

SOUTHWESTERN OREGON COMMUNITY COLLEGE

1990 - 1991 Catalog

1988 Newmark ♦ Coos Bay, Oregon 97420

A non-discriminatory equal opportunity college.

ACADEMIC CALENDAR

FALL TERM 1990

September 17 - 19 Formal registration for fall term
 September 20, 21 Campus closed - faculty/staff work days
 September 24 Day and night classes begin
 September 24 - 28 Follow-up registration
 September 28 Last day to register or add classes without instructor consent
 October 8 Late fees begin
 October 12 Campus closed - staff development
 November 2 Last day to withdraw without responsibility for a grade
 November 12 Campus closed - Veterans' Day
 November 22 - 23 Campus closed - Thanksgiving
 November 26 - 30 Formal registration for winter term
 December 7 Last day to change to audit or withdraw with instructor consent
 December 10 - 14 Final exam week

WINTER TERM 1991

January 1 Campus closed - New Year's Day
 January 2, 3 Follow-up registration
 January 2 Night classes begin
 January 3 Day classes begin
 January 9 Last day to register or add classes without instructor consent
 January 14 Late fees begin
 February 8 Last day to withdraw without responsibility for a grade
 February 18 Campus closed - Presidents' Day
 February 25 - Formal registration for spring term
 March 1
 March 8 Last day to change to audit or withdraw with instructor consent
 March 11 - 15 Final exam week
 March 18 - 22 Spring break

SPRING TERM 1991

March 25 - 29 Follow-up registration for spring term
 March 25 Night classes begin
 March 26 Day classes begin
 March 29 Last day to register or add classes without instructor consent
 April 8 Late fees begin
 May 3 Last day to withdraw without responsibility for a grade
 May 27 Campus closed - Memorial Day
 May 31 Last day to change to audit or withdraw with instructor consent
 June 3 - 7 Final exam week
 June 7 Commencement

SUMMER TERM 1991 (tentative)

July 1 - 3 Formal registration for summer term
 July 1 Day and night classes begin
 July 3 Last day to register or add classes without instructor consent
 July 4 Campus closed - Independence Day
 July 15 Late fees begin
 July 18 Last day to withdraw without responsibility for a grade
 August 15 Last day to change to audit or withdraw with instructor consent
 August 22 Last day of classes



SOUTHWESTERN OREGON COMMUNITY COLLEGE

1988 Newmark Avenue
 Coos Bay, Oregon 97420
 503 888-2525

A non-discriminatory, equal opportunity college.

ASSOCIATE IN ARTS DEGREE

General Requirements for the Associate in Arts Degree for entering students or students who have had a significant interruption of continuous progress toward a degree (one calendar year or more) after July 1, 1986, are as follows:

1. Ninety-three or more credits of college parallel courses approved by the Oregon Board of Education for transfer credit. This program meets the block transfer requirements of the Oregon state four-year system. (Students may transfer up to 108 community college credits to four-year Oregon state system institutions).
2. Grade point average of 2.0 (C average) or better.
3. English Composition, 9 credits (WR121, 122, 123, or 227) with a grade of C or better in each quarter.
4. Health Education, 3 credits, HE250.
5. Physical Education, 3 credits of P.E. activity classes (PE180, 185, and 190); or PE231 Wellness for Life. No more than 6 credits of Physical Activities (PE180, 185, and 190) may be used in meeting the total credit requirement or counted in the student's final grade point average (GPA) for the A.A. degree. Courses must be in different activities or levels (i.e. beginning, intermediate, advanced).

Exceptions may be allowed for the following reasons:

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

Veterans: Students who have completed six months' active service in the U.S. armed forces are exempt from the physical education requirement if they file official evidence of service with the Admissions Office.

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

6. Speech, 3 credits selected from SP100, 111, 112, or 113.
7. MTH101 College Algebra (4 credits) or its equivalent.
8. A student must complete 30 of his/her last 45 credits at Southwestern Oregon Community

College before the Associate in Arts degree is awarded.

Distribution Requirements:

A combined total of seventeen (17) quarter courses must be taken in the areas of (A) Arts and Letters, (B) Social Science and (C) Science/Math. These must include four (4) sequences, one from each of the three areas above and the fourth from a different discipline in one of the areas. At SWOCC at least one Arts and Letters sequence must be in Literature and one Science/Math sequence must be in a life or physical science with a laboratory. One of the four sequences must be numbered in the 200 series.

Of the remaining five courses, three must be selected from one of the two areas remaining after the fourth sequence has been chosen, and the other two courses must be from the third area.

All sequences must be selected from those listed below. Additional courses may be selected from any transfer level courses in the catalog or the current class schedule which belong to appropriate academic disciplines in Arts and Letters, Social Science or Science/Mathematics. All mathematics courses must be MTH101 or higher (excluding 191, 192, 193).

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

Approved Sequences for the Associate in Arts Degree

A. ARTS AND LETTERS

At least one three-quarter sequence must be completed in Literature.

Literature:

ENG101, 102, 103 Survey of English Literature
ENG104, 105, 106 Introduction to Literature
ENG107, 108, 109 World Literature,
ENG201, 202, 203 Shakespeare,
ENG253, 254, 255 Survey of American Literature

Language/Philosophy:

FR201, 202, 203 Second-year French

SPAN201, 202, 203 Second-year Spanish
PHL201, 202, 203 Problems of Philosophy

Art and Music:

ART211, 212, 213 Survey of Visual Arts
MUS201, 202, 203 Introduction to Music and Its Literature
MUS261, 262, 263 Music History

B. SOCIAL SCIENCE

Anthropology:

ANTH101, 102, 103 General Anthropology
ANTH207, 208, 209 Introduction to Cultural Anthropology

Criminal Justice and Political Science:

(any three may be used as a sequence)
CJ100 Survey of Criminal Justice
CJ120 Judicial Process
CJ130 Introduction to Corrections
PS201 American Government

Economics:

EC201, 202, 203 Principles of Economics

History:

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

Psychology:

PSY201, 202, 203 General Psychology

Sociology:

SOC204, 205, 206 General Sociology

C. SCIENCE/MATHEMATICS

At least one sequence must be taken in a life or physical science with a laboratory. The mathematics course from general requirements may be counted toward a math sequence:

General Science:

GS104, 105, 106 Physical Science Survey

Geology:

G201, 202, 203 Geology

Biology:

BI101, 102, 103 General Biology

Botany:

BOT201, 202, 203 General Botany

Chemistry:

CH104, 105, 106 Elementary Chemistry
201, 202, 203 General Chemistry

Mathematics (any three sequential courses from the following):

MTH101, 102, 200 College Algebra, Trigonometry, and Calculus
MTH201, 202, 203 Calculus w/Analytic Geometry

**MTH191, 192, 193 Mathematics
for Elementary Teachers**

Physics:

PHY201, 202, 203 General

Physics

PHY207, 208, 209 Engineering

Physics

Zoology:

Z201, 202, 203 General Zoology

Associate in Arts Degree

General Arts and Sciences

This Associate in Arts degree provides an opportunity for the student to focus on any academic area of special interest. General requirements previously outlined must be met. The remaining credits required for the degree may be selected from any of the college transfer courses.

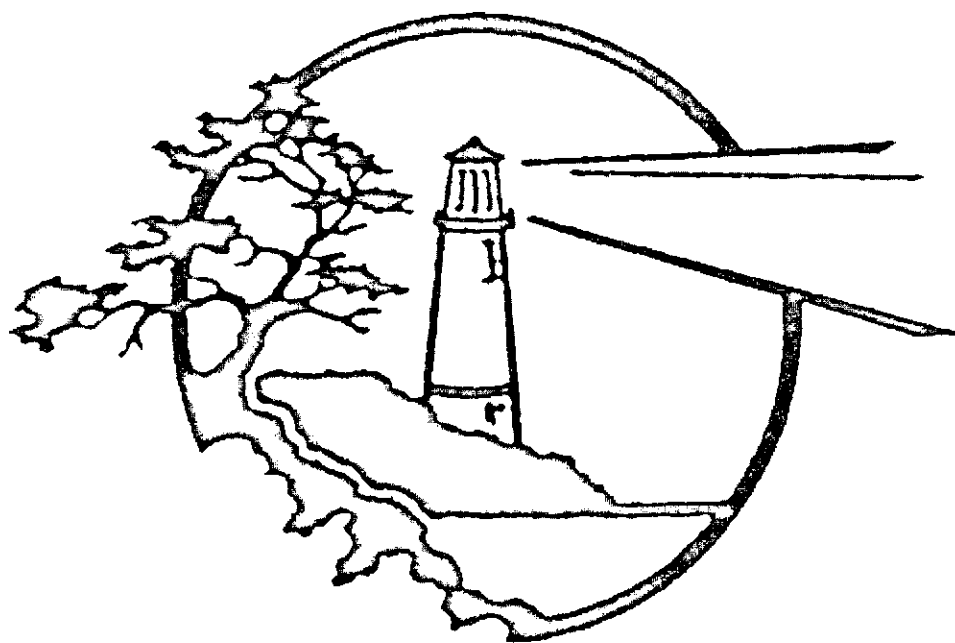
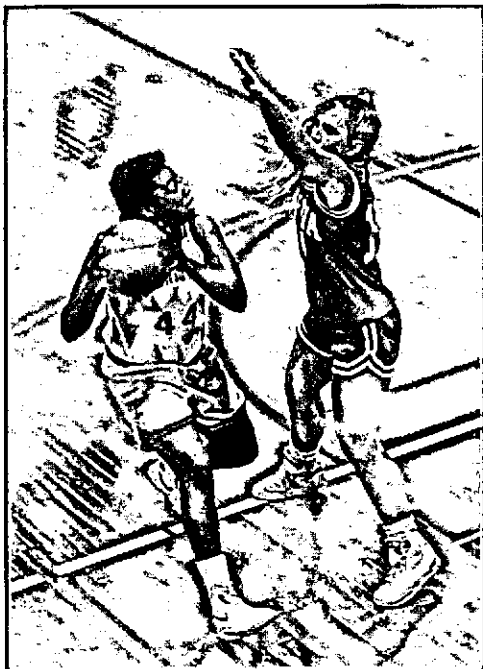
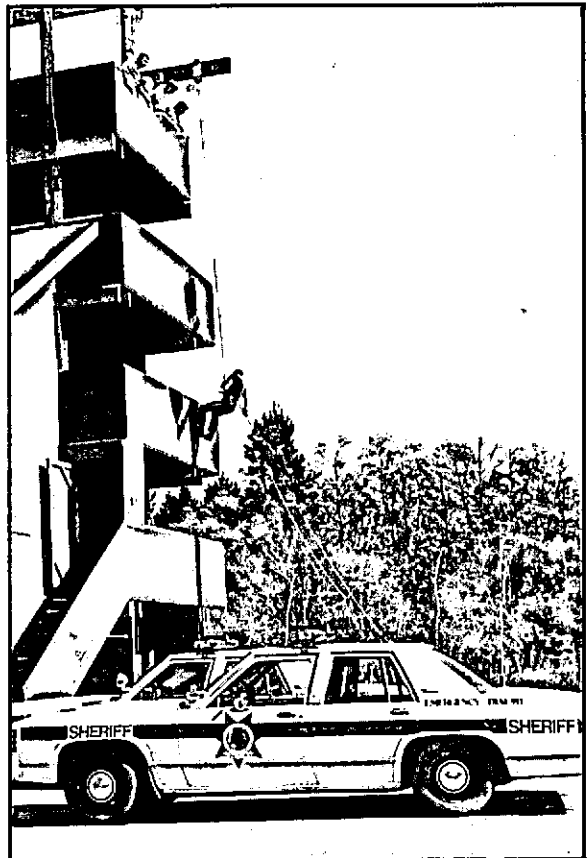
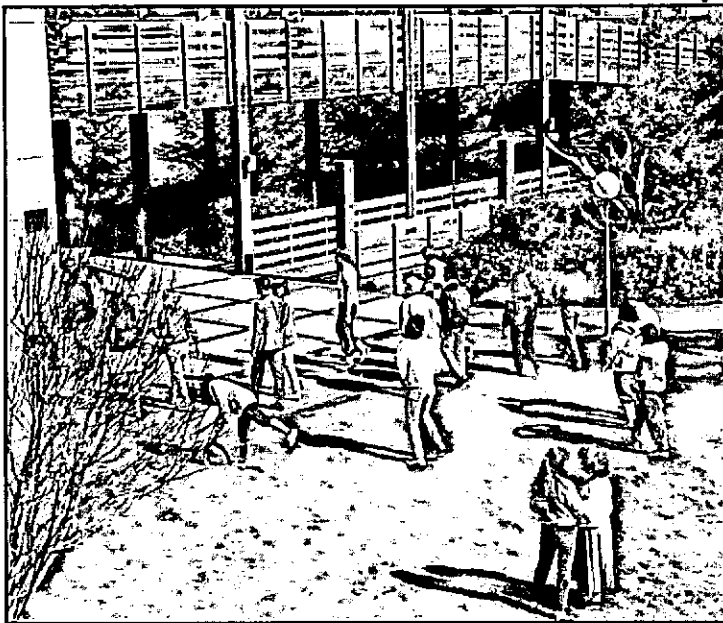


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AN OVERVIEW

ACCREDITATION

Southwestern Oregon Community College is accredited by the Northwest Association of Schools and Colleges, and accreditation was reaffirmed in 1982 for 10 years. The curricula of courses are approved by the Oregon State Department of Education Community College Division and are subject to periodic evaluation.

THE COLLEGE - HISTORY

Southwestern Oregon Community College is located within two miles of the Pacific Ocean in an area of 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. Southwestern Oregon Community College (SWOCC) was formed in a May, 1961, tax district election. The district's 1,997 square miles include Coos and western Douglas counties, with an estimated population in excess of 58,000. The college is the only public post-secondary institution in the region.

Enrollment has grown from 266 students in 1961 to over 9,000 students per year in 1989. Staff size has grown from 15 to over 50 full-time faculty and from 11 to more than 125 part-time instructors. Cultural and athletic events at the college attract 20,000 men, women and children each year.

During the early years, campus classes were held in surplus U.S. Navy facilities and Coos Bay School District buildings. The historic Tioga Hotel served as the administration building. The campus is now located on the shore of Empire Lake, in a natural tract of coastal pine and shrubbery.

Permanent campus construction began in 1963. The majority of the campus was constructed between 1965 and 1985. More recent construction has provided new and remodeled shops and laboratories, expanded facilities for several programs and a college community center with a cafeteria, student activity space, student government offices and meeting rooms for school and community activities.

Throughout the college's years, a comprehensive instructional program has evolved. Instructional offerings include two-year transfer programs, one- and two-year career training 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 and in Curry County locations, by special arrangement. As a partner in the south coast's economic development, SWOCC offers students and industrial partners education that meets their needs.

When our students enroll for a short course, a two-year transfer or two-year associate degree, we know they are preparing for a rewarding future.

THE COLLEGE - PURPOSE

Southwestern Oregon Community College is dedicated to the education and the development of individuals. Education is important to human development and socio-economic growth. Learning beyond basic job skills is equally important - learning to live and work with other people, learning how to get involved in the community, understanding and using history, art, science and literature.

The college Board of Education believes in education for everyone who may profit from instruction, and the dignity of the choices individuals make in seeking an education.

College educational programs and services can provide learning experiences for students who:

1. Are seeking guidance and counseling to assist them in establishing personal goals;
2. Wish to broaden their general educational and cultural experiences in order to broaden their occupational or personal growth and development;
3. Will pursue course work for new employment, to upgrade existing job development skills;
4. Need remedial or developmental education;
5. Wish to pursue the first two years of a four-year transfer college program;
6. Wish to utilize the resources of the college to promote the general welfare of the community.

The community college, as the name suggests, is a college serving the total community - men and women of all ages and a multitude of interests. The college Board of Education encourages citizen participation in the college and strives to make campus services and facilities readily available to meet public needs.

Southwestern Oregon Community College - a leading partner in the future of the South Coast.



ADMISSIONS and COSTS

ADMISSIONS

Open Door Policy

Southwestern Oregon Community College welcomes any student who wishes to obtain a quality education. Any person who is 18 years or older, or a high school graduate, may enroll in classes. However, admission to classes does not ensure admittance to a particular course or program of study. Contact the Admissions Office for information regarding admittance to degree and certificate programs.

Students under Age 18

Individuals under age 18 may take most classes offered by SWOCC. Students under 16, however, must receive permission from the Office of Student Development. Permission is granted on an individual, course-by-course basis.

Individuals under the age of 16, not attending public school, should receive a Release from Compulsory School Attendance from the high school principal in the district in which they live before taking classes at SWOCC.

TUITION AND FEES

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

The college reserves the right to change tuition and fees at any time, but may not increase them for a term after the date announced for formal 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.

A student is officially registered for a class only after payment of tuition and fees has been made. Payment may be made by cash, check, money order, VISA or MasterCard. Checks should be

made payable to *Southwestern Oregon Community College*. Tuition charges may be billed to an employer or other agency if written approval from that agency is included. Partial payment of tuition and fees owed may be made with prior approval (see Special Payment Arrangements below).

Residency Guidelines

You may qualify for Oregon resident tuition rates if you are not a foreign student and if you can document that you meet one of the following guidelines:

1. Minimum 18 years old and established residency in Oregon at least 90 days prior to registration at the college.
2. Minor whose parents or legal guardians are legal residents of Oregon.
3. Graduate from one of the high schools in Oregon within the past five years.
4. Emancipated minor whose residency is independent of parents or guardian and an established resident of Oregon at least 90 days prior to registration at the college.
5. United States Military veterans, or their dependents, with residency established in Oregon within one year of separation from the service.
6. United States Military active duty personnel or dependents.
7. Owners of real property in Oregon and their legal dependents.
8. International exchange students on J-1 visas (i.e., AFS students, Rotary International students, etc.) residing with a host family in Oregon. International students, other than J-1 visa status, will be considered out-of-state students for the duration of their enrollment.
9. An American Trust Territories resident, eligible for Federal financial aid, who has established residency in Oregon for 90 days prior to registration at the college.
10. Established in-state residency and continually re-enroll at the college thereafter (excluding summer term.)

Resident tuition is \$24 per credit hour for 1 to 10 credits and for 19 credit hours and above. For registration in 11

through 18 credits, the resident tuition is \$264 per term. (See chart following.)

Non-resident tuition is charged to individuals who have not established permanent residency in the state of Oregon for at least ninety days prior to the start of classes. Non-resident tuition is \$72 per credit hour for 1 to 10 credits and for 19 credit hours and above. For registration in 11 through 18 credits, the tuition is \$792 per term. (See chart following.)

Total Credits	Resident Tuition	Non-Resident Tuition
1	\$ 24	\$ 72
2	48	144
3	72	216
4	96	288
5	120	360
6	144	432
7	168	504
8	176	528
9	185	555
10	240	720
11 - 18	264	792
	add \$24 per credit over 18	add \$72 per credit over 18

Tuition Reductions

LOCATION OF PERMANENT RESIDENCE

Students receive tuition reductions if

1. they are enrolled for six or more credit hours AND
2. their permanent, legal address is in the college district.

Tuition reductions are based on the following:

percent of reduction	location of permanent residence
25%	within Bandon, Coquille or Reedsport School Districts or more than 15 miles from campus
50%	within Myrtle Point School District or more than 30 miles from campus
100%	within Powers School District or more than 50 miles from campus

Gold Card Club

Residents of the college district, age 62 and older, are eligible for membership in the Gold Card Club. Members are entitled to a 50% reduction of tuition for all courses numbered 0.500 or higher or for those with a letter prefix. Members pay full tuition for the classes numbered 0.000 to 0.499, as well as full class fees for any class.

Tuition Waived

Tuition is waived for the following courses when the student does not receive credit:

- 0.522.7 Band
- 0.522.8 Choir
- 0.522.9 Orchestra
- 0.574 Hospice Care
- 0.747 English as a Second Language (ESL)
- 0.748 Citizenship
- 0.593 Learning Skills Lab
- 9.380 Cardiopulmonary Resuscitation (CPR)
- Sign Language
- Adult Basic Education/GED Preparation

Tuition is waived for the following courses taught for public service volunteers who are not pursuing a diploma or a degree:

- 9.360 First Responder
- 9.428 Emergency Medical Technician I
- 9.431 Emergency Medical Technician II
- 9.432 Emergency Medical Technician III
- 9.433 Emergency Services Recertification
- 9.381 Multimedia First Aid
- 9.382 Basic First Aid
- 9.383 First Aid and Emergency Care
- Fire Science Technology/ Fire Fighting Courses
- Criminal Justice/Law Enforcement Courses

Tuition is waived for the following courses taught for paid police and fire personnel not pursuing a diploma or a degree:

- 9.360 First Responder
- 9.433 Emergency Services Recertification

Tuition is waived for the following courses for employees and volunteers of government agencies and health fields who are not pursuing a diploma or degree:

- 9.390 Career Development Law Enforcement
- 9.393 Human Services
- 9.385 Fire Fighting Training
- 9.427 Career Development - Health and Wellness
- 9.375 Search and Rescue Training

Fees
Some classes charge fees in addition to tuition to cover the cost of materials, services, insurance or facility use. Current fees are listed in each term's Schedule of Classes.

Refunds

Students who withdraw from college or drop courses may be entitled to a refund if they file a completed drop form with the Admissions Office. In emergency situations, a phone call followed immediately by a signed letter will be accepted for withdrawal of a student from a class or classes. The amount of the refund is calculated from the date the written withdrawal application is received in the Admissions Office. Any money owed to the college will be deducted from the refund.

Refunds for student initiated drops for classes three weeks or longer in duration are as follows:

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

Refunds of tuition and fees for classes, seminars or workshops two or fewer weeks in duration:

- Before class begins..... 95%
- During the remainder of the class session.... at the discretion of the Registrar, upon receipt of a written request and justification from the student.

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

Registration

Class registration periods are listed in the current academic calendar. Students register for classes according to instructions which are published each term in the SWOCC Schedule of Classes. The Schedule of Classes provides general information, including course offerings for the term and related dates, times, locations and registration procedures.

Students who are in default of Emergency Tuition Loans, deferred tuition, defaulted Stafford and Perkins Loans, or Title IV, or other college debts, shall be prohibited from registering for further terms until the debt is paid in full or acceptable arrangements are made with the college.

**FOR ADDITIONAL INFORMATION
CALL 888-2525.**

All students are required to register at the beginning of each term. Students may not attend any classes until their registration is complete.

Registration is not complete until all required procedures have been followed and all fees have been paid.



ACADEMIC INFORMATION

Schedule of Classes

Each term's Schedule of Classes is published prior to the beginning of the term. The Schedule of Classes contains current course offerings, location of classes and fees charged for each class. Classes and workshops of less than one term in length may be advertised in the Schedule of Classes or individually as they occur.

Types of Credit

Transfer Credit - Lower Division

Transfer Classes are those beginning with an alphabetical prefix (CH104 General Chemistry). Numbers for these courses signify the following:

50 - 99 High school level subject - some may be acceptable as credit toward an associate degree or baccalaureate degree.

100 - 199 Freshman level college courses, which are applicable to an associate or baccalaureate degree.

200 - 299 Sophomore level college courses, which are applicable to an associate or baccalaureate degree.

Vocational/Technical Credit

All Vocational/Technical Education courses are indicated by number prefixes (1.111 Communications or 4.150 Welding I). Some of these courses may be applied to an Associate in Applied Science degree. See specific AAS degree program. In some cases, up to 24 vocational education credits may be transferred to four-year institutions. Consult with your advisor.

College Preparatory Credit

Developmental course work may not count toward financial aid or graduation from Southwestern Oregon Community College and many other institutions.

Non-Credit

Non-credit courses are those offered for community interest. No college credit is assigned, though these courses may be used to satisfy professional development requirements.

Continuing Education Unit (C.E.U.)

A Continuing Education Unit (C.E.U.) is a nationally recognized unit granted for educational experiences that have a ten-hour contact-per-unit ratio. C.E.U.s are not convertible to degree credit.

Course Load

A student taking 12 or more credits in a regular term is classified as a full-time student. Summer term students taking 8 or more credits are classified as full-time, except for financial aid purposes (see special requirements for veterans). Students must receive permission from the Academic Standards Committee to take more than 18 credits in one term. The average load of credits carried by students is 15 or 16 credit hours per quarter. To complete the 92 credits required for an Associate in Arts degree in two years, a student must average 15 credits per quarter. Credit requirements for the Associate in Science and Associate in Applied Science degrees may vary, but the average number of credits required is 96 and the average course load is 16 credits per quarter. Careful planning and consultation with an advisor is necessary to complete degree programs within two years.

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

Grading

- A (4 grade points) Excellent degree of achievement in meeting course objectives; mastery of principles and skills.
- B (3 grade points) Above average degree of achievement.
- C (2 grade points) Average. The student is able to apply the subject matter in a practical situation.
- D (1 grade point) Minimal degree of achievement. Practical application ability is ~~poor~~ doubtful.

F (0 grade point) Unacceptable degree of achievement. No credit.

Y (0 grade point) No basis for evaluation. The student did not attend class, or did not complete enough of the requirements to provide basis for grade.

U Unsatisfactory - no credit.

S Satisfactory - credit as specified.

I Incomplete - no credit. The student has completed almost all requirements and can reasonably be expected to finish the remainder without having to repeat the course.

X Audit - no credit.

W Student initiated withdrawal.

Z Instructor has not turned in grades.

Financial aid and veterans' educational benefits recipients should note that grades of F, Y, I, U, and X cannot be used to meet satisfactory progress requirements.

Withdrawal and Drop/Add Procedures

Students may add courses through the first week of classes without obtaining instructor permission; thereafter, instructor approval is required. Students may withdraw from classes at their own discretion by submitting a Drop Form (available from the Admissions Office) prior to the last week of classes. If the Drop Form is filed before the fourth week of the term, no class grade is reported. The instructor may assign a grade or a "W" is placed on the grade report after the fourth week of the term. Failure to officially withdraw from an unattended course may result in a grade of F.

Note: Financial aid and veterans' educational benefit recipients may be required to repay funds for classes attended less than six weeks.

Course Repeat Procedure

Students may repeat a course to improve a grade. A Course Repeat Form is available in the Admissions Office.

Changing Reg Status

Scholastic Status

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

The DEAN'S LIST includes students who have completed 12 or more credits for the quarter with a grade point average of 3.00 to 3.49.

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

SWOCC SCHOLAR status is awarded to students who appear on the Honor Roll for an entire academic year (fall, winter and spring terms).

Academic Notification Policy

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

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

1. The term GPA is less than a 2.0.
2. The student receives two or more Ys and/or Fs in a term.

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

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

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

If, during any term while on probation, a student does not make satisfactory progress, the student will be suspended. A suspended student may petition the Academic Standards Committee for a

hearing. The committee will then decide if the student will be reinstated and the conditions for such reinstatement.

Credit by Challenge or Advanced Placement

The COLLEGE LEVEL EXAMINATION PROGRAM (CLEP) enables a student to demonstrate knowledge and proficiency and acquire credit in selected academic areas. A listing of the general and subject tests and information about those that are accepted by the college are available from the Admissions Office.

ADVANCED PLACEMENT TESTS taken while in high school may be accepted for college credit. For information contact the Admissions Office.

Transfer Students

Transfer Students' records of credit earned from other accredited colleges or universities are evaluated as though the credits had been earned at Southwestern Oregon Community College.



STUDENT SERVICES

FINANCIAL AID and VETERANS SERVICES

Southwestern Oregon Community College makes every possible effort to ensure that students with financial difficulties have access to educational opportunities. Several sources of financial assistance are available: grants, loans, scholarships, work study and student employment. SWOCC is a participant in the following federal and state programs.

Federal Assistance Programs

College Work Study (CWS)

Stafford Loans (formerly
Guaranteed Student Loans)

PLUS Loans/Supplemental Loans
for Students (SLS)

Perkins Loans (formerly National
Direct Student Loans)

Pell Grants

Supplemental Educational
Opportunity Grants (SEOG)

State Assistance Programs

State Cash Awards

State Need Grants (SNG)

Who may be considered for Financial Aid?

Eligibility for financial aid is based on need, which is established through completion of the College Scholarship Service's "Financial Aid Form" (FAF), as defined by federal and state guidelines. This form is available from high school counselors and the Financial Aid Office at the college. Early application (March 1) is advised, because some funds are limited.

To qualify for financial aid, students must:

1. be enrolled at least one-half time (6 credits)
2. be making satisfactory progress toward a degree or certificate
3. have a high school diploma, a GED, or demonstrate the ability to benefit from the training or program offered
4. be a U.S. citizen or eligible non-citizen

5. sign a statement of educational purpose/certification statement on refunds and default
6. sign an Anti-Drug Abuse Act Certification
7. sign a statement of updated information
8. register with the Selective Service, if required, and sign a statement that they have done so.

Students who have attended a post-secondary institution over 10 terms or have earned 108 credits which apply directly toward their major are not eligible for federal and state aid at Southwestern Oregon Community College. A student may change his or her major once. Students are allowed up to 45 credits of remedial course work. These limits may be waived under special circumstances. Aid for less than half-time enrollment is based on the availability of funds. For purposes of financial aid, 12 or more credits is considered full-time.

Contact the Financial Aid Office for additional information.

How does one apply for Federal and State Financial Aid?

Follow these steps to apply for financial aid:

1. Complete the Financial Aid Form (FAF) accurately.
2. Mail the form with fee to:
College Scholarship Service
P. O. Box 6361
Princeton, NJ 08541
An additional fee is not required for processing the application for the Pell Grant. Other aid programs do require application fees. Those applying for the Pell Grant only should use the free "Application for Federal Student Aid" available from the Financial Aid Office.
3. Students should allow 4 - 8 weeks for processing. Students will receive notice of their financial aid offer from the college after June 1st.
4. The Pell Grant Student Aid Report (SAR) is mailed directly to the student and should be submitted to the Financial Aid Office immediately.

5. Entering freshmen must take the placement test. This requirement may be waived for students who are transferring from other colleges. All transfer students must submit a transcript of their grades and a Financial Aid Transcript (FAT) from each school they have attended since leaving high school.
6. Students applying for the Stafford Loan or PLUS/SLS Loans must complete an additional application available at the Financial Aid Office.
7. Deadline dates for the 1990-91 award year:
March 1, 1990 - priority for first consideration
May 1, 1991 - Student aid application must be received by the processing center.
June 29, 1991, or your last day of enrollment 1990-91, whichever comes first - deadline for submitting your Pell Grant Student Aid Report (SAR) to the Financial Aid Office.

Grants

Talent Grants and Talent Awards

A limited number of grants and awards are available to students in approved areas of talent or study. Talent Grants are awarded to students with outstanding talent who participate outside the classroom in extracurricular activities. Talent Awards are available to students who are very gifted and talented in their area of study. Students receiving Talent Grants or Awards are not eligible to receive Merit, District, or Tuition Scholarships at the same time unless approved by the Financial Aid Committee.

Pell Grant

The Pell Grant is an entitlement program that provides grants to eligible undergraduate students. Grants range from \$200 to \$2,300. Eligibility is determined by the Department of Education using a standard formula which produces a Pell Grant Index (PGI). Grants are determined by the cost of education, the PGI and enrollment status. Grants will be reduced proportionately for students enrolled less than full-time (12 credits). (See "How does one apply for Federal and State Financial Aid?")

Supplemental Educational Opportunity Grant (SEOG)

The SEOG program is designed to assist undergraduate students with exceptional financial need, with priority given to Pell Grant recipients. SEOG awards may range from \$100 to \$4,000, depending on student's need, college policies and availability of funds. SEOG eligibility must be established each year.

Scholarships

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

District Fund Scholarships

1. The college Board of Education has authorized a Merit Scholarship and a District Scholarship for two graduating seniors from each high school in the community college district: Bandon, Coquille, Marshfield, Myrtle Point, North Bend, Powers and Reedsport.
2. Fourteen Tuition Scholarships are awarded to returning Southwestern Oregon Community College students.

These scholarships are awarded on the basis of scholastic ability, academic achievement and general citizenship. Financial need may be considered for the tuition scholarships and the district Scholarships.

Merit, District and Tuition Scholarship recipients must be enrolled at Southwestern Oregon Community College as full-time students (12 or more credits). Students must reapply for consideration for a scholarship each year.

Music Scholarships

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

Loans

Two loan programs are available to students. These funds must be repaid according to the payment schedule set forth at the time the loan is made.

Perkins Loans

Perkins Loans are federally funded loans available to students who have demonstrated financial need. The amount that may be borrowed each year varies and is determined by the analysis of the completed FAF, the loan funds available and the amount of other aid received.

The total borrowing limits are:

1. \$4,500 for students enrolled in a vocational program, or who have completed less than two years of a program leading to a bachelor's degree.
2. \$9,000 for undergraduate students who have completed two years of study toward a bachelor's degree and have achieved third-year status. (This total includes any amount borrowed under Perkins (NDSL) for the first two years of study.)
3. \$18,000 for graduate or professional study. (This includes any amount borrowed under Perkins (NDSL) for undergraduate study.)

Students are obligated to repay the loan, with interest of 5% per annum on the unpaid balance over a 10-year period, beginning nine months after the student graduates, leaves school or ceases to attend at least half-time. The minimum quarterly payment is \$30. Contact the Financial Aid Office for further details regarding payment policies, cancellation and deferment benefits.

Stafford Loans

The Stafford Loans are low-interest loans made to undergraduate or graduate students by a participating commercial lender (such as a bank, credit union, or savings and loan association) of the student's choice. These loans are insured by the state and reinsured by the federal government. Students cannot borrow more than the cost of education at Southwestern Oregon Community College, less any other financial aid they may receive and less their "Expected

Family Contribution" as determined by the analysis of the completed Financial Aid Form.

Students may borrow up to:

1. \$2,625 a year, if a first- or second-year undergraduate student.
2. \$4,000 a year, if the student has completed two years of study and has achieved third-year status.
3. \$7,500 a year if a graduate student.

The total outstanding Stafford Loan debt allowable for undergraduates is \$17,250. The total for graduate or professional study is \$64,750, including any loans made at the undergraduate level. The interest rate for new borrowers who receive loans for periods of enrollment beginning on or after July 1, 1988, is 8% for the first four years of repayment and 10% thereafter.

Students who are not new borrowers should check their promissory note for the interest rate. There is also a 5.5% "origination fee" and an insurance premium not to exceed 3% percent of the loan principal. These will be deducted proportionately from each loan disbursement.

Repayment begins 6 months after graduation, withdrawal or change of status to below half-time if the interest rate is 8% or 9%, and 9 to 12 months if the interest rate is 7%. Contact the Financial Aid Office for monthly repayment schedules.

Emergency Tuition Loans and Deferred Payments

1. Students of good standing may be eligible for a short-term loan to pay tuition, fees, books and other educational expenses. Loans must be repaid 30 days prior to the last day of the term for which the loan was issued. Contact the Financial Aid Office for applications and further information.
2. Students may arrange to pay one-third of the current term's tuition fees or charges at the beginning of the term and the rest at a specified later date.

Application for deferred payment must be made at the time of registration and a written contract between the student and the college signed. Students who do not officially withdraw from their courses by the end of the second week of the term are expected to fulfill the contractual agreement whether or not they complete their course(s) and no refund is given for the one-third tuition down payment. For further details, contact the Admissions Office.

3. Students with outstanding debts may not be allowed to register for the following term.

STUDENT EMPLOYMENT

Work Study

The College Work-Study program provides part-time employment for students who have established eligibility to work up to 15 hours per week during the school term and a maximum of 40 hours per week during vacation periods. Eligibility is based on need as determined by the analysis of the completed Financial Aid Form, the availability of funds, and the amount of aid received from other sources.

General

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

VETERANS

All SWOCC 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 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, 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 the student does not desire to attend classes. The veteran should then notify the Veterans Service Office, which will notify the Veterans Administration. Failure to do so may result in an overpayment to the student, which the student must repay.

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

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

PROGRAM OF STUDY - All veteran students must have a declared major and may receive payment only for courses required to complete the major program.

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

HOUR REQUIREMENTS - To receive full-time pay, the student must take a minimum of twelve 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 hours. During summer session students must maintain twelve standard class sessions per week for full-time, nine standard sessions per week for 3/4 time, and six standard class sessions per week for 1/2 time.

SATISFACTORY PROGRESS - A veteran must maintain an overall 2.00 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 2.00 or the student receives two or more Ys and/or Fs for two consecutive terms.

A veteran student can 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.

LIBRARY

The library, housed on the second and third floors of Tioga Hall, is for college and community use. The card catalog, reference and book collection of over 44,000 titles are located on the second floor.

The periodical collection of over 400 titles and the Listening/Viewing Center containing 10,000 record albums, cassettes, videotapes, slides, filmstrips and motion pictures are found on the third floor.

Through interlibrary loan, it is possible to obtain materials from other libraries both in and out of state, upon special request. The campus library is also the home of the Coos Cooperative Library Service Extended Services office.

Students and non-students are invited to use the library services.

SPECIAL SERVICES and PROGRAMS

ACADEMIC ADVISING

Academic advisors are vital to the process of course selection and program planning. Any new student who plans to pursue a degree or certificate should have an academic advisor assigned at the Testing Center, Dellwood Hall. 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. SWOCC's goal for advising is to assist students in the process of developing a career or education track.

ACADEMIC SKILLS CENTER

The Academic Skills Center offers both ~~credit~~ (developmental) classes and non-~~credit~~ (ABE/GED) classes designed to equip students with the academic skills needed to function at the college level. After placement tests, students are placed by their advisors or by counselors in courses appropriate for their needs.

Developmental courses listed in this catalog include reading, study skills, spelling and specialized courses such as Technical Skills and Nursing Study Skills. These courses have both non-transferable and transferable credit and are especially useful for students entering college from other careers, for retraining or re-entry into college work.

ADULT BASIC EDUCATION - Adult Basic Education courses are non-credit classes for adults whose education was interrupted prior to high school graduation, as well as those who are returning to college after several years. The college provides special help in such basic skills as reading, writing, math, vocabulary and spelling.

Learning takes place in small groups or through individual tutoring. Computer-assisted instruction and laser disk programs are part of the curriculum. Students may enter classes at any time

during the term and work at their own speed until they have achieved their goals. The classes are free and non-credit. Many students use this instruction to prepare for the General Education Development (GED) examinations, the College Placement Test, the ASVAB, and other special certifications.

TUTORING SERVICES - Tutoring services are available free of charge to all credit students. These services pair students having academic difficulties with carefully chosen student tutors.

APPRENTICESHIP TRAINING

Some apprenticeship training is available through the college and courses identified as apprenticeship training in the Schedule of 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 also be organized for journeymen.

ARTS and LECTURES

The Faculty Senate Arts and Lectures Committee, composed of students, administrators and faculty, uses college resources to promote the general welfare of the community. On-going productions include concerts, art exhibits and guest lecturers.



CAREER INFORMATION/ JOB PLACEMENT CENTER

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

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

- updated career information
- transfer student information
- job placement information and referrals
- resume and job interviewing assistance
- career testing
- catalogs for most two- and four-year colleges in the Northwest.

CHILDCARE CENTER

Childcare is available on campus through two programs. A cooperative program between Southwestern Oregon Community Action and the college provides a pre-kindergarten program in the morning from 8:30 a.m. until 12 noon. An afternoon childcare program is also available. Applications and information about eligibility are available from the Single Parent/Homemaker Program in Dellwood Hall. The Center is also utilized as a lab school for students pursuing careers in related areas.

COOPERATIVE WORK EXPERIENCE/FIELD EXPERIENCE

Cooperative Work Experience provides a valuable opportunity for students to apply skills and concepts developed in the classroom to actual job situations. Through the Work Experience/Field Experience programs, students earn college credit for time spent working at a job related to their majors.

The Work Experience 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 non-transferable college credit toward a one- or two-year degree, based on the number of hours worked per term. 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. Work Students have the additional assignment of a research project in Field Experience, as a complement to the job site experience.

COUNSELING SERVICES

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

Specific individual and group counseling services include:

- career and life planning
- admissions information
- new student orientation
- academic information
- referrals
- resources for international students
- resources for handicapped students.

CURRY COUNTY

A contract with the State Department of Education, Curry County Education Service District (ESD), and SWOCC provides college classes for residents of Curry County. The offerings are directed by a coordinator located in the ESD offices in Gold Beach. A schedule of offerings is available by contacting the Curry County ESD office.

EXTENDED LEARNING/ COMMUNITY EDUCATION

In order to meet the education needs of all college district residents, off-campus classes are scheduled in Bandon, Coquille, Lakeside, Myrtle Point, Reedsport and Powers. Each community has a coordinator available to assist community residents in their educational opportunities.

SPECIAL EVENTS - The college regularly sponsors or co-sponsors with other community groups and organizations to present events not included in the regular schedule of offerings. To arrange a special event or special interest program, please contact the Office of Extended Learning.

GRIEVANCE PROCEDURE

The college strongly encourages individuals to meet and to 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 Director of Student Development in Dellwood Hall, *Counseling Center in*

HANDICAPPED STUDENT SERVICES

Southwestern Oregon Community College is pleased to provide services to handicapped students and encourages them to attend. Notetakers, interpreters for the deaf, reader help, assistance with registration and equipment aids are among the services available upon request. *are we sure?*

The college recognizes the diversity of special needs that many students possess. Individuals who have been identified as having learning difficulties or those who are physically handicapped 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.

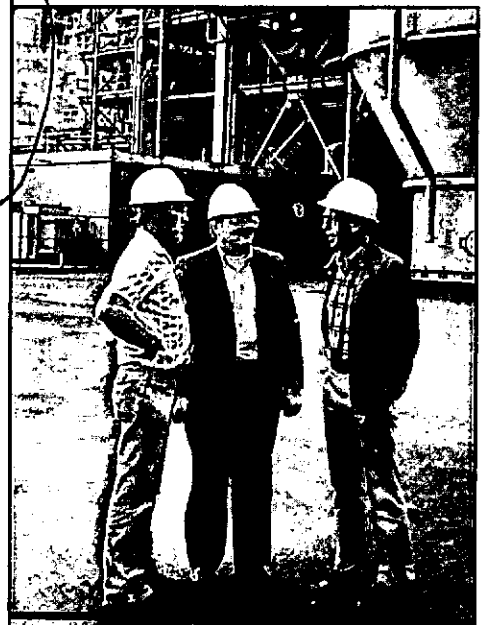
Complaints of discrimination or harassment by administration, classified staff, faculty members, students or individuals seeking the services of the institution may be filed under the provisions of the college discrimination complaint procedure through the Affirmative Action Officer.

HIGH SCHOOL RELATIONS

College staff work 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 also available to speak to students in the high school classroom. For information contact the Office of Student Development, *Admission Office*.

INDUSTRIAL TRAINING

The college offers *classes* workshops and seminars in *all* vocational areas to upgrade needed skills, as well as training for volunteer fire personnel, volunteer emergency medical technicians and reserve law enforcement officers. Local industry cooperates extensively with the college in developing training programs for all employee levels. Often, these courses are initiated by employees in need of skill upgrade or retraining.



INTER-COLLEGIATE ATHLETICS

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

SWOCC currently fields teams in men's basketball, women's basketball and volleyball and coed track.

SWOCC athletes are called "Lakers" and proudly wear red and royal blue while competing. The official school mascot is the raccoon.

OFFICE OF STUDENT DEVELOPMENT

The Student Development division encompasses a broad range of programs focusing on student success. From the Academic Skills Center to Testing Services, a large number of staff is working to help students get started in their studies and be successful during the quarter. The Student Development division also assists students with the transition from SWOCC to other educational institutions or to employment.

Activities outside the classroom are also important for the intellectual and social growth of students. The Student Development division includes student government, student clubs and organizations.

The Student Development staff is committed to helping students be successful. Please let us know how we can help you.

RETIRED SENIOR VOLUNTEER PROGRAM - RSVP

RSVP is sponsored by the college and located on the SWOCC campus. As part of ACTION (a federal agency for volunteerism), RSVP provides over 52 nonprofit public agencies with volunteers over the age of 60, at an average of 75,000 volunteer service hours. This enables seniors to continue serving their community by sharing their

many talents and knowledge.

RSVP also administers the college 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.

SATURDAY ACADEMY

Saturday Academy, an educational program for 4 - 12 grade students of the SWOCC district provides enrichment classes on a broad range of subjects. Saturday Academy is hosted by the college and funded by grants, community contributions and class tuitions. There is scholarship help available and no student will be turned away for lack of tuition.

Contact the Coordinator's Office for more information.

SINGLE PARENT/HOMEMAKER PROGRAM

The Single Parent/Homemaker Program provides individuals who are in the process of a major life change access to information and resources regarding the college and the community.

The Skills for Success class provides the tools necessary for re-entry either to the workforce or skills/career education. Participants work on self-esteem, decision making, goal setting, problem solving, jobs needs and assessments, parenting skills and a variety of other subjects all leading to an in-depth personal assessment.

Personal support and peer advising are available at the Program's student center in a safe, confidential environment in Dellwood Hall, which also houses a small library, clothing bank, typewriter and study area with coffee and microwave available.

The Program is open to single parents, displaced homemakers, spouses of dislocated workers, widows, individuals of all nationalities and ages, both female and male.

SMALL BUSINESS DEVELOPMENT CENTER

The Small Business Development Center is a joint partnership with SWOCC, the U.S. Small Business Administration and the Oregon Economic Development Department. The SBDC at SWOCC provides information, counseling and education for the small business community in southwestern Oregon.

Business counseling is free, confidential and provided by qualified, experienced professionals and volunteers.

The SBDC helps start-up businesses to assess the viability of their business concept and establish a business plan; helps existing businesses expand and increase profits; and helps companies in trouble achieve a turnaround.

The SBDC provides business education programs such as:

- Seminars
- Workshops
- Conferences
- Roundtable discussions
- Business tutorials
- Small Business Management programs
- Profit Improvement programs

SBDC maintains a library of business resource materials including:

- books and workbooks
- periodicals
- reference materials
- audio cassettes
- videotapes
- microcomputers and software

WORK and FAMILY SEMINARS

Work and Family Seminars are an educational resource for employers concerned with increasing job satisfaction and productivity. The program provides low cost, short-term workshops for employees at their work site. Each seminar is tailor-made to employer/employee needs. Topics can focus on managing work and family responsibilities, stress reduction, communication skills, time and energy

management, parenting and childcare, and managing financial resources.

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 the wide range of yearly student events. The Coordinator of Student Activities 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
- rally squad
- films, lectures, other cultural activities
- voter registration
- campus posting
- annual awards convocation
- game room management
- student handbook

ASSOCIATED STUDENT GOVERNMENT

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

AS-SWOCC represents students on the following campus committees:

- Arts and Lectures
- Scholarships and Loans
- Academic Standards
- Student Affairs

The AS-SWOCC is governed by a formal constitution and bylaws approved by the college Board of Education. The group is advised by the Coordinator of Student Activities and student government is a voting member of the Community Colleges of Oregon Student Association and Commissions (CCOSAC).

STUDENT CLUBS and ORGANIZATIONS

Several clubs and organizations are currently active on campus including:

- Pep Club
- Forestry Club
- Phi Theta Kappa (National two-year college honor society)
- Pool Club
- Nursing Students
- Campus Christian Fellowship
- Bicycling

STUDENT CONDUCT CODE and STUDENT RIGHTS and RESPONSIBILITIES

Certain standards of behavior have been established at SWOCC 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 CODE AND STUDENT RIGHTS AND RESPONSIBILITIES can be obtained from the Student Development Office.

STUDENT EDUCATIONAL RECORDS

The Registrar's Office maintains all official academic records of enrolled students including transcripts, registration forms, and transfer credit and degree evaluation. For record-keeping and archiving purposes, the college considers a telephone registration as part of a student's official record. The Financial Aid Office maintains all student aid and scholarship records.

Southwestern Oregon Community College follows the Federal Health,



JAN 17 1991

MEMORANDUM

TO: All Advisors
FROM: Barb Johnson
DATE: January 14, 1991
RE: Catalog Revisions

*Barb
9200 and 9201
have been changed
to 0 credit.
JS*

Please replace the following pages in your 1990-91 college catalog.
If you have any questions, please contact me at extension 213.

* * *

ASSOCIATE IN APPLIED SCIENCE DEGREE

The Associate in Applied Science degree prepares the students 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. Grade point average minimum of 2.00 (C average) for all course work in the degree with a minimum GPA of 2.5 for course work in the major.
3. Completion of a minimum of 15 credits of General Education courses.
4. Completion of a minimum of 9 credits of Other Approved Courses.
5. At least 30 of the last 45 credits must be taken at SWOCC.

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 3 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 (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 3 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.

OTHER APPROVED COURSES

(9 credits) Those courses which provide an introduction to the field of study or a major branch of the field:

Anthropology
Arts - history and appreciation only
Economics
History of Western Civilization
Literature of any type
Music - history and appreciation only
Philosophy
Political Science (rev. 1/10/91)
Psychology
Science
Sociology
U. S. History
Integrated Course (when developed)

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

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

For more information, consult your advisor or the Admissions Office.

**Approved Sequences for the
Distribution Requirement of
the Associate In Arts Degree:**

A. ARTS AND LETTERS

At least one three-quarter sequence
must be completed in Literature.

Literature:

ENG101, 102, 103 Survey of English
Literature

ENG104, 105, 106 Introduction to
Literature

ENG107, 108, 109 World Literature

ENG201, 202, 203 Shakespeare

ENG253, 254, 255 Survey of American
Literature

Language/Philosophy

FR201, 202, 203 Second-year French

SPAN201, 202, 203 Second-year
Spanish

PHL201, 202, 203 Problems of
Philosophy

Art and Music

ART211, 212, 213 Survey of Visual
Arts

MUS201, 202, 203 Introduction to Music
and Its Literature

MUS261, 262, 263 Music History

Rev. 11-19-90 & 1/10-91 Pol. Sci

B. SOCIAL SCIENCE

Anthropology:

ANTH101, 102, 103 General

Anthropology

ANTH207, 208, 209 Introduction to
Cultural Anthropology

Criminal Justice

CJ100 Survey of Criminal Justice

CJ120 Judicial Process

CJ130 Introduction to Corrections

Economics:

EC201, 202, 203 Principles of
Economics

History:

HST101, 102, 103 History of Western
Civilization

HST201, 202, 203 History of the United
States

Political Science

PS201 American Government:
Institutions

PS202 American Government: Policy
Issues

PS241 International Politics: Global
Issues

Psychology:

PSY201, 202, 203 General Psychology

Sociology:

SOC204, 205, 206 General Sociology

C. SCIENCE/MATHEMATICS

At least one sequence must be taken in
a life or physical science with a
laboratory. The mathematics course
from general requirements may be
counted toward a math sequence:

Biology:

BI101, 102, 103 General Biology

Chemistry:

CH104, 105, 106 Elementary Chemistry

CH201, 202, 203 General Chemistry

General Science:

GS104, 105, 106 Physical Science
Survey

Geology:

G201, 202, 203 Geology

Mathematics (any three sequential
courses from the following):

MTH111 College Algebra

MTH112 Elementary Functions

MTH251 Calculus 1

MTH252, 253, 254 Calculus 2, 3, and 4

MTH211, 212, 213 Fundamentals of
Elementary Mathematics

Physics:

PHY201, 202, 203 General Physics

PHY207, 208, 209 Engineering Physics

Zoology:

Z201, 202, 203 General Zoology

ASSOCIATE IN SCIENCE IN BUSINESS ADMINISTRATION

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

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

Notes:

1. Math sequence must include MTH111 or above, not to include MTH211, 212, 213.
2. CIS131 is equivalent to 6.900 plus 6.901 (Computer Information Systems I and II). Students taking 6.900 and 6.901 must petition to receive credit for CIS131. Contact advisor or CIS instructor for details.
3. PE231 Wellness for Life may be substituted for 3 credits of HE250.
4. 2.766, 2.767, 2.768 are equivalent to BA211, BA212 and BA217. Students must petition if they wish to have 2.766, 2.767 and 2.768 changed to BA211, BA212 and BA217.

Course No.	Course Title	Credit Hours
FIRST YEAR		
<i>Fall</i>		
WR121	English Composition	3
BA101	Introduction to Business	4
	Literature Sequence	3
	Mathematics Sequence ¹	4
		14 total
<i>Winter</i>		
CIS131	Computer Information Systems ²	4
WR122	English Composition	3
	Literature Sequence	3
	Mathematics Sequence ¹	4
	Electives	3
		17 total
<i>Spring</i>		
WR123	English Composition	3
HE250	Personal Health ³	3
CS110A/B	Microcomputer Software: Word Processing/Spread Sheets	2
	Literature Sequence	3
	Mathematics Sequence ¹	4
		15 total
SECOND YEAR		
<i>Fall</i>		
EC201	Principles of Economics	3
BA211	Principles of Accounting I ⁴	3
BA226	Business Law I	3
	Social Science Sequence	3
	Electives	3
		15 total
<i>Winter</i>		
EC202	Principles of Economics	3
BA212	Principles of Accounting II ⁴	3
BA235	Business Statistics (rev. 12/90)	4
BA222	Finance	3
	Social Science Sequence	3
		16 total
<i>Spring</i>		
EC203	Principles of Economics	3
BA213	Principles of Accounting III ⁴	3
SP111	Fundamentals of Speech	3
	Social Science Sequence	3
	Electives	3
		15 total
		92 credits total

BA229 Personal Finance and Money Management

3 credits (3 lec hrs/wk)

Discusses the role and economic decision-making of consumers in our society. Students will study credit and borrowing, food and clothing purchases, home ownership and renting, transportation, health services, retirement, estate planning and wills, income taxes, consumer protection, financial institutions, insurance and investing.

BA235 Business Statistics

4 credits (4 lec hrs/wk)

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

Prerequisite: MTH70 Elementary Algebra 12/90

BA238 Sales

3 credits (3 lec hrs/wk)

Involves the role of sales as an integral part of the total marketing function. The application of selling to behavioral science will be included with special emphasis on sales psychology, sales techniques and the fundamental principles of sales communications.

BA239 Advertising

3 credits (3 lec hrs/wk)

A detailed examination of the purpose, preparation, placement and analysis of the various types of advertisements and relative merits within each of the 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.

BA242 Introduction to Investments

3 credits (3 lec hrs/wk)

Study of securities, investment concepts and economic trends for the private investor, investment objectives, portfolios, corporate securities, exchanges, over-the-counter, bond, options markets and the money market. Investment strategies, margin purchases, short selling and efficient market theory will be introduced.

Reading financial news and corporation reports will also be covered.

NOTE: This course may be taken for 1 credit. See 0.830 Introduction to Investments under Business Administration.

BA249 Retailing

3 credits (3 lec hrs/wk)

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

BA280 Field Experience

1-8 credits (3-24 hrs/wk)

Uses a work setting that provides students with an opportunity to test knowledge learned in the classroom.

Prerequisite: Instructor's consent matching the needs of students with instruction offered.

BA285 Business Relations

3 credits (3 lec 1 lab 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.

0.830 Introduction to Investments

1 credit (1 hr/wk)

Study of securities, investment concepts and economic trends for the private investor, investment objectives, portfolios, corporate securities, exchanges, over-the-counter markets, bond markets, options markets and the money market. Investment strategies, margin purchases, short selling and efficient market theory, reading financial news and corporation reports will also be covered.

NOTE: This course may be taken for 3 credits. See BA242 Introduction to Investments under Business Administration.

0.841 Family Finance and Resources

0.5-1 credit (15-36 hrs total)

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

2.280 Cooperative Work Experience

1-8 credits (3-24 lab hrs/wk)

On-the-job experience gained in coordinator-approved business situations that closely parallel student's field of study. Seminar will be arranged by supervisor.

Prerequisite: Instructor's consent.

9.200 Small Business Management I

8 credits/year (510 hrs total)

Assists business operators in achieving their professional and family goals through improved management, organization and operation of their businesses.

Prerequisite: Currently operating a business and instructor's consent.

9.201 Small Business Management II

8 credits/year (510 hrs total)

Designed to prepare business owners to analyze their records for management information and make a general interpretation of the analysis.

Prerequisites: 9.200 Small Business Management and/or instructor's consent.

9.204 Small Business Operations

3 credits (3 lec hrs/wk)

Relates many factors to actual small business planning and operation. Topics include budgets, use of records, governmental requirements, insurance and financing.

POLITICAL SCIENCE

**PS198/298 Independent Studies in
Political Science - to be arranged**

PS201 American Government: Institutions

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

This course continues study of civil liberties and practical application of powers of 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. (rev. 1-10-91)

PS241 International Politics: Global Issues

3 credits/term (3 lec hrs/wk)

This course analyzes the relations between nations and contemporary international issues studying motivating factors, nationalism, imperialism, economic rivalries and quest for security. Emphasis will be on economic, environmental, human rights and security challenges. (rev. 1-10-91)

PSYCHOLOGY

PSY111 Personality and Development

3 credits (3 lec hrs/wk)

Emphasis on aiding student toward self-understanding and personal development. Stresses theories of personality, interpersonal relations, interpersonal communications and small group interactions.

PSY115 Career Workshops

1 credit (10-13 lec hrs total)

Discussions of present and future job opportunities, labor market changes, how to communicate effectively at the workplace and job search strategies focusing on how to market yourself to potential employers.

PSY135 Single Again: Aftermath of Divorce

1 credit (3 lab hrs/wk)

Designed to assist the recently divorced through the psychological and physical realities that are a part of that phenomenon. Provides instruction and experiences on historical perspective on marriage dissolution, assessing positions realistically and constructive planning for the future.

PSY140 Life Plan

3 credits (3 lec hrs/wk)

Provides an opportunity to explore current and future directions for career selection, definitions of family and development of a "Life Plan" to mesh with changing lifestyles. Occupational and personal "restructuring" throughout the life cycle.

PSY199/299 Focus on Women - Current Issues

1 credit each (10 lec hrs total each)

Workshops designed to examine issues facing women today, to look at choices and alternatives over the past 20 year and in the near future, and to focus on the role of women as caregivers and leaders in our society.

PSY201/202/203 General Psychology

3 credits/term (3 lec hrs/wk)

Introductory survey of human behavior. Includes physiological factors, perception, learning, motivation, developmental factors, personality, social interactions and influences and effective and ineffective functioning. May be taken out of sequence.

PSY280 Field Experience - Psychology

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

Prerequisite: Instructor's consent.

PSY299 Psychology of Violence and Aggression

3 credits (3 lec hrs/wk)

Discusses the causes and extent of violence in society. An introduction to the physiological, social and psychological dynamics that cause human aggression and violence.

Prerequisites: PSY201 and CJ100

9.033 Career Workshops (General)

0-1 credit (1-10 lec hrs total)

Discussions of present and future job

opportunities, labor market changes, how to communicate effectively at the workplace and job search strategies focusing on how to market yourself to potential employers.

PUBLIC SERVICE COURSES - FIRE

(See Fire Science Technology for Associate Degree courses.)

9.301 Firefighter I-A

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

Develops understanding in fire department organizations as it pertains to industrial firefighters. Proper attitude of responsibility of station care and maintenance, and basic skills for team work in use of tools and their utilization under firefighting conditions.

9.302 Firefighter I-B

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

Develops responsible attitudes toward fire apparatus and safe, skillful handling of fire equipment, an understanding of fundamental characteristics of flammable liquids, LPG and the methods of extinguishment, an awareness of value of good prefire planning and systematic procedures of prefire planning.

9.304 Firefighter I-D

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

Review fire control tactics and apply principles of specific types of buildings and hazards. Includes air crash and rescue, mills, factories, large structure fires and motor vehicle fires.

9.305 Firefighter I-E

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

Forcible entry, fire ventilation practices, rescue, protective breathing practices and related procedures.

9.307 Rural Firefighting Strategy & Tactics

1 credit (12 lec hrs total)

Information enabling rural firefighters to evaluate fire potential and resources to handle a fire emergency.

9.311 Fire Tactics by Simulator

1.5 credits (15 lec hrs total)

Familiarizes student with operation of fire simulator as training tools. Improves fire suppression tactics and ability to

ASSOCIATE IN APPLIED SCIENCE IN AUTOMOTIVE TECHNOLOGY

This program prepares students for entry-level jobs as general mechanics in the motor vehicle service industry. A general mechanic is expected to perform competently a broad range of motor vehicle service work in accordance with the needs of the service facility's customers. Students can become service specialists in a specific phase of repair work by returning to school for in-depth advanced training in the chosen area.

All students must provide a basic set of handtools in this program.

All majors in the program must make a grade of C or better in all automotive courses.

Notes:

1. MTH20 and MTH70 may be substituted for MTH30 and MTH31.
2. See Other Approved Courses under AAS degree requirements.
3. Specific elective courses (maximum for Associate in Applied Science degree is nine credits.)
BA206 Management Fundamentals (3 cr)
BA211 Principles of Accounting I (3 cr)
BA226 Business Law I (3 cr)
BA238 Sales (3 cr)
BA239 Advertising (3 cr)
CH101 Elementary Chemistry (4 cr)
G142 Geology of Pacific Northwest (3 cr)
G221 General Geology (3 cr)
HE252 Standard First Aid and Personal Safety (3 cr)
PHL201 Introduction to Philosophy (3 cr)
PE185 Physical Education (1 cr)
SDP208 Personnel Administration (3 cr)
9.116 Hydraulics I: Basic Fluid Power (3 cr)
Foreign Language (1-4 cr)
CS110A/B Microcomputer Software (2 cr)

Course No.	Course Title	Credit Hours
FIRST YEAR		
<i>Fall</i>		
3.304	Internal Combustion Engines	4
3.308	Electrical I	4
4.170	Machine Tool I	3
MTH30	Applied Math for Industrial Mechanics ¹	4
WR121	English Composition	3
		18 total
<i>Winter</i>		
3.322	Automotive Electrical Systems II	3
3.310	Gasoline Fuel Systems	3
4.300	Practical Physics (Mechanics)	4
MTH31	Applied Algebra and Geometry/Ind. Mechanics ¹	4
WR122	English Composition	3
		17 total
<i>Spring</i>		
3.300	Brakes and Suspension Systems	4
3.318	Automotive Steering Controls	3
4.304	Practical Physics (Electrical)	4
SP100	Basic Speech Communications	3
PE231	Wellness for Life	3
		17 total
SECOND YEAR		
<i>Fall</i>		
3.316	Power Trains	3
3.332	Automotive Service Management	3
3.329	Mechanical Systems Lab I	3
4.150	Welding I	3
	Other Approved Courses ²	3
	Specific Electives ³ or CWE Automotive	2
		17 total
<i>Winter</i>		
3.326	Automatic Transmissions	3
3.312	Diesel Fuel Systems	3
3.331	Mechanical Systems Lab II	3
4.151	Welding II-A: Shielded Metal Arc Welding	3
	Other Approved Courses ²	3
		15 total
<i>Spring</i>		
9.127	Automotive Air Conditioning	3
3.324	Diagnostic Procedures and Emission Controls	3
3.333	Mechanical Systems Lab III	3
	Other Approved Courses ²	3
	Specific Electives ³ or CWE Automotive	3
		15 total
		99 credits total

ASSOCIATE IN APPLIED SCIENCE IN BANKING AND FINANCE

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

Course No.	Course Title	Credit Hours
WR121	English Composition	3
WR122	English Composition	3
SP111	Fundamentals of Speech	3
MTH94	Intermediate Algebra I	4
BA211	Principles of Accounting I ¹	3
BA212	Principles of Accounting II ¹	3
BA213	Principles of Accounting III	3
EC201	Principles of Economics	3
EC202	Principles of Economics	3
EC203	Principles of Economics	3
SDP101	Principles of Management/Supervision	3
BA222	Finance	3
BA242	Introduction to Investments	3
BA229	Personal Finance and Money Management	3
CIS131	Introduction to Computer Information Systems ²	4
CS110A/B	Microcomputer Software: Word Processing/Spreadsheets	2
9.771*	Law and Bank Principles or BA226 Business Law I	3
PE231	Wellness for Life	3
		55 total
	American Institute of Banking (AIB) Courses	24 total required
	Other Approved Courses ³	9
	General Electives	3
		91 credits total

Advanced placement may be granted for other college work or appropriate work experience. A petition is required.

Majors in this program must make a grade of C or better in all courses except general electives.

Notes:

1. 2.766, 2.767 are equivalent to BA211, BA212. Students who take 2.766 and 2.767 must petition to receive credit for BA211 and BA212. Contact advisor or accounting instructor for details.
 2. CIS131 is equivalent to 6.900 plus 6.901 (Computer Information Systems I and II). Students who take 6.900 and 6.901 must petition to receive credit for CIS131. Contact advisor or CIS instructor for details.
 3. See Other Approved Courses under AAS degree requirements.
- * AIB stresses professional ethics in its programs.

ASSOCIATE IN APPLIED SCIENCE IN BUSINESS MANAGEMENT (Accounting Major)

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

All majors in the program must make a grade of C or better in all courses designated with an asterisk(*).

Students are encouraged to take Federal Income Tax II for an elective.

Students must demonstrate ability to type or take typing.

Notes:

1. 2.766, 2.767, 2.768 are equivalent to BA211, BA212 and BA217. Students must petition if they wish to have 2.766, 2.767 and 2.768 changed to BA211, BA212 and BA217. Contact advisor or accounting instructor for details.
2. CIS131 is equivalent to 6.900 plus 6.901 (Computer Information Systems I and II). Students who take 6.900 and 6.901 must petition to receive credit for CIS131. Contact advisor or CIS instructor for details.
3. HE250 may be substituted.
4. See Other Approved Courses under AAS degree requirements.

Course No.	Course Title	Credit Hours
FIRST YEAR		
<i>Fall</i>		
WR121	English Composition	3
*BA211	Principles of Accounting I ¹	3
BA101	Introduction to Business	4
MTH94	Intermediate Algebra I	4
		14 total
<i>Winter</i>		
WR122	English Composition	3
*BA212	Principles of Accounting II ¹	3
BA285	Business Relations	3
*BA222	Finance	3
OA220	Electronic Calculators	2
*CIS131	Introduction to Computer Information Systems ²	4
		18 total
<i>Spring</i>		
SP111	Fundamentals of Speech	3
*BA213	Principles of Accounting III	3
*BA217	The Accounting Process ¹	3
WR214	Business English	3
CS110A/B	Microcomputer Software: Word Processing/Spreadsheets	2
		14 total
SECOND YEAR		
<i>Fall</i>		
*BA177	Payroll Records and Accounting	3
*BA215	Cost Accounting	3
*2.331	Federal Income Tax I	4
PE231	Wellness for Life ³	3
	Other Approved Courses ⁴	3
		16 total
<i>Winter</i>		
BA226	Business Law I	3
*2.772	Intermediate Accounting I	3
BA223	Principles of Marketing	3
AC240	Fund Accounting	3
	Other Approved Courses ⁴	3
		15 total
<i>Spring</i>		
BA227	Business Law II	3
*2.773	Intermediate Accounting II	3
*2.280	Work Experience or *BA280 Field Experience	4
	Other Approved Courses ⁴	3
		13 total
		90 credits total

ASSOCIATE IN APPLIED SCIENCE IN BUSINESS MANAGEMENT (Office Management Major)

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

All majors in the program must make a grade of C or better in all courses designated with an asterisk (*).

Students may demonstrate ability to type or take typing.⁵

Students scoring below 50 on Math Test C on the College Placement Test will be required to take MTH20, Basic Math, before or concurrent with OA220, Electronic Calculators.

Notes:

1. 2.766, 2.767, 2.768 are equivalent to BA211, BA212 and BA217. Students must petition if they wish to have 2.766, 2.767 and 2.768 changed to BA211, BA212 and BA217. Contact advisor or accounting instructor for details.
2. CIS131 is equivalent to 6.900 plus 6.901 (Computer Information Systems I and II). Students who take 6.900 and 6.901 must petition to receive credit for CIS131. Contact advisor or CIS instructor for details.
3. HE250 may be substituted.
4. See Other Approved Courses under AAS degree requirements.
5. Suggested Electives: 2.331, 2.332, Federal Income Tax I, II, Typing

Course No.	Course Title	Credit Hours
FIRST YEAR		
<i>Fall</i>		
*BA211	Principles of Accounting I ¹	3
*CIS131	Introduction to Computer Information Systems ²	4
WR121	English Composition	3
MTH94	Intermediate Algebra I	4
BA101	Introduction to Business	4
		18 total
<i>Winter</i>		
BA285	Business Relations	3
*BA212	Principles of Accounting II ¹	3
OA220	Electronic Calculators	2
PE231	Wellness for Life ³	3
	Electives	3
		14 total
<i>Spring</i>		
*BA213	Principles of Accounting III	3
*BA217	The Accounting Process ¹	3
WR214	Business English	3
CS110A/B	Microcomputer Software: Word Processing/Spreadsheets	2
SP111	Fundamentals of Speech	3
		14 total
SECOND YEAR		
<i>Fall</i>		
*BA226	Business Law I	3
SDP101	Principles of Management/Supervision	3
*BA177	Payroll Records and Accounting	3
OA200	Introduction to Word Processing	3
	Other Approved Courses ⁴	3
		15 total
<i>Winter</i>		
*BA227	Business Law II	3
BA223	Principles of Marketing	3
*OA116	Office Procedures	3
	Other Approved Courses ⁴	3
	Electives ⁵	3
		15 total
<i>Spring</i>		
*2.280	Work Experience or *BA280 Field Experience	6
OA240	Filing and Records Management and Office Systems	3
	Other Approved Courses ⁴	3
	Electives ⁵	4
		16 total
		92 credits total

ASSOCIATE IN APPLIED SCIENCE IN COMPUTER INFORMATION SYSTEMS

This program prepares students for entry-level employment in the Computer Information Systems field, which may lead to supervisory and management positions. An Associate in Applied Science degree is awarded after completion of the program.

Course No.	Course Title	Credit Hours
FIRST YEAR		
<i>Fall</i>		
BA211	Principles of Accounting I or 2.766 Accounting I	3 - 4
CIS131	Computer Information Systems ¹	4
WR121	English Composition	3
MTH70	Beginning Algebra	4
		14 - 15 total
<i>Winter</i>		
BA101	Introduction to Business	4
CS115	Microcomputer Applications ²	4
MTH94	Intermediate Algebra I	4
WR122	English Composition	3
		15 total
<i>Spring</i>		
BA177	Payroll Records and Accounting	3
9.754	MS-DOS/PC-DOS on Microcomputers	3
MTH95	Intermediate Algebra II	4
WR227	Report Writing or WR123 English Composition	3
SP111	Fundamentals of Speech	3
		16 total

SECOND YEAR

**SECOND YEAR UNDER DEVELOPMENT:
SEE ADVISOR FOR MORE INFORMATION**

**All majors in the program must make
a grade of C or better in all courses**

Notes:

1. 9.759.1 Microcomputer: Word Processing/Spreadsheet and 9.763.1 Microcomputer: Data Base/Integrated Systems may be substituted for CS115. Students must petition to receive credit for the transfer course.
2. CIS131 is equivalent to 6.900 plus 6.901 (Computer Information Systems I and II). Students who take 6.900 and 6.901 must petition to receive credit for CIS131. Contact advisor or CIS instructor for details.

ASSOCIATE IN APPLIED SCIENCE IN ELECTRONICS TECHNOLOGY

The Electronics Technology program is designed to provide training and instruction for jobs as electronic technicians in engineering, research and development and manufacturing support. The program is intended for individuals who are interested in digital and computer electronics, robotics, business, industrial, medical, automotive electronics, 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. Credit may be given for prior knowledge, experience and/or training. Certificates are available upon successful completion of short term training. The Associate in Applied Science degree is awarded upon successful completion of the two-year program. Students may continue their education by transferring to the Oregon Institute of Technology to pursue a bachelor's in Electronics Engineering Technology and master's degrees.

Course No.	Course Title	Credit Hours
FIRST YEAR		
<i>Fall</i>		
6.309	Introduction to Electronics	3
6.311	DC-AC Electronic Concepts	4
MTH30	Applied Math/Industrial Mechanics ¹	4
RDG90	Effective Reading	3
PE231	Wellness for Life	3
		17 total
<i>Winter</i>		
CS133B	Introduction to Programming: BASIC	3
6.313	Semiconductors	4
6.315	Digital Fundamentals	4
MTH31	Applied Algebra and Geometry/Industrial Mechanics ¹	4
WR90	Paragraph Fundamentals	3
		18 total
<i>Spring</i>		
6.314	Linear Circuits	4
6.316	Microprocessor Architecture	4
MTH32	Applied Trigonometry/Industrial Mechanics ¹	4
SP100	Basic Speech Communications	3
		15 total
SECOND YEAR		
<i>Fall</i>		
6.317	Sensors and Actuators	4
6.319	Industrial Electronics	4
6.324	Electronic Communications	4
	Specific Electives ²	3
	Other Approved Courses ³	3
		18 total
<i>Winter</i>		
4.300	Practical Physics/Mechanics	4
6.321	Automated Systems	4
6.327	Instrumentation	4
	Other Approved Courses ³	3
		15 total
<i>Spring</i>		
6.280	Work Experience	1 - 5
6.300	Electronics Project	1 - 4
6.322	Telecommunications	4
6.328	Licensing and Certification	2
	Other Approved Courses ³	3
	Workplace Issues	2
		16 total
		99 credits total

Notes:

1. More advanced math sequences may be used in place of the basic requirement for students who are qualified: MTH20, MTH70, MTH94, MTH95, MTH40, MTH111, MTH112, MTH251
2. The required 3-credit specific electives may be selected from: Math, CIS, Business, Science or Industrial.
3. See Other Approved Courses under AAS degree requirements.

ASSOCIATE IN APPLIED SCIENCE IN FIRE SCIENCE TECHNOLOGY

This curriculum was developed in cooperation with the Southwestern Oregon Fire Chief and Firefighter Associations, the college Fire Science Advisory Committee and the Oregon Department of Education. Completion of the program leads to an Associate in Applied Science degree.

Notes:

1. See Other Approved Courses under AAS degree requirements.

Suggested Electives:

MTH20 Basic Math (may be taken as a refresher course if needed).
 5.253 Fire Apparatus and Equipment
 5.254 Introduction to Fire Protection
 5.257 Fire Service Hydraulics
 5.262 Fundamentals of Fire Preventing
 5.263 Fire Pump Construction and Operation
 5.264 Building Construction for Fire Protection
 5.267 Fire Department Communications and Alerting Systems
 5.268 Fire Service Rescue Practices
 5.271 Introduction to Fire Behavior
 5.272 Fixed Systems and Extinguishers
 5.273 Tractor Use/Tractor Boss
 5.282 Fire Codes and Related Ordinances
 5.278 Portable Pumps and Water Use S-211
 5.279 Power Saws S-212
 5.281 Ground Tanker/Tanker Boss S-214
 5.283 Firing Methods and Equipment/Firing Boss S-215
 5.284 Crew Supervisor S-230
 5.285 Basic Air Operations S-270
 5.292 Organizing for Fire Suppressions S-320
 5.293 Sector Boss S-330
 5.294 Maps and Records Officer S-341
 5.296 Intermediate Air Operations S-370
 5.297 Fire Behavior S-390

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

Course No.	Course Title	Credit Hours
FIRST YEAR		
<i>Fall</i>		
MTH94	Intermediate Algebra I	4
BA285	Business Relations or SDP113 Human Relations for Supervisors	3
5.240	Basic Firefighter Structure	2
HE257/ 9.428	Emergency Medical Technician I (A)	4
5.260	Hazardous Materials I	3
9.396J	Safety Practices	1
	17 total	
<i>Winter</i>		
SP111	Fundamentals of Speech	3
HE250	Personal Health or PE231 Wellness for Life	3
5.250	Basic Firefighter Skills I	2
9.396A	Communication - Radio/Alarm	2
HE257/ 9.428	Emergency Medical Technician I (B)	4
	14 total	
<i>Spring</i>		
5.276	Basic Wildland Fire Management	2.5
WR121	English Composition	3
PSY111	Personality and Development	3
9.396C	Water Supply	1
9.396L	Supervision and Leadership	3
	Other Approved Courses ¹	3
	15.5 total	
SECOND YEAR		
<i>Fall</i>		
CH100	Elementary Chemistry or CH104 General Chemistry	4
5.261	Hazardous Materials II	3
CS110A/B	Microcomputer Software: Word Processing/Spreadsheets	2
9.396Q	Driver (Fire Service)	2
9.367	ICS (I-220)	2
9.396E	Aircraft Fire Protection	1
	14 total	
<i>Winter</i>		
9.396R	Apparatus Operator I	3
5.274	Firefighting Tactics and Strategy	3
5.251	Firefighter Skills II	2
5.280	Cooperative Work Experience	1 - 3
9.396B	Fire Prevention and Inspection	2
	Other Approved Courses ¹	3
	16 total	
<i>Spring</i>		
9.396S	Apparatus Operator II	3
9.396I	Fire Investigation	3
5.243	Fire Skills III	2
9.396K	Laws Affecting Firefighters	1
5.280	Cooperative Work Experience	3
	Other Approved Courses ¹	3
	15 total	
	91.5 credits total	

ASSOCIATE IN APPLIED SCIENCE IN FOREST TECHNOLOGY

Forest Technology is a two-year program in which training in technical forestry is given in preparation for careers in government, industrial forestry, private woodlot management, forest contracting, outdoor recreation and other related fields. Completion of the program leads to the Associate in Applied Science degree in Forest Technology. Students are prepared for entry-level positions as forest technicians, recreation technicians, surveying technicians and scaler trainees. Many courses are transferable to four-year schools.

Majors in this program must make a grade of C or better in all courses designated with an asterisk (*).

Notes:

1. Suggested electives:
5.276 Basic Wildland Fire Management
FW199 Conservation of Wildlife Resources
FW251 Principles of Wildlife Conservation
FW252 Wildlife Resources (Mammals)
FW253 Wildlife Resources (Birds)
FW255 Techniques in Wildlife Science
RR199 Recreation Resources
2. HE250 may be substituted.
3. See Other Approved Courses under AAS degree requirements.
4. CIS131 is equivalent to 6.900 plus 6.901 (Computer Information Systems I and II). Students who take 6.900 and 6.901 must petition to receive credit for CIS131. Contact advisor or CIS instructor for details.
5. Contact advisor for details

Faculty is active in finding employment for students during the summer, as well as permanent employment.

Course No.	Course Title	Credit Hours
FIRST YEAR		
<i>Fall</i>		
WR90	Paragraph Fundamentals	3
CIS131	Computer Information Systems ⁴	4
*F111	Introduction to Forestry	4
*6.411	Logging Operations	3
*F254	Tree & Shrub Identification	4
		18 total
<i>Winter</i>		
SP100	Basic Speech Communications	3
MTH70	Beginning Algebra	4
*6.409	Forest Protection	3
*FP210	Forest Products Manufacturing	3
*6.407	Forest Mensuration I	3
		16 total
<i>Spring</i>		
MTH33	Applied Trigonometry for Industrial Mechanics	4
*6.408	Forest Mensuration II	3
*FE222A	Elementary Forest Surveying	3
	Electives ¹	3
		13 total
<i>Summer</i>		
*F280	Forestry Field Studies	6
		6 total
SECOND YEAR		
<i>Fall</i>		
*RR251	Recreation Resources Management	4
*FE222B	Advanced Forest Surveying	3
PE231	Wellness for Life ²	3
	Other Approved Courses ³	3
		13 total
<i>Winter</i>		
*6.414	Forest Contracts and Mapping	3
*6.417	Silviculture	3
	Other Approved Courses ³	3
	Electives ¹	3
	<u>Workplace Issues</u> ⁵	2
		14 total
<i>Spring</i>		
*6.420	Advanced Silviculture	3
*6.416	Aerial Photo-Interpretation	3
*6.406	Forest Engineering	4
	Other Approved Courses ³	3
	Electives ¹	3
		16 total
		96 credits total

ASSOCIATE IN APPLIED SCIENCE IN GENERAL BUSINESS

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

OPTION I. ASSOCIATE OF APPLIED SCIENCE IN GENERAL BUSINESS

1. Complete the first year of any two-year Business Management or Office Administration program.
2. If not included in above, complete nine (9) credits of Other Approved Courses (see AAS requirements for a listing of these), three (3) credits of Speech, three (3) credits of Health and Wellness (HE250, PE231 or PE185), two (2) credits of Workplace Issues (or BA285 or SDP113), and four (4) credits of Math or demonstrate competency at Math 20 level.
3. Complete thirty (30) additional Business credits.
4. Complete general electives in courses numbered 1.100 or above, or any transfer courses to total ninety-three (93) credits.
5. Total credits for the program: ninety-three (93).

OPTION II. ASSOCIATE OF APPLIED SCIENCE IN GENERAL BUSINESS- INTERDISCIPLINARY

1. Complete the first year of any two-year Business Management or Office Administration program.
2. If not included in above, complete nine (9) credits of Other Approved Credits (see AAS requirements for a listing of these), three (3) credits of Speech, three (3) credits of Health and Wellness (HE250, PE231 or PE185), two (2) credits of Workplace Issue (or BA285 or SDP113), and four (4) credits of Math or demonstrate competency at Math 20 level.
3. Complete thirty (30) credits in another discipline or program with prior approval from the Division Chairperson responsible for that program or discipline and the Business Division Chairperson.
4. Complete general electives in courses numbered 1.100 or above, or any lower division collegiate courses to total ninety-three (93) credits.
5. Total credits for the program: ninety-three (93).

ASSOCIATE IN APPLIED SCIENCE IN HUMAN SERVICES Social Services Specialist Option

The Human Services program is an Associate in Applied Science degree program. The Social Services Specialist option is designed to prepare students for entry level employment in Social Service agencies. Some of the areas a student may be employed in are: Juvenile Justice System, Adult Corrections, Childrens' Services, Mental Health and many other Human Services agencies. Most of the credit in the program is transferable as lower division credit to a baccalaureate program.

The program has entry requirements. Please contact the Office of Admissions.

Course No.	Course Title	Credit Hours
FIRST YEAR		
<i>Fall</i>		
HS150	Self Awareness and Interpersonal Skills	3
PSY201	General Psychology	3
WR121	English Composition	3
HS154	Community Resources	3
CJ100	Survey of Criminal Justice	3
CS110A	Microcomputer Software: Word Processing	1
		16 total
<i>Winter</i>		
PSY202	General Psychology	3
CJ120	Judicial Process	3
WR122	English Composition	3
SP111	Fundamentals of Speech	3
PSY239	Introduction of Abnormal Behavior	3
		15 total
<i>Spring</i>		
PSY203	General Psychology	3
HS155	Interviewing Theory and Techniques	3
MTH94	Intermediate Algebra I	4
SP112	Fundamentals of Speech	3
HS102	Drug Use, Misuse and Addiction	3
		16 total
SECOND YEAR		
<i>Fall</i>		
HS170	Introduction to Field Experience	3
HS265	Intervention Strategies I	3
PE231	Wellness for Life ¹	3
	Other Approved Courses ²	3
	Specific Electives ³	3
		15 total
<i>Winter</i>		
HS291	Practicum: Human Resources	5
HS266	Intervention Strategies II	3
HS260	Group Dynamics	3
	Other Approved Courses ²	3
	Specific Electives ³	3
		17 total
<i>Spring</i>		
HS291	Practicum: Human Resources	5
HS267	Intervention Strategies III	3
	Other Approved Courses ²	3
	Specific Electives ³	6
		17 total
		96 credits total

Notes:

1. HE250 or 3 credits of PE185 may be substituted.
2. See Other Approved Courses under AAS degree requirements.
3. Specific electives:
 - HS202 Counseling the Chemically Dependent Client I (3 cr)
 - HS203 Counseling the Chemically Dependent Client II (3 cr)
 - HS204 Counseling the Chemically Dependent Client III (3 cr)
 - HS205 Youth Addiction (3 cr)
 - HS201 Family Addiction (3 cr)
 - HS206 The Addicted Criminal (3 cr)
 - HS265 Intervention Strategies I (3 cr)
 - HS266 Intervention Strategies II (3 cr)
 - HS267 Intervention Strategies III (3 cr)
 - CJ101/SOC244 Criminology (3 cr)
 - CJ201/SOC221 Juvenile Delinquency (3 cr)
 - HDFS226 Child Development: The Growing Years (3 cr)

ASSOCIATE IN APPLIED SCIENCE IN HUMAN SERVICES Substance Abuse Specialist Option

The Human Services program is an Associate in Applied Science degree program. The Substance Abuse Specialist option is designed to prepare students for entry-level employment in the area of Substance Abuse Prevention, Intervention and Recovery. Some areas a student may be employed in are: Drug and Alcohol Treatment programs, Juvenile Justice Systems, Adult Corrections, Mental Health and many other Human Services agencies. Much of the credit in the program is transferable as lower division credit to a baccalaureate program.

The program has entry requirements. Please contact the Office of Admissions.

*17 H.S. courses
2 CE
11 courses in either
then HS & CE*

Notes:

1. HE250 or 3 credits of PE185 may be substituted.
2. See Other Approved Courses under AAS degree requirements.
3. Specific electives:
 HS202 Counseling the Chemically Dependent Client I (3 cr)
 HS203 Counseling the Chemically Dependent Client II (3 cr)
 HS204 Counseling the Chemically Dependent Client III (3 cr)
 HS205 Youth Addiction (3 cr)
 HS201 Family Addiction (3 cr)
 HS206 The Addicted Criminal (3 cr)
 HS265 Intervention Strategies I (3 cr)
 HS266 Intervention Strategies II (3 cr)
 HS267 Intervention Strategies III (3 cr)
 CJ101/SOC244 Criminology (3 cr)
 CJ201/SOC221 Juvenile Delinquency (3 cr)
 HDFS226 Child Development: The Growing Years (3 cr)

Course No.	Course Title	Credit Hours
FIRST YEAR		
<i>Fall</i>		
HS150	Self Awareness and Interpersonal Skills	3
PSY201	General Psychology	3
WR121	English Composition	3
HS154	Community Resources	3
CJ100	Survey of Criminal Justice	3
CS110A	Microcomputer Software: Word Processing	1
		16 total
<i>Winter</i>		
PSY202	General Psychology	3
CJ120	Judicial Process	3
WR122	English Composition	3
SP111	Fundamentals of Speech	3
PSY239	Introduction to Abnormal Behavior	3
		15 total
<i>Spring</i>		
PSY203	General Psychology	3
HS155	Interviewing Theory and Techniques	3
MTH94	Intermediate Algebra I	4
SP112	Fundamentals of Speech	3
HS102	Drug Use, Misuse and Addiction	3
		15 total
SECOND YEAR		
<i>Fall</i>		
HS170	Introduction to Field Experience	3
HS202	Counseling the Chemically Dependent Client I	3
PE231	Wellness for Life ¹	3
	Other Approved Courses ²	3
	Specific Electives ³	3
		16 total
<i>Winter</i>		
HS203	Counseling the Chemically Dependent Client II	3
HS291	Practicum: Human Resources	5
HS260	Group Dynamics	3
HS205	Youth Addiction	3
	Other Approved Courses ²	3
		17 total
<i>Spring</i>		
HS204	Counseling the Chemically Dependent Client III	3
HS291	Practicum: Human Resources	5
HS206	The Addicted Criminal	3
HS201	Family Addiction	3
	Other Approved Courses ²	3
		17 total
		96 credits total

ASSOCIATE IN APPLIED SCIENCE IN INDUSTRIAL TECHNOLOGY (All Apprenticeable Trades)

This program establishes credit for trade and industrial experience toward an Associate degree. Approximately one-half of the credits required for the degree are earned through community college Apprentice Related Training courses, First Aid courses and 18 credits of general education courses. The remainder of the credits are earned through achievement of Journeyman status.

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

Notes:

1. WR121, WR122 and WR123 or WR227 may be substituted.
2. HE250 or 3 credits of PE185 may be substituted.
3. See Other Approved Courses under AAS degree requirements.

**Number of credits and courses for 9.1xx depends upon occupation.

Course No.	Course Title	Credit Hours
RDG90	Effective Reading ¹	3
WR90	Paragraph Fundamentals	3
SP111	Fundamentals of Speech	3
PE231	Wellness for Life ²	3
MTH20	Basic Mathematics	4
**9.1xx	Apprentice-Related Training	22 - 31
	<u>Workplace Issues</u>	2
	Other Approved Courses ³	9
	Journeyman Status	45
		94 - 101 total credits

ASSOCIATE IN APPLIED SCIENCE IN MACHINE TOOL TECHNOLOGY

The machine tool technology program prepares the student for entry-level employment as a machinist in the manufacturing field. Classroom instruction and intensive hands-on experience give the student a solid background in traditional as well as "high-tech" Computerized Numerical Control (CNC) machining. Completion of the program leads toward advanced studies in the fields of design, engineering and teaching. Some of the courses in this program are beneficial to already-employed skilled workers who find themselves in need of upgrading or retraining.

All majors in the program must make a grade of C or better in all courses designated with an asterisk (*).

Advising by Machine Tool Technology
Instructor only.

Notes:

1. WR121, 122 may be substituted for RDG90, WR90.
2. MTH20, MTH70 may be substituted for MTH30, MTH31.
3. HE250 or 3 credits of PE185 may be substituted.
4. See Other Approved Courses under AAS degree requirements.

Work Experience may be substituted as applicable to course objectives.

Course No.	Course Title	Credit Hours
FIRST YEAR		
<i>Fall</i>		
*4.170	Machine Tools I	3
*4.175	Manufacturing Processes	3
RDG90	Effective Reading ¹	3
*MTH30	Applied Mathematics Strategies for Industrial Mechanics ²	4
4.110	Blueprint Reading & Sketching	3
		16 total
<i>Winter</i>		
*4.171	Machine Tools II	3
*4.160	Basic Metallurgy	3
WR90	Paragraph Fundamentals ¹	3
*MTH31	Applied Algebra & Geometry for Industrial Mechanics ²	4
4.101	Introduction to Drafting	3
		16 total
<i>Spring</i>		
*4.172	Machine Tools III	3
*4.174	Machine Tools Reference	3
SP100	Basic Speech Communications	3
4.120	Computer Assisted Drafting I	3
PE231	Wellness for Life ³	3
		15 total
SECOND YEAR		
<i>Fall</i>		
*4.176	Machine Tools IV	3
*4.173	Numerical Control Machining I (CNC)	3
4.150	Welding I	3
*4.179	Advanced Studies Project	3
BA285	Business Relations or SDP113 Human Relations for Supervisors	3
	Other Approved Courses ⁴	3
		18 total
<i>Winter</i>		
*4.177	Machine Tools V	3
*4.181	Numerical Control Machining II (CNC)	3
4.151	Welding II-A/B: Shielded Metal Arch Welding	3
4.300	Practical Physics (Mechanics)	4
	Other Approved Courses ⁴	3
		16 total
<i>Spring</i>		
*4.178	Machine Tools VI	3
*4.182	Numerical Control Machining III (CNC)	3
4.152	Welding III: MIG/TIG	3
4.304	Practical Physics (Electrical)	4
	Other Approved Courses ⁴	3
		16 total
		97 credits total

ASSOCIATE IN APPLIED SCIENCE IN MANAGEMENT and SUPERVISORY TRAINING

This program is designed to provide the necessary management skills for present and future first-line managers. The objectives of the program are to provide a general education, a good general business education, the necessary management skills for first-line managers, and additional knowledge in the areas of production or marketing and retailing.

Majors in the program must make a grade of C or better in all courses.

Notes:

- The program provides two areas of specialization:
 - Production - Suggested electives: MTH95 Intermediate Algebra II, BA232 Business Statistics I, 9.380 Cardiopulmonary Resuscitation, 9.381 Standard First Aid, 5.260 Hazardous Materials I, 2.280 Work Experience, Machine Tool, Welding, Automotive, Drafting.
 - Marketing and Retailing - Required electives: BA238 Sales, BA239 Advertising, BA249 Retailing.
- CIS131 is equivalent to 6.900 plus 6.901 (Computer Information Systems I and II). Students who take 6.900 and 6.901 must petition to receive credit for CIS131. Contact advisor or CIS instructor for details.
- WR227 Report Writing may be substituted for WR123 English Composition.
- See Other Approved Courses under AAS degree requirements.

Course No.	Course Title	Credit Hours
FIRST YEAR		
<i>Fall</i>		
SDP101	Principles of Management/Supervision	3
WR121	English Composition	3
MTH94	Intermediate Algebra I	4
EC201	Principles of Economics	3
	Electives ¹	3
		16 total
<i>Winter</i>		
SDP113	Human Relations for Supervisors	3
WR122	English Composition	3
EC202	Principles of Economics	3
CIS131	Introduction to Computer Information Systems ²	4
	Electives ¹	3
		16 total
<i>Spring</i>		
SP111	Fundamentals of Speech	3
WR123	English Composition ³	3
BA101	Introduction to Business	4
EC203	Principles of Economics	3
	Electives ¹	3
		16 total
SECOND YEAR		
<i>Fall</i>		
SDP204	Labor-Management Relations	3
BA211	Principles of Accounting I	3
BA226	Business Law I	3
CS110A/B	Microcomputer Software: Word Processing/Spreadsheets	2
	Other Approved Courses ⁴	3
	Electives ¹	3
		17 total
<i>Winter</i>		
SDP208	Personnel Administration	3
BA227	Business Law II	3
BA223	Principles of Marketing	3
BA222	Finance	3
	Other Approved Courses ⁴	3
		15 total
<i>Spring</i>		
WR214	Business English	3
BA213	Principles of Accounting III	3
	Other Approved Courses ⁴	3
	Electives ¹	5
		14 total
		94 credits total

ASSOCIATE IN APPLIED SCIENCE IN MARKETING and MANAGEMENT

This program prepares the student for entry-level positions in offices. The student is introduced to total operations, formulating department policies, coordinating activities and directing personnel to attain operational goals. The Associate in Applied Science degree is awarded upon completion of the program.

Course No.	Course Title	Credit Hours
FIRST YEAR		
<i>Fall</i>		
WR121	English Composition	3
*BA101	Introduction to Business	4
MTH94	Intermediate Algebra I	4
SDP101	Principles of Management/Supervision	3
		14 total
<i>Winter</i>		
WR122	English Composition	3
*BA223	Marketing	3
SDP113	Human Relations for Supervisors	3
*CIS131	Computer Information Systems ¹	4
PE231	Wellness for Life ²	3
		16 total
<i>Spring</i>		
SP111	Fundamentals of Speech	3
CS110A/B	Microcomputer Software: Word Processing/Spreadsheets	2
*BA249	Retailing	3
SDP208	Personnel Administration	3
WR214	Business English	3
		14 total
SECOND YEAR		
<i>Fall</i>		
*BA211	Principles of Accounting I or 2.766 Accounting	3 - 4
*BA226	Business Law I	3
*BA238	Sales	3
2.280	Cooperative Work Experience or BA280 Field Experience	3
	Other Approved Courses ³	3
		15 - 16 total
<i>Winter</i>		
*BA212	Principles of Accounting II or 2.767 Accounting II	3 - 4
*BA222	Finance	3
*BA239	Advertising	3
2.280	Cooperative Work Experience or BA280 Field Experience	3
	Other Approved Courses ³	3
		15 - 16 total
<i>Spring</i>		
*BA206	Management Fundamentals	3
SDP204	Labor-Management Relations	3
SP112	Fundamentals of Speech	3
2.280	Cooperative Work Experience or BA280 Field Experience	4
	Other Approved Courses ³	3
		16 total
		90 - 92 credits total

All majors in the program must make a grade of C or better in all courses designated with an asterisk (*).

Notes:

1. CIS131 is equivalent to 6.900 plus 6.901 (Computer Information Systems I and II). Students who take 6.900 and 6.901 must petition to receive credit for CIS131. Contact advisor or CIS instructor for details.
2. HE250 or 3 credits of PE185 may be substituted.
3. See Other Approved Courses under AAS degree requirements.

ASSOCIATE IN APPLIED SCIENCE IN MEDICAL OFFICE ASSISTANCE

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 office procedures, management and clinical skills with emphasis on the role of the medical office assistant in the medical care delivery team.

This curriculum may require some preparatory courses (i.e., Typing Skills Building, Sentence Fundamentals, Paragraph Fundamentals, High School Math or equivalent).

All majors in the program must make a grade of C or better in all courses designated with an asterisk (*).

Notes:

1. Bookkeeping I & II (9.715, 9.716) may be substituted.
2. See Other Approved Courses under AAS degree requirements.

Course No.	Course Title	Credit Hours
FIRST YEAR		
<i>Fall</i>		
*OA122	Keyboarding II	3
*9.723	Medical Terminology I	3
*9.724	Medical Secretary I	3
*OA240	Filing/Records Management and Office Systems	3
*OA116	Office Procedures	3
*OA201	Beginning WordPerfect	2
		17 total
<i>Winter</i>		
*9.726	Medical Terminology II	3
2.766	Accounting I ¹	4
*BA285	Business Relations	3
*9.730	Medical Secretary II	3
*OA225	Machine Transcription	3
*OA204	Advanced WordPerfect	2
		18 total
<i>Spring</i>		
*9.731	Clinical Procedures I	3
*9.727	Medical Transcription I	3
*OA220	Electronic Calculators	2
*9.728	Medical Terminology III	3
*9.725	Medical Insurance, Credits and Collections	3
*2.280	Cooperative Work Experience	1 - 8
		18 total
SECOND YEAR		
<i>Fall</i>		
*OA200	Introduction to Word Processing	3
*OA114	Personal Shorthand	3
*9.732	Clinical Procedures II	3
WR121	English Composition	3
	Other Approved Courses ²	3
		15 total
<i>Winter</i>		
CIS131	Computer Information Systems	4
*9.733	Clinical Procedures III	3
SP111	Fundamentals of Speech	3
MTH20	Basic Mathematics	4
	Other Approved Courses ²	3
		17 total
<i>Spring</i>		
HS102	Drugs Use, Misuse and Addiction	3
HE250	Personal Health	3
PSY203	General Psychology	3
*CS110B	Microcomputer Software: Spreadsheets	1
*2.280	Cooperative Work Experience	4
	Other Approved Courses ²	3
		17 total
		102 credits total

ASSOCIATE IN APPLIED SCIENCE IN NURSING

This is a career ladder program. After completion of one quarter, the student is eligible to take the State Board of Nursing exam to become a Certified Nursing Assistant (CNA). After completion of four quarters, the student is eligible to take the State Board exam for licensure as a Practical Nurse (PN). After completion of six quarters, the student is eligible to take the State Board exam for Registered Nurse (RN) licensure.

Students must be formally admitted to the Nursing program. See the Admissions Office for requirements.

All majors in the program must make a grade of C or better in all courses designated with an asterisk (*).

Notes:

1. Anatomy and Physiology I, II and III are prerequisites to all second year Nursing courses.
2. Microbiology is a prerequisite to NUR202.
3. Specific Electives - A three-credit course must be taken in each of the following areas (transfer classes only):
 - a. PSY201, 202, 203 Gen. Psychology
 - b. SOC204, 205, 206 Gen. Sociology or Human Services
 - c. Philosophy - any course
 - ART211, 212, 213 Survey of the Visual Arts
 - MUS201, 202, 203 Intro. to Music,
 - MUS261, 262, 263 Music History
 - Literature - any course
4. PE231 Wellness for Life may be substituted.

Course No.	Course Title	Credit Hours
FIRST YEAR		
<i>Fall</i>		
WR121	English Composition	3
*NUR101	Fundamentals of Nursing	9
*BI231	Anatomy/Physiology ¹	4
CS110A	Microcomputer Software: Word Processing	1
		17 total
<i>Winter</i>		
*NUR102	Nursing Science and Practice I	9
*BI232	Anatomy/Physiology ¹	4
SP113	Fundamentals of Speech	3
		16 total
<i>Spring</i>		
*NUR103	Nursing Science and Practice II	9
*BI233	Anatomy/Physiology ¹	4
ANTH103	General Anthropology	3
		16 total
SECOND YEAR		
<i>Fall</i>		
*NUR201	Nursing Science and Practice III	9
*BI122	Elementary Microbiology ²	4
	Specific Electives ³	3
		16 total
<i>Winter</i>		
*NUR202	Nursing Science and Practice IV	9
PE185	Physical Education ⁴	1
	Specific Electives ³	3
		13 total
<i>Spring</i>		
*NUR203	Nursing Science and Practice V	10
*MTH94	Intermediate Algebra I	4
	Specific Electives ³	3
		17 total
		95 credits total

— Did Nursing want Soc courses limited to these three? SOC OR HS approval

ASSOCIATE IN APPLIED SCIENCE IN OFFICE ADMINISTRATION: General Secretary

This option offers the student skills and knowledge necessary to perform the clerical or stenographic tasks demanded in an office and to assume interpretive and decision-making secretarial responsibilities.

All majors in the program must make a grade of C or better in all courses designated with an asterisk (*).

All the listed courses are offered each term (excluding Summer) except Business English, Personal Shorthand, Personal Shorthand Skill Building, Accounting I and Principles of Accounting I.

Notes:

1. Offered only Fall term.
2. Offered only Winter term.
3. See Other Approved Courses under AAS degree requirements.
4. HE250 may be substituted.
5. CIS131 is equivalent to 6.900 plus 6.901 (Computer Information Systems I and II). Students who take 6.900 and 6.901 must petition to receive credit for CIS131. Contact advisor or CIS instructor for details.

Suggested Elective:
Payroll Accounting

Course No.	Course Title	Credit Hours
FIRST YEAR		
<i>Fall</i>		
*OA124	Typing Skill Building	3
*OA116	Office Procedures	3
*OA114	Personal Shorthand ¹	3
*MTH20	Basic Mathematics	4
*OA240	Filing/Records Management	3
		16 total
<i>Winter</i>		
WR121	English Composition	3
*OA214	Personal Shorthand Skill Building ²	3
*OA122	Keyboarding II	3
*BA285	Business Relations	3
*2.591	Pre-transcription Skills	3
*OA201	Beginning WordPerfect	2
		17 total
<i>Spring</i>		
SP111	Fundamentals of Speech	3
*OA123	Keyboarding: Advanced Formatting	3
*OA225	Machine Transcription	3
*OA220	Electronic Calculators	2
	Other Approved Courses ³	3
*OA204	Advanced WordPerfect	2
		16 total
SECOND YEAR		
<i>Fall</i>		
2.766	Accounting I or BA211 Principles of Accounting I	3 - 4
PE231	Wellness for Life ⁴	3
*CIS131	Computer Information Systems ⁵	4
*2.280	Work Experience	2
	Other Approved Courses ³	3
		15 - 16 total
<i>Winter</i>		
*OA200	Introduction to Word Processing	3
BA101	Introduction to Business	4
BA226	Business Law I	3
*2.280	Cooperative Work Experience	2
*CS110B	Microcomputer Software: Spreadsheets	1
	Electives	3
		16 total
<i>Spring</i>		
WR214	Business English	3
*CS111A	Microcomputer Software: Data Management	1
*OA256	The Electronic Office	3
	Other Approved Courses ³	3
	Electives	3
		13 total
		93 - 94 credits total

ASSOCIATE IN APPLIED SCIENCE IN WELDING TECHNOLOGY

This program provides the training for entry-level employment and offers the technical knowledge necessary for advancement in the welding field. Coupled with experience, the program prepares a student for employment opportunities in industry, private enterprise, supervision, and/or advanced welding. These opportunities include: welding, fabrication, inspection, fitting in heavy machinery or structural steel, light industrial fabrication, welding and/or fabrication estimating, and technical sales.

All majors in the program must make a grade of C or better in all courses designated with an asterisk (*).

Work Experience may be substituted as applicable to course objectives.

Notes:

1. HE250 may be substituted.
2. See Other Approved Courses under AAS degree requirements.

Course No.	Course Title	Credit Hours
FIRST YEAR		
<i>Fall</i>		
MTH30	Applied Math for Industrial Mechanics	4
4.110	Blueprint Reading & Sketching	3
*4.150	Welding I (Gas Welding/Cutting)	3
*4.151	Welding II-A: Shielded Metal Arc Welding	3
4.170	Machine Tools I	3
		16 total
<i>Winter</i>		
MTH31	Applied Algebra and Geometry for Industrial Mechanics	4
4.101	Introduction to Drafting	3
*4.151	Welding II-B: Shielded Metal Arc Welding	3
*4.152	Welding III: MIG/TIG	4
4.171	Machine Tools II	3
		17 total
<i>Spring</i>		
*4.153	Welding IV: Pipe Arc Welding	3
*4.154	Welding V: Welder Fitter in Fabrication	5
4.172	Machine Tools III	3
4.120	Computer Assisted Drafting I	3
BA285	Business Relations or SDP113 Human Relations for Supervisors	3
		17 total
SECOND YEAR		
<i>Fall</i>		
*4.155	Advanced Applications	5
*4.165	Welding Lab A	3
RDG90	Effective Reading Strategies	3
PE231	Wellness for Life ¹	3
	Other Approved Courses ²	3
		17 total
<i>Winter</i>		
*4.159	Maintenance/Fitter Welder	5
*4.166	Welding Lab B	3
4.300	Practical Physics (Mechanics)	4
WR90	Paragraph Fundamentals	3
	Other Approved Courses ²	3
		18 total
<i>Spring</i>		
*4.167	Welding Lab C	3
4.304	Practical Physics (Electrical)	4
*4.280	Work Experience or *9.225 Welding Workshop	3
9.225	Welding Workshops (4) or 4.280 with Exper.	1
SP100	Basic Speech Communications	3
	Other Approved Courses ²	3
		16 total
		102 credits total

ASSOCIATE IN ARTS DEGREE

The Associate in Arts 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. (Students may transfer up to 108 community college credits to four-year Oregon state system institutions.)

GENERAL REQUIREMENTS:

1. Ninety-three or more credits of college courses approved by the Oregon Board of Education for transfer credit.
2. Grade Point average of 2.0 (C) or better.
3. Completion of 22 credits of General Education requirements.
4. Completion of 17 ^{courses} credits of Distribution Requirements.
5. A student must complete 30 or his/her last 45 credits at Southwestern Oregon Community College before the Associate in Arts degree is awarded.

GENERAL EDUCATION REQUIREMENTS:

1. English Composition 9 credits (WR121, 122, 123 or 227) with a grade of C or better in each quarter.
2. Health Education, 3 credits, HE250.
3. Physical Education, 3 credits of P.E. activity classes (PE180, 185 and 190); or PE231 Wellness for Life. No more than 6 credits of Physical Activities (PE180, 185 and 190) may be used in meeting the total credit requirement or counted in the student's final grade point average (GPA) for the A.A. 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 education requirement if they file official evidence of service with the Admissions Office.
 Other: On rare occasions, exemptions may be granted for other reasons.
4. Speech, 3 credits selected from SP100, 111, 112 or 113.
5. MTH111 College Algebra (4 credits), its equivalent, or higher level math.

DISTRIBUTION REQUIREMENTS:

A combination total of seventeen (17) quarter courses must be taken in ^{the area of} ~~approved sequences~~ of (A) Arts and Letters, (B) Social Science and (C) Science/Math. These must include four (4) sequences, one from each of the three areas above and the fourth from a different discipline in one of the areas. At SWOCC at least one Arts and Letters sequence must be in Literature and one Science/Math sequence must be in a life or physical science with a laboratory. One of the four sequences must be numbered in the 200 series.

Of the remaining five courses, three must be selected from one of the two areas remaining after the fourth sequence has been chosen, and the other two courses must be from the third area.

All sequences must be selected from the Approved sequences. Additional courses may be selected from any transfer level courses in the catalog or the current class schedule which belong to appropriate academic disciplines in Arts and Letters, Social Science or Science/Mathematics. All mathematics courses must be MTH111 or higher (excluding 211, 212, 213). ^{mth 105}

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

**Approved Sequences for the
Distribution Requirement of
the Associate in Arts Degree:**

A. ARTS AND LETTERS

At least one three-quarter sequence
must be completed in Literature.

Literature:

ENG101, 102, 103 Survey of English
Literature
ENG104, 105, 106 Introduction to
Literature
ENG107, 108, 109 World Literature
ENG201, 202, 203 Shakespeare
ENG253, 254, 255 Survey of American
Literature

Language/Philosophy

FR201, 202, 203 Second-year French
SPAN201, 202, 203 Second-year
Spanish
PHL201, 202, 203 Problems of
Philosophy

Art and Music

ART211, 212, 213 Survey of Visual
Arts
MUS201, 202, 203 Introduction to Music
and Its Literature
MUS261, 262, 263 Music History

B. SOCIAL SCIENCE

Anthropology:

ANTH101, 102, 103 General
Anthropology
ANTH207, 208, 209 Introduction to
Cultural Anthropology

Criminal Justice and Political Science
(any three may be used as a sequence):

CJ100 Survey of Criminal Justice
CJ120 Judicial Process
CJ130 Introduction to Corrections
PS201 American Government

Economics:

EC201, 202, 203 Principles of
Economics

History:

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

Psychology:

PSY201, 202, 203 General Psychology

Sociology:

SOC204, 205, 206 General Sociology

C. SCIENCE/MATHEMATICS

At least one sequence must be taken in
a life or physical science with a
laboratory. The mathematics course
from general requirements may be
counted toward a math sequence:

Biology:

BI101, 102, 103 General Biology

Chemistry:

CH104, 105, 106 Elementary Chemistry
CH201, 202, 203 General Chemistry

General Science:

GS104, 105, 106 Physical Science
Survey

Geology:

G201, 202, 203 Geology

Mathematics (any three sequential
courses from the following):

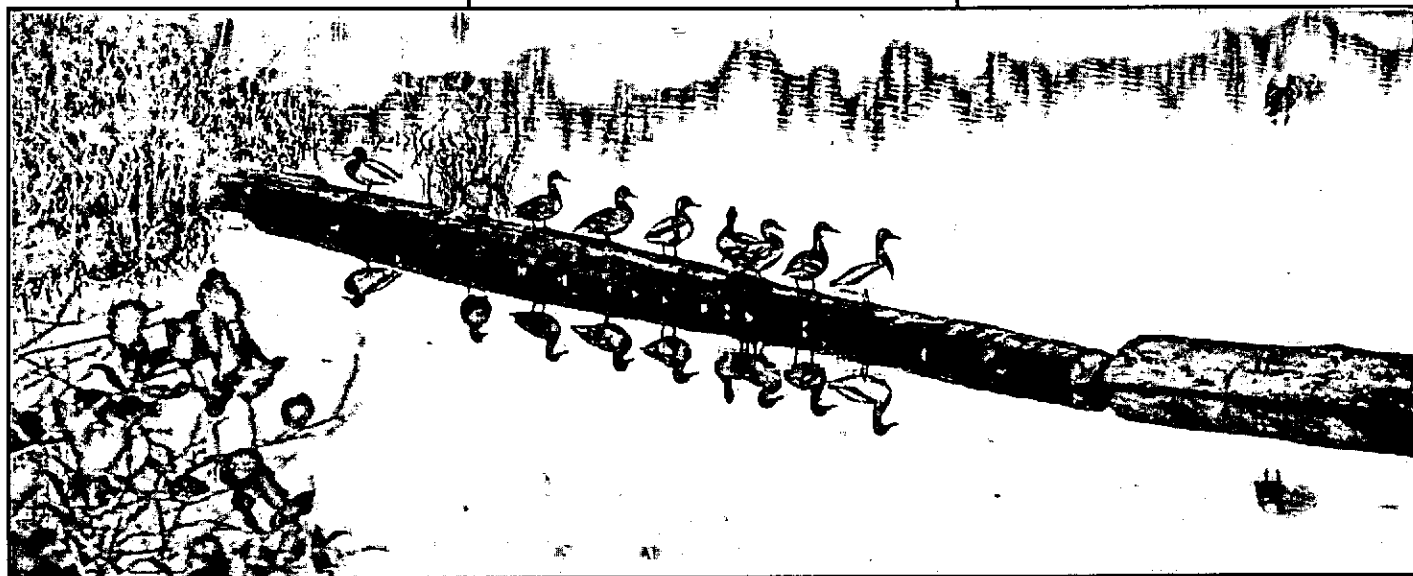
MTH111 College Algebra
MTH112 Elementary Functions
MTH251 Calculus 1
MTH252, 253, 254 Calculus 2, 3, and 4
MTH211, 212, 213 Fundamentals of
Elementary Mathematics

Physics:

PHY201, 202, 203 General Physics
PHY207, 208, 209 Engineering Physics

Zoology:

Z201, 202, 203 General Zoology



ASSOCIATE IN SCIENCE DEGREE

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

GENERAL REQUIREMENTS:

1. Minimum of 90 credits of specified courses (see individual curriculum for listing).
2. Grade point average minimum of 2.00 (C average).
3. Completion of required courses listed in specific curricula. This must include 19 credits of general education requirements.
4. Completion of 27 credits of specified sequences. *as outlined in class*
5. At least 30 of the last 45 credits must be taken at SWOCC.

GENERAL EDUCATION REQUIREMENTS:

Writing 121, 122 and either 123 or 227 (9 credits)

Math 111 or higher numbered course - (4 credits) excluding Math 211, 212, 213

Personal Health or Health & Wellness or PE185 (3 credits)

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 education requirement if they file official evidence of service with the Admissions Office.

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

Speech (3 credits)

SPECIFIED SEQUENCES:

A sequence with a minimum of 9 credits from two of the following areas, plus 9 credit hours from the third area:

Math/Science

Humanities - defined as:

Art - history and appreciation courses only
 English - literature courses only
 Languages - second year or higher
 Music - history and appreciation only
 Philosophy - all courses
 Religious studies - all courses

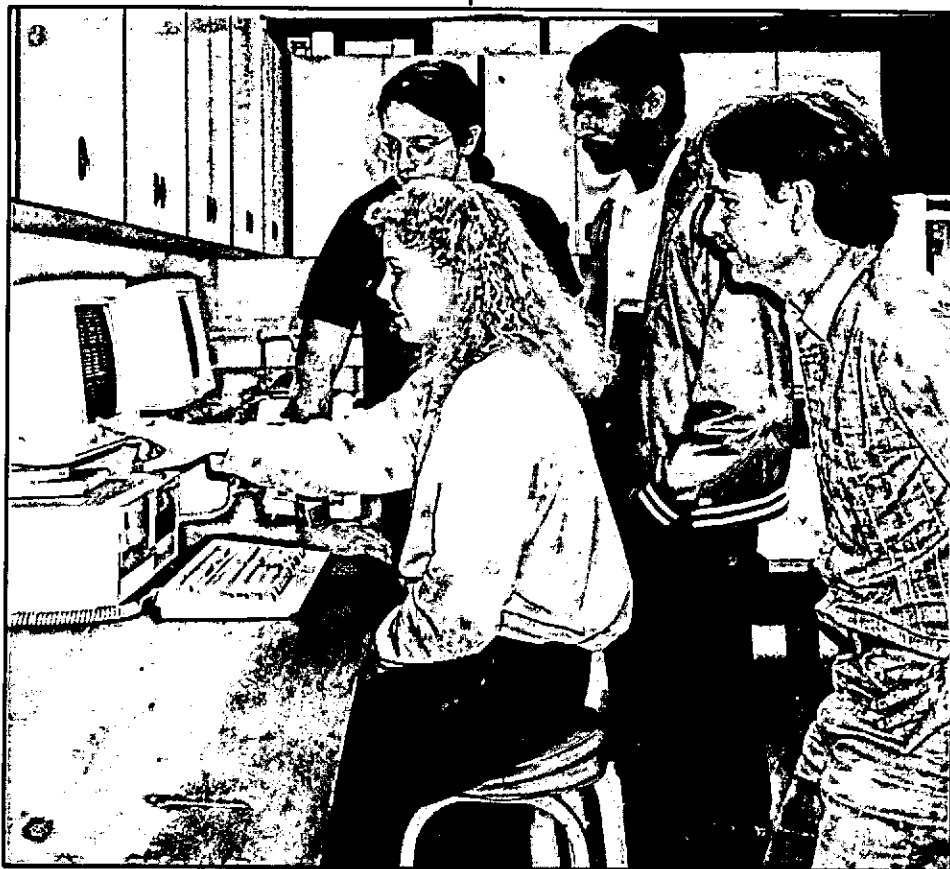
Social Sciences - defined as those courses which provide an introduction to the field of study or a major branch of the field:

Anthropology	Political Science
Economics	Psychology
Geography	Sociology
History	

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

Computer Literacy
 Critical Thinking
 Environmental Awareness
 Library/Research Skills
 Major Applications in Writing and Computation
 Professional Ethics

For more information, consult your advisor or the Admissions Office.



ASSOCIATE IN SCIENCE IN BUSINESS ADMINISTRATION

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

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

Notes:

1. Math sequence must include MTH111 or above, not to include MTH211, 212, 213.
2. CIS131 is equivalent to 6.900 plus 6.901 (Computer Information Systems I and II). Students taking 6.900 and 6.901 must petition to receive credit for CIS131. Contact advisor or CIS instructor for details.
3. PE231 Wellness for Life may be substituted for 3 credits of HE250.
4. 2.766, 2.767, 2.768 are equivalent to BA211, BA212 and BA217. Students must petition if they wish to have 2.766, 2.767 and 2.768 changed to BA211, BA212 and BA217.

Course No.	Course Title	Credit Hours
FIRST YEAR		
<i>Fall</i>		
WR121	English Composition	3
BA101	Introduction to Business	4
	Literature Sequence	3
	Mathematics Sequence ¹	4
		14 total
<i>Winter</i>		
CIS131	Computer Information Systems ²	4
WR122	English Composition	3
	Literature Sequence	3
	Mathematics Sequence ¹	4
	Electives	3
		17 total
<i>Spring</i>		
WR123	English Composition	3
HE250	Personal Health ³	3
CS110A/B	Microcomputer Software: Word Processing/Spread Sheets	2
	Literature Sequence	3
	Mathematics Sequence ¹	4
		15 total
SECOND YEAR		
<i>Fall</i>		
EC201	Principles of Economics	3
BA211	Principles of Accounting I ⁴	3
BA226	Business Law I	3
	Social Science Sequence	3
	Electives	3
		15 total
<i>Winter</i>		
EC202	Principles of Economics	3
BA212	Principles of Accounting II ⁴	3
BA232	Business Statistics I	4
BA222	Finance	3
	Social Science Sequence	3
		16 total
<i>Spring</i>		
EC203	Principles of Economics	3
BA213	Principles of Accounting III ⁴	3
SP111	Fundamentals of Speech	3
	Social Science Sequence	3
	Electives	3
		15 total
		92 credits total

ASSOCIATE IN SCIENCE IN CRIMINAL JUSTICE ADMINISTRATION

The Associate in Science degree in Criminal Justice Administration gives the student a choice of three career tracks: Police, Corrections or Interdisciplinary Studies. This degree includes a comprehensive study in social science, the sciences and the humanities. Students are required to take a minimum of 27 credits in Criminal Justice, 65 credits in general studies and 6 credits of Criminal Justice electives.

Notes:

1. PE231 Wellness for Life may be substituted for 3 credits of PE185.
2. Criminal Justice Administration electives and Career Track courses:

Police Career Track (9 credits required)

- CJ111 Concepts of Enforcement Services (4 cr)
- CJ122 Oregon Law (3 cr)
- CJ210 Criminal Investigation (3 cr)
- CJ215 Criminal Justice Administration (3 cr)
- CJ222 Procedural Law (3 cr)
- CJ223 Rules of Evidence (3 cr)
- CJ226/PS252 Constitutional Law (3 cr)
- CJ299/SOC212 Social Control (3 cr)

Corrections Career Track (9 credits required)

- CJ101/SOC244 Criminology (3 cr)
- CJ131/SOC220 Introduction to Penology (3 cr)
- CJ132 Introduction to Parole and Probation (3 cr)
- CJ201/SOC221 Juvenile Delinquency (3 cr)
- CJ202 Psychology of Violence and Aggression (3 cr)
- CJ215 Criminal Justice Administration (3 cr)
- CJ225 Correctional Law (3 cr)
- CJ299/SOC212 Social Control (3 cr)

Interdisciplinary Studies (9 credits required)

- Combination of Police and Corrections Career Track

3. MTH111 or above not to include MTH211, 212, 213. Students who choose to satisfy this requirement with a science sequence must complete MTH94.
4. Specified Courses (6 credits required) may be taken from a career track other than the major.
 - CJ107/207 Criminal Justice Workshops (special topics) (1cr)
 - CJ103 Introduction to Family Law (3 cr)
 - CJ115 Legal and Fundamental Aspects of Lethal Weapons (4 cr)
 - CJ140 Criminalistics (3 cr)
 - CJ243/SOC243 Narcotics and Dangerous Drugs (3 cr)
 - CJ280 Field Experience

Course No.	Course Title	Credit Hours
FIRST YEAR		
<i>Fall</i>		
CJ100	Survey of Criminal Justice	3
WR121	English Composition ¹	3
PE185	Physical Education ¹	1
SOC204	General Sociology	3
CJ110	Introduction to Law Enforcement Literature Sequence	3
		16 total
<i>Winter</i>		
CJ120	Judicial Process	3
WR122	English Composition ¹	3
PE185	Physical Education ¹	1
SOC205	General Sociology	3
CJ200	Police and Public Policy Literature Sequence	3
		16 total
<i>Spring</i>		
CJ130	Introduction to Corrections	3
WR123	English Composition or WR227 Report Writing	3
CJ220	Criminal Law	3
PE185	Physical Education ¹	1
SOC206	General Sociology Literature Sequence	3
		16 total
SECOND YEAR		
<i>Fall</i>		
SP111	Fundamentals of Speech	3
PSY201	General Psychology	3
	CJ Career Track ²	3
	Math/Science Sequence ³	4
	Specified Courses ⁴	3
		16 total
<i>Winter</i>		
PSY202	General Psychology	3
HE250	Personal Health	3
PS201	American Government or other Social Science course	3
	CJ Career Track ²	3
	Math/Science Sequence ³	4
		16 total
<i>Spring</i>		
PSY203	General Psychology	3
HE252	Standard First Aid	3
	CJ Career Track ²	3
	Math/Science Sequence ³	4
	Specified Courses ⁴	3
		16 total
		96 credits total

DIPLOMA PROGRAMS

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



ACCOUNTING DIPLOMA PROGRAM

This program prepares students for entry into the accounting field as book-keepers 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.

All majors in the program must make a grade of C or better in all courses designated with an asterisk (*).

Students must demonstrate ability to type or take typing.

Notes:

1. 2.766, 2.767 and 2.768 are equivalent to BA211, BA212 and BA217. Students must petition if they wish to have 2.766, 2.767 and 2.768 changed to BA211, BA212 and BA217. Contact advisor or accounting instructor for details.
2. CIS131 is equivalent to 6.900 plus 6.901 (Computer Info Systems I and II). Students taking 6.900 and 6.901 must petition to receive credit for CIS131. Contact advisor or CIS instructor for details.
3. Students are encouraged to take Federal and State Income Tax II as an elective.

Course No.	Course Title	Credit Hours
FIRST YEAR		
<i>Fall</i>		
WR121	English Composition	3
*BA211	Principles of Accounting I ¹	3
BA101	Introduction to Business	4
*CIS131	Introduction to Computer Information Systems ²	4
MTH94	Intermediate Algebra I	4
		18 total
<i>Winter</i>		
WR122	English Composition	3
*BA212	Principles of Accounting II ¹	3
*BA222	Finance	3
OA220	Electronic Calculators	2
BA226	Business Law I	3
		14 total
<i>Spring</i>		
*BA213	Principles of Accounting III ¹	3
*BA217	The Accounting Process ¹	3
WR214	Business English	3
CS110A/B	Microcomputer Software: Word Processing/Spreadsheets	2
BA285	Business Relations	3
		14 total
SECOND YEAR		
<i>Fall</i>		
*BA177	Payroll Records and Accounting	3
*BA215	Cost Accounting	3
*2.331	Federal and State Income Tax I ³	4
2.280	Cooperative Work Experience Electives	3
		16 total
		62 credits total

ADULT HIGH SCHOOL DIPLOMA PROGRAM

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

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

To discuss the Adult High School Diploma Program, obtain an appointment with the program counselor in Dellwood Hall or by calling 888-2525.

AUTOMOTIVE TECHNOLOGY DIPLOMA PROGRAM

This program prepares students for entry-level jobs in the automotive field. The required courses are applicable toward the Associate in Applied Science degree in Automotive Technology.

*WR 90 ?
Study Skills?
RDG 90 ?*

Course No.	Course Title	Credit Hours
0.768	Study Skills or RDG90 Effective Reading Strategies	3
WR90	Paragraph Fundamentals or WR121 English Composition	3
MTH30	Applied Math for Industrial Mechanics or MTH20 Basic Mathematics	4
MTH31	Applied Algebra and Geometry for Industrial Mechanics or MTH70 Beginning Algebra	4
3.300	Brakes and Suspension System	4
3.304	Internal Combustion Engines I	4
*3.308	Electrical I	4
*3.322	Automotive Electrical Systems II	3
3.310	Gasoline Fuel Systems	3
3.312	Diesel Fuel Systems	3
3.316	Power Trains	3
3.318	Automotive Steering Controls	3
*3.324	Diagnostic Procedures and Emission Control	3
3.326	Automatic Transmissions	3
*3.329	Mechanical Systems Lab I	3
*3.331	Mechanical Systems Lab II	3
3.332	Automotive Service Management	3
*3.333	Mechanical Systems Lab III	3

59 credits
total

All majors in the program must make a grade of C or better in all courses designated with an asterisk (*).

All students must provide a basic set of hand tools in this program.

Work Experience may be substituted as applicable to course objectives.

BOOKKEEPING CLERICAL DIPLOMA PROGRAM

A one-year program designed to prepare the student for entry-level bookkeeping and clerical positions. A diploma is awarded when the course requirements have been met.

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

Notes:

1. CIS131 is equivalent to 6.900 plus 6.901 (Computer Info. Systems I and II). Students who take 6.900 and 6.901 must petition to receive credit for CIS131. Contact advisor or CIS instructor for details.
2. Students may substitute 2.766 Accounting I or BA211 Principles of Accounting I or 9.715 and 9.716 Elementary Bookkeeping I and II.

Course No.	Course Title	Credit Hours
<i>Fall</i>		
WR90	Paragraph Fundamentals or WR121 English Composition	3
MTH70	Beginning Algebra	4
OA124	Typing Skill Building	3
6.900	Introduction to Computer Information Systems I ¹	4
		14 total
<i>Winter</i>		
OA116	Office Procedures	3
9.715	Elementary Bookkeeping I	2
OA220	Electronic Calculators	2
BA285	Business Relations	3
CS110A/B	Microcomputer Software: Word Processing/Spreadsheets	2
6.901	Introduction to Computer Information Systems II ¹	2
		14 total
<i>Spring</i>		
WR214	Business English	3
OA240	Filing/Records Management and Office Systems	3
9.716	Elementary Bookkeeping II ²	2
BA177	Payroll Records and Accounting	3
2.280	Cooperative Work Experience	4
		15 credits
		43 credits total

EMERGENCY 9-1-1 DISPATCHER COMMUNICATIONS PROGRAM *

This one-year diploma program is designed to train applicants for positions in emergency dispatch agencies. Students must complete a special application, receive satisfactory placement test scores, pass an oral interview and receive a background clearance in order to enroll in this program. Enrollment is limited to 25 students.

*Restricted entry. Additional information is available through the Justice Services Office or the Admissions Office on the SWOCC campus.

Work Experience may be substituted as applicable to course objectives.

Notes:

1. This requirement waived if placement test scores indicate competency at this level.

<i>Fall</i>		
CJ110	Introduction to Law Enforcement	3
CJ280	Field Experience	3
CJ299	Emergency Telecommunications	3
HE207	Stress Management	3
HE252	Standard First Aid and Personal Safety	3
		15 total
<i>Winter</i>		
CJ220	Criminal Law	3
CJ280	Field Experience	3
CJ299	Emergency Telecommunications	3
5.258	Fire Co. Organization/Station Assign.	3
0.615.1	Introduction to Microcomputers: Literacy & Application	2
MTH20	Basic Mathematics ¹	4
		18 total
<i>Spring</i>		
CJ203	Family Crisis Intervention	3
CJ280	Field Experience	3
CJ299	Emergency Telecommunications	3
WR90	Paragraph Fundamentals	3
SP100	Basic Speech Communications	3
		15 credits
		48 credits total

EMERGENCY MEDICAL TECHNICIAN DIPLOMA PROGRAM

One year certificate. State of Oregon certification is accomplished after each EMT level by passing a state administered written and/or practical exam. Classroom instruction and clinical practice in basic and advanced skills in pre-hospital care of the sick and injured will be provided.

All EMT classes are offered in the evening only.

EMT III is offered every other year to a minimum class of 10 over two quarters. Next class due 1991-92.

Majors in the program must make a grade of C or better in all courses designated with an asterisk (*)

Notes:

1. One year of high school chemistry with a lab or CH101 and CH102 are a prerequisite to Anatomy and Physiology.

Course No.	Course Title	Credit Hours
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Fall

*HE257A	Emergency Medical Technician IA	4
*BI231	Anatomy and Physiology ¹	4
HE207	Stress Management	3
WR121	English Composition	3
HE280	EMT Field Experience	1
		15 total

Winter

*HE257B	Emergency Medical Technician IB	4
*BI232	Anatomy and Physiology	4
HE262	CPR Instructor Training	2
SP111	Fundamentals of Speech	3
HE280	EMT Field Experience	2
	Psychology Elective	3
		18 total

Spring

*HE258	Emergency Medical Technician II	5
*BI233	Anatomy and Physiology	4
CS110A	Microcomputer Software: Word Processing	1
*MTH94	Intermediate Algebra I	4
HE280	EMT Field Experience	1
	Social Science Elective	3
		18 total

51 credits total

FORESTRY DIPLOMA PROGRAM

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

Majors in the program must make a grade of C or better in all courses designated with an asterisk (*)

Notes:

1. Students may substitute WR227 Report Writing for WR122 English Composition
2. CIS131 is equivalent to 6.900 plus 6.901 (Computer Information Systems I and II). Students who take 6.900 and 6.901 must petition to receive credit for CIS131. Contact advisor or CIS instructor for details.

WR121, WR122	English Composition ¹ or RDG90 Effective Reading Strategies and WR90 Paragraph Fundamentals	6
MTH70	Beginning Algebra	4
F111	Introduction to Forestry	4
*6.409	Forest Protection	3
*6.411	Logging Operations	3
*6.407	Forest Mensuration I	3
*6.408	Forest Mensuration II	3
*FE222A	Elementary Forest Surveying	3
*RR251	Recreation Resource Management	4
*6.414	Forest Contracts and Mapping	3
*FE222B	Advanced Forest Surveying	3
*6.406	Forest Engineering	4
FP210	Forest Products Manufacturing	3
*6.416	Aerial Photo-Interpretation	3
*6.417	Silviculture	3
*6.420	Advanced Silviculture	3
*F254	Tree and Shrub Identification	4
CIS131	Introduction to Computer Information Systems ²	4
		63 total

Summer

F280	Forestry Field Studies	6
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69 credits total

LEGAL ASSISTANT DIPLOMA PROGRAM

This one-year program provides the student with essential elements necessary for entry-level employment.

Students must demonstrate ability to type or take typing prior to the second term.

Notes:

1. Entry dependent upon test score.
2. CIS131 is equivalent to 6.900 plus 6.901 (Computer Information Systems I and II). Students who take 6.900 and 6.901 must petition to receive credit for CIS131. Contact advisor or CIS instructor for details.

Course No.	Course Title	Credit Hours
<i>Fall</i>		
WR121	English Composition ¹	3
CIS131	Introduction to Computer Information Systems ²	4
LA299	Substantive Law	3
LA101	Introduction to Legal Terminology	3
LA203	Introduction to Legal Research and Library Use	3
		16 total
<i>Winter</i>		
WR122	English Composition	3
LA128	Introduction to Legal Correspondence and Forms	3
BA211	Principles of Accounting I	3
CJ120	Judicial Process	3
LA105	Introduction to Litigation	3
		15 total
<i>Spring</i>		
WR123	English Composition ¹ or WR227 Report Writing	3
LA280	Field Experience	3
SDP101	Principles of Management/Supervision	3
CJ222	Procedural Law	3
LA208	Introduction to Family Law	3
BA285	Business Relations	3
		18 credits
		49 credits total

MACHINE TOOL TECHNOLOGY DIPLOMA

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

Advising by Machine Tool
Technology Instructor only.

Notes:

1. MTH20 may be substituted for MTH 30.
2. Contact advisor for details.

Work Experience may be substituted as applicable to course objectives.

<i>Fall</i>		
4.170	Machine Tools I	3
4.175	Manufacturing Process	3
4.150	Welding I	3
MTH30	Applied Math for Industrial Mechanics ¹	4
9.228	Machine Tool Workshop	1
4.110	Blueprint Reading & Sketching	3
		17 total
<i>Winter</i>		
4.171	Machine Tools II	3
4.160	Basic Metallurgy	3
4.151	Welding II-A: Shielded Metal Arc	3
9.228	Machine Tool Technology Workshop	1
4.101	General Drafting	3
WR90	Paragraph Fundamentals	3
		16 total
<i>Spring</i>		
4.172	Machine Tools III	3
4.174	Machine Tools References	3
4.179	Advanced Studies Project	3
9.228	Machine Tool Technology Workshop	1
4.120	Computer Assisted Drafting I	3
	Workplace Issues ²	2
		15 credits
		48 credits total

MARKETING DIPLOMA PROGRAM

This program provides the student with some managerial skills in the marketing field and some actual supervised work experience. The courses required are applicable toward an Associate in Applied Science degree in Marketing and Management.

Majors in the program must make a grade of C or better in all courses designated with an asterisk (*).

Students must demonstrate ability to type or take typing.

Notes:

1. 2.766, 2.767 and 2.768 are equivalent to BA211, BA212 and BA217. Students must petition if they wish to have 2.766, 2.767, 2.768 changed to BA211, BA212, BA217. Contact advisor or accounting instructor for details.
2. CIS131 is equivalent to 6.900 plus 6.901 (Computer Info Systems I and II). Students who take 6.900 and 6.901 must petition to receive credit for CIS131. Contact advisor or CIS instructor for details.
3. Students with a placement test score equivalent to MTH94 or above may request waiver of this requirement for this program.

MEDICAL CLERICAL DIPLOMA PROGRAM

This program prepares students to perform initial clerical duties in hospitals, medical clinics and other medical facilities. Certain courses may require some preparation courses (i.e., Typing Skill Building, Sentence Fundamentals, Paragraph Fundamentals, high school math or equivalent). Students must demonstrate English proficiency on the English placement test or take 2.591 Pre-transcription Skills fall term. Please contact your advisor.

Majors in this program must make a grade of C or better in all courses designated with an asterisk (*).

Notes:

1. CIS131 is equivalent to 6.900 plus 6.901 (Computer Info Systems I and II). Students who take 6.900 and 6.901 must petition to receive credit for CIS131. Contact advisor or CIS instructor for details.

Course No.	Course Title	Credit Hours
FIRST YEAR		
<i>Fall</i>		
*WR121	English Composition	3
*BA211	Principles of Accounting I ¹	3
*BA101	Introduction to Business	4
*CIS131	Introduction to Computer Information Systems ²	4
BA238	Sales	3
		17 total
<i>Winter</i>		
*WR122	English Composition	3
*BA212	Principles of Accounting II ¹	3
*BA226	Business Law I	3
*BA223	Principles of Marketing	3
MTH94	Intermediate Algebra I ³	4
		16 total
<i>Spring</i>		
*BA217	The Accounting Process ¹	3
WR214	Business English	3
*BA227	Business Law II	3
*BA249	Retailing	3
*BA239	Advertising	3
		15 total
SECOND YEAR		
<i>Fall</i>		
*SDP101	Principles of Management/Supervision	3
BA285	Business Relations	3
*2.280	Cooperative Work Experience or BA280 Field Experience	8
OA220	Electronic Calculators	2
		16 total
		64 credits total
<i>Fall</i>		
*OA122	Keyboarding II	3
*9.723	Medical Terminology I	3
*9.724	Medical Secretary I	3
*OA240	Filing/Records Management and Office Systems	3
*OA116	Office Procedures	3
*OA201	Beginning WordPerfect	2
		17 total
<i>Winter</i>		
*9.726	Medical Terminology II	3
2.766	Accounting I	4
*9.730	Medical Secretary II	3
*BA285	Business Relations	3
*OA225	Machine Transcription	3
*OA204	Advanced WordPerfect	2
		18 total
<i>Spring</i>		
*9.731	Clinical Procedures I	3
*9.727	Medical Transcription I	3
*9.728	Medical Terminology III	3
*9.725	Medical Insurance, Credit and Collections	3
CIS131	Introduction to Computer Information Systems ¹	
*OA220	Electronic Calculators	2
		18 total
<i>Summer</i>		
2.280	Cooperative Work Experience	4
		57 credits

MEDICAL TRANSCRIPTIONIST DIPLOMA PROGRAM

Students must demonstrate English proficiency on the English placement test or take 2.591 Pre-transcription Skills fall term. Please contact your advisor.

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

Course No.	Course Title	Credit Hours
<i>Fall</i>		
9.723	Medical Terminology I	3
9.724	Medical Secretary I	3
OA116	Office Procedures	3
OA122	Keyboarding II	3
OA240	Filing/Records Management and Office Systems	3
		15 total
<i>Winter</i>		
9.726	Medical Terminology II	3
9.727	Medical Transcription I	3
9.730	Medical Secretary II	3
OA200	Introduction to Word Processing	3
OA201	Beginning Word Processing: IBM-PC	3
BA285	Business Relations	3
		18 total
<i>Spring</i>		
9.725	Medical Insurance, Credit and Collections	3
9.729	Medical Transcription II	3
9.731	Clinical Procedures I	3
OA220	Electronic Calculators	2
2.280	Cooperative Work Experience	4
		15 total
		48 credits total

OFFICE ADMINISTRATION DIPLOMA PROGRAM Legal Secretary Option

This program trains the student to prepare legal papers and correspondence including wills, complaints, contracts and motions. A diploma is awarded upon completion of the program.

<i>Fall</i>		
OA124	Typing Skill Building	3
OA114	Personal Shorthand	3
6.900	Computer Information Systems I	4
OA116	Office Procedures	3
9.735	Legal Secretary Procedures	3
		16 total
<i>Winter</i>		
OA122	Keyboarding II	3
2.591	Pre-transcription Skills	3
OA214	Personal Shorthand Skill Building	3
9.736	Legal Terminology and Word Processing	3
OA200	Introduction to Word Processing	3
		15 total
<i>Spring</i>		
WR121	English Composition	3
BA285	Business Relations	3
OA201	Beginning Word Processing: IBM-PC	3
OA220	Electronic Calculators	2
CS110B	Microcomputer Software: Spreadsheets	1
9.737	Legal Transcription	3
		15 total
<i>Fall</i>		
WR214	Business English	3
BA226	Business Law I	3
OA240	Filing/Records Management and Office Systems	3
CS111A	Microcomputer Software: Data Management	1
2.766	Accounting I	4
	Electives	2
		16 credits total
		62 credits total

Suggested Electives:
OA204 Advanced Word Processing
OA123 Keyboarding III
6.901 Computer Information Systems II
BA177 Payroll Accounting
OA256 The Electronic Office

OFFICE ADMINISTRATION DIPLOMA PROGRAM Steno Clerical Option

This one-year program is designed to prepare students for entry positions as clerk-stenographers. Students are trained to take and transcribe dictation. A diploma is awarded upon completion of the program.

Course No.	Course Title	Credit Hours
<i>Fall</i>		
WR121	English Composition	3
OA114	Personal Shorthand	3
OA124	Typing Skill Building	3
2.766	Accounting I	4
OA220	Electronic Calculators	2
CS110B	Microcomputer Software: Spreadsheets	1
		16 total
<i>Winter</i>		
2.591	Pre-transcription Skills	3
OA214	Personal Shorthand Skill Building	3
OA122	Keyboarding II	3
OA200	Introduction to Word Processing	3
6.900	Computer Informations Systems I	4
		16 total
<i>Spring</i>		
OA201	Beginning Word Processing	3
WR214	Business English	3
CS111A	Microcomputer Software: Data Management	1
OA225	Machine Transcription	3
BA285	Business Relations	3
OA116	Office Procedures	3
		16 total
<i>Summer</i>		
2.280	Cooperative Work Experience	4
		52 credits total

OFFICE ADMINISTRATION DIPLOMA PROGRAM Word Processing Option

This program is designed to prepare students for entry-level positions as word processors. Students are trained to transcribe business correspondence using word processing equipment. A diploma is awarded upon completion of the program.

<i>Fall</i>		
OA124	Typing Skill Building	3
OA114	Personal Shorthand	3
WR121	English Composition	3
OA201	Beginning WordPerfect	2
CIS131	Introduction to Computer Information Systems ¹	4
		15 total
<i>Winter</i>		
OA122	Keyboarding II	3
2.591	Pre-transcription Skills	3
OA214	Personal Shorthand Skill Building	3
OA116	Office Procedures	3
9.754	MS DOS/PC-DOS on Microcomputers	1
OA204	Advanced WordPerfect	2
CS110B	Microcomputer Software: Spreadsheets	1
		16 total
<i>Spring</i>		
BA285	Business Relations	3
WR214	Business English	3
OA200	Introduction to Word Processing	3
OA225	Machine Transcription	3
OA123	Keyboarding: Advanced Formatting	3
		15 total
<i>Fall</i>		
2.766	Accounting I or BA211 Principles of Accounting I	4 - 3
OA220	Electronic Calculators	2
OA256	The Electronic Office	3
OA240	Filing/Records Management and Office Systems	3
		11 - 12 total
		57 - 58 credits total

Notes:

1. CIS131 is equivalent to 6.900 plus 6.901 (Computer Information Systems I and II). Students who are 6.900 and 6.901 must petition to receive credit for CIS131. Contact advisor or CIS instructor for details.

OFFICE MANAGEMENT DIPLOMA PROGRAM

This program trains the student for entry-level positions in offices. The student is introduced to total operations, formulating department policies, coordinating activities and directing personnel to attain operational goals. The courses required are applicable toward an Associate in Applied Science degree program in Business Management with an Office Management major.

Majors in this program must make a grade of C or better in all courses designated with an asterisk (*).

Students must demonstrate ability to type or take typing.

Notes:

- 2.766, 2.767 and 2.768 are equivalent to BA211, BA212 and BA217. Students must petition if they wish to have 2.766, 2.767, 2.768 changed to BA211, BA212, BA217. Contact advisor or accounting instructor for details.
- CIS131 is equivalent to 6.900 plus 6.901 (Computer Info Systems I and II). Students who take 6.900 and 6.901 must petition to receive credit for CIS131. Contact advisor or CIS instructor for details.

Course No.	Course Title	Credit Hours
FIRST YEAR		
<i>Fall</i>		
WR121	English Composition	3
*BA211	Principles of Accounting I ¹	3
*CIS131	Introduction to Computer Information Systems ²	4
MTH94	Intermediate Algebra I	4
*BA101	Introduction to Business	4
		18 total
<i>Winter</i>		
WR122	English Composition	3
BA285	Business Relations	3
*OA220	Electronic Calculators	2
*BA212	Principles of Accounting II ¹	3
	Electives	3
		14 total
<i>Spring</i>		
*BA217	The Accounting Process ¹	3
WR214	Business English	3
CS110A/B	Microcomputer Software: Word Processing/Spreadsheets	2
OA240	Filing/Records Management and Office Systems	3
*BA213	Principles of Accounting III ¹	3
		14 total
SECOND YEAR		
<i>Fall</i>		
*BA226	Business Law I	3
SDP101	Principles of Management/Supervision	3
*BA177	Payroll Records and Accounting	3
OA200	Introduction to Word Processing	3
2.280	Cooperative Work Experience	4
		16 total
		62 credits total

WELDING TECHNOLOGY DIPLOMA PROGRAM

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

Majors in this program must make a grade of C or better in all courses designated with an asterisk (*).

Work Experience may be substituted as applicable to course objectives.

Advising by Welding Technology Instructor only.

<i>Fall</i>		
MTH30	Applied Math for Industrial Mechanics	4
4.110	Blueprint Reading and Sketching	3
*4.150	Welding I	3
*4.151	Welding II-A: Shielded Metal Arc Welding	3
4.170	Machine Tools I	3
		16 total
<i>Winter</i>		
MTH31	Applied Algebra and Geometry for Industrial Mechanics	4
4.101	Introduction to Drafting	3
*4.151	Welding II-B: Shielded Metal Arc Welding	3
*4.152	Welding III: MIG/TIG	4
4.171	Machine Tools II	3
		17 total
<i>Spring</i>		
*4.153	Welding IV: Pipe Arc Welding	3
*4.154	Welding V: Welder Fitter in Fabrication	5
*4.155	Advanced Applications	5
*4.167	Welding Lab C	3
PSY115	Career Workshops	1
		17 total
		50 credits total

CERTIFICATE PROGRAMS

Certificate programs are less than one academic year in length and vary according to specific occupational area.



PROFESSIONAL CERTIFICATE IN FINANCE

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

Course No.	Course Title	Credit Hours
CS110A	Microcomputer Software: Word Processing	1
CS110B	Microcomputer Software: Spreadsheets	1
EC201	Principles of Economics	3
EC202	Principles of Economics	3
BA211	Principles of Accounting I or 2.766 Accounting I	3 - 4
BA222	Finance	3
BA229	Family Finance and Money Management	3
BA242	Introduction to Investments	3
		20 - 21 credits total

FIRE FIGHTER TRAINING CERTIFICATE

The Fire Fighter Training Certificate Program is designed to improve and professionalize training available to fire service personnel. The program is for volunteer firemen to become familiar with all phases of fire fighting. Satisfactory completion of the program will lead to a certificate.

5.240	Basic Firefighter	2.5
5.243	Fire Skills III	2.5
5.250	Basic Firefighter Skills I	2.5
5.251	Firefighter Skills II	2.5
9.382	Basic First Aid ¹	1
		11 credits total

Notes:

1. HE252 Standard First Aid, HE260 First Responder or HE257 Emergency Medical Technician I may be substituted for 9.382 Basic First Aid.

PROFESSIONAL CERTIFICATE OF MARKETING

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

Course No.	Course Title	Credit Hours
WR121	English Composition	3
SP112	Fundamentals of Speech	3
BA223	Principles of Marketing	3
BA238	Sales	3
BA239	Advertising	3
BA249	Retailing	3
CS110A/B	Microcomputer Software: Word Processing /Spreadsheets	2
		20 credits total

REAL ESTATE PROGRAM

Courses required for the state real estate salesperson examination are regularly offered on an independent study basis. Other courses listed are offered as needed. A Certificate of Completion is awarded upon completion of the required course work.

Completion of RE112, RE113 and RE116 is required for receiving the State real estate salesperson license.

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

RE112	Real Estate Law 1	3
RE113	Real Estate Principles I	3
RE116	Real Estate Finance I	3
RE118	Real Estate Appraisal I	3
RE222	Real Estate Appraising II	3
RE230	Real Estate Office Management and Supervision of Sales Personnel	3
		18 credits total

PROFESSIONAL CERTIFICATE IN SUPERVISION

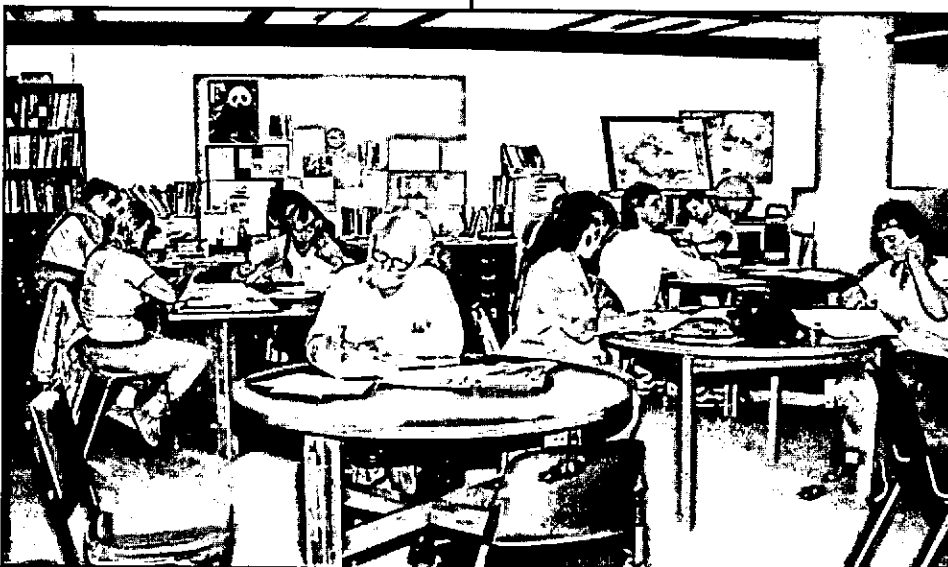
This program prepares individuals for careers in supervision and management. Its objective is to assist students in learning the newest supervisory and management skills and to help businesses save money on training costs.

WR121	English Composition	3
SP111	Fundamentals of Speech	3
SDP101	Principles of Management/Supervision	3
SDP113	Human Relations for Supervisors	3
SDP204	Labor-Management Relations	3
SDP208	Personnel Administration	3
		18 credits total

COURSE DESCRIPTIONS

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

lecture and individualized instruction, as well as reading machines, computers and programmed materials. Students work independently at their own pace. Open enrollment and variable credit available through an optional three-term sequence.



ACADEMIC SKILLS CENTER

ENG91/92/93 English for Foreign Students

3 credits/term (6 lec-lab hrs/wk)
Vocabulary building, reading, writing, speaking and the understanding of spoken English for students who are not native speakers. Computer lab available. Highly recommended for all foreign students.

Prerequisite: Instructor consent.

RDG90 Effective Reading Strategies

3 credits/term (3 lec hrs/wk)
Provides equal and significant emphasis to literary and technical reading. Exposure to a number of reading skills using a variety of written material on the seventh and tenth grade reading levels.

RDG101/102/103 Developmental Reading

1 - 3 credits/term (1 - 3 lec hrs/wk)
Improves reading efficiency by focusing on comprehension, speed, textbook reading skills, vocabulary, and, if requested, spelling and related study skills for those reading at the college level. Developmental reading utilizes

0.525.1/2 Spelling Improvement I, II

3 credits/term (3 lec hrs/wk)

A study of commonly misspelled words, spelling rules and practice in editing written work. Students learn to spell words correctly from dictation and to analyze and correct their own work. The second term offers continued study of spelling rules and their application.

0.528.3/4 Beginning and Intermediate American Sign Language (ASL or Ameslan)

1 credit (20 hrs/total)

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

0.528.3/4/5 Sign Language I, II, III (signed English)

1 credit/term (1 lec, 1 lab hr/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.

0.593 Computer Assisted Instruction (Learning Skills Lab)

0 credits (variable)

Beginning skills in computer literacy, word processing and keyboarding.

Prerequisite: Instructor consent.

0.745 Adult Basic Education

0 credits (variable)

An open-entry, open-exit course designed to develop basic skills in reading, writing, grammar, vocabulary, spelling and math and Computer Assisted Instruction (CAI).

0.746 High School Equivalency Preparation (GED)

0 credits (variable)

Offers a systematic approach to basic skills in written communication, mathematics, vocabulary and reading comprehension in the subject areas. Emphasis will be placed on learning the skills necessary to pass the five General Education Development (GED) tests.

0.747 English As A Second Language (ESL)

0 credits (variable)

For students whose first language is other than English. The "listening and speaking" approach of teaching English will be emphasized rather than instruction about the language. Reading and writing skills are also taught.

0.760 Mathematics Laboratory

0 credits (variable)

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

0.765.1/2/3 Reading Skills

1 - 3 credits/term (1 - 2 lec hrs/wk)

Improves reading ability in individualized sessions for those reading below the college level. Computers, programmed materials and reading machines are used to improve basic skills with an emphasis on comprehension, vocabulary building and textbook reading. Spelling, speed reading and related study skills are also covered if requested. Optional three-term sequence, open enrollment and variable credit.

Note: Credits do not count toward graduation.

0.768 Study Skills

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

Provides students with information and skills to help them succeed in a college setting. Individualized course allows students to select their own focus. Includes learning how to handle stress, time management skills, learning effective study techniques, notetaking skills, methods for analyzing textbooks, developing a college-level vocabulary, test-taking skills, or rapid reading techniques. Open enrollment, variable credit.

Note: Credits do not count toward graduation.

ACCOUNTING/ BOOKKEEPING

See Business Administration for BA designators.

AC240 Fund Accounting

3 credits (3 lec hrs/wk)

Presents accounting for governmental and non-profit organizations. Includes budgetary and expenditure control.

2.280 Cooperative Work Experience

1 - 8 credits (3 - 24 lab hrs/wk)

Students gain on-the-job experience in coordinator-approved business situations closely paralleling the field of study. Seminar arranged by supervisor. **Prerequisite:** Instructor's consent.

2.331/2.322 Federal and State Income Tax I, II

4 credits/term (4 lec hrs/wk)

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

2.766 Accounting I

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

Prepares recordkeepers for employment and a basic understanding of the accounting field. Provides an introduction to accounting cycles for service enterprises and retail firms, single proprietorship and corporations; the mass processing of transactions; internal and external cash control; and

an introduction to payroll.

Prerequisite: Adequate knowledge of business mathematics (can be taken concurrently.)

2.767 Accounting II

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

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

Prerequisite: 2.766 Accounting I or equivalent.

2.768 Accounting III

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

Continues corporation accounting concepts, exploring additional statements and financial analysis. Includes a review of basic accounting concepts and introduces the general ledger on the microcomputer.

Prerequisite: 2.767 Accounting II or instructor's consent.

2.772 Intermediate Accounting I

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

Comprehensive study of accounting theory and concepts with emphasis on application to financial accounting, focusing on use of accounting information for management purposes.

2.773 Intermediate Accounting II

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

Accounting concepts, theory and practices involving particular areas of the balance sheet, as well as reporting of income and changes in financial position.

Prerequisite: 2.772 Intermediate Accounting I.

9.715/9.716 Elementary Bookkeeping I and II

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

Develops an understanding of small business bookkeeping and recordkeeping. Students will learn to analyze and record simple transactions using double entry bookkeeping methods.

Prerequisite: Working knowledge of arithmetic including fractions, decimals and simple equations.

9.718 Bookkeeping and Records for Small Business

3 credits (3 lec hrs/wk)

For independent business persons to maintain their own accounting records or better understand records kept partially or entirely by an outside agency. Overall theory of accounting, an analysis of financial statements and routine accounting entries required to maintain a set of financial records will be covered. The course will be related to actual bookkeeping systems.

AGRICULTURE

See SCIENCE, GENERAL

ANTHROPOLOGY

ANTH101/102/103 General**Anthropology**

3 credits/term (3 lec hrs/wk)

ANTH101: Introduces the human position in the animal kingdom; the principles and mechanisms of biological and human evolution and variation; fossil primates; and the development of human culture through the Paleolithic.

ANTH102: Discussion of prehistoric, historic and marine archaeology; techniques of field work and dating; the development of early civilizations and cultural stages of North and Meso-America.

ANTH103: Focuses on the concept of culture, cultural diversity and change. Economic, kinship, religious, political, artistic and linguistic diversity are highlighted.

ANTH198/298 Independent Study of Anthropology

1-3 credits/term- to be arranged
Offers additional topics of study in anthropology through individual research or field study.

ANTH207/208/209 Cultural Anthropology

3 credits/term (3 lec hrs/wk)

Survey of cultural anthropology, involving the comparative study of human cultures. Topics include kinship systems, politics and economics, language, religion and ritual and field work.

ANTH231 Native North American Culture: Pacific Northwest

3 credits/term (2 lec hrs/wk, 2-day field trip)

Examines the Indian cultures of the north Pacific coast from northern California to southern Alaska. Combines classroom lecture, films, and field trips to provide a view of the prehistory (archaeology) of the coastal area, a description of the Indian cultures at the time of European contact and acquaintance with present-day Indian tribes and social issues.

APPRENTICESHIP

9.187 Industrial Electrical Apprentice

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

Designed with the use of national standards as a guide so students participating in the Manufacturing Electrical Apprenticeship will, upon completion of these classes, be able to take the necessary state test for their electrical licenses.

9.188 Inside Electrician Related Training

1.75 credits/term (10 lec, 24 lab hrs/term for 5 years)

A study of electrical principles, laws, codes and theories, appropriate for Inside Wireman Apprentices. The union Inside Wireman Apprenticeship is a 5-year program. The "Pacific Inside Electrical Trades Apprenticeship Committee" has adopted the basic academic program supplied by the National Joint Apprenticeship and Training Committee for the Electrical Industry (NJATC). The NJATC is jointly controlled by the National Electrical Contractors Association (NECA) and The International Brotherhood of Electrical Workers (IBEW) and develops the course around their selected books. They supply student

workbooks, instructor guides and tests. The local program is modified as needed to meet local needs as dictated by the Pacific Inside Electrical Trades Apprenticeship Committee.

ART

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

ART115/116/117 Basic Design

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

Study of design through the introduction and creative use of the principles and elements of art. Employs exercises and projects developed to motivate individual research and exploration. Designed to enable the student to gain an awareness of the nature and character of materials through investigation and experimentation in a variety of media.

Prerequisite: Must be taken in sequence or have instructor's consent.

ART118/119/120 Beginning

Calligraphy

2 credits/term (1 lec, 3 lab hrs/wk)

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

ART131/132/133 Beginning Drawing

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

Explores form and space on a two-dimensional surface. Stresses creative and analytical vision and composition. Innovative right brain exercises allow a significant progression of hand-eye-mind coordination skills. Understanding of complex form relationships in light and space is achieved by using a variety of subjects including the human figure. Sequence need not be taken in order.

ART154/155/156 Beginning Ceramics

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

This introductory course includes materials, methods and techniques of pottery design and structure. Form, hand construction experimentation, throwing, glazing and firing are primary considerations.

Sequence need not be taken in order.

ART171/172/173 Beginning Printmaking

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

Introduces methods, materials and techniques of traditional relief printing. Includes woodcuts, linoleum cuts and wood engraving. Explores basic relief methods including rubbings, off-set, monotype, calligraphy, embossing, plexiglass dry-point. Sequence need not be taken in order.

ART181/182/183 Beginning Painting

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

Explores visual representation on a two-dimensional surface. Students learn the use of oil or acrylic paints for space division, color and surface treatment. The second and third quarters continue the exploration of composition, technique and color control of selected subjects on a two-dimensional surface. Sequence need not be taken in order.

ART184/185/186 Beginning Watercolor

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

Active participation to develop visual and manipulative skills. Study of watercolor techniques emphasized, with special attention given to the particular characteristics of the medium.

Emphasis on landscape material. May be substituted for a third term of ART131/132/133 Drawing to meet lower division major requirements. Open to non-majors.

Prerequisites: ART281/282/283

Painting; ART231/232/233 Drawing or instructor's consent.

ART191/192/193 Beginning Sculpture

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

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

ART198/298 Independent Study

1 - 3 credits/term (hrs to be arranged)

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

ART199 Artstrands

1 - 2 credits

An elective studio course for students with little or no art experience. Also useful and interesting for students with past art experiences. Content is self-determined by each student within the parameters of the text. May be repeated with different projects.

ART199 Paper and Prints

1 - 3 credits

Covers the history, make-up, preparation and basic methods of paper and print making. Projects involve the making of paper and prints.

ART211/212/213 Survey of the Visual Arts

3 credits/term (3 lec hrs/wk)

Designed to develop an insight and comprehension of the actual work of art. Historical and contemporary works of art are investigated through the consideration of motives, media and methods. May be used as a fourth sequence in the AA Degree.

Sequence need not be taken in order.

ART221 Graphic Design I: Lettering

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

Examines the relationship of aesthetic concepts to practical problems through a study of contemporary trends, methods and techniques. Covers layout and design for publication and advertising art direction, lettering and poster design.

ART222 Graphic Design II: Layout

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

Continues examination of the relationship of aesthetic concepts to practical problems through a study of contemporary trends, methods and techniques. Presents marks, symbols, logos, and corporate identity programs emphasizing principles of design in layout, illustration and commercial art.

ART223 Graphic Design III: Illustration

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

Continues examination of the relationship of aesthetic concepts to practical problems. Studies contemporary trends, methods and techniques covering layout and design for publication and advertising art direction, and color and black and white illustration.

**ART231/232/233 Advanced Drawing**

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

Provides instruction to develop skills in observation and fundamentals of the drawing experience as keys to individual goals in drawing. A variety of media is emphasized.

ART254/255/256 Intermediate Ceramics

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

Provides continued student growth in materials, methods and techniques of pottery design and structure. Form, hand construction experimentation, throwing, glazing and firing are primary considerations. Emphasis is placed on the creative, problem-solving approach through exercises and problems in ceramic design.

ART271/272/273 Printmaking

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

Investigation of processes of printing. Combines skills and techniques of the printmaking craft with individual expressive and compositional interests. **Prerequisites:** ART171/172/173 Beginning Printmaking; ART115/116/117 Basic Design; ART281 Painting; ART231 Drawing or instructor's consent.

ART280 Field Experience

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

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

ART281/282/283 Advanced Painting

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

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

ART284/285/286 Advanced Watercolor

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

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

ART291/292/293 Advanced Sculpture

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

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

0.512.1 Drawing I

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

Explores form and space on a two-dimensional surface. Stresses creative and analytical vision and composition with a variety of media.

0.512.2 Drawing II

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

0.512.3 Drawing III

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

0.524.4 Basic Calligraphy

1.5 credits/term (1 lec, 2 lab hrs/wk)
Practice in the art of freehand pen and brush writing forms. Concentrated study of the construction and history of one lettering style and of calligraphic design.

0.512.8 Life Drawing

1.5 credits/term (1 lec, 2 lab hrs/wk)
Presents the fundamentals of life figure drawing through a variety of approaches, methods and media techniques.

0.513.1 Oil Painting I

1.5 credits/term (1 lec, 3 lab hrs/wk)
Explores visual representation on a two-dimensional surface using oil or acrylic paints for space division, color and surface treatment.

0.513.2 Oil Painting II

1.5 credits/term (1 lec, 2 lab hrs/wk)
Continues exploration of visual representation on a two-dimensional surface, with methods of application and issues of composition.

0.513.3 Oil Painting III

1.5 credits/term (1 lec, 2 lab hrs/wk)
Continues exploration of visual representation on a two-dimensional surface, with basic painting methods, color and application selection and finishing projects.

0.514.1 Watercolor Painting I

1.5 credits/term (1 lec, 1 lab hr/wk)
Designed as an investigation of the medium and techniques of transparent watercolor painting.
Sequence 0.514.1, 0.514.2 and 0.514.3 must be taken in order

0.514.2 Watercolor Painting II

1.5 credits/term (1 lec, 1 lab hr/wk)
Continues the investigation of the watercolor painting medium through the use of creative exercises and investigative methods of problem solving.
Sequence 0.514.1, 0.514.2 and 0.514.3 must be taken in order.
Prerequisite: 0.514.1 or instructor's consent.

0.514.3 Water color Painting III

1.5 credits/term (1 lec, 1 lab hr/wk)
Continues the investigation of the watercolor painting medium through the use of creative exercises and investigative methods of problem solving.
Sequence 0.514.1, 0.514.2 and 0.514.3 must be taken in order.
Prerequisite: 0.514.2 or instructor's consent.

0.515.1 Ceramics I

1.5 credits/term (1 lec, 1 lab hr/wk)
An introduction to and investigation of clay and its plastic properties.
Sequence 0.515.1, 0.515.2 and 0.515.3 must be taken in order.

0.515.2 Ceramics II

1.5 credits/term (1 lec, 1 lab hr/wk)
Introduces the throwing process and its creative possibilities for the potter.
Sequence 0.515.1, 0.515.2 and 0.515.3 must be taken in order.
Prerequisite: 0.515.1 or instructor's consent.

0.515.3 Ceramics III

1.5 credits/term (1 lec, 1 lab hr/wk)
Introduces the development of individual and traditional historic pottery as a background for research.
Sequence 0.515.1, 0.515.2 and 0.515.3 must be taken in order.
Prerequisite: 0.515.2 or instructor's consent.

0.516.1 Elementary Sculpture I

1.5 credits/term (1 lec, 1 lab hr/wk)
Exposes the student to experiences in sculpture -- its form, media, tools and techniques -- and explores abstract and concrete concepts.
Sequence 0.516.1, 0.516.2 and 0.516.3 must be taken in order.

0.516.2 Elementary Sculpture II

1.5 credits/term (1 lec, 1 lab hr/wk)
Emphasizes the problems and approaches of the carving or subtractive method of sculpture.
Sequence 0.516.1, 0.516.2 and 0.516.3 must be taken in order.
Prerequisite: 0.516.1 or instructor's consent.

0.516.3 Elementary Sculpture III

1.5 credits/term (1 lec, 1 lab hr/wk)
Introduces advanced creative design in sculpture and offers the opportunity for experiments in new media and methods.
Sequence 0.516.1, 0.516.2 and 0.516.3 must be taken in order.
Prerequisite: 0.516.2 or instructor's consent.

0.516.5 Woodcarving

1 credit (36 hrs total)
Introduces the student to skills in tool sharpening and care; working with grain; cutting wood to stated lines and choosing wood, pattern, style and techniques of finishing.

0.516.7 Glass Working (Stained Glass)

1.5 credits/term (1 lec, 1 lab hrs/wk)
Introduces the basics of stained glass construction, types and colors, the use of glass and color in leaded and foiled glass panels and three-dimensional glass work.

ASTRONOMY

See Science, General



AUTOMOTIVE TECHNOLOGY

Students must provide their own hand tools for all automotive courses. A list of required tools is available from the instructor.

0.775 Automotive Survival

1 credit (3 lec, lab hrs/wk)

For the student who knows nothing or very little about operation of the automobile. Includes theory and hands-on orientation to various automotive systems, diagnosis, maintenance and repair procedures, use of tools, how to relate intelligently to repair technicians, how to purchase and sell a car, how to research information. Seasonal service and emergency roadside repairs are covered.

0.776 Automotive Survival for Women

0.5 - 1.5 credits (1-2 lec, 1.5 -3 lab hrs/wk)

Includes theory and hands-on orientation to the various automotive systems, diagnosis, maintenance and repair procedures, use of tools, how to intelligently relate to repair technicians, how to purchase and sell a car, how to research information.

3.280 Cooperative Work Experience

1 - 6 credits (4-24 hrs/wk)

Prerequisite: Instructor's consent.

3.300 Brakes and Suspension Systems

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

Prepares students for all phases of automotive and light truck brake systems, service and diagnosis. Basic operation, diagnosis and service of suspension systems is also covered. Proper use of tools of the trade, individual and shop safety practices, use of reference materials, development of proper work habits and repair techniques are stressed.

Prerequisite: 3.304 Internal Combustion Engines I or instructor's consent.

3.304 Internal Combustion Engines I

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

Stresses the proper use of tools of the trade, individual and shop safety practices, use of reference materials, development of proper work habits and repair techniques. Complete operation,

construction and theory of internal combustion engines applicable to current use is covered. In the lab, students will disassemble, inspect and reassemble engines.

3.308 Electrical I

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

Covers fundamentals of electricity, theory of operation, servicing of automobile batteries, starting motors, ignition systems (conventional), DC charging systems and automobile wiring systems.

Prerequisite: 4.304 Practical Physics or instructor's consent.

3.310 Gasoline Fuel Systems

3 credits (6 lec-lab hrs/wk)

Provides students with a basic working knowledge of automotive gasoline fuel systems including storage, pumps and distribution. Carburetion and fuel injection theory, fundamentals or operation, diagnosis, repair and adjustment will be covered.

Prerequisite: 3.304 Internal Combustion Engines I or instructor's consent.

3.312 Diesel Fuel Systems

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

Provides a fundamental working knowledge of the diesel fuel systems found on passenger cars and light trucks. Fuel nozzles and injection pumps found on both foreign and domestic vehicles, basic service and repairs that can be completed without a flow bench will be stressed.

Prerequisite: 3.310 Gasoline Fuel Systems or instructor's consent.

3.316 Power Trains

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

Covers fundamentals of automotive manual transmissions and power trains, including construction, operation and servicing of friction type clutch assemblies, three-speed, four-speed and over-drive transmissions, drive lines and universal joints; differentials, transaxles and drive axles.

Prerequisite: 3.304 Internal Combustion Engines I or instructor's consent.

3.318 Automotive Steering Controls

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

Provides basic working knowledge of suspension systems and the skills necessary to perform front-end

alignments and related repair and service. Covers vehicle control and handling problems, wheel balance, wheel alignment factors and manual and power steering. Wheel balance and alignment equipment will be used. Foreign and domestic vehicles and light trucks will be used as examples.

Prerequisite: 3.300 Suspension and Brakes Systems or instructor's consent.

3.322 Automotive Electrical Systems II

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

Alternating current charging systems, standard and electronic ignition systems and electronic controlled modules are covered.

Prerequisite: 3.308 Electrical I or instructor's consent.

3.324 Diagnostic Procedures and Emission Controls

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

Covers development of a systematic approach to engine tune-up and servicing exhaust emission controls.

Prerequisites: 3.308 Electrical I, 3.322 Electrical II, 3.310 Gasoline Fuel Systems.

3.326 Automatic Transmissions

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

Theory of operation, routine service procedures and overhaul of popular transmissions currently being used by American auto manufacturers.

3.329 Mechanical Systems Laboratory I

3 credits (9 lab hrs/wk)

Gives students additional experience and understanding of the automobile by diagnosis and repair of common and unusual problems and use of professional type repair equipment. Conditions and practices of industry shop situations, engine repair, brake system repair, front end alignment and wheel balancing, electrical systems troubleshooting and minor engine tune-up will be stressed.

Prerequisites: 3.300 Brakes and Suspension Systems and 3.306 Internal Combustion Engines II, fourth-term standing or instructor's consent.

3.331 Mechanical Systems Laboratory II

3 credits (9 lab hrs/wk)

A continuation of the 3.329 Mechanical Systems Lab in further developing students' skills and knowledge. Emphasis is on power train diagnosis and repair, fuel systems and charging systems service.

Prerequisites: Fifth-term standing; 3.329 Mechanical Systems Lab I or instructor's consent.

3.332 Automotive Service Management

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

Provides a general working knowledge of the automotive service industry. Students will learn basic customer relations and skills necessary to deal with the general public in the context of automotive service and repair. Shop operations and safety procedures will be analyzed.

Prerequisite: Fourth-term standing or instructor's consent.

3.333 Mechanical Systems Laboratory III

3 credits (9 lab hrs/wk)

Further knowledge and mechanical skills through on-line service work. Lab projects will focus on, but not be restricted to, engine tune-up, emission controls, automatic transmission service and more advanced techniques of diagnosis and testing.

Prerequisites: 3.329 Mechanical Systems I and 3.331 Mechanical Systems II or instructor's consent.

9.110 Automotive Fuel Systems and Tune-up

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

Theory, operation and maintenance of automotive fuel systems.

Prerequisites: Heavy duty mechanic, service station attendant, auto mechanic or instructor's consent.

9.111 Automotive Electrical Systems and Tune-up I

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

Theory, maintenance and service of automotive electrical systems including minor engine tune-up.

Prerequisites: Heavy duty mechanic, service station attendant, auto mechanic or instructor's consent.

9.112 Automotive Electrical Systems and Tune-up II

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

Basic to advanced methods of automotive engine testing, tune-up and emission control servicing.

Prerequisite: 9.111 Automotive Electrical Systems and Tune-up I.

9.113 Heavy Duty Equipment Electrical

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

A troubleshooting course in heavy duty electrical units such as starters, series parallel switches, alternators, point-type regulators, generators and transistor regulators.

9.116 Hydraulics I: Basic Fluid Power

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

Covers basic hydraulics operating principles and components comprising the systems.

9.117 Hydraulics II: Pumps, Valves and Controls

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

A general course dealing with the various types of hydraulic components found in industry. Uses and service procedures will be covered.

Prerequisite: 9.116 Hydraulics I or instructor's consent.

9.118 Hydraulics III: System Construction, Troubleshooting and Repair

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

Prepares individuals to diagnose and repair various hydraulic systems components. Provides individuals with the background necessary to facilitate design changes in the field.

Prerequisite: 9.117 Hydraulics II or instructor's consent.

9.120 Advanced Automotive Tune-up and Emission Controls

3 credits (3 lec hrs/wk)

Advanced methods of tune-up and emission control testing utilizing electronic test equipment.

Prerequisite: Must be employed in automotive or related trade or instructor's consent.

9.122 Gasoline Fuel Injection

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

Provides mechanics with a general working knowledge of all current production systems. Troubleshooting and diagnosis will be covered.

Prerequisite: Must be employed in automotive or related trade or instructor's consent.

9.125 Diesel Engines: Operation and Maintenance I

1 credit (3 lec-lab hrs/wk)

Provides the owner/operator a basic understanding of the operation of a diesel engine and promotes the development of a maintenance routine.

9.126 Diesel Engines: Operation and Maintenance II

1 credit (3 lec-lab hrs/wk)

Provides the owner/operator a basic understanding of the operation of a diesel engine and promotes the development of a maintenance routine. Students will learn to troubleshoot and diagnose engine problems. Repair procedures that can be completed in-frame will be stressed.

9.127 Automotive Air Conditioning

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

Provides technicians with the skills and knowledge necessary to begin air conditioning service. Technicians currently providing air conditioning service may upgrade their skills with the latest information and repair techniques for late model systems.

BANKING**9.768 Principles of Banking**

3 credits (3 lec hrs/wk)

Provides an overview of banking from the fundamentals of negotiable instruments to contemporary issues and developments within the industry.

9.769 Fundamentals of Financial Statements

3 credits (3 lec hrs/wk)

Basic accounting principles, concepts of various financial statements and explanation of the basic methods of financial analysis.

Prerequisite: BA211 Principles of Accounting I or 2.766 Accounting I or instructor's consent.

9.770 Bank Management

3 credits (3 lec hrs/wk)

Develops managerial ability through increased understanding of the problems confronting senior management. Provides students with "overall" perspective of responsibilities of upper management. Covers management principles and application more than technical tools used to put management decisions into operation.

Prerequisite: Satisfactory completion of 9.768 Principles of Banking, 9.789 Inside Commercial Banking or instructor's consent.

BIOLOGY/ZOOLOGY**BI101/102/103 General Biology**

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

General Biology, a three term sequence course, satisfies the science requirement for non-biological science pre-professional students. General Biology attempts to convey to the student an appreciation of most aspects of life on earth.

BI101 includes: concepts of science and scientific methodology, cell chemistry, metabolism and photosynthesis, cell structure (plant and animal), tissues, organs and organ systems.

BI102 includes: continuation of organs and organ systems, behavior, cell division, genetics, molecular genetics, evolution, embryology and ecology.

BI103 includes viruses, bacteria, fungi, immunity, the plant kingdom and the animal kingdom.

BI101, 102 and 103 must be taken in sequence.

BI198/298 Independent Study in Biology

1-3 credits - to be arranged

BI234 Elementary Microbiology

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

Study of microorganisms, their control and occurrence in everyday life. Pathogenic microbes, infections and host resistance are of major consideration. Elementary microbiological techniques are practiced.

**BI231/232/233 Anatomy and Physiology**

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

Detailed study of the molecular, cellular, tissue, organ and organ systems of vertebrates, with emphasis on humans. Some pathological conditions are also considered.

Must be taken in sequence.

Prerequisite: One year of high school chemistry or equivalent taken within five years.

BI231 An introduction to scientific methodology, biological levels of organization, and mankind's place in the animal kingdom. Includes inorganic, organic chemistry and biochemistry; metabolism of cold- and warm-blooded animals; cytology; histology; and the integumentary, skeletal and muscular systems.

BI233 Study of the reproductive, circulatory, lymphatic and nervous systems; special sense organs, the eye and the ear; and human embryology and genetics.

Z201/202/203 General Zoology

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

Intended for science majors and pre-professional majors in medicine, veterinary medicine and other health professions. Terms may be taken out of sequence.

Prerequisite: One year of high school biology or equivalent.

Z201 Study of cells, energetics, respiration, transport, nutrition and muscle and skeletal systems.

Z202 Study of the nervous system, sensory and endocrine systems, behavior, evolution, development, genetics, phylogeny and protozoa.

Z203 Survey of the animal kingdom, echinaria through chordata, and ecology.

0.621 Field Studies in Biology-Ornithology (Birds)

1-2 credits/term (10 lec, 15 fld hrs total)

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

0.627 Marine Biology

0.5-2 credits (16-36 hrs total)

Study of near-shore oceanic environments and plants and animals living therein.

BOTANY**BOT198/298 Independent Study in Botany - to be arranged****BOT201/202/203 General Botany**

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

Intended for biology, forestry and agriculture majors. May be taken out of sequence.

Prerequisite: High school biology or equivalent.

BOT201 Study of chemistry and structure of cells, differentiation of cells, plant organization and structure of plant systems.

BOT202 Study of water and salt balance, energy, respiration, nitrogen balance and heterotrophy.

BOT203 Study of reproduction, genetics, development and taxonomy.

0.624 Mushroom Identification

1 credit (5 lec, 20 lab total)

Positive identification of edible and non-edible local wild mushrooms, their basic characteristics and location, preparation for food and methods of preserving.

0.624.1 Wild Edible Plants

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

Emphasis on identifying species successfully and general ways of preparing and preserving a variety of wild edible plants and foods.

0.624.6 Plant Identification

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

Study of characteristics, classification and identification of trees, shrubs and wildflowers of Oregon. Principal timber trees of the United States and many introduced species.

0.811 Gardening

0.25 credit (6 lec hrs/total)

Survey of gardening techniques for the local area. Includes garden planning, plant nutrition and fertilizers. Includes plant varieties and cultural techniques, irrigation, pest control and use of organic materials around the home.

BUSINESS ADMINISTRATION

BA101 Introduction to Business

4 credits (4 lec hrs/wk)

A survey of American business organization, operation and management to develop an awareness of the nature of business in the capital system. The fields of ownership, organization, personnel, accounting, financing, marketing, management, production, insurance, real estate, foreign trade and government regulations are introduced.

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.

Prerequisites: 9.715 Bookkeeping I or 2.766 Accounting I or BA211 Principles of Accounting I or instructor's consent.

BA198/298 Independent Study in Business Administration

1-3 credits - to be arranged

BA206 Management Fundamentals

3 credits (3 lec hrs/wk)

Introduces the student to the essentials of management. Emphasis is on organizational structures, planning, decision making process, and international applications of management techniques.

BA211 Principles of Accounting I

3 credits (3 lec hrs/wk)

The theory, principles and procedures for organizing, interpreting and reporting the financial transactions of business or industry. Describes problems of recording, measuring income, purchasing, sales, inventories, special journals and internal control of cash.

BA212 Principles of Accounting II

3 credits (3 lec hrs/wk)

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

Prerequisite: BA211 Principles of Accounting or instructor's consent.

BA213 Principles of Accounting III

3 credits (3 lec hrs/wk)

Control accounting for departments and branches, cost accounting for manufacturing plants, income taxes and their effect on business decisions and analysis of financial statements.

Prerequisite: BA212 Principles of Accounting II or equivalent.

BA215 Cost Accounting

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

Techniques for determining product costs under job order, process and standard costing. Introduces cost analysis for decision making.

Prerequisites: 2.766, 2.767 and BA211 Accounting I, II, Principles of Accounting I or instructor's consent.

BA217 The Accounting Process

3 credits (3 lec hrs/wk)

Reviews and applies basic accounting systems in practical applications including journals and ledgers, application of accounting systems on a microcomputer and analyzing financial statements.

Prerequisites: BA211, BA212, Principles of Accounting I and II or 2.766, 2.767, 2.768 Accounting I, II, III.

BA222 Finance

3 credits (3 lec hrs/wk)

The procedures, practices and policies of financial managers. Deals with financial management, financial markets, financial analysis, working capital management and long-term financing decisions.

Prerequisite: BA211 Principles of Accounting I or 2.766 Accounting I.

BA223 Principles of Marketing

3 credits (3 lec hrs/wk)

Provides a general survey of the nature, significance and scope of marketing. Emphasis is on the customers (marketing analysis and strategy); business marketing decisions in promotion, distribution and pricing and control of marketing programs.

BA226 Business Law I

3 credits (3 lec hrs/wk)

Introduces the student to the legal environment of business, court systems, functions and jurisdiction and dispute resolution. Particular attention is given to common and statutory law, constitutional law, administrative law, torts and the principles of contract law.

BA227 Business Law II

3 credits (3 lec hrs/wk)

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

BA229 Personal Finance and Money Management

3 credits (3 lec hrs/wk)

Discusses the role and economic decision-making of consumers in our society. Students will study credit and borrowing, food and clothing purchases, home ownership and renting, transportation, health services, retirement, estate planning and wills, income taxes, consumer protection, financial institutions, insurance and investing.

BA232 Business Statistics I

3 credits (3 lec hrs/wk)

Modern business decision theory using statistics as a tool for business decision making. Primary emphasis on statistical description and elements of probability. Extensive coverage of sampling theory, tests of significance and means by which data processing can be used in making a statistical study.

Prerequisite: One term college algebra or good high school background in math is mandatory.

BA235 Business Statistics II

3 credits (3 lec hrs/wk)

Builds on a basic understanding of statistical description and inference learned in Business Statistics I. Students will be introduced to Chi-square and nonparametric hypothesis testing, analysis of variance, regression and correlation analysis, time series and forecasting, index numbers and decision theory.

Prerequisite: BA232 Business Statistics I or equivalent.

BA238 Sales

3 credits (3 lec hrs/wk)

Involves the role of sales as an integral part of the total marketing function. The application of selling to behavioral science will be included with special emphasis on sales psychology, sales techniques and the fundamental principles of sales communications.

BA239 Advertising

3 credits (3 lec hrs/wk)

A detailed examination of the purpose, preparation, placement and analysis of the various types of advertisements and relative merits within each of the 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.

BA242 Introduction to Investments

3 credits (3 lec hrs/wk)

Study of securities, investment concepts and economic trends for the private investor, investment objectives, portfolios, corporate securities, exchanges, over-the-counter, bond, options markets and the money market. Investment strategies, margin purchases, short selling and efficient market theory will be introduced.

Reading financial news and corporation reports will also be covered.

NOTE: This course may be taken for 1 credit. See 0.830 Introduction to Investments under Business Administration.

BA249 Retailing

3 credits (3 lec hrs/wk)

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

BA280 Field Experience

1-8 credits (3-24 hrs/wk)

Uses a work setting that provides students with an opportunity to test knowledge learned in the classroom.

Prerequisite: Instructor's consent matching the needs of students with instruction offered.

BA285 Business Relations

3 credits (3 lec 1 lab 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.

0.830 Introduction to Investments

1 credit (1 hr/wk)

Study of securities, investment concepts and economic trends for the private investor, investment objectives, portfolios, corporate securities, exchanges, over-the-counter markets, bond markets, options markets and the money market. Investment strategies, margin purchases, short selling and efficient market theory, reading financial news

and corporation reports will also be covered.

NOTE: This course may be taken for 3 credits. See BA242 Introduction to Investments under Business Administration.

0.841 Family Finance and Resources

0.5-1 credit (15-36 hrs total)

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

2.280 Cooperative Work Experience

1-8 credits (3-24 lab hrs/wk)

On-the-job experience gained in coordinator-approved business situations that closely parallel student's field of study. Seminar will be arranged by supervisor.

Prerequisite: Instructor's consent.

9.200 Small Business Management I

8 credits/year (510 hrs total)

Assists business operators in achieving their professional and family goals through improved management, organization and operation of their businesses.

Prerequisite: Currently operating a business and instructor's consent.

9.201 Small Business Management II

8 credits/year (510 hrs total)

Designed to prepare business owners to analyze their records for management information and make a general interpretation of the analysis.

Prerequisites: 9.200 Small Business Management and/or instructor's consent.

9.204 Small Business Operations

3 credits (3 lec hrs/wk)

Relates many factors to actual small business planning and operation. Topics include budgets, use of records, governmental requirements, insurance and financing.

CHEMISTRY

CH101/102 Elementary Chemistry
4 credits/term (3 lec, 3 lab hrs/wk)
A two term sequence at the introductory level for the allied health professions. A minimum of mathematics, but some problem-solving ability is expected and laboratory work is quantitative. Must be taken in sequence.

NOTE: THIS COURSE WILL NOT SUBSTITUTE FOR A GENERAL CHEMISTRY REQUIREMENT.

CH101 Study of measurement, the elements, atomic structure, chemical binding, nomenclature, solution chemistry, molecular concept, gas laws, equilibrium and acid-base chemistry.
Prerequisite: High school math or 4.200 Basic Mathematics. 4.202 Elementary Algebra is recommended.

CH102 Study of solution chemistry, nuclear chemistry, organic chemistry and selected topics in biochemistry.
Prerequisite: CH101 Elementary Chemistry.

CH104/105/106 General Chemistry
5 credits/term (4 lec, 3 lab hrs/wk)
A three-term sequence that meets the general chemistry requirements of most curricula. Intended for students without previous experience in chemistry. More time is spent in lecture and problems are introduced more slowly than in CH201/202/203. Must be taken in sequence.

CH104 Study of atomic structure, chemical binding, periodic table, chemical reactions, stoichiometry, gases and solution chemistry.
Prerequisite: One year of high school algebra or the equivalent.

CH105 Study of structure of solids, properties of solutions, kinetics, equilibrium, acids and bases and precipitation reactions.
Prerequisite: CH104 General Chemistry.

CH106 Study of thermodynamics, oxidation-reduction, electrochemistry and selected topics in inorganic chemistry, organic chemistry and nuclear chemistry.
Prerequisite: CH105 General Chemistry

CH198/298 Independent Study in Chemistry - to be arranged

CH201/202/203 General Chemistry
4 credits/term (3 lec, 3 lab hrs/wk)
A three-term sequence in chemistry for majors in science, engineering, or health professions. Quantitative treatment of materials and problem-solving are emphasized.

CH201 Study of the periodic table, introduction to reactions, stoichiometry, thermo-chemistry, atomic structure, electron configurations, gas laws and kinetic-molecular theory.
Prerequisite: High school chemistry or CH101 Elementary Chemistry, concurrent enrollment in MTH101 College Algebra.

CH202 Study of chemical binding, liquids and solids, properties of solutions, kinetics, equilibria, acids and bases, solubility product.
Prerequisite: CH201 General Chemistry.

CH203 Study of entropy and free energy, oxidation-reduction, chemistry of selected elements, organic chemistry, transition elements and nuclear chemistry.
Prerequisite: CH202 General Chemistry.

CH226/227/228 Elements of Organic Chemistry
4 credits/term (3 lec, 3 lab hrs/wk)
Chemistry of carbon compounds; covers both mechanisms and reactions of aromatic and aliphatic compounds, with emphasis on structural theory and special properties.
Prerequisite: CH106 General Chemistry or CH203 General Chemistry.

CH234 Quantitative Analysis
5 credits (3 lec/ 6 lab hrs/wk)
Principles of gravimetric analysis, spectrophotometric analysis, and volumetric analysis. Designed for pre dental, premedical and medical technology students.
Prerequisite: CH106 or CH203 General Chemistry.

NOTE: THIS COURSE IS NOT OFFERED ON A REGULAR BASIS.

COMPUTER INFORMATION SYSTEMS

CIS131 Introduction to Computer Information Systems
4 credits (3 lec, 2 lab hrs/wk)
Provides an introduction to computer and computer-related information systems. The course includes a survey of concepts, methods, vocabulary and software applications of computer systems. Programming fundamentals and computer hardware are introduced. (See 6.900 and 6.901 Introduction to Computer Information Systems I and II for an alternative).
Prerequisites: Some understanding of the BASIC computer language, math and reading skills appropriate to the subject.

CS110A Microcomputer Software: Word Processing
1 credit (10 lec, 5 lab hrs total)
Use of microcomputer as word processors, utilizing IBM PC and Macintosh equipment.
Prerequisite: Typing ability.

CS110B Microcomputer Software: Spreadsheets
1 credit (10 lec, 5 lab hrs total)
Introduction to use and applications of electronic spreadsheets, including developing spreadsheets on a microcomputer, using IBM PC and Macintosh equipment.
Prerequisite: CS110A Microcomputer Software: Word Processing or instructor's consent.



**CS111A Microcomputer Software:
Data Management**

1 credit (10 lec, 5 lab hrs total)

The use of microcomputer in data base management applications using IBM PC and Macintosh equipment.

Prerequisite: CS110B Microcomputer Software: Spreadsheets or instructor's consent.

**CS111B Microcomputer Software:
Integrated Software**

1 credit (10 lec, 5 lab hrs total)

An introduction to integrated software on microcomputers using IBM PC and Macintosh equipment.

Prerequisite: CS111A Microcomputer Software: Data Management or instructor's consent.

**CS133B Introduction to
Programming/BASIC**

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

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

Prerequisite: CIS131 Introduction to Computer Information Systems or instructor's consent.

**CS133C Introduction to
Programming/COBOL**

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

An introduction to programming in the COBOL computer language. This includes the syntax and reserved words of COBOL, sequential files, some of the COBOL utilities and applied business

problems.

Prerequisite: CIS131 Introduction to Computer Information Systems or one quarter of a high-level computer language.

**CS133F Introduction to
Programming/FORTRAN**

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

Basic principles of numerical computation as developed in the study of FORTRAN. Programming FORTRAN on the mainframe and microcomputers.

Prerequisite: 4.202 Elementary Algebra

**CS133P Introduction to
Programming/PASCAL**

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

Programming microcomputers using the PASCAL programming language.

Prerequisite: CS133B Introduction to Programming/BASIC.

**CS233B Advanced Programming/
BASIC**

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

The second term of programming in the BASIC language including advanced features of BASIC such as strings, subroutines, creation and maintenance of disk files. Applications to business problems including retrieval and sorting.

Prerequisite: CS133B Introduction to Programming/BASIC.

**CS233F Advanced Programming/
FORTRAN**

3 credits (2 lec, 2 lab-lec hrs wk)

Advanced principles of numerical computation as developed in the study of FORTRAN. Programming FORTRAN on the mainframe and microcomputers.

Prerequisites: MTH200 Calculus, CS133F Introduction to Programming/FORTRAN.

**CS233P Advanced Programming/
PASCAL**

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

The second course in programming microcomputers using the PASCAL programming language.

Prerequisite: CS133P Introduction to Programming/PASCAL.

**CS263 Microprocessor Machine
Language**

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

To study and apply the principles of machine language and transfer understanding of machine language to the study of some elements of assembly.

Prerequisites: CIS131 Introduction to Computer Information Systems and CS133B or CS133P or CS133F, CS133C Introduction to Programming/BASIC or PASCAL or FORTRAN, COBOL.

**CS270 Introduction to Information
Systems: INFO BASIC**

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

The student will program the mainframe computer in the nonprocedural language, INFORM, and the high-level language, INFO BASIC.

Prerequisites: CIS131 Introduction to Computer Information Systems, CS133B Introduction to Programming/BASIC.

CS280 Field Experience

1-2 credits (30 hrs total)

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

CS298 Independent Study - to be arranged

CS299 PASCAL Program Development

3 credits (2 lec, 2 lab hrs/wk)
Students taking this course will work in a team setting to develop a specific PASCAL program application.
Prerequisite: Instructor's consent

0.593 Learning Skills Lab (General)

0 credit
Prerequisite: Instructor's consent

0.615.1 Introduction to Microcomputers, Literacy and Applications

0.5-2 credits Variable based on credit:
0.5 credit (5 lec, 10 lab hrs for 5 wks)
1 credit (1 lec, 2 lab hrs/wk/term)
2 credits (2 lec, 1 lab hrs/wk/term)
An introduction to the use and operation of microcomputers, including components, terminology, applications and some BASIC computer language.

2.610 Computer Lab Operation

1 credit (1 lec-lab, 1 lab hr/wk)
An introduction to all aspects of running a microcomputer lab, assisting the users (students working on class assignments), maintaining the equipment and software and keeping documentation.
Prerequisite: CIS131 or 6.900 and 6.901 and consent of instruct

6.900 Introduction to Computer Information Systems

3 credits (3 lec, 2 lec-lab hrs/wk)
This course, plus 6.901 Introduction to Computer Information Systems II, covers the same material as CIS131. 6.900 covers the first two-thirds of CIS131 and is intended for people who have little or no previous computer experience. (See CIS131 for description.)

6.901 Introduction to Computer Information Systems II

2 credits (3 lec, 2 lec-lab hrs/wk for 5 wks)
This course plus 6.900 Introduction to Computer Information Systems I, covers the same material as CIS131. 6.901 covers the final one-third of CIS131. (See CIS131 for description.)
Prerequisite: 6.900

6.902 Systems and Procedures I

3 credits (2 lec, 3 lec-lab hrs/wk)
An introduction to systems and procedures including organizational theory, documentation, coding and control, graphic devices, feasibility studies, work analysis and applications.
Prerequisite: Sophomore standing in computer science or instructor's consent.

6.909 Computer Operations

4 credits (2 lec, 4 lec-lab hrs/wk)
Basic concepts and procedures, computer operations, peripheral devices, operating systems, terminals, timesharing, operational management, data base management, operations projects.
Prerequisite: CIS131 Introduction to Computer Information Systems or instructor's consent.

6.911 Computer Applications

4 credits (2 lec, 4 lec-lab hrs/wk)
Applications of electronic computers to the solution of data processing in inventory control, sales, analysis, payroll, production scheduling, banking, insurance, utilities, government and manufacturing.
Prerequisites: CS270 Introduction to Information Systems: INFO BASIC and 6.909 Computer Operations.

9.603 Computer Assisted Drafting

3 credits (2 lab hrs/wk)
Introduction to the use of computers for the preparation of architectural and engineering drawings.

9.753 Networking Microcomputers with a Local Area Network

1 credit (2 lec, 5 lec-lab hrs/wk for 5 weeks)
Teaches understanding of the the powers and possibilities of networked microcomputers. Learn how to plan, install and manage a microcomputer network; how to log onto a network, share and use resources.

9.754 MS-DOS/PC-DOS on Microcomputers

1 credit
(2 lec, 5 lec-lab hrs/wk for 5 weeks)
Understanding the powers and possibilities of microcomputer operating systems. Demonstrates how to log onto a microcomputer and use the Disk Operating System (DOS) to operate the computer.

NOTE: 6.900 AND 6.901 COMBINATION MAY SUBSTITUTE FOR CIS131.

CLOTHING, TEXTILES and FASHION

9.925 Textile Studies

0.5-2 credits (1 lec, 3 lab hrs/wk max)
Understanding the many textile products, their design, dyeing methods, production, weaving and knitting characteristics. Theory and application.

COMMUNICATIONS

The communications sequence requirement (9 credits) can be satisfied by taking RD90, WR90 and SP100. For course descriptions see READING, WRITING and SPEECH.

COMPOSITION

See WRITING

ENGLISH

see LITERATURE and WRITING

CRIMINAL JUSTICE

See JUSTICE SERVICES

DRAFTING

4.101 Introduction to Drafting

3 credits (2 lec, 3 lab hrs/wk)
Introduction to basic drafting techniques. Emphasis is placed on the use of drafting instruments, orthographic projection, approved lettering and working drawings. Drafting techniques involve geometric construction, orthographic projection, selection of views, use of special views, standard lettering and dimensioning.

4.110 Blueprint Reading and Sketching

3 credits (2 lec, 3 lab hrs/wk)
Technical blueprint reading and sketching. Principles and practices applicable to a broad range of technical fields. Students will select a major field of study for specialized individual emphasis during second half of term.

4.120 Computer Assisted Drafting I

3 credits (2 lec, 3 lab hrs/wk)
Introduction to computer-aided drafting (CAD) software, the hardware components comprising a CAD station, and basic disk operating systems (MS-DOS). Drawing set-up, drawing aides, basic drawing, editing and display commands are used to create 2-D schematic and mechanical drawings. Previous knowledge of computers is not required.

4.121 Computer Assisted Drafting II

3 credits (2 lec, 3 lab hrs/wk)
Review of CAD I and introduction to advanced drawing and editing commands. Introduces concept of layers, using linetypes and colors, polylines, polyline editing, manipulation of existing objects. Covers dimensioning techniques and variables, hatching and sectional views, drawing symbols, blocks and use of attributes.
Prerequisite: 4.201 (CAD I) or prior experience with AutoCAD.

4.122 Computer Assisted Drafting III

3 credits (2 lec, 3 lab hrs/wk)
Review of CAD I & II and all drawing and editing commands. Introduction to isometrics, three dimensional drawing, plotting and printing a drawing, scripts and slide shows, digitizing existing drawings and use of DXF and IGES formats. Also includes Menu customization and introduction to AutoLISP.
Prerequisite: 4.202 (CAD II) or equivalent experience.

9.603 Computer Assisted Drafting - Survey

3 credits (3 lec, 2 lab hrs/wk)
Introduction to computer assisted drafting, including computer operation, file management, drawing commands, editing, dimensioning, text, menus, two-dimensional drawings, three-dimensional drawings, plotting and

printing. Previous knowledge of computers or computer programming is not required.

DRIVER TRAINING

0.600 Defensive Driving

1 credit (10 hrs total)
Acquaints students with techniques of defensive driving, including how various types of motor vehicle accidents occur and some recommended methods of prevention.

ECONOMICS

EC198/298 Independent Studies in Economics - to be arranged

EC201/202/203 Principles of Economics

3 credits/term (3 lec hrs/wk)
Introduction to economic theory, policy and institutions.

EC201 includes basic economic concepts, national income, taxes, employment and fiscal policy.

EC202 Covers monetary policy, international trade and micro-economics.

EC203 includes micro-economics, labor markets, income distribution and Marxian economics.

EDUCATION

ED207 Tutoring Principles and Practices

3 credits (15 lec, 25 lab hrs total)
Education majors, prospective tutors and aides gain proficiency in teaching basic reading and math skills. The field experience in an elementary or secondary classroom provides an opportunity to apply and acquire knowledge and skills. Principles of tutoring and methods in teaching are developed.

ED209 Practicum in Tutoring

1-3 credits (36-108 lab hrs total)
Provides supervised tutoring/teaching experience in the elementary or secondary classroom. In addition to direct participation as a tutor in a one-to-one and/or small group situation, the student will write learning objectives, consider philosophies of discipline and practice observational techniques.
Prerequisite: ED207 Tutoring Principles and Practices or instructor's consent.

ED280 Field Experience in Education

1-3 credits (3-9 hrs/wk)
Provides an opportunity to gain tutoring or teaching experience while applying methods and techniques.

9.025 Instructor Training

0.5-3 credits (5-36 lec hrs total)
Provides the part-time teacher with skills basic to becoming a competent instructor.

ELECTRONICS

6.280 Work Experience

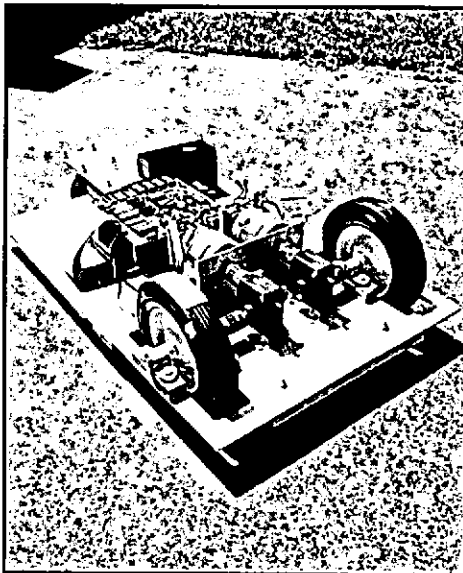
1-5 credits (4-20 lab hrs/wk)
Practical experience in the electronics-related workplaces through supervised work experience.
Prerequisite: Instructor's consent.

6.300 Electronics Project

1-4 credits (3 lab hrs/wk credit)
Project course for students to study in special interest areas of electronics. Actual course content is to be arranged with the instructor prior to enrollment. Typical course work includes documentation, recordkeeping logs, diagnosis and repair of electronic equipment or special project design and construction.
Prerequisite: Instructor's consent.

6.309 Introduction to Electronics

3 credits (6 lec/lab hrs/wk)
An introductory course in career and education options for electronic technicians. Study of electronic schematics and diagrams, identification of electronic components symbols and electronic assembly techniques. Includes field trips to electronic repair workplaces.



6.311 DC-AC Electronics Concepts
4 credits (8 lec/lab hrs/wk)
Basic electronics, concepts units, and circuit analysis of DC and AC electronics are covered. The course also treats safety, diagrams and measurement techniques.
Prerequisite: Concurrent enrollment in 3.240 Applied Math for Industrial Mechanics or instructor's consent.

6.313 Semiconductors
3 credits (6 lec/lab hrs/wk)
Principles and applications of semi-conductor devices including diodes, bipolar junction transistors and field-effect transistors. Emphasis on hands-on practical experience.
Prerequisite: 6.311 DE-AC Electronics Concept

6.314 Linear Circuits
4 credits (8 lec/lab hrs/wk)
Principles and applications of linear integrated circuit devices. Covers operational amplifiers, voltage regulators, comparators, filters and regulated devices.

6.315 Digital Fundamentals
4 credits (6 lec/lab hrs/wk)
Internal circuitry, data sheets and applications of digital ICs such as gates, clocks, shift registers, D/A converters and flip-flops.

6.316 Microprocessor Architecture
2 credits (4 lec/lab hrs/wk)
An introductory study in the principles of organization and operation of microcomputers, the basic components of computer hardware and how they are interconnected in a typical micro-computer system. Microcomputer software at the assembly language level with focus on controlling and testing the hardware.
Prerequisite: 6.315 Digital Fundamentals or instructor's consent.

6.317 Sensors and Actuators
4 credits (8 lec/lab hrs/wk)
The basic methods of computer peripheral interfacing including software and hardware for basic control systems, peripheral interface, buffering, motor speed control, sensing, digital-to-analog and analog-to-digital conversion.
Prerequisite: 6.316 Microprocessor Architecture.

6.319 Industrial Electronics
4 credits (8 lec/lab hrs/wk)
Introduction to industrial controls theory and application; knowledge and theories relating to practical concepts of various devices and methods used to control industrial systems.

6.321 Automatic Systems
4 credits (8 lec/lab hrs/wk)
Principles of robotic systems with experimental application. Basic automated system modules will be built and operated in the lab.
Prerequisite: CS133B Introduction to Programming: Basic or instructor's consent.

6.322 Telecommunications
4 credits (8 lec/lab hrs/wk)
Concepts and theory of both analog and digital techniques used in various telecommunication systems. Includes practical application of various devices and methods to real world situations.

6.324 Electronic Communications
2 credits (4 lec/lab hrs/wk)
Covers the principles and concepts of commercial communications circuits, systems and applications including two-way communications, AM, FM, television, optical transmission techniques, various methods of transmission and reception and types of equipment used in electronic

communication. Emphasis will be placed on a practical hands-on approach.

6.327 Instrumentation
4 credits (8 lec/lab hrs/wk)
A detailed study of basic electronics test equipment; testing, measurement methods, errors, limitation, covering the use of specialized equipment.
Prerequisite: 6.319 Industrial Electronics or instructor's consent.

6.328 Licensing and Certification
2 credits (2 lec/lab hrs/wk)
A review of current state and federal certification and licensing rules affecting electronics technicians.
Prerequisite: 6.322 Telecommunications or instructor's consent

ENGINEERING, GENERAL

GE101/102/103 Engineering Orientation

2 credits (2 lec hrs/wk)
GE101 is an introduction to engineering and the processes involved. Opportunities for employment are discussed. The computer is used in solutions of problems. Boolean algebra is used in **GE102**. **GE103** includes use of vectors in three-space and an introduction to PASCAL.
Prerequisites: MTH101 previously or concurrently.

**GE198/298 Independent Study in
General Engineering** - to be arranged

ENGLISH

See LITERATURE and WRITING

FIRE SCIENCE TECHNOLOGY

5.237 Fire Investigation
3 credits (3 lec hrs/wk)
Study of state and federal laws related to fire investigation; burning characteristics of flammables and combustible materials; interpret clues and burn pattern leading to point of origin; identify incendiary indications; sources of ignition and materials ignited; and how to preserve fire scene evidence.

5.243 Fire Skills III

2.5 credits (10 lec/lab - 20 lec hrs/total)

Provides the firefighter with the preparatory knowledge and skills to work under minimum direct supervision.

Prerequisite: 5.250 and 5.251, Basic Firefighter Skills I and II or instructor's consent.

5.250 Basic Firefighter Skills I

3 credits (3 lec hrs/wk)

Develops skills and knowledge in organization, small tools, hoses, forcible entry, use of masks, salvage, overhaul and safety practices.

5.251 Firefighter Skills II

3 credits (3 lec hrs/wk)

Development of skills and knowledge in organization, small tools, hoses, forcible entry and the use of masks, salvage, overhaul and safety.

Prerequisite: 5.250 Basic Firefighter Skills I or instructor's consent.

5.253 Fire Apparatus and Equipment

3 credits (3 lec hrs/wk)

Familiarization with fire apparatus; principles of application; care and preventive maintenance; safe operating practices; National Standards concerning fire apparatus, construction and design.

5.254 Introduction to Fire Protection

3 credits (3 lec hrs/wk)

Development of fire services, safety and security movements, the role of fire services, protection and safety personnel and ancillary organizations.

5.257 Fire Service Hydraulics

3 credits (3 lec hrs/wk)

Review of basic mathematics, hydraulic laws and formulae as applied to the fire service. Application of formulae and mental calculations to hydraulic problems, the study of fireground water supply problems and underwriter's requirements for pumps and accessories.

5.258 Fire Company Organization, Station Assignment

3 credits (3 lec hrs/wk)

Study of fire company organization and operation, company responsibilities in station, recordkeeping, station communications and watch, housekeeping and house privileges, tours and public relations, company organization

for response to alarms, and company morale.

5.260 Hazardous Materials I

3 credits (3 lec hrs/wk)

Handling of emergencies involving the ability to recognize the hazardous materials involved, as well as making proper choices to assure a safe response, intervention and stabilization of the emergency.

5.261 Hazardous Materials II

3 credits (3 lec hrs/wk)

Handling of emergencies involving hazardous materials. By utilizing specialized equipment and techniques, the emergency involving flammable combustible liquids, explosives, toxic material and radioactive material will be safely handled from onset to completion.

Prerequisite: 5.260 Hazardous Materials I or instructor's consent.

5.262 Fundamentals of Fire Prevention

3 credits (3 lec hrs/wk)

Fundamentals of fire inspections including standards, hazard evaluation techniques and the degree of the hazard and practical recommendations. Students will write reports, which include maps and sketches of each building inspected. They will conduct on-site inspections of buildings to locate hazards and to recommend safe practices and improvements.

5.263 Fire Pump Construction and Operation

3 credits (3 lec hrs/wk)

Designed for pump operators and firefighters. Provides basic understanding of fire pump hydraulics and measurement, including velocity of flow, friction loss, engine and nozzle pressure, discharge, steam range, drafting water, pumping from hydrants and relaying by hose or tanker.

Prerequisite: 5.257 Fire Service Hydraulics or instructor's consent.

5.264 Building Construction for Fire Protection

3 credits (3 lec hrs/wk)

Classification of buildings, structural features affecting fire spread, effect of fire on structural strength, fire stops and ratings of materials, fire retardants and Sanborn maps.

5.268 Fire Service Rescue Practices

2 credits (15 lec, 15 lab hrs total)

Trains fire company personnel to render emergency service in life saving and rescue work, development and organization of a rescue service, practices and procedures.

Prerequisites: Approval of instructor and a course in American Red Cross Advanced First Aid or equivalent.

5.271 Introduction to Fire Behavior S-190

2 credits (2 lec hrs/wk)

Provides identification of factors that affect the start and spread of wildfire, how basic suppression methods apply to breaking the fire triangle, and situations that are potentially hazardous to life and property.

Prerequisite: Instructor's consent

5.272 Fixed Systems and Extinguishers

3 credits (3 lec hrs/wk)

A study of portable extinguisher equipment, fire alarm and detection systems, sprinkler systems and stand-pipes, protection systems for special hazards, explosion release, ventilation systems, inert atmospheres and static bonding.

5.273 Tractor Use/Tractor Boss S-213

2 credits (18 lec, 6 lab hrs total)

Tactics, organization, safety and management of tractor use in the field.

Prerequisites: Instructor's consent.

5.274 Firefighting Tactics and Strategy

3 credits (3 lec hrs/wk)

A demonstration response and size-up, fire ground tactics, analysis, and postmortem, prefire survey and planning, combined operations, mutual aid, disaster planning with emphasis on the incident command system provide students with general knowledge in the tactics and strategy.

5.276 Basic Wildland Fire Management

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

Provides the student with basic fire suppression methods related to forest fires. Occupational preparatory.

5.278 Portable Pumps and Water Use S-211

1.5 credits (12 lec, 12 lab hrs total)
Covers all aspects of portable pump operations, water use and pumper operations.

Prerequisite: Instructor's consent.

5.279 Power Saws S-212

1.5 credits (8 lec, 16 lab hrs total)
Provides the student with the knowledge of detailed operation of power saws, safety and maintenance.

Prerequisite: Instructor's consent.

5.280 Cooperative Work Experience

1-3 credits (4-12 hrs/wk)
Maximum of 9 credits applicable toward degree.

Prerequisite: Instructor's consent.

5.281 Ground Tanker/Tanker Boss S-214

2 credits (24 lec hrs total)
Provides students with the basic knowledge in assignment of tanker crews, tactics and shift planning, administration, safety, maintenance and related operations.

Prerequisite: Instructor's consent.

5.282 Fire Codes and Related Ordinances

2 credits (3 lec hrs/wk)
Study of fire, building exit, flammable liquid and other codes as related to fire prevention. Designed primarily for students interested in jobs as fire service inspectors.

Prerequisite: 5.254 Introduction to Fire Protection or instructor's consent.

5.283 Firing Methods and Equipment Fire Boss S-215

2 credits (2 lec hrs/wk)
Instructs those people responsible for burn-out operations on a fire line and those responsible for prescribed burning.

Prerequisite: Instructor's consent.

5.284 Crew Supervisor S-230

4 credits (40 lec hrs total)
Provides students with the knowledge allowing advancement in job placement. Covers fire line duties, fire organization, authority and responsibility as it relates to the position of crew boss.

Prerequisite: Instructor's consent.

5.285 Basic Air Operations S-270

2 credits (2 lec hrs/wk)

Provides personnel who are exposed directly or indirectly to aircraft with knowledge in organizational safety, tactics and logistics.

Prerequisite: Instructor's consent.

5.289 Legal Aspects of Fire Protection

3 credits (3 lec hrs/wk)

Provides students with knowledge in laws relating to fire service; tort liability of municipalities, R.F.D.P. districts, employees and governing bodies; Oregon State Fire Marshal laws and rules; Administrative ruling; Mutual Aid Conflagration Act; Fire Codes and Ordinances.

5.292 Organizing for Fire Suppression S-320

2 credits (2 lec hrs/wk)

Trains suppression personnel in management practices and activities of a fire at the initial attack level.

5.294 Maps and Records Officer S-341

2 credits (2 lec hrs/wk)

Course content includes planning, organizing and preparing materials required for an efficient and effective maps and records section on major fires.

Prerequisite: Instructor's consent.

5.297 Fire Behavior S-390

3 credits (40 lec hrs total)

Meets the training needs in fire behavior knowledge up through Class II fire overhead positions. Course content includes rate of fire spread, fire line intensity, flame length and fire behavior calculations.

Prerequisite: Instructor's consent.

9.367 Basic I.C.S. (I-226)

2 credits

The Incident Command System includes operating requirements, eight interactive components, and procedures for organizing and operating an on-scene management structure.

FOODS and NUTRITION

FN225 Nutrition

4 credits (4 lec hrs/wk)

Study of nutrition and the newer scientific investigations of optimal diet and health; present-day nutritional problems for home economics majors, nursing students, physical education majors and food service majors.

0.874 Portable Appliance Cooking

0.5-1 credits (15-36 hrs total)

Techniques of preparing foods in microwave ovens, woks, convection ovens, slow cookers, portable grills and ovens. Stresses selection of ingredients for basic foods as well as gourmet recipes.

FOREIGN LANGUAGES

FR101/102/103 First Year French

4 credits/term (4 lec hrs/wk)

Introduction to French that stresses reading and speaking along with exercises in elementary composition and grammar.

Prerequisite: Must be taken in sequence.

FR198/298 Independent Study in French - to be arranged

FR201/202/203 Second Year French

4 credits/term (4 lec hrs/wk)

Study of selections from representative authors; review of grammar; attention to oral use of the language.

Prerequisites: FR103 or two years high school French or equivalent for FR201; FR201 or equivalent for FR202; and FR202 or equivalent for FR203.

SPAN101/102/103 First Year Spanish

4 credits/term (4 lec hrs/wk)

Introduction to Spanish stressing reading and speaking with exercises in elementary composition and grammar.

SPAN201/202/203 Second Year Spanish

4 credits/term (4 lec hrs/wk)

A continuation of First Year Spanish stressing reading and speaking with exercises in advanced composition and grammar.

Prerequisites: SPAN101, 102, 103 or equivalent or instructor's consent.

0.557.5/0.557.6/0.557.7

Conversational French I, II, III

3 credits/term (3 lec hrs/wk)

An introduction to practical French words and sentences.

0.558.1/0.558.2/0.558.3

Conversational German I, II, III

3 credits/term (3 lec hrs/wk)

Develops conversational German vocabulary as well as necessary basic grammar.

0.560.1 Conversational Japanese

3 credits (3 lab hrs/wk)

Develops 500-word vocabulary including phrases and simple sentences.

Emphasis will be on pronunciation.

0.560.2 Conversational Japanese

3 credits (3 lab hrs/wk)

Develops increased speaking and reading vocabulary to approximately 900 words. Emphasis on pronunciation, conversational flow of sentences and everyday phrases.

Prerequisites: 0.560.1 Conversational Japanese I or instructor's consent.

0.560.3 Conversational Japanese III

3 credits (3 lab hrs/wk)

Increased speaking and reading vocabulary to approximately 1400 words. Emphasis on pronunciation, conversational flow of sentences and everyday phrases.

Prerequisites: 0.560.1 and 0.560.2 Conversational Japanese I, II or instructor's consent.

0.562.1 Conversational Spanish I

3 credits (3 lab hrs/wk)

Develops conversational Spanish vocabulary including necessary grammar.

0.562.2/0.562.3 Conversational Spanish II, III

3 credits/term (3 lab hrs/wk)

Develops skill in use of Spanish language and understanding fundamental conversational Spanish vocabulary including necessary grammar.

Prerequisite: 0.562.1 Conversational Spanish or instructor's consent.

FOREST TECHNOLOGY

F111 Introduction to Forestry

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

Designed for students majoring in Forestry and transferring to a four-year college or attaining a two-year Associate in Applied Science degree in Forest Technology. Covers a broad overview of basic forestry principles. A review of the history of forestry in Europe and the United States will be balanced with discussion of current forest management programs, laws and practices implemented in the United States today.

F198 Independent Studies - Forestry

1-3 credits

Provides students opportunities to conduct independent research areas of particular interest. Ongoing projects for the Forest Service, BLM, Coos County or private industry will be agreed on prior to course registration.

Prerequisite: Instructor's consent.

F222 Plant ID and Photography

2 credits (6 lec hrs, 4-5 day field trip total)

Photographing characteristics, classifications and identification of wild flowers, ferns, trees and shrubs.

Prerequisites: F254 Tree and Shrub Identification or botany courses, previous photography experience or instructor's consent.

254 Tree and Shrub Identification

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

Characteristics, classification and identification of woody plants in

Oregon. Principal timber trees of the United States and many introduced species will also be covered.

F280 Forestry Field Studies

(Summer) 3 credits (40 lab hrs/wk)

Student is required to be employed in a full-time (approximately 40 hrs/wk) forestry or forest-related position. (This position could be voluntary.) The positions could change during the summer work period (8 weeks) depending on the employer's needs.

The student will maintain a daily journal recording all forestry work performed which will be reviewed. The employer will be required to correlate daily work activities with academic course work at the college and report any shortcomings. Field visits will take place at the beginning and end of the work period.

FE222A Elementary Forest Surveying

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

Basic fundamentals of plane surveying and the use of various surveying instruments. The theory of field measurements, bearings, angles and azimuths is emphasized.

FE222B Advanced Forest Surveying

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

Designed to follow FE222A Elementary Forest Surveying. Application and use of more precise engineering instruments will be developed. Engineering procedures used in property subdivision and road surveying will be covered.

Prerequisite: FE222A Elementary Forest Surveying.



**FP210 Forest Products
Manufacturing**

3 credits (2 lec, 4 lab hrs/wk)
Emphasis on the basic forms of products derived from timber resources and how they relate to the economy.

**FW199 Conservation of Wildlife
Resources**

3 credits (3 lec hrs/wk)
An introduction to the principles and practices of plant and animal conservation, requirements and values of wildlife resources and history and agencies of conservation.

**FW251 Principles of Wildlife
Conservation**

3 credits (3 lec hrs/wk)
Provides 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 hrs/wk)
Provides detailed information on identification, life histories, taxonomy, morphology and characteristics of mammals in general, and of Oregon mammals in particular. Use of actual specimens.

FW253 Wildlife Resources: Birds

3 credits (3 lec hrs/wk)
Provides a nontechnical introduction to ornithology, emphasizing ecology, evolution and identification of birds.

**FW255 Techniques in Wildlife
Science**

3 credits (3 lec hrs/wk)
Techniques and equipment used to obtain biological information essential to manage wildlife on a scientific basis. Fundamental procedures of planning and conducting wildlife investigations.

**RR251 Recreation Resource
Management**

3 credits (2 lec, 2 lec-lab hrs/wk)
Introductory course in outdoors 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.

6.406 Forest Engineering

4 credits (3 lec, 4 lab hrs/wk)
Study of forest engineering procedures with particular emphasis on road design and location.
Prerequisites: FE222A Elementary Forest Surveying and FE222B Advanced Forest Surveying or instructor's consent.

6.407/6.408 Forest Mensuration I/II

3 credits (3 lec, 4 lab hrs/wk)
Basic principles and skills of forest measurements including cruising, scaling, volume measurements, log and tree grading, use of measurement tools and techniques. The labs will apply principles learned in the classroom to measure individual trees.

6.409 Forest Protection

3 credits (2 lec, 4 lab hrs/wk)
Describes the destructive agents in the forest including disease, insects, animals and fire. Emphasis placed on identification of insect and disease organisms and control measures. Fire will be discussed relating to prevention, pre-suppression and suppression. Lab will examine these agents and various control procedures.

6.411 Logging Operations

3 credits (2 lec, 4 lab hrs/wk)
Basic logging methods, cost and techniques used in the Pacific Northwest. All types of logging operations will be visited during the laboratory period.

6.414 Forest Contracts and Mapping

3 credits (2 lec, 4 lab hrs/wk)
Basic forms of forest contracts and their functional administration. Also covers forest mapping as it relates to forest contracts.

6.416 Aerial Photo-Interpretation

3 credits (2 lec, 4 lab hrs/wk)
Provides the student with basic knowledge of aerial photography use in forestry and an update on the latest techniques used in remote sensing.

6.417 Silviculture

3 credits (2 lec, 4 lab hrs/wk)
An introductory course to describe and observe the biological influences on forest stands. The principles involve the nature of forest trees and stands, their growth, reproduction, environment, composition, nutrition and various responses.

6.420 Advanced Silviculture

3 credits (2 lec, 4 lab hrs/wk)
The application of principles previously learned to the improvement of forest stands through basic silvicultural practices. Laboratory and field exercises will include actual stand treatments on both public and private land.
Prerequisite: 6.417 Silviculture.

GEOLOGY

**G142 Geology of the Pacific
Northwest**

3 credits/term (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 geologic provinces.

G145 Regional Field Geology

1 - 5 credits (variable lec/field/lab wk)
A field study of significant geologic features of a selected region. A field trip arranged to illustrate the geologic setting, stratigraphy and structure, topography, age and origin, significant events through geologic time, as well as 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.

G160 Volcanology

3 credits/term (3 lec hrs/wk)
Volcanic processes and phenomena, including the nature and origin of magmas; volcanic rocks; lava flows; volcanic cones, craters and calderas; and volcanic eruptions. Volcanic features of the Pacific Northwest will be emphasized.

G146 Geology of Southwestern Oregon

3 credits/term (3 lec hrs/wk)

Geologic setting, stratigraphy and structure, topography, sequence of events through geologic time, and other significant 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)

Introduces geographic research methods. Research project is required.

G201/202 Physical Geology

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

Comprehensive study of fundamental geologic principles and processes, earth materials, volcanism, gradational processes and features and tectonics. Laboratory exercises and field trips included.

G203 Historical Geology

3 credits/term (3 lec hrs/wk)

Principles of historical geology; geologic time; the sequence of tectonic changes, stratigraphic relations, paleogeographic environments and major events through geologic time; and the progression of plant and animal life through time. Laboratory exercises and field trips included.

G210 Minerals and Rocks

3 credits/term (3 lec hrs/wk)

Nature and origin of minerals; crystallography; the chemistry, physical properties, description and identification of minerals; rock-forming processes; rock composition, textures, structures; and the classification, description and identification of rocks.

G218 Prehistoric Life

3 credits/term (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 will be emphasized.

G221 General Geology

3 credits/term (3 lec hrs/wk)

or 4 credits/term (3 lec, 2 lab hrs/wk)
Survey of fundamental geologic

processes, geologic time, rocks and minerals, and the internal and surficial features of the earth. Laboratory exercises included if offered for credit.

G245 Geomorphology: Scenic Geology of the United States

3 credits/term (3 lec hrs/wk)

Fundamental processes involved in the origin and evolution of landforms, with concurrent studies of the various geomorphic provinces of the United States, and landscape features unique to each. Special geologic aspects of the national parks are emphasized.

G299 Earth Resources: Ore Deposits and Fossil Fuels

3 credits/term (3 lec hrs/wk)

The nature, origin and occurrence of metallic and non-metallic deposits of economic value; the origin, migration and entrapment of petroleum, the geology of coal deposits; the relation of earth resources to plate tectonics; utilization of earth resources and the development of civilization; and earth resources of Oregon.

G299 Geological Hazards and Natural Catastrophes

3 credits/term (3 lec hrs/wk)

The causes and effects of earthquakes, tsunamis, landslides, ground subsidence, avalanches, floods, storms, coastal erosion and volcanic eruptions. The possibilities for prediction and mitigation, as well as the potential risks for hazards in Oregon are included.

G299 Special Topics in Geology

3 credits/term (3 lec hrs/wk)

Contemporary topics drawn from a wide array of geologic disciplines. Topics vary, but generally include those of recent developments, fundamental problems, current and special interest and others of major geologic significance.

GS107 Oceanography

3 credits/term (3 lec hrs/wk)

A comprehensive survey of the nature and composition of seawater; the waves, tides, currents and other physical aspects of the oceans; shoreline processes, volcanism, sedimentation, plate tectonics and other geological aspects of the oceans; and the marine environment, plankton, nekton, benthos and other biological aspects of the ocean.

HEALTH and FIRST AID**HE198/298 Independent Study in Health - to be arranged****HE207 Stress Management**

3 credits (3 lec hrs/wk)

Examines stress, its causes and methods of alleviating or controlling it. Emphasis is given to work-related stress, especially in the field of emergency services.

HE250 Personal Health

3 credits (3 lec hrs/wk)

Study of personal health issues with emphasis on wellness, behavior, substance use and abuse, physical fitness, consumer health issues and current health concerns, sexuality, mental health, stress management and nutrition awareness.

This course is required for the Associate in Arts degree.

HE252 Standard First Aid and Personal Safety

3 credits (3 lec hrs/wk)

Follows the Red Cross Standard First Aid and Personal Safety Guide Requirements. The class is designed to prepare the student with first aid knowledge and skills necessary for the immediate and temporary care of the sick and/or injured until qualified medical help assumes responsibility. CPR is included. Red Cross First Aid certification is given upon completion of course requirements. Certificate is current for three (3) years.

HE262 CPR Instructor Training (AHA)

2 credits

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/Recertification. **Prerequisite:** Current certification in Cardiopulmonary Resuscitation by the Oregon Health Association (BLS Course - Level C).

HE299 (ACLS) Advanced Cardiac Life Support

2 credits

Three-day course for continuing education of critical care physicians, nurses, EMT IIIs and IVs in the evaluation and treatment of Cardiac problems.

Prerequisite: RN, EMT III, IV or MD.

9.380 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.

9.381 Basic First Aid (Red Cross)

(5 lec- 5 lab/hrs)

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

HEALTH OCCUPATIONS

HE257/9.428 Emergency Medical Technician (A, B) I

8 credits

Prepares individuals for state certification as an Emergency Medical Technician Level I, as required by ORS 485.500. Emergency Medical Technician as defined means "a person who attends any ill, injured or disabled person in connection with his transportation by ambulance. Police officers, fire fighters and other personnel serving in a dual capacity, one of which meets the definition of 'Emergency Medical Technician' are Emergency Medical Technicians within the meaning of this law."

Prerequisites: Concurrent enrollment in HE280 Field Experience and 9.428, 9.431, 9.432 are for EMT volunteers/reserves with fire departments and ambulance services and may not be used toward a diploma.

HE258/9.431 Emergency Medical Technician II

5 credits (48 lec, 16 lab hrs total)

Designed to train the EMT II and prepare the student for the Oregon State written exam for certification. Consists of education and training in intravenous therapy, oxygen administration systems, patient assessment and respiratory conditions requiring emergency interventions.

Prerequisites: Current graduate of EMT I approved course or certification.

HE259/9.432 (A, B) Emergency Medical Technician III

16 credits

Must enroll in HE280 with HE259B. Covers assessment of the patient, pharmacology, anatomy and physiology, I.V. therapy, respiratory and cardiac pathophysiology and medical emergencies. Graduate is eligible to take written and practical exam for EMT III certification.

Prerequisites: Current Oregon certification as EMT II or eligibility for same; one year experience as EMT II; or consent of Director of Health and Human Services. (Offered every other year.)

HE260/9.360 First Responder Course

4 credits

Emergency medical care training program for first responders to traffic accident victims. Includes training in the removal of victim from vehicle.

HE262 CPR Instructor Training (AHA)

5 credits

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/Recertification.

Prerequisite: Current certification in Cardiopulmonary Resuscitation by the Oregon Health Association (BLS Course-Level C)

HE280 EMT Field Experience

1-2 credits (3-6 hrs/wk)

Provides increased opportunities to use EMT skills learned in the classroom.

Prerequisites: Must be enrolled or have completed transferable EMT I, II or III class and be certified at each level.

HE299 Advanced Cardiac Life Support (ACLS)

2 credits

A three-day course designed for continuing education of critical care physicians, nurses and EMT IIIs and IVs in the evaluation and treatment of cardiac problems.

Prerequisites: RN, EMT III, IV, MD

HISTORY

HST101 History of Western Civilization

3 credits/term (3 lec hrs/wk)

Introduces the knowledge, culture and traditions of the Western World from the rise of civilization in the Near East to the emergence of medieval European civilization.

Sequence with HST102, HST 103, need not be taken in order

HST102 History of Western Civilization

3 credits/term (3 lec hrs/wk)

Introduces the knowledge, culture and traditions of the Western World from the waning of medieval European culture and the rise of European national states through the 18th century.

Sequence with HST101, HST103, need not be taken in order

HST103 History of Western Civilization

3 credits/term (3 lec hrs/wk)

Introduces the knowledge, culture and traditions of the Western World from the 19th century to the present.

Sequence with HST102, HST102, need not be taken in order

HST201/202/203 History of the United States

3 credits/term (3 lec hrs/wk)

Major social, economic, political and cultural developments from colonial times to the present.

Sequence need not be taken in order.

HOME ECONOMICS

The majority of courses listed below are offered on a rotating basis. A few specialized courses are provided only when specific community need has been indicated. Check with Home Economics advisors.

General

9.944 Balancing Work and Family

0-2 credits (1-24 lec hrs total)

Designed to help each participant develop strategies for managing the stress accompanying the dual roles and implementing sound strategies to accomplish tasks and responsibilities involved in maintaining a family and home while working outside the home or in a home-based business.

9.945 Family Finance and Resource Management

0.5-1 credit (1 lec, 3 lab hrs/wk max)

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

9.946 Skills for Success

0.5 credit (18 lab hrs total)

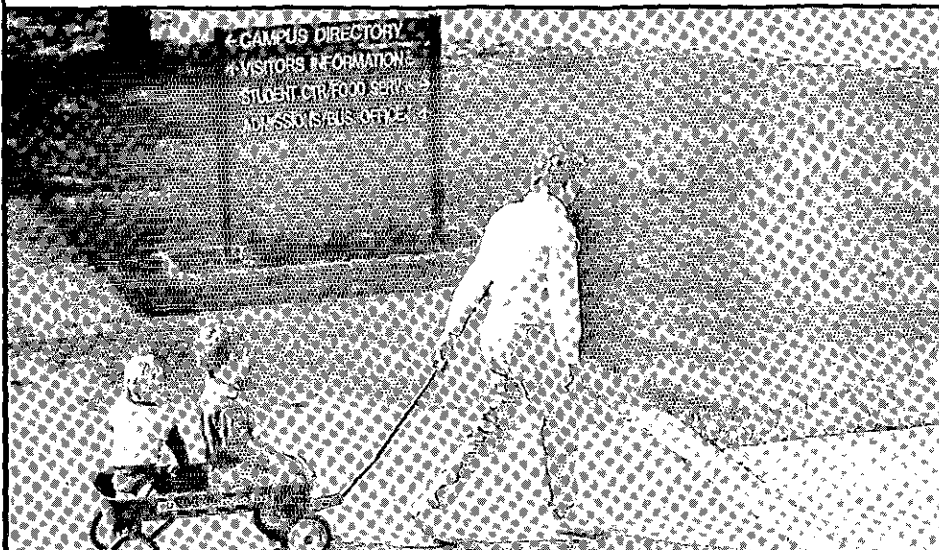
Focuses on the skills and knowledge needed to make the transition from home-maker to the dual roles involved when also working outside the home. Addresses goal setting, self-esteem, management of the home, family and personal resources including time and energy, human relations, personal development and strategies for gaining employment.

HUMAN DEVELOPMENT and FAMILY STUDIES

HDFS226 Child Development - The Growing Years

3 credits/term (3 lec hrs/wk)

Complexities of personality, intellectual and physiological development of children from birth through adolescence. Surveys forces influencing growth and development.



9.942 Parent Seminar (STEP)

1 credit (2 lec-lab hrs/wk)

Help for parents dealing with the everyday difficulties of raising children in a rapidly changing world.

HUMAN SERVICES

HS102 Drug Use, Misuse and Addiction

3 credits/term (3 lec hrs/wk)

Examines drugs, their physiological and psychological effects, and implications of treatment and prevention. Covers food additives, prescription medication and chemicals in the environment.

HS150 Self-Awareness and Interpersonal Skills

3 credits/term (3 lec hrs/wk)

Introduction to self-awareness, communication skills and interpersonal skills. Individual and small group exercises help students improve skills in awareness, communication, values clarification, problem solving, goal setting and conflict resolution.

HS154 Community Resources

3 credits/term (3 lec hrs/wk)

Explores the history and values of community resources for people with specific disadvantages or handicaps. Acquaints students with local social service agencies and organizations and how to refer clients to them.

HS155 Interviewing Theory and Techniques

3 credits/term (3 lec hrs/wk)

Theoretical background and specific interviewing techniques. Practice in interviewing situations with peer and professional observation and feedback.

HS170 Introduction to Practicum

3 credits/term (3 lec hrs/wk)

Provides the background and specific skills needed to select and succeed in a Human Services practicum placement.

Prerequisite: HS150, HS154 and 155 with a grade of C or better.

HS201 Family Addiction

3 credits/term (3 lec hrs/wk)

Chemical dependency and how it affects a family. Focuses on family dynamics and treatment for alcoholic/addictive families.

Prerequisite: HS102, HS150, HS154 and HS155 or permission from the instructor/coordinator.

HS202 Counseling the Chemically Dependent Client I

3 credits/term (3 lec hrs/wk)

Develops skills for counseling chemically dependent clients in individual sessions.

Prerequisite: HS102, HS150, HS154 and HS155 or permission from the instructor/coordinator.

HS203 Counseling the Chemically Dependent Client II

3 credits/term (3 lec hrs/wk)
Increases skills in group counseling with chemically dependent clients.
Prerequisite: HS202 with a grade of C or better.

HS204 Counseling the Chemically Dependent Client III

3 credits/term (3 lec hrs/wk)
Advanced students expand skills in working with chemically dependent clients. Includes the possibilities for wellness and wholeness for chemically dependent persons.
Prerequisite: HS203 with a grade of C or better.

HS205 Youth Addiction

3 credits/term (3 lec.hrs/wk)
Develops skills with chemically dependent youth. Includes prevention, intervention, assessment, and continuing recovery techniques for individuals and groups.
Prerequisite: HS102, 150, 154, and 155 or instructor/coordinator consent.

HS206 The Addicted Criminal

3 credits/term (3 lec.hrs/wk)
Develops skills with chemically dependent clients who are convicted criminals. Includes recognizing, confronting, and surviving an addicted criminal.
Prerequisite: HS102, 150, 154 and 155 instructor/coordinator consent.

HS260 Group Dynamics

3 credits/term (3 lec hr/wk)
Introduction to theory of small group behavior and skills in working with groups. Includes styles of group leadership, roles played by various group members, and supervisor/subordinate relationships.
Prerequisite: HS150, 154 and 155 or instructor/coordinator consent.

HS265 Intervention Strategies I

3 credits/term (3 lec/hrs.wk)
First of a three-term sequence on intervention strategies used in Social Service work. Theory and practice in behavioristic, psychoanalytic, Gestalt, and psychodramatic intervention strategies.
Prerequisite: HS150, 154 and 155 instructor/coordinator consent.

HS266 Intervention Strategies II

3 credits/term (3 lec hrs/wk)
Theory and practice in client-centered, cognitive, holistic intervention strategies.
Prerequisite: HS265 with a grade of C or better.

HS267 Intervention Strategies III

3 credits/term (3 lec hrs/wk)
Theory and practice in family, group, and community intervention strategies.
Prerequisite: HS266 with a grade of C or better.

HS291 Practicum: Human Resources

5 credits (150 hours per quarter at a pre-approved practicum site)
On-site clinical and community experience with human services organizations plus weekly one-hour seminars integrating field and classroom experiences.
Prerequisite: HS170 and approval from program coordinator.

JOURNALISM**J198/298 Independent Study of Journalism - to be arranged****J280 Field Experience**

variable 9 credits maximum
(includes seminar)
Combined work and study projects in fields of writing, reporting, editing, public relations and other mass media-related activities.

JUSTICE SERVICES**CJ100 Survey of Criminal Justice**

3 credits (3 lec hrs/wk)
A contemporary view of the criminal justice system and its processes. Individual consideration will be given to these specific areas: the judiciary, law enforcement, corrections and juvenile systems.

CJ101/SOC244 Criminology

3 credits (3 lec hrs/wk)
Provides a broad viewpoint of criminal behavior and the justice system. A consideration of human behavior and crime, the impact of early theoretical approaches to current, theoretical and practical treatment of crime and criminals.

CJ103/LA208 Introduction to Family Law

3 credits (3 lec hrs/wk)
Under the direction of an attorney, the student will prepare initial documents, pleadings associated with the action, findings of action, conclusion of law and custody, legitimacy, adoption, change of name, guardianship, support and separation agreements.

CJ107/SW207 Criminal Justice Workshops

1 credit (10 hrs total)
Current criminal justice problems and methods of alleviating them.

CJ110 Introduction to Law Enforcement

3 credits (3 lec/hrs wk)
Introduction to law enforcement is the identification of area responsibilities that include: field operations, patrol procedures, community relations, police organization and functional duties.

CJ111 Concepts of Enforcement Services

4 credits (4 lec hrs/wk)
Designed to provide students with a familiarization of police field operations and services.

CJ115 Legal and Fundamental Aspects of Lethal Weapons and Laboratory

4 credits (3 lec, 2 lab hrs/wk)
A study of moral, legal and ethical aspects of the use of lethal weapons as applied to society's need for protection. Laboratory consists of actual use of lethal weapons.

CJ120 Judicial Process

3 credits (3 lec hrs/wk)
Provides a thorough understanding of our justice system from the time of arrest through sentencing of a criminal offender; includes current legal rules of procedure.

CJ122 Oregon Law

3 credits (3 lec hrs/wk)
The elements, purpose and functions of criminal, traffic and juvenile laws for the state of Oregon.

CJ130 Introduction to Corrections
3 credits (3 lec hrs/wk)
Study of contemporary correctional institutions and detention facilities, organization and personnel program and activities, inmate society and trends and career orientation.

CJ131/SOC220 Introduction to Penology
3 credits (3 lec hrs/wk)
A basic introduction and overview of imprisonment as a correctional tool. The study of treatment and basic procedures for receiving and discharging.

CJ132 Introduction to Parole and Probation
3 credits (3 lec hrs/wk)
Introductory approach includes the historical development of probation and parole in England and the United States; 20th century development and current trends; and future possibilities in probation and parole.

CJ140 Criminalistics
3 credits (3 lec hrs/wk)
Provides instruction in the proper collection, preservation and identification of physical evidence. Provides laboratory skills in field testing of some items of scientific evidence. This course familiarizes the students with crime laboratory services available on both state and federal levels.

CJ198/298 Independent Study in Criminal Justice Administration - to be arranged

CJ200 Police and Public Policy
3 credits (3 lec hrs/wk)
Contemporary study of American police. Emphasis on the study of factors involved in policy making, nature of decisions and political consequences for these various policies.

CJ201/SOC221 Juvenile Delinquency
3 credits (3 lec hrs/wk)
Study of deviant behavior and current criminological theories with emphasis on criminal justice applications, crime prevention and phenomena of crime as it relates to juveniles.

CJ202/PSY299 Psychology of Violence and Aggression
3 credits (3 lec hrs/wk)
The causes and extent of violence in society. An introduction to the psychological, social and psychological dynamics that cause human aggression and violence.
Prerequisites: PSY201 General Psychology, CJ100 Survey of Criminal Justice

CJ203 Family Crisis Intervention
3 credits (3 lec hrs/wk)
Family crisis intervention covering domestic violence, problems with juveniles, substance abuse, legal and social restrictions and implications and methods of prevention and intervention.

CJ210 Criminal Investigation
3 credits (3 lec hrs/wk)
Basic principles and theories of investigative routines; focusing on the primary skills used in all justice agency investigation. Specific attention is given to crime scenes, interviewing, handling and preparation of evidence, witnesses, surveillance, technical resources and case preparation.

CJ212 Introduction to Substantive Law
3 credits (3 lec hrs/wk)
In-depth study of the substantive laws commonly encountered by the municipal, county, or state police, investigators or other criminal justice employees. The scope of the course includes misdemeanor and felony violations of the criminal statutes.

CJ215 Criminal Justice Administration
3 credits (3 lec hrs/wk)
Exhibits the need for management skills in police work. A functional approach in development of administration concepts: planning, organization, staffing, directing and controlling will be used.

CJ220 Criminal Law
3 credits (3 lec hrs/wk)
Historical development, philosophy of law, and constitutional provisions, definitions and classification of crimes and their application to the system of administration of justice; legal research, study of case law, methodology and concepts of law as a social force.

CJ222 Procedural Law
3 credits (3 lec hrs/wk)
Theory and practice of the criminal justice system from arrest to release, including: due process, right of counsel, arrest, search and seizure, wiretapping and electronic eavesdropping, confession and lineups. Case method.

CJ223 Rules of Evidence
3 credits (3 lec hrs/wk)
Basic principles of evidence for the law enforcement officer, including those applying to every criminal investigation to assure evidence will be admissible in court as well as increasing the weight, or importance, of that evidence.
Prerequisite: CJ120 Judicial Process is strongly recommended.

CJ225 Correctional Law
3 credits (3 lec hrs/wk)
Explores several historical and current cases involving inmate crimes and/or malpractice with inmates. Prisoners' rights as well as correctional staff rights are examined, along with emerging trends resulting from recent court cases.

CJ226/PS252 Constitutional Law
3 credits (3 lec hrs/wk)
A study of basic principles of the U.S. Constitution with emphasis on leading Supreme Court cases and the Bill of Rights.

CJ2453/SOC243 Narcotics and Dangerous Drugs
3 credits (3 lec hrs/wk)
Introduces the problem of drug abuse (alcohol, drugs, narcotics) in our society. Includes identification of drugs and causes of addiction.

CJ280 Field Experience
1-3 credits (3-9 hrs/wk)
Supervised field experience in one of the agencies of criminal justice. An inservice study may pursue a research project instead of work in the field. Includes a seminar for discussion of problems and experience gained.

CJ299 Emergency**Telecommunications**

9 credits (3 lec hrs/wk 3 terms)

A three-course sequence designed to cover all areas of emergency dispatch operations including computer law enforcement networks, warrant processing, records, dealing with difficult persons, prioritization of tasks and other pertinent topics.

LEGAL ASSISTANT**LA100 Introduction to Law and Law Ethics**

3 credits (3 lec hrs/wk)

Provides students with a general understanding of the structure of the court system; the operation of a law office; law ethics and an overview of various substantive law fields

LA101 Introduction to Legal Terminology

3 credits (3 lec hrs/wk)

Learn to identify, pronounce and spell commonly used legal terms and apply this information to legal situations and transactions.

LA105 Introduction to Litigation

3 credits (3 lec hrs/wk)

Work under the supervision of an Oregon attorney in civil and criminal litigation with emphasis on civil law. An introduction to basic terms and concepts used in a litigation practice.

Prerequisites: LA100 Introduction to Law and Law Ethics is advised, with at least one year of experience in a law office.

LA107 Techniques of Interview

3 credits (3 lec hrs/wk)

Provides the student with general background information on basic human functioning and relates this information to the interview situation.

LA128 Introduction to Legal Correspondence and Forms

3 credits (3 lec hrs/wk)

Learn to recognize and utilize writing techniques and tools common to internal law office communications as well as communication techniques between the lawyer and the client.

Prerequisites: It is recommended the student have WR121 or the instructor's consent.

LA203 Introduction to Legal Research and Library Use

3 credits (3 lec hrs/wk)

Familiarizes students with the law library and basic legal research; reviews the sources of law and the judicial system, teaches students to gather materials as an aid to the attorneys, and teaches case briefing, shepardizing and digesting.

Prerequisites: LA100 Introduction to Law and Law Ethics, LA202 Introduction to Legal Terminology or instructor's consent

LA208 Introduction to Family Law

3 credits (3 lec hrs/wk)

Under the direction of an attorney, the student will prepare initial documents, pleadings associated with the action, findings of acts, conclusion of law and orders for judgment as they relate to divorce, separation, custody, legitimacy, adoption, change of name, guardianship, support and separation agreements.

LA280 Field Experience

1-3 credits/term (3-27 lab hrs/wk)

Supervised field experience in one of the agencies of the legal assistant field. Includes a seminar to discuss problems and experience gained during work experience.

LA299 Substantive Law

3 credits (3 lec hrs/wk)

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

LITERATURE**ENG101 Survey of English Literature**

3 credits/term (3 lec hrs/wk)

Literary documents and authors of the British Isles from the Anglo-Saxon beginnings through the sixteenth century.

Sequence with ENG102, ENG103, need not be taken in order.

ENG102 Survey of English Literature

3 credits/term (3 lec hrs/wk)

Literary documents and authors of the British Isles from the seventeenth through the early nineteenth centuries. Characteristic works and major figures of the period.

Sequence with ENG101, ENG103, need not be taken in order.

ENG103 Survey of English Literature

3 credits/term (3 lec hrs/wk)

Literary documents and authors of the British Isles from the nineteenth century through the modern era. Characteristic works and major figures of the period.

Sequence with ENG101, ENG102, need not be taken in order.

ENG104 Introduction to Literature - Prose

3 credits/term (3 lec hrs/wk)

Introduces literature in prose through such forms as the novel, short story, essay and biography. Presents methods of in-depth critical reading that serve as a basis for further study and enjoyment of literature.

Sequence with ENG105, ENG106.

Need not be taken in order.

ENG105 Introduction to Literature - Drama

3 credits/term (3 lec hrs/wk)

Introduces drama, both ancient and modern. Presents the development of drama and the elements of dramatic literature (setting, theme, characterization and language) that serve as a basis for further study and enjoyment of drama.

Sequence with ENG104, ENG106.

Need not be taken in order.

ENG106 Introduction to Literature - Poetry

3 credits/term (3 lec hrs/wk)

Introduces the student to the types, elements and structures of poetry. Presents those elements of poetry, language, form, metrics, style, voice, that serve as a basis for further study and enjoyment of poetry.

Sequence with ENG104, ENG105.

Need not be taken in order.

ENG107 World Literature,

3 credits/term (3 lec hrs/wk)

Introduces key literary works and authors of western civilization from the ancient and classical foundations to the Middle ages. Literature of other cultures may be introduced. Students should consider taking History of Western Civilization concurrently. Sequence with ENG108, ENG109. Need not be taken in order.

ENG108 World Literature

3 credits/term (3 lec hrs/wk)

Introduces key literary works and authors of western civilization from the late Middle Ages and Renaissance to the Enlightenment. Literature of other cultures may be introduced. Students should consider taking History of Western Civilization concurrently. Sequence with ENG107, ENG109. Need not be taken in order.

ENG109 World Literature

3 credits/term (3 lec hrs/wk)

Introduces key literary works and authors of western civilization from Romanticism to modern and contemporary writings. Literature of other cultures may be introduced. Students should consider taking History of Western Civilization concurrently. Sequence with ENG107, ENG108. Need not be taken in order.

ENG 198/298 Independent Study in Literature - to be arranged

Allows accomplished literature students to pursue their own interests on a reading and conference basis under the tutelage of faculty members.

Prerequisite: Instructor's consent.

ENG201 Shakespeare

3 credits/term (3 lec hrs/wk)

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. Plays drawn from the early histories and comedies. Sequence with ENG202, ENG203. Need not be taken in order.

ENG202 Shakespeare

3 credits/term (3 lec hrs/wk)

An introduction to Shakespeare's dramatic literature from the middle period. The timelessness of his ideas and themes, the formal demands of drama and the development of the artist are emphasized. Plays are drawn from the middle comedies and tragedies. Sequence with ENG201, ENG203. Need not be taken in order.

ENG203 Shakespeare

3 credits/term (3 lec hrs/wk)

An introduction to Shakespeare's dramatic literature from the late period emphasizing the timelessness of his ideas and themes, the formal demands of drama and the development of the artist. Plays drawn from the tragedies, late comedies and romances. Sequence with ENG201, ENG202. Need not be taken in order.

ENG253 Survey of American Literature

3 credits/term (3 lec hrs/wk)

Introduction to the development of American Literature from the colonial beginnings through the Romantic Period. Special attention given to helping students develop a sense of what is "American" in literature and thought. Sequence with ENG254, ENG 255. Need not be taken in order.

ENG254 Survey of American Literature

3 credits/term (3 lec hrs/wk)

Introduction to the development of American Literature in the middle and latter parts of the nineteenth century (often referred to as the Age of Realism). Special attention is given to helping students develop a sense of what is "American" in literature and thought. Sequence with ENG253, ENG 255. Need not be taken in order.

ENG255 Survey of American Literature

3 credits/term (3 lec hrs/wk)

Introduction to American Literature of the twentieth century. Special attention given to helping students develop a sense of what is "American" in literature and thought. Sequence with ENG253, ENG 254. Need not be taken in order.

ENG260 Introduction to Women Writers

3 credits/term (3 lec hrs/wk)

Introduction to selected women writers, their literary styles and perspectives and the conditions affecting their work.

ENG299 Special Topics in Literature

3 credits/term (3 lec hrs/wk)

In-depth exploration of theme, problem and mode in literature for students who have a special interest in the issue. Each time the course is offered, it will be subtitled to identify the special subject of study.

0.534 Appreciation of Literature

1 - 3 credits (15 - 36 hr/total)

Survey of literature to stimulate and increase enjoyment and understanding through a variety of literary works, writing periods and study approaches.

0.536 Shakespeare: Ashland

1 - 3 credits (15 - 36 hr/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.

MACHINE TOOL TECHNOLOGY**4.160 Basic Metallurgy**

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

A practical approach to metals and non-metallic materials, their physical properties, heat treatment of steels, testing of some physical properties and machinability of metals.

4.170 Machine Tools I

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

Basic introduction of benchwork, drill presses, power saws, grinders and lathes. A general overview of tools, materials and procedures used in the machine shop.

4.171 Machine Tools II

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

A continuation of Machine Tools I, introducing the vertical and horizontal milling machines, tool sharpening and threading on the lathe, emphasizing machine tool theory and precision measurement.

Prerequisite: 4.170 Machine Tool I or instructor's consent.

to practically apply the information in machine shop situations.

4.175 Manufacturing Process

3 credits (3 lec hrs/wk)

Production processes used in industry and technical problems relating to mass production of metallic and non-metallic products.

4.178 Machine Tools VI

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

Final course of six-course sequence designed to consolidate topics and machines studied and to relate this information to industrial applications. Setup and operation of production machines is studied.

Prerequisite: 4.177 Machine Tools V or instructor's consent.

**4.179 Advanced Studies Project**

3 credits (9 lab hrs/wk)

Provides additional lab experience.

Students will, with instructor's approval and supervision, design and produce a special tool using any of the tools and machines available in the machine shop.

Prerequisite: Second year Machine Tool Technology major or instructor's consent.

4.181 Numerical Control Machining II

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

Second course in the N.C. 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: 4.173 Numerical Control Machining I or instructor's consent.

4.172 Machine Tools III

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

The third course provides the opportunity to apply the skills developed in Machine Tools I and Machine Tools II and to gain additional experience in the machine tool field. Advanced machine setups will be studied.

Prerequisite: 4.171 Machine Tools II or instructor's consent.

4.176 Machine Tools IV

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

First course in the second year sequence covers advanced setups and operations for lathes, milling machines, grinders, saws and drill presses. Emphasis is placed on higher precision in machining parts.

Prerequisite: 4.172 Machine Tools III or instructor's consent.

4.182 Numerical Control Machining III

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

Continuing the training in CNC-machining and CNC-programming started in N.C.M. II, through advanced programming and machining techniques. Students will design, program and machine actual parts of moderate complexity.

Prerequisites: 4.181 Numerical Control Machining II or instructor's consent.

4.173 Numerical Control Machining I

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

Introduces numerical control machining, writing of point-to-point programs, setup and operation of a N.C. Milling machine and related applications.

Prerequisites: Machine Tools I and instructor's consent.

4.177 Machine Tools V

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

A continuation of Machine Tools IV including advanced setups and operations on milling machines and lathes. Basic tool and fixture making is studied with more emphasis on closer tolerances.

Prerequisite: 4.176 Machine Tools IV or instructor's consent.

4.280 Cooperative Work Experience

1-9 credits (4-36 lab hrs/wk)

Gain on-the-job experience in coordinator-approved shop situations that closely parallel field of study. Work under supervisor and coordinator. Seminar arranged by supervisor.

Prerequisite: Instructor's consent.

4.174 Machine Tool References

3 credits (3 lec hrs/wk)

Provides the experience and knowledge needed to retrieve the technical information from machine manuals, Machinery's Handbook, tool and equipment manufacturer's catalogs and

9.228 Machine Tool Technology Workshop

.25-3 credits (1-9 lab hrs/wk)
Operation and setup of lathes, milling machines, grinders and other machines in the shop. Opportunity to advance skills in applications common to those in industry. Special tools and materials provided by student.
Prerequisite: Instructor's consent.

MARINE NAVIGATION

9.615 Marine Navigation - Piloting

3 credits (3 lec hrs/wk)
Provides a basic understanding of the principles involved in navigation and the working knowledge of navigation techniques. Studies include weather, dead reckoning, piloting, electronic navigation and the utilization of these concepts for navigation; use of various navigational instruments to obtain lines of position and the use of required publications necessary to interpret these lines of position to navigational fixes. Also Rules of the Road, radio communications and distress signals and a look at celestial navigation.

9.616 Marine Celestial Navigation

3 credits (3 lec hrs/wk)
Provides a basic understanding of the principles involved in celestial navigation and a working knowledge of celestial navigational techniques. Enables recipient to meet licensing requirements of the U.S. Coast Guard to prepare operators of ocean-going vessels (more than 200 miles offshore) and for examinations in celestial navigation. A study of celestial sightings, time and the utilization of these concepts for navigation, involving the use of various instruments and required publications to reduce these lines of position to navigational lines.

MATHEMATICS

0.760 Math Lab

(0 credit)
Individualized instruction on all levels of math from basic arithmetic to calculus. Student works at own speed and level.
Prerequisite: Registration in any math course.

MTH20 Basic Mathematics

4 credits (4 lec hrs/wk)
Prepares students for successful completion of science sequence or any other program requiring knowledge of basic mathematics.

MTH30 Applied Math for Industrial Mechanics

4 credits (4 lec hrs/wk)
Basic arithmetic operations with an emphasis on applications.

MTH31 Applied Algebra and Geometry for Industrial Mechanics

4 credits (4 lec hrs/wk)
Basic geometric concepts, graphing in a rectangular system and basic algebraic concepts and applications.
Prerequisite: MTH30 or instructor's consent.

MTH33 Applied Trigonometry for Industrial Mechanics

4 credits (4 lec hrs/wk)
Prerequisite: MTH31 or instructor's consent.

MTH40 Applied Trigonometry

4 credits (4 lec hrs/wk)
Introduction to plane trigonometry emphasizing practical applications.
Prerequisite: MTH70 or instructor's consent.

MTH70 Beginning Algebra

4 credits (4 lec hrs/wk)
The transition from arithmetic to algebra for students with little or no previous experience in algebra. Includes concepts of numbers, integers and rational numbers, their generalization and simple algebraic procedures and applications.
Prerequisite: MTH20 or instructor's consent.

MTH94 Intermediate Algebra I

4 credits (4 lec hrs/wk)
A study of the mechanics of the properties of real and complex numbers. Introduction to solving linear and quadratic equations, inequalities, fractional equations, polynomial and rational expressions with application.
Prerequisite: 4.202 Elementary Algebra or 4.203 Elementary Algebra II or equivalent.

MTH95 Intermediate Algebra II

4 credits (4 lec hrs/wk)
A study of exponents, radicals and complex numbers, quadratic equations, functions and relations, and solutions to systems of equations, plus an investigation of exponential and logarithmic functions.
Prerequisites: MTH94 Intermediate Algebra I, one year of high school algebra and/or instructor's consent.

MTH105 Introduction to Contemporary Mathematics

4 credits (4 lec hrs/wk)
A survey of several areas of mathematics including algebra, geometry and statistics with emphasis on solutions to practical real life problems. The last course in a sequence that meets the math requirements for the AA degree.
Prerequisite: MTH95 Intermediate Algebra II or equivalent.

MTH111 College Algebra

4 credits (4 lec hrs/wk)
For students who have completed 1.5 to 2 years of high school algebra and a year of geometry. Includes numbers and their properties, manipulation of algebraic expressions, equations and inequalities in one variable, functions and graphing.
Prerequisites: MTH95 Intermediate Algebra II and two years high school algebra or instructor's consent.

MTH112 Elementary Functions

4 credits (4 lec hrs/wk)
Trigonometry that includes circular functions, inverse functions, applications and angles.
Prerequisite: MTH111 College Algebra.

MTH211/212/213 Fundamentals of Elementary Mathematics

3 credits/term (3 lec hrs/wk)
A foundation course in arithmetic for elementary teachers, including set theory, logic, systems of numeration and basic operations with subsets of the real numbers, measurement and right triangle trigonometry. A prerequisite for majors in elementary education at Oregon State University.
Prerequisites: Two years high school algebra or MTH95 or instructor's consent.

MTH251/252/253/254 Calculus I, II, III, IV
 4 credits/term (4 lec hrs/wk)
 Includes differentiation and integrations; applications to rates, area and volumes in mechanics; plane analytic geometry; elementary transcendental functions. Techniques of integration, vectors, solid analytic geometry. Partial differentiation, multiple integration, infinite series. Standard sequence for student in science and engineering.
Prerequisite: MTH212 or instructor's consent.

MUSIC

MUP105/205 Jazz Ensemble (Jazz Band)
 1-3 credits term (1-2 lec, 1-3 lab hrs/wk)
 Provides opportunity for musicians to participate and improve music techniques and skills, notation, terminology and improvisation as it applies to the jazz idiom.

MUP114 Stage Band
 1-3 credits (3-9 lab hrs/wk)
 Presents a wide range of musical styles, forms of jazz, popular and rock idioms. Improve instrumental skills, music reading and performer's musical awareness.

MUP121/221 Symphonic Choir (Community Choir)
 2 credits/term (1-2 lec, 1-3 lab hrs/wk)
 Performance oriented practice for presentations, including music with different styles and problems.

MUP122/222 Concert Choir
 2 credits/term (1 lec, 4 lab hrs/wk)
 Vocal ensemble provides opportunity for singers to practice and improve talents. Attention is given to voice placement and usage, music reading, terminology and major choral literature of all styles and periods.

MUP123/223 Opera Workshop: Community Opera
 0-3 credits/term (1 lec, 8 lab hrs/wk)
 Rehearse and execute performance of an opera by an accomplished composer.
Prerequisites: Vocal training and musicianship, evaluated by audition.

MUP125/225 Vocal Jazz Ensemble (Southwesters)
 2 credits/term (4 lab hrs/wk)
 Performance of popular vocal arrangements. Emphasis on precision, sensitivity and musicianship.
Prerequisites: Audition and instructor's approval.

MUP135/136/137 Singing Fundamentals (Voice Class)
 1 credit/term (3 lab hrs/wk)
 Provides opportunity for musicians to improve musicianship, instrumental techniques and skills.

MUP142/242 Chamber Orchestra (Sinfonietta)
 1-3 credits (1-2 lec, 1-3 lab hrs/wk)
 Provides opportunity for musicians to participate and improve musicianship and instrumental skills.

MUP171/271 Applied Piano
 1 credit (1 lab hr/wk)

MUP172/272 Applied Harpsichord
 1 credit (1 lab hr/wk)

MUP173/273 Applied Organ
 1 credit (1 lab hr/wk)

MUP174/274 Applied Voice
 1 credit (1 lab hr/wk)

MUP175/275 Applied Violin
 1 credit/term (1 lab hr/wk)

MUP180/280 Applied Guitar
 1 credit/term (1 lab hr/wk)
 Private lessons on a one-to-one basis for piano, guitar and other instruments, based on request and instructor availability. Student may be asked to audition to perform in recitals or college ensembles.

MUP202 Concert Band
 3 credits (2 lec, 3 lab hrs/wk)
 Music studio class offering rehearsal and performance opportunities in concert band literature.

MUS101/102/103 Music Fundamentals
 1-3 credits each (1-3 lec hrs/wk)
 Introduction to principles and foundations of music.

MUS111/112/113 Music Theory 4 credits/term (4 lec, 1 lab hrs/wk)
 Examines elements, structures and patterns of music. Analyzes styles of major composers and develops aural and keyboard skills.
 Must be taken in sequence.

MUS115/116/117 Ear Training and Sight Reading
 1 credit/term (1 lec hr/wk)
 Identification of notes and rhythms.
 Must be taken in sequence.

NOTE: ALL MUSIC STUDENTS MUST TAKE EAR TRAINING

MUS131/132/133 Class Piano
 1-2 credits/term (1-2 lec, 1 lab hr/wk)
 Theory and practice in piano and keyboard techniques.
 Must be taken in sequence.

MUS134/135/136 Voice Class
 1 credit/term (1 lec, 1 lab hr/wk)
 Basic voice techniques.
 Must be taken in sequence.

MUS137/138/139 Class Guitar
 1-2 credits/term (1-2 lec, 1 lab hr/wk)
 Introduces basic guitar techniques.
 Must be taken in sequence.

MUS198/298 Independent Study in Music - to be arranged

MUS201/202/203 Introduction to Music and Its Literature
 3 credits each (3 lec, hrs/wk)
 Study of musical elements, forms and historical styles.

MUS211/212/213 Music Theory II
 4 credits/term (4 lec, 1 lab hr/wk)
 Examines structure and elements of music through analysis of the styles of major composers.
Prerequisites: MUS111/112/113, Music Theory I, II, III.

MUS261/262/263 Music History I,II,III
 3 credits/term (3 lec hrs/wk)
 Basic stylistic concepts from baroque to classical and romantic to contemporary periods.



0.522.7 Band (Jazz Band)

0 credit (1-2 lec, 1 lab hrs/wk)
Provides opportunity for musicians to participate and improve music techniques and skills, reading, notation, terminology, and improvisation as it applies to the jazz idiom.

0.522.8 Community Choir (Symphonic Choir)

0 credit (1-2 lec, 1 lab hrs/wk)
Performance oriented practice for presentations, including music, with different styles and problems.

0.522.9 Chamber Orchestra (Sinfonietta)

0 credit (1-2 lec, 1 lab hrs/wk)
Vocal ensemble provides opportunity for singers to practice and improve talents. Attention is given to voice placement and usage, music reading, terminology and major choral literature of all styles and periods.

NURSING

NUR101 Fundamentals of Nursing

9 credits (5 lec, 12 lab hrs/wk)
First quarter of a four quarter practical nursing program leading to a certificate and eligibility to take the state board examination for licensure and/or a six quarter associate degree program leading to eligibility to take state board examination for registered nurse licensure. Beginning concepts in the areas of fundamentals of nursing. Major

concepts in communication, mental health, body mechanics, alignment, asepsis, nutrition, fluids, pharmacology, growth and development and maternal health are introduced.

Prerequisite: Admission to SWOCC Nursing Program.

NUR102 Nursing Science and Practice

9 credits (5 lec, 12 lab hrs/wk)
Continues to build skills and introduce new skills and concepts relating to crisis, mobility homeostasis, elimination and oxygenation. Communications, emphasis on the needs of the aged are integrated. Observation is expanded to include total assessment, nursing diagnosis, expected outcomes and rationales. Student continues to apply knowledge and skills in the hospital setting.

Prerequisites: Admission to SWOCC Nursing Program (see catalog); completion of NUR101 and Anatomy and Physiology I (BI231) with a grade C or better.

NUR103 Nursing Science and Practice II

9 credits (5 lec, 12 lab hrs/wk)
Covers maternity nursing and care of patients of all ages undergoing surgery, cardiac, gastrointestinal and fluid and electrolyte problems. Evaluation as part of nursing process is introduced. Pharmacology, nutrition and communications are integrated throughout the course. Students spend time in a hospital setting, applying skills and concepts learned.

Prerequisites: Admission to SWOCC Nursing program (see catalog); completion of NUR101 and 102 and Anatomy and Physiology I and II (BI231 and 232) with a grade C or better.

NUR150 Nursing Study Skills

1 credit (2 lec hrs/wk)
Introduces students to the nursing program requirements and teaches them the use of study skills in conjunction with those requirements.

NUR201 Nursing Science and Practice III

9 credits (5 lec, 12 lab hrs/wk)
Covers alterations in physiological and psychological functioning with needed nursing interventions in relation to

orthopedics, urinary, cancer, blood dyscrasia and neurological problems. Nursing process in care of patients with these disorders is stressed, including acute psychiatric disorders, psychoses, substance abuse and suicide. I.V. therapy is taught as far as maintenance, medications and blood administration. Students will study the Practical Nurse's transition from student to graduate working after graduation, legal/ethical aspects of LPN practice and giving medications to groups of patients.
Prerequisite: Satisfactory completion of first year of the program or admission into second year with advanced placement as an LPN or transfer student (see admission requirements in catalog).

NUR202 Nursing Science and Practice IV

9 credits (5 lec, 12 lab hrs/wk)
Covers complications of all aspects of pregnancy, including acute neonatal care and acute GYN problems, endocrine/renal and common acute pediatric health problems. Care of the patient in E.R., airway insertion and physical assessment of the heart and lungs is stressed.

Prerequisites: Completion of NUR201 and BI123 Elementary Microbiology with a grade C or better or advanced placement as an LPN (see admission requirements in catalog).

NUR203 Nursing Science and Practice V

10 credits (5 lec 15 hrs/wk)
Care of the patient in CCU-ICU, acute neurological problems, neck/chest surgery patients, communicable diseases, eye and ear disorders, R.N. roles, management of multiple patient assignments, organization of health care facilities, responsibilities of RN, ethically, professionally and legally. All required lab hours are spent in last four weeks of quarter (40 hours per week including weekends).

Prerequisite: Completion of NUR202 with a grade of C or better. Students must be in satisfactory standing to enter this quarter.

5.460 Basic Nursing Assistant

6 credits (40 lec, 20 lab,
60 clinical hrs/total)

Prepares a Basic Nursing Assistant to be eligible for certification as outlined by the Oregon State Board of Nursing, to care for clients in stable environments, i.e., nursing homes, long-term and intermediate care facilities.

9.416 Intravenous Therapy for Health Professionals

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

Provides students with skills, knowledge and attitudes to perform venipuncture, maintain and discontinue intravenous solutions, medications and blood components.

Prerequisites: Currently licensed LPN, RN, or certified EMT II or III, or instructor's consent.

9.424/0.574 Hospice/WAC Training

3 credits (3 lec hrs/wk)

For persons who are interested in being volunteers for South Coast Hospice and/or We Are Concerned and those working with the terminally ill. These local community organizations offer emotional, physical and social support to individuals and families involved with a life-threatening or terminal illness. The class focuses on intrapersonal and interpersonal issues which face the volunteer and professional working with clients. The class is open to anyone interested in the subject matter covered.

9.427 Career Development

Seminars: Health and Wellness - General

0-3 credits (1-90 lec and/or lab hrs total)

Inservice training program and seminars designed to study current issues and problems within health and wellness areas and methods of alleviating them.

OFFICE ADMINISTRATION**OA114 Personal Shorthand**

3 credits (5 lec, 1 lec-lab hrs/wk)

Uses abbreviated alphabetic forms to record and transcribe dictation.

OA116 Office Procedures

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

Methods, concepts and procedures for today's business office operation including defining the role of the office worker, setting priorities, coordinating mail, responding to office callers, handling incoming and outgoing telephone calls, making travel arrangements, telecommunications, reprographics, developing communication skills and job search techniques, i. e. resume and cover letter preparation and job interview techniques.

OA121 Keyboarding I

3 credits (5 lec-lab hrs/wk)

Presents principles of typewriter operation and keyboarding, manuscript writing, tabulation, centering, correspondence, speed and accuracy development.

OA122 Keyboarding II

1-3 credits (2 lec, 3 lab hrs/wk)

Review and advanced instruction on formatting business correspondence, special correspondence and tables, business forms and reports. Intensive drills to increase speed and accuracy. **Prerequisites:** OA121 Keyboarding I or equivalent with a grade of C or better. Typing skill level at 45 wpm; be able to format a simple letter, table and report.

OA123 Keyboarding: Advanced Formatting

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

Emphasis on speed, accuracy and secretarial standards in producing documents using IBM-compatible equipment and software. Assignments include manuscripts, statistical tables, form letters, mailing lists and specialized correspondence.

Prerequisites: OA201 Beginning WordPerfect (can be taken concurrently) and OA122 Keyboarding II. Minimum typing speed of 50 wpm or instructor's consent.

OA124 Typing Skill Building

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

Develops keyboard speed and accuracy through drill and production.

Prerequisite: OA121 Keyboarding I or the ability to touch type.

OA200 Introduction to Word Processing

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

Surveys the effects of automated office equipment in office organization structures and the role and career opportunities of word processing workers. In-depth study of electronic typewriter with memory.

Prerequisites: OA122 Keyboarding II or equivalent; or consent of instructor; minimum typing speed - 40 wpm; good language arts skills.

OA201 Beginning WordPerfect

2 credits (4 lec-lab hrs/wk)

Introduces principles and concepts of a word processing software system, including the procedures and techniques used to operate the system.

OA202 Word Processing IBM-DW

2 credits (1 lec, 3 lab hrs/wk)

Continues word processing techniques and operations. Includes origination, processing, reproduction and distribution.

OA203 Word Processing IBM-DW

2 credits (1 lec, 3 lab hrs/wk
5 wks total)

Continues word processing techniques and operations, including origination, processing, reproduction and distribution.

Prerequisite: OA201 Beginning WordPerfect.

OA204 Advanced WordPerfect

2 credits (4 lec-lab hrs/wk 48 total)

For persons with basic skills and knowledge of WordPerfect IBM-compatible computers. Will cover merge, sort, macros, document assembly and basic desktop publishing. **Prerequisite:** OA201 Beginning WordPerfect

OA214 Personal Shorthand Skill Building

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

Includes a review of theory and brief form mastery, transcription of mailable copy, additional skill development in reading and writing notes, review of grammar, spelling, and punctuation, and editing from rough draft material.

Prerequisite: OA114 Personal Shorthand.

OA220 Electronic Calculators

2 credits (1 lec, 3 lab hrs/wk)

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: 4.200 Basic Mathematics or equivalent or instructor's consent.

OA225 Machine Transcription

34 credits (2 lab, 4 lec-lab hrs/wk)

Practice in the conversion of audio-recorded dictation to typewritten copy, using English essentials, spelling, punctuation and grammar; and typewriting skills to produce mailable business documents.

Prerequisites: Minimum typing speed of 40 wpm; 2.591 Pre-transcription Skills; OA201 Beginning WordPerfect or instructor's consent.

OA240 Filing/Records Management & Office Systems

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

A comprehensive study of filing systems equipment and criteria by which records are created, classified, stored and retrieved. Covers effective communication transmittal systems with particular emphasis on mail handling and telephone systems.

OA256 The Electronic Office

3 credits ()

Study of office information and decision support systems and policies and procedures applicable to the operations of each system. Applies supporting electronic technology, leadership techniques in the areas of word processing, data base management, spreadsheets, electronic mail and networks.

Prerequisites: OA201 Beginning WordPerfect, CS110B, OA122 Keyboarding II.

2.280 Cooperative Work Experience

1 - 8 credits (4 - 40 lab hrs/wk)

Students gain on-the-job experience in coordinator-approved business situations closely paralleling field of study, working under supervisor and coordinator. Seminar arranged by supervisor.

Prerequisite: Instructor's consent.

2.591 Pre-transcription Skills

3 credits (5 lec-lab hrs/wk)

Prepares students for the fields of shorthand and machine transcription; a thorough study of punctuation, capitalization, grammar and spelling as applied to transcribing and editing commonly used documents found in the business office.

Prerequisite: 0.525 Sentence Fundamentals or a minimum standard score of 45 on the sentence section of College Placement Test or instructor's consent.

9.709 Beginning Keyboarding for Microcomputers

1 credit (1 lec, 4 lab hrs/wk)

Develop skills in inputting alphabetic, numeric and symbol information on a microcomputer keyboard. Introduction to and practice on the numeric keypad. Covers an understanding of the basic vocabulary and concepts used in keyboarding operations for entering and retrieving information.

9.723 Medical Terminology I

3 credits (3 lec hrs/wk)

Introduction to medical terminology including medical prefixes, suffixes and word stems. Study in each system is categorized into additional prefixes and suffixes, diagnostic, symptomatic and operative terminology. Basic coverage of skeletal structures.

9.724 Medical Secretary I

3 credits (3 lec hrs/wk)

Introduction to medical office, telephone management, appointment book, recognizing medical emergencies, art of handling patient's problems, medical ethics and medico-legal responsibility, Oregon law, consents, authorizations and basic medical records.

9.725 Medical Insurance, Credit and Collections

3 credits (3 lec hrs/wk)

Medical insurance terminology, familiarity with types of insurance programs. Credit and collection procedures with Federal and Oregon laws, credit applications, basic billing cycles.

9.726 Medical Terminology II

3 credits (3 lec hrs/wk)

A complete study of medical terminology of body systems, i. e. respiratory, endocrine, eye/ear, digestive, muscle structures, reproductive - male/female. Medical Terminology courses need not be taken in sequence.

9.727 Medical Transcription I

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

Introduces simpler forms of medical transcription from hospital dictation. Utilization of terminology with emphasis on accuracy.

Prerequisites: OA225 Machine Transcription or instructor's consent.

9.728 Medical Terminology III

3 credits (3 lec hrs/wk)

Covers all systems introduced in Medical Terminology I and II and intensifies spelling drills pertinent to each system. Attention to anatomical detail with more intensified explanation of anatomy, structures, glands and organs. Local physicians will lecture.

9.729 Medical Transcription II

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

Specialized/complex medical dictation by actual physicians for the development of transcription skills.

Prerequisite: 9.727 Medical Transcription I or instructor's consent.

9.730 Medical Secretary II

3 credits (3 lec hrs/wk)

A continuation of Medical Office Management with medical terminology being expanded into practical application as applied to medical records. Different facets of medical reporting and analysis will be covered.

9.731 Clinical Procedures I

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

Provides clinical orientation, initial instruction and basic skills for a medical/ clerical assistant.

Prerequisite: 9.723 Medical Terminology I or instructor's consent.

9.732 Clinical Procedures II

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

Provides in-depth simulation of clinical experience in procedures practiced by office nurses to prepare the medical office assistant to substitute for the physician's nurse, without major routine changes in office routine, for the safety, security and comfort of patient, physician and assistant.

Prerequisite: 9.731 Clinical Procedures I or instructor's consent.

9.733 Clinical Procedures III

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

Provides knowledge, skills and practical experience enabling the student to attain and maintain safe, intelligent, quality patient care under supervision of licensed personnel. Emphasis on medical and surgical aspects in preparation for office surgery.

Prerequisites: 9.731 Clinical Procedures I, 9.732 Clinical Procedures II or instructor's consent.

9.735 Legal Secretarial Procedures

3 credits (3 lec hrs/wk)

Covers basic background differences in working in a law office, ethics, structure, physical layout and equipment, information management, file management, written communications, the courts and administrative agencies, legal terminology and preparation of documents.

Prerequisite: OA121 Keyboarding I or instructor's consent.

9.736 Legal Terminology and Word Processing

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

Preparation of legal documents, litigation, contracts, torts, criminal law procedures, business organizations, real estate, legal research and the law library, legal terminology and preparation of documents.

Prerequisites: OA201 Beginning WordPerfect, 9.735 Legal Secretarial Procedures. Typing speed 50 wpm or instructor's consent.

9.737 Legal Transcription

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

Family law, adoptions, divorce, child custody, modification, estates and guardianships, bankruptcy, overview of workers' compensation case, attendance at a court hearing, legal terminology and

preparation of documents.

Prerequisites: 9.735 Legal Secretarial Procedures, 9.736 Legal Terminology and Word Processing, OA201 Beginning WordPerfect and typing speed 50 wpm.

9.757 Introduction to Word**Processing I**

0.5 credit (3 lec-lab hrs/wk)

Introduction to using the WordPerfect program on micro-computers, input, save, revise and print documents.

Basic format changes will be introduced.

Prerequisite: Typing 25 wpm.

PHILOSOPHY**PHL201 Introduction to Philosophy**

3 credits/term (3 lec hrs/wk)

Introduction to some of the major philosophical problems that have always been of concern to reflective people. Topics are about values or axiology, including human nature, ethics and social philosophy.

Sequence with PHL202, PHL 203.

Need not be taken in order.

PHL202 Introduction to Philosophy

3 credits/term (3 lec hrs/wk)

Introduction to some of the major philosophical problems that have always been of concern to reflective people. Focus on the issues of mind and body, free will, determinism and epistemology or philosophy of knowledge.

Sequence with PHL201, PHL 203

Need not be taken in order.

PHL203 Introduction to Philosophy

3 credits/term (3 lec hrs/wk)

Introduction to some of the major philosophical problems that have always been of concern to reflective people.

Focus on metaphysics: cosmology, religion, meaning and purpose.

Sequence with PHL201, PHL 202, need not be taken in order.

PHOTOGRAPHY**0.519.1 Basic Photography I**

0.5-2 credits/term (15-36 hrs total)

Introduction to basic principles of photography, including instruction in camera use, including lenses and their applications, developing and processing negatives, darkroom procedures, printing and enlarging techniques, special application (i.e., dodging, toning, etc.). Includes analysis of different types of film and developing procedures. Presentation of basic components of composition, etc., leading to advanced courses in photography.

0.519.3 Introduction to Photography Basics

1.5 credits (1 lab hr/wk, two 2-hr field trips)

Techniques of photography and how to be creative in taking photos.

Prerequisites: 35mm camera and knowledge of operation.

9.255 Color Developing and Printing

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

Introductory course for those already proficient in black and white materials. Understanding color processes to the degree of processing and printing color film. Assists both the serious amateur and the commercial photographer.

Prerequisite: Proficiency in black and white processing and printing.

PHYSICAL EDUCATION**PE131 Introduction to Health & Physical Education**

3 credits (3 lec hrs/wk)

Professional orientation, basic philosophy and objectives, professional opportunities and qualifications.

PE180 Women's Athletic Team

1 credit (3 lab hrs/wk)

Volleyball

Volleyball Techniques

Basketball

Basketball Techniques

PE185 CoEd Athletics

1 credit (3 lab hrs/wk)

Track & Field
Track & Field Techniques
Cross Country
Cross Country Techniques
Fundamentals of Track & Field
Physical Conditioning for Track

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 the instructor's consent. Special arrangements may be made for restricted or corrective work.

Aerobic Dance
Aerobic Exercise
Badminton
Basketball
Creative Dance I, II
Folk Dance
Golf
Jazz Aerobics
Jogging
Personal Defense
Physical Conditioning
Racquetball
Slimnastics
Softball
Swimming
Swimnastics
Tennis
Volleyball
Weight Training
Y's Ways to a Healthy Back

PE190 Men's Athletic Team

1 credit (3 lab hrs/wk)

Basketball
Basketball Techniques

PE195/295 Professional Activities

1-2 credits (3-6 lab hrs/wk)

Designed to provide Physical Education majors with opportunities to learn and develop teaching techniques and gain basic skills in the activity.

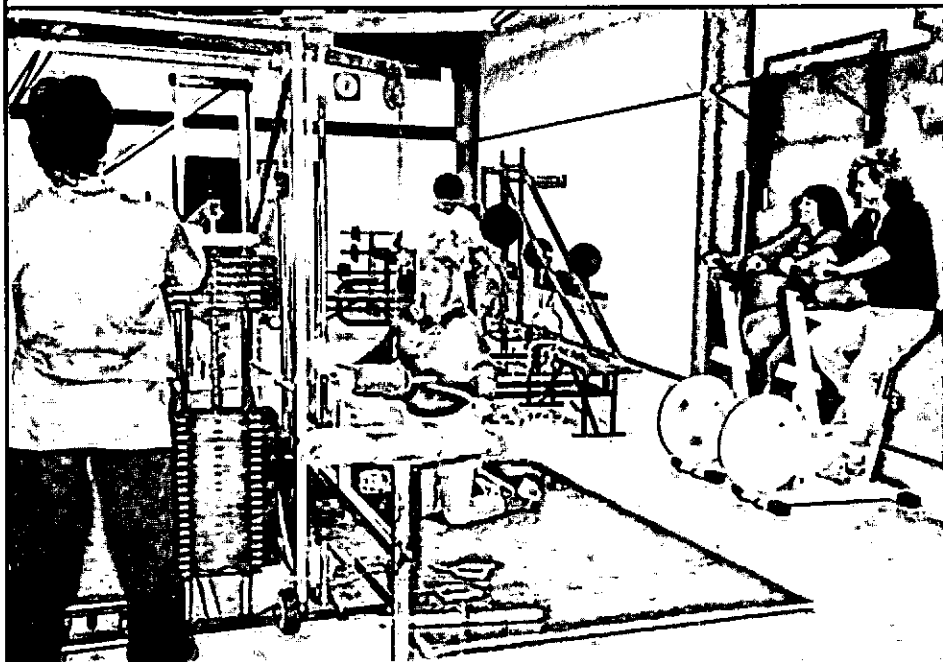
Sequence is offered every other year:

Fall Term:

Field Sports and Track & Field

Winter Term:

Basketball, Badminton, Fundamentals of Movement and Volleyball

**Spring Term:**

Gymnastics, Conditioning and Tennis

PE198/298 Independent Study in Physical Education - to be arranged**PE231 Wellness for Life**

3 credits (3 lec hrs/wk)

Lifetime fitness activities and wellness strategies.

PE280 Field Experience

1-3 credits

Includes seminar with teaching strategy

- 9 credits maximum.

Prerequisite: Instructor's consent.

Students have the opportunity to experience working with K-12 students in physical activity setting.

PHYSICS**PHY201/202/203 General Physics**

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

Study of principles and concepts of physical science including mechanics, heat, light, sound, electricity, magnetism and modern physics. For nonscience majors, including premedical and pre dental students.

Must be taken in sequence.

Prerequisites: MTH101 and MTH102.

PHY211/212/213 Engineering Physics

4 credits/term (5 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. Must be taken in sequence.

Prerequisite: MTH200 (The following may be taken concurrently: MTH200 with PHY211; MTH201 with PHY212; MTH202 with PHY213).

4.300 Practical Physics (Mechanics)

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

Non-calculus physics intended for vocational students. Study of the mechanical properties of matter as they relate to motion, force, momentum, energy and power. The application to machines and their processes is emphasized. Theory developed through lecture, discussions and practical applications.

4.304 Practical Physics (Electrical)

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

Non-calculus physics intended for vocational students. Study of the electrical properties of matter and the concepts of electricity and magnetism as they relate to electrical devices and machines. Theory is developed through lecture/discussions and application.

POLITICAL SCIENCE

PS198/298 Independent Studies in Political Science - to be arranged

PS201 American Government

3 credits/term (3 lec hrs/wk)

An introduction to American political institutions, processes and ideology in relation to politics and public policy.

PS205 International Relations

3 credits/term (3 lec hrs/wk)

An analysis of political relations among nations, with an emphasis on global issues and politics.

PSYCHOLOGY

PSY111 Personality and Development

3 credits (3 lec hrs/wk)

Emphasis on aiding student toward self-understanding and personal development. Stresses theories of personality, interpersonal relations, interpersonal communications and small group interactions.

PSY115 Career Workshops

1 credit (10-13 lec hrs total)

Discussions of present and future job opportunities, labor market changes, how to communicate effectively at the workplace and job search strategies focusing on how to market yourself to potential employers.

PSY135 Single Again: Aftermath of Divorce

1 credit (3 lab hrs/wk)

Designed to assist the recently divorced through the psychological and physical realities that are a part of that phenomenon. Provides instruction and experiences on historical perspective on marriage dissolution, assessing positions realistically and constructive planning for the future.

PSY140 Life Plan

3 credits (3 lec hrs/wk)

Provides an opportunity to explore current and future directions for career selection, definitions of family and development of a "Life Plan" to mesh with changing lifestyles. Occupational and personal "restructuring" throughout the life cycle.

PSY199/299 Focus on Women - Current Issues

1 credit each (10 lec hrs total each)

Workshops designed to examine issues facing women today, to look at choices and alternatives over the past 20 year and in the near future, and to focus on the role of women as caregivers and leaders in our society.

PSY201/202/203 General Psychology

3 credits/term (3 lec hrs/wk)

Introductory survey of human behavior. Includes physiological factors, perception, learning, motivation, developmental factors, personality, social interactions and influences and effective and ineffective functioning. May be taken out of sequence.

PSY280 Field Experience - Psychology

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

Prerequisite: Instructor's consent.

PSY299 Psychology of Violence and Aggression

3 credits (3 lec hrs/wk)

Discusses the causes and extent of violence in society. An introduction to the physiological, social and psychological dynamics that cause human aggression and violence.

Prerequisites: PSY201 and CJ100

9.033 Career Workshops (General)

0-1 credit (1-10 lec hrs total)

Discussions of present and future job opportunities, labor market changes, how to communicate effectively at the workplace and job search strategies focusing on how to market yourself to potential employers.

PUBLIC SERVICE COURSES - FIRE

(See Fire Science Technology for Associate Degree courses.)

9.301 Firefighter I-A

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

Develops understanding in fire department organizations as it pertains to industrial firefighters. Proper attitude of responsibility of station care and maintenance, and basic skills for team work in use of tools and their utilization under firefighting conditions.

9.302 Firefighter I-B

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

Develops responsible attitudes toward fire apparatus and safe, skillful handling of fire equipment, an understanding of fundamental characteristics of flammable liquids, LPG and the methods of extinguishment, an awareness of value of good prefire planning and systematic procedures of prefire planning.

9.304 Firefighter I-D

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

Review fire control tactics and apply principles of specific types of buildings and hazards. Includes air crash and rescue, mills, factories, large structure fires and motor vehicle fires.

9.305 Firefighter I-E

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

Forcible entry, fire ventilation practices, rescue, protective breathing practices and related procedures.

9.307 Rural Firefighting Strategy & Tactics

1 credit (12 lec hrs total)

Information enabling rural firefighters to evaluate fire potential and resources to handle a fire emergency.

9.311 Fire Tactics by Simulator

1.5 credits (15 lec hrs total)

Familiarizes student with operation of fire simulator as training tools. Improves fire suppression tactics and ability to function in actual fire conditions.

Prepares students for stress conditions to perform critical assignments under emergency situations.

9.313 Interagency Helicopter Training Guide Ground Support S-217

1.5 credits (18 lec hrs total)

Provides necessary skills to work as a ground support team member during fire and non-fire operations.

Prerequisite: Instructor's consent.

9.326 Apparatus Operator I

1.5 credits (10 lec, 20 lab hrs total)

Provides auxiliary and regular fire service personnel with basic operation of fire apparatus and related equipment.

9.327 Apparatus Operator II
1.5 credits (10 lec, 20 lab hrs total)
Provides advanced training in fire apparatus and pump operation, basic knowledge in water hydraulics and methods of water movement related to fire service.
Prerequisite: 9.326 Apparatus Operator I

9.328 Apparatus Operator III
2 credits (15 lec, 15 lab hrs total)
Acquaints fire fighters with basic operation and limitations of aerial trucks, water towers and related apparatus.
Prerequisite: 9.327 Apparatus Operator II.

9.329 Live Burn Exercise (Flammable Liquids)
.25-.5 credit (8-16 lab hrs total)
Provides firefighters with the opportunity to apply techniques of fire suppression in flammable liquid fires and aircraft fire/rescue operations.

9.333 Basic Incident Command System
1 credit (10 lec hrs total)
Provides student with knowledge of the Incident Command System (I.C.S.) including operational requirements, eight interactive components and procedures for organizing and operating an on-scene management structure.

9.336 Aircraft Firefighting and Rescue Procedures
2.5 credits (20 lec, 10 lec-lab hrs total)
Basic knowledge and understanding of aircraft types, fuel systems, emergency procedures, firefighting and rescue procedures and F.A.A. requirements dealing with crash sites.

9.337 Introduction to Wildland Fire Suppression
1 credit (12 lec hrs total)
Meets specific measurable objectives as they relate to forest fire control and suppression.

9.338 Sector Boss (S-330)
3 credits (3 lec hrs/wk)
Identifies specific sector boss responsibilities and shows relationship to successful and economical fire management.
Prerequisites: 5.284, 5.292 and 5.297 or instructor's consent.

9.395 Career Development - Fire (General)
0-3 credits (1-90 hrs total)
Practical application of current fire suppression and management operations, aimed at employed or volunteer public service employees.

PUBLIC SERVICE COURSES - POLICE

(See Criminal Justice for Associate Degree courses.)

9.370 Basic Law Enforcement I
3 credits (3 lec hrs/wk)
Introduction to criminal justice and the judicial system, the U.S. Constitution, civil/legal liabilities, Oregon Criminal Code elements and Motor Vehicle laws.

9.371 Basic Law Enforcement II
3 credits (3 lec hrs/wk)
Continuation of Basic Law Enforcement I, covering laws of search and seizure, laws of evidence, testimony in court and investigative techniques and motor vehicle laws.

9.372 Basic Law Enforcement III
3 credits (3 lec hrs/wk)
Patrol techniques, safe vehicle operation, vehicle stop skills and safe firearm skills.

9.374 Dispatcher Training
3 credits (3 lec hrs/wk)
Dispatcher training course for both fire and police dispatchers. Covers telephone skills to civil liability of a dispatcher. Those succeeding will receive Fire Standards Accreditation Board certification.

9.375 Search and Rescue Training
3 credits (2 lec, 2 lab hrs/wk)
Provides all the training and skills needed to meet state search and rescue certification standards.

9.376 Diving Instruction for Law Enforcement Personnel
3 credits (30 lec, 6 lab hrs total)
Skin and SCUBA diving course for open-water diving experience, preparatory to more advanced skills/experience to become law enforcement water-rescue divers.

9.390 Career Development: Law Enforcement
0-9 credits (1-324 lec and/or lab hrs total)
In-service training to study current issues and problems within the public service areas and methods of alleviating them.

9.393 Career Development: Human Services
0-9 credits (1-324 lec and/or lab hrs total)
In-service training program to study current issues and problems and methods of alleviating them within the human service areas

REAL ESTATE

Most real estate courses are offered on an individual basis. Contact the Business Division chairperson for more information.

RE112 Real Estate Law I
3 credits (3 lec hrs/wk)
Survey of Oregon Real Estate Law as it applies to ownership, use and transfer of real property, classes of property, legal description, instruments of conveyance, estates, liens, easements, deed restrictions and contracts. Partially fulfills the educational requirements for the Oregon Real Estate Salesperson License. Self-study uses a series of slide-tape programs that accompany the chapters of the textbook. Students are required to accumulate 30 hours of library preparation time to be eligible to take the final exam.
Prerequisite: Should be taken concurrently with RE113 Real Estate Principles I.

RE113 Real Estate Principles I
3 credits (3 lec hrs/wk)
Examines the nature of real property and real estate business, markets, brokering, ownership contracts, taxes and assessments. Partially fulfills the educational requirements for the Oregon Real Estate Salesperson License. Students are required to accumulate 30 hours in the library using a self-study course, a series of slide-tape programs that accompany the chapters in the textbook.

RE116 Real Estate Finance I

3 credits (3 lec hrs/wk)

Describes methods for financing the acquisition and transfer of real property. Includes the mortgage market, money, mortgage loan procedures, lending instruments, foreclosures and remedies, government loan programs and non-government loan programs. Partially fulfills the educational requirements for the Oregon Real Estate Salesperson License. A self-study course uses a series of slide-tape programs in conjunction with the textbook. Thirty hours of preparation time in the library qualifies student to take the final.

Prerequisite: RE113 Real Estate Principles I.

RE118 Real Estate Appraising I

3 credits (3 lec hrs/wk)

Methods for estimating the value of real property in residential form. Emphasis will be placed on appraisal process, definition of problem, appraisal plan, data collection, market approach to value, cost approach to value, income approach to value, correlations of estimates and writing the report.

Prerequisite: Basic knowledge of real estate.

RE222 Real Estate Appraising II

3 credits (3 lec hrs/wk)

Continuation of Real Estate Law I with emphasis on employment contracts, title insurance, earnest money receipts, options, closing statements, loan applications, escrow instructions, lending instruments, misrepresentation, insurable liability, subdivision and building codes, broker-attorney relationships, subdivision laws and landlord-tenant act.

Prerequisite: RE112 Real Estate Law I.

RE230 Real Estate Office Management and Supervision of Sales Personnel

3 credits (3 lec hrs/wk)

Methods of supervising activities of real estate sales personnel emphasizing planning, selection, training and evaluation of sales personnel; motivation, authority, communications, discipline and public relations. Students will examine methods for establishing and operating a small real estate office with focus on organizational formats, planning, office facilities, financial reports,

non-financial records, office personnel, office manuals and public relations.

Prerequisites: RE112 Real Estate Law I, RE113 Real Estate Principles I, and RE116 Real Estate Finance I.

9.290 Oregon Real Estate

1 credit (12 lec hrs total)

A review of the financing program available in the marketplace today. Emphasis on conventional real estate loans, government finance programs, finance regulations and alternate and seller financing. Provides continuing education for realtors.

REFRIGERATION**9.130 Refrigeration I**

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

Introduction to refrigeration, history, trade appreciation, fundamentals of refrigeration and compression systems.

9.131 Refrigeration II

3.25 credits (3 lec, 1 lab hrs/wk)

Introduction and fundamentals of compression systems, all types of refrigerants in use and the various type of flow controls used in refrigeration and air conditioning. Covers employment opportunities and apprenticeship.

Prerequisite: 9.130 Refrigeration I.

9.132 Refrigeration III

3.25 credits (3 lec, 1 lab hrs/wk)

Fundamentals of refrigeration, compression systems, flow equipment, condensers, flow chart controls.

Prerequisite: 9.131 Refrigeration II.

9.133 Refrigeration IV

3.25 credits (3 lec, 1 lab hrs/wk)

Continuation of refrigeration covering electrical controls and control valves.

Prerequisite: 9.132 Refrigeration III.

9.134 Refrigeration V

3.25 credits (3 lec, 1 lab hrs/wk)

Electric and electronic controls, control valves, evaporators and condensers.

Prerequisite: 9.133 Refrigeration IV.

9.135 Refrigeration VI

3.25 credits (3 lec, 1 lab hrs/wk)

Defrosting methods and compressor drives.

Prerequisite: 9.135 Refrigeration V.

9.136 Refrigeration VII

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

Operating and servicing refrigerating equipment.

Prerequisite: 9.135 Refrigeration VI.

9.137 Refrigeration VIII

3.25 credits (3 lec, 1 lab hrs/wk)

Operating and servicing refrigerating equipment, refrigerated enclosures, instruments, meters and heat calculation.

Prerequisite: 9.136 Refrigeration VII.

9.138 Refrigeration IX

3.25 credits (3 lec, 1 lab hrs/wk)

Instruments, meters and heat calculators, refrigerant lines and pressure drop.

Prerequisite: 9.137 Refrigeration VIII.

9.139 Refrigeration X

3.25 credits (3 lec, 1 lab hrs/wk)

Refrigerant line velocity, pressure drops and liquid cooling.

Prerequisite: 9.138 Refrigeration IX.

9.140 Refrigeration XI

3.25 credits (3 lec, 1 lab hrs/wk)

Line velocity, liquid cooling, absorption systems.

Prerequisite: 9.139 Refrigeration X.

SCIENCE, GENERAL**AGRICULTURE****0.624 Mushroom Identification**

1 credit (25 hrs/total)

Covers identification of local wild mushrooms, their basic characteristics and location. Emphasis on positive identification of edible and nonedible species, preparation for food and methods of preserving.

0.624.1 Wild Edible Plants

1 credit (1 lec, 1 lab hr/wk, 2 field trips, 4 hrs ea)

Emphasis on identification, preparation and preservation of wild edible plants.

0.811 Gardening

1 credit (25 hrs/total)

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

ASTRONOMY

PH121 Introductory Astronomy

3 credits (3 lec hrs/wk)

A descriptive treatment of solar system, stars, stellar evolution, galaxies and cosmology. Emphasis on results of current space missions and new discoveries in stellar astronomy.

GS107 Astronomy

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

Same as PH121, with lab component.

PHYSICAL SCIENCE

A sequence in Physical Science must include 104 and 105 plus either 106, 107 or 108.

GS104/105 Physical Science

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

An overview of the essential ideas in physics and chemistry and their application to either astronomy or geology. Laboratory exercises illustrate important principles and provide experience with measurement and scientific method.

Prerequisite: One year of high school algebra or instructor's consent.

GS104 An introduction to the laws of motion, the principles of work and energy, electricity and magnetism.

GS105 An introduction to chemistry, emphasizing atomic structure, chemical change and chemical bonding.

GS106 An introduction to earth science.

GS108 Oceanography

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

A study of the basic chemical, physical, geological and biological aspects of the oceans, the origin of the ocean basins and seawater. The significance of the interrelationships of man and the ocean is emphasized. Laboratory and field investigations of the properties of sea water and oceanic processes.

GS198/298 Independent Studies - General Science

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

Provides opportunities for studies of special interest.

Prerequisite: Instructor's consent.

GS275 Uses and Resources of the Ocean

3 credits (3 lec hrs/wk)

A study of the significance of the world's oceans to society and our contemporary role in the utilization of the marine environment, including history, civilization and the oceans, food and mineral resources, water and energy resources, pollution and waste disposal, coastal processes and activities, ocean law and management, technology and instrumentation, navigation and positioning, and miscellaneous issues. Local marine-related activities and problems are emphasized.

SOCIOLOGY

SOC198/298 Independent Studies in Sociology - to be arranged

SOC204/205/206 General Sociology

3 credits/term (3 lec hrs/wk)

Introduces the field of sociology and basic knowledge of the discipline.

SOC204 covers foundations of sociology, society and culture, the socialization process, social groups, race and ethnicity, gender and social stratification.

SOC205 is a sociological examination of basic and modern social institutions: the family; education; religion; economic, political and medical sociology; plus selected topics.

SOC206 is an examination of major social problems in contemporary society from sociological perspectives focusing on feasible solutions.

SOC210 Marriage and the Family

3 credits (3 lec hrs/wk)

A study of intimate relationships, courtship, marriage, and family patterns, examining how people cope with love, sexuality, children, conflict, divorce, blended families, disabilities and death of family members.

SOC212 Social Control

3 credits (3 lec hrs/wk)

Social controls in relation to the family, the environment, education, health care, social services and the criminal justice system.

SOC220/CJ131 Introduction to Penology

3 credits (3 lec hrs/wk)

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

SOC221/CJ201 Juvenile Delinquency

3 credits (3 lec hrs/wk)

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

SOC223 Sociology of Aging

3 credits (3 lec hrs/wk)

Introduces the sociological and cultural aspects of gerontology in contemporary American society.

SOC243/CJ243 Narcotics and Dangerous Drugs

3 credits (3 lec hrs/wk)

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

SOC244/CJ101 Criminology

3 credits (3 lec hrs/wk)

Provides a broad viewpoint of criminal behaviors and the justice system, consideration of human behaviors and crime, the impact of early theoretical approaches to current, theoretical and practical treatment of crime and criminals.

SPEECH

SP100 Basic Speech Communications

3 credits/term (3 lec hrs/wk)

Application of general communication behaviors and techniques to interpersonal and group communication patterns. Self-awareness and self-confidence, listening and feedback skills, and the non-verbal dynamics and conflict resolution necessary for effective communication in groups and to a general audience are developed.

SP111 Fundamentals of Speech

3 credits/term (3 lec hrs/wk)

Preparation and presentation of original informational speeches with emphasis on content, organization, adjustment to various speaking situations, delivery skills and the effective use of spoken language.

SP112 Fundamentals of Speech

3 credits/term (3 lec hrs/wk)

Analysis of communication methods designed to change attitudes for actions through persuasion. Development of critical thinking and effective spoken communication skills.

SP113 Fundamentals of Speech

3 credits/term (3 lec hrs/wk)

Practice communication techniques and oral skills to effectively participate in a group or public discussion. Introduction to problem-solving, analysis, reasoning, evidence and group leadership through the study of varied content sources.

SP215 Small Group Communication

3 credits/term (3 lec hrs/wk)

Study of communication factors in small group activities, including process and task, the verbal and non-verbal messages of leadership, norms and roles, conflict-reduction and decision-making within specified small group assignments.

SP230 Oral Interpretation

3 credits/term (3 lec hrs/wk)

Analysis and interpretation of literature through oral readings. Application of techniques of interpretation, characterization, emotional expressiveness and intellectual clarity to a variety of readings of literary merit.

SUPERVISORY TRAINING**SDP101 Principles of Management/Supervision**

3 credits (3 lec hrs/wk)

Total responsibility of the supervisor is covered, self-development, communication, employee development, human relations, discipline, organization, planning, quality control and grievances. Course is taught as beginning level in supervision.

SDP204 Labor-Management Relations

3 credits (3 lec hrs/wk)

History and development of the labor movement and both union and management roles in labor relations. Discusses federal and state legislation, contracts, negotiation, conciliation, arbitration, grievances and disciplinary procedures.

SDP208 Personnel Administration

3 credits (3 lec hrs/wk)

Aspects of personnel administration responsibilities including general supervisory practices, recruitment, selection, interviewing, performance appraisal, motivation techniques, training and equal employment opportunity and affirmative action programs.

SDP113 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.

THEATRE**TA101 Introduction to the Theatre**

3 credits/term (3 lec hrs/wk)

Designed to develop student appreciation of the development, theory and processes of creating live performances through human expression in theatre arts and crafts.

TA121 Fundamentals of Acting

3 credits/term (3 lec hrs/wk)

Methods, techniques and theory of acting as an art form through theatrical exercises.

TA122 Fundamentals of Acting

3 credits/term (3 lec hrs/wk)

Methods, techniques and theory of acting as an art form through characterization.

TA123 Fundamentals of Acting

3 credits/term (3 lec hrs/wk)

Methods, techniques and theory of acting as an art form through scenework.

TA221 Intermediate Acting Techniques

3 credits/term (3 lec hrs/k)

Identification of problems of characterization in a variety of theatrical literatures and probable solutions to specific challenges.

TA222 Intermediate Acting Techniques

3 credits/term (3 lec hrs/wk)

Practice in acting roles through developing imagination and ability to improvise.

TA223 Intermediate Acting Techniques

3 credits/term (3 lec hrs wk)

Development of acting skills in progressively more demanding scenework through advanced acting techniques.

WELDING TECHNOLOGY**0.763.1 General Metals**

1 credit (36 hrs total)

An introductory course for those interested in investigating the field of metal working. Course includes basic arc and gas welding, bending, foundry processes and sheet metal.

4.150 Welding I

3 credits (1 lec, 4 lec-lab hrs/wk)

Introduction to oxyacetylene welding and cutting, covering theory of welding and cutting, safety, operation of oxyacetylene equipment to join light gauge metal in flat horizontal, vertical and overhead positions. Use of oxyacetylene cutting torch to cut and pierce steel.

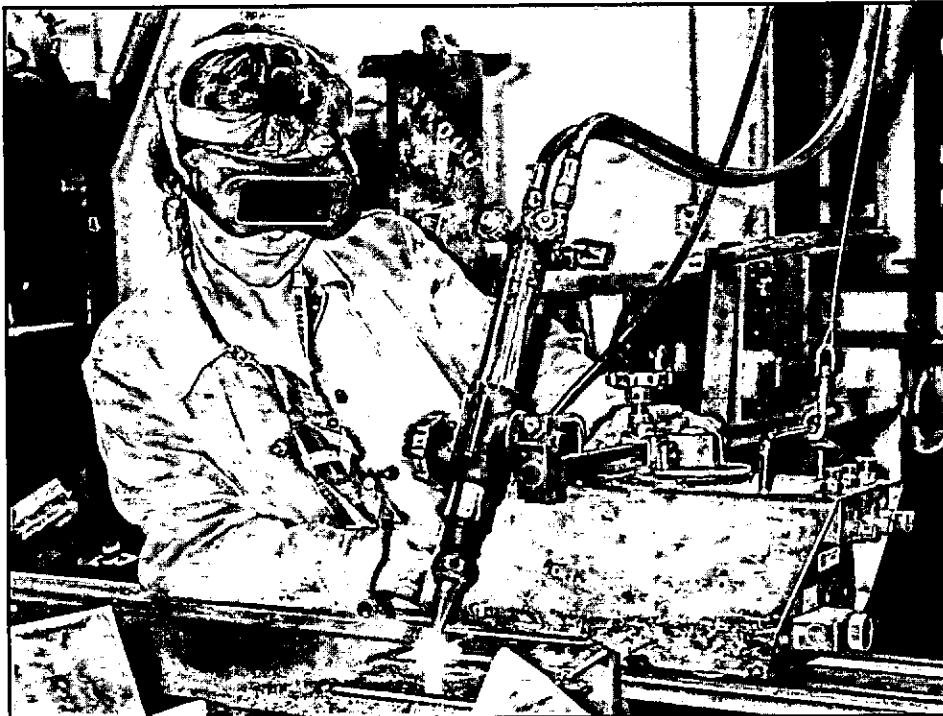
Prerequisite: Instructor's consent.

4.151 Welding II-A: Shielded Metal Arc Welding (SMAW)

3 credits (1 lec, 4 lec-lab hrs/wk)

Arc welding covering safety and power supplies, arc metallurgy, rod selection, and techniques for flat horizontal positions.

Prerequisites: Completion of 4.150 Welding I with a grade C or better or instructor's consent.



4.151 Welding II-B: Shielded Metal Arc Welding (SMAW)

3 credits (1 lec, 4 lec-lab hrs/wk)

Arc welding covering safety and power supplies, arc metallurgy, rod selection and techniques for flat, horizontal, vertical and overhead positions.

Prerequisites: Completion of 4.151 Welding IIA with a grade C or better or instructor's consent.

4.152 Welding III: Metal Inert Gas Welding (MIG), Tungsten Inert Gas Welding

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

Metal inert gas welding and tungsten inert gas welding pertaining to the welding of ferrous and non-ferrous metals.

Prerequisites: Completion of 4.150, 4.151 Welding I, IIA with a grade C or better or instructor's consent.

4.153 Welding IV: Pipe ARC Welding

3 credits (4 lec-lab hrs/wk)

Introduction to pipe arc welding stressing techniques, methods and safety.

Prerequisites: Completion of 4.150, 4.151, 4.152 Welding I, II, III with a grade C or better or instructor's consent.

4.154 Welding V: Welder Fitter In Fabrication

5 credits (10 lec-lab hrs/wk)

Synthesize all aspects of the welding field with special emphasis on integrating related fields.

Prerequisites: Completion of 4.150, 4.151, 4.152, Welding I, II, III, with a grade C or better or instructor's consent.

4.155 Advanced Applications

5 credits (10 lec-lab hrs/wk)

This capstone course for the two-year AA degree entails demonstration of skills and the knowledge acquired, the use of new equipment such as a Pulse/ARC MIG Welding machine and on-the-job work experience. Leads to the American Welding Society Certification (structured, AWS, ASME, API, nuclear) to qualify for entry into the job market.

Prerequisites: Welding majors only; completion of 4.150, 4.151 (A,B), 4.152, 4.153, 4.154 Welding I, II (A,B), III, IV, V with a grade C or better or instructor's consent.

4.159 Maintenance/Fitter Welding

5 credits (2 lec, 9 lab hrs/wk)

Introduction to maintenance and fitting procedures needed for safe occupations skills in welding trades.

Prerequisite: Second year welding majors.

4.165 Welding Lab A

3 credits (9 lab hrs/wk)

Development of welding skills, job shop techniques and related welding areas.

Prerequisite: Completion of 4.150, 4.151 (A,B), 4.152 Welding I, II, III with a grade C or better or instructor's consent.

4.166 Welding Lab B

3 credits (9 lab hrs/wk)

Emphasis on development of welding skills, job shop techniques and related welding areas.

Prerequisites: Completion of 4.150, 4.151 (A,B), 4.152 Welding I, II, III with a grade C or better or instructor's consent.

4.167 Welding Lab C

3 credits (9 lab hrs/wk)

Emphasis on development of welding skills, job shop techniques and related welding areas.

Prerequisite: Completion of 4.150, 4.151 (A,B), 4.152 Welding I, II, III with a grade C or better or instructor's consent.

4.280 Work Experience

1-6 credits (1 lec, 4 lec-lab hrs/wk)

Gain on-the-job experience in coordinator-approved shop situations that closely parallel field study.

Work under supervisor and coordinator. Seminar arranged by supervisor.

Prerequisite: Instructor's consent.

9.150 Welding I

3 credits (1 lec, 4 lec-lab hrs/wk)

Introduction to oxyacetylene welding and cutting. Covers theory of welding and cutting, safety, operation of oxyacetylene equipment to join light gauge metal in flat, horizontal, vertical and overhead positions. Use of oxyacetylene cutting torch to cut and pierce steel.

9.151 Welding II-A: Shielded Metal Arc Welding (SMAW)

3 credits (1 lec, 4 lec-lab hrs/wk)

Introduction to arc welding covering safety and power supplies, arc metallurgy, rod selection, and techniques for flat horizontal positions.

Prerequisites: Completion of 9.150 Welding I with a grade C or better or instructor's consent.

9.151 Welding II-B: Shielded Metal Arc Welding (SMAW)

3 credits (4 lec-lab hrs/wk)

Arc welding covering safety, power supplies, arc metallurgy, rod selection, techniques for flat, horizontal, vertical and overhead positions.

Prerequisites: Completion of 9.150 Welding I with a grade C or better or instructor's consent.

9.152 Welding III: Introduction to Oxyacetylene Pipe Welding and Cutting

2 credits (1 lec, 3 lab hrs/wk)

Prerequisite: Completion of Welding I and II or instructor's consent.

9.154 Electrical I

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

Covers elementary principles of electricity as applied to welding.

Prerequisite: Welding majors.

9.158 Advanced Maintenance/Fitter Welding

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

Emphasizes safety, job techniques, safe material handling and setup.

Prerequisite: 4.159 Maintenance Fitter Welding.

9.220 Welding Skills Lab

1 credit (4 lab hrs/wk)

Emphasis on upgrading of welding skills related to job needs and requirements.

Prerequisites: Instructor's consent and previous welding experience.

9.225 Welding Workshop: General Welding

0.25 credit (12 lab hrs/total)

Provides experienced welders with practice in basic welding techniques for skills upgrading and/or certification.

Prerequisite: Instructor's consent.

9.225 Welding Workshop: Argon/TIG Welders Only

0.25 credit (12 lab hrs total)

Provides experienced welders with practice in basic welding techniques for skills upgrading and/or certification.

Prerequisite: Instructor's consent.

9.225 Welding Workshop: Certification for Non-Majors

0.25 credit (12 lab hrs total)

Provides experienced welders with practice in basic welding techniques

for skills upgrading and/or certification.

Prerequisite: Instructor's consent.

9.225 Welding Workshop:

Certification for Majors

0.25 credit (12 lab hrs total)

Provides experienced welders with practice in basic welding techniques for skills upgrading and/or certification.

Prerequisite: Instructor's consent.

WRITING

WR90 Paragraph Fundamentals

3 credits/term (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 essay.

Prerequisites: 0.525 with a grade of C or above (not S or U), placement test score or instructor's consent.

Sequence with RD90, SP100 for COMMUNICATIONS (should be taken in order: RD90, WR90, SP100).

WR121 English Composition

3 credits/term (3 lec hrs/wk)

Presents the fundamentals of expository prose through the development and frequent exercise of writing abilities.

Designed to help students learn the use of unity, clarity, coherence and detail in the development of written ideas.

Sequence with WR122, WR123 or WR227. Must be taken in sequence.

WR122 English Composition

3 credits/term (3 lec hrs/wk)

Fundamentals of expository prose with special emphasis on the rhetorical principles of argumentation. Special attention is given to audience and style. Basic principles and use of logic in argumentative/persuasive writing is introduced.

Sequence with WR121, WR123 or WR227. Must be taken in sequence.

WR123 English Composition

3 credits/term (3 lec hrs/wk)

Designed to teach the research process and the conventions of writing and documenting a research paper.

Emphasis is on developing a method for planning, researching and writing papers based on collected data.

Sequence with WR121, WR122. Must be taken in sequence.

WR214 Business English

3 credits/term (3 lec hrs/wk)

A study of practice in written and oral communication in business. Includes information gathering, writing, editing, identifying audience, listening, interviewing and nonverbal communication.

Prerequisites: WR121 or WR90.

WR222 Advanced Composition

3 credits/term (3 lec hrs/wk)

Explores advanced approaches to writing that are beyond the scope of traditional composition offerings.

Emphasis on advanced and experimental methods in form, style and tone.

Prerequisites: WR121 and WR122.

WR227 Report Writing

3 credits/term (3 lec hrs/wk)

Focuses on research and writing for technical and specialized disciplines.

Emphasis on information gathering, problem solving, organization and mechanics in reports. Students will be given the opportunity to prepare reports in their chosen disciplines.

WR227 may substitute for WR123 in the English Composition sequence.

Prerequisites: WR121, WR90 or instructor's consent.

WR241 Introduction to Imaginative Writing

3 credits/term (3 lec hrs/wk)

Practice in blending personal experiences and imagination in various literary forms. Concentrates on fiction writing techniques of characterization, dialogue, scene and structure. Student work is discussed in class along with nonstudent work in order to develop the techniques of imaginative writing.

Sequence with WR242, WR243, need not be taken in order.

WR242 Introduction to Imaginative Writing

3 credits/term (3 lec hrs/wk)

Practice in creative writing techniques with a concentration on poetic devices of imagery, rhythm, poetic meaning and structure. Student work is discussed in class along with nonstudent work in order to develop the techniques of imaginative writing.

Sequence with WR241, WR243, need not be taken in order.

WR243 Introduction to Imaginative Writing

3 credits/term (3 lec hrs/wk)
Practice in creative writing techniques of the student's choice. Student work is discussed in class along with non-student work in order to develop the techniques of imaginative writing. Sequence with WR241, WR242, need not be taken in order.

WR299 Writing Fiction Workshop

1 - 2 credits
Designed to encourage writers to use a variety of fictional elements such as voice, tone, point of view, setting, dreams and dialogue. Student's work will be read aloud and critiqued by class members and the instructor.

0.525 Sentence Fundamentals

5 credits (5 hrs/wk)
Designed to teach the skills of writing well-formed, grammatically correct and varied sentences; of organizing paragraphs; and of using correct spelling and punctuation. Credits do not count toward graduation.

0.543 Creative Writing

1 credit
Concentrates on fiction writing techniques of characterization, dialogue, scenes and structure. Short stories are written and critiqued.

0.546 Creative Writing

1 credit
Concentrates on poetic techniques of imagery, rhythm, poetic meaning and structure. Poems are written and critiqued. Other forms of fiction may also be worked on with the instructor's consent.

0.552 Creative Writing

1 credit
Concentrates on a combination of fiction and poetry writing techniques. Other forms such as prose, poem or nature writing may also be discussed. Students may experiment with a variety of forms when writing for class critique

HONORS IN ENGLISH

Students who have completed 15 hours of transfer classes at the college 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.

SMALL BUSINESS MANAGEMENT PROGRAM

The Small Business Management (SBM) program is a three-year program designed to improve the management skills of small business owners. The program consists of seminars, class discussions and individual on-site consultations with the SBDC 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 SBM program. Therefore, admittance to the program is at the discretion of the SBM instructor 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.

Continuation in the program is based on the participant's responses to the educational content of the program. If, in the opinion of the instructor, the participant is not making an effort to meet the monthly commitment mutually agreed upon, the instructor can give the participant three months' notice that further participation in the program will be terminated if commitment is not renewed. If such termination occurs before the end of the participant's tuition

year, there will be no tuition refund given.

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

In order to keep the program content current and manageable for the students, the college reserves the right to modify, add or delete specific seminars in the program.

For further information, contact the Small Business Development Center.

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 policy to be administered by the college president. A seven member appointed Budget Committee assists the Board with annual budget preparation.

The Board

Kathleen Eymann
Mark Hamlin
Ron Hjort - Chair
Ron Kreskey
Clint Laird
Jon Littlefield
Toni Poole - Vice Chair

Budget Committee

Cindy Finlayson
Ed Landucci
Linda D. Power
Chuck Reigard
Debra Thommen
James Vancho, D.C.

ADMINISTRATIVE STAFF

Office of the President

Dr. Stephen J. Kridelbaugh, President
Christy Sutton, Executive Secretary

Office of Instruction

Phillip M. Anderson, Interim Dean of Instruction

Patricia Bruneau-Gaber, Associate Dean of Extended Learning

Barbara Davey, Director of Health and Human Services

Dr. Lawrence Fenlli, Associate Dean of Career Technology

C. J. Gradenwitz, Director of the Small Business Development Center

Jane Huckleberry, Director of the Retired Senior Volunteer Program

Jan Newlander, Director of Special Programs

Office of Human Resources

Dortha McCarthy, Director of Human Resources/Director of the Learning Resource Center

Charla Spigolon, Personnel Specialist

Office of Business Services

Jim Love, Dean of Administrative Services

Pat Alvey, Instructional Materials Technician

Carrie Colvin, Confidential Secretary

Shirley Gitchell, Director of Financial Aid

Kevin Kimball, Finance Director

Kay Kronsteiner, Payroll Bookkeeper

Sharleen Lillebo, Bookstore Manager

Ron Olson, Accounting Specialist

Pat Pannell, Custodial/Security Supervisor

Jean von Schweinitz, Registrar

Student Development

Ed Bohart, Director of Student Development

Tom Nicholls, Coordinator of Student Activities

Rose Rector, Admissions Specialist

Shella Ward, Cooperative Work Experience Specialist

FULL-TIME FACULTY

John C. Anderson, Technical Vocational Education
B.S.E.E. in Engineering, 1960, Oregon State University
M.A. in Mathematics, 1971, University of Oregon

Phillip M. Anderson, English
B.A. in English Literature, 1964
M.A. in English Literature, 1966, San Francisco State University

Jerri Bennett-Stillmaker, Nursing Education
A.S. in Nursing, 1976
B.S. in Nursing, 1979, Southern Oregon State College
M.S. in Nursing, 1987, University of Portland

Hans Boettcher, Machine Tool Technology
B.S. in Mechanical Engineering, 1967, California State Polytechnic University

Robert P. Bower, English
B. S. in English, 1969, Lycoming College
M.A. in English, 1971, Western Illinois University

Donald E. Burd, Mathematics
B.S. in Mathematics, 1951
M.A. in Education, 1952, Colorado State College
M.S. in Mathematics, 1966, Oregon State University

Edward M. Chilla, Speech, Composition and Drama
B.A. in Drama, 1962, San Jose State
M.F.A. in Theatre Direction, 1969, University of Oregon

Ray Daniels, Industrial Technologies
B.S. in Industrial Education, 1969
Ed.M. in Industrial Education, 1977, Oregon State University

Nathan Douthit, History
A.B. in History, 1960, Harvard University
M.A. in History, 1965
Ph.D. in History, 1972, University of California, Berkeley

Stephen J. Erickson, Psychology
B.A. in Psychology, 1970
M.S. in Psychology/Community College
Teaching, 1972, Eastern Washington
University

Willi Furrer, Business/Economics
B.A. in Economics, 1981, Fairleigh
Dickinson University
M.B.A. in Finance, 1982, Fairleigh
Dickinson University

Dorothy Gillett, Secretarial Science
B.S. in Business Education, 1957,
Eastern Illinois University
M.Ed. in Business Education, 1967,
Oregon State University

Richard Grossman, Business
B.S.B.A. in Hotel and Restaurant
Management, 1965, Denver University
M.S. in Business Education, 1969, San
Jose State University

Dennis Hanhl, Electronics
A.S. in Electronics and Industrial
Mechanics, 1971, Southwestern Oregon
Community College
B.S. in Trade and Industrial Education,
1979
M.Ed. in Industrial Education, 1983,
Oregon State University

Sally Harrold, 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

Jan Hooper, Computer Science
B.A. in History, 1968, California State
University, Los Angeles
M.B.A., 1984, California State Polytech-
nic University, Pomona

Steven L. Hooper, Automotive
B.S. in Industrial Management, 1973,
California State Polytechnic University
Certified Master Automobile Technician,
1980

Charles O. Hower, Physical Sciences
B.A. in Chemistry, 1956, Whitman
College
Ph.D. in Inorganic and Nuclear
Chemistry, 1962, University of
Washington

John G. Hunter, Counselor
B.S. in Education and General Science,
1964, Oregon State University
M.Ed. in Education and Counseling
Psychology, 1967, University of Oregon

Kenneth H. Jensen, Welding
Technology Approved Vocational
Instructor

Kirk D. Jones, Head Librarian
B.S. in History, 1969
M.L. in Librarianship, 1970, University of
Washington

Daniel L. Kelly, Physics and Electronics
B.S. in Physics, 1971, California State
University, Northridge
M.S. in Physics, 1973, University of
California, Los Angeles

Beverly L. Kemper, Health and
Physical Education
B.S. in Physical Education, 1958
M.Ed. in Health Education, 1965,
Oregon State University

Bill Lemoine, Forest Technology
B.S. in Forest Management, 1961,
University of Massachusetts
M.S. in Forest Management, 1967,
University of Minnesota

Lanny R. Leslie, Business
B.S. in Forest Management, 1967,
Utah State University
M.Ed. in Vocational Education, 1975
Oregon State University

Patricia Lillenthal, Nursing Education
B.S. in Nursing, 1980, Southern Oregon
State College
M.S. in Nursing, 1983, University of
Portland

Ronald Lillenthal, Science
B.S. in General Science, 1958,
University of Oregon
M.S. in Organic Chemistry, 1961,
Oregon State University
Ph.D. in Chemistry, 1971, Louisiana
State University

Pat Mayo, Community Based Skills
Center
B.S. in Education, 1967, University of
Oregon
M.S. in Curriculum/Administration, 1973,
University of Southern California

Margaret R. McGuire, Coordinator of
Adult Basic Education
B.A. in Social Administration, 1956,
University of Manchester, England
M.S. in Curriculum and Instruction, 1977,
University of Oregon
Graduate in Philosophy, 1990,
University of Oregon

William McGuire, Computer Science
B.A. in Physics and Mathematics, 1959,
Portland State University
M.A. in Mathematics and Physics, 1962,
University of Oregon

Robert A. Miller, C.M.A., Business
B.A. in Business Administration, 1957,
Bemidji State University
M.A. in Public Administration, 1964,
University of Minnesota

John Noland, English
B.A. in English, 1966, Kansas State
University
M.F.A. in Creative Writing, 1968,
University of Oregon

Ronald T. Pullen, Mathematics
B.A. in Mathematics, 1967
M.A. in Mathematics Education, 1972,
Arizona State University

Angela T. Quinn, Nursing Education
B.S. in Nursing, 1980, Southern Oregon
State College
M.S. in Nursing, 1983, University of
Portland

Clara J. Radcliffe, English
B.A. in English Literature/History, 1958,
Wayne State University
M.A. in English Literature/History, 1959,
University of Michigan
Ph.D. in English Literature, 1974, State
University of New York

Tom Ransford, Electronics
B.S. in Industrial Arts Ed., 1961, Iowa
State University
M.S. in Vocational Education, 1967,
Oregon State University

Christian C. Rosman, Music
B.A. in Philosophy, 1966, Seattle
University
M.Ed. in Education, 1970, Western
Washington University
M.M. in Music, 1978, Eastern
Washington University

Darrell Saxton, Fire Science
A.S. in Fire Science Technology, 1981,
Southwestern Oregon Community
College/Approved Vocational Instructor

**Christine Scholey, Developmental
Education**
B.A. in Speech Communication, 1978,
California State University Long Beach
M.A. in Rhetoric, 1981, Purdue
University

Melanie Lou Schwartz, 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

Robert C. Shepard, English
B.A. in English, 1970
M.A. in English, 1971, University of
Oregon

**James M. Shumake, Biological
Sciences**
B.S. in Biology and Chemistry, 1964,
Florida State University
M.S. in Zoology, 1966, Oregon State
University

**John Speas, Physical Education and
Health**
B.S. in Health and Physical Education,
1972
M.S. in Secondary Education, 1973,
Southern Oregon College

**Venelta Stender, Home Economics and
Grants Coordinator**
B.S. in Home Economics, 1955,
University of Idaho
M.S. in Home Economics, 1969, Oregon
State University

Donald E. Stensland, Geology
B.A. in Sociology and History, 1953,
Angsburg College
M.S. in Geology, 1969, Oregon State
University

**Ronald D. Stubbs, Anthropology and
Sociology**
B.A. in Anthropology, 1965
M.A. in Anthropology, 1966, University
of Montana

Andres P. Toriblo, Mathematics
B.S. in Mathematics, 1959, University of
Oregon
M.S. in Mathematics, 1966, Oregon
State University

Carol Vernon, Art
B.S. in Ceramics and Secondary Art
Education, 1967, Portland State
University
M.A. in Design, 1972, University of
California
Certificate in Art Therapy, Northwest
Institute for the Creative Arts Therapies/
University of Oregon

Terry D. Weaver, Media Specialist
B.A. in Religion, Chemistry,
Mathematics, 1963, Graceland College
M.S.Ed. in AV Communication, 1965
Ed.D. in AV Communication, 1971,
Indiana University

**R. Ronald Wheadon, Human Services
Faculty/Coordinator**
B.S. in Psychology, 1976
M.S.W. in Social Work, 1981,
University of Utah



Sculpture of Henry Hansen by artist Carol Vernon, dedicated November 1989. Hansen, a retired union leader and longshoreman, was one of the founders of Southwestern Oregon Community College and a member of its first Board of Education. He has often been referred to as "Father of Oregon Community Colleges" for his tireless efforts in establishing the first Oregon community college.

Application For Admission

NOTE: A non-refundable
\$11.00 fee must accompany
this application.

Southwestern Oregon
Community College
1988 Newmark
Coos Bay, Oregon 97420

Personal Information

Social Security Number

			-			-			
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☐ Fall 19__ ☐ Winter 19__
☐ Spring 19__ ☐ Summer 19__

Major area of Interest (see list on back)

Please Print
Name

Last

First

Middle initial

Maiden name (or other last names) Birth date

Mailing address Street

City State Zip

County Phone

Permanent address Street

City State Zip

The college is required by the federal government to report gender and ethnic data. However, it is your right to withhold this information if you wish.

Gender: ☐ Male ☐ Female Ethnic origin: ☐ White ☐ Hispanic ☐ Black ☐ American Indian/Alaskan
☐ Asian/Pacific Islander ☐ Other

Educational Background

High school last attended School City State

Last grade completed Date graduated

High School Equivalency/GED Yes No Date received

Enrollment status: (check one) ☐ New SWOCC student ☐ Now attending high school

☐ Returning student — year of last attendance

Residency: Have you lived continuously in the state of Oregon for at least 90 days prior to this date?

☐ Yes ☐ No If you checked "No," please list your previous address —

City State Zip

Previous colleges attended

Will you be receiving veteran's educational benefits? ☐ Yes ☐ No

I certify that the above information is correct. If admitted, I agree to abide by the policies and guidelines established for all students at Southwestern Oregon Community College.

Signature

Date

STEPS IN GETTING ENROLLED AT SOUTHWESTERN OREGON COMMUNITY COLLEGE:

1. Have your high school send one transcript to SWOCC.
2. Have any college(s) you have previously attended send one transcript to SWOCC.
3. Return this application along with \$11 to the Business Office at SWOCC.
4. Take the placement examinations offered by the SWOCC Counseling Center.
5. Make an appointment with an advisor and/or counselor to prepare your academic program.

All documents submitted become property of the college.

The following are certificate, diploma or degree programs that can be completed at Southwestern Oregon Community College. Some of them can be transferred to four year schools and some are designed to prepare the student to go directly into the job market.

CERTIFICATE PROGRAMS

Finance
Fire Fighter Training
Marketing
Real Estate
Supervision

DIPLOMA PROGRAMS

Accounting
Adult High School Diploma
Automotive Technology
Bookkeeping/Clerical
Emergency 9-1-1 Dispatcher Communications
Emergency Medical Technician
Forestry
Legal Assistant
Machine Tool Technology
Marketing
Medical Clerical
Medical Transcriptionist
Office Administration/Legal Secretary Option
Office Administration/Word Processing Option
Office Management
Welding Technology

TWO YEAR DEGREE PROGRAMS AT SWOCC

ASSOCIATE IN ARTS DEGREE

ASSOCIATE IN SCIENCE DEGREE

Business Administration
Criminal Justice Administration

ASSOCIATE IN APPLIED SCIENCE DEGREE

Automotive Technology
Banking & Finance
Business Management/Accounting Option
Business Management/Office Management Option
Electronics Technology
Fire Science Technology
Forest Technology
General Business
Human Services/Social Services Specialist Option
Human Services/Substance Abuse Specialist Option
Industrial Technology -Apprenticeable Trades
Machine Tool Technology
Management & Supervisory Training
Marketing & Management
Medical Office Assistant
Nursing
Office Administration/General Secretary
Welding Technology

TRANSFER PROGRAMS

The Associate in Arts Degree will satisfy the first two years' course work at most colleges and universities. Students planning to pursue a baccalaureate degree may select from the following majors.

Administration of Justice	History
Agri-Business	Home Economics
Agriculture	Hotel & Restaurant Management
American Studies	Human Services
Anthropology	Industrial Management
Architecture & Interior Architecture	Interdisciplinary Studies
Art/Art Education/Art History	International Studies
Atmospheric Sciences	Journalism
Biochemistry/Biophysics	Landscape Architecture
Biology/Botany/Entomology	Law (Preprofessional)
Microbiology/Zoology	Law Enforcement & Corrections
Business Administration/ Business & Economics	Manufacturing Technology
Business Education	Mathematics
Chemistry/Chemistry Education	Mechanical Engineering
Community Service/Community Service & Public Affairs	Medical Technology (Preprofessional)
Computer Science	Music
Dance	Nursing
Dental Hygiene	Pest management
Dentistry (Preprofessional)	Pharmacy (Preprofessional)
Economics	Philosophy
Elementary & Secondary Education	Physical Education
Engineering	Physics
English	Planning & Public Policy
Fire Sciences Administration	Political Sciences
Foreign Languages	Psychology
Forestry	Recreation & Park Management
General Science	Religious Studies
General Studies in the Arts & the Humanities	Social Work
Geography	Sociology
Geology	Speech
Gerontology	Television & Film
Health & Health Education	Theatre
Health Care Administration	Veterinary Medicine

This is not to be considered a contract with the college. Availability of courses subject to change. Please contact the Office of Admissions for current information.

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