students with skills necessary for human services practices. Students will learn the theoretical basis for introductory counseling techniques based on the skills of intentional interviewing. Role-plays, audiotapes, and video-recordings will form an integral part of learning activities. Students will explore more advanced interviewing techniques and strategies for assisting clients. Attention will be given to multi-cultural issues as well as assisting students to integrate interviewing skills with their personal style and theoretical approach to helping.

Prerequisite: HS155 with a C or better.

HS266 Intervention Strategies II

4 credits (4 lec hrs/wk)

This course is the second in a series of three designed to provide students with skills necessary for human services practice. Students will review a number of therapeutic theories/models and applications important to the field of human services in terms of basic concepts, therapeutic processes, and practical techniques.

Prerequisite: HS265 with a C or better.

HS267 Intervention Strategies III

4 credits (4 lec hrs/wk)

This is the third in a sequence of three classes designed to provide students with knowledge of theory and practice skills to enable them to establish warm therapeutic relationships and to provide therapeutic interventions to persons in need of mental health services. Students will learn to address the changing family and to consider the various non-traditional family forms existing in today's society from a multi-cultural perspective.

Prerequisite: HS266.

HS291 Practicum: Human Services

1-6 credits (90-180 hrs/term)

This course offers supervised clinical and community experience in Human Service organizations. The student has to complete several classes and have permission from the program coordinator before entering a field experience practicum. The student will be required to attend a one hour seminar per week for each week of the field practicum. The practicum seminar is with the program coordinator and the other human services students attending a field practicum.

Prerequisite: Approval from program coordinator.

HUMANITIES**HUM204 World Mythology and Religion**

(Archetypal and Shamanic Mythologies)

3 credits (3 lec hrs/wk)

The origins and character of world mythologies. Course explores the archetypal stories by which human consciousness shapes a sense of order and belonging in the natural and supernatural worlds. Emphasis will be given to the shaman as storyteller and sage, as living bridge between the worlds, as healer and shaper of community and culture.

HUM205 World Mythology and Religion

(India and the Far East)

3 credits (3 lec hrs/wk)

A consideration of the great myths of India and the Far East. This course will explore the foundational myths and the sacred texts which give rise to and inform the great religions of the region, particularly Hinduism and the vehicles of Buddhism. Consideration will also be given to the indigenous myths of the Orient and the ways of life, for instance: Shinto, Daoism, Confucianism, they support.

HUM206 World Mythology and Religion

(Middle East and Western)

3 credits (3 lec hrs/wk)

Treats the great myths and religions of Egypt and the fertile crescent. Course also treats Celtic and Nordic beliefs indigenous to Europe, and the mystery religions of Greece. The influence of the ancient myths of early pastoral and agrarian cultures on the Hebrew, Islamic and Christian religions, will be considered, as well as the departure those religions make from the mythic character of the world from which they emerged.

JOURNALISM

Students in the Journalism Program learn the techniques and concepts of modern communication in classes that emphasize practical publishing experience. In all classes, students apply their skills by writing, editing, and designing publications, including the Southwester, a twice-monthly newspaper serving the College and regional community and World Wide Web pages distributed electronically. Second-year students learn advanced editing and publication management skills by serving on the editorial staffs of these publications.

J202 Information Gathering/Applied Electronic Publishing

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

Students research, annotate, and analyze information on a chosen public policy issue. Researchers will utilize libraries, computer databases, and personal interviews to create an annotated bibliography, from which they will digest and publish a research report on the World Wide Web.

Prerequisite: WR122.

J203 Writing for the Media

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

This class introduces the basic skills and responsibilities required of writers working in print and electronic media, with a focus on writing informative news articles. Students learn to write with objectivity, clarity and style by publishing articles in the student newspaper and on the College's World Wide Web page.

J204 Visual Communication for Mass Media:**Applied Desktop Publishing**

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

Students learn the basic concepts, skills, and tools of visual communication, with a focus on applied desktop publishing. Students study and practice the aesthetics of page layout, page design and the use of text, photography and graphic art. Using desktop publishing software, students design and publish pages in the student newspaper and on the World Wide Web.

J215 Publishing Lab: Print and Electronic

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

Students practice journalism and publishing skills by publishing the student newspaper and other publications, including magazine and World Wide Web pages. Staff duties include writing, editing, photography, graphic design, computer network management, advertising, and business management. This lab is required for all staff members on the Southwest.

Prerequisite: Any one of the following: J202, J203, J204, J217, WR241, WR242, WR243, or WR222.

J217 Feature Writing

3 credits (3 lec hrs/wk)

Students write non-fiction feature articles for print and electronic media. After studying basic models of narrative and explanatory feature writing, students write feature articles for the student newspaper, magazine and World Wide Web page.

J220 Digital Media

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

Digital media provides an introduction to software, production techniques, and theory required for new media and multimedia publishing. Students will practice and analyze new media and multimedia technologies, and analyze the effects of these technologies on the communication process, focusing on the practice of documentary journalism and on the interplay between audience and interactive content. Students will apply these technologies in media projects that integrate digital imaging (graphics, photography, and video) and digital audio for publication in various delivery formats.

Prerequisite: J204 with a C or better.

J280 Field Experience

1-5 credits (variable hours)

Combined work and study projects in the fields of writing, reporting, editing, public relations and other mass media-related activities.

Prerequisite: WR122 with a B or better.

LIBRARY**LIB127 Introduction to the Library**

1 credit (3 TBA hrs/wk)

Introduction to using the fundamental resources of a library: its catalogs, periodical indexes, electronic resources, and special collections. Includes an integrated set of skills and knowledge in assessing, evaluating, and using various kinds of information. This course is considered a supportive course.

LITERATURE**ENG0536 Shakespeare: Ashland**

1-3 credits (15-36 hrs total)

Presents detailed examination of Shakespeare plays produced at Ashland with emphasis on understanding and appreciating Elizabethan culture. Students have the option of attending the plays in Ashland as a group.

ENG104 Introduction to Literature - Fiction

3 credits (3 lec hrs/wk)

Reading analysis and appreciation of significant works of fiction, especially short stories, with emphasis on the fiction writer's craft. Presents methods of in-depth critical reading that serve as a basis for further study and enjoyment of literature.

ENG105 Introduction to Literature - Drama

3 credits (3 lec hrs/wk)

Reading, analysis and appreciation of significant works of drama and the elements of dramatic literature (setting, theme, characterization and language) serve as a basis for further study and enjoyment of drama.

ENG106 Introduction to Literature - Poetry

3 credits (3 lec hrs/wk)

Reading, analysis and appreciation of significant poems, how they are written and how they speak to human concerns. Presents those elements of poetry, language, form, metrics, style, and voice that serve as a basis for further study and enjoyment of poetry.

ENG107 World Literature

3 credits (3 lec hrs/wk)

This course introduces the student to key literary works and authors of world literature from the Ancient and Classical foundations to the Middle Ages. Students should consider taking History of Western Civilization concurrently.

ENG108 World Literature

3 credits (3 lec hrs/wk)

This course introduces the student to key literary works and authors of world literature from the late Middle Ages and Renaissance to the Enlightenment. Students should consider taking History of Western Civilization concurrently.

ENG109 World Literature

3 credits (3 lec hrs/wk)

This course introduces the student to key literary works and authors of world literature from

Romanticism to modern and contemporary writings. Students should consider taking History of Western Civilization concurrently.

ENG198/298 Independent Study in Literature
1-3 credits (hrs to be arranged)
Prerequisite: Instructor consent.

ENG201/202/203 Shakespeare
3 credits/term (3 lec hrs/wk)
This course is an introduction to Shakespeare's early dramatic literature with an emphasis on the timelessness of his ideas and themes, the formal demands of drama, and the development of the artist. Need not be taken in order.

ENG201 - The plays for this term are drawn from early histories and comedies.

ENG202 - The plays for this term are drawn from the middle comedies and tragedies.

ENG203 - The plays for this term are drawn from the later comedies, tragedies and romances.

ENG204 Survey of English Literature
3 credits (3 lec hrs/wk)
This course discusses the literary documents and authors of the British Isles from Anglo-Saxon beginnings through the sixteenth century. The study will focus on, but is not necessarily limited to, characteristic works and major figures of the period.

ENG205 Survey of English Literature
3 credits (3 lec hrs/wk)
This course discusses the literary documents and authors of the British Isles from the sixteenth century through the early nineteenth century. The study will focus on, but is not necessarily limited to, characteristic works and major figures of the period.

ENG206 Survey of English Literature
3 credits (3 lec hrs/wk)
This course discusses the literary documents and authors of the British Isles of the nineteenth and twentieth centuries.

ENG253 Survey of American Literature
3 credits (3 lec hrs/wk)
Introduction to the development of American Literature from the colonial beginnings through the Romantic period. Special attention is given to helping students develop a sense of what is "American" in literature and thought.

ENG254 Survey of American Literature
3 credits (3 lec hrs/wk)
Introduction to the development of American Literature in the middle and latter parts of the nineteenth century (late romanticism, realism and naturalism). Special attention is given to helping students develop a sense of what is "American" in literature and thought.

ENG255 Survey of American Literature
3 credits (3 lec hrs/wk)
Introduction to the development of American Literature of the twentieth century. Special attention

is given to helping students develop a sense of what is "American" in literature and thought.

MACHINE TOOL TECHNOLOGY

MT4280 Cooperative Work Experience
1-9 credits (4-36 lab hrs/wk)
This course provides the student with on-the-job experience in coordinator-approved shop situations that closely parallel with the field of study. Students work under supervisors and coordinators. The seminar is arranged by the supervisor.
Prerequisite: Instructor consent.

MT9228 Machine Tool Technology Workshop
0.25-3 credits (1-9 lab hrs/wk)
This course emphasizes operation and setups of the lathe, milling machines, grinders and other machines in the shop. Student projects provide further practices in skills for tool grinding, turning, boring, and milling operations. Special tools and materials to be provided by the student. The student will plan projects, machine the parts according to specifications.
Prerequisite: Instructor consent.

MT101 Machine Tool Processes I
3 credits/term (1 lec, 4 lec-lab hrs/wk)
This sequence is designed to introduce the manufacturing technology student to the field of machine tool technology which includes an overview of typical traditional as well as Computer Numerically Controlled (CNC) machines commonly found in industry. The function, basic operation and setup, and tooling will be studied with practical applications on lathes, milling machines, drill presses and grinders, including an introduction to computer controlled programming and operation of CNC machines. An overview of the machine tool processes will relate how blueprints and math are applied on the job. This beginning course will introduce the student to bench work, basic measurement, lathe and bench grinders.

MT102 Machine Tool Processes II
3 credits (1 lec, 4 lec-lab hrs/wk)
The second course in this sequence continues the study of machine tool operations and setup with emphasis on the vertical milling machines, tool sharpening by hand and advanced lathe setups such as threading and tapering. Machine theory and precision measurement is studied and applied. Students gain sound understanding of why machine tools are the basis of manufacturing.
Prerequisite: MT101 with a C or better.

MT103 Machine Tool Processes III
3 credits (1 lec, 4 lec-lab hrs/wk)
In this third course of the basic sequence the student will study the operation and setup of the tool and cutter grinder, the surface grinder, and the horizontal bandsaw. Provides students with an opportunity to apply the skills developed in the two previous MT courses. Students will have the necessary understanding of why machine tools are the basis of manufacturing. More advanced machine setups will

be studied and applied. The students will gain basic skills in the area of computer usage in the machine shop.

Prerequisite: MT102 with a C or better.

MT201 Manufacturing Process
2 credits (2 lec hrs/wk)

This course will cover many of the production processes used in industry and technical problems relating to mass production of metallic and non-metallic products.

MT202 Basic Metallurgy
2 credits (2 lec hrs/wk)

This course provides a practical approach to the study of metals and non-metallic materials, their physical properties, heat treatment of steels, testing of some physical properties and machinability of metals.

MT203 Machine Tool References
2 credits (2 lec hrs/wk)

This course is designed to give the student the experience and knowledge needed to retrieve the technical information from machine manuals, Machinery's Handbook, tool and equipment manufacturers' catalogs and then practically apply the information in machine shop situations.

MT204 Machine Tools IV
3 credits (2 lec, 3 lab hrs/wk)

This is the first course in a sequence covering advanced setups and operations for lathes, milling machines and grinders.

Prerequisite: MT103 with a C or better.

MT205 Machine Tools V
3 credits (2 lec, 3 lab hrs/wk)

This course provides a continuation of Machine Tools IV, including more advanced setups and operations on milling machines and lathes. Basic tools and fixture making is studied with more emphasis on closer tolerances.

Prerequisite: MT204 with a C or better.

MT206 Machine Tools VI
3 credits (2 lec, 3 lab hrs/wk)

This final course of six-course sequence designed to consolidate the topics and machines studied and relate this information to industrial applications. Setup and operation of production machines is studied.

Prerequisite: MT205 with a C or better.

MT211 Computer Numerical Control Machining I
3 credits (2 lec, 3 lab hrs/wk)

This course introduces computer numerical control machining (CNC), writing of point-to-point programs, setup and operations of a CNC milling machine and related applications.

MT212 Computer Numerical Control Machining II
3 credits (2 lec, 3 lab hrs/wk)

This second course in the series introduces computer numerical control machining, the use of computers in writing programs to operate machines, setup and

operation of CNC milling machines and CNC lathes.
Prerequisite: MT211 with a C or better.

MT213 Computer Numerical Control Machining III
3 credits (2 lec, 3 lab hrs/wk)

This course continues the training in CNC Machining and CNC Programming and Machining Techniques. Students will design, program and machine actual parts of moderate complexity.

Prerequisite: MT212 with a C or better.

MANUFACTURING TECHNOLOGY

MFG101 Electrical/Electronic Principles
3 credits (2 lec, 2 lec-lab hrs/wk)

Electrical/Electronic principles introduces the concepts and applications of various technologies found in the manufacturing industry including actuators, transducers, drives, motors, and combinations of devices used for control and monitoring of industrial processes. Emphasis on hands-on applications of electrical/electronic measurement of physical properties, sensing and control of motion, fault diagnosis, and preventative maintenance.

Prerequisite: MTH30 or MTH70 with a C or better.

MFG102 Mechanical Principles
3 credits (2 lec, 2 lec-lab hrs/wk)

This course presents a study of the principles, concepts and applications of various mechanisms encountered in industry, including belt drives, chain drives, and linkages. Subject matter on mechanical components and systems covers operational principles, uses, maintenance, troubleshooting, and procedures for repair and replacement. Emphasis on hands-on setup of various drive systems, use of common precision measuring equipment and the properties of various sealant materials.

MFG103 Hydraulic/Pneumatic Principles
3 credits (2 lec, 2 lec-lab hrs/wk)

An overview of fluid power technology and a basic working knowledge of the components used in fluid power circuits. Both hydraulic and pneumatic systems will be discussed with an emphasis on the differences between the two. Hands-on setups of various fluid circuits, using standard hydraulic/pneumatic schematics will be an important part of the laboratory applications. Fluid power will include operational principles, uses, preventative and periodic maintenance, troubleshooting and procedures for repair and replacement.

MFG201 Computer Integrated Manufacturing I
3 credits (2 lec, 2 lec-lab hrs/wk)

This course will provide the students with an introduction to the concept and technologies of Computer Integrated Manufacturing. Course activities and design emphasize the development of high performance skills and standards specified by businesses. Instruction will include the following topics: operational principles of a complete manufacturing system, manufacturing models of CIM, modern aids for planning and setting up of complex

manufacturing systems, and operations of modern flexible manufacturing assembly systems, control structures of CIM systems, enterprise communication technologies and concepts, computer aided design and its impact on manufacturing.

MFG280 Field Experience

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

The student is required to be employed in a manufacturing-related position for an organization or company utilizing manufacturing principles, methods, techniques and/or skills.

Prerequisite: Instructor consent.

MATHEMATICS

MTH20 Basic Mathematics

4 credits (4 lec hrs/wk)

Prepares students for successful completion of any program requiring knowledge of basic mathematics.

Prerequisite: Appropriate score on placement test.

MTH25 Prealgebra

4 credits (4 lec hrs/wk)

This course provides a brief review of arithmetic operations and gradually introduces some concepts of elementary algebra from various viewpoints. Ordinarily, a student progresses from MTH20 to MTH70. This prealgebra course is an optional course for students who want additional preparation for MTH70. Prospective students should consult their advisors or a mathematics instructor for proper placement into this course.

Prerequisites: MTH20 with a C or better and instructor consent.

MTH30 Math for Industrial Mechanics

3 credits (3 lec hrs/wk)

Basic arithmetic operations with an emphasis on applications. Offered by the math department in cooperation with the professional technical program areas.

Prerequisite: Appropriate score on placement test.

MTH31 Applied Algebra and Geometry for Industrial Mechanics

3 credits (3 lec hrs/wk)

Basic geometric concepts, graphing in a rectangular system and basic algebra concepts with applications. Offered by the math department in cooperation with the professional technical program faculty.

Prerequisite: Successful completion of MTH30 or MTH20 with a C or better.

MTH33 Applied Trigonometry

3 credits (3 lec hrs/wk)

Introduction to plane trigonometry emphasizing practical applications. Offered by the math department in cooperation with the vocational preparation program areas.

Prerequisite: MTH31 or MTH70 with a C or better.

MTH70 Elementary Algebra

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 algebraic notation, signed numbers, equations and inequalities.

Prerequisite: Appropriate score on placement test or successful completion of MTH20, MTH25 or MTH30 with a C or better.

MTH94 Intermediate Algebra I

4 credits (4 lec hrs/wk)

A study of the general concepts of intermediate algebra including Exponents and Polynomials, Linear Functions and their Graphs, Rational Functions and their Graphs, Linear Inequalities and equations.

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

MTH95 Intermediate Algebra II

4 credits (4 lec hrs/wk)

A study of the general concepts of intermediate algebra including Radicals and Complex Numbers, Quadratic Equations, Lines, Conics, Variation, Systems of Equations, Exponential and Logarithmic Functions.

Prerequisite: MTH94 with a C or better.

MTH105 Introduction to Contemporary Mathematics

4 credits (4 lec hrs/wk)

Topics include management science, statistics, social choice, mathematical modeling and problem solving. This course is designed for students who have completed one and one-half to two years of high school algebra and a year of geometry, who have a "non-science" major and need to complete a term of college level mathematics.

Prerequisite: MTH95 with a C or better or appropriate score on placement test.

MTH111 College Algebra

4 credits (4 lec hrs/wk)

Topics include polynomial and rational functions and an introduction to logarithms.

Prerequisite: MTH95 with a C or better or appropriate score on placement test.

MTH112 Elementary Functions

4 credits (4 lec hrs/wk)

Topics include exponential, logarithmic functions, trigonometric functions, inverse functions, applications.

Prerequisite: MTH111 with a C or better or appropriate score on placement test.

MTH211 Fundamentals of Elementary Mathematics I

3 credits (3 lec hrs/wk)

A foundation in mathematics for elementary teachers. Topics include introduction to problem solving, number systems, number theory, logic, sets, relations and functions.

Prerequisite: MTH95 with a C or better.

MTH212 Fundamentals of Elementary Mathematics II

3 credits (3 lec hrs/wk)

A foundation in mathematics for elementary teachers. Topics include rational numbers, exponents, decimals and applications. Probability and statistics will be introduced.

Prerequisite: MTH95 with a C or better.

MTH213 Fundamentals of Elementary Mathematics III

3 credits (3 lec hrs/wk)

A foundation in mathematics for elementary teachers. Topics include euclidean geometry, constructive geometry, measurement, motion and tessellation.

Prerequisite: MTH95 with a C or better.

MTH231/232 Elements of Discrete Mathematics I and II

4 credits/term (4 lec hrs/wk)

Elementary logic and proof, mathematical induction. Sets, relations, functions. Theory of graphs and trees, combinatorics, algorithms. Boolean and matrix algebra. A required two-course sequence for computer engineering and computer science majors. Must be taken in sequence.

Prerequisite: MTH251 with a C or better.

MTH241 Calculus for Business and Social Science I

4 credits (4 lec hrs/wk)

Introduction to differential and integral calculus of polynomial, rational, exponential, and logarithmic functions with applications in the social and manager sciences. The emphasis will be on an intuitive approach and on the applications of differentiation.

Prerequisite: MTH111 with a C or better or appropriate score on placement test.

MTH242 Calculus for Business and Social Science II

4 credits (4 lec hrs/wk)

Introduction to differential and integral calculus of polynomial, rational, exponential, and logarithmic functions with applications in the social and manager sciences. The emphasis will be on an intuitive approach and on the applications of integration.

Prerequisite: MTH241 with a C or better or appropriate score on placement test.

MTH243/BA232 Introduction to Probability and Statistics

4 credits (4 lec hrs/wk)

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

Prerequisite: MTH95 with a C or better.

MTH251 Calculus I (Differential Calculus)

4 credits (4 lec hrs/wk)

Topics include rates of change, the derivative, velocity, acceleration, algebraic rules of differential calculus, applications to maximum and minimum

problems, curve sketching and analytic geometry.

Prerequisite: MTH112 with a C or better or appropriate score on placement test.

MTH252 Calculus II (Integral Calculus)

4 credits (4 lec hrs/wk)

Topics include definite and indefinite integrals with applications to area, force, work, and growth and decay problems.

Prerequisite: MTH251 with a C or better.

MTH253 Calculus III (Infinite Series and Sequences)

4 credits (4 lec hrs/wk)

Topics include indeterminate forms, infinite sequences and series, improper and multiple integrals, conic sections and the formal definition of limit.

Prerequisite: MTH252 with a C or better.

MTH254 Vector Calculus I (Introduction to Vectors and Multidimensional Calculus)

4 credits (4 lec hrs/wk)

Topics include vectors, vector functions, parametric curves, applications to motion, surface area, partial derivatives, gradients, and directional derivatives. Multiple integrals with applications.

Prerequisite: MTH253 with a C or better.

MTH255 Vector Calculus II (Vector Analysis)

4 credits (4 lec hrs/wk)

Introduction to vector analysis, divergence, curl, line, surface integrals, and the theorems of Gauss and Stokes. Multiple integrals.

Prerequisite: MTH254 with a C or better.

MTH256 Differential Equations

4 credits (4 lec hrs/wk)

First and second order linear equations, first order nonlinear equations, Laplace transform, and systems of differential equations.

Prerequisite: MTH255 with a C or better.

MTH261 Linear Algebra I

4 credits (4 lec hrs/wk)

Systems of linear equations, matrix concepts and algebra. Finite-dimensional vector spaces, bases and dimension. Linear transformations and matrix representations. The first course of a two-course sequence recommended for engineering, mathematics, and science majors.

Prerequisite: MTH254 with a C or better.

MTH262 Linear Algebra II

4 credits (4 lec hrs/wk)

Determinants, eigenvalues and eigenvectors.

Projections, orthogonalization, least-squares problems, properties of positive-definite and symmetric matrices. Computations with matrices. The second course of a two-course sequence recommended for engineering, mathematics, and science majors.

Prerequisite: MTH261 with a C or better.

**MTH265/ENGR250 Probability and Statistics
with Calculus**

4 credits (4 lec hrs/wk)

Focusing on probability, random variables, mathematical expectation. Probability, distributions, sampling distributions, functions of random variables. Statistical inference (one- and two- sample estimation methods and test hypotheses), regression and correlation analysis. A calculus-based statistics course recommended for mathematics, science, and engineering majors.

Prerequisite: MTH252 with a C or better.

MISCELLANEOUS

Note: The courses listed below are offered on a rotating basis. Contact the Office of Outreach and Professional Development or the Business Development Center for more information.

DRIV0620 "55 ALIVE" Defensive Driving
0.5 credit (8 lec hrs total)

The AARP program of classroom instruction that defines current driving skills and teaches preventative measures to develop safe, defensive driving techniques. A driver improvement course for persons 50 years and older developed by American Association for Retired Persons.

Prerequisite: Must be age 50 or older.

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

2 credits/term (2 lec hrs/wk)

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

**MISC0661 Amateur Radio for Beginners
(No-code Technician Licensing)**

0 credit (18 lec-lab hrs total)

Covers basic electrical and electronic theory, radio circuit components, practical radio circuitry and operation, Federal Communications Commission (FCC) and amateur regulations.

MISC0862 Introduction to Landscape Architecture
2 credits (2 lec, .5 lab hrs/wk)

Introduction to landscape architecture, history, site planning and landscape design; natural and adapted ornamental plant materials; emphasis on practical application and solution of student problems.

MUSIC

All music ensemble credits are transferable and can be used as elective credits up to 12 credits. Most music programs require 12 ensemble credits.

MUP0537 Barbershop: Women's Chorus
0 credit (2.5 lec-lab hrs/wk)

A performance ensemble which rehearses and performs the appropriate musical literature chosen by

the instructor. Instruction will be given to individuals as well as the ensemble as how to improve the overall musical effect.

MUP0538 Barbershop: Men's Chorus
0 credit (2.5 lec-lab hrs/wk)

A performance ensemble which rehearses and performs the appropriate musical literature chosen by the instructor. Instruction will be given to individuals as well as the ensemble as how to improve the overall musical effect.

MUP105 Jazz Band

1 credit (2 lec-lab hrs/wk)

The sounds of the "Big Band" era. This group performs on a regular basis throughout the state. Only advanced musicians are admitted. Also offered as MUP0526 for no credit or grade.

Prerequisite: Instructor consent.

MUP114 Stage Band

2 credits (4 lec-lab hrs/wk)

A performance ensemble which rehearses and performs the appropriate musical literature chosen by the instructor. Instruction will be given to individuals as well as the ensemble as how to improve the overall musical effect. Pop ballads to jazz both traditional and non-traditional. Intermediate and advanced musicians are admitted. Instructor consent is not required for the student to register for the class but the student may be asked by the instructor to demonstrate their ability. Also offered as MUP0544 for no credit or grade.

MUP121 Symphonic Choir

1 credit (2 lec-lab hrs/wk)

A large choral ensemble performing the works of major composers, encompassing all musical periods and styles. Instructor consent is not required but students may be asked to audition. Also offered as MUP0528 for no credit or grade.

MUP123 Opera

1-3 credits (2-8 lec-lab hrs/wk)

Operas, opera selections, operatic arias or operettas done in costumes, staging and concert style. Instructor consent is not required but students may be asked to audition. Also offered as MUP0523 for no credit or grade.

MUP125 Vocal Jazz (Southwesters)

2 credits (4 lec-lab hrs/wk)

Pop ballads, early rock and roll, traditional jazz and blues will be the material rehearsed and performed by this ensemble. Emphasis will be placed upon the dynamics of live performance. Also offered as MUP0525 for no credit or grade.

Prerequisite: Instructor consent.

MUP131 Chamber Choir

2 credits (4 lec-lab hrs/wk)

Small choral ensemble performing the major works and the octavo literature of prominent composers of every musical period. Instructor consent is not required but the student may be asked to audition. Also offered as MUP0513 for no credit or grade.

MUP142/242 Orchestra

1 credit (2 lec-lab hrs/wk)
 Strings, woodwinds, brass and percussion performing the works of composers from every musical period. Intermediate and advanced musicians admitted. Instructor consent is not required but the student may be asked to audition. Also offered as MUP0529 for no credit or grade.

MUP202A Concert Band

2 credits (4 lec-lab hrs/wk)
 A college ensemble performing marches, traditional band literature, classical literature arranged for concert band. Intermediate and advanced musicians are admitted. Instructor consent is not required but the student may be asked to audition. Also offered as MUP0546 for no credit or grade.

MUP202B Community Band

1 credit (2 lec-lab hrs/wk)
 An ensemble performing marches, traditional band literature, classical literature arranged for concert band. Intermediate and advanced musicians are admitted. Instructor consent is not required but the student may be asked to audition. Also offered as MUP0527 for no credit or grade.
Prerequisite: Instructor consent.

Individual lessons are based on request and instructor availability. Student may be asked to audition, to perform in recitals or college ensembles.

Individual Lessons

1-3 credits (7x) (2-6 lec-lab hrs/wk)
 Individual lessons are arranged with the instructor based upon available time and space. Instructor consent is required for all private lessons. All credits for private lessons are transferable. Music majors are expected to have a primary instrument of performance and be enrolled for individual instruction. Lessons are given for all levels of musicianship: beginning, intermediate and advanced.
Prerequisite: Instructor consent.

MUP171/271 Piano	MUP174/274 Voice
MUP175/275 Violin	MUP178/278 Bass Guitar
MUP180/280 Guitar	MUP181/281 Flute
MUP183/283 Clarinet	MUP184/284 Saxophone
MUP186/286 Trumpet	MUP187/287 French Horn
MUP188/288 Trombone	MUP191/291 Percussion

Lecture Courses

Many music courses can be used for Distribution and Elective requirements for degree programs. Music History may also be used as a sequence requirement for the Associate in Arts degree.

MUS101/102/103 Music Fundamentals

3 credits/term (3 lec hrs/wk)
 Music fundamentals: scales, key signatures, meter, notation, chords, non-harmonics, introduction to

piano and sight-singing. Music minors, beginning musicians, and preparatory music majors.

MUS111/112/113 Music Theory I

3 credits/term (3 lec hrs/wk)
 A course to instruct in the fundamentals of music, figured bass analysis, four part composition, chords with sevenths, secondary dominants, modulation and basic musical form. This is a preparatory course for private instruction, for ensemble participation and for a better understanding of music and music history. Required for music majors and minors, recommended for beginning and intermediate musicians. Contact music advisor for proper placement.
Prerequisites: For MUS112; MUS111. For MUS113; MUS112.

Concurrent course: For MUS111; MUS114 and MUS131. For MUS112; MUS114 and MUS132. For MUS113; MUS115 and MUS133.

MUS114/115/116 Sight Reading and Ear Training

1 credit/term (1 lec hr/wk)
 The ability to read music notation using only the voice. Learn to hear music, identify tones and transfer what you have heard to music notation. Required for music majors and minors.

MUS131 Piano Class

1 credit (1 lec hr/wk)
 Piano basics and music fundamentals. Learn to read notes, basic music symbols, perform simple chords. Proper finger techniques and major and minor scale performance. Introduction to Classical Piano Methods.
Concurrent: MUS111.

MUS132 Piano Class

1 credit (1 lec hr/wk)
 Based upon continuing the work in MUS131, performance of four part chorales, melodic creation, dominant and non-dominant seventh resolution, secondary dominants and modulations at the keyboard are the focus of this course.
Prerequisite: MUS131.
Concurrent: MUS112.

MUS133 Piano Class: (Introduction to Finale)

2 credits/term (2 lec hrs/wk)
 Learn to use Finale, a music printing program and secondarily a sequencing program. A wide range of musical capabilities will be put at the disposal of the student. The Finale program will benefit every musician from the elementary to the most advanced. Students will learn to enter both vocal and instrumental music into the computer; how to use musical markers and technology; how to transpose and arrange; how to prepare a musical composition to be a professional looking sheet of music. Students will be expected to schedule computer time outside of the class. Students are expected to maintain personal disks with all of their assignments.
Prerequisite: MUS132.

MUS134/135/136 Voice Class

1 credit/term (1 lec hr/wk)

Vocal basics and music fundamentals. Learn tone production, breathing, vowel-consonant clarity and relaxation techniques.

MUS137/138/139 Guitar Class

1 credit/term (1 lec hr/wk)

Guitar basics and music fundamentals. Learn to read notes, basic music symbols and perform simple chords and strumming-picking techniques.

MUS198/298 Independent Study in Music

1-3 credits (hr to be arranged)

This course allows students to independently increase their knowledge and skills in the discipline of music by studying specific topics which are not part of other 100 level music courses or which may not be offered in depth in other 100 level music courses. Instructor supervision and division approval required.

Prerequisite: Instructor consent.

MUS211 Music Theory II

4 credits (4 lec hrs/wk)

A study of polyphony, counterpoint, extended chromatically altered chords and 20th century composition.

Prerequisite: MUS113.

Concurrent: MUS115.

MUS212 Music Theory II

4 credits (4 lec hrs/wk)

A study of polyphony, counterpoint, chromatic chords and 20th century composition.

Prerequisite: MUS211.

Concurrent: MUS116.

MUS213 Music Theory II

4 credits (4 lec hrs/wk)

A study of polyphony, counterpoint, extended and chromatically altered chords and 20th century composition.

Prerequisite: MUS212.

Concurrent: MUS116.

MUS261/262/263 Music History I, II, III

3 credits/term (3 lec hrs/wk)

Early music, Renaissance, Baroque 350 to 1750; Classical and Romantic 1750-1900; Post-Romantics, Impressionistic, Contemporary 1900 to present. Emphasis is placed on composers, musical literature, music form and a wide range of listening. This course can be used to fulfill the Arts and Humanities Sequence requirement for the Associate in Arts degree.

**MUS299A FINALE: Music Printing
(Computer Composition)**

2 credits (2 lec, 1 lec-lab hr/wk)

Learn to use Finale, a music printing program and secondarily a sequencing program. A wide range of musical capabilities will be put at the disposal of the student. This program will benefit every musician from the elementary to the most advanced. Students will learn to enter both vocal and instrumental music into the computer; how to use musical markings and

terminology; how to transpose and arrange; how to prepare a musical composition to be a professional-looking sheet of music. Students will be expected to schedule computer time outside of the class and to maintain personal disks with all of their assignments.

NURSING**NUR546 Basic Nursing Assistant**

8 credits (45 lec, 105 lab hrs total)

This course prepares a Basic Nursing Assistant to be eligible for certification as outlined by the Oregon State Board of Nursing. The person is prepared to care for clients in stable environments, i.e., nursing homes, long-term care and intermediate care facilities.

Prerequisites: CPR level C card, pre-application testing, health assessment and immunization status.

NUR951 Medication Aide Training

5 credits (40 lec, 40 lab hrs total)

The Medication Aide training shall consist of a minimum of 80 hours of instruction divided into at least 40 hours of classroom instruction and at least 40 hours of supervised clinical experience of which at least 20 hours must be in a long-term care nursing facility. The student will learn to utilize the principles of safety in the administration of medication; define terms related to the administration of medications; demonstrate the ability to correctly interpret abbreviations commonly used in administration of medication; demonstrate the ability to correctly calculate doses of medications; keep accurate records; and identify legal parameters of the Medication Aide role.

Prerequisites: Must be Certified Nursing Assistant (Oregon); be on the CNA registry for nine months prior to the first day of the Medication Aide training; provide documentation of at least nine months full-time experience or the equivalent in part-time experience as a CNA in the last five years.

NUR9411 Perioperative Nursing

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

This introductory course is designed for the registered nurse who has had no previous experience in operating room nursing. Course content includes knowledge and skills required to care for patients having surgical intervention. Emphasis will be on those skills required to prepare the nurse for beginning level independent practice. Students through direct classroom instruction and lecture/lab work in an Operating Room suite will gain the knowledge and skills required to provide care to patients during the preoperative, intraoperative, and postoperative period.

**NUR9412 Perioperative Nursing Clinical
Practicum**

6 credits (18 lab hrs/wk)

This course is designed as a vehicle to put into practice the knowledge and skills learned in Perioperative Nursing NUR9411. Students will complete a minimum of two 8-hour practicum shifts

per week in an operating room. Emphasis will be placed on performing those functions directly related to scrubbing and circulating for selected surgical procedures.

Prerequisite: NUR9411.

NUR9413 Basic Critical Care Nursing

3 credits (3 lec hrs/wk)

This introductory course is designed for practicing registered nurses to increase their knowledge of physiology and application of this knowledge with critical thinking skills to care approaches for the more acute critical patient. Its purpose is to provide information on body-system specific pathophysiology for advanced nursing management. Students will be introduced to specific skills pertinent to care of critical patients with an emphasis on skills needed in Intensive Care Units (ICU), Intermediate Care Units (IMCU), Post Anesthesia Care Units (PACU), and Emergency Departments (ED).

NUR101 Fundamentals of Nursing

9 credits (5 lec, 12 lab hrs/wk)

First quarter of a six-quarter associate degree nursing program. Successful completion of the first four quarters qualifies the student to take the National Licensure Examination for Practical Nurse (LPN); successful completion of the remaining two quarters qualifies the student to take the National Examination for Registered Nurse (RN). NUR101 introduces the student to fundamental concepts in nursing including nursing process, health and physical assessment; communication, diversity, growth and development, the basis for professionalism in nursing, legal and ethical foundations, caring, basic skills and critical thinking. Students will be expected to apply knowledge and skills learned in this term to successive nursing courses. This course involves 5 hours of theory and 12 hours of skills lab/clinical experience weekly. Independent study, skills and computer lab practice will require additional unscheduled time as well as scheduled time.

Prerequisite: Admission to the Nursing Program.

NUR102 Nursing Science and Practice I

9 credits (5 lec, 12 lab hrs/wk)

This course builds on concepts and skills learned in the previous term. Selected functional health patterns are explored in greater depth. Areas addressed in this term are: fluid balance problems which affect multiple body systems; problems with protection (integumentary); oxygenation (respiratory); circulatory (cardiac); visual and auditory (ear/eye); neurologic and mental health systems. As novice practitioners of nursing, students apply learned concepts and skills to selected aspects of client care in a hospital setting.

Prerequisite: NUR101 with a C or better.

NUR103 Nursing Science and Practice II

9 credits (5 lec, 12 lab hrs/wk)

Builds on material learned in NUR101 and NUR102. Previously learned concepts and skills are integrated and applied to the planning and delivery of nursing

care to clients of all ages undergoing surgery, and to clients experiencing common disorders in the endocrine and gastrointestinal systems. Care of childbearing women and families is also a focus. Basic human need for sleep and rest is studied and applied to a variety of patient care situations. Clinical experiences include operating room, maternity and medical surgical nursing.

Prerequisite: NUR102 with a C or better.

NUR201 Nursing Science and Practice III

9 credits (5 lec, 12 lab hrs/wk)

Builds on concepts learned in NUR101, 102, and 103. The student will learn to care for clients experiencing acute alterations in functional health patterns related to orthopedics, the renal system, cancer, the pediatric client and family and the geriatric client and family. Students will complete this course with the LPN Capstone, the beginning of their professional status as a licensed practitioner.

Prerequisites: NUR103 with a C or better, or admission into NUR201 through advanced placement as an LPN, and BI231, BI232, and BI233 with a C or better.

NUR202 Nursing Science and Practice IV

9 credits (5 lec, 12 lab hrs/wk)

Builds on concepts and skills learned in NUR101, 102, 103, and 201. The student has studied basic nursing skills and the issues surrounding chronic and acute illness. The student will explore these concepts as applied to patients experiencing acute alterations in fluid and electrolyte balance, the hemopoietic system, the liver, skin and tissue integrity following a major burn and the endocrine system. The student will learn about caring for the high-risk child bearing family, and the acutely mentally ill patient, and will be introduced to basic concepts in Community Health Nursing and how they are applied to his/her practice in clinical nursing.

Prerequisite: NUR201 with a C or better.

NUR203 Nursing Science and Practice V

10 credits (5 lec, 15 lab hrs/wk)

Introduces students to theoretical and practical applications related to the care of clients requiring high acuity nursing care. Primary focus is on critical thinking, decision making and client care management. Students learn how to apply patient/client care in a variety of health care management settings. Concepts such as managed care, case management and delegation are covered.

Prerequisite: NUR202 with a C or better.

OFFICE ADMINISTRATION

OA2221 Medical Terminology I

3 credits (3 lec hrs/wk)

This course provides the student with the basic knowledge of building medical terms with root words, suffixes and prefixes. Also provides medical terminology related to the body as a whole,

integumentary system, gastrointestinal system, respiratory system and musculoskeletal system. Must be taken in sequence.

OA2222 Medical Terminology II

3 credits (3 lec hrs/wk)

Medical Terminology II is a continuation of Medical Terminology I, to include terminology and abbreviations related to the cardiovascular, blood and lymphatic, genitourinary, female/male reproductive, endocrine, nervous, and special senses. Each system outline will include functions and components, suffixes, prefixes, anatomic reference points, and terminology (diagnostic, symptomatic, and operative) pertinent to that system. Must be taken in sequence.

Prerequisite: OA2221 with a C or better.

OA2231 Clinical Procedures I

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

This course is to provide clinical orientation, initial instruction and basic skills for a medical/clerical assistant. It will provide in-depth simulation of office nurses. This will prepare the medical office assistant to substitute for the physician's nurse, without major changes in office routine for the safety, security, and comfort of the patient, physician and the medical assistant. Must be taken in sequence.

Prerequisites: OA2221 and OA5401 with a C or better.

Concurrent course: HE9380.

OA2232 Clinical Procedures II

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

This course provides theoretical knowledge, skills and practical experience which enables the student to attain and maintain safe, intelligent, quality patient care under supervision of licensed personnel.

Emphasis on medical and surgical asepsis, in preparation for office surgery is stressed. Primarily for students already employed in the health care field.

Prerequisite: OA2231 with a C or better.

OA2241 Medical Transcription I

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

This course introduces students to simpler forms of medical transcription from hospital dictation. Utilization of terminology with emphasis on accuracy.

Prerequisite: OA2221 with a C or better.

OA2242 Medical Transcription II

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

This course introduces students to the use of specialized/complex medical dictation by actual physicians for the purpose of developing transcription skills.

Prerequisite: OA2241 with a C or better.

OA2280 Cooperative Work Experience

1-6 credits (4-24 lab hrs/wk)

Gain on-the-job experience in coordinator-approved office situations that closely parallel with field of study.

Prerequisite: Instructor consent.

OA2365 Legal Transcription

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

This course offers practice in the conversion of legal audio-recorded dictation to hard copy. Students will use legal terminology to produce mailable legal documents.

Prerequisite: OA201 with a C or better.

OA2591 Proofreading and Editing

3 credits (3 lec hrs/wk)

This course is designed to prepare students to proofread and edit business documents. It includes the study of punctuation, capitalization, grammar, and spelling as applied to transcribing and editing commonly used documents found in the business office.

Prerequisites: WR0525 with a C or better or ASSET writing score of 43 or better.

OA2597 Medical Office Coding I

3 credits (3 lec hrs/wk)

Provides the student with a basic knowledge of the fundamental coding systems used between the medical community and insurance carriers, private and government. Includes coding health related conditions and diseases, descriptive terms and abbreviations for reporting medical services and procedures performed by physicians, and other coding systems.

Prerequisites: OA2221 and OA5401 with a C or better.

OA2598 Medical Office Coding II

3 credits (3 lec hrs/wk)

Provides the student with a basic knowledge of the fundamental coding systems used between the medical community and the insurance carriers, private and government. Includes coding health related conditions and diseases, descriptive terms, and abbreviations for reporting medical services and procedures performed by physicians and other coding systems.

Prerequisite: OA2597 with a C or better.

OA2725 Reimbursement Management

3 credits (3 lec hrs/wk)

This course teaches students medical insurance terminology and provides familiarity with various types of insurance programs. Content covers insurance claim processing with an introduction to forms, assignment and coordination of benefits, credit and collection procedures with federal and Oregon laws, credit applications, basic billing cycles, and an introduction to coding.

Prerequisites: OA2221 and OA5401 with a C or better.

OA5401 Body Structure and Functions I

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

This course is a general survey of human anatomy and physiology. It is designed for medical office students, pharmacy technicians, and other students who desire a broad review of body systems. Normal structure and functions of the integumentary, skeletal, muscular, nervous, and special human body systems; characteristics of the cell as the basis for life,

and organization of tissues and organs will be covered. The lecture/lab segment will give students the opportunity to use other than the lecture/ discussion modality to visualize through the use of models of the body systems. Must be taken in sequence.

OA5402 Body Structure and Functions II

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

This course is a continuation of OA5401's general survey of human anatomy and physiology. It is designed for medical office students, pharmacy technicians and other students who desire a broad review of body systems. Normal structure and functions of the endocrine, circulatory, respiratory, digestive, urinary, and female/male reproductive human body systems; and organization of tissues and organs with each system will be covered. Must be taken in sequence.

Prerequisite: OA5401 with a C or better.

OA5533 Medical Law and Ethics

2 credits (2 lec hrs/wk)

Medical Law and Ethics is a survey of the manner in which the law and codes of ethics affect the practice of health occupations paraprofessionals. An introduction to the concepts of litigation, consent, introduction to law, ethics and bioethics, genetic engineering, sterilization, abortion, and death and dying.

OA116 Office Procedures

3 credits (3 lec hrs/wk)

Office Procedures presents the methods, concepts and procedures for business office operations. This includes career planning, understanding the office environment, and how to organize an efficient workplace. It also includes information on the office technology, communications, an overview of records management, meetings, travel, and career advancement.

OA121 Keyboarding I

3 credits (5 lec-lab, hrs/wk)

Presents principles of touch method typing. Typing speed and accuracy are developed through drills and practice using the touch method of typing. Students are introduced to basic production work in the form of business and personal letters, tables, manuscripts and memos. This course is considered a supportive course.

OA124 Keyboard Skillbuilding

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

Development of speed and accuracy utilizing a diagnostic approach to individual skill assessment and prescribed drill work.

Prerequisite: OA121 with a C or better.

OA131 Legal Secretarial Procedures

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

This course introduces the student to the law office, to the courts and to the law library; ethics and duties of the legal secretary; familiarization with national, state and local professional organizations; qualifications, duties, and responsibilities of a notary public; the purpose, the form and the disposition of selected

non-court documents operative in Oregon; practice given to office-style documents and legal correspondence.

Prerequisite: OA201 with a C or better.

CA115 (on-line) Per Memo
OA201 Word Processing I replaced by CS125W
3 credits (3 lec hrs/wk) **Per Memo 12/01**

Introduces the principles and concepts of a Windows word processing software system. Includes the procedures and techniques used to operate the system and produce mailable copy documents. Emphasis is on production. This course is considered a supportive course.

Prerequisite: CS101.

OA202 Word Processing II **CS135W**

3 credits (3 lec hrs/wk)

Advanced word processing training for persons with basic skills and knowledge of Windows, IBM-compatible computers. Emphasis is on production of mailable copy and use of advanced formatting features.

Prerequisite: OA201 with a C or better.

OA220 Electronic Calculators

1 credit (2 lec/lab hrs/wk)

The student will learn the ten-key system for machine operation and use of electronic, desk-top style calculators in the four fundamentals of mathematics. Four operations are used to solve applied business problems with speed and accuracy.

Prerequisite: MTH20.

OA240 Filing/Records Management

3 credits (3 lec hrs/wk)

This course provides a comprehensive study of filing systems, equipment and criteria by which records are created, classified, stored and retrieved according to the rules established by the Association of Records Managers and Administrators (ARMA).

PHARMACY TECHNICIAN

Note: Students must successfully complete all courses (attain a grade of C or better) in a quarter of the Pharmacy Technician curriculum before advancing to the next quarter.

PHAR5470 Introduction to Pharmacy Law:

Practice and Law

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

This course introduces students to the career of Pharmacy Technician, explores history and personnel related to pharmaceutical services and includes standards of pharmacy ethics. A variety of practice environments and technician roles are identified. An introduction to Federal and State laws regulating pharmacy practice and the roles of professional associations and regulatory agencies is provided. A general overview of the knowledge base required for the occupation and introduction to standard pharmacy references prepare the student for the remainder of courses in the Pharmacy Technician certificate program.

Prerequisite: COMPASS Reading score of 85 or higher.

PHAR5472 Pharmacology I

3 credits (3 lec hrs/wk)

This basic course introduces the student to generic and trade names of common therapeutic drugs. Drug categories and drug use in prevention of or interference with disease processes are discussed. Important contraindications, side effects, cautions, and interactions regarding drug use are included. The course also covers common nonprescription drugs.

Prerequisites: OA2221, PHAR5470 and/or RD101 with a C or better or COMPASS Reading score of 85 or higher.

PHAR5473 Pharmacology II

3 credits (3 lec hrs/wk)

This basic course continues the student's introduction to generic trade names of common therapeutic drugs. Drug categories and drug use in prevention of or interference with disease processes are discussed. Important contraindications, side effects, cautions, and interactions regarding drug use are included. The course also covers common nonprescription drugs.

Prerequisite: PHAR5472, PHAR5474 and PHAR5475 with a C or better.

PHAR5474 Pharmacy Calculations

2 credits (2 lec hrs/wk)

This course reviews basic mathematics and includes the application of math concepts in the performance of certain Pharmacy Technician duties (and other health-care provider duties). It covers systems of weight, measure, and temperature and the conversion from one system to another. The basics of retail accounting are introduced. Students develop the capabilities needed to calculate dosages, drug amount or volume, percent concentrations, milli-equivalents and intravenous infusion rates.

Prerequisite: MTH70 with a C or better, or COMPASS Algebra score of 26-70.

PHAR5475 Pharmacy Technician Procedures I: Retail Chain and Independent

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

This course is designed to provide students with the knowledge and skills needed in the performance of technical pharmacy tasks. These include ambulatory, prescription processing, compounding and prepacking, communications and computer operations.

Prerequisite: PHAR5470 with a C or better.

PHAR5476 Pharmacy Technician Procedures II: Institutional Hospital and Extended Care

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

This course is designed to provide students with the knowledge and skills needed in the performance of technical pharmacy tasks. These include hospital dispensing systems, compounding and prepacking, communications, computer operations, aseptic technique, IV prep admixtures and oncology preparations.

Prerequisites: PHAR5470, PHAR5472, PHAR5474 and PHAR5475 with a C or better

PHAR5477 Pharmacy Records Management

3 credits (3 lec hrs/wk)

This course is designed to provide knowledge and skills in preparing, maintaining and storing a multiple of pharmacy records. The student will have practice typing a variety of instructional and retail prescription labels, and be capable of producing at a predetermined, satisfactory rate.

Prerequisites: PHAR5470, PHAR5472, PHAR5474 and PHAR5475 with a C or better.

PHAR5478 Pharmacy Technician Practicum

3 credits (9 lab hrs/wk)

Pharmacy experience in retail and/or institutional pharmacy practice. Instruction and supervision provided by staff or participating agencies. Concurrent classroom activities are included.

Prerequisites: PHAR5470, PHAR5472, PHAR5474 and PHAR5475 with a C or better.

PHILOSOPHY**PHL101 Introduction to Philosophy:****Philosophical Problems**

3 credits (3 lec hrs/wk)

This course is an introduction to the fundamentals concepts, problems, questions, and systems of philosophy. In particular, this course investigates philosophical principles as they relate to: epistemology (how we know what we know); metaphysics (the nature of reality); mind/body dualism; the problem of other minds; language and meaning; freedom and determinism; the existence or non-existence of God; and meaning and purpose in life. This course will also introduce multi-cultural and feminist perspectives on these philosophical problems.

Prerequisite: WR121 with a C or better.

PHL102 Ethics

3 credits (3 lec hrs/wk)

This course critically examines the idea of human beings as moral agents. More specifically, this class investigates the nature of moral philosophy from a theoretical and applied perspective. Particular attention is paid to the history of moral philosophy; the various schools of moral philosophy; applied ethics, including business, environmental, medical, and sexual ethics; and, how to develop a more sophisticated, personal, moral philosophy.

Prerequisite: WR121 with a C or better.

PHL103 Critical Thinking

3 credits (3 lec hrs/wk)

This course focuses on improving reasoning and critical assessment ability through the study of fundamental principles of formal logic, informal logic, and critical thinking. This course examines the history of logic, the laws of reasoning logically, and the methods of developing and analyzing extended formal argumentation. Attention is also paid to examining logic in a practical context through the study of illogical or absurdist centers of mass communication as found in propaganda, advertising, politics, the mass media, and mass entertainment.

Prerequisite: WR121 with a C or better.

PHOTOGRAPHY

ART0515 Art of Photography:

Seeing Photographically

0 credit (3 lec hrs/wk for 4 wks,
4 lec-lab hrs/wk for 2 wks)

A course in the introduction to the "Art of Photography," which serves as a means toward artistic expression through the medium of photography. Lecture/discussions, slide shows and two outdoor nature photography work sessions will develop the student's ability for personal expression by delving deeper into the visual aspects of his/her personal vision. It is expected that students will have a basic understanding of the manual controls of their cameras-such as aperture, shutter speed and film speed prior to taking this course.

ART0593 Introduction to Photography Basics I

1 credit (3 lec-lec hrs/wk)

This basic photography course will introduce students to the techniques of photography and the creative photographic process.

ART0595 Introduction to Photography Basics II

1 credit (3 lec-lab hrs/wk)

This is an intermediate course focusing on 35mm camera operation in outdoor photographic situations. Students will be given instruction and assistance as well as the creative stimulation to make images.

PHYSICAL EDUCATION

No more than nine credits of Physical Activity (PE170, 180, 185, 190) may be used in meeting the total credit requirement or counted in the GPA. Courses must be in different activities (basketball, volleyball, tennis, etc.) or levels (i.e., beginning, intermediate, advanced). Progressive courses such as Super Circuit, Physical Conditioning, and Slimnastics may each be taken up to three times for credit. See Physical Education requirement for each degree.

PE131 Introduction to Health & Physical Education

3 credits (3 lec hrs/wk)

This course is designed to offer an orientation for those students seeking a teaching career in health and physical education. Students will be introduced to basic philosophies and objectives, professional opportunities, qualifications, and certification requirements for health and physical education teachers at the elementary, secondary, and college levels. This course will be taught fall term each year.

PE170 Co-ed Athletic Team

1-credit (5-10 lab hrs/wk)
Track & Field

PE180 Women's Athletic Team

1-credit (5-10 lab hrs/wk)
Basketball Soccer
Softball Volleyball

PE185 Physical Education

1 credit (3 lab hrs/wk)

Provides students with an activity that will promote physical and emotional well-being. Enables the student to develop and/or pursue life-long physical activity. Class meets three hours a week. Some courses have prerequisites or require instructor consent. Special arrangements may be made for restricted or corrective work.

Aerobic Exercise	Sailing
Badminton	Skiing
Basketball	Slimnastics
Bowling	Snowboarding
Dance Fundamentals	Softball
Golf	Super Circuit
Judo	Swimnastics
Karate	T'ai Chi Ch'uan
Kayaking	Tennis
Physical Conditioning	Volleyball
Racquetball	Weight Training

PE190 Men's Athletic Team

1-credit (5-10 lab hrs/wk)
Basketball Baseball
Soccer Wrestling

PE195/295 Professional Activities

1-2 credits (3-6 lec-lab hrs/wk)

Designed to provide Physical Education majors with opportunities to learn and develop teaching techniques and gain basic skills in the activity. Sequence is offered every other year:

Fall Term:

PE195 Field Sports and PE295 Track & Field
Required for P.E. majors.

Winter Term:

PE195 Badminton, Basketball, Fundamentals of Movement and Volleyball.
Required for P.E. majors.

Spring Term:

PE295 Gymnastics, Conditioning and Tennis
Required for P.E. majors.

PE198/298 Independent Study in Physical Education

1-3 credits (hrs to be arranged)
Prerequisite: Instructor consent.

PE208A Coaching Baseball

2 credits (2 lec hrs/wk)

This class is designed for coaches and future coaches to improve their background in coaching baseball. This class will involve demonstration and discussion of offensive and defensive strategies, individual skills, coaching skills, rules, organization, ethics, and philosophy.

PE231 Wellness for Life

3 credits (3 lec hrs/wk)

Students will learn about basic human anatomy, nutrition, and weight management concepts in this course. They will learn the importance of physical activity, good health habits, and how these behaviors

will improve the quality of life as they age. Students will use physical assessment techniques to assess their present strength, flexibility, and cardiovascular health; and will receive informational tools needed to facilitate change in their present state of fitness. Current health issues and concepts will also be covered in this course.

PE259 Care and Prevention of Athletic Injuries I
3 credits (3 lec hrs/wk)

Care and Prevention of Athletic Injuries I is an introductory course in Athletic Training. Its purpose is to educate and train students in the basic principles of care and prevention with a focus on lower extremities. Students will analyze different types of athletic injuries, preventative procedures, evaluation approaches, and emergency procedures. Treatments reviewed will include bandage, taping, massage, follow up care, and rehabilitation.

PE260 Care and Prevention of Athletic Injuries II
3 credits (3 lec hrs/wk)

Care and Prevention of Athletic Injuries II is a continuation of the concepts presented in Care and Prevention of Athletic Injuries I. Students will learn athletic injury evaluation techniques as well as prevention management plans for upper extremity soft tissue and joint injuries. Acute/chronic treatment and rehabilitation of injuries with the supplies and equipment to be found in an athletic training room will be covered.

Prerequisites: PE259.

PE261 Techniques of Athletic Taping and Bracing
3 credits (2 lec, 2 lec-lab hrs/wk)

Techniques of Athletic Taping and Bracing is an introductory course in athletic training. Its purpose is to educate and train students in the basic principles of prophylactic taping and wrapping by learning theory and application strategies for athletic activity.

PE262 Development of Adult Fitness Programs
3 credits (3 lec hrs/wk)

Students will gain experience with how to develop and implement an effective adult fitness program that promotes better health and quality of life. Principles of exercise physiology and kinesiology will be studied as they apply to issues of fitness, nutrition, exercise prescription and the health needs of specific populations.

PE263 Sports and Drugs
3 credits (3 lec hrs/wk)

This course is designed for students participating in the Fitness Management Program. The major objective is to have the students become aware of the substance use and drug abuse that takes place in sports today. Students will have the opportunity to research drugs that are associated with sports and give a presentation on their findings. Drugs such as Creatine, Anabolic Steroids, Ephedrine, Cocaine and Caffeine and their negative impacts on fitness and health will be covered.

PE264 Personal Trainer Conditioning Concepts
3 credits (3 lec hrs/wk)

Study of exercise and physical conditioning concepts for personal trainers. This course bridges the scientific fundamentals of human movement (exercise physiology, functional anatomy, biomechanics and neurophysiology) into personal training conditioning concepts.

PE265 Tests and Measurements
3 credits (3 lec hrs/wk)

This course is designed for students participating in the Fitness Management program. The major goal is to help each student apply the principles of measurement and evaluation to the fitness job market. Students will be introduced to the "how" and "why" of evaluation. In addition, the class will provide a wide assortment of tests, administrative instructions, and norms regarding physical education and fitness testing. Finally, practical computer applications will be covered to show the support they can provide regarding tests and measurements.

PE280 Field Experience
3 credits (9 lab hrs/wk)
6 credits maximum.

This course offers work place experience in a variety of supervised settings that are applicable to the development of the student as a professional in the Fitness Management/Athletic Training fields.

Prerequisites: PE131 and Instructor consent.

PE280P Practicum: Fitness Management/Athletic Training
3 credits (9 lab hrs/wk)

Students will gain experience in the various roles and responsibilities of the health and fitness management fields. Students will participate in a variety of supervised settings that are applicable to the development of the student as a professional in the health and fitness field.

Prerequisite: PE131 with a C or better.

PHYSICS

PH121 Elementary Astronomy
3 credits (3 lec hrs/wk)

A descriptive treatment of the solar system: stars, stellar evolution, galaxies and cosmology. The results of current space missions are emphasized. Recent discoveries in stellar astronomy will be discussed.

Prerequisite: MTH70 with a C or better.

PH201/202/203 General Physics
5 credits/term (4 lec, 3 lab hrs/wk)

Study of the physical properties and interactions of mechanics, sound, heat, light, electricity, magnetism, and optics. Includes laboratory activities. Must be taken in sequence.

Prerequisite: MTH112 with a C or better.

PH211/212/213 General Physics with Calculus
5 credits/term (4 lec, 3 lab hrs/wk)

Study of the physical properties and interactions of mechanics, sound, heat, light, electricity, magnetism

and optics. For science and engineering majors. Includes laboratory activities. Must be taken in sequence.

Prerequisite: MTH112 with a C or better.

Concurrent courses: MTH251 with PH211, MTH252 with PH212, and MTH253 with PH213.

POLITICAL SCIENCE

PS198/298 Independent Studies in Political Science

1-3 credits (hrs to be arranged)

Prerequisite: Instructor consent.

PS201 American Government: Institutions

3 credits (3 lec hrs/wk)

An introduction to American political institutions, processes and ideology in relation to politics and public policy.

PS202 American Government: Policy Issues

3 credits (3 lec hrs/wk)

This course continues study of civil liberties and practical application of powers of the federal government to society's problems. Current issues in American politics and the application of federal government powers to society's problems will be addressed.

PS205 International Politics: Global Issues

3 credits (3 lec hrs/wk)

Analysis of current relations between nations, international and regional organizations, and non-governmental agencies. Emphasis on international political economy, global environment, human rights and security issues. Major world regions as well as developed and developing third world countries will be studied.

PS280 Internship/Field Experience for Political Science

3 credits (9 lab hrs/wk)

This course offers career exploration and workplace experience within a widely defined number of supervised settings which will provide professional experience in the field of Political Science, political organizing and campaigning.

Prerequisite: Instructor consent.

Concurrent: BA0771.

PSYCHOLOGY

PSY201 General Psychology

3 credits (3 lec hrs/wk)

Introduces principles and theories of human behavior. Stresses scientific methodology, brain and other physiological influences on behavior, learning, sensory and perceptual processes.

PSY202 General Psychology

3 credits (3 lec hrs/wk)

Focuses on memory, consciousness, language and thinking, life span development and motivation.

PSY203 General Psychology

3 credits (3 lec hrs/wk)

Focuses on emotion, stress, health, intelligence, personality, mental disorders, treatment of mental disorders and social psychology.

PSY228 Introduction to Social Science Research

3 credits (3 lec hrs/wk)

This course is an introduction to the basic research methods used by social scientists. The course includes an introduction to statistical analysis, observational studies, survey research and experimental design.

Prerequisite: MTH70 with a C or better.

PSY239 Introduction to Abnormal Psychology

3 credits (3 lec hrs/wk)

This course discusses the diagnosis, etiology and therapy of emotional disturbances and behavioral disorders.

PSY240 Introduction to Psychopharmacology

3 credits (3 lec hrs/wk)

This course is a basic introduction to the principles of drug action on the mind and body. The course will focus on drug metabolism, the nervous system and neuron physiology. The course will include some of the psychopharmacological research findings on alcohol, psychotherapeutic drugs, benzodiazepines, barbiturates, stimulants, marijuana, opiates, caffeine, nicotine and hallucinogens.

READING See Academic Skills

PHYSICAL SCIENCE

A sequence in Physical Science must include GS104 and GS105 plus either GS106, GS107 or GS108.

GS104 Physical Science **Physics**

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

This course provides an overview of the essential ideas in physics with an emphasis on the laws of motion, work and energy. The topics are presented from a historical perspective. This foundation is then used as the basis for studying concepts in light, electricity and modern physics.

Prerequisites: MTH70 and WR90 with a C or better.

GS105 Physical Science **Chemistry**

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

This course is an introduction to the elementary facts and ideas of chemistry and also a brief survey of the broader world of chemistry and its contributions to modern technology. Several environmental issues will be developed as a framework for learning chemistry. The course will cover atomic structure, properties of the elements, chemical reactions, molecular structure, chemical bonding, atmospheric chemistry, solution chemistry, and selected topics in organic and biochemistry.

Prerequisite: MTH70 and WR90 with a C or better.

GS106 Introduction to Earth Science = G221
 4 credits (3 lec, 3 lab hrs/wk)
 Introduces various branches of earth science. Includes basic terminology, fundamental processes and respective interrelationships. Discusses rock and mineral formation, plate tectonic theory, volcanism, earthquakes, surficial processes, and geological time. Includes laboratory component. Credit cannot be earned for this course and G221.

GS107 Astronomy
 4 credits (3 lec, 3 lab hrs/wk)
 A descriptive treatment of the solar system, stars, stellar evolution, galaxies and cosmology. The results of current space missions are emphasized. Recent discoveries in stellar astronomy will be discussed.
Prerequisite: MTH70 with a C or better.

GS108 Oceanography
 4 credits (3 lec, 3 lab hrs/wk)
 Studies the ocean and its phenomena. Discusses the chemical, biological, geological and physical nature of the oceans, the ocean floor and shoreline. The course also includes sedimentation, volcanism, plate tectonics and other geological aspects of the oceans.

GS198/298 Independent Studies in General Science
 1-3 credits (1-9 hrs/wk to be arranged)
Prerequisite: Instructor consent.

SOCIOLOGY

SOC145/ANTH145 Special Topics in Sociology
 1-2 credits (variable lec/lec-lab hrs)
 A field study of significant sociological and/or anthropological features of a selected region. Students will apply techniques of inquiry and analysis from various academic disciplines in order to understand and resolve key issues at selected field study sites. Introductory lecture/lab will survey key issues and introduce techniques required for a site-based field study.
Concurrent: Any Anthropology or Sociology course.

SOC198/298 Independent Studies in Sociology
 1-3 credits (hrs to be arranged)
Prerequisite: Instructor consent.

SOC204 General Sociology
 3 credits (3 lec hrs/wk)
 Focuses on sociology as a science, examines concepts related to human social structure, culture, socialization, status and role, gender roles, social groups, organizations, social stratification, race and ethnic relations.

SOC205 General Sociology
 3 credits (3 lec hrs/wk)
 Applies sociological perspectives to the study of recent social changes, trends in social institutions of the family, religion, education, economics, politics, medical sociology, plus selected topics.
Prerequisite: SOC204 with a C or better.

SOC206 General Sociology
 3 credits (3 lec hrs/wk)
 Discusses identification and analysis of social problems. Explores addictions, crime and delinquency, group discrimination, inequality, poverty, alienation, domestic and international violence, environment and energy from sociological perspectives focusing on feasible solutions.
Prerequisite: SOC205 with a C or better.

SOC210 Marriage and the Family
 3 credits (3 lec hrs/wk)
 Examines intimate relationships, courtship, marriage and family patterns - old, new, and unconventional. The course focuses on how relationships are built, maintained, changed, and how people cope with love, sexuality, children, conflict, divorce, blended families, disabilities and death of family members.

SOC213 Racial and Ethnic Relations
 3 credits (3 lec hrs/wk)
 An historical perspective on contemporary problems in American society as related to minority and majority populations.

SOC220/CJ131 Institutional Corrections
 3 credits (3 lec hrs/wk)
 A detailed exposure to correctional facilities used for the punishment of those convicted of crimes. The evolution of the penal institution, levels of custodial security, and issues relating to custodial, treatment, and programs within penal institutions will be explored. Field trips to correctional facilities.

SOC221/CJ201 Juvenile Delinquency
 3 credits (3 lec hrs/wk)
 This course presents a philosophical, historical, and practical survey of juvenile justice administration in the United States. Considered in the context of an interdisciplinary framework, theories, factors, and characteristics of delinquency will be presented and treatment and delinquency prevention programs will be surveyed.

SOC243/CJ243 Narcotics and Dangerous Drugs
 3 credits (3 lec hrs/wk)
 This course introduces the student to the relationship of substance abuse to crime and criminal justice administration. Emphasis in the course is on illicit drugs and alcohol. Drug effects, theories of abuse, legislation, enforcement strategies, policy option, and treatment and prevention strategies relative to substance abuse are addressed.

SOC244/CJ101 Criminology
 3 credits (3 lec hrs/wk)
 This course offers an interdisciplinary perspective of crime and criminal behavior in relation to the criminal justice system. Theoretical approaches to explaining crime, criminal statistics, typologies and victimology will be assessed. The influence of crime theory on public policy will be explored.

SPEECH

SP100 Basic Speech Communications

3 credits (3 lec hrs/wk)

Applies general communication theories of intra-personal, interpersonal and group communication. Develops an awareness of interpersonal communication as it relates to employment and informational interviewing, groups problem solving and communication climates.

SP111 Fundamentals of Public Speaking (Podium)

3 credits (3 lec hrs/wk)

Students prepare and present original, informative speeches with emphasis on content, organization, delivery and technique.

SP112 Persuasive Speech (Podium)

3 credits (3 lec hrs/wk)

Students examine persuasion in a variety of contexts. Students will prepare and present original persuasive speeches. The study of theory includes critical thinking, persuasive techniques, organization patterns and audience analysis.

SP217 Understanding Media

3 credits (3 lec hrs/wk)

Focus is on the effects of mass media on society. Special discussions include media violence studies, children and television, sexism, ageism, racism in the media and social movements. The agenda-setting functions of the media and critical consumer awareness is also presented.

SP218 Interpersonal Communication

3 credits (3 lec hrs/wk)

Focuses on improving communication with oneself in order to improve relationships. Addresses perception, emotions, language, non-verbal communication, listening and conflict resolution skills.

SP219/HS260 Small Group Discussion (Group Dynamics)

3 credits (3 lec hrs/wk)

This course focuses on skill building and theory in decision-making, problem solving, presentation planning and knowledge of group process. This course is also designed to assist students in using effective small group techniques in a variety of settings.

SP220 Gender and Communication

3 credits (3 lec hrs/wk)

This course is intended for people who are interested in increasing their understanding and awareness of differences in male and female communication styles. We will explore how communication, gender, and culture interact to influence perceptions and expectations of gender roles.

SP229 Oral Interpretation (Reader's Theatre)

3 credits (3 lec hrs/wk)

Offers instruction and practice in the oral presentation of various types of written literature including prose, poetry, and drama.

SURGICAL TECHNOLOGY

ST5530 Aseptic Theory and Techniques

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

This course covers the concept of asepsis by describing micro-organisms that affect the surgical arena and their role in the disease process. Disinfections, antiseptics, sterilization, as well as physical/chemical aseptic techniques are emphasized within the context of developing a surgical consciousness. The course concludes with discussion of transmissible diseases of concern to the health care provider.

ST5531 Introduction to Surgical Technology

3 credits (3 lec hrs/wk)

This course introduces the student to the broad field of surgical technology. It is a prerequisite course to entry into the clinical training sequence of surgical technology courses. Students will review the concepts and events that contributed to the development of surgery, contemporary health care facility/agency types, and professional accreditation requirements. Basic principles of aseptic technique, care of the surgical patient, as well as physical structure of surgical areas will be discussed. The surgical team concept, role of the surgical technologist, and surgical conscience will also be explored.

ST5532 Principles and Practices of Surgical Technology (Circulator and Scrub Roles)

6 credits (12 lec-lab hrs/wk)

This course introduces students to the practice of surgical technology, both circulator and scrub roles. Students will develop their ability to scrub, gown, glove, set-up and perform routine procedures, and break down an operating room lab properly in a reasonable amount of time. An emphasis will be placed on pre-op site preparation, specimen handling, theroregulator devices, and recording of vital signs. The course will also include discussion of methods of hemostasis and blood replacement, surgical positioning, documentation, urinary catheter placement, and appropriate actions towards patient emerging from surgery.

Concurrent: Obtain certification in Cardio-pulmonary Resuscitation (CPR) and Basic Life Support (BLS).

ST5533 Pharmacology for Surgical Technologists

3 credits (3 lec hrs/wk)

This course introduces the surgical technology student to the pharmacological knowledge and skills needed specific to the surgical arena. The course will include an emphasis on measurement/basic arithmetic review, terminology, care and handling of drugs/solutions used in surgery, and anesthesia.

ST5534 Surgical Procedures I

4 credits (8 lec-lab hrs/wk)

This course is the first of two clinical practice courses structured to introduce all the surgical specialties to the students. Students will study the basic surgical anatomy, instrumentation, and procedural steps

specific to general, rectal, ob-gyn, and orthopedics surgical procedures. Through the use of Clinical Case Information Worksheets students will develop a working knowledge of many advanced surgical procedures. Indications for surgery, special equipment, purpose and expected outcome of surgery and possible complications will be discussed.
Prerequisites: ST5530, ST5531 and ST5532 with a C or better.

ST5535 Surgical Procedures II

4 credits (8 lec-lab hrs/wk)

This course is the second of two clinical practice courses structured to introduce all the surgical specialties to the students. Students will study the basic surgical anatomy, instrumentation, and procedural steps specific to ophthalmic, ear/nose/throat, head/neck, oral/maxillofacial, plastic, genitourinary, hand, neurological, thoracic, cardiac, peripheral vascular, general pediatric, trauma, transplant, and procurement surgeries. Through the use of Clinical Case Information Worksheets students will develop a working knowledge of many advanced surgical procedures. Indications for surgery, special equipment, purpose and expected outcome of surgery and possible complications will be discussed.
Prerequisite: ST5534.

ST5536 Clinical Rotation in Surgical Technology I

8 credits (24 lab hrs/wk)

This course is designed to give related clinical practice based on the procedures covered in Surgical Procedures I. The student will apply the principles of sterile technique as they relate to the function and responsibilities of the surgical technologist, including pre-operative and peri-operative routine and care of the patient. The student must demonstrate knowledge of principles and techniques that apply to entry level surgical procedures through demonstration and written assignments (as outlined in the AST core curriculum clinical practicum rules). Students will function in the first scrub role and will begin scrubbing on 125 cases within the scope of procedures covered in Surgical Procedures I as required by the AST core curriculum.

Prerequisites: ST5531 and ST5534.

Concurrent: ST5535.

ST5537 Clinical Rotation in Surgical Technology II

8 credits (24 lab hrs/wk)

This course is designed to give related clinical practice based on the procedures covered in Surgical Procedures II and complete the student's clinical rotation experience begun in Clinical Rotation in Surgical Technology I. The student will apply the principles of sterile technique as they relate to the function and responsibilities of the surgical technologist, including pre-operative and peri-operative routine and care of the patient. The student must demonstrate knowledge of principles and techniques that apply to entry level surgical procedures through demonstration and written assignments (as outlined in the AST core curriculum clinical practicum rules).

Students will function in the first scrub role and will finish scrubbing on 125 cases within the scope of procedures covered in Surgical Procedures II as required by the AST core curriculum.
Prerequisites: ST5535 and ST5536.

THEATRE

TA0503 Acting I

0 credit (3 lec-lab hrs/wk)

Students will be introduced to the monologue, learning several rehearsal techniques based on Stanislavski's method of acting.

TA0504 Acting II

0 credit (3 lec-lab hrs/wk)

Students focus on vocal expression, studying methods and techniques of voice production in the theater. These methods and techniques are practiced in monologues and imitations.

TA0505 Acting III

0 credit (3 lec-lab hrs/wk)

Students will experience several elements connected with an audition, then take part in an audition.

TA0507 Stage Presence

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

Prepares individuals in the art of stage presence and understanding audience behavioral patterns.

TA141 Acting I: Monologues

3 credits (3 lec hrs/wk)

Studies the methods, techniques and theory of acting as an art form, with an emphasis on Stanislavski, relaxed readiness and physicality. Performance of laboratory exercises and cuttings from plays are the basic teaching approaches, in addition to physical imitations and open scenes.

TA142 Acting II: Vocal Expression

3 credits (3 lec hrs/wk)

Studies the methods, techniques and theory of acting as an art form, with an emphasis on vocal production. Performance of laboratory exercises and cuttings from plays are the basic teaching approaches, including vocal imitations.

TA143 Acting III: Scenework

3 credits (3 lec hrs/wk)

Studies the methods, techniques and theory of acting as an art form, with the emphasis on auditioning. Performance of laboratory exercises and cuttings from plays are the basic teaching approaches. Students will also experience a variety of auditions, including vocal, dance, and formal audition.

TA153 Rehearsal and Performance (From Audition to Closing Night)

1-3 credits (variable hrs)

Training in theater production through rehearsal of a play for public performance. Includes stage crew, production people, and actors.

TA241 Intermediate Acting Techniques: Styles
3 credits (3 lec hrs/wk)
Surveys styles and techniques of acting including mime, improvisation, voice, stage combat and physical preparation.

TA242 Intermediate Acting Techniques: Improvisation

3 credits (3 lec hrs/wk)
Surveys styles and techniques of acting including mime, improvisation, voice, stage combat and physical preparation, with the emphasis on Shakespeare. Continues with learning to coach scenes and monologues.

TA243 Intermediate Acting Techniques: Rehearsal Process

3 credits (3 lec hrs/wk)
Surveys styles and techniques of acting including mime, improvisation, voice, stage combat and physical preparation, with the emphasis on styles from the Greek, Restoration, Georgian, including the French theater. Direct a scene.

TA280A Theatre Arts/Counseling Internship
1-3 credits (1-3 lab hrs/wk)

An internship which offers students the opportunity to develop an understanding of psychosocial issues facing both the college and community while learning a dynamic intervention technique based in Augusto Boal's Theatre of the Oppressed. Students will research psychosocial topics, translate to the stage and perform for college and community audiences.

Prerequisite: Instructor consent.

TA299 Special Studies: Interactive Theater
3 credits (3 lec, 2 TBA hrs/wk)

Presents selected topics of study in interactive theater. Class participants will conceive of, rehearse, and perform in ensemble selected scenes, based upon issues of personal, theoretical, social, and political concern. Performance component may result in interactive, playback, or Forum Theater. Also offered as TA0509 for no credit or grade.

WELDING TECHNOLOGY

WELD4165 Welding Lab A
3 credits (9 lab hrs/wk)

This course leads the student toward AWS structural certification with the Shielded Metal Arc Welding process. Students will interpret weld procedure sheets, produce test plates, set machine variables, weld coupons, free bend test coupons and interpret test results. The skill development of the course will start welding coupons in the flat position and progress toward overhead. Emphasis will be on welding techniques that meet or exceed industrial standards.

Prerequisites: WELD211 with a C or better. May be taken concurrently.

WELD4166 Welding Lab B
3 credits (9 lab hrs/wk)

This course is a continuation of WELD4165 in developing the student's ability to meet AWS structural certification with the Shielded Metal Arc Welding process. Students will interpret weld procedure sheets, produce test plates, set machine variables, weld coupons, free bend test coupons and interpret test results. The skill development of the course will start weld coupons, free bend test coupons and interpret progress toward overhead. Emphasis will be on welding techniques that meet or exceed industrial standards.

Prerequisite: WELD4165 with a C or better.

WELD4167 Welding Lab C
3 credits (9 lab hrs/wk)

This course continues developing the student's ability to meet AWS structural certification utilizing Gas Metal Arc Welding and Flux Cored Arc Welding processes. Students will interpret weld procedure sheets, produce test plates, set machine variables, weld coupons, free bend test coupons and interpret test results. The skill development of the course will start with welding coupons in the flat position and progress toward overhead. Emphasis will be on welding techniques that meet or exceed industrial standards.

Prerequisite: WELD4166 with a C or better.

WELD9225 Welding Workshop: Certification for Non-Majors

0.25-3 credits (8-90 lab hrs total)
Provides experienced welders with lab time for practice in basic welding techniques for skills upgrading and/or certification. The instructor is available for technical assistance.

Prerequisite: WELD101, WELD211 and WELD255 with a C or better.

WELD101 Welding Processes I

3 credits (1 lec, 4 lec-lab hrs/wk)
Emphasizes oxy-acetylene welding and cutting, introduction to Gas Tungsten Arc Welding and Plasma Arc Cutting. Topics include soft soldering, brazing, silver soldering and oxy-acetylene welding in flat, horizontal and vertical positions using several joint designs. Efficient use of hand and machine oxy-acetylene torch cutting are covered. An introduction to Gas Tungsten Arc Welding, basic setup and operation, and Plasma Arc Cutting setup and operation. Industrial Safety, joint design, welding techniques, cutting techniques and proper care of equipment will be stressed.

WELD102 Welding Processes II

3 credits (1 lec, 4 lec-lab hrs/wk)
Introduction to Electric Arc Welding Processes with primary emphasis on the basics of Shielded Metal Arc Welding, Gas Metal Arc Welding and Flux Cored Arc Welding. Students will develop basic knowledge and skill in set-up and safe use of Shielded Metal Arc Welding (SMAW), Gas Metal Arc Welding (GMAW) and Flux Cored Arc Welding (FCAW) to industry standards. Basic welding application using SMAW,

GMAW and FCAW will be discussed in lecture and demonstrated in lab with students required to perform basic welds.

WELD201 Welding and Joining Processes

3 credits (1 lec, 4 lec-lab hrs/wk)

This course studies the application of modern welding, joining and forming processes on new emerging manufacturing materials. The focus is on new welding and joining processes for ferrous and non-ferrous metals and various materials used in manufacturing. Metallurgy of ferrous and non-ferrous materials and properties of other materials will be researched. Students will learn from lecture/discussion, audiovisual presentations, lab experiences, demonstrations, and research activities. Emphasis will be on new emerging products and technologies.

Prerequisites: WELD211 and WELD255 with a C or better.

WELD211 Shielded Metal Arc Welding I

3 credits (1 lec, 4 lec-lab hrs/wk)

This course covers Shielded Metal Arc Welding (SMAW) including safety, arc welding fundamentals, polarity, amperage ranges, weld techniques, weld defects, causes and cures. Students learn through lecture, demonstration, and practical application of skills and concepts. Lab activities will cover flat, horizontal and vertical welds using E6010 and E7018 electrodes.

Prerequisites: WELD101 and WELD102.

WELD212 Shielded Metal Arc Welding II

3 credits (1 lec, 4 lec-lab hrs/wk)

This course is an advanced level course in Shielded Metal Arc Welding. Emphasis is on operating characteristics of E6010 and E7018 electrodes, constant current type power sources, properties of steels, manipulative techniques for welding, proper joint design preparation and AWS certification standards and testing methods. Lab activities will cover vertical and overhead welds using E6010 and horizontal fillet, vertical and overhead welds using E7018.

Prerequisite: WELD211.

WELD255 Gas Metal/Flux Cored Arc Welding

3 credits (1 lec, 4 lec-lab hrs/wk)

This course covers advanced uses of wire feed welding processes. Students will learn techniques in wire feed welding process through lecture/demonstration and practical application of industry methods. The semi-automatic Gas Metal Arc Welding (GMAW) and Flux Cored Arc Welding (FCAW) processes and manual welding techniques will be presented. Equipment needs and setup, joint design, filler materials, shielded gases, welding techniques along with safety will be stressed.

Prerequisites: WELD101 or WELD102.

WELD260 Pipe Fitting and Welding

3 credits (1 lec, 4 lec-lab hrs/wk)

This course is an introduction to pipe layout, fitting and arc welding. Through lecture, demonstration and practical application, students will be presented with basic pipe and piping information, basic pipe layout practices, and basic pipe welding techniques

for 1G rolled position, 2G and 5G fixed position using E6010 and E7018 electrodes. Safety, quality, and proper weld technique will be stressed according to industry standards for appearance and weld soundness.

Prerequisites: WELD101 or WELD211.

WELD265 Fitting and Fabrication

3 credits (1 lec, 4 lec-lab hrs/wk)

Provides layout and fitting skills applicable to an industrial welding and fabrication shop. It is designed to provide students with the experience of reading prints, estimating and ordering material, performing layout and cutting work, fitting pieces into assemblies, and weld-out procedures applicable to fabricating a finished product. Students will learn in a lecture/lab environment which will emphasize problem solving and cooperation within an industrial-like environment. Safety, accuracy, quality and a commitment to excellence will be emphasized in completing assigned lab fabrications.

Prerequisites: WELD101 and WELD211.

WELD270 The Welder and Manufacturing

3 credits (1 lec, 4 lec-lab hrs/wk)

This course will provide insight into the role of the welder in manufacturing processes, in both current and future manufacturing facilities. Problem solving and cooperation for individual and group projects will be stressed. Students will learn through lecture/discussion, audiovisual presentation, lab experiences, demonstrations, manufacturing simulations and research activities.

Prerequisites: WELD211 and WELD255 with a C or better.

WORKPLACE ISSUES

WKPL4350 Workplace Issues

2 credits (2 lec hrs/wk)

This course is designed to assist the student in acquiring the interpersonal and human relations (including effective and clear speaking, inquiry and listening) skills, adapting to change, valuing diversity, developing intellectual tolerance and balancing the needs of work, family and self. This will be accomplished utilizing examinations, written assignments, class activities and various reading materials.

WRITING

WR0525 Sentence Fundamentals

5 credits (5 lec hrs/wk)

This course is designed to teach students the skills of writing well-formed, grammatically correct and varied sentences, and of using punctuation. Credits do not count toward graduation.

WR0543 Creative Writing: Fiction

1 credit (3 lec hrs/wk)

Introduces theory, techniques, and practices of fiction writing to the beginning student. Emphasizes short stories. Reading and analyzing published

work in terms of such writing techniques as characterization, scenes, dialogue, thematic content, structure. Writing exercises, both to take home and to do in the classroom complement these discussions, and are critiqued. The last part of each term is spent in a writer's workshop where student writing is discussed, analyzed, and critiqued by the whole class and the instructor.

WR0546 Creative Writing: Poetry
1 credit (3 lec hrs/wk)

Introduces the theory, techniques, and practices of poetry writing to the beginning student through reading published work and through written classroom exercises. Part of the term is spent in a writers' workshop discussing, analyzing and critiquing student writing by the class and instructor. Also offered as WR0547 for no credit or grade.

WR0552 Creative Writing: Explorations
1 credit (3 lec hrs/wk)

This course centers on discussion of the techniques of playwriting, nature writing, and other selected non-fiction, poetry, and fiction through the reading and analysis of published work and through classroom writing exercises. Areas to be explored depend upon student and teacher interest. Part of the term is spent in a writers' workshop where student writing is discussed, analyzed, and critiqued by the whole class and the instructor.

WR0695 Personal Journals: Self Discovery
1 credit (1 lec, 1 lab hr/wk)

The course covers the mechanics of keeping a journal, journal processing, using materials in journals to discover new facets of a person's life, then reflecting on discoveries, evaluating present life situations and expanding awareness. All aspects of journal processing are recorded in the journal, including action taken as a result of above steps. Students develop writing skills and clearer understanding of his/her life. Also offered as WR0696 for no credit or grade.

WR0759 Writing and Editing
0 credit (2 lec hrs/wk)

Individualized writing instruction teaches students the writing process; invention, revision, and editing, with the focus on students analyzing and improving their own writing process and writing. Will include discussion of grammar, punctuation and conventions of style and usage.

WR60 Writing for Foreign Students
5 credits (5 lec hrs/wk)

Writing for Foreign Students focuses on improving sentence construction and variety as well as paragraph and essay development. All reading and writing practice is done using texts from various disciplines in the humanities and science for the purpose of preparing foreign students for success in mainstream college courses.

Prerequisite: Minimum TOEFL score of 450.

WR90 Paragraph Fundamentals
3 credits (3 lec hrs/wk)

Designed to help students write clear, correct paragraphs in standard English. A final goal is to have students organize paragraphs in an extended essay.

Prerequisite: WR0525 with a C or better or placement test score.

WR121 English Composition
3 credits (3 lec hrs/wk)

This course presents the fundamentals of expository prose through the development and frequent exercise of writing abilities. It is designed to help students learn the use of unity, clarity, coherence and detail in the development of written ideas. Sequence with WR122, WR123 or WR227. Must be taken in sequence.

Prerequisite: WR90 with a C or better or placement test score.

WR122 English Composition
3 credits (3 lec hrs/wk)

This course continues the preparation of the fundamentals of expository prose with special emphasis on rhetorical principles of argumentation. Special attention is given to audience and style. The basic principles and use of logic in argumentative/persuasive writing are introduced. Must be taken in sequence with WR121, WR123 or WR227.

Prerequisite: WR121 with a C or better.

WR123 English Composition
3 credits (3 lec hrs/wk)

This course is designed to teach the research process and the conventions of writing and documenting a research paper; the discourse conventions, audience expectations, and bibliographic formats of selected disciplines. Emphasis is on developing a method for planning, researching, and writing papers on collected information. The research paper develops an argumentative or analytical thesis; it necessitates critical reading and persuasive writing.

Prerequisite: WR122 with a C or better.

WR199B Writing From Observation
1 credit (20 lec hrs/total)

Students will apply techniques of inquiry and analysis from various academic disciplines in order to understand and resolve key issues at selected field sites. Introductory lecture/lab will survey key issues and introduce techniques required for a site-based field study. Initial visits will be organized by a lead instructor or a team of instructors. With pre-approval and consultation of a writing instructor, this course may provide writing assignments for the Freshman Composition sequence. This course may also serve as preparation for a second-year capstone project.

WR214 Business English
3 credits (3 lec hrs/wk)

For Business and Office Occupations majors, WR214 consists of the study of and practice in modern business communication, especially written communication. Emphasis is on persuasive and routine correspondence, rhetorical strategies, and

appropriate conventions. The class will shape students' language skills, focusing on conciseness, correctness, and consistent and appropriate tone. Students learn to use style sheets and current knowledge of human behavior, business environments, and business organization and apply it to effective written and oral business communication. **Prerequisite:** WR121 with a C or better.

WR214T Professional/Technical Writing
3 credits (3 lec hrs/wk)

Professional/Technical Writing will familiarize ~~conventions in punctuation. Students will use their~~ students with various strategies for accomplishing professional goals through communication. The course will stress the application of higher order thinking in routine and persuasive correspondence, memos and reports by teaching rhetorical strategies and the importance of appropriate style and conventions. Students will write at least 3,000 words to be evaluated by the instructor, in addition to other, non-evaluated assignments.

Prerequisite: WR121 with a C or better.

WR222 Advanced Composition
3 credits (3 lec hrs/wk)

This advanced course explores approaches to writing that are beyond the scope of traditional composition offerings. Emphasis is on sophisticated or experimental and abundant student writing.

Prerequisites: WR122 with a C or better.

WR227 Report Writing
3 credits (3 lec hrs/wk)

Report Writing will study the principles of composition applied to the writing of reports required in the technical and business professions. It includes procedures for fact gathering, organization, graphic layout and other methods of compiling data. Students will learn to quote, paraphrase and summarize sources correctly and effectively, and to cite those sources and list them with the aid of a style sheet. Students will write reports in their chosen disciplines. Report Writing may be substituted for WR123 English Composition.

Prerequisite: WR122, WR214 or WR214T with a C or better.

WR241 Imaginative Writing: Fiction Writing
3 credits (3 lec hrs/wk)

This course introduces the theory, techniques and practice of fiction writing to the beginning student. It emphasizes the short story. The beginning of the term is spent reading and analyzing published work in terms of such writing techniques as characterization, scenes, dialogue, thematic content, and structure. Writing exercises, both to take home and to do in the classroom, complement these discussions and are critiqued. The last part of the term is spent in a writers' workshop where student writing is discussed, analyzed and critiqued by the whole class and the instructor. Sequence with WR242, WR243. Need not be taken in order.

WR242 Imaginative Writing: Poetry Writing
3 credits (3 lec hrs/wk)

This course introduces the theory, techniques and practice of poetry writing to the beginning student through reading published work and through written classroom exercises. Part of the term is spent in a writers' workshop where student writing is discussed, analyzed and critiqued by the whole class and the instructor. Sequence with WR241, WR243. Need not be taken in order.

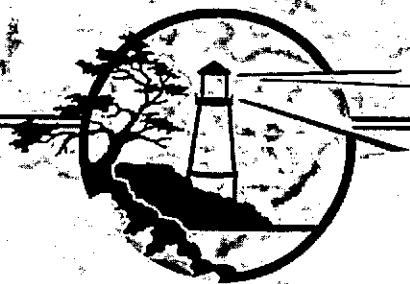
WR243 Imaginative Writing: Explorations
3 credits (3 lec hrs/wk)

This course centers on discussion of the techniques of play writing, nature writing, and other selected non-fiction, poetry, and fiction through the reading and analysis of published work and through classroom writing exercises. Areas to be explored depend upon student and teacher interest. Part of the term is spent in a writers' workshop where student writing is discussed, analyzed and critiqued by the whole class and the instructor. Sequence with WR241, WR242. Need not be taken in order.

WR250 Autobiography Writing
3 credits (3 lec hrs/wk)

Introduces students to the techniques of writing an autobiography. Includes method, style and organization. Both student and non-student works are discussed in class in order to develop writing techniques. Also offered as WR0544 for no credit or grade.

Administration and Faculty



Administration

Board of Education

Citizens of the college district are represented in all aspects of the college operation by the Board of Education - seven men and women elected, from the towns and cities of the district, by the people. The Board, assisted by five ex-officio Board members representing the students, faculty, classified and administrative staff, determines the policies to be administered by the College President. A seven member appointed Budget Committee assists the Board with annual budget preparation.

The Board

David Bridgham	Nancy Brouhard
Marcia Jensen	Mike Murray
Carol Oelke	Dan Smith
Charlie Vincent	

Budget Committee

Nancy Counts	Douglas Fletcher
James Fox	Mike Groben
Jennifer Groth	Kathy Rosencrantz
Angie VanBurger	

Office of the President

Dr. Stephen Kridelbaugh, President
Debra Nicholls, Administrative Assistant

Instructional Services

Lynda Hatfield, Dean of Instructional and Student Services
Joanna Blount, "ABD", Associate Dean of Student Services/Registrar
Robert Bower, Associate Dean of Collegiate and Adult Education
Brenda Brecke, Associate Dean, Work Force Development
Peggy Goergen, Associate Dean of Curry County
Sarah Recken, Division Director, Collegiate Education
Dr. Judith Scherer, Division Director, Health and Human Services
Cheryl Scott, Division Director, Business and Technology
John Berman, TPAD Curriculum Coordinator
Daniel Birkovich, Assistant Director/Lead Teacher, Family Center
Kathy Blake, Educational Talent Search Specialist
James Bouley, BDC Coordinator, Curry County
Sharilyn Brown, Educational Talent Search Specialist
Barbara Davey, Coordinator of Nursing and Health Occupations
Laura Devine, Media Operations Supervisor
Michael Emmett, Newmark Center Coordinator
Hunter Fales, ADA Coordinator
Mary Jane Fisher, CCLS Extended Services Supervisor
Raye Gieseke, Career/Placement Specialist
Melody Gillard-Juarez, Director of Retired and Senior Volunteer Program
Shauna Haley, Healthy Start Coordinator

Instructional Services (Continued)

Karen Helland, Director of Outreach and Professional Development
Margallee James, SOI Academic Assessment Specialist
Barbara Johnson, Mentor/Tutor/Transfer/Retention Specialist, Student Support Services
Barbara Miles, Director of Family Education and Resources
Peggy Mitchell, Resource and Referral Training Coordinator
Connie Nelson, Director, Educational Talent Search
Judy Ocobock, Registration/Records Supervisor
Joanne Palmeira, ETS Student Success Specialist
Patrick Platt, ALSP Professional Technical Transition Specialist
Laurie Potts, Director, Family Center
Janet Pretti, Curry County Coordinator/Assistant
Paul Reynolds, Coordinator, Fire/Health/Safety Career Development
Jon Richards, Director, Business Development Center
Mike Scott, Director of Corrections Education
Darlene Stookey, Associate Teacher, Family Center
Mary Stricker, Director of Library Services
Cindy Tessman, Office Manager/Administrative Assistant to the Dean of Instructional and Student Services
Carol Todd, Training Development Specialist

Administrative Services

Dr. Sheldon Meyer, Dean of Administrative Services
Robin Bunnell, Director of Financial Aid
Jill Christiana, Bookstore Manager
Joe Colo, Business Manager
Carole Howland, Human Resources Specialist, Employee Relations/Benefits Coordinator
Dave McKinney, Maintenance Supervisor
Ron Olson, Special Projects Assistant
Barbara Robson, Administrative Assistant to the Dean of Administrative Services
Jesse Standard, Custodial Supervisor
Rachele Summerville, Human Resources Specialist, Recruitment/Contracts Coordinator
William Winfield, Public Safety Officer Supervisor

Marketing/Recruitment/College Advancement

Mike Gaudette, Dean of Marketing/Recruitment/College Advancement
Tom Bennett, Title III, Internship Coordinator
Amy Furman, Graphic Design/Marketing Specialist
Barbara Gulas, Resource Development Specialist
Kay Heikkila, Director of Conference Services
Nancy Homan, Coordinator International Student Programs
Jason Kelleghan, Resident/Student Life Coordinator
Tom Nicholls, Director of Student Recruiting
Avena Weddle, Web Content/Design Specialist
Jeff Whitey, Director of Housing

Athletics

John Speasl, Athletic Director
Jennifer Mahan, Fitness Center Supervisor, Head Softball Coach

Information Technology

Kat Flores, Director/Information Technology, Research and Planning
Sandi Arbuckle, Systems Administrator
Phillip Barker, Systems and Security Specialist
Chris Heagle, Information/Training Specialist

Full-Time Faculty

Dorothy Anacleto, Visiting Professor, FSA Curry County
B.A. in Psychology, 1976;
M.S. in Clinical and Counseling Psychology, 1978, California State University, Stanislaus
Ed.D. in Clinical and Counseling Psychology, 1984, University of the Pacific

Lyn Barnes, Visiting Instructor, Adult Learning Skills/JOBS Skills Program
B.A. in Psychology, 1995, Fort Lewis College

Ronald Bell, Instructor, Counselor
B.S. in Theatre Arts, 1978;
M.F.A. in Playwriting, 1980, UCLA
M.C. in Counseling Education, 1989, Arizona State University

Jerri Bennett-Stillmaker, Professor, Nursing
B.S. in Nursing, 1979, Southern Oregon State College
M.S. in Nursing, 1987, University of Portland

Hans Boettcher, Professor, Manufacturing/Machining
B.S. in Mechanical Engineering, 1967, California State Polytechnic University

Blake Bowers, Instructor, Fitness Management/Athletic Trainer
B.A. in Athletic Training, 1994,
B.A. in Health Promotion, 1994,
M.A. in Secondary Education, 2000, Southern Oregon University

Fred Brick, Assistant Professor, History/Political Science
B.A. in History/Education, 1986, College of St. Thomas
M.A. in History/Political Science, 1990, University of Minnesota

Jane Briggs, Visiting Instructor, Adult Learning Skills Program
B.A. in Elementary Education, 1969, University of Oregon

Chris Coughlin, Assistant Professor, Childhood Education
B.S. in Psychology, 1988, University of Oregon
M.S. in Human Development and Family Studies, 1990;
Ph.D. in Human Development and Family Studies, 1992, Oregon State University

Harold Crowder, Visiting Instructor, ABE, Summit
A.S. Supervision/Leadership Management, 1985;
B.S. Business Administration, 1986, Hawaii Pacific University

Tim Dailey, Visiting Counselor, Student Support Services
B.S. History/Social Sciences, 1978; Whitworth College;
M.C. in Counseling, 1991, Arizona State University

Ray Daniels, Professor, Fabrication/Welding Technology
B.S. in Industrial Education, 1969;
M.Ed. in Industrial Education, 1977, Oregon State University

Evan Davis, Professor, English
B.A. in English, 1974, California State University, Hayward
M.A. in English, 1977, Iowa State University

Michael Detwiler, Associate Professor, English
B.A. in English and German, 1971, Ashland University
M.A. in English and German, 1974, University of Freiburg, Germany

Lori Dickinson, Visiting Instructor, Shutter Creek
B.S. in Human Services, 1983, University of Oregon

Michele Dishong, Assistant Professor, Speech
B.A. in English and Speech Communication, 1988, Chadron State University
M.A. in Communication, 1996, Washington State University

Jesse Dizard, Assistant Professor, Anthropology/Sociology
A.B. in Comparative Literature, 1986, Brandeis University
M.A. in Anthropology, 1990, University of California, Berkeley.

Barbara Dodrill, Visiting Professor, Business
B.S. in Business Education, 1970, Southern Oregon College
M.S. in Business Education, 1971, Oregon State University

George Elkins, Assistant Professor, Mathematics
B.S. in Secondary Education, 1985;
M.A. in Teaching (Math), 1990, Western Oregon State University

Stephen Erickson, Professor, Psychology
B.A. in Psychology, 1970;
M.S. in Psychology and Community College Teaching, 1972, Eastern Washington University

Candice Favilla, Associate Professor, Writing/Literature
B.A. in English, Writing/Literature, 1984,
M.A. in English, Literature, 1986, California State University, Chico
Ph.D. in English, 1994, University of Denver

Robert Fields, Instructor, Biology/General Science
B.S. in Biology, 1981;
M.S. in Biology, 1984, University of Illinois
Ph.D. in Zoology, 1991, Washington State University

James Fritz, Instructor, Art
B.A. in Liberal Arts/Studio, 1983, St. John's University
M.F.A. in Sculpture/Metal Casting, 1989, Southern Illinois University

Willi Furrer, Professor, Business and Economics
B.A. in Economics, 1981;
M.B.A. in Finance, 1982, Fairleigh Dickinson University

Garrett Gregor, Assistant Professor, Mathematics
B.S. in Mathematics, 1992; University of Utah
M.S. in Mathematical Modeling of Environmental Systems,
1997, Humboldt State University

Linda Grosso, Professor, Adult Learning Skills
B.A. in Romance Languages, 1971, University of Oregon
M.A. in Developmental Education, 1993, Appalachian
State University

Max Gulias, Title III Activity Director and Assistant
Professor, English/Philosophy
B.A. in Philosophy and Political Science, 1991,
Concordia College
M.A. in English/Creative Writing, 1995, Illinois
State University

Dennis Hanhi, Professor, Industrial Electronics Technology
B.S. in Trade and Industrial Education, 1979;
M.Ed. in Industrial Education, 1983, Oregon
State University

Sally Harrold, Professor, English
B.A. in English, 1968, Agnes Scott College
M.A. in English, 1970, University of Wisconsin at Madison
Ph.D. in English, 1986, Texas Christian University

Jeffrey Hayen, Instructor, Engineering and Mathematics
B.S. in Mechanical Engineering, 1984;
M.S. in Mechanical Engineering, 1986, San Diego
State University
Ph.D. in Applied Mechanics and Physics, 1996, California
Institute of Technology

Catherine Hockman, Assistant Professor, Counselor
B.A. in English/Spanish, 1968, St. Columban College,
Phillippines
M.A. in Education Counseling, 1992, California State
University, San Bernardino

Sean Hutcherson, Instructor, Mathematics
B.S. in Mechanical Engineering, 1989, University of
California, Santa Barbara
M.A. in Math and Science Education, 1994, University of
California at Berkeley

Zita Ingham, Professor, English
B.A. in Bacteriology, 1974, University of California, Berkeley
M.A. in English-Teaching in a two-year college, 1984;
Ph.D. in Rhetoric and Composition, 1991,
University of Arizona

Linda Kridelbaugh, Professor, Computer Information
Systems
B.S. in Mathematics, 1970, South Dakota School of Mines
and Technology
M.S. in Computer Science, 1974, University of Oregon

Kathy Laird, Associate Professor, Nursing
B.S. in Nursing, 1991, Southern Oregon State College
M.N. in Nursing, 1996, Oregon Health Sciences University

Lanny Leslie, Professor, Business/Accounting
B.S. in Forest Management, 1967, Utah State University
M.Ed. in Vocational Education, 1975, Oregon State
University

Deborah Lightcap, Visiting Instructor, Adult Learning
Skills/JOBS Skills Program
B.S. in Business Administration, 1989, Southern
Oregon University

Bruce Locker, Professor, Business
B.A. in Economics, 1974, University of Southern California
M.B.A. in Business Management, 1987,
Pepperdine University

Lynne Lorenzen, Visiting Instructor, Shutter Creek
B.S. in Education, 1992, Iowa State University

Hugh Malafry, Professor, English
B.A. in English and Mathematics, 1966, University
of British Columbia
M.A. in English, 1969, Simon Fraser University,
Vancouver, Canada
Ph.D. in English, 1973, University of Denver

Janet McClellan, Professor, Justice Services
B.A. in Government/Administration, 1976, Park College
M.P.A. in Public Administration, 1978, University of Dayton

Jacqueline McNeill, Professor, Adult Learning Skills/ESL
B.A. in French, 1964, University of Oregon
M.Ed. in French/Education, 1995, Eastern
Washington University

Ronald Metzger, Professor, Earth Science
B.S. in Geology, 1985, St. Lawrence University
M.S. in Geology, 1988;
Ph.D. in Geology, 1991, University of Iowa

Sharon Miller, Associate Professor,
Developmental Education
B.Ed. in Elementary Education, 1968;
M.S. in Reading Diagnosis and Correction, 1969,
University of Oregon

Carol Moore, Instructor, Office Occupations
B.S. in Education/Business, 1981;
M.S. in Business Education, 1988, Southern
Oregon University

Anny Mueller, Visiting Instructor, Workforce 2000
B.A. in Psychology, 1974, Montclair State College
M.A. in Clinical Psychology, 1976, Fairleigh
Dickinson University

Dan Neal, Associate Professor, Health/PE
B.S. in Health/PE, 1974, Southern Oregon State College
M.S. in Sports Coaching, 1994, United States Sports
Academy

Eleanor Niesen, Associate Professor, English, Curry County
B.A. in Arts and Letters, 1967;
M.A. in Romance Languages, 1975, University of Oregon
M.A. in English, 1994, Humboldt State University

John Noland, Professor, English
B.A. in English, 1966, Kansas State University
M.F.A. in Creative Writing, 1968, University of Oregon

Joy Parker, Instructor, English
B.A. in English, 1982;
M.A. in Applied Linguistics/TESL, 1986, University
of Oregon

Pat Parker, Instructor, Adult Learning Skills
B.S. in Psychology, 1992, Eastern Oregon State College
M.Ed. in Adult Education, 1998, Oregon State University

Joel Perkins, Instructor, Physical Education
B.S. in Health Promotion/Fitness Management, 1997;
M.S. in Secondary Education, 1998, Southern
Oregon University

Clara Radcliffe, Professor, English
B.A. in English Literature and History, 1958, Wayne State University
M.A. in English Literature and History, 1959, University of Michigan
Ph.D. in English Literature, 1974, State University of New York

Christian Rosman, Professor, Music
B.A. in Philosophy, 1966, Seattle University
M.Ed. in Education, 1970 Western Washington University
M.M. in Music, 1978, Eastern Washington University

Jeffrey Samuels, Visiting Instructor, Computer Information Systems/Computer Sciences
B.S. in Electrical Engineering, 1982, University of Florida
M.S. in Nuclear Engineering, 1987,
Ph.D. in Nuclear Engineering, 1989, Oregon State University

Diana Schab, Assistant Professor, Computer Information Systems
B.S. in Civil Engineering, 1978, Iowa State University
B.S. in Computer Science, 1988, Marycrest College
M.S. in Computer Science, 1992, Telkyo Marycrest College

Christine Scholey, Professor, Speech
B.A. in Speech Communication, 1978, California State University, Long Beach
M.A. in Rhetoric, 1981, Purdue University

Melanie Lou Schwartz, Professor, Art
B.F.A. in Fine Arts, 1972, University of Nebraska
M.A. in Art, 1973;
M.F.A. in Fine Arts, 1974, University of Iowa

Patty Scott, Associate Professor, Counselor, Student Support Services
B.S. in Sociology, 1984, University of Oregon
M.A. in College Student Personnel, 1986, Bowling Green State University

Bev Segner-Haller, Assistant Professor, Human Services
B.A. in Social Welfare, 1974;
M.S.W. in Social Work, 1976, University of Southern California

Ray Shipman, Instructor, Curry County, Computer Information Systems
B.S. in Electrical Engineering, 1964;
M.S. in Engineering, 1967, Santa Clara University

Randall Sloper, Instructor, Physics and Mathematics
B.S. in Physics, 1988, University of Oregon
M.S. in Physics, 1991, University of California, Davis

Pauline Smith, Reference/Technical Services Librarian
B.A. in English and Chinese, 1993,
Chinese University of Hong Kong
M.A. in Information and Library Studies, 1994,
Loughborough University, Britain

Virginia Somes, Assistant Professor, Mathematics
B.A. in Mathematics, 1992, Mills College
M.S. Mathematical Modeling of Environmental Systems, 1996, Humboldt State University

Ron Steffens, Associate Professor, English and Journalism
B.A. in English, 1980, Tulane University
M.F.A. in Creative Writing, 1986, University of Arizona

Terry Strange, Instructor, Environmental/Forest Resources Technology
B.S. in Wildlife Management, 1984,
B.S. in Fisheries Biology, 1984,
M.S. in Watershed Management, 1989, Humboldt State University

Mark Stueve, Instructor, Computer Technology
B.A. in Art/Theater, 1990;
B.S. in Math/Computer Science, 1990, The Evergreen State College

Ann Sylvia, Professor, Life Sciences
B.S. in Entomology, 1980, University of California
B.S. in Chemistry, 1986, California State University
Ph.D. in Chemistry, 1991, University of California

Sharon Tashjian, Professor, Librarian
B.A. in Speech/Drama/English, 1972, Northern Michigan University
M.S. in Library Science, 1974, Wayne State University

Stephanie Van Horn, Assistant Professor, English
B.A. in English, 1968, University of California
M.A. in English, 1969, Simmons College
M.A. in Special Education, 1980, St. Mary's College

Larry Wells, Instructor/Instrumental Conductor, Music
B.A. in Music, 1990,
B.S. in Education, 1990, Washington State University
M.S. in Teaching, 1996, Portland State University

Chris Williamson, Associate Professor, Computer Information Systems
B.A. in Communications, 1975, Washington State University
M.S. in Computer Science, 1987, East Texas State University

Mark Wilson, Visiting Instructor, English
B.A. in English, 1976, Northwest Nazarene College
M.A. in English, 1978, Washington State University

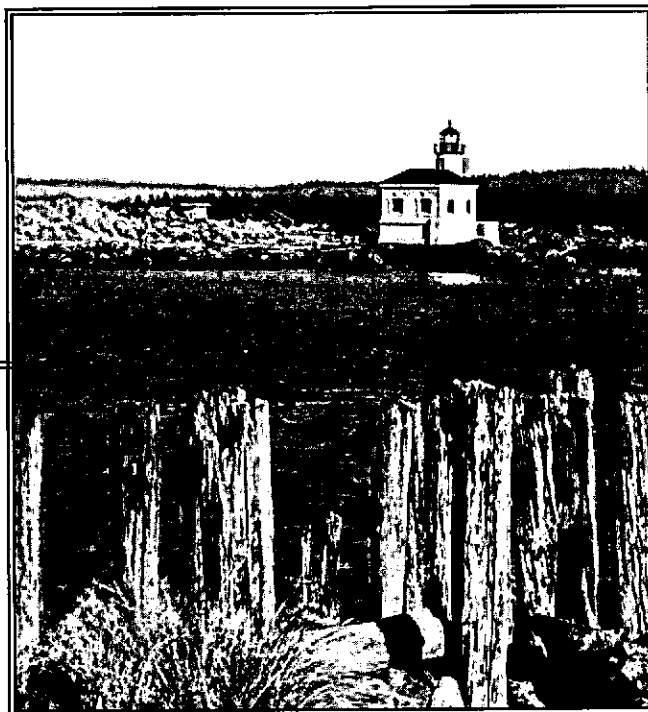
Bill Yates, Associate Professor, Computer Information Systems/Computer Sciences
B.S. in Biology, 1972, University of Oregon
M.Ed. in Computers in Education, 1984, Saint Martin's College
Ph.D. in Curriculum and Instruction, 1988, University of Oregon

Emeritus Administrators/Faculty

Pat Alvey
John Anderson
Phillip Anderson
Carroll Auvil
Rodger Barber
Don Burdg
Elaine Case
Dortha Chase
Harvey Crim
Sam Cumpston
Barbara Davey
Barbara Dodrill
Nathan Douthit
Ben Fawver
Helen Ferguson
Dorothy Gillett
Shirley Gitchell
Howard Hall
Charles Hower
Thomas Humphrey
Ann Hunt
John Hunter
Hugh Hoyt
Ken Jensen
Kirk Jones
Raymond Kelley
Beverly Kemper
Bonnie Koreiva
Kay Kronstelner

N. William Lemoine
Ronald Lillenthal
Sharleen Lillebo
Jim Love
Phyllis Love
Dorothea McCarthy
Margaret McGuire
William McGuire
Bernell Meacham
Robert Miller
Donald Moffitt
Don Neuharth
Jan Newlander
Ron Pullen
Angela Quinn
John Rullfson
Darrell Saxton
William Sharp
Robert Shepard
Jim Shumake
Vernon Sorensen
Charla Spigolon
Veneita Stender
Ronald Stubbs
Andres Toribio
Carol Vernon
Jean von Schweinitz
Sheila Ward
Terry Weaver

Coastal Lighthouses



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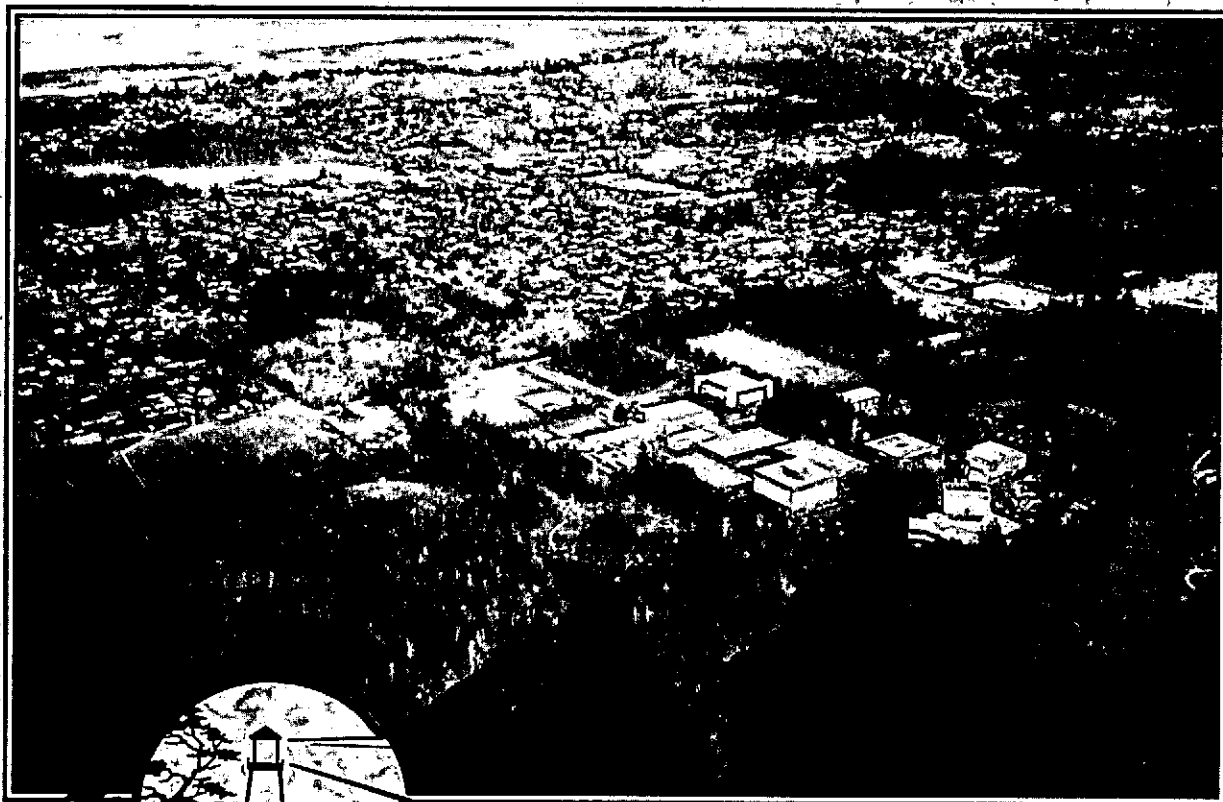
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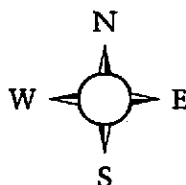
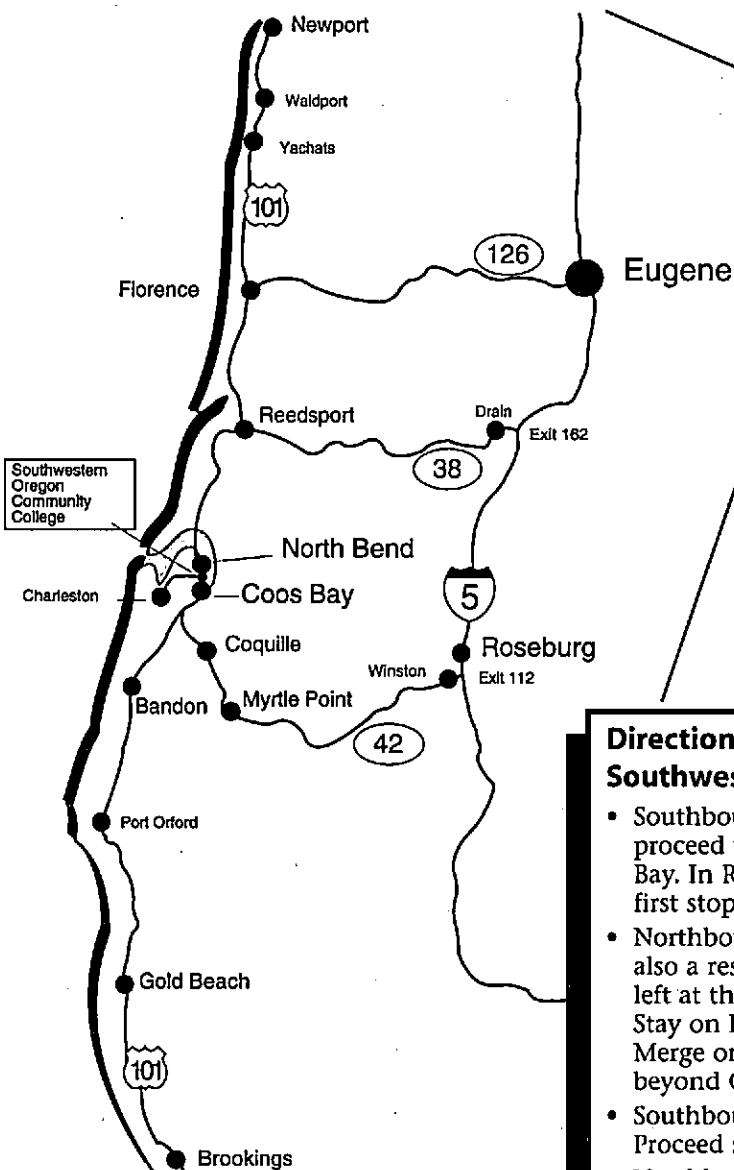
The Catalog

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

Maps



PACIFIC OCEAN



Scale
1 inch = 25 miles

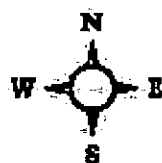
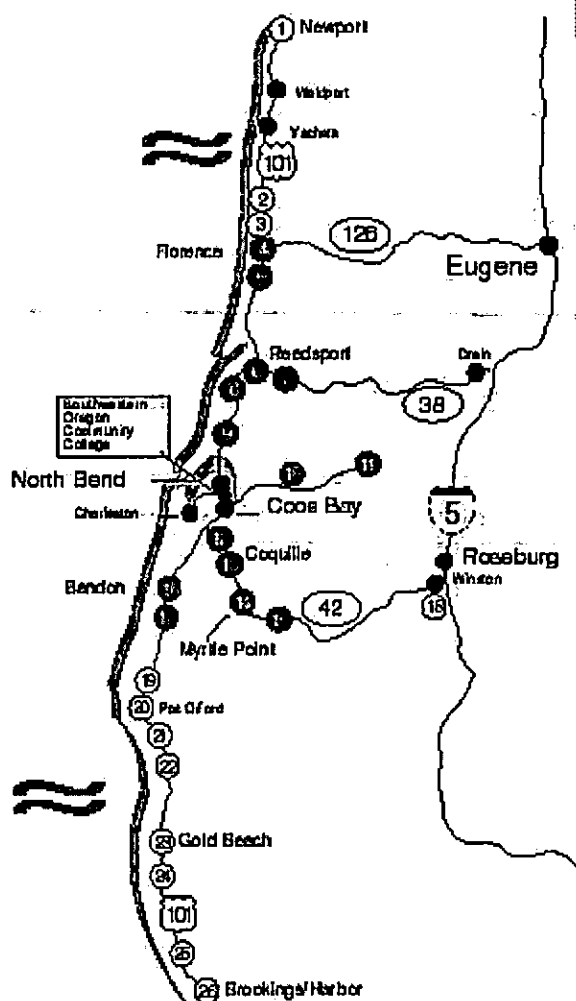
Directions to Coos Bay/North Bend and Southwestern Oregon Community College

- Southbound I-5: Take Exit 162 (Highway 38) and proceed west through Drain, following signs to Coos Bay. In Reedsport, turn left onto Highway 101 at the first stop light and proceed south into North Bend.
- Northbound I-5: Take Exit 112 for Coos Bay (the exit is also a rest stop). Proceed west into Winston and turn left at the first stop light, following signs to Coos Bay. Stay on Highway 42 through Myrtle Point and Coquille. Merge onto Highway 101 northbound, about 15 miles beyond Coquille and proceed into Coos Bay.
- Southbound 101: Proceed south until entering North Bend.
- Northbound 101: Proceed north until entering Coos Bay.
- To Southwestern: Midway between Coos Bay and North Bend (at the big fuel tanks), turn west onto Newmark Avenue and head up the steep hill. Proceed through 4 stop lights. At the 5th light, Wal-Mart will be on your left and the main entrance of the college will be on your right.

General Parking: Turn right into the main campus. Park FREE in any round parking lot.

Conference and Camp Parking: Drive past Wal-Mart and immediately after Burger King turn right into the west entrance of the College. Turn left at Student Way; the Lighthouse Depot is the second building on the left. Park anywhere; no permits are required in the summer.

PACIFIC OCEAN



Scale
1 inch = 25 miles

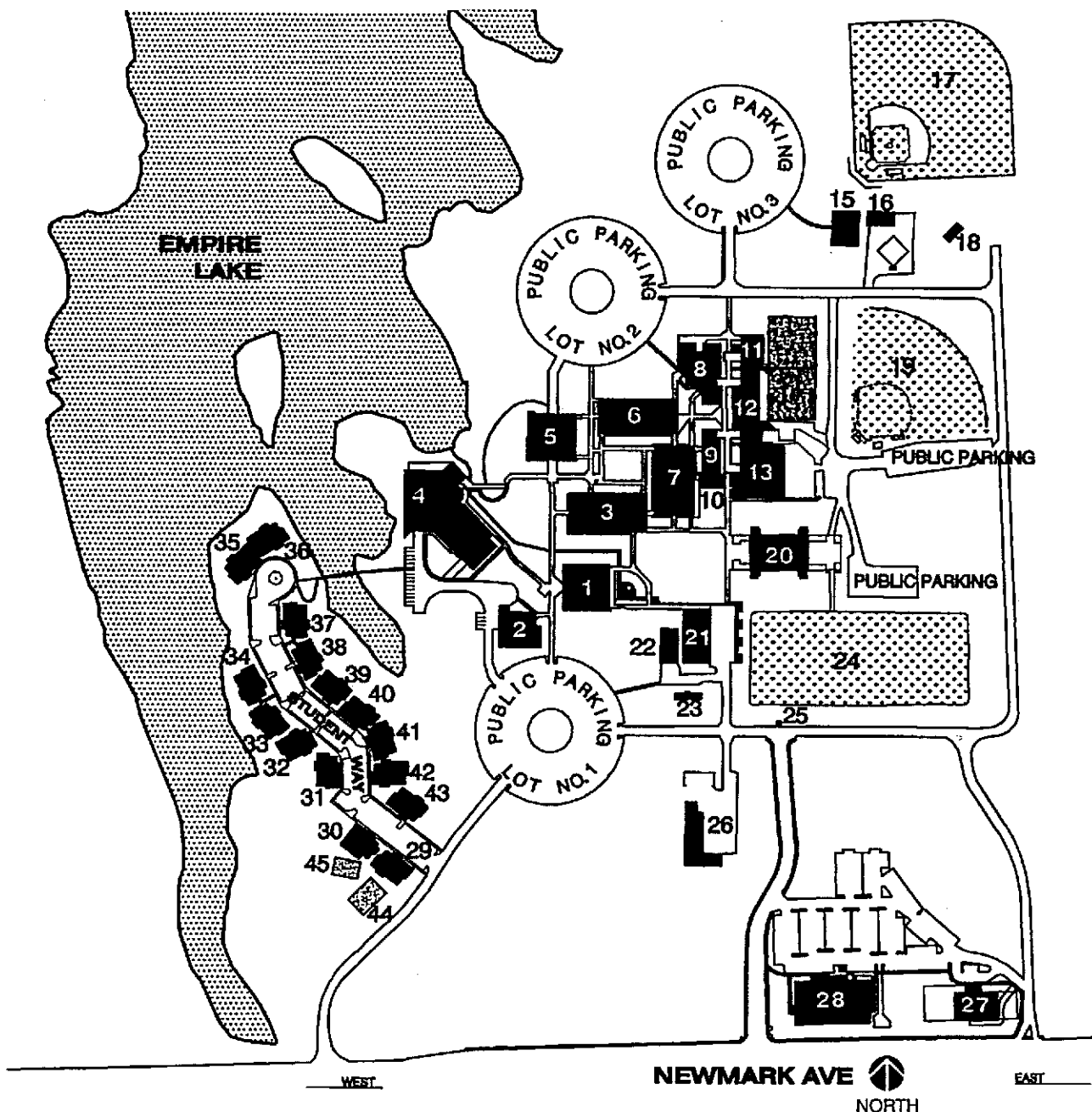
What To Do On The Oregon Coast

1. Newport
Yaquina Head Lighthouse and Interpretive Center, Yaquina Bay Lighthouse and State Park, Wax Works wax museum, Undersea Gardens, Mark O. Hatfield Marine Science Center, Oregon Coast Aquarium, sports fishing, whale watching
2. Sea Lion Caves
3. Heceta Head Lighthouse
4. Florence
Old Town (shopping), Westward Ho! Steam wheeler (cruises, sightseeing/natural history), golf course, Northern Gateway to the Oregon Dunes National Recreation Area, sand dune buggy, ATV rentals and dune tours
5. Seaplane rides
6. Reedsport
Old Town (shopping), Umpqua Discovery Center
7. Dean Creek Blk Viewing Area
8. Winchester Bay
Umpqua River Lighthouse, Spyhoppers Whale Watching Platform, Douglas County Visitors Center and Museum, sports fishing
9. Southern Gateway to the Oregon Dunes National Recreation Area, dune buggy and ATV rentals, and dune tours
10. Millicoma Salmon Hatchery
11. Golden and Silver Falls State Park
12. Coos Bay International Speedway
13. Coquille
Sawdust Theatre (melodrama and oleos)
14. Myrtle Point
Coos County Logging Museum, Coos County Fair and Rodeo
15. Sandy Creek Covered Bridge
16. Bandon
Old Town (shopping), kayaking, Bandon Cheese Factory, horseback riding on the beach, Face Rock and Table Rock, windsurfing, Coquille River Lighthouse at Bullards Beach State Park, cranberry bogs
17. West Coast Game Park Safari
18. Wildlife Safari
19. Cape Blanco Lighthouse and historic Hughes House
20. Port Orford—Oregon's most unique fishing village
Battle Rock State Park
21. Humbug Mountain
22. Prehistoric Gardens
23. Gold Beach/Wedderburn
Rogue River jet boat tours, Curry County Fair, sports fishing, Schrader Old-growth Trail, Oregon Coast Trail
24. Arch Rock Scenic Lookout
25. Thomas Creek Bridge (highest in Oregon)
26. Brookings Harbor
sports fishing, Azalea Park, Loeb State Park

● Within one hour by car ○ Within two hours by car

Campus Directory

- | | | | |
|------------------|--------------------|----------------------------------|----------------------|
| 1. Dellwood Hall | 13. Fairview Hall | 25. Guard Shack | 35. Umpqua River |
| 2. Stensland | 14. Tennis Courts | 26. Plant Services/
Maint. | 36. Heceta Head |
| 3. Randolph Hall | 15. Field House | 27. Family Center/
Child Care | 37. Yaquina Head |
| 4. Empire Hall | 16. Fire Science | 28. Newmark Center | 38. Cape Meares |
| 5. Tioga Hall | 17. Baseball Field | 29. North Head | 39. Tillamook Rock |
| 6. Sitkum Hall | 18. Fire Tower | 30. Lighthouse Depot | 40. Point Adams |
| 7. Coaledo Hall | 19. Softball Field | 31. St. George Reef | 41. Desdemona Sands |
| 8. Eden Hall | 20. Prosper Hall | 32. Cape Blanco | 42. Warrior Rock |
| 9. Lampa Hall | 21. Umpqua Hall | 33. Coquille River | 43. Willamette River |
| 10. B-2 | 22. B-3 Storage | 34. Cape Arago | 44. Volleyball Court |
| 11. Sunset Hall | 23. Offices | | 45. Basketball Court |
| 12. Sumner Hall | 24. Soccer Field | | |





A series of horizontal lines for writing, organized into two main sections. The first section consists of 10 lines, and the second section consists of 10 lines. There are small gaps between the two sections.



Lined writing area consisting of 25 horizontal lines.



A series of horizontal lines for writing, organized into four groups of five lines each, separated by small gaps.

