## Southwestern Oreyon Gommunity Golleye 2005/2006 Academic Catalog



## The College Mission

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

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


#### Abstract

It is the policy of the Southwestern Oregon Community College Board of Education that there will be no discrimination or harassment on the grounds of race, color, gender, marital status, sexual orientation, religion, national origin, age, political affiliation, parental status, veteran status, or disability in any educational programs, activities, or employment. Persons having questions about equal opportunity and non-discrimination should contact the Dean of Administrative Services in Tioga Hall, Room 512. Phone (541) 888-7206 or TDD (541) 888-7368. All other issues, concerns, and complaints should also be directed to the Dean of Administrative Services for referral to the appropriate administrator.


La politica del Concejo de Educacion del Southwestern Oregon Community College, es que no existe discriminacion ni acoso por motivos de color, genero, estado civil, orientacion sexual, religion, nacionalidad, edad, afiliacion politica, estado paternal, condicion de veterano, o incapacidad en ninguno de los programas educativos, ni en las actividades, ni en el empleo. Las personas que tienen preguntas acerca de la igualdad de oportunidad y de la no discriminacion deben contactar al Dean de Servicios Administrativos en Tioga Hall, Room 512. Llame al Telefono (541) 888-7206 o TDD (541) 888-7368. Todos los otros asuntos, preocupaciones, y quejas deben ser dirigidas tambien al Dean de Servicios Administrativos para referencia del apropiado administrador.

SOUTHWESTERN Oregon Community College CATALOG $05-06$

## Table of Contents

## Academic Calendar <br> 4-5

Getting Started ..... 6-7
Distance Education ..... 8-9
Terms for Success ..... 10
Degree and Transfer Information
Degree and Program Information ..... 12
Associate of Arts Oregon Transfer (AA/OT) Requirements ..... 15-17
Oregon Transfer Module (OTM) ..... 18-19
AA/OT College Transfer Programs ..... 20-29
Four-Year Institution General Education Requirements ..... 30-37
Associate of Science Requirements ..... 38-39
Associate of General Studies Requirements ..... 40-42
Associate of Applied Science Requirements ..... 43-44
Associate of Arts Oregon Transfer in Business Requirements ..... 45-47
Major Index ..... 13-14
Degree Programs
Business and Office Occupations ..... 48-57
Medical Office and Office Occupations
Childhood Education ..... 58-61
Computers and Technology ..... 62-73
Criminal Justice ..... 74-78
Culinary Arts ..... 79-81
Employment Skills Training ..... 82
Fitness ..... 83-85
Health Occupations ..... 86-91
Human Services ..... 92-96
Manufacturing Technology ..... 97-99
Natural Resources ..... 100-101
Public Safety ..... 102-104
Science ..... 105-108
Course Descriptions ..... 109-161
Academic Policiesand Student Life162-185
Admission, Residency, Tuitionand Fees .163-166 and 171-178
Financial Aid ..... 166-170
Student Services and Activities ..... 179-185
Administration ..... 186-198
General Information ..... 187
Full-Time Faculty ..... 189-191
Maps ..... 192-194
Index ..... 195-196
Notes ..... 197

## 2005-2006

## Quick Reference Calendar*

| Term | Fall 2005 | Winter 2006 | Spring 2006 | Summer 2006 (tentative) | Fall 2006 (tentative) |
| :---: | :---: | :---: | :---: | :---: | :---: |
| Registration | Please check each term's Schedule of Classes for registration information, including online classes or find information online at www.socc.edu. |  |  |  |  |
| Move-in day for housing residents | September 21 | January 6 | March 31 | June 17 | September 20 |
| Day and night classes begin | September 26 | January 9 | April 3 | June 19 | September 25 |
| Last day to register or add classes without instructor consent | September 30 | January 13 | April 7 | June 23 | September 29 |
| Last day for refunds and to withdraw without being assigned a "W" | September 30 | January 13 | April 7 | June 23 | September 29 |
| Holidays/ campus closures | Veteran's Day <br> Nov. 11 <br> Thanksgiving <br> Nov. 24 and 25 <br> Term Break <br> Dec. 12 - Jan. 8 <br> Campus Closed <br> Dec. 22-30 | New Year's <br> Jan. 1 and 2 <br> MLK Day <br> Jan. 16 <br> President's Day <br> Feb. 20 <br> Spring Term Break <br> March 27-31 | Memorial Day <br> May 29 <br> Term Break June 19-23 | July 4th | Veteran's Day <br> Nov. 11 <br> Thanksgiving <br> Nov. 23 and 24 |
| Last day to process registrations and add/drops or to withdraw from a class. | November 30 | March 15 | June 7 | August 2 | November 29 |
| Final exam | December 5-8 | March 20-23 | June 12-15 | Aug. 10-8 weeks Aug. 17-9 weeks | December 4-8 |
| Last day of term | December 8 | March 23 | June 15 | Aug. 10-8 weeks Aug. 17-9 weeks | December 8 |
| Commencement |  |  | June 16 |  |  |

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


## Southwestern Oregon Community College 2005-2006 Academic Calendar*

SUMMER TERM 2005 (8 weeks)
May 9- June 9 . . .Advising by faculty and counselors for summer and fall terms.
May 16 . . . . . . . . . Registration begins for summer and fall terms. Make payment arrangements with Student First Stop Center at time of registration.
May 30 . . . . . . . . CAMPUS CLOSED - MEMORIAL DAY
May 19 - June 24 . Open registration for summer term.
June 13 . . . . . . . . Summer bookstore charging begins.
June 16 . . . . . . . . . Waitlist completed. See instructor.
June 18 . . . . . . . . . Move-In Day for housing residents.
June 20 . . . . . . . Day and night classes begin.
June 23 . . . . . . . . . Last day to register or add classes without instructor consent.
June 23 . . . . . . . . Last day for refunds and to withdraw without being assigned a "W".
June 23 . . . . . . . . Fin. Aid students must complete all add/drops, including waiting list classes for correct check disbursement (funds disbursed based on today's enrollment status).
June 23 . . . . . . . . Last day to return textbooks for full refund.
July 4 . . . . . . . . . CAMPUS CLOSED - INDEPENDENCE DAY HOLIDAY
July 5 . . . . . . . . . . Fin. Aid disbursement checks mailed.
July 28 . . . . . . . . Last day to change to audit without instructor consent.
August 3 . . . . . . . . Last day to withdraw.
August 3 . . . . . . . . Last day to process summer registrations and add/drops
August 4 . . . . . . FALL GRADUATION APPLICATIONS DUE
August 8-10 . . . . Textbook buy-back.
August 11 . . . . . . .Last day of classes.
August 13 . . . . . . .Check-Out Day for housing residents.
August 15- . . . . . . Term break.
September 26
*Note: Academic calendar subject to change. Please check the Schedule of Classes each term for registration information.

The campus will be closed on Fridays during the summer, beginning June 17 through September 2.

Online registration cut-off dates (other than Southwestern's) are set by the Oregon Community College Distance Learning (OCCDL) and are subject to change.

## FALL TERM 2005 (11 weeks)

May 19 - . . . . . . . Open registration for fall term. Make September 30 payment arrangements with Student First Stop Center at time of registration.
September 5 . . . .CAMPUS CLOSED - LABOR DAY
September 16 . . . Faculty return to campus.
September 16-23 IN-SERVICE (campus may be closed)
September 19 . . . Advising appointment schedules distributed to faculty.
September 19 . . . .Fall bookstore charging begins.
September 21 . . . . Move-In Day for housing residents.
September 19- . . .Advising by faculty and counselors.
December 9
September 22 . . . .Waitlist completed. See instructor. September 23 .... Housing open for returning students.
September 22-23 .New Student Orientation.
September 26 . . . .Day and night classes begin.
September 30 . . . .Last day to register or add classes without instructor consent.
September 30 . . . . Last day for refunds and to withdraw without being assigned a "W".
September 30 . . . .Fin. Aid students must complete all add/drops, including waiting list classes for correct check disbursement (funds disbursed based on today's enrollment status).
September 30 . . . . Last day to return textbooks for full refund.
October 5, 6 . . . . .Fin. Aid disbursement checks mailed.
October 31 . . . . . . Begin making advising appointments for winter registration on sign-up sheets on faculty doors.
November 4 . . . . . Last day to change to audit without instructor consent.
November 4 . . . .WINTER GRADUATION APPLICATIONS DUE
November 11 . . .CAMPUS CLOSED - VETERAN'S DAY
November 21 . . . . Registration for winter term begins.
November 21 . . . .Make payment arrangements with Student First Stop Center at time of registration.
November 14- . . .Advising by faculty and counselors.
December 16
November 24, 25 CAMPUS CLOSED - THANKSGIVING
November 28-. . .Open registration for winter term.
January 13
November 30 . . . . Last day to withdraw.
November 30 . . . . Last day to process fall registrations and add/drops.
November 30 . . . .Southwestern Foundation General Scholarship Applications available for 2005-2006.
December 5-8 ....Final exam week (M-Th).
December 7-9 . . .Textbook buy-back.
December 10 . . . . Last day to check out of Student Housing.
December 12- . . .Term break.
January 8
December 22- . . .CAMPUS CLOSED
January 2

## Southwestern Oregon Community College 2005-2006 Academic Calendar*

## WINTER TERM 2006 (11 weeks)

November 24-. . .Open registration for winter term. Make January 13 payment arrangements with Student First Stop Center at time of registration.
January 3 . . . . . . . Winter bookstore charging begins.
January 3 .......CAMPUS REOPENS FROM WINTER BREAK
January 5 . . . . . . . Waitlist completed. See instructor.
January 6 . . . . . . . Faculty return to campus.
January 6 . . . . . . . New Student Housing MoveIn Day.
January 8 . . . . . . . Housing open for returning residents.
January 9 . . . . . . Day and night classes begin.
January 9-..... . Advising by faculty and counselors.
March 10
January 13 ...... . Last day to register or add classes without instructor consent.
January 13 ...... .Last day for refunds and to withdraw without being assigned a "W".
January 13 .......Fin. Aid students must complete all add/drops, including waiting list classes for correct check disbursement (funds disbursed based on today's enrollment status).
January 13 . . . . . .Last day to return textbooks for full refund.
January 16 .... . CAMPUS CLOSED - DR. MARTIN LUTHER KING, JR. DAY
January 18, 19 ....Fin. Aid disbursement checks mailed.
February 3 .... . .SPRING GRADUATION APPLICATIONS DUE
February 9 . . . . . .Begin making advising appointments for spring registration on sign-up sheets on faculty doors.
February 17 . .... .Last date to change to audit without instructor consent.
February 20 .... CAMPUS CLOSED - PRESIDENT'S DAY
February 28 ..... . Registration for spring term begins.
March 1- . . . . . . . . Advising by faculty and counselors.
March 24
March 1 . . . . . . . . Southwestern Foundation General Scholarship Application deadline for 2005-2006
March 3 - April 7 .Open registration for spring term.
March 15 .........Last day to withdraw.
March 15 . . . . . . . Last day to process winter registrations and add/drops.
March 20-23 .. . Final exam week (exams M-Th).
March 22-24 ... .Textbook buy-back.
March 25 ........ Check-Out Day for housing residents not returning spring term.
March 27-31 .. .Term break

## SPRING TERM 2006 (11 weeks)

March 3 - April 7 .Open registration for spring term. March 27 . . . . . . . Spring bookstore charging begins. March 30 . . . . . . . Waitlist completed. See instructor.
March 31 . ....... . Housing Move-In Day.
April 3 .......... . .Faculty return to campus.
April 3 ........ . Day and night classes begin.
April 3 - June 16 .Advising by faculty and counselors.
April 7 . . . . . . . . . Last day to register or add classes without instructor consent.
April 7 . . . . . . . . . Last day for refunds and to withdraw without being assigned a "W".
April 7 . . . . . . . . .Fin. Aid students must complete all add/drops, including waiting list classes for correct check disbursement (funds disbursed based on today's enrollment status).
April 7 . . . . . . . . . Last day to return textbooks for full refund.
April 12, 13 . . . . .Fin. Aid disbursement checks mailed.
May 2 . . . . . . . . . . Begin making advising appointments for summer/fall registration on sign-up sheets on faculty doors.
May 5

## SUMMER GRADUATION

 APPLICATIONS DUEMay 12 . . . . . . . . . Last day to change to audit without instructor consent.
May 23 . . . . . . . . . Registration for summer and fall terms begins. Make payment arrangements with Student First Stop Center at time of registration.
May 29 . . . . . . . . CAMPUS CLOSED - MEMORIAL DAY
June 7 . . . . . . . . . Last day to withdraw.
June 7 . . . . . . . . . . Last day to process spring registrations and add/drops.
June 12-15......Final exam week (exams M-Th).
June 13-16 . . . . Textbook buy-back.
June 16 .......... Commencement
June 17 . . . . . . . . Check-Out Day for housing residents not returning summer term.
June 19-23 ......Term break.
*Note: Academic calendar subject to change. Please check the Schedule of Classes each term for registration information.

Online registration cut-off dates (other than Southwestern's) are set by the Oregon Community College Distance Learning (OCCDL) and are subject to change.


## Getting Started ... <br> Admission

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

- Are 18 years of age or older.
- Have graduated from an accredited high school.
- Have completed a General Education Development (GED) certificate or an Adult High School Diploma.
- Were home schooled and have met state requirements for high school equivalency/completion.
If you need help at any time with any part of this process, see the Admissions Office in Dellwood Hall, Room 4, or call (541) 888-7636 or (800) 962-2838, ext. 7636 to schedule an appointment.

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

Individuals who do not meet the admission criteria and have not graduated from high school may be admitted under certain circumstances as a regular student or as a conditional student. Contact Educational Support Programs and Services (ESPS), in Stensland Hall, (541) 888-7405 for requirements.

## Fill out an Application for Admission

## First-time students

All students must complete a Student Record form located at www.socc.edu/admissions/sturecordform.cfm. This information creates a student record so the system will recognize a student when he/she calls or when he/she logs onto WebAdvisor at www.socc.edu/academics/. Please allow two to three working days to process the form.

Students who will be full-time, receiving financial aid, or pursuing a degree or certificate program must submit an Application for Admission form located at: www.socc.edu/admissions/ApplicationforAdmission.pdf. Students should bring the form and the application fee to the Student First Stop Center in Dellwood Hall or mail it to Southwestern Oregon Community College, Attn: Admissions Office, 1988 Newmark Avenue, Coos Bay, OR 97420.

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

## International Student Admission

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

## Special Admissions Programs

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

## Transfer Students

Students who transfer to Southwestern and plan to complete a degree and/or receive financial aid must complete the application process and have official transcripts from all colleges previously attended sent to: Southwestern Oregon Community College, Attn: Transcript Evaluator, 1988 Newmark Avenue, Coos Bay, OR 97420.

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

## Financial Assistance

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

If you will be receiving a scholarship, federal or state financial aid, veterans and/or agency support, you will need to complete all required paperwork and continue to monitor your status with the Student First Stop Center in Dellwood Hall at (541) 888-7337. For complete financial assistance information see pages 166-170.

## Housing

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

Student's required to live in student housing, will need to submit a $\$ 250.00$ reservation deposit along with a housing application and a signed room and board agreement.

The application and room and board agreement can be downloaded from the College's website at www.socc.edu/student_life/housing/housing_app.html. Mail the application with your deposit to: Southwestern Oregon Community College, Attn: Student Housing Office, 1988 Newmark Avenue, Coos Bay, OR 97420

## Take a Placement Test

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

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

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

## Meet with an Advisor

Before attempting to register, a student must see an advisor. The advisor will discuss the student's educational goals with him/her and help him/her complete his/her class schedule. A student may make an appointment to see a counselor or can be assigned an advisor at Educational Support Programs and Services (ESPS) in Stensland Hall. Students who are unsure of their educational goals, can get help from counselors to determine a college major and career goal. Students can use the Internet to log onto Southwestern's web site www.socc.edu/academics/ to find a listing of classes.

Note: Students must meet with their advisors prior to registering each term they attend, in order to be approved to register.

## Register for Classes

After meeting with an advisor and being approved to register, a student can go online to WebAdvisor at www.socc.edu or visit the Student First Stop Center.

Students should print a copy of your website registration for their records. For assistance call (541) 888-7352.

Note: Students not receiving financial assistance must make payment at time of registration.

## Pay for Classes

Current tuition and fees are listed in the Schedule of Classes published each term and online at www.socc.edu/admissions/tuition.html.

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

International students should refer to the Schedule of Classes at www.socc.edu/admissions/tuition.html or the Academic Information and Policies section for current tuition and fee information.

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

## Responsibility for Payment

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

Payment may be made by cash, check, money order, VISA, MasterCard, or Discover Card. Make checks payable to Southwestern Oregon Community College or pay online at WebAdvisor.
An Educational Student Loan (in three or more installments) is available to all students. For more information see a Student First Stop Representative in Dellwood Hall.

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

Failure to receive a statement does not relieve the student of his/her financial obligation.

## Purchase Textbooks

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

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

The Bookstore is located in Stensland Hall. Business hours are Monday-Friday, 8:30 a.m. to 4:30 p.m. Students can also find the Bookstore on the web at www.socc.edu/bookstore .
The Bookstore now offers online purchasing at www.socc.bkstr.com.
(*Book buy-back is held during finals week of each term. Check the Bookstore or term schedule for exact times and dates.)

## Orientation to College

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

## Distance Education...

## What is distance education?

Distance education is any type of learning where by students and instructor are separated by time and/or place. It can be delivered using the variety of methods or technologies listed below:

- Online: Course offerings are provided over the Internet with instructors at either SOCC or another Oregon community college. Tests are either online or at a SOCC campus location.
- Telecourse: Classes are primarily on videotape. Videos can be rented separately for a fee, purchased on DVD at the Bookstore or on Ioan through the Southwestern library. Students use textbooks and interact with the instructor via online or postal service. Tests are generally proctored at a SOCC campus location. See a SOCC campus location for details.
- Videoconferencing: Classes originate from another site but are real time/place. Students meet on the Southwestern campus in the Tioga Hall first-floor videoconferencing rooms or at designated sites in Curry County and interact with the instructor and students at other sites. Tests likely will be proctored at a SOCC campus location.
- Host/Provider: This system allows Southwestern to provide additional distance learning courses by partnering with other participating community colleges in the state. The list of courses that SOCC hosts can be found quarterly on WebAdvisor.


## Who benefits from

 distance education?- The time-bound, whose job or education schedule conflicts with the times that classes are offered on campus.
- The distance-bound, who live far from where classes are offered.
- The home-bound, who cannot leave home for physical, emotional, or family reasons including the care of the young, sick, or elderly.
- Those whose work schedules prevent them from finding blocks of time to participate in classes.
- Those who seek to advance themselves in their current career or prepare for a new career.


# Who should take distance education classes? 

- Self-motivated learners.
- Independent learners.
- Lifelong learners.
- Those who do not need face-to-face or immediate interaction with faculty and other students.
- Those who enjoy working with technology and accessing the information available on the World Wide Web.
- The self-disciplined who can develop a plan for consistent course participation and a schedule for completing required coursework on time.


## Registering for distance education classes

Students can register for distance education classes just as they would for any other class offered at Southwestern.

For registration information refer to the Getting Started section. A list of courses and all available forms can be found on the web at www.socc.edu/dist-learn/html.

Additional information for distance education classes:

- Students will receive a WebAdvisor ID and password via e-mail. THIS IS NOT YOUR WebCT ID.
- Registering for an online class creates a financial obligation a student's part. He/she has reserved a space in the class that is not available for anyone else.
- Technical difficulties (unless verified by the host/provider college), lack of financial aid, or not being prepared for the coursework will not excuse students from their financial responsibility
- Students must be sure to formally remove themselves from their online class within the first week of the term if they do not feel they can complete the course.


## Financial aid for distance education

Online students are eligible to receive financial aid assistance.

Complete the Free Application for Federal Student Aid (FAFSA), available in the Student First Stop Center or online at www.fafsa.ed.gov.

Southwestern's Financial Assistance code is 003220.

## Paying for distance education classes

Southwestern's distance education classes are assessed at the current tuition and fees listed in the Schedule of Classes published each term and online at www.socc.edu/admissions/tuition.html There is an additional distance education class fee for each class. Refer to Getting Started, Paying for Classes for Responsibility for Payment and Academic Information and Policies for tuition and fee information.

Note: Other Oregon community colleges individually set their tuition and fees which can vary per credit hour.

## Purchasing distance education textbooks

Books can be ordered online using a credit card at www.socc.edu/bookstore or students can call the Bookstore at (541)888-7264.

Students taking an online course provided by another Oregon community college must order books by contacting the provider college's bookstore. Links to host/provider colleges can be found at www.socc.edu/dist_learn/gettoclass.html.

## Student services for distance education

## - Academic advising.

Advising is vital to the process of course selection and program planning. Any student who is enrolled full-time, pursuing a degree or certificate program, or receiving financial aid should have an academic advisor. Students can contact the Educational Support Programs and Services (ESPS) in Stensland Hall at (541) 888-7371 to have an advisor assigned to them.

The advisor will assist students in choosing the classes that apply to their selected certificate or degree.

Academic advising for the Curry campus is available by appointment through the local offices in Brookings, Gold Beach, and Port Orford.

## -Disability Services

The mission of the Disability Student Services Office (DSS) is to help create an environment of support that generates independence in students. The college recognizes cultural differences and promotes an environment of diversity. For more information visit www.socc.edu/serv_resrc/disability/.

## -Library Services

Many library services and electronic databases are available online to all Southwestern students, whether on-or-off campus.

When not on campus, a current COASTLINE library card is needed to access most of the databases and request books/media and articles.

Students can visit the library website at www.socc.edu/library/ to apply for a library card and to get a list of services and information.

## Technical help and support for distance education*

- The Office of Distance Education and Community Education is located on the Southwestern Oregon Community College campus in Randolph hall, Room 10 and can be reached by e-mail at esocc@socc.edu.
- E-mail the Student Help Desk at webctsupport@socc.edu, Monday - Friday from 8:00 a.m. to 5:00 p.m. for help with online courses.
- Additional information and services are on the web at www.socc.edu/dist_learn/. There students will find tūtorials, FAQ's, self-assessment tests and the hardware and software required to take online classes.
*If you are enrolled in another Oregon community college course, you must contact the tech support at that community college. You can find links at www.socc.edu/dist_learn/gettoclass.html.



## Terms for Success

The following is a list of terms used throughout the catalog and their definitions .

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

Administrative Withdrawal - a student who fails to attend classes during the first week of the term may, at the instructor's request, be administratively withdrawn unless the student has made prior arrangements with the instructor. Students may al so be withdrawn due to inappropriate or disruptive behavior or for non-payment of courses.

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

Class Fee - in addition to tuition, fees cover materials, services, insurance, facility use, and other costs. Current fees are listed in each term's Schedule of Classes.

Cooperative Work Experience - instructional program designed for students to apply skills and concepts developed in the classroom to actual job situations. Cooperative work experience is available for all programs at the college with instructor consent.

Corequisite - a second, related course in which a student must be simultaneously enrolled, in addition to the primary course.

Counselors - individuals professionally trained to address personal issues, resolve academic anxieties, assist students in choosing career fields and majors, and problem solve other academic difficulties. If students are on restricted academic or financial aid status, counselors work to develop individual success plans, which address the specific issues inhibiting academic success.

Credit Hours - approximately the number of hours in class each week (e.g., 3 credit hours $=3$ lecture hours per week); determines tuition.

Credit Load - number of credits taken each term. Students may not take more than 18 credit hours per term without advisor or counselor consent.

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

Distribution Areas - three areas of study required for an Associate degree: Arts and Letters (Humanities), Social Science, M ath/Science.

Division - grouping of disciplines. Divisions include Adult Learning Skills, Arts and Humanities, Social Sciences, Business/Math/Science and Technology, and Health and Human Services.

Educational Student Loan - contract to pay one-third of total charges at registration, the balance payable in three equal installments during the term. A finance charge is assessed for this service.

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

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

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

Major - primary field of study (e.g., Human Services, Culinary Arts); all students must declare a major in AAS and certificate programs.

Petition - request for exception to accepted practice or for special consideration. The Financial Aid office accepts petitions for exception to satisfactory academic progress. The Student First Stop Supervisor hears petitions for special consideration relative to tuition and related charges. Exceptions to program requirements are heard by the Academic Standards Committee. See the Student First Stop Center for information on the appropriate office to petition.

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

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

Quarter - another word for "term." There are four quarters each year. Fall, winter, and spring are 11 weeks long, and summer term is eight weeks.

Reading and Conference (R\&C) - coursework completed outside the classroom through discussions with the instructor.

Registered - completed registration form turned in to the Student First Stop Center or completed through WebAdvisor.

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

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

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

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

# Degree and Transfer Information 

Degree Page
Associate of Arts Oregon Transfer ..... 12
AAOT Requirements ..... 15-17
Oregon Transfer Module ..... 12
OTM Requirements ..... 18-19
Associate of General Studies .....  12
AGS Requirements ..... 40-42
Associate of Science/Oregon Transfer- Business ..... 12
AS/OT-Business Requirements ..... 45-47
Associate of Science (Emphasis) ..... 12
AS Requirements ..... 38-39
AS Athletic Training ..... 84
AS Childhood Education and Family Studies ..... 59
AS Criminal Justice Administration ..... 75
AS Engineering ..... 106
AS Fitness Management ..... 85
AS Human Services ..... 93
AS Mathematics ..... 107
AS Natural Science ..... 108
Associate of Applied Science ..... 12
AAS Requirements ..... 43-44
AAS Accounting ..... 49
AAS Apprenticeship Trades ..... 99
AAS Baking and Pastry ..... 81
AAS Childhood Education and Family Studies ..... 60
AAS Computer Information Systems:
Software Support ..... 67
AAS Corrections Officer Administration ..... 76
AAS Criminal Justice Administration Law Enforcement ..... 77
AAS Culinary Arts Management Training ..... 80
AAS Fire Science Technology ..... 103
AAS Gerontology ..... 94
AAS Human Services ..... 95
AAS Marketing ..... 51
AAS Medical Assistant ..... 56
AAS Network Design and Administration ..... 63
AAS Nursing ..... 91
AAS Office Management ..... 52
AAS Small Business Management
Entrepreneurship ..... 54
AAS Substance Abuse ..... 96
AAS Technical Support ..... 70
AAS Turf and Landscape Technology ..... 101
Degree Page
Associate of Applied Science cont'd AAS Manufacturing Technology:
Fabrication/Welding Tech Option ..... 98
One Year Certificates of Completion ..... 12
Accounting ..... 50
Bookkeeping/Clerical ..... 50
Childhood Education and Family Studies ..... 61
Computer Technician ..... 71
Emergency Medical Technician ..... 104
Fabrication/Welding Technology ..... 99
Juvenile Corrections ..... 78
Medical Clerical ..... 57
Medical Transcription ..... 57
Network Technician ..... 64
Office Administration/Office
Occupations ..... 53
Para Educator/Educational Assistant ..... 61
Pharmacy Technician ..... 89
Rural Health Aide ..... 87
Software Application Specialist ..... 68
Surgical Technology ..... 89
Web Production Specialist ..... 73
Less than One Year Certificates of Completion ..... 12
Advanced Network Certification Exam Preparation ..... X65
Computer Technician
Examination Preparation .....  1
Employment Skills Training ..... 82
Marketing ..... 51
Network Certification Examination Preparation ..... 65
Network Fundamentals ..... 64
Software Certification Examination Preparation ..... 68
Supervision ..... 54
Web Site Fundamentals ..... 73
Training Opportunities
Basic Nursing Assistant ..... 87
Perioperative Nursing ..... 91

## Degree and Program Information

The Associate of Arts Oregon Transfer (AA/OT) degree provides an opportunity for the student to focus on any academic area of special interest. The Oregon University System (OUS) institutions and some private schools will accept the AA/OT as meeting their lower division, general education requirements. Students transferring with an AA/OT degree will have junior standing for registration purposes. The AA/OT does not necessarily meet specific institutional, departmental, or major requirements with regard to courses or grade point average. Students may transfer between 108 and 126 community college credits to four-year OUS institutions ( 30 of the last 45 credits must be completed at Southwestern). Guidelines for transferring into specific programs of study with the AA/OT are listed on pages 20-29. The general education requirements for four-year institutions in the Oregon University System are listed on pages 30-37 so that the student may, whenever possible, match his/her choices of courses in the Southwestern AA/OT to the recommendations of the institutions to which he/she might transfer. Students should plan carefully with the four-year institution to which they plan to transfer in order to meet individual institutional requirements.

Any student holding an Oregon Transfer Module (OTM) will have met the requirements for the Transfer Module at any Oregon community college or institution in the OUS. Upon transfer, the receiving institution may specify additional coursework that is required for a major or for degree requirements or to make up the difference between the Transfer Module and the institution's total general education requirements.

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

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

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

The Associate of Science/Oregon Transfer degree in Business (AS/OT-Bus) is a degree that is intended to prepare students for transfer into a Baccalaureate business program at an OUS institution. Students who receive this degree will have met all lower-division general education requirements of that institution's Baccalaureate degree programs. Students transferring with this degree will have junior standing for registration purposes. Admission to the business school/program of any OUS institution is not guaranteed upon completion of the AS/OT-Business degree. It is strongly recommended that students review the list of university-specific prerequisites and recommendations on pages 46 and contact the specific OUS campus business school/program early in the first year of their AS/OT-Business program at Southwestern to be advised about additional requirements and procedures for admission consideration to the OUS institution and the business school/program ( 30 of the last 45 credits must be completed at Southwestern)

The Certificate of Completion is awarded for a specific curriculum of fewer than 90 credits and is approved by the State Board of Education. Programs that are at least 45 credits are considered one-year Certificates of Completion and are eligible for federal financial aid ( 15 of the last 30 credits must be completed at Southwestern). Programs that are fewer than 45 credits are considered less than one year Certificates of Completion. These programs are state approved but may not be eligible for federal financial aid ( 9 of the last 24 credits must be completed at Southwestern).

Training Opportunities are offered by Southwestern Oregon Community College to prepare students for further career options. These training opportunities are not available for financial aid funding, nor are they approved as degree or certificate programs by the State Board of Education.

## Major Index

Degree Options:
AA/OT: Associate of Arts AS/OT: Associate of Science/Oregon Transfer
OTM: Oregon Transfer Module
C: One Year Certificate of Completion
AS: Associate of Science
AGS: Associate of General Science
AAS: Associate of Applied Science
CC: Less than One Year Certificate of Completion
TO: $\quad$ Training Opportunity

| Program Name | Degree Option | Code | Page |
| :---: | :---: | :---: | :---: |
| Associate of Arts Oregon Transfer | AA/OT | 1004 | 15-17 |
| Oregon Transfer Module | OTM | 3001 | 18-19 |
| Associate of General Studies | AGS | 1101 | 40-42 |
| Associate of Science/Oregon Transfer - Business | AS/OT-Business | 1201 | 45-47 |
| Business/Office Occupations: |  |  |  |
| Accounting | AAS | 2102 | 49 |
| Accounting | C | 2151 | 50 |
| Bookkeeping Clerical | C | 2155 | 50 |
| Marketing | AAS | 2104 | 51 |
| Marketing | CC | 2207 | 51 |
| Office M anagement | AAS | 2120 | 52 |
| Office Administration/Office Occupations | C | 2178 | 53 |
| Small Business Management Entrepreneurship | AAS | 2106 | 54 |
| Supervision | CC | 2211 | 54 |
| Medical Assistant | AAS | 2127 | 56 |
| Medical Clerical | C | 2169 | 57 |
| Medical Transcription | C | 2171 | 57 |
| Childhood Education: |  |  |  |
| Childhood Education and Family Studies | AS | 1070 | 59 |
| Childhood Education and Family Studies | AAS | 2114 | 60 |
| Childhood Education and Family Studies | C | 2156 | 61 |
| Para Educator/Educational Assistant | C | 2198 | 61 |
| Computers and Technology: |  |  |  |
| Computer Networking: |  |  |  |
| Network Design and Administration | AAS | 2128 | 63 |
| Network Fundamentals | CC | 2255 | 64 |
| Network Technician | C | 2188 | 64 |
| Network Certification Exam Preparation | CC | 2254 | 65 |
| Advanced Network Certification Exam Preparation | CC | 2257 | 65 |
| Software Support: |  |  |  |
| Computer Information Systems: Software Support | AAS | 2113 | 67 |
| Software Application Specialist | C | 2187 | 68 |
| Software Certification Exam Preparation | CC | 2252 | 68 |
| Technical Support: |  |  |  |
| Technical Support | AAS | 2112 | 70 |
| Computer Technician | C | 2186 | 71 |
| Computer Technician Exam Preparation | CC | 2253 | 71 |
| Web Support: |  |  |  |
| Web Production Specialist | C | 2189 | 73 |
| Web Site Fundamentals | CC | 2256 | 73 |
| Criminal Justice: |  |  |  |
| Criminal Justice Administration | AS | 1011 | 75 |
| Corrections Officer Administration | AAS | 2138 | 76 |
| Criminal Justice Administration Law Enforcement | AAS | 2139 | 77 |
| Juvenile Corrections | C | 2162 | 78 |

## Major Index (Continued)

Degree Options:
AA/OT: Associate of Arts
OTM: Oregon Transfer Module
AS: Associate of Science
AGS: Associate of General Science
AAS: Associate of Applied Science

AS/OT: Associate of Science/Oregon Transfer
C: One Year Certificate of Completion
CC: Less than One Year Certificate of Completion
TO: Training Opportunity

| Program Name | Degree Option | Code | Page |
| :---: | :---: | :---: | :---: |
| Culinary: |  |  |  |
| Culinary Arts Management Training | AAS | 2110 | 80 |
| Baking and Pastry | AAS | 2134 | 81 |
| Employment Skills Training | CC | 2260 | 82 |
| Fitness: |  |  |  |
| Athletic Training | AS | 1043 | 84 |
| Fitness M anagement | AS | 1042 | 85 |
| Health Occupations: |  |  |  |
| Allied Health: |  |  |  |
| Basic Nursing Assistant | TO | 2201 | 87 |
| Rural Health Aide | C | 2174 | 87 |
| Medical Technical: |  |  |  |
| Pharmacy Technician | C | 2180 | 89 |
| Surgical Technology | C | 2185 | 89 |
| Health Occupations: |  |  |  |
| Nursing | AAS | 2129 | 91 |
| Perioperative Nursing | TO | 2204 | 91 |
| Human Services: |  |  |  |
| Gerontology | AAS | 2124 | 94 |
| Human Services | AS | 1030 | 93 |
| Human Services | AAS | 2126 | 95 |
| Substance Abuse | AAS | 2132 | 96 |
| Manufacturing Technology: |  |  |  |
| Manufacturing Technology: Fabrication/Welding Option | AAS | 2133 | 98 |
| Fabrication/Welding | C | 2181 | 99 |
| Industrial Technology (Apprenticeship) | AAS | 2301 | 99 |
| Natural Resources: |  |  |  |
| Turf and Landscape Technology | AAS | 2135 | 101 |
| Public Safety: |  |  |  |
| Emergency Medical Technician | C | 2161 | 104 |
| Fire Science Technology | AAS | 2116 | 103 |
| Science: |  |  |  |
| Engineering | AS | 1040 | 106 |
| M athematics | AS | 1050 | 107 |
| Natural Science | AS | 1060 | 108 |

## Associate of Arts

## Oregon Transfer Degree Requirements

| Requirements | Credit <br> Hours | Courses which satisfy requirements |
| :--- | :---: | :---: |
| Complete a minimum of 90 credit hours <br> with a minimum Grade Point Average (GPA) <br> of 2.0 (C) average or better. Complete 30 of <br> the last 45 credits at Southwestern before <br> the AA/OT is awarded. |  |  |
| General Education Requirements |  |  |

# Associate of Arts Oregon Transfer Degree Requirements (continued) 

| Requirements | Credit Hours | Courses which satisfy requirements |
| :---: | :---: | :---: |
| Mathematics/Science/Computer Science <br> Engineering: <br> Minimum 15 credits chosen from approved list. <br> Minimum 12 credits of laboratory courses in the biological or physical sciences. Minimum two courses from the same discipline. | $15$ (12) | BII01, 102, 103; BI201, 202, 203; BI231, 232, 233; CHEM121, 122, 123; CHEM221, 222, 223; G201, 202, 203; GS104, 105 and GS106, or GS107, or GS108; PH201, 202, 203; PH211, 212, 213 <br> BI144, BI149, BI234, CHEM110, CHEM241, CHEM242, CHEM243, CIS131, CS133VB, CS133WS, CS151, CS161, CS162, CS233VB, CS261, ENGR111, ENGR112, ENGR201, ENGR202, ENGR203,ENGR211, ENGR212, ENGR213, ENV148, G146, G207, G220, G221, G246, MTH105, MTH111, MTH112, MTH212, MTH213, MTH231, MTH232, MTH241, MTH242, MTH243/BA232, MTH251, MTH252, MTH253, MTH254, MTH255, MTH256, MTH260, MTH265, PH121 |
| Cultural Diversity: | 3 | Courses were not defined at the time of publication. See an advisor for a list of approved courses. |
| Electives |  | All lower-division collegiate courses numbered 100 to 299 may apply towards electives, as well as 12 credits of professional technical courses (excluding remedial, developmental, courses with prefixes CE/CEU/PDU, and zero-credit courses.) <br> Additionally, the following courses numbered 100 to 299 may be used only as part of the 12 credits of professional technical courses: ECE100, ED114, ED126, ED127, ED128, ED272, HE254, HE257, HE258, HE259, HE260, HE262,HS291, and other professional technical courses with prefixes of DRFT, ELEC, F (except F141), FE (except FE210), FP, FS, HEC, MFG, MISC, MT, NUR, OA, RE, RR, WLD. <br> No more than nine credits of PE185 may be applied towards an AA/OT degree. |

## Supportive Courses: (will count as electives)

The college has determined that the following supportive courses may be necessary to assist students to successfully complete their programs: CS125W, HD100, HD112, HD204, HD208, LIB127, OA121, RD101, RD102, RD103.

## Developmental/Remedial Courses:

ENL0747, HD90, MTH0520, MTH20, MTH25, MTH70, MTH94, MTH95, RD0751, RD0752, RD0753, WR0525, WR90
Maximum number of credits allowable for basic, developmental, or supportive courses under federal financial aid guidelines is 45 .

Note: Effective for everyone graduating from high school in 1997 or later, all OUS institutions will require two years of high school second language for admission. This admission requirement can also be satisfied by two quarters (or semesters) of a college-level second language or demonstrated proficiency in a second language.
Students who graduated from a high school in spring 1997 or later and have not completed two years of a high school second language should complete at least two quarters of a second language sequence at Southwestern. For additional information, contact an advisor or counselor.

## Associate of Arts Oregon Transfer Degree (AA/OT) Student Checklist

This guide is to be used for educational planning/advising purposes only

| General Education Requirements (16 credits) <br> Complete a minimum of 90 credit hours with a minimum Grade Point Average (GPA) 2.0 ("C") or better. 30 of last 45 credits must be taken at Southwestern. | Total credits required | Course(s) completed | Credits earned | Term | Notes |
| :---: | :---: | :---: | :---: | :---: | :---: |
| Writing <br> WR121, WR122, and WR123 or WR227 <br> (Must complete with grade " C " or better) | 9 |  |  |  |  |
| Math <br> MTH105 or above, excluding MTH211 <br> (Must complete with grade " $C$ " or better) | 3-4 |  |  |  |  |
| Oral Communication/Rhetoric SP100, SP111, SP112, SP217, SP218 or SP219 (Must complete with grade " C " or better) | 3 |  |  |  |  |
| Distribution Requirements (42 credits) <br> Courses must be at least three credits each. |  |  |  |  |  |
| Arts and Letters: <br> Minimum 12 credits chosen from approved lists. <br> At least two disciplines, with no more than nine credits from one discipline. <br> Foreign language must be second-year. Minimum two courses from the same discipline. | 12 |  |  |  | Approved course list on page 15. |
| Social Sciences*: <br> Minimum 15 credits chosen from approved list. <br> At least two disciplines, with no more than nine credits from one discipline. <br> Minimum two courses from the same discipline. | 15 |  |  |  | Approved course list on page 15. <br> *Students planning to transfer before completing the AA/OT degree or transfer to a college that does not recognize the AA/OT, should consult with their advisor to determine if these courses will meet the social science requirements of the school they plan to attend. |
| Mathematics/Science/ <br> Computer Science/ <br> Engineering: <br> Minimum 15 credits chosen from approved list. <br> Minimum 12 credits of laboratory courses in the biological or physical sciences. <br> Minimum two courses from the same discipline. | 15 |  |  |  | Approved course list on pages 15-16. |
| Cultural Diversity: | 3 |  |  |  | Courses were not defined at the time <br> of publication. See an advisor for a list of approved courses. |
| Electives <br> All lower division collegiate courses numbered 100 to 299 may apply towards electives as well as 12 credits of professional technical courses (excluding remedial, developmental, courses with prefixes CE/CEU/PDU, and zero credit courses.) Additionally, the list of courses**, numbered 100 to 299, may only be used as part of the 12 credits of professional technical courses. |  |  |  |  | **ECE100, ED114, ED126, ED127, <br> ED128, ED272, HE254, HE257, <br> HE258, HE259, HE260, HE262, <br> HS291, and other professional technical courses with prefixes of DRFT, ELEC, F (except F141), FE (except FE210), FP, FS, HEC, MFG, MISC, MT, NUR, OA, RE, RR, WLD |
| Total Credits |  |  |  |  |  |
| Foreign Language <br> Beginning in 1997, students who graduate from high school in 1997 or after must meet a foreign language requirement for admission to an OUS four year institution. <br> OUS Foreign Language requirement met? $\qquad$ at SOCC $\qquad$ in high school |  |  |  |  |  |

## Oregon Transfer Module

| Requirements | Credit Hours | Courses which satisfy requirements |
| :---: | :---: | :---: |
| Complete a minimum of 45 credit hours with a minimum Grade Point Average (GPA) of 2.0 ("C") average or better. |  |  |
| General Education Requirements <br> (Foundation Skills) <br> (Courses must be at least three credits each with a "C" or better) <br> Writing <br> Math <br> Oral Communications/Rhetoric | $\begin{gathered} 6 \\ 3-4 \\ 3 \end{gathered}$ | Two courses WR121 or higher One course MTH105 or higher One course SP111 or higher |
| Distribution Requirements (Introduction to Disciplines) (Courses must be at least three credits each with a "C" or better) <br> Arts and Letters: <br> Social Sciences: <br> Mathematics/Science/Computer Science | 9 <br> 9 <br> 15 | Three courses from the AA/OT Distribution Requirement list on page 15. <br> Three courses from the AA/OT Distribution Requirement list on page 15. <br> Three courses from the AA/OT Distribution Requirement list on pages 15-16, including at least one biological or physical science with a lab. |
| Electives: <br> Total degree requirements to equal a minimum of 45 credits |  | Courses must be from the Distribution Requirements areas, Arts and Letters, Social Science, or Science/M ath/Computer Science |
| Notes: <br> 1. Courses that are designed to prepare studen module. <br> 2. When choosing courses in science and mat requirements at receiving schools. Courses subjects, may be required for majors or deg <br> 3. Computer Science courses used in the Math Council of Computer Chairs criteria for a s http://cs.bmcc.cc.or.us/occc/. <br> 4. In Arts and Letters, the second year of a for American Sign Language (ASL) is considered <br> 5. All Oregon community colleges and OUS in Oregon Transfer Module, (OTM ) designation upon request. Regionally accredited private offer and issue Transfer Modules, which will <br> 6. OTM credits may not match program requir does not supplant existing articulation agre | for coll <br> matics, <br> at inclu s. <br> sience/ nce cou <br> n langu foreign tutions <br> will be p lleges e accep ments in ents and | level work are not applicable to the transfer <br> dents and advisors should check the specific laboratory component or that deal with specific <br> mputer Science area must meet Oregon See list of courses at <br> may be included, but not the first year. guage. <br> I offer students the opportunity to complete an ed on the transcript by the issuing institution universities within the state are also wel come to at any Oregon public college or university. e receiving school. The OTM supplements, but does not replace effective advising. |

## Oregon Transfer Module (OTM) Student Checklist

This guide is to be used for educational planning/advising purposes only

| General Education Requirements <br> (Foundation Skills) <br> (13 credits) <br> Complete a minimum of 45 credit hours with a minimum Grade Point Average (GPA) 2.0 ("C") or better. | Total credits required | Course(s) completed | Credits earned | Term | Notes |
| :---: | :---: | :---: | :---: | :---: | :---: |
| Writing <br> WR121 or higher (Must complete with grade " $C$ " or better) | 6 |  |  |  |  |
| Math <br> MTH105 or higher (Must complete with grade " $C$ " or better) | 3-4 |  |  |  |  |
| Oral Communication/Rhetoric SP111 or higher <br> (Must complete with grade " C " or better) | 3 |  |  |  |  |
| Distribution Requirements <br> (Introduction to Disciplines) <br> ( 32 credits) <br> (Courses must be at least three credits each with grade "C" or better) |  |  |  |  |  |
| Arts and Letters: <br> Three courses from the AA/OT <br> Distribution Requirement list. <br> The second year of a foreign language may be included, but not the first year. ASL is considered a foreign language. | 9 |  |  |  | Approved course list on page 15. |
| Social Sciences: <br> Three courses from the AA/OT Distribution Requirement list. | 9-11 |  |  |  | Approved course list on page 15. |
| Mathematics/Science/ <br> Computer Science: <br> Three courses from the AA/OT Distribution Requirement list, including at least one biological or physical science with a lab. | 10-15 |  |  |  | Approved course list on pages 15-16. |
| Electives <br> Courses must be from the Distribution Requirements areas, Arts and Letters, Social Science, or Science/M ath/Computer Science |  |  |  |  |  |
| Total Credits |  |  |  |  |  |
| Notes: <br> 1. Courses that are designed to prepare students for college-level work are not applicable to the transfer module. <br> 2. When choosing courses in science and mathematics, students and advisors should check the specific requirements at receiving scho Courses that include a laboratory component, or that deal with specific subjects, may be required for majors or degrees. <br> 3. Computer Science courses used in the Math/Science/Computer Science area must meet Oregon Council of Computer Chairs criteria science course. See list of courses at http://cs.bmcc.cc.or.us/occc. <br> 4. In Arts and Letters, the second year of a foreign language may be included, but not the first year. American Sign Language (ASL) is considered a foreign language. <br> 5. All Oregon community colleges and Oregon University System institutions will offer students the opportunity to complete an Orego Transfer Module (OTM) designation will be posted on the transcript by the issuing institution upon request. Regionally accredited private colleges and universities within the state are also welcome to offer and issue Transfer Modules, which will be accepted at any Oregon public college or university. <br> 6. Oregon Transfer M odule credits may not match program requirements in the receiving school. The OTM supplements, but does not supplant existing articulation agreements and does not replace effective advising. |  |  |  |  |  |
|  |  |  |  |  |  |

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

The sample transfer curricula on the following pages indicate programs of study that help prepare students for Bachelor's degrees at four-year institutions. These are suggested guidelines for using the Associate of Arts Oregon Transfer (AA/OT) for transfer. See an advisor to help create an educational plan to fit a chosen program of study and the transfer requirements for Oregon University System (OUS) institution where you plan to complete a Bachelor's degree. Transfer requirements may vary at private or out-of-state institutions. Southwestern also offers Associate of Science degrees for students who plan to transfer.
Please note: 90 credits are required for an Associate's degree; some transfer programs suggest more credits. For more information about transfer course sequences, see pages $30-37$ or visit the University Center in Tioga Hall, Room 318.

## ANTHROPOLOGY

| Required courses for AA/OT degree | Credits |
| :--- | ---: |
| MTH111 College Algebra or | 4 |
| MTH105 Intro to Contemporary M athematics |  |
| Speech Course* | 3 |
| WR121/122/123 English Composition | 9 |
| $* *$ Suggested courses to meet additional AA/OT requirements |  |
| and Electives |  |

ANTH101/102/103 General Anthropology 9
ART204/205/206 History of Western Art 9
BII01/102/103 General Biology 12
G201/202/203 Physical Geology 12
GEOG105 Cultural Geography 3
PSY201/202/203 General Psychology 9
Arts and Letters Course (different prefix than ART) 3
Electives (check transfer school requirements) 17
Total

## ARCHITECTURE

| Required courses for AA/OT degree | Credits |
| :--- | ---: |
| MTH112 Elementary Functions | 4 |
| Speech Course* | 3 |
| WR121/122/123 English Composition | 9 |
| $* * S u g g e s t e d ~ c o u r s e s ~ t o ~ m e e t ~ a d d i t i o n a l ~ A A / O T ~ r e q u i r e m e n t s ~$ |  |

ART115/116/117 Basic Design 9
ART204/205/206 History of Western Art 9
CIS131 Computer Information Systems 4
DRFT110/111/112 Computer Assisted Drafting 9
PH201/202/203 General Physics 15
Literature Course 3
Social Science Courses (two different prefixes) 15
Electives (check transfer school requirements) 10
Total 90

## ART

Required courses for AA/OT degree Credits
MTH 105 Intro to Contemporary Mathematics 4

## Speech Course*

WR121/122/123 English Composition
3
$* *$ Suggested courses to meet additional AA/OT requirements
and Electives

## ART (cont'd)

Suggested courses to meet additional AA/OT requirements and Electives (continued)
CIS131 Computer Information Systems ..... 4
Literature Course ..... 3
Social Science Courses (two different prefixes) ..... 15
Lab Science (Biological or Physical) ..... 12
Electives (Studio Art courses recommended) ..... 13
Total ..... 90
ART HISTORY
Required courses for AA/OT degree ..... Credits
MTH105 Intro to Contemporary Mathematics ..... 4
Speech Course* ..... 3
WR121/122/123 English Composition ..... 9
**Suggested courses to meet additional AA/OT requirementsand Electives
ART115/116/117 Basic Design ..... 9
ART131/132/133 Drawing ..... 9
ART204/205/206 History of Western Art ..... 9
CIS131 Computer Information Systems ..... 4
ENG107/108/109 World Literature ..... 9
HST101/102/103 History of Western CivilizationSocial Science Courses6
(different prefix than HST)
Lab Science (Biological or Physical) ..... 12
Electives (check transfer school requirements) ..... 7
Total ..... 90
ARTS AND LETTERS
Required courses for AA/OT degree ..... Credits
MTH105 Intro to Contemporary Mathematics ..... 4
Speech Course* ..... 3
WR121/122/123 English Composition ..... 9
**Suggested courses to meet additional AA/OT requirementsand Electives
CIS131 Computer Information Systems ..... 4
ENG104/105/106 Introduction to Literature ..... 9or ENG107/108/109 World LiteratureHST101/102/103 History of Western Civilization 9
Second-Year Foreign Language Sequence ..... 12
Social Science Courses ..... 6
(different prefix than HST)
Lab Science (Biological or Physical) ..... 12
Electives ..... 22
(200-level literature courses recommended) Total ..... 90

* Speech courses include SP100, 111, 112, 217, 218, 219.
** One course must meet the cultural diversity requirement.


## COLLEGE TRANSFER PROGRAMS (Continued)

## BIOCHEMISTRY/BIOPHYSICS

| Required courses for AA/OT degree Creder | Credits |
| :---: | :---: |
| MTH251 Calculus I | 4 |
| Speech Course* | 3 |
| WR121/122/123 English Composition | 9 |
| **Suggested courses to meet additional AA/OT requirements and Electives |  |
| BI201/202/203 Introductory Biology or CHEM 221/222/223 General Chemistry | 12-15 |
| CHEM 241/242/243 Organic Chemistry | 2 |
| MTH252/253 Calculus II and III | 8 |
| PH211/212/213 Physics with Calculus | 15 |
| Arts and Letters Courses (two different prefixes) | xes) 12 |
| Social Science Courses (two different prefixes) | es) 15 |
| Total 9 | 90-93 |
| BIOLOGY |  |
| Required courses for AA/OT degree | Credits |
| MTH251 Calculus I | 4 |
| Speech Course* | 3 |
| WR121/122/123 English Composition | 9 |
| **Suggested courses to meet additional AA/OT requirements and Electives |  |
| BI201/202/203 Introductory Biology | 12 |
| CHEM 221/222/223 General Chemistry | 15 |
| MTH252 Calculus II | 4 |
| PH201/202/203 General Physics | 15 |
| Arts and Letters Courses (two different prefix) | x) 12 |
| Social Science Courses (two different prefixes) | es) 15 |
| Elective |  |
| Total | 90 |
| CHEMISTRY |  |
| Required courses for AA/OT degree | Credits |
| MTH251 Calculus I | 4 |
| Speech Course* | 3 |
| WR121/122/123 English Composition | 9 |
| **Suggested courses to meet additional AA/OT requirements and Electives |  |
| CHEM221/222/223 General Chemistry MTH252/253 Calculus I and II | 15 8 |
| MTH256 Differential Equations | 4 |
| PH211/212/213 General Physics with Calculus | lus 15 |
| Arts and Letters Courses (two different prefixes) | xes) 12 |
| Social Science Courses (two different prefixes) | es) 15 |
| Electives (check transfer school requirements) | ts) 5 |
| Total | 90 |

## CHILD AND FAMILY STUDIES

## CHILD AND FAMILY STUDIES (cont'd)

| $* *$ Suggested courses to meet additional AA/OT requirements |  |
| :--- | ---: |
| and Electives |  |
| CIS131 Computer Information Systems | 4 |
| ECE102 Practicum | 3 |
| ECE150 Introduction and Observation | 3 |
| ECE154 Children's Literature and Literacy | 3 |
| ECE209 Theory and Practicum | 3 |
| ED169 Overview of Students with Special Needs | 3 |
| ED258 Multicultural Education | 3 |
| ED280 Field Experience in Education | 3 |
| ENG104/105 Introduction to Literature | 6 |
| HDFS225 Prenatal, Infant and Toddler Dev | 3 |
| HDFS229 Development in Middle Childhood | 3 |
| HDFS247 Preschool Child Development | 3 |
| MTH211/212 Elementary Mathematics | 6 |
| PHL101/102/103 Philosophy | 9 |
| PSY201/202 General Psychology | 6 |
| SOC204 General Sociology | 3 |
| Lab Science (Biological or Physical) | 12 |
| Total | 92 |
| CHIROPRACTIC |  |

Required courses for AA/OT degree Credits
MTH251 Calculus I ..... 4
Speech Course* ..... 3
WR121/122/123 English Composition ..... 9
**Suggested courses to meet additional AA/OT requirements and Electives
BI201/202/203 Introductory Biology or ..... 12
BI231/232/233 Human Anatomy and Physiology CHEM 221/222/223 General Chemistry ..... 15
CHEM241/242/243 Organic Chemistry ..... 12
PH201/202/203 General Physics ..... 15
PSY201/202/203 General Psychology ..... 9
Arts and Letters Courses (two different prefixes) ..... 12
Social Science Courses ..... 6
(different prefix than PSY) Total ..... 97
COMMUNICATIONS/SPEECH
Required courses for AA/OT degree ..... Credits
MTH 111 College Algebra or ..... 4
SP111 Public Speaking ..... 3
WR121/122/123 English Composition ..... 9
**Suggested courses to meet additional AA/OT requirements and Electives
BII01/102/103 General Biology ..... 12
HST101/102/103 History of Western Civilization ..... 4
9
SP100 Basic Speech ..... 3
SP112 Persuasive Speech ..... 3
3

* Speech courses include SP100, 111, 112, 217, 218, 219.
** One course must meet the cultural diversity requirement.


## COLLEGE TRANSFER PROGRAMS (Continued)

## COMMUNICATIONS/SPEECH (cont'd)

**Suggested courses to meet additional AA/OT requirements and Electives continued
SP219 Small Group Discussion 3
SP220 Gender and Communication 3
TA141/142/143 Acting 9
Arts and Letters Courses (two different prefixes) 9
Social Science Courses
(different prefix than HST)
Electives (check transfer school requirements) 10
Total

## COMPUTER SCIENCE

| Required courses for AA/OT degree | Credits |
| :--- | ---: |
| MTH251 Calculus | 4 |
| SP111 Fundamentals of Public Speaking | 3 |
| WR121/122/227 English Composition | 9 |
| **Suggested courses to meet additional AA/OT requirements |  |
| and Electives |  |
| CIS131 Computer Information Systems | 4 |
| CS151 Intro to Computer Programming | 4 |
| CS161 Intro to Computer Science I | 4 |
| CS162 Intro to Computer Science II | 4 |
| MTH231 Discrete Math I | 4 |
| MTH232 Discrete Math II | 4 |
| MTH252/253/254 Calculus | 12 |
| PH211/212/213 General Physics w/Cal culus | 15 |
| Arts and Letters Courses (two different prefixes) | 12 |
| Social Science Courses (two different prefixes) | 15 |
| Total | 94 |
| CORRECTIONS |  |

## CORRECTIONS

Required courses for AA/OT degree Credits
MTH105 Intro to Contemporary Mathematics 4
Speech Course* 3

WR121/122/123 English Composition 9

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

BI 101/102/103 General Biology 12
CIS131 Computer Information Systems 4
CJ101 Criminology 3
CJ110 Introduction to Law Enforcement 3
CJ130 Introduction to Corrections 3
CJ201 Juvenile Delinquency 3
CJ213 Interview and Interrogation 3
Cl222 Procedural Law

CJ230 Juvenile Corrections
CJ232 Corrections Casework ..... 3
CJ280 Field Experience Corrections ..... 6
PHL101/102/103 Philosophy ..... 9
PSY201/202/203 General Psychology ..... 9
SOC204/205/206 General Sociology ..... 9
Arts and Letters Courses(different prefix than PHL)Total

## DENTAL HYGIENE

| Required courses for AA/OT degree | Credits |
| :--- | ---: |
| MTH112 Elementary Functions | 4 |
| SP219 Small Group Discussion | 3 |
| WR121/122/123 English Composition or | 9 |
| WR227 Report Writing |  |
| **Suggested courses to meet additional AA/OT requirements |  |
| and Electives |  |
| BI231/232/233 Human Anatomy and Physiology 12 |  |
| BI234 Microbiology | 4 |
| CHEM 121/122/123 Introductory | 15 |
| College Chemistry I,II,III |  |
| CIS131 Computer Information Systems | 4 |
| FN225 Nutrition | 4 |
| HUM204/205/206 World Mythology and Religion 9 |  |
| PSY201/202/203 General Psychology | 9 |
| SOC204/205 General Sociology | 6 |
| Arts and Letters Course | 3 |
| (different prefix than HUM) |  |
| Electives (check transfer school requirements) | 8 |
| Total | 90 |
| DENTISTRY |  |

Required courses for AA/OT degree Credits
MTH111 College Algebra ..... 4
Speech Course* ..... 3
WR121/122/123 English Composition ..... 9
**Suggested courses to meet additional AA/OT requirements and Electives
B1 201/202/203 introductory Biology ..... 12 ..... 12
CHEM 241/242/243 Organic Chemistry ..... 12
MTH112 Elementary Functions ..... 4
MTH251 Calculus ..... 4
PH201/202/203 General Physics ..... 15
PSY201/202/203 General Psychology ..... 9
Arts and Letters Courses (two different prefixes) 12
Social Science Courses ..... 6
(different prefix than PSY)
Total105
EDUCATION, ELEMENTARY
Required Courses for AA/OT degree ..... Credits
MTH211/212/213 Fundamentals of Elementary ..... 9
Speech course* ..... 3
WR121/122/123 English Composition ..... 9
**Suggested courses to meet additional AA/OT requirements and Electives
BI 101/102/103 General Biology ..... 12
ED280 Field Experience ..... 3
GEOG105 Cultural Geography ..... 12

* Speech courses include SP100, 111, 112, 217, 218, 219.
** One course must meet the cultural diversity requirement.


## COLLEGE TRANSFER PROGRAMS (Continued)

EDUCATION, ELEMENTARY (cont'd)
**Suggested courses to meet additional AA/OT requirements and Electives continued
HST201/202/203 History of the United States 9
Arts and Letters Course (PHL and Art History) 12
Social Science Course (recommend PSY) 3
Electives (ART, MUS, ED258 recommended)*** 15
Total

## ENGLISH



## ENVIRONMENTAL SCIENCE

Required Courses for AA/OT degree ..... Credits
MTH111 College Algebra ..... 4
Speech Course* ..... 3
WR121/122 English Composition ..... 6
WR227 Report Writing ..... 3
**Suggested courses to meet additional AA/OT requirements and Electives
BI201/202/203 Introductory Biology ..... 12
CHEM 221/222/223 General Chemistry ..... 15
CIS131 Computer Information Systems ..... 4
ECON201/202 Microeconomics/Macroeconomics 8
MTH243 Intro Probability and Statistics ..... 4
PH201/202/203 General Physics ..... 15
PHL102 Ethics ..... 3
Arts and Letters Courses ..... 9
Social Science Courses (different prefix) ..... 9
Total ..... 95
FOREIGN LANGUAGE
Required courses for AA/OT degree ..... Credits
MTH105 Intro to Contemporary Mathematics ..... 4
Speech Course* ..... 3
WR121/122/123 English Composition ..... 9
**Suggested courses to meet additional AA/OT requirements and Electives
ANTH103 Cultural Anthropology ..... 3
ART204 History of Western Art ..... 3
CIS131 Computer Information Systems ..... 4
ENG107/108/109 World Literature ..... 9
HST101/102/103 History of Western Civilization 9 HUM204/205/205 World Mythology and Religion 9
Second-Year Foreign Language Sequence ..... 12
Social Science Courses ..... 6
(different prefix than HST)
Lab Science (Biological or Physical) ..... 12
Elective (check transfer school requirements) ..... 7
90
FORESTRY/FISHERIES/WILDLIFE MGMT

| Required Courses for AA/OT degree | Credits |
| :--- | ---: |
| MTH251 Calculus I | 4 |
| SP111 Public Speaking | 3 |
| WR121/122 English Composition | 6 |
| WR227 Report Writing | 3 |

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## COLLEGE TRANSFER PROGRAMS (Continued)

## FORESTRY/FISHERIES/WILDLIFE MGMT (cont'd)

**Suggested courses to meet additional AA/OT requirements and Electives
BI201/202/203 Introductory Biology 12
CHEM 221/222/223 General Chemistry 15
CIS131 Computer Information Systems 4
ECON201/202 Microeconomics/Macroeconomics 8
PH201 General Physics 5
Arts and Letters Courses (two different prefixes) 12 Social Science Courses
(different prefix than ECON)) 9
Electives (check transfer school requirements) 9 Total

## GEOGRAPHY

| Required courses for AA/OT degree | Credits |
| :--- | ---: |
| MTH111 College Algebra | 4 |
| Speech course* | 3 |
| WR121/122/123 English Composition | 9 |
| $* *$ Suggested courses to meet additional AA/OT requirements |  |
| and Electives | 4 |
| CIS131 Computer Information Systems | 3 |
| GEOG105 Cultural Geography | 3 |
| MTH243 Introduction to Probability and Statistics4 |  |
| Arts and Letters Courses (two different prefixes) | 12 |
| Social Science Courses (two different prefixes) | 12 |
| Lab Science (Biological or Physical) | 12 |
| Electives (check transfer school requirements) | 27 |
| Total | 90 |
| GEOLOGY |  |


| Required courses for AA/OT degree | Credits |
| :--- | ---: |
| MTH251 Calculus with Analytic Geometry | 4 |
| Speech Course* | 3 |
| WR121/122/123 English Composition | 9 |
| **Suggested courses to meet additional AA/OT requirements |  |
| and Electives |  |
| CHEM221/222/223 General Chemistry | 15 |
| G145 Regional Field Geology | 3 |
| G201/202/203 General Geology | 12 |
| MTH252/253 Calculus with Analytic Geometry | 8 |
| PH201/202/203 General Physics or | 15 |
| PH211/212/213 General Physics with Calculus |  |
| Arts and Letters Courses (two different prefixes) | 12 |
| Social Science Courses (two different prefixes) | 15 |
| Total | 96 |

## HEALTH CARE ADMINISTRATION

Required courses for AA/OT degree ..... Credits
MTH111 College Algebra ..... 4
Speech Course* ..... 3
WR121/122 English Composition ..... 6
WR227 Reporting Writing ..... 3

## HEALTH CARE ADMINISTRATION (cont'd)

**Suggested courses to meet additional AA/OT requirements and Electives
BA211 Principles of Accounting I 4
BI101 General Biology ..... 4
BI234 Microbiology ..... 4
CHEM 121/122/123 Introductory ..... 15
College Chemistry I,II,III
ECON201/202 Microeconomics/Macroeconomics 8
HE250 Personal Health ..... 3
Arts and Letters Course ..... 12
Social Science Courses7
(different prefixes than ECON)
Electives (check transfer school requirements) ..... 17
Total ..... 90
HISTORY
Required courses for AA/OT degree Credits
MTH243 Introduction to Probability and Statistics4
Speech Course* ..... 3
**Suggested courses to meet additional AA/OT requirements and Electives
CIS131 Computer Information Systems ..... 4
ECON201/202 Microeconomics/M acroeconomics 8
HST201/202/203 History of the United States ..... 9
Second-Year Foreign Language Sequence ..... 12
Arts and Letters Courses
(different prefixes than Ianguage ) ..... 6
Lab Science (Biological or Physical) ..... 12
Electives (check transfer school requirements) ..... 14
Total ..... 90
HORTICULTURE
Required courses for AA/OT degree Credits
MTH243 Intro to Probability and Statistics ..... 4
WR121/122/123 English Composition or ..... 9 WR227 Report Writing
**Suggested courses to meet additional AA/OT requirements and Electives
BA211 Principles of Accounting I ..... 4
BI201/202/203 Introductory Biology ..... 12
CHEM 121/122/123 Introductory ..... 15
HORT100 Introduction to Horticulture ..... 3
HORT123 Landscape M aintenance ..... 3
HORT130 Plant Propagation ..... 3
HORT210 Landscape Design Theory ..... 2
HORT226 Landscape Plant Materials ..... 3
HORT280 Field Experience ..... 1-4
Arts and Letters Courses (two different prefixes) 12 Social Science Courses (two different prefixes) 15
Total ..... 92-95

[^1]
## COLLEGE TRANSFER PROGRAMS (Continued)

## HOSPITALITY, TOURISM and RECREATION

| Required courses for AA/OT degree | Credits |
| :--- | ---: |
| MTH111 College Algebra | 4 |
| Speech Course* | 3 |
| WR121/122/123 English Composition or | 9 |
| WR227 Report Writing |  |

$* *$ Suggested courses to meet additional AA/OT requirements
and Electives
CIS131 Computer Information Systems 4
Arts and Letters Courses (two different prefixes) 12
Social Science Courses (two different prefixes) 15
Lab Science (Biological or Physical) 12
Electives (check transfer school requirements) 31
Total

## HUMAN DEVELOPMENT/ FAMILY SERVICES

| Required courses for AA/OT degree | Credits |
| :--- | ---: |
| MTH111 College Algebra | 4 |
| Speech Course* | 3 |
| WR121/122/123 English Composition or | 9 |
| WR227 Report Writing |  |
| **uggested courses to meet additional AA/OT requirements |  |
| and Electives |  |
| CIS131 Computer Information Systems | 4 |
| Arts and Letters Courses (two different prefixes) | 12 |
| Social Science Courses (two different prefixes) | 15 |
| Lab Science (Biological or Physical) | 12 |
| Electives (check transfer school requirements) | 31 |
| $\quad$ Total | 90 |

## HUMAN SERVICES/SOCIAL WORK

|  |  |
| :--- | ---: |
| Required courses for AA/OT degree | Credits |
| MTH243 Intro to Probability and Statistics or | 4 |
| MTH105 Intro to Contemporary Mathematics or |  |
| MTH111 College Algebra |  |
| Speech Course* | 3 |
| WR121/122/123 English Composition or | 9 |
| WR227 Report Writing |  |
| **Suggested courses to meet additional AA/OT requirements |  |
| and Electives |  |

BI 101, 102, 103 General Biology ..... 12
CIS131 Computer Information Systems ..... 4
HS100 Intro to Human Services ..... 3
HS155 Interviewing Theory and Techniques ..... 3
HUM 204, 205, 206 or Literature sequence ..... 9
PSY201, 202, 203 General Psychology ..... 9
Arts and Letters Courses ..... 3
Electives (HS265, 266, 267, or Sociology coursesrecommended. Check transfer school requirements.Students should consider taking three credits ofinternship in a human services agency)Total3190

## INTERIOR DESIGN

| Required courses for AA/OT degree | Credits |
| :--- | ---: |
| MTH111 College Algebra | 4 |
| Speech Course* | 3 |
| WR121/122/123 English Composition or | 9 |
| WR227 Report Writing |  |

**Suggested courses to meet additional AA/OT requirements and Electives
ART204/205/206 History of Western Art ..... 9
CIS131 Computer Information Systems ..... 4
Arts and Letters Course
(different prefix than ART) ..... 3
Social Science Courses (two different prefixes) ..... 15
Lab Science (Biological or Physical) ..... 12
Total ..... 90
INTERNATIONAL STUDIES
Required courses for AA/OT degree ..... Credits
MTH111 College Algebra or ..... 4
MTH105 Intro to Contemporary Mathematics Speech Course* ..... 3
WR121/122/123 English Composition ..... 9
**Suggested courses to meet additional AA/OT requirementsand Electives
CIS131 Computer Information Systems ..... 4
HUM 204/205/206 World Mythology and Religion 9
PS205 International Relations ..... 3
Two Second-Year Foreign Language Sequences ..... 24
Lab Science (Biological or Physical) ..... 12
Social Science Courses (two*** from list below) ..... 6
Electives from the following: ..... 16
ANTH101/102/103 General Anthropology*** ART204/205/206 History of Western Art
ECON201/202 Microeconomics/M acroeconomics***ENG107/108/109 World Literature***
HST101/102/102 History of Western Civilization***PSY201 General Psychology***SOC204/205/206 General SociologyTotal90
JOURNALISM
Required courses for the AA/OT degree ..... Credits
MTH111 College Algebra or ..... 4
Speech Course* ..... 3
WR121/122/123 English Composition ..... 9
**Suggested courses to meet additional AA/OT requirements and Electives
CIS131Computer Information Systems ..... 4
ENG104/105/106 Introduction to Literature ..... 9
J202 Informatio

[^2]
## COLLEGE TRANSFER PROGRAMS (Continued)

## JOURNALISM (cont'd)

**Suggested courses to meet additional AA/OT requirements
and Electives continued and Electives continued
J203 Writing for the Media 4 J204 Visual Communication for Mass Media 4
J215 Publishing Lab 2
J217 Feature Writing 3
J220 Digital Media 4
Lab Science (Biological or Physical) (Biology or Geology) 12
Electives (check transfer school requirements) 11 Total 90

## MEDICAL IMAGING

| Required courses for the AA/OT degree | Credits |
| :--- | ---: |
| MTH111 College Algebra | 4 |
| SP111 Public Speaking | 3 |
| WR121/122 English Composition | 6 |
| WR227 Report Writing | 3 |
| **Suggested courses to meet additional AA/OT requirements |  |
| and Electives |  |
| BI231/232/233 Human Anatomy and Physiology | 12 |
| CHEM 121/122/123 Introductory | 15 |
| College Chemistry I,II,III |  |
| CIS131 Computer Information Systems | 4 |
| HUM204/205/206 World Mythology and Religion 9 |  |
| MTH112 Elementary Functions | 4 |
| PH201 General Physics | 5 |
| PSY201/202/203 General Psychology | 9 |
| SP219 Small Group Discussion | 3 |
| Social Science Courses | 6 |
| (different prefix than PSY) |  |
| Business Course | 3 |
| Elective | 4 |
| Total | 90 |

## MEDICINE

| Required courses for the AA/OT degree | Credits |
| :--- | ---: |
| MTH251 Calculus with Analytic Geometry | 4 |
| Speech Course* | 3 |
| WR121/122/123 English Composition | 9 |
| ${ }^{* *}$ Suggested courses to meet additional AA/OT requirements |  |
| and Electives |  |

BI201/202/203 Introductory Biology ..... 12
CHEM 221/222/223 General Chemistry ..... 15
MTH252 Calculus I ..... 4
PSY201/202/203 General Psychology ..... 9
Arts and Letters Courses (two different prefixes) 12
Social Science Courses (different than PSY) ..... 6
Select one of the following sequences: ..... 12-15
PH201/202/203 General Physics orCHEM 241/242/243 Organic Chemistry
Electives (check transfer school requirements) ..... 4
Total ..... 90-93

## MICROBIOLOGY

| Required courses for the AA/OT degree C | Credits |
| :---: | :---: |
| MTH251 Calculus I | 4 |
| Speech Course* | 3 |
| WR121/122/123 English Composition | 9 |
| **Suggested courses to meet additional AA/OT requirements and Electives |  |
| BI201/202/203 Introductory Biology | 12 |
| CHEM 221/222/223 General Chemistry | 15 |
| CIS131 Computer Information Systems | 4 |
| MTH252 Calculus II | 4 |
| PH201/202/203 General Physics | 15 |
| Arts and Letters Courses (two different prefixes) | xes) 12 |
| Social Science Courses (two different prefixes) | S) 15 |
| Total | 93 |
| MUSIC |  |
| Required courses for the AA/OT degree C | Credits |
| MTH105 Intro to Contemporary Mathematics | cs 4 |
| SP111 Fundamentals of Public Speaking | 3 |
| WR121/122/123 English Composition | 9 |
| **Suggested courses to meet additional AA/OT requirements and Electives |  |
| M UP105 Jazz Band | 1 |
| MUP121 Symphonic Choir | 1 |
| MUP125 Vocal Jazz | 2 |
| MUP131 Chamber Choir | 2 |
| MUP171-191 and MUP271-291 Indiv. Lessons* | ** 3 |
| MUP202A Concert Band | 1 |
| M US111/112/113 M usic Theory I | 9 |
| MUS114/115/116 Sight Reading/Ear Training | g 3 |
| MUS131/132/133 Piano Class | 3 |
| M US211/212/213 M usic Theory II | 9 |
| Arts and Letters Course (different than MUP or MUS) | 3 |
| Social Science Courses (two different prefixes) | S) 15 |
| Lab Science (Biological or Physical) | 12 |
| Math/Science/Computer Science course | 3 |
| Electives | 7 |
| Total | 90 |

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

## NUTRITION and FOOD MGMT

| Required courses for the AA/OT degree | Credits |
| :--- | ---: |
| MTH112 Elementary Functions | 4 |
| Speech Course* | 3 |
| WR121/122/123 English Composition | 9 |

[^3]** One course must meet the cultural diversity requirement.

## COLLEGE TRANSFER PROGRAMS (Continued)

## NUTRITION and FOOD MGMT (cont'd)

**Suggested courses to meet additional AA/OT requirements and Electives continued
CHEM 221/222/223 General Chemistry 15
CHEM 241/242/243 Organic Chemistry 12
CIS131 Computer Information Systems 4
ECON201/202 Microeconomics/Macroeconomics 8
FN225 Nutrition
4
PSY201/202/203 General Psychology 9
Arts and Letters Courses (two different prefixes) 12
Electives (check transfer school requirements) 10
Total 90
OCCUPATIONAL THERAPY
Required courses for the AA/OT degree Credits
MTH112 Elementary Functions 4
Speech Course* 3
WR121/122/123 English Composition 9
**Suggested courses to meet additional AA/OT requirements and Electives
Bl201 Introductory Biology 4
BI231/232/233 Human Anatomy and Physiology 12
CIS131 Computer Information Systems 4
MTH243 Introduction to Probability and Statistics4
PH201 General Physics 5
PSY201/202/203 General Psychology 9
SOC204/205 General Sociology 6
Arts and Letters Courses (two different prefixes) 12
Electives (check transfer school requirements) 18
Total 90
OPTOMETRY
Required courses for the AA/OT degree Credits
MTH112 Elementary Functions 4
Speech Course* 3
WR121/122 English Composition 6
WR227 Report Writing 3
**Suggested courses to meet additional AA/OT requirements and Electives
BI201 Introductory Biology 4
BI231/232/233 Human Anatomy and Physiology 12
BI234 Microbiology
4
CHEM 221/222/223 General Chemistry 12
CHEM 241/242 Organic Chemistry 8
MTH243 Introduction to Probability and Statistics4 MTH251 Calculus I
PH201/202/203 General Physics 15
PSY201/202/203 General Psychology 9
Arts and Letters Courses (two different prefixes) 12
Social Science Courses
6
(different prefix than PSY)
Total

## PHARMACY

| Required courses for the AA/OT degree | Credits |
| :--- | ---: |
| MTH251 Calculus | 4 |
| Speech Course* | 3 |
| WR121/122 English Composition | 6 |
| WR227 Report Writing | 3 |
| **Suggested courses to meet additional AA/OT requirements |  |
| and Electives |  |
| BI201/202/203 Introductory Biology | 12 |
| BI234 Microbiology | 4 |
| CHEM221/222/223 General Chemistry | 15 |
| CHEM241/242/243 Organic Chemistry | 12 |
| ECON201/202 Microeconomics/Macroeconomics 8 |  |
| PH201/202/203 General Physics | 15 |
| PSY201/202/203 General Psychology | 9 |
| Arts and Letters Courses (two different prefixes) | 12 |
| Total | 103 |
| PHILOSOPHY |  |

Required courses for the AA/OT degree Credits

MTH111 College Algebra or 4
MTH105 Intro to Contemporary Mathematics
Speech Course* 3
WR121/122/123 English Composition 9
$\begin{array}{lr}\text { **Suggested courses to meet additional AA/OT requirements } \\ \text { and Electives } & \\ \text { CIS131 Computer Information Systems } & 4 \\ \text { PHL101/102/103 Philosophy } & 9 \\ \text { Second Year Foreign Language Sequence } & 12 \\ \text { Social Science Courses (two different prefixes) } & 15 \\ \text { Lab Science (Biological or Physical) } & 12 \\ \text { Electives (check transfer school requirements) } & 22 \\ \quad \text { Total } & 90\end{array}$
PHYSICAL THERAPY
Required courses for the AA/OT degree Credits
MTH112 Elementary Functions 4
Speech Course* 3
WR121/122 English Composition 6
WR227 Report Writing 3
**Suggested courses to meet additional AA/OT requirements and Electives
BI201 Introductory Biology 4
BI231/232/233 Human Anatomy and Physiology 12
Bl234 Microbiology 4
CHEM 221/222/223 General Chemistry 15
CHEM 241/242 Organic Chemistry 8
MTH243 Introduction to Probability and Statistics4 MTH251 Calculus I4

PH201/202/203 General Physics
15

PSY201/202/203 General Psychology 9
Arts and Letters Courses (two different prefixes) 12
Social Science Courses
6
(different prefix than PSY)
Total

[^4]
## COLLEGE TRANSFER PROGRAMS (Continued)

## PHYSICS

| Required courses for the AA/OT degree | Credits |
| :--- | ---: |
| MTH251 Calculus I | 4 |
| Speech Course* | 3 |
| WR121/122/123 English Composition | 9 |
| $* *$ Suggested courses to meet additional AA/OT requirements |  |
| and Electives |  |
| CHEM 221/222/223 General Chemistry | 15 |
| MTH252/253 Calculus II, III | 8 |
| MTH254/255 Vector Calculus | 8 |
| MTH256 Differential Equations | 4 |
| PH211/212/213 General Physics with Calculus | 15 |
| Arts and Letters Courses (two different prefixes) | 12 |
| Social Science Courses (two different prefixes) | 15 |
| Total | 93 |

## POLITICAL SCIENCE

| Required courses for the AA/OT degree | Credits |
| :--- | ---: |
| MTH111 College Algebra or | 4 |
| MTH105 Intro to Contemporary M athematics |  |
| Speech Course* | 3 |
| WR121/122/123 English Composition | 9 |
| **Suggested courses to meet additional AA/OT requirements |  |
| and Electives |  |
| CIS131 Computer Information Systems | 4 |
| PHL101,102,103 Philosophy | 9 |
| PS201/202/205 Political Science | 9 |
| Arts and Letters Course (different than PHL) | 3 |
| Social Science Courses (different than PS) | 6 |
| Lab Science (Biological or Physical) | 12 |
| Electives (Social Science Courses recommended) |  |
|  | 31 |
| Total | 90 |
| PSYCHOLOGY |  |
| Required courses for AA/OT degree | Credits |
| MTH111 College Algebra | 4 |
| Speech Course* | 3 |
| WR121/122/123 English Composition | 9 |
| **Suggested courses to meet additional AA/OT requirements |  |
| and Electives |  |
| CIS131 Computer Information Systems | 4 |
| MTH243 Introduction to Probability and Statistics4 |  |
| PSY201/202/203 General Psychology | 9 |
| Arts and Letters Courses |  |
| (different prefix and PHL102 Ethics recommended) |  |
| Lab Science (Biological or Physical) | 12 |
| (Biology recommended) | 12 |
| Social Science Courses (different than PSY) | 6 |
| Electives (Science, Math, PSY recommended) | 27 |
| Total | 90 |

## PUBLIC RELATIONS

| Required courses for AA/OT degree | Credits |
| :--- | ---: |
| MTH111 College Algebra or | 4 |
| MTH105 Intro to Contemporary M athematics |  |
| Speech Course* | 3 |
| WR121/122/123 English Composition | 9 |
| **Suggested courses to meet additional AA/OT requirements |  |
| and Electives |  |
| BA285 Human Relations in Organizations | 3 |
| CIS131 Computer Information Systems | 4 |
| J215 Publishing Lab | 2 |
| J217 Feature Writing | 3 |
| J220 Digital Media | 4 |
| J280 Journalism/CWE | 3 |
| Arts and Letters Courses | 6 |
| Social Science Courses (two different prefixes) | 15 |
| Lab Science (Biological or Physical) | 12 |
| Electives (check transfer school requirements) | 22 |
| Total | 90 |

## RELIGIOUS STUDIES

| Required courses for AA/OT degree | Credits |
| :--- | ---: |
| MTH111 College Algebra or | 4 |
| MTH105 Intro to Contemporary M athematics |  |
| Speech Course* | 3 |
| WR121/122/123 English Composition | 9 |
| **Suggested courses to meet additional AA/OT requirements |  |
| and Electives | 4 |
| CIS131 Computer Information Systems | 4 |
| GEOG105 Cultural Geography | 3 |
| HST101/102/103 History of Western Civilization | 9 |
| HUM204/205/206 World Mythology and Religion 9 |  |
| PHL102/103 Philosophy | 6 |
| PSY201/202/203 General Psychology | 9 |
| Lab Science (Biological or Physical) | 12 |
| Electives (check transfer school requirements) | 22 |
| Total | 90 |

## SCIENCE

Required courses for AA/OT degree
MTH111 College Algebra 4
Speech Course* 3
WR121/122/123 English Composition 9
**Suggested courses to meet additional AA/OT requirements and Electives
CHEM 221/222/223 General Chemistry 15
CIS131 Computer Information Systems 4
MTH112 Elementary Functions 4
PSY201/202/203 General Psychology 9

[^5]
## COLLEGE TRANSFER PROGRAMS (Continued)

## SCIENCE (cont'd)

**Suggested courses to meet additional AA/OT requirements and Electives continued
Arts and Letters Courses (two different prefixes) 12
Social Science Courses (different than PSY) 6
Select one of the following options: 24-28 Physical Science Option
PH201/202/203 General Physics and BI201/202/203 General Biology
Biological Science Option
BI201/202/203 General Biology and CHEM 241/242/243 Organic Chemistry
Earth Science Option
PH201/202/203 General Physics and G201/202/203 General Geology
Total
90-94

## SOCIAL SCIENCE

| Required courses for AA/OT degree | Credits |
| :--- | ---: |
| MTH111 College Algebra | 4 |
| Speech Course* | 3 |
| WR121/122/123 English Composition | 9 |
| $* *$ Suggested courses to meet additional AA/OT requirements |  |
| and Electives |  |
| CIS131 Computer Information Systems | 4 |
| MTH243 Introduction to Probability and Statistics4 |  |
| Arts and Letters Courses (two different prefixes) | 12 |
| Social Science Courses (two different prefixes) | 15 |
| Lab Science (Biological or Physical) | 12 |
| Electives (additional Social Science courses) | 27 |
| Total | 90 |

## SOCIOLOGY

## Required courses for AA/OT degree

MTH243 Introduction to Probability and Statistics 4 Speech Course* 3
WR121/122/123 English Composition
**Suggested courses to meet additional AA/OT requirements
and Electives

CIS131 Computer Information Systems 4
ENG107/108/109 World Literature 9
GEOG105 Cultural Geography 3
HST201/202/203 History of the United States 9
SOC204/205/206 General Sociology 9
Arts and Letters Course (different than ENG) 3
Lab Science (Biological or Physical) 12
Electives (additional Sociology courses) 25
Total

## THEATRE ARTS

Required courses for AA/OT degree
MTH111 College Algebra or 4
MTH105 Intro to Contemporary Mathematics
Speech Course*
3
WR121/122/123 English Composition 9
**Suggested courses to meet additional AA/OT requirements and Electives
Bl 101/102/103 General Biology 12
CIS131 Computer Information Systems 4
ENG104/105/106 Introduction to Literature 9
HST101/102/103 History of Western Civilization 9
TA111 Fundamentals of Technical Theatre 3
TA141/142/143 Acting 9
TA153 Rehearsal and Performance 3
TA241/242/243 Intermediate Acting Techniques 9
Social Science Courses (different than HST) 6
Electives (check transfer school requirements) 10
Total 90
VETERINARY MEDICINE
Required courses for AA/OT degree
MTH112 Elementary Functions 4
Speech Course* 3
WR121/122/123 English Composition 9
$\begin{array}{lr}* * \text { *Suggested courses to meet additional AA/OT requirements } \\ \text { and Electives } \\ \text { BI201/202/203 Introductory Biology } & 12 \\ \text { CHEM221/22/223 General Chemistry } & 15 \\ \text { CHEM241/242/243 Organic Chemistry } & 12 \\ \text { PH201/202/203 General Physics } & 15 \\ \text { Arts and Letters Courses (two different prefixes) } & 12 \\ \text { Social Science Courses (two different prefixes) } & 15 \\ \quad \text { Total } & 97\end{array}$


[^6]| Requirements | Credit hours | Southwestern courses that satisfy requirements |
| :---: | :---: | :---: |
| COMMUNICATION and CRITICAL THINKING: | 15 | Choose at least one course from each of the three categories. |
| Communication | 1 course (minimum) | SP100, 111, 112, 218, 219, 229; WR121, 122, 123, 214 |
| Critical Thinking and Problem Solving | 1 course (minimum) | CHEM104, 105, 106; MTH243; MUS111, 112, 113; PHIL103 |
| Quantitative Reasoning | 1 course (minimum) | MTH105, 212, 213, 241, 242 |
| GENERAL KNOWLEDGE: | 45 | Must complete at least nine credits in each of the five categories. |
| Aesthetics and Humanities | 9 | ENG104, 105, 106, 107, 108, 109, 201, 202, 203, 204, 205, 206, 253, 254, 255; HUM204, 205, 206; PHIL101, 102 |
| Human Behavior | 9 | ANTH101, 102, 103, 221, 222, 223; ART204, 205, 206; ECON201, 202, 203; GEOG105; HST101, 102, 103, 201, 202, 203; PS201, 202, 205, 280; PSY201, 202, 203; SOC204, 205, 206 |
| Natural World | 9 | BI101, 102, 103, 149, 201, 202, 203; CHEM221, 222, 223; <br> ENV102, 104, 131, 132, 133; F111;G145, 146, 201, 202, 203, <br> 207, 220, 221; PH121, 201, 202, 203, 207, 220, 221; GS104, 105, <br> 106, 107, 108 |
| Arts and Creative Processes | 9 | ART115, 116, 117, 131, 132, 133, 184A, 184B, 184C, 185A, 185B, 186C, 191, 192, 193, 225, 226, 227, 250, 251, 252, 270, 271, 272, 281, 282, 283, 219, 229, 293; MUS101, 102, 103; TA141, 142, 143 |
| Language, Logic, and Culture | 9 | CIS131; CS101, 140, 161, 162; CJ101, 201; ELE154; GER101, 102, 103, 201, 202, 203; GEOG265; HDFS140; HS167; SOC213, 221, 244; SPAN101, 102, 103, 201, 202, 203; SP217, 220 |

## Notes:

1. A maximum of 120 credit hours earned at community colleges may be applied toward a Baccalaureate degree.
2. Students with the Associate of Arts Transfer Degree (AA/OT) from an accredited Oregon community college will be considered as having met the general education requirements at Eastern.
3. Courses in which "D" grades have been earned will transfer to Eastern.
4. Students graduating from high school fall 1997 and beyond who did not satisfy the second-language requirement in high school must have two terms of the same college-level second language or satisfactory performance on an approved secondlanguage assessment.
5. For a Bachelor of Science (BS) degree: In addition to completing the General Education Distribution Requirements, students are required to demonstrate the application of mathematics at the college level. Means for satisfying this requirement are described in each major at Eastern.
6. For a Bachelor of Arts (BA) degree: In addition to completing the General Education Distribution Requirements, students are required to demonstrate proficiency in a single foreign language (completion of a second-year foreign language course sequence or equivalency).
7. Courses in the major will meet General Education Distribution Requirements. Example: a history major can use an approved history course to fulfill the social science requirement.
8. Students entering Eastern beginning fall 2004 must complete a writing course at or above the 200 level. Students entering Eastern prior to fall term 2004 must complete the Writing Proficiency Exam.
9. Only courses with a letter prefix and a number of 100 or higher are considered transferable.
10. This guide is subject to change without notice and should not be regarded as a contract between EOU and students attending Southwestern Oregon Community College.

| Requirements | Semester hours | Southwestern courses which satisfy requirements | Quarter hours |
| :---: | :---: | :---: | :---: |
| Inquiry Seminar | 3 | WR121 and 122 | 6 |
| Vital Past* | 6 | All history courses; ART204, 205, 206; ENG107, 108, 109, 201, 202, 203, 204, 205, 206, 253, 254, 255; MUS205, 261, 262, 263 | 9 |
| Images and Arts* | 6 | All literature courses; ART = All studio, theory, and history courses; MUS = Theory, history, or literature courses; TA = All performance, technical, and history courses; WR241, 242, 243 | 9 |
| Ultimate Questions* | 6 | HUM204, 205, 206; PHL101, 102, 103 | 9 |
| Individuals, Systems, and Societies* | 6 | ANTH101, 102, 103, 221, 222, 223, 230, 231, 232; ECON201, 202, 203; PS201, 202, 203; PSY201, 202, 203; SOC204, 205, 206; SP218; WS101 | 9 |
| Natural World* | 6 | All courses in chemistry, environmental technology, general science, physics, geology, and biology | 9 |
| Math Proficiency | 3 | MTH95 or 111 | 3-4 |

## Notes:

1. A maximum of 108 quarter credits earned at a community college can be transferred to Linfield College.
2. In general, only courses with letter prefixes and numbers above 100 are accepted at Linfield.
3. Courses in which a grade of "C" or better has been earned are transferable to Linfield.
4. In addition, there are two courses required to meet the Diversity Requirement and two courses required in Writing-Intensive courses. These requirements can be met by courses from the five Areas of Inquiry.
5. Students must demonstrate math proficiency by the time they have completed 60 semester hours through one of the following means: Score 520 or higher on the mathematics portion of the SAT; complete a college math course at or above the level of intermediate algebra with a grade of " C " or better ( a " $\mathrm{C}-$ " does not count); or pass the Math Proficiency test that will be offered during the fall and spring Entry Colloquium sessions on the McMinnville campus. For transfer students, math proficiency must be demonstrated by the end of the student's first year at Linfield.
6. Courses used to fulfill Linfield Curriculum requirements must be at least three credit hours. A course that transfers as a two semester hour class will not on its own serve as an equivalent to a three semester hour course.
7. While no single course can fill more than one Area of Inquiry, many courses may contribute simultaneously to an Area of Inquiry, the Diversity Requirement, and the Writing-Intensive Requirement. Careful records should be kept by students and their advisors each semester regarding the LC designations of selected courses.
8. This guide is subject to change without notice and should not be regarded as a contract between Linfield College and students attending Southwestern Oregon Community College.
[^7]| Requirements | Credit hours | Southwestern courses which satisfy requirements |
| :---: | :---: | :---: |
| Communication <br> Speech <br> English Composition <br> Nine additional credits from speech/writing courses having WR122 or SP111 as a prerequisite; specified by the major department | $\begin{aligned} & 3 \\ & 6 \\ & 9 \end{aligned}$ | SP111 <br> WR121 and 122 <br> WR123, 214, 227; SP219 |
| Humanities <br> Nine credits selected by student or specified by a major department* | 9 | Courses with ART prefix; ENG104, 105, 106, 107, 108, 109, 201, 202, 203, 204, 205, 206, 253, 254, 255, 260; GER201, 202, 203; HUM204, 205, 206; MUS = courses with MUS prefix; PHL101, 102, 103; SPAN201, 202, 203 |
| Social Science <br> Twelve credits selected by student or specified by a major department | 12 | ANTH101, 102, 103, 221, 222, 223, 230, 231, 232; CJ100, 101, 130, <br> 131, 201, 203, 215, 243; ECON201, 202; HST101, 102, 103, 201, <br> 202, 203; PS201, 202, 205; PSY201, 202, 203, 228, 239, 240; <br> SOC204, 205, 206, 210, 220, 221, 243, 244 |
| Science/Mathematics <br> One college-level mathematics course for which at least intermediate algebra is the course prerequisite. <br> Twelve credits selected by student or specified by a major department from biological science, mathematics, or physical science | $4$ $12$ | MTH105, 111, 112, 211, 212, 213, 243, 251, 252, 253, 254, 255, 256, 261 <br> BI101, 102, 103, 201, 202, 203, 231, 232, 233, 234; CHEM121, 122, 123, 221, 222, 223, 241, 242; MTH112, 211, 212, 213, 243, 251, 252, 253, 254, 255, 256, 261; PH201, 202, 203 |
| Technology |  | Specific requirements for demonstrating computer proficiency may be established by the academic department. |

* no more than three credits of activities or performance-based courses may be used in this category.


## Notes:

1. Transfer students seeking a Baccalaureate degree must complete a minimum of 60 credits of upper division work before a degree will be awarded. Upper division work is defined as 300 and 400 level classes at a Bachelor's degree granting institution.
2. OIT considers for transfer those courses that carry a grade of " $D$ " or better. However, many OIT departments require " $C$ " or better course grades for prerequisite and graduation purposes.
3. Students who have earned an Associate of Arts Transfer Degree (AA/OT) from Southwestern Oregon Community College will be considered as having met the lower division General Education Requirements at OIT.
4. Students seeking a Civil Engineering degree at OIT may not use "performance" based humanities (ART, MUS, TA) to satisfy the general education requirements.
5. In general, courses with a letter prefix and a number of 100 or higher are considered transferable to OIT.
6. Refer to the OIT catalog to ensure proper class selection for desired major.
7. This guide is subject to change without notice and should not be regarded as a contract between OIT and students attending Southwestern Oregon Community College.

| Requirements | Credit hours | Southwestern courses which satisfy requirements |
| :---: | :---: | :---: |
| Writing I | 3 | WR121 |
| Writing II | 3 | WR122, 123, 214, 222, 227, 241, 242 |
| Writing III/Speech | 3 | Any courses listed to meet Writing II requirement not taken to meet that requirement or SP111, 112, 218, 219 |
| Mathematics | 3 | MTH105, 111, 112, 211, 241, 242, 251 (must be completed before transferring) |
| Fitness | 3 | PE231 |
| Writing Intensive Course | 3 | (Upper division course taken from OSU as part of major) |
| Physical Science including Lab | 4 | CHEM121, 122, 123, 221, 222, 223; G201, 202, 203; GS104.105, 106, 107, 108; PH201, 202, 203, 211, 212, 213 |
| Biological Science including Lab | 4 | BI101, 102, 103, 201, 202, 203, 234 |
| One additional Physical or Biological Science course | 4 | Any courses listed for Physical or Biological Science above. |
| Western Culture | 3 | ART204, 205, 206; ENG107, 108, 109, 201, 202, 203, 204, 205, 206, 253, 254, 255; HST101, 102, 103, 201, 202, 203; PHL101, 102 |
| Cultural Diversity | 3 | ANTH230, 231, 232; HUM204, 205, 206 |
| Literature and the Arts | 3 | ART204, 205, 206; ENG104, 105, 106, 107, 108, 109, 201, 202, 203, 204, 205, 206, 253, 254, 255; MUS261, 262, 263 |
| Social Processes and Institutions | 3 | ANTH103, 221, 222, 223; ECON201, 202; PS201; PSY201, 203; SOC204, 205; HST101, 102, 103 |
| Difference, Power and Discrimination | 3 | HST201, 202, 203; SOC206 |
| Global Issues | 3 | (Upper division course; must be taken from OSU) |
| Science, Technology and Society | 3 | (Upper division course; must be taken from OSU) |

## Notes:

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

| Requirements | Credit hours | Southwestern courses which satisfy requirements |
| :--- | :--- | :--- |
| Freshman Inquiry/General <br> Education <br> (Three 5-credit courses) General <br> Education | 1530 | Complete 45 credit hours from courses listed for Associate of Arts <br> Transfer Degree (AA/OT). Courses should include writing, speech, <br> and computer science. It is also important to learn appropriate <br> information technology resources of the library. |
| Sophomore Level/General <br> Education <br> (Three 4-credit courses selected <br> from different interdisciplinary <br> programs or general education <br> clusters) | 1233 | Complete 45 credit hours from courses listed for Associate of Arts <br> Transfer Degree (AA/OT) and courses required for major. Students <br> planning to attend Southwestern for two years should complete <br> the Associate of Arts Transfer Degree (AA/OT) or a minimum of 90 <br> transferable credit hours. |

## Notes:

1. A maximum of 124 credit hours earned at a community college may be applied toward a Baccalaureate degree.
2. In general, only courses with letter prefixes and numbers above 100 are accepted in transfer to PSU. Portland State equivalencies are posted on the PSU web site in the Course Applicability System (CAS) pages. To see how specific courses will transfer, go to www.cas.pdx.edu. Once there, choose "Guest Login" and select "Course Equivalency Guide" for Portland State University and Southwestern Oregon Community College.Transfer questions can be sent to cctransfer@pdx.edu or admissions@pdx.edu .
3. Portland State accepts 12 credits of professional/technical courses.
4. In order to be considered a transfer student at PSU, students must have completed a minimum of 30 transferable credit hours (transferable college level work, passes with a "D" or better, or a pass from a regionally accredited college or university). Students must also meet the minimum GPA requirement: 2.00 college GPA for Oregon residents, 2.25 college GPA for out-of-state residents, or 2.50 college GPA for international students.
5. PSU does not award credit for the following courses: OA121,122, 123 (and some other office administration classes).
6. Students who have earned an Associate of Arts Transfer Degree (AA/OT) or 90-plus transferable credits from Southwestern Oregon Community College will be considered as having met PSU's lower division General Education Requirements and have junior standing.
7. Not all of the above General Education Requirements are required for Liberal Studies or Honors Program majors.
8. This guide is subject to change without notice and should not be regarded as a contract between PSU and students attending Southwestern Oregon Community College.


General Education Requirements
(Core Curriculum)

| Requirements | Credit hours | Southwestern courses which satisfy requirements |
| :---: | :---: | :---: |
| Colloquium or Writing/Communication and Quantitative Reasoning | $\begin{array}{r} 12 \\ 4-8 \end{array}$ | WR121, 122 and SP111. "C" or better in each class. <br> MTH211 and 212 both, or one of the following: MTH112, 243, or 251. " C " or better in each class. |
| SEQUENCES: | 24 | Some sequences may total only six credit hours. Students with less than the required 24 credit hours may complete additional courses in any of the three areas to bring the total amount of required Exploration Sequence hours to 24. |
| Arts and Letters | 8 <br> complete a two or three class sequence | ART205, 206; ENG104, 105, 106 (all three) or 107, 108, 109 (all three); GER202, 203; MUS261, 262, 263 (two of three); PHL101, 102, 103; SPAN202, 203. |
| Science | 8 complete a two or three class sequence | BI101 and 102, or BI101 and 103; CHEM 221, 222 or 223; G201 and 202. |
| Social Science | 8 complete a two or three class sequence | ANTH101 or 102, and either 103, 221, 222, or 223; CJ100 and 101, or CJ100 and SOC244; HST101 and 102 or 103; HST201, 202 or 203; PSY201, 202, 203 (all three); SOC204, 205 or 206. |

## Upper Division Synthesis General Education Requirements:

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

## Notes:

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

| Requirements | Credit hours | Southwestern courses which satisfy requirements |
| :---: | :---: | :---: |
| Written English | 6 | WR121 (must be completed before transferring) and WR122 or WR123 (with grade "C-" or better) |
| Arts and Letters <br> *These courses must be completed in at least two subjects, and a minimum of two courses must be completed in one subject. | 16 | ART204, 205, 206; ENG104, 105, 106, 107, 108, 109, 201, 202, 203, 204, 205, 206, 253, 254, 255, 260; HUM204, 205, 206; MUS205, 261, 262, 263; PHL101, 102, 103 |
| Social Science <br> *These courses must be completed in at least two subjects, and a minimum of two courses must be completed in one subject. | 16 | ANTH102, 103, 221, 222, 223, 230, 231, 232; BA101; ECON201, 202; ED101;GEOG105; HST101, 102, 103, 104, 201, 202, 203, 215; PS201, 202, 205; PSY202, 203, 239; SOC204, 205, 206, 210, 213; WS101 |
| Science <br> *These courses must be completed in at least two subjects, and a minimum of two courses must be completed in one subject. | 16 | ANTH101; BA232; BI101, 102, 103, 149, 201, 202, 203, 231, 232, 233, 234; CHEM121, 122, 123, 221, 222, 223; CS151, 161, 162; G201, 202, 203, 207, 220, 221, 246; GS104, 105, 106, 107, 108; MTH105, 211, 212, 213, 231, 232, 241, 242, 243, 251, 252, 253; PH121, 201, 202, 203, 211, 212, 213; PSY201 |
| Multiculture <br> Same course may be chosen to meet this requirement and one of the requirements listed above. | 2 courses <br> (at least 3 credits each) | (choose one course from two different areas) <br> Area 1 - American Cultures: ANTH230, 231, 232; SOC213; MUS205 <br> Area 2 - Identity, Pluralism, and Tolerance: ENG260; SP220; WS101 <br> Area 3 - International Cultures: ANTH103, 221, 222, 223; ENG107, 108, 109; GEOG105; HUM204, 205, 206; HST104 |

## Notes:

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

* No more than three courses from any one department may be used to satisfy the total 48 credit group requirement. Must include two courses in the same subject and at least one course in a different subject.
* Arts and Letters group satisfying credits cannot be used to meet the Bachelor of Arts language proficiency, and Science group satisfying credits may not be used to meet the Bachelor of Science Mathematics/Computer Science proficiency.

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

| Requirements | Credit hours | Southwestern courses which satisfy requirements |
| :---: | :---: | :---: |
| Writing | 3-4 | WR121 or 123. WR121 preferred. Must be passed with a C- or better. |
| Speech | 3 | SP111, 112, 113.SP111 preferred. |
| Physical Education | 4 | PE231 plus one activity course from PE185 or 295 |
| Creative Arts <br> Choose at least one credit hour in three of the four disciplines: Art, Dance, Music, Theater. | 9 | ART115, 116, 117, 131, 132, 204, 205, 206; MUP131; MUS111, 134, 135; TA111, 141, 142, 153 |
| Laboratory Science At least two courses from the same sequence. | 12 | BI101, 102, 103, 201, 202, 203, 231, 232, 233, 234; CHEM121, 122, 123, 221, 222, 223; G201, 202, 203; PH201, 202, 203, 211, 212, 213 |
| Social Science <br> Choose one eight or nine hour sequence, then add one three or four credit course. | 11-12 | ANTH101, 102, 103, 222, 223; ECON201, 202; GEOG105; HST101, 102, 103, 201, 202, 203; PS201, 202, 203, 205; SOC204, 205, 206 |
| Literature | 8 | ENG104, 105, 106, 107, 108, 109 |
| Philosophy or Religion | 3 | PHL101, 102, 103 |

## Notes:

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

## Associate of Science Degree Requirements

| Requirements | Credit Hours | Courses which satisfy requirements |
| :---: | :---: | :---: |
| Complete a minimum of 90 credits of specified courses with a grade of "C" or better with a minimum Grade Point Average (GPA) of 2.0 ("C") average or better. <br> Complete 30 of the last 45 credits at Southwestern before the AS is awarded. |  |  |
| General Education Requirements <br> Writing <br> (WR121 or higher with grade " C " or better) <br> Math <br> (MTH111 or higher with grade "C" or better) <br> Oral Communications/Rhetoric <br> Health Education <br> (No more than six credits of PE185 may be used in meeting the total credit requirement or counted in the student's final AS degree. Courses must be in different levels (i.e. beginning, intermediate, advanced). <br> Exceptions may be allowed for the following reasons: <br> Veterans: Students who have completed six months active service in the U.S. armed forces are exempt from the PE185 requirement if they file official evidence of service with the Transcript Evaluator. <br> Other: On rare occasions, exemptions may be granted for other reasons. | $\begin{gathered} (19) \\ 9 \\ 3-4 \\ 3 \\ 3 \end{gathered}$ | (Specified in each area of emphasis) |
| Emphasis Area Requirements (One sequence of a minimum of nine credits in one of the three areas listed below and a minimum of six credits in each of the remaining areas.) <br> Arts and Letters: | (21) | ART204, 205, 206; ENG104, 105, 106; ENG107, 108, 109; ENG201, 202, 203; ENG204, 205, 206; ENG253, 254, 255; HUM204, 205, 206; MUS261, 262, 263; PHL101, 102, 103 |
| Social Science: |  | ANTH101, 102, 103; ANTH221, 222, 223; ANTH231, 232, 233; ECON201, 202; HST101, 102, 103; HST201, 202, 203; PS201, 202, 205; PSY201, 202, 203;SOC204, 205, 206 |
| Mathematics/Science/Computer Science/ Engineering: <br> Mathematics <br> (any three courses) <br> Science |  | MTH111, 112, 212, 213, 231, 232, 241, 242, 243/BA232, <br> 251, 252, 253, 254, 255, 256, 260, 265 <br> BII01, 102, 103; BI201, 202, 203; BI231, 232, 233; CHEM110; CHEM121, 122, 123; CHEM221, 222, 223; G201, 202, 203; GS104, 105 and GS106 or GS107 or GS108; PH201, 202, 203; PH211, 212, 213 |

## Associate of Science Degree Requirements (continued)

| Requirements | $\begin{array}{l}\text { Credit } \\ \text { Hours }\end{array}$ | Courses which satisfy requirements |
| :--- | :--- | :--- |
| $\begin{array}{l}\text { Emphasis Area Requirements (continued) } \\ \text { Mathematics/Science/Computer Science/ } \\ \text { Engineering (continued): } \\ \text { Computer Science }\end{array}$ |  |  |
| Engineering |  | $\begin{array}{l}\text { CS151, 161, 162 } \\ \text { ENGR201, 202, 203; ENGR211, 212, 213 }\end{array}$ |
| Electives |  | $\begin{array}{l}\text { All lower division collegiate courses numbered 100 to } \\ \text { 299 may apply towards electives as well as 12 credits of } \\ \text { professional technical courses (excluding remedial, } \\ \text { developmental, courses with prefixes CE/CEU/PDU, and } \\ \text { zero credit courses.). } \\ \text { Additionally, the following courses, numbered 100 to } \\ \text { 299 may only be used as part of the 12 credits of }\end{array}$ |
| professional technical courses: ECE100, ED114, ED126, |  |  |
| ED127, ED128, ED272, HE254, HE257, HE258, HE259, |  |  |
| HE260, HE262, HS291, as well as courses with prefixes of |  |  |
| DRF, ELEC, F (except F141), FE (except FE210), FP, FS, |  |  |$\}$



## Associate of General Studies Degree Requirements

| Requirements | Credit Hours | Courses which satisfy requirements |
| :---: | :---: | :---: |
| Complete a minimum of 90 credit hours with a minimum Grade Point Average (GPA) of 2.0 ("C") average or better. Complete 30 of the last 45 credits at Southwestern before the AGS degree is awarded. |  |  |
| General Education Requirements Writing <br> Math <br> Oral Communications/Rhetoric <br> Health <br> Computer Literacy | (20) <br> 6 <br> 3-4 <br> 3 <br> 3 <br> 4 | WR121 and WR122 or WR214 or WR214T MTH105 or higher, excluding MTH211 SP100 or higher <br> HE250 or PE231 <br> CIS131 |
| Distribution Requirements <br> Arts and Letters: <br> (Two courses, six credits minimum, from List A AND one course, three credits minimum, from List A or B) | $\begin{gathered} (30) \\ 9 \end{gathered}$ | LIST A: <br> ART204, 205, 206; ENG104, 105, 106, 107, 108, 109, 201, 202, 203, 204, 205, 206, 253, 254, 255; HUM204, 205, 206; MUS261, 262, 263; PHL101, 102, 103 <br> LIST B: <br> ART115, 116, 117, 131, 132, 133, 191, 192, 193, 199, 225, 226, 250, 251, 252, 253, 254, 255, 270, 271, 272, 281, 282, 283, 284, 285, 286, 291, 292, 293, 299; ENG199, 260, 299; FR201, 202, 203; GER201, 202, 203; J199, 202, 203, 204, 215, 217, 299; MUS101, 102, 103, 111, 112, 113, 199, 205, 211, 212, 213, 299; PHL199, 299; SP100, 111, 112, 199, 217, 218, 219, 220, 299; SPAN201, 202, 203; TA100, 141, 142, 143, 241, 242, 243; WR123, 214, 214T, 222, 227, 241, 242, 243 |
| Distribution Requirements <br> Social Sciences: <br> (Two courses, six credits minimum, from List A AND one course, three credits minimum, from List A or B) | 9 | LIST A: <br> ANTH101, 102, 103, 221, 222, 223, 230, 231, 232; CJ100, 101/SOC244, 201/SOC221, 220, 243/SOC243; ECON201, 202; HST101, 102, 103, 201, 202, 203; HDFS225, 247, 229; HS265, 266, 267; PS201, 202, 205; PSY201, 202, 203; SOC204, 205, 206 <br> LIST B: <br> ED169, 258; GEOG105, HD208; HDFS140, 222; HS100, 154, 155, 167, 168, 261; PSY228, 239, 240; SOC210, 213, 221/CJ201, 243/CJ243, 244/CJ101; WS101 |
| Distribution Requirements <br> Mathematics/Science/Computer Science/ Engineering: <br> (Two courses, eight credits minimum, from List A AND one course, four credits minimum, from List A or B) | 12 | LIST A: <br> BI101, 102, 103, 201, 202, 203, 231, 232, 233; <br> CHEM121, 122, 123, 221, 222, 223; G201, 202, 203; <br> GS104, 105 and 106 or 107 or 108; PH201, 202, 203, $211,212,213$ |

## Associate of General Studies Degree Requirements (continued)

| Requirements | Credit Hours | Courses which satisfy requirements |
| :---: | :---: | :---: |
| Distribution Requirements (Continued) <br> Mathematics/Science/Computer Science/ <br> Engineering: <br> (Continued) |  | LIST B: <br> BI144, 149, 234; CHEM110, 241, 242, 243; CIS131; CS133VB, 133WS, 151, 161, 162, 233VB, 261; <br> ENGR111, 112, 201, 202, 203, 211, 212, 213; ENV148; FW111; G146, 207, 220, 221, 246; MTH105, 111, 112, 211, 212, 213, 231, 232, 241, 242, 243, 251, 252, 253, 254, 255, 256, 260, 265; PH121 |
| Electives <br> (Combination of lower division transfer and/or professional technical education courses not to include remedial, developmental, four-digit courses that begin with a zero, no courses with prefixes CE/CEU/PDU, and no more than nine credits of PE185.) |  |  |

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

- Computer Literacy
- Critical Thinking
- Environmental Awareness
- Library/Research Skills
- Major applications in writing and computation
- Professional Ethics


## Supportive Courses:

The college has determined that the following supportive courses may be necessary to assist students to successfully complete their programs: CS125W, HD100, HD112, HD204, HD208, LIB127, OA121, RD101, RD102, RD103.

The maximum number of credits allowable for basic, developmental, or supportive courses under federal financial aid guidelines is 45.

## Associate of General Studies Degree (AGS) Student Checklist

This guide is to be used for educational planning/advising purposes only

| General Education Requirements (20 credits) <br> Complete a minimum of 90 credit hours with a minimum grade point average (GPA) 2.0 (" C ") or better. 30 of last 45 credits must be taken at Southwestern. | Total credits required | Course(s) completed | Credits earned | Term | Notes |
| :---: | :---: | :---: | :---: | :---: | :---: |
| Writing WR121 and WR122 or WR214 or WR214T | 6 |  |  |  |  |
| Math <br> MTH105 or higher, excluding MTH211 | 3-4 |  |  |  |  |
| Oral Communication/Rhetoric SP100 or higher | 3 |  |  |  |  |
| Health* <br> HE250 or PE231 | 3 |  |  |  | *No more than nine credits of PE185 may be applied to the AGS degree. |
| Computer Literacy CIS131 | 4 |  |  |  |  |
| Distribution Requirements (30 credits) <br> Courses must be at least three credits each. |  |  |  |  |  |
| Arts and Letters: <br> Two courses, six credits minimum, from List A AND One course, three credits minimum, from List A or B | 9 |  |  |  | Approved course list on page 40. |
| Social Sciences: <br> Two courses, six credits minimum, from List A AND One course, three credits minimum, from List A or B | 9 |  |  |  | Approved course list on page 40. |
| Mathematics/Science/ <br> Computer Science/ <br> Engineering: <br> Two courses, eight credits minimum, from List A AND <br> One course, four credits minimum from List A or B | 12 |  |  |  | Approved course list on pages 40-41. |
| Electives <br> Combination of lower division transfer and/or professional technical education courses not to include remedial, developmental, four-digit courses that begin with a zero, and no courses with prefixes CE/CEU/PDU. |  |  |  |  |  |
| Total Credits |  |  |  |  |  |

## Associate of Applied Science Degree Requirements

| Requirements | Credit Hours | Courses which satisfy requirements |
| :---: | :---: | :---: |
| Complete a minimum of 90 credits of specified courses (see individual curriculum for listing) with a minimum grade point average (GPA) of 2.0. However, the student must achieve at least a " $C$ " grade for each course in the major. The program areas may designate other courses in which the student must achieve a " C " or better. Complete 30 of the last 45 credits at Southwestern before the AAS is awarded. |  |  |
| General Education Requirements <br> Writing (Minimum WR121 with grade " C " or better) Math (Minimum MTH70 with grade "C" or better) <br> Oral Communications/Rhetoric <br> Workplace Issues <br> Health and Wellness <br> (Six credits of PE185 may be used in meeting the total credit requirement or counted in the student's final grade point average (GPA) for the AAS degree. Courses must be in different activities or levels, i.e. beginning, intermediate, advanced. <br> Exceptions may be allowed for the following reasons: <br> Veterans: Students who have completed six months active service in the U.S. armed forces are exempt from the PE185 requirement if they file official evidence of service with the Transcript Evaluator. <br> Other: On rare occasions, exemptions may be granted for other reasons. | (15) <br> 3 <br> 3-4 <br> 3 <br> 3 <br> 3 | (As specified in each program) <br> HE250 or PE185 or PE231 |
| Distribution Requirements <br> Nine credits minimum and a minimum of three courses to include the following: <br> Sequence/Distribution Courses <br> At least six credits (minimum two courses) must be outside the student's area of concentration. (Courses are designated in each program.) <br> Arts and Letters <br> Sequence: <br> Distribution: | (9) <br> 6 | ART204, 205, 206; ENG104, 105,106; ENG107, 108, 109; ENG201, 202, 203; ENG204, 205, 206; ENG253, 254, 255; HUM204, 205, 206; MUS261, 262, 263; PHL101, 102, 103 <br> ART115, ART116, ART117, ART131, ART132, ART133, ART191, ART192, ART193, ART225, ART226, ART250, ART251, ART252, ART253, ART254, ART255, ART270, ART271 ART272, ART281, ART282, ART283, ART284, ART285, ART286, ART291, ART292, ART293, ART199, ART299, ENG199, ENG260, ENG299, FR201, FR202, FR203, GER201, GER202, GER203, J199, J202, J203, J204, J215, J217, J299, MUS101, MUS102, MUS103, MUS111, MUS112, MUS113, MUS205, MUS211, MUS212, MUS213, MUS199, MUS299, PHL199, 299, SP100, SP111, SP112, SP199, SP217, SP218, SP219, SP220, SP299, SPAN201, SPAN202, SPAN203, TA100, TA141, TA142,TA143, TA241, TA242, TA243, WR214, WR214T, WR222, WR241, WR242, WR243 |

## Associate of Applied Science Degree Requirements (continued)



## Associate of Science/Oregon Transfer In Business Degree Requirements

| Requirements | Credit Hours | Courses which satisfy requirements |
| :---: | :---: | :---: |
| Complete a minimum of 90 credit hours with a minimum Grade Point Average (GPA) of 2.0 ("C") average or better. |  |  |
| General Education Requirements <br> Writing (with grade "C" or better) <br> Math (with grade " C " or better) <br> Oral Communications/Rhetoric (with grade "C" or better) <br> Computer Applications (with grade "C" or better) | $\begin{gathered} (28) \\ 9 \\ 10-12 \\ 3 \\ 4 \end{gathered}$ | WR121, WR122, and WR227 <br> MTH111 or above and MTH243/BA232 <br> SP100, SP111, SP112, SP217, SP218 or SP219 <br> CIS131 |
| Distribution Requirements <br> (Courses must be at least three credits each) <br> Arts and Letters: <br> A minimum of twelve credits, chosen from at least two disciplines. <br> The second year of a foreign language may be included but not the first year. ASL is considered a foreign language. | (36) <br> 12 | ART115,116, 117, 131, 132, 133, 191, 192, 193, 204, 205, 206, 225, 226, 250, 251, 252, 253, 254, 255, 270, 271, 272, 281, 282, 283, 284, 285, 286, 291, 292, 293; ENG104, 105, 106, 107, 108, 109, 201, 202, 203, 204, 205, 206, 253, 254, 255, 260; FR201, 202, 203; GER201,202, 203; HUM204, 205, 206; J202, 203, 204, 215, 217; MUS101, 102, 103, 111, 112, 113, 205, 211, 212, 213, 261, 262, 263; PHL101, 102, 103; SPAN201, 202, 203; TA100, 141, 142, 143, 241, 242, 243; WR123, 214, 214T, 222, 241, 242, 243 |
| Social Sciences*: <br> A minimum of twelve credits *Students should consult with their advisor to see if these courses will meet the social science requirements of the school they plan to attend. <br> Economics (with grade of "C" or better) | (12) <br> 4 <br> 8 | ANTH101, 102, 103, 221, 222, 223, 230, 231, 232; (Three courses from CJ): *CJ100, 101/SOC244, 201/SOC221, 220, 243/SOC243; <br> *ED169, 258; GEOG105,*HDFS140, 222; <br> *HS100,154, 155, 167, 168, 261; HST101, <br> 102, 103, 104, 201, 202, 203; PS201, 202, 205; PSY201, 202, 203, 228, 239, 240; SOC204, 205, 206, 210, 213, 220, 221/CJ201, 243/CJ243, 244/CJ101; WS101 <br> ECON201, 202 |
| Science*(Must be Lab Science): <br> A minimum of twelve credits of laboratory courses in the biological or physical sciences. *Students should consult with their advisor to see if these courses will meet the lab science requirements of the school they plan to attend. | 12 | BI101, 102, 103, 201, 202, 203, 231, 232, 233, <br> 234; CHEM121, 122, 123, 221, 222, 223; G201, <br> 202, 203; GS104, 105,106,107, or GS108; PH201, <br> 202, 203, 211, 212, 213 |
| Business Specific: (with grade "C" or better) | 20 | BA101, 211, 212, 213, 230 |
| Electives <br> (Depending on choice of transfer institution) <br> Note: Students should discuss any possible course substitution/petition and elective choice with their advisor and/or the intended transfer institution. University-specific prerequisites and recommendations are subject to change without notice. At time of admission, consult the university catalog for binding course requirements. |  | Lower-division courses taken at the community college may not meet the requirements of an upper-division course with a similar title and content offered by an Oregon University System Business School/Program. In such cases, the courses in question will normally transfer as electives. <br> The AS/OT-Bus degree may include up to 12 approved professional-technical credits as electives. Courses that are developmental in nature, designed to prepare students for college transfer courses, are not applicable to this degree. |

**Note: Effective for everyone graduating from high school in 1997 or later, all OUS institutions will require two years of high school second language for admission. This admission requirement can also be satisfied by two quarters (or semesters) of a college-level second language or demonstrated proficiency in a second language. If you graduated from high school in spring 1997 or later and have not completed two years of a high school second language, you should complete at least two quarters of a second-language sequence at Southwestern. For additional information, contact your advisor or counselor.

Associate of Science/Oregon Transfer In Business Degree
University-Specific Prerequisites* and Recommendations

| Institution | Prerequisites | Recommendations |
| :---: | :---: | :---: |
| Eastern Oregon University | WR 227 Technical Report Writing The Business Law course for the AS/OT-Bus is required. |  |
| Oregon Institute of Technology | The Business Law course for the AS/OT-Bus is required. | PSY 201 General Psychology <br> BUS 215 (equivalent to SOCC <br> BA 206 Management <br> Fundamentals) <br> WR 227 Technical Writing |
| Oregon State University | BA 271 Information Technology in Business <br> BA 275 Business Quantitative Methods MTH 241 Calculus for Biological/M anagement/Social Sciences (equivalent to SOCC MTH 242 Calculus for Business and Social Science I) MTH 245 Math for Biological/M anagement/Social Sciences <br> The Business Law course for the AS/OT-Bus is required. |  |
| Portland State University | CS 106 Computing Fundamentals II BA 205 Business Communications Using Technology Stat 244 Introduction to Probability and Statistics II GPA: 2.75 overall and 2.75 in pre-business core |  |
| Southern Oregon University | BA 271 or BA 282 Applied <br> Business Statistics GPA: 2.0 overall and 2.5 in all business courses Students must apply for admission to the Business School/Program |  |
| University of Oregon | DSC 199 Special Studies: Business Applications Software <br> MTH 241, MTH 242 Calculus for Business <br> Social Science I, II M ulticultural requirement <br> GPA: 2.90 overall and 2.75 in pre-business core <br> Students must apply for admission to the Business School/Program |  |
| Western Oregon University | The Business Law course for the AS/OT-Bus is required. |  |

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

## Associate of Science Oregon Transfer Degree in Business (AS/OT) Student Checklist

This guide is to be used for educational planning/advising purposes only

| General Education Requirements (28 credits) <br> Complete a minimum of 90 credit hours with a minimum grade point average (GPA) 2.0 ("C") or better. 30 of last 45 credits must be taken at Southwestern. | Total credits required | Course(s) completed | Credits earned | Term | Notes |
| :---: | :---: | :---: | :---: | :---: | :---: |
| Writing <br> WR121, WR122, and WR227 <br> (Must complete with grade " C " or better) | 9 |  |  |  |  |
| Math <br> MTH111 or above, and MTH243/BA232 (Must complete with grade " C " or better) | 12 |  |  |  |  |
| Oral Communication/Rhetoric SP100, SP111, SP112, SP217, SP218 or SP219 (Must complete with grade "C" or better) | 3 |  |  |  |  |
| Computer Applications <br> CIS131 <br> (Must complete with grade " $C$ " or better) | 4 |  |  |  |  |
| Distribution Requirements (36 credits) <br> Courses must be at least three credits each. |  |  |  |  |  |
| Arts and Letters: <br> A minimum of 12 credits chosen from at least two disciplines <br> The second year of a foreign language may be included, but not the first year. ASL is considered a foreign language. | 12 |  |  |  | Approved course list on page 45. |
| Social Sciences: <br> A minimum of 12 credits. <br> Four credits from approved list*. <br> ECON201 and ECON202 <br> (Must complete with grade " C " or better) | $\begin{gathered} (12) \\ 4 \\ 8 \end{gathered}$ |  |  |  | Approved course list on page 45. <br> *Students should consult with their advisor to see if these courses will meet the social science requirements of the school they plan to attend. |
| Science (must be a lab science) A minimum of 12 credits of laboratory courses in the biological or physical sciences*. | 12 |  |  |  | Approved course list on pages 45. <br> **Students should consult with their advisor to see if these courses will meet the lab science requirements of the school they plan to attend. |
| Business Specific: <br> BA101, 211, 212, 213, 230 <br> (Must complete with grade " C " or better) | 20 |  |  |  |  |
| Electives*** <br> Note: Students should discuss any possible course substitution/petition and elective choice with their advisor and/or the intended transfer institution. University-specific prerequisites and recommendations are subject to change without notice. At time of admission, consult the university catalog for binding course requirements. |  |  |  |  | ***Lower-division courses taken at the community college may not meet the requirements of an upper-division course with a similar title and content offered by an Oregon University System Business School/Program. In such cases, the courses in question will normally transfer as electives. The AS/OT-Business degree may include up to 12 approved professional-technical credits as electives. Courses that are developmental in nature, designed to prepare students for college transfer courses, are not applicable to this degree. |
| Total Credits |  |  |  |  |  |
| Foreign Language <br> Beginning in 1997, students who graduate from high school in 1997 or after must meet a foreign language requirement for admission to an OUS four year institution. <br> OUS Foreign Language requirement met? $\qquad$ at SOCC $\qquad$ in high school |  |  |  |  |  |

# Business and Office Occupations 

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

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

The Accounting Certificate of Completion is a one-year certificate to prepare students for entry level bookkeeping and accounting clerk positions. The courses required are applicable toward an Associate of Applied Science in Accounting.

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

The Associate of Applied Science in Marketing prepares students to enter the marketing field and gives actual supervised work experience. Students then may be qualified to move into assistant manager positions.

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

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

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

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

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

# Associate of Applied Science in Accounting 

## First Year

Fall Term Credit Hours
BA101 Introduction to Business .....  4
BA211 Principles of Accounting ${ }^{1}$ ..... 4
CIS131 Computer Information Systems ..... 4
MTH94 Intermediate Algebral ..... 4
OA220 Electronic Calculators .....  1
Winter Term
BA212 Principles of Accounting II $^{1}$ ..... 4
BA277 Business Ethics ..... 3
BA285 Human Relations in Organizations .....  3
CS125S Spreadsheet Applications ..... 3
WR121 English Composition .....  3
Spring Term
BA156 .....  3
BA213 Principles of Accounting III ${ }^{1}$ ..... 4
PE231 Wellness for Life ${ }^{3}$ .....  3
SP111 Fundamentals of Public Speaking ${ }^{4}$ ..... 3
WR214 Business English or WR214T .....  3
Second Year
Fall Term
BA177 Payroll Records and Accounting ..... 3
BA206 Management Fundamentals .....  3
BA215 Cost Accounting ..... 3
BA222 Finance .....  3
BA223 Principles of Marketing .....  3
Winter Term
AC2772 Intermediate Accounting I ..... 3
BA220 Tax Accounting ${ }^{5}$ ..... 3
BA230 Business Law ..... 4
Sequence/Distribution Courses ${ }^{6}$ .....  6
Spring Term
AC240 Fund Accounting ..... 3
AC2773 Intermediate Accounting II .....  3
BA217 Accounting Process .....  3
BA280 Field Experience or BA2280 ..... 3
Elective ${ }^{7}$ .....  3
Total Requirements ..... 95

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

## Notes:

1. AC2766 and AC2767 are equivalent to BA211. Students must petition if they wish to have AC2766 and AC2767 changed to BA211. Students choosing this option will also need to take BA212 and BA213. Students should contact an advisor or accounting instructor for details.
2. Four credits of ECON201or ECON202 may be substituted for BA156.
3. HE250 or three credits of PE185 may be substituted for PE231.
4. SP112, SP218 or SP219 may be substituted for SP111.
5. AC2331 and AC2332 may be substituted for BA220.
6. See Sequence/Distribution requirement lists on pages 43-44. Courses must be from outside the student's area of concentration.
7. Developmental and remedial courses, listed on page 44, and CS101 will not fulfill elective requirement.

## Certificate of Completion Accounting

## First Year

Fall Term Credit Hours
Introduction to Business ..... 4
Principles of Accounting II ..... 4
CIS131 Computer Information Systems ..... 4
Elementary Algebra or higher ..... 4
OA220 Electronic Calculators .....  1
Winter Term
BA212 Principles of Accounting II $^{1}$ ..... 4
BA220 Tax Accounting ${ }^{2}$ .....  3
BA285 Human Relations in Organizations .....  3
WR121 English Composition .....  3
Spring Term
BA213 Principles of Accounting III $^{1}$ ..... 4
BA217 Accounting Process .....  3
CS125S Spreadsheet Applications ..... 3
WR214 Business English or WR214T .....  3
Second Year
Fall Term
BA177 Payroll Records and Accounting .....  3
BA215 Cost Accounting .....  3
BA222 Finance .....  3
BA2280 Cooperative Work Experience or BA280 .....  3
Total Requirements ..... 55
Majors in this program must complete all courses with a grade of "C" or better.
Notes:

1. AC2766 and AC2767 are equivalent to BA211. Students must petition if they wish to have AC2766 and AC2767changed to BA211. Students choosing this option will also need to take BA212 and BA213. Students shouldcontact an advisor or accounting instructor for details.
2. AC2331 and AC2332 may be substituted for BA220.

## Certificate of Completion Bookkeeping Clerical

| Fall Term |  | Credit Hours |
| :---: | :---: | :---: |
| BA211 | Principles of Accounting ${ }^{1}$ | . 4 |
| MTH70 | Elementary Algebra or higher | 4 |
| OA116 | Office Procedures | 3 |
| OA124 | Keyboard Skillbuilding | 3 |
| OA220 | Electronic Calculators | 1 |
| WR121 | English Composition |  |
| Winter Term |  |  |
| BA212 | Principles of Accounting II | . 4 |
| BA285 | Human Relations in Organizations | . 3 |
| CIS131 | Computer Information Systems | . 4 |
| CS125W | Word Processing Applications | . 3 |
| OA240 | Filing and Records Management | . 3 |
| Spring Term |  |  |
| BA177 | Payroll Records and Accounting | . 3 |
| BA217 | Accounting Process | . 3 |
| BA2280 | Cooperative Work Experience or BA280 | . 3 |
| CS125S | Spreadsheet Applications | . 3 |
| WR214 | Business English | . 3 |
| Total Requirements |  | . 50 |

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

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

## Associate of Applied Science in Marketing

## First Year

| Fall Term |  | Credit Hours |
| :---: | :---: | :---: |
| BA101 | Introduction to Business | . 4 |
| BA211 | Principles of Accounting ${ }^{11}$ | . 4 |
| CIS131 | Computer Information Systems | . 4 |
| MTH94 | Intermediate Algebra I | . 4 |
| Winter Term |  |  |
| BA212 | Principles of Accounting $\mathrm{II}^{1}$ |  |
| BA277 | Business Ethics | . 3 |
| BA285 | Human Relations in Organizations | 3 |
| CS125S | Spreadsheet Applications | . 3 |
| WR121 | English Composition | . 3 |
| Spring Term |  |  |
| BA156 | Essentials of Economics ${ }^{2}$ | . 3 |
| BA213 | Principles of Accounting III ${ }^{1}$ | . 4 |
| PE231 | Wellness for Life ${ }^{3}$ | . 3 |
| SP111 | Fundamentals of Public Speaking ${ }^{4}$ | . 3 |
| WR214 | Business English or WR214T | . 3 |

Second Year
Fall Term
BA206
BA222
M anagement Fundamentals
. 3
BA222
Finance . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 3
Principles of Marketing . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 3
Presentation Applications . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 3
Web Development I . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 3
Business Law ............................................................................ . . 4
E-Commerce Fundamentals . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 3
Advertising . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 3
Word Processing Applications . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 3
Elective ${ }^{5}$. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 3
E-Marketing . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 3
Sales . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 3
Field Experience or BA2280 . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 3
Sequence/Distribution Courses ${ }^{6}$. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 6
Total Requirements . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 94
Majors in this program must complete all courses with a grade of "C" or better.
Notes:

1. AC2766 and AC2767 are equivalent to BA211. Students must petition if they wish to have AC2766 and AC2767 changed to BA211. Students choosing this option will also need to take BA212 and BA213. Students should contact an advisor or accounting instructor for details.
2. Four credits of ECON201or ECON202 may be substituted for BA156.
3. HE250 or three credits of PE185 may be substituted for PE231.
4. SP112, SP218, or SP219 may be substituted for SP111.
5. Developmental and remedial courses, listed on page 44, and CS101 will not fulfill elective requirement.
6. See Sequence/Distribution requirement lists on pages 43-44. Courses must be from outside the student's area of concentration.

## Certificate of Completion Marketing

|  |  | Credit Hours |
| :---: | :---: | :---: |
| BA101 | Introduction to Business | . . . 4 |
| BA223 | Principles of M arketing | . 3 |
| BA238 | Sales | . 3 |
| BA239 | Advertising | . 3 |
| CS125P | Presentation Applications | . 3 |
| CS195 | Web Development I | . 3 |
| WR121 | English Composition | . 3 |
| Total Requirements |  | . 22 |

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

## Associate of Applied Science in Office Management

## First Year

Fall Term Credit Hours
BA101 Introduction to Business .....  4
BA211 Principles of Accounting ${ }^{1}$ ..... 4
CIS131 Computer Information Systems .....  4
MTH94 Intermediate Algebral ..... 4
OA220 Electronic Calculators .....  1
Winter Term
BA212 Principles of Accounting II $^{1}$ ..... 4
BA277 Business Ethics .....  3
BA285 Human Relations in Organizations .....  3
CS125S Spreadsheet Applications .....  3
WR121 English Composition .....  3
Spring Term
BA156 Essentials of Economics² ..... 3
BA213 Principles of Accounting III ${ }^{1}$ ..... 4
PE231 Wellness for Life ${ }^{3}$ ..... 3
SP111 Fundamentals of Public Speaking ${ }^{4}$ .....  3
WR214 Business English or WR214T .....  3
Second Year
Fall Term
BA177 Payroll Records and Accounting .....  3
BA206 Management Fundamentals .....  3
BA223 Principles of M arketing .....  3
CS125W Word Processing Applications .....  3
OA116 Office Procedures .....  3
Winter Term
BA230 Business Law .....  4
BA280 Field Experience or BA2280 .....  3
OA240 Filing and Records M anagement .....  3
Sequence/Distribution Courses ${ }^{5}$ .....  6
Spring Term ..... BA217
Accounting Process .....  3
BA280 Field Experience or BA2280 .....  3
CS125DB Database Applications .....  3
CS135W Advanced Word Processing: Desktop Publishing .....  3
Elective ${ }^{6}$ .....  3
Total Requirements ..... 95

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

## Notes:

1. AC2766 and AC2767 are equivalent to BA211. Students must petition if they wish to have AC2766 and AC2767 changed to BA211. Students choosing this option will also need to take BA212 and BA213. Students should contact an advisor or accounting instructor for details.
2. Four credits of ECON201or ECON202 may be substituted for BA156.
3. HE250 or three credits of PE185 may be substituted for PE231.
4. SP112, SP218, or SP219 may be substituted for SP111.
5. See Sequence/Distribution requirement lists on pages $43-44$. Courses must be from outside the student's area of concentration.
6. Developmental and remedial courses, listed on page 44, and CS101 will not fulfill elective requirement.

# Certificate of Completion <br> Office Administration/Office Occupations 

Fall Term
AC2766
MTH70
OA116
OA124
OA220
WR121
Winter Term
AC2767
BA285
CIS131
CS125W
OA240
Spring Term
BA177
BA 2280
CS135W
OA2591
WR214
Total Requirements . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 50
Accounting $\mathrm{I}^{1}$. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 4
Elementary Algebra or higher . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 4
Office Procedures . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 3
Keyboard Skillbuilding . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 3
Electronic Calculators . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 1
English Composition . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 3
Accounting $\|^{1}$. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 4
Human Relations in Organizations . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 3
Computer Information Systems . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 4
Word Processing Applications . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 3
Filing and Records Management . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 3
Payroll Records and Accounting . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 3
Cooperative Work Experience or BA280 . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 3
Advanced Word Processing . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 3
Proofreading and Editing Skills . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 3
Business English . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 3

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

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


## Associate of Applied Science in Small Business Management Entrepreneurship

## First Year

Fall Term Credit HoursBA101BA211
Introduction to Business ..... 4BA211Principles of Accounting ${ }^{1}$
Computer Information Systems 4
MTH94 Intermediate Algebra I ..... 4
Winter Term
Principles of Accounting II ${ }^{1}$ .....  4
BA212 3
BA212
Human Relations in Organizations ..... 3
CS125S Spreadsheet Applications .....  3
WR121 English Composition .....  3
Spring Term ..... BA156
Essentials of Economics ${ }^{2}$ ..... 3
BA213 Principles of Accounting III ${ }^{1}$ ..... 4
PE231 Wellness for Life ${ }^{3}$ .....  3
SP111 Fundamentals of Public Speaking ${ }^{4}$ ..... 3
WR214 Business English or WR214T .....  3
Second Year
Fall Term
BA177 Payroll Records and Accounting .....  3
BA206 M anagement Fundamentals .....  3
BA222 Finance .....  3
BA223 Principles of Marketing .....  3
OA116 Office Procedures ..... 3
Winter Term
BA224 Human Resource Management .....  3
BA230 Business Law .....  4
CS125W Word Processing Applications ..... 3
Sequence/Distribution Courses ${ }^{5}$ ..... 6
Spring Term
BA217 Accounting Process .....  3
BA250 Small Business M anagement Entrepreneurship .....  3
BA280 Field Experience or BA2280 .....  3
BA288 Customer Service .....  3
Elective ${ }^{6}$ ..... 3
Total Requirements ..... 94
Majors in this program must complete all courses with a grade of "C" or better.
Notes:

1. AC2766 and AC2767 are equivalent to BA211. Students must petition if they wish to have AC2766 and AC2767changed to BA211. Students choosing this option will also need to take BA212 and BA213. Students shouldcontact an advisor or accounting instructor for details.
2. Four credits of ECON201or ECON202 may be substituted for BA156.
3. HE250 or three credits of PE185 may be substituted for PE231
4. SP112, SP218, or SP219 may be substituted for SP111.
5. See Sequence/Distribution requirement lists on pages 43-44. Courses must be from outside the student's area ofconcentration.
6. Developmental and remedial courses, listed on page 44, and CS101 will not fulfill elective requirement.
Certificate of Completion Supervision
Credit Hours
BA101 Introduction to Business ..... 4
BA206 $M$ anagement Fundamentals .....  3
BA224 Human Relations in Organizations ..... 3
SP111 Fundamentals of Public Speaking or SP219 .....  3
WR121 English Composition .....  3
Total Requirements ..... 19
Majors in this program must complete all courses with a grade of "C" or better.

## Medical Office and Office Occupations

Program Description: These programs provide students with the skills they need to perform clerical work in the medical field. These positions may be available in hospitals, medical clinics, and other medical facilities. The medical field requires employees who are conscientious, responsible and respect the confidential nature of medical information.
Medical assistants help physicians examine and treat patients, as well as perform routine tasks needed to keep the office running smoothly. Although medical assistants can perform both clinical and administrative tasks, the nature of the work varies from office to office. The size of the practice affects the scope of the job, as does the physician's view of medical assisting responsibilities. Medical assistants must not only be good at putting patients at ease but also be good listeners and interpret a physician's instructions correctly the first time they are given. Typical job tasks may include:

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

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

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

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

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

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

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

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

## Associate of Applied Science Medical Assistant

## First Year

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

## Second Year

Fall Term
BA177 Payroll Records and Accounting ...................................................... . . . 3
OA2221 Medical Terminology I . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 3
OA5401 Body Structure and Functions I . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 3
PE185 Physical Education ${ }^{2}$. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 1
Sequence/Distribution Coursel ${ }^{1}$. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 3
Winter Term Medical Terminology II . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 3.
OA2222 3
OA2231 Clinical Procedures I . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 4
OA2725 Reimbursement Management . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 3
OA5402 Body Structure and Functions II . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 3
PE185 Physical Education² ................................................................... . . . . 1

Spring Term
BA2280
Cooperative Work Experience . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 2
OA2232 Clinical Procedures II . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 4
OA2597 Medical Office Coding . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 3
OA5533 Medical Law and Ethic . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 2
PE185 Physical Education² ......................................................................... 1
Elective ${ }^{3}$. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 3
Total Requirements . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 93

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

## Notes:

1. See Sequence/Distribution requirement lists on pages 43-44. Courses must be from outside the student's area of concentration.
2. HE250 or PE231 may be substituted for three credits of PE185.
3. Developmental and remedial courses, listed on page 44, and OA121 and CS101 will not fulfill elective requirement.

## Certificate of Completion Medical Clerical

Fall Term Credit HoursOffice Procedures 3
OA124 Keyboard Skillbuilding .....  3
OA2221 Medical Terminology I .....  3
OA5401 Body Structure and Functions I .....  3
WR121 English Composition .....  3
Winter Term
CS125W Word Processing Applications .....  3
OA240 Filing and Records M anagement .....  3
OA2222 Medical Terminology II .....  3
OA2725 Reimbursement Management .....  3
OA5402 Body Structure and Functions II .....  3
Spring Term ..... BA2280
Cooperative Work Experience or BA280 .....  2
BA285 Human Relations in Organizations .....  3
CS135W Advanced Word Processing ..... 3
MTH70 Elementary Algebra or higher .....  4
OA2597 Medical Office Coding .....  3
OA5533 Medical Law and Ethics .....  2
Total Requirements ..... 47
Majors in this program must complete all courses with a grade of " C " or better.
Certificate of Completion Medical Transcription

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

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

## Childhood Education

## Childhood Education and Family Studies

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

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

The Associate of Science degree, with an emphasis in Childhood Education and Family Studies leads to the Baccalaureate degree in Human Development or Early Childhood Education. Students may petition for adjustments in the Southwestern Associate of Science degree if course requirements are met for the first two years of any regionally accredited four-year institution offering a degree in Education, Early Childhood Education, Family Studies, or Human Development. An advising agreement is in place with Eastern Oregon University for students working towards teacher certification.

The Associate of Applied Science in Childhood Education and Family Studies prepares students to work in a variety of educational and child care settings, including pre-school, day care, private kindergarten and as a para-professional in the public schools. This degree offers students the opportunity to gain enhanced practical experience through practicum and student teaching courses.

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

The Para Educator/Educational Assistant Certificate of Completion is a one-year certificate that prepares students to work in public or private elementary and secondary schools. Para Educators/educational assistants serve in positions for which a teacher or another professional has ultimate responsibility for the design and implementation of educational programs and services. Emphasis is placed on competency-based skill development in child growth and development, classroom management, technology, individuals with disabilities, working with families, and basic instructional techniques. Students will be required to participate in a distance education or online course. Many of this program's courses also fulfill requirements toward an Associate of Science or Associate of General Studies degree. Students should meet with an advisor to evaluate professional experience and previous coursework prior to beginning this course of study.

All coursework specific to Childhood Education and Family Studies degrees and certificates is offered online through Southwestern's e-SOCC WebCT platform. Additional elective topics are offered as program enhancement through a partnership with Careerteched.com professional development for educators. For further program information, please contact the Childhood Education Director at Ipotts@socc.edu.

## Associate of Science <br> Childhood Education and Family Studies Emphasis

## First Year

Fall Term
CIS131
ECE150
HDFS225
LIB127
PHL101 Introduction to Philosophy: Philosophical Problems

## Credit Hours

Computer Information Systems¹ . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 4
Introduction/Observation in Early Childhood Education . . . . . . . . . . . . . . . . . . . 3
Prenatal, Infant, Toddler Development . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 3
Introduction to the Library . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 1
Introduction to Philosophy: Philosophical Problems . . . . . . . . . . . . . . . . . . . . . . . 3
WR121 English Composition ................................................................... . . . 3
Winter Term
ECE154
Children's Literature and Language
.3

HDFS247 Preschool Child Development . 3

## PHL102

WR122
Ethics .3
English Composition . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 3
Social Science Course3 . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 3
.

Practicum². . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 3
Development in Middle Childhood . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .
Personal Health or PE231 . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 3
College Algebra . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 4
English Composition or WR227 . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 3

## Second Year

Fall Term
ED169 Overview of Students with Special Needs . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 3
ED280 Cooperative Work Experience ${ }^{2}$. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 3
MTH211 Fundamentals of Elementary M ath or Specific Elective ${ }^{4} \ldots \ldots \ldots \ldots$. . . . . . . . . . . . . 3
Arts and Humanities Sequence5 . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 3
Science Sequence ${ }^{6}$. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 4
Winter Term
ED258 Multicultural Education . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 3
MTH212 Fundamentals of Elementary Math or Specific Elective ${ }^{4}$. . . . . . . . . . . . . . . . . . . . 3
Arts and Humanities Sequence ${ }^{5}$. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 3
Science Sequence6 . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .
Speech Course7 . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 3
$\begin{array}{ll}\text { Spring Term } \\ \text { HDFS140 } & \text { Contemporary American Families . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . } 3\end{array}$
MTH213 Fundamentals of Elementary M ath or Specific Elective ${ }^{4}$...................... . . . . 3
Arts and Humanities Sequence5 . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 3
Science Sequence6 . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 4
Social Science Course ${ }^{3}$. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 3
Total Requirements . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 99
Majors in this program must complete all courses with a grade of " C " or better.

## Notes:

1. Prerequisite of CS 101 or equivalent.
2. ECE209, ECE102, and ED280 must be taken in sequence. A criminal history check is required prior to enrollment in ECE209.
3. Course must be selected from Social Sciences listing on page 38.
4. Specific electives: ECE240, FN225, HDFS222, HDFS285, HS154, HS167, PHL103.
5. Sequence must be selected from Arts and Humanities listing on page 38.
6. Sequence must be selected from Sciences listing on page 38.
7. SP100, 111, 112, 217, 218, 219.

- Students who plan to obtain a degree in Elementary Education should take MTH211, 212, 213.
- Students who have not completed two years of high school foreign language are encouraged to take approved language course.
- Students who wish to complete the requirements for the OneYear Certificate of Completion in Childhood Education and Family Studies should take ECE240, FN225, and HS154.


## Associate of Applied Science <br> Childhood Education and Family Studies

## First Year

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

## Second Year

Fall Term
ECE152
Creative Activities ${ }^{4}$
. 3
ECE163 Preschool Practicum³ ................................................................... . . . 3
ED169 Overview of Students with Special Needs . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 3
MTH94 Intermediate Algebra I or higher . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 4
Sequence/Distribution Course5 . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 3

## Winter Term <br> BA285 Human Relations in Organizations <br> 3

ECE261 Student Teaching I, Early Childhood Education ${ }^{3}$ ..... 6
ED258 Multicultural Education .....  3
HDFS222 Family Relations .....  3
Sequence/Distribution Course ${ }^{5}$ .....  3
Spring Term ECE262 Student Teaching II, Early Childhood Education ${ }^{3}$ .....  6
HDFS285 Professional Issues in Early Childhood Education6 .....  3
HS267 Intervention Strategies III or elective ${ }^{7}$ .....  4
Elective ${ }^{8}$ .....  3
Total Requirements ..... 101

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

## Notes:

1. Prerequisite of CS101 or equivalent.
2. HE250 or PE231 may be substituted for three credits of PE185.
3. ECE209, ECE102, ECE163, ECE261, and ECE262 must be taken in sequence. A criminal history check is required prior to enrollment in ECE209.
4. ECE154 is a prerequisite to ECE152.
5. See Sequence/Distribution requirement lists on pages 43-44. Courses must be from outside the student's area of concentration and not include courses with prefixes ECE, ED, and HDFS.
6. Prerequisite of WR121.
7. May substitute appropriate elective; consult with program coordinator.
8. Developmental and remedial courses, listed on page 44 and CS101 will not fulfill elective requirement.

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


# Certificate of Completion Childhood Education and Family Studies 

Fall Term

## CIS131

Computer Information Systems ${ }^{1}$
ECE150 Introduction/Observation in Early Childhood Education ........................ . 3
ED169 Overview of Students with Special Needs . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 3
HDFS225 Prenatal, Infant, Toddler Development . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 3
MTH70 Elementary Algebra or higher . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 4
Winter Term
ECE154
Children's Literature and Literacy . 3

ECE209

Theory and Practicum ${ }^{2}$ .....  3

ED258
HDFS247
HDFS9284
WR121
Spring Term
ECE102
ECE240
HDFS140
HDFS229
HS154
SP219
Multicultural Education .....  3
Preschool Child Development .....  3
Child Abuse and Neglect Reporting .....  0
English Composition .....  3
Practicum ${ }^{2}$ ..... 3
Lesson and Curriculum Planning .....  3
Contemporary American Families .....  3
Development in Middle Childhood .....  3
Community Resources .....  3
Small Group Discussion or SP100 .....  3
Total Requirements ..... 50
Majors in this program must complete all courses with a grade of "C" or better.
Notes:

1. Prerequisite of CS101 or equivalent.
2. ECE209, ECE102 must be taken in sequence. A criminal history check is required prior to enrollment in ECE209.

- All students are required to obtain a valid first aid and CPR card.
Certificate of Completion
Para Educator/Educational Assistant
Fall Term Credit Hours ..... CIS131
Computer Information Systems ${ }^{1}$ .....  4
ED101 Introductory Observation and Experience² .....  3
ED113 Instructional Strategies in Language Arts and Reading ${ }^{2}$ .....  3
ED258 Multicultural Education .....  3
Winter Term ..... BA285
Human Relations in Organizations .....  3
ED114 Instructional Strategies in Math and Science² ..... 3
ED133 Instructional Media and Materials .....  3
MTH70 Elementary Algebra or higher ${ }^{3}$ .....  4
Spring Term
English Composition ..... 3
ED130 Comprehensive Classroom M anagement ${ }^{2}$ .....  3
ED131 Instructional Strategies .....  3
ED266 Current Issues in Special Education ${ }^{1}$ .....  3
ED270 Practicum ${ }^{4}$ .....  3
HDFS229 Development in Middle Childhood .....  3
Total Requirements ..... 47


## Notes:

1. Prerequisite of CS101 or equivalent.
2. This course is offered through Chemeketa Community College as part of a collaborative agreement between Southwestern and Chemeketa. ECE150 may be substituted for ED101.
3. Students pursuing an AS degree should take MTH95 or higher.
4. A criminal history check is required prior to enrollment in ED270.

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


## Computers and Technology Computer Networking

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

## Typical Work Functions:

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


## Sample Titles

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

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

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

- The Network Technician Certificate of Completion is intended to prepare students for entry-level jobs in networking and hardware customer support. The network technician will provide technical assistance and training to computer system users, investigate and resolve computer software and hardware problems of users, and answer clients' inquiries in person and via telephone concerning the use of computer hardware and software.
- The Network Fundamentals Certificate of Completion is intended to prepare students for entry-level work in data communications and networking.
- The Advanced Network Certification Examination Preparation Certificate of Completion is intended to prepare students for the advanced-level industry examination in networking.
- The Network Certification Examination Preparation Certificate of Completion is intended to prepare students for the first-level industry examination in networking.


# Associate of Applied Science Network Design and Administration 

## First Year

Fall Term Credit Hours ..... CIS6243
Network Academy Fundamentals ${ }^{1}$ .....  3
CIS6260 Computer Technician Theory I (A+) .....  3
CIS131 Computer Information Systems ${ }^{2}$ ..... 4
CS140 Introduction to Operating Systems ..... 3
ELEC101 Electronic Processes .....  3Winter Term
BA285 Human Relations in Organizations ..... 3
CIS6244 Network Academy Fundamentals II ${ }^{1}$ .....  3
CIS6261 Computer Technician Theory II (Server+) .....  3
CS240W Advanced Operating Systems: Windows .....  3
WR121 English Composition ..... 3
Spring TermBA288CIS6245Customer Service 3
Network Academy Fundamentals III ${ }^{1}$ ..... 3
CS240U Advanced Operating Systems (UNIX) ..... 3MTH105
Contemporary Mathematics or higher ..... 4
WR214T Professional Technical Writing ${ }^{3}$ .....  3
Summer TermCIS6246
Network Academy Fundamentals IV ..... 3
Second YearFall Term
CS278Data Communications or CIS62473-5
PE231 Wellness for Life ${ }^{4}$ .....  3
SP219 Small Group Discussion .....  3
Elective ${ }^{5}$ .....  3
Winter Term
BA277 Business Ethics .....  3
CS244 Systems Analysis .....  3
CS279 Network Management I or CIS6248 ..... 4-5
Sequence/Distribution Course ${ }^{6}$ .....  3
Spring Term ..... CS246
Systems Design .....  3
CS280 Field Experience or CIS22807 ..... 4
CS288 Network Management II or CIS6249 ..... 4-5
Sequence/Distribution Course ${ }^{6}$ ..... 3
Summer Term
Specific Elective ${ }^{8}$ or CIS6250 ..... 3-5
Total Requirements ..... 92-98
Notes:

1. Students may substitute a higher level Network Academy Fundamentals course.
2. CS101 or demonstrated proficiency is a prerequisite to all CS/CIS courses. OA121 Keyboarding isstrongly recommended.
3. WR123 or WR214 may be substituted for WR214T. WR122 is a prerequisite to WR123.
4. HE250 or three credits of PE185 may be substituted for PE231.
5. Developmental and remedial courses, listed on page 44, and CS101 will not fulfill elective requirement.
6. See Sequence/Distribution requirement lists on pages $43-44$. Courses must be from outside the student's area ofconcentration and not include courses with prefixes CIS and CS.
7. CS280 or CIS2280 may be taken over several terms but only after completion of the first year computer courses.
See CS advisor for instructor consent.
8. Specific electives: Any CS or CIS course, except CS101; or any BA course; ART115, 116, 117, 225, 226; DRFT110, 111,112; J202, 203, 204, 220; ELEC102; other: See CS instructor.
-The CCNP classes, CIS6247, 6248, 6249, and 6250, will be offered on a rotating basis every other year beginningwith fall term 2004-2005. Students can work on the approved courses for the program in preparation for when theCCNP classes will be offered. If there is significant interest in the CCNP courses, the College reserves the right tooffer these classes each academic year.

# Certificate of Completion Network Technician 

Fall Term Credit HoursCIS6243Network Academy Fundamentals ${ }^{1}$ 3
CIS6260 Computer Technician Theory I (A+) .....  3
CIS131 Computer Information Systems² .....  4
CS140 Introduction to Operating Systems ..... 3
ELEC101 Electronic Processes .....  3Winter Term
BA285 Human Relations in Organizations .....  3
CIS6244 Network Academy Fundamentals II ${ }^{1}$ .....  3
CIS6261 Computer Technician Theory II (Server+) .....  3
CS240W Advanced Operating Systems: Windows .....  3
WR121 English Composition .....  3
Spring Term BA288 Customer Service ..... 3
CIS6245 Network Academy Fundamentals III ${ }^{1}$ .....  3
CS240U Advanced Operating Systems (UNIX) .....  3
CS280 Field Experience or CIS22803 .....  1
MTH95 Intermediate Algebra II or higher ..... 4
Summer Term
CIS6246 Network Academy Fundamentals IV¹ .....  3
Total Requirements .....  48
Notes:

1. Students may substitute a higher level Network Academy Fundamentals course.2. CS101 or demonstrated proficiency is a prerequisite to all CS/CIS courses. OA121 Keyboarding isstrongly recommended.
2. See CS advisor for instructor consent.
Certificate of Completion Network Fundamentals
Fall TermCredit HoursCIS6243Network Academy Fundamentals I
CS140 .....  3Introduction to Operating Systems
3ELEC101Electronic Processes
3Winter Term
CIS6244
Network Academy Fundamentals II ${ }^{1}$
Computer Information Systems ${ }^{2}$ .....  3
CIS131 ..... 4
Advanced Operating Systems: Windows or CS240U (Unix) CS240W ..... 3
Spring Term ..... BA285
Human Relations in Organizations .....  3
CIS6245 Network Academy Fundamentals III ${ }^{1}$ .....  3
Summer Term ..... CIS6246
Network Academy Fundamentals IV¹ ..... 3
Total Requirements .....  28
Notes:
3. Students may substitute a higher level Network Academy Fundamentals course.
4. CS101 or demonstrated proficiency is a prerequisite to all CS/CIS courses. OA121 Keyboarding isstrongly recommended.

# Certificate of Completion <br> Network Certification Examination Preparation 

| Fall Term |  | Credit Hours |
| :---: | :---: | :---: |
| CIS6243 | Network Academy Fundamentals I | . 3 |
| Winter Term |  |  |
| CIS6244 | Network Academy Fundamentals II | . 3 |
| Spring Term |  |  |
| CIS6245 | Network Academy Fundamentals III | 3 |
| Summer Term |  |  |
| CIS6246 | Network Academy Fundamentals IV |  |
| Total Requirem | nts | . 12 |
| Note: |  |  |
| CS101 or demo strongly recom | strated proficiency is a prerequisite to all mended. |  |

# Certificate of Completion 

 Advanced Network Certification Exam Preparation| Fall Term |  | Credit Hou |
| :---: | :---: | :---: |
| CIS6247 | Network Academy Fundamentals V |  |
| Winter Term |  |  |
| CIS6248 | Network Academy Fundamentals VI |  |
| Spring Term |  |  |
| CIS6249 | Network Academy Fundamentals VI |  |
| Summer Term |  |  |
| CIS6250 | Network Academy Fundamentals VIII |  |
| Total Requirements . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 20 |  |  |
| The CCNP classe with fall term 200 when the CCNP reserves the right | S6247, 6248, 6249, and 6250, will be offe 05. Students can work on the approved s will be offered. If there is significant in ffer these classes each academic year. | beginning for |



## Computers and Technology Software Support

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

## Typical Work Functions:

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


## Sample Titles

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

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

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

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


# Associate of Applied Science Computer Information Systems: Software Support 

## First Year

Fall Term BA285
Human Relations in Organizations .....  3Credit HoursCS125WWord Processing Applications ${ }^{1}$
3CS178IInternet ${ }^{1}$WR121
English Composition .....  3 3
Specific Elective² .....  3
Business Ethics
Winter Term ..... BA277 ..... 3
CS125DB Database Applications .....  3
Presentation Applications .....  3
Spreadsheet Applications .....  3
CS125S
Contemporary M athematics or higher ..... 4
Spring Term ..... BA288
Customer Service ..... 3CS125H
HTM L Applications or CS125WE ..... 3
Advanced Database Applications .....  3
Advanced Word Processing
Advanced Word Processing .....  3 .....  3
Professional Technical Writing ${ }^{3}$
Professional Technical Writing ${ }^{3}$ .....  3 .....  3
CS135W
CS135W
WR214T
WR214T
Second Year
Fall TermCIS6260Computer Technician Theory I (A+)3
CS140 Introduction to Operating Systems .....  3
SP219 Small Group Discussion ${ }^{4}$ ..... 3
Elective ${ }^{5}$ ..... 3
Specific Elective² .....  3
Winter Term
CS133VB Computer Language I - Visual Basic ..... 4
CS240W Advanced Operating Systems: Windows or CS240U .....  3
CS244 Systems Analysis .....  3
PE231 Wellness for Life ${ }^{6}$ .....  3
Sequence/Distribution Course ${ }^{7}$ .....  3
Spring Term CS233VB Computer Language II - Visual Basic .....  4
CS246 System Design .....  3
CS280 Field Experience or CIS22808 ..... 4
Sequence/Distribution Course ${ }^{7}$ .....  3
Specific Elective² ..... 3
Total Requirements ..... 94
Majors in this program must complete all CS/CIS courses with a grade of "C" or better.

## Notes:

1. CS101 or demonstrated proficiency is a prerequisite to all CS/CIS courses. OA121 Keyboarding is strongly recommended.
2. Specific electives: May be from any CS or CIS course except CS101. CIS131 is recommended for students with limited computer experience. Students who elect not to take CIS131 should take CS125P fall term.
3. WR123 or WR214 may be substituted for WR214T. WR122 is a prerequisite to WR123.
4. SP100, 111, 112, or 218 may be substituted for SP219.
5. Developmental and remedial courses, listed on page 44, and CS101 will not fulfill elective requirement.
6. HE250 or three credits of PE185 may be substituted for PE231.
7. See Sequence/Distribution requirement lists on pages 43-44. Courses must be from outside the student's area of concentration and not include courses with prefixes CS or CIS.
8. CS280 or CIS2280 may be taken over several terms but only after completion of the first-year computer courses. See CS advisor for instructor consent.

# Certificate of Completion Software Applications Specialist 

Fall Term
Computer Technician Theory I (A+)
Credit HoursCIS6260 3
Word Processing Applications ${ }^{1}$ CS125W .....  3
Internet ${ }^{1}$ CS178I .....  3
English Composition WR121 .....  3Specific Elective ${ }^{2}$
Winter Term CS125DB Database Applications .....  3
CS125H HTM L Applications .....  3
CS125P Presentation Applications ..... 3
CS125S Spreadsheet Applications .....  3
CS140 Introduction to Operating Systems .....  3
Spring Term
Human Relations in Organizations
Human Relations in Organizations ..... 3 ..... 3
BA288 Customer Service .....  3
CS135DB Advanced Database Applications .....  3
CS135W Advanced Word Processing .....  3
CS280/CIS2280 Field/Work Experience ${ }^{3}$ .....  1
MTH95 Intermediate Algebra II ..... 4
Total Requirements ..... 47

## Notes:

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

# Certificate of Completion Software Certification Examination Preparation 

| Fall Term |  | Credit Hours |
| :---: | :---: | :---: |
| CS125P | Presentation Applications | . 3 |
| CS125W | Word Processing Applications | . 3 |
| Winter Term |  |  |
| CS125DB | Database Applications | . 3 |
| CS125S | Spreadsheet Applications | . 3 |
| Spring Term |  |  |
| CS135DB | Advanced Database Applications |  |
| CS135W | Advanced Word Processing | . . . 3 |
| Total Require |  | . . 18 |

## Note:

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

## Computers and Technology Technical Support

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

## Typical Work Functions:

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


## Sample Titles

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

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

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

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


## Associate of Applied Science Technical Support

## First Year

| Fall Term |  | Credit Hours |
| :---: | :---: | :---: |
| CIS6260 | Computer Technician Theory I (A+) | . 3 |
| CIS131 | Computer Information Systems ${ }^{1}$ | 4 |
| CS140 | Introduction to Operating Systems | 3 |
| CIS6243 | Network Academy Fundamentals I | 3 |
| ELEC101 | Electronic Processes | 3 |
| Winter Term |  |  |
| BA277 | Business Ethics |  |
| CIS6261 | Computer Technician Theory II (Server+) | 3 |
| CS240W | Advanced Operating Systems | 3 |
| ELEC102 | Electronic Processes II | . 3 |
| WR121 | English Composition | . 3 |
| Spring Term |  |  |
| BA285 | Human Relations in Organizations | . 3 |
| BA288 | Customer Service | . 3 |
| CS240U | Advanced Operating Systems: Unix | . 3 |
| MTH105 | Contemporary M athematics or higher | 4 |
| WR214T | Professional Technical Writing² | . 3 |

## Second Year

Computer Technician Theory I (A+) . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 3
CIS131 Computer Information Systems ${ }^{1}$. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 4
CS140 Introduction to Operating Systems . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 3
CIS6243 Network Academy Fundamentals I . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 3
Electronic Processes ........................................................................ 3

Business Ethics . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 3
CIS6261 Computer Technician Theory II (Server+) . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 3
CS2401 Advanced Operating Systems ......................................................................... 3
WR121 English Composition ...................................................................... . . . 3
pring Term
BA288
Customer Service . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 3
Advanced Operating Systems: Unix . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 3
Professional Technical Writing2 . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 3

## Fall Term



SP219 Small Group Discussion3 . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 3
Elective4 . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 3
Specific Elective5 . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 3
Winter Term Database Applications . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 3
CS125DB
CS133VB Computer Language I - Visual Basic . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 4
CS244 Systems Analysis . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 3
PE231 Wellness for Life6 . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 3
Sequence/Distribution Course ${ }^{7}$. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 3
Spring Term
CS246
Systems Design
. 3
CS280 Field Experience or CIS22808 . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 4
Sequence/Distribution Course7 . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 3
Specific Elective ${ }^{4}$. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 3
Total Requirements . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 91
Notes:

1. CS101 or demonstrated proficiency is a prerequisite to all CS/CIS courses. OA121 Keyboarding is strongly recommended.
2. WR123 or WR214 may be substituted for WR214T.
3. SP100, 111, 112, or 218 may be substituted for SP219.
4. Developmental and remedial courses, listed on page 44, and CS101 will not fulfill elective requirement.
5. Specific electives: Any CS or CIS course, except CS101; or any BA course, ART115, 116, 117, 225, 226, DRFT110, 111, 112; J202, 203, 204, 220; Other: See CS Instructor.
6. HE250 or three credits of PE185 may be substituted for PE231.
7. See Sequence/Distribution requirement lists on pages 43-44. Courses must be from outside the student's area of concentration and not include courses with prefixes CS or CIS.
8. CS280 or CIS2280 may be taken over several terms but only after completion of the first year computer courses. See CS advisor for instructor consent.

# Certificate of Completion Computer Technician 

| Fall Term |  | Credit Hours |
| :---: | :---: | :---: |
| CIS6260 | Computer Technician Theory I (A+) | . 3 |
| CS140 | Introduction to Operating Systems | 3 |
| CS178I | Internet | . 3 |
| CIS6243 | Network Academy Fundamentals I | . 3 |
| ELEC101 | Electronic Processes | 3 |
| Winter Term |  |  |
| BA285 | Human Relations in Organizations | . 3 |
| CIS6261 | Computer Technician Theory II (Server+) | 3 |
| CIS131 | Computer Information Systems ${ }^{1}$ | . 4 |
| CS240W | Advanced Operating Systems: Windows | . 3 |
| ELEC102 | Electronic Principles II |  |
| Spring Term |  |  |
| BA288 | Customer Service | . 3 |
| CS240U | Advanced Operating Systems: UNIX | . 3 |
| CS280 | Field Experience or CIS2280² | . 4 |
| MTH95 | Elementary Algebra II or higher | . 4 |
| WR121 | English Composition | . . . 3 |
| Total Requirements |  | . 48 |

## Notes:

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

# Certificate of Completion Computer Technician Examination Preparation 

| Fall Term |  | Credit Hours |
| :---: | :---: | :---: |
| CIS6260 | Computer Technician Theory I (A+) | . 3 |
| CS140 | Introduction to Operating Systems | . 3 |
| ELEC101 | Electronic Processes | 3 |
| Winter Term |  |  |
| CIS6261 | Computer Technician Theory II (Server+) | . 3 |
| CS240W | Advanced Operating Systems: Windows | . 3 |
| Spring Term |  |  |
| CIS131 | Computer Information Systems ${ }^{1}$ | . 4 |
| CS240U | Advanced Operating Systems: UNIX | . 3 |
| CS280 | Field Experience or CIS2280² | 1 |
| Total Requirements . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 23 |  |  |
| Notes: |  |  |
| 1. CS101 or demonstrated proficiency is a prerequisite to all CS/CIS courses. OA121 Keyboarding is strongly recommended. |  |  |
| 2. See CS advisor for in | instructor consent. |  |

## Computers and Technology <br> Web Development and Administration

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

## Typical Work Functions:-

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

Sample Titles:

- Web Administrator.
- Web Specialist.
- Web Architect.
- Web Designer.
- Web Page Developer.
- Web Producer.
- Webmaster.
- The Web Production Specialist Certificate of Completion is intended to prepare students for an entry-level job in web site production. The web production specialist is able to design, implement, and maintain web sites using web editors, HTML, and other contemporary software, interface with users, provide customer support, and have an appreciation for the importance of web presence for the company.
- The Web Site Fundamentals Certificate of Completion is intended to prepare students for basic web site development with an emphasis in HTML construction.



# Certificate of Completion Web Production Specialist 



## Notes:

1. CS101 or demonstrated proficiency is a prerequisite to all CS/CIS courses. OA121 Keyboarding is strongly recommended.
2. CIS2280 or CS280 may be taken over several terms but only after completion of the first year computer courses. See CS advisor for instructor consent.
3. For a total of six credits for the program, select from ART115, ART116, BA101, CIS6260, CS133VB, CS135DB, CS140, CS151, CS161, CS162, CS179, CS195, CS199F, CS233VB, CS233WS, CS240U, CS240W, WR214T. Other options may exist, see CS advisor for approval.
*Some courses may be available via distance education as an online course only.

## Certificate of Completion Web Site Fundamentals

| Fall Term |  | Credit Hours |
| :---: | :---: | :---: |
| CIS131 | Computer Information Systems ${ }^{1}$ | . 4 |
| CS125W | Word Processing Applications | . 3 |
| CS178I | Internet | . 3 |
| Winter Term |  |  |
| CS125DM | Digital Media Applications |  |
| CS125H | HTM L Applications | . 3 |
| Spring Term |  |  |
| BA285 | Human Relations in Organizations |  |
| CS125WE | Web Editor Applications | . 3 |
| Total Requirements |  | . 22 |

## Note:

1. CS101 or demonstrated proficiency is a prerequisite to all CS/CIS courses. OA121 Keyboarding is strongly recommended.
*Some courses may be available via distance education as an online course only.

## Criminal Justice

## Criminal Justice Administration

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

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

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

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

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

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

## Associate of Science <br> Criminal Justice Administration Emphasis

## First Year

| Fall Term |  | Credit Hours |
| :---: | :---: | :---: |
| CJ100 | Foundations of Criminal Justice | . . . . . 3 |
| CJ110 | Introduction to Law Enforcement | . 3 |
| CJ130 | Introduction to Corrections | . 3 |
| CJ280 | Field Experience: Career Exploration | . 1 |
| SOC204 | General Sociology | . 3 |
| WR121 | English Composition |  |
| Winter Term |  |  |
| CJ101/SOC244 | Criminology | . 3 |
| CJ201/SOC221 | Juvenile Delinquency | . 3 |
| CJ280 | Field Experience: Career Exploration | . 1 |
| SOC205 | General Sociology | . 3 |
| SP111 | Fundamentals of Public Speaking ${ }^{1}$ | . 3 |
| WR122 | English Composition | . 3 |
| Spring Term |  |  |
| CJ220 | Criminal Law | . 3 |
| CJ280 | Field Experience: Career Exploration | . 4 |
| SOC206 | General Sociology | . 3 |
| WR123 | English Composition or WR227 | . 3 |
|  | Specific Elective ${ }^{2}$ | . 3 |

## Second Year

Fall Term
CJ210 Criminal Investigation ................................................................ . . 3
CJ222 Procedural Law ..............................................................................
PE185 Physical Education ${ }^{3}$. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 1
PS201 American Government: Institutions . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 3
MTH111 College Algebra . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 4
Arts and Humanities Course4 . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 3
Winter Term Computer Information Systems . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 4
CIS131 4
CJ226 Constitutional Law ......................................................................... . . . 3
PE185 Physical Education3 ........................................................................ 1
Arts and Humanities Course4 . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 3
M ath/Science/Computer Science/Engineering Course5 . . . . . . . . . . . . . . . . . . . . . . . . 4
Specific Elective² . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 3
$\overline{\text { Spring Term }}$
CJ215
CJ225
Criminal Justice Administration 3

C 280 Field Experience ........................................................................ . . . 3
PE185 Physical Education ${ }^{3}$. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 1
M ath/Science/Computer Science/Engineering Course5 . . . . . . . . . . . . . . . . . . . . . . . . 4
Specific Elective² . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 3
Total Requirements . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 100
Majors in this program must complete all CJ courses with a grade of "C" or better.

## Notes:

1. SP100, SP112, or SP219 may be substituted for SP111.
2. Specific electives: Three courses selected with the assistance of advisor from the following: CJ131/SOC220, CJ140, CJ198/298, CJ203, CJ215, CJ229, CJ243/SOC24.
3. PE231 or HE250 may be substituted for three credits of PE185.
4. Select arts and humanities courses from the following: ART204, 205, 206, ENG104, 105, 106, 107, 108, 109, 201, 202, 203, 204, 205, 206, 253, 254, 255, HUM 204, 205, 206, MUS261, 262, 263, PHL101, 102, 103, 299 E.
5. Select math/science/computer science/engineering courses from the following: Bl101, 102, 103, 201, 202, 203, 231, 232, 233, CHEM 121, 122, 123, 221, 222, 223, CS151, 161, 162, ENGR201, 202, 203, 211, 212, 213, G201, 202, 203, GS104, 105, and 106 or 107 or 108, MTH112, 212, 213, 231, 232, 241, 242, 243/BA232, 251, 252, 253, 254, 255, 256, 260, 265, PH201, 202, 203, 211, 212, 213.

## Associate of Applied Science Corrections Officer Administration

## First Year

Fall Term Credit Hours
CJ100 Foundations of Criminal Justice .....  3
CJ130 Introduction to Corrections .....  3
CJ280 Field Experience: Career Exploration .....  1
PE185 Physical Education .....  1
PE231 Wellness for Life ..... 3
SOC204 General Sociology .....  3
WR121 English Composition .....  3
Winter Term CJ101/SOC244 Criminology .....  3
CJ230 Introduction to Juvenile Corrections .....  3
CJ280 Field Experience: Career Exploration .....  1
PE185 Physical Education .....  1
SOC205 General Sociology .....  3
SP111 Fundamentals of Public Speaking1 .....  3
Sequence/Distribution Course² .....  3
$\overline{\text { Spring Term }}$
BA285 Human Relations in Organizations .....  3
CJ131/SOC220 Institutional Corrections .....  3
CJ220 Criminal Law .....  3
CJ280 Field Experience: Career Exploration .....  1
MTH95 Intermediate Algebra II .....  4
PE185 Physical Education .....  1
SOC206 General Sociology .....  3
Second Year
Fall Term
CIS131 Computer Information Systems .....  4
CJ232 Introduction to Corrections Casework .....  3
CJ280 Field Experience .....  3
PS201 American Government: Institutions .....  3
Psychology Course ${ }^{3}$ .....  3
Winter Term ..... CJ201
Juvenile Delinquency .....  3
CJ229 Community-Based Corrections .....  3
CJ243/SOC243 Narcotics and Dangerous Drugs ..... 3
CJ280 Field Experience ..... 3
Sequence/Distribution Course ${ }^{2}$ .....  3
Spring Term ..... CJ203
Crisis Intervention .....  3
CJ225 Corrections Law .....  3
Elective ${ }^{4}$ .....  3
Psychology Course ${ }^{3}$ .....  3
Total Requirements ..... 95

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

## Notes:

1. SP100, SP112, or SP219 may be substituted for SP111.
2. See Sequence/Distribution requirement lists on pages 43-44. Courses must be from outside the student's area of concentration and not include courses with prefixes CJ or SOC.
3. Select two courses from PSY201, 202, 203, 239.
4. Developmental and remedial courses, listed on page 44, and CS101 will not fulfill elective requirement.

# Associate of Applied Science Criminal Justice Administration Law Enforcement 

## First Year

Fall Term Credit Hours
CJ100 Foundations of Criminal Justice .....  3
CJ110 Introduction to Law Enforcement .....  3
CJ280 Field Experience: Career Exploration .....  1
PE185 Physical Education .....  1
SOC204 General Sociology .....  3
WR121 English Composition ..... 3
Winter Term
CJ101/SOC244 Criminology .....  3
CJ201/SOC221 Juvenile Delinquency .....  3
CJ280 Field Experience: Career Exploration .....  1
PE185 Physical Education .....  1
PE231SOC205Wellness for Life 3
General Sociology .....  3
SP111 Fundamentals of Public Speaking ${ }^{1}$ .....  3Spring TermCJ203
CJ220Crisis Intervention3
Criminal Law .....  3CJ280
Field Experience: Career Exploration .....  1MTH95
Intermediate Algebra II .....  4
PE185 Physical Education .....  1
SOC206 General Sociology ..... 3
Second Year
Fall Term
CIS131 Computer Information Systems ..... 4
CJ210 Criminal Investigations .....  3
CJ222 Procedural Law .....  3
CJ280 Field Experience .....  3
PS201 American Government: Institutions .....  3
Winter Term
BA285 Human Relations in Organizations .....  3
CJ226 Constitutional Law .....  3
CJ243/SOC243 Narcotics and Dangerous Drugs .....  3
CJ280 Field Experience .....  3
Sequence/Distribution Course ${ }^{2}$ .....  3
$\overline{\text { Spring Term }}$ ..... CJ 140
Criminalistics .....  3
CJ213 Interview and Interrogation Skills .....  3
CJ215 Criminal Justice Administration .....  3
Elective ${ }^{3}$ .....  3
Sequence/Distribution Course ${ }^{2}$ .....  6
Total Requirements ..... 98
Majors in this program must complete all CJ courses with a grade of "C" or better.

## Notes:

1. SP100, SP112, or SP219 may be substituted for SP111.
2. See Sequence/Distribution requirement lists on pages 43-44. Courses must be from outside the student's area of concentration and not include courses with prefixes CJ or SOC.
3. Developmental and remedial courses, listed on page 44, and CS101 will not fulfill elective requirement.

# Certificate of Completion Juvenile Corrections 

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

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


## Culinary Arts

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

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

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

The Associate of Applied Science in Baking and Pastry provides a broad foundation of baking and pastry theory and practical training necessary for success in the food service industry. Students will learn the art of creating exquisite baked goods, pastries, and confections, from traditional bread baking to masterful showpieces fit for the most elegant dessert finales imaginable. Students will also learn to use sugar, syrups, icings, and chocolate to create feasts for the eye and palate. Prepare for a career as a professional baker or pastry chef in a bakery, fine restaurant, resort, or cruise ship. This is a restricted program. For application and fee information, contact the Director of Student Recruiting in Dellwood Hall, Room 4, (541) 888-7611.


# Associate of Applied Science Culinary Arts Management Training 



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


## Notes:

1. PE231 or three credits of PE185 may be substituted for HE250.
2. Developmental and remedial courses, listed on page 44, will not fulfill elective requirement. Courses must be from outside the student's area of concentration. CRT2017 is strongly recommended and will be available as a cohort class.
3. See Sequence/Distribution requirement list on page 43-44. ART115 is strongly recommended and will be available as a cohort class spring term. CIS131 is strongly recommended and will be available as a cohort class summer term.

- For this program, federal financial aid funding is based on clock hours achieved. For other funding sources, this program is based on 98 credits or 1,826 clock hours.
- Program and course offerings subject to change without notice.


# Associate of Applied Science Baking and Pastry 

Fall Term Credit HoursCRT2000Introduction to Professional Cooking5
CRT2001 Basic Food Preparation .....  5
CRT2002 Introduction to the Food and Beverage Industry .....  3
CRT2015 Sanitation and Safety for Managers ..... 3
HE250 Personal Health ${ }^{1}$ .....  3
SP218 Interpersonal Communication .....  3
Winter Term
CRT2017 Restaurant M anagement and Supervision ..... 4
CRT2019 Culinary Calculations I .....  2
CRT2021 Baking and Pastry Fundamentals ..... 10
WR121 English Composition .....  3
Elective ${ }^{2}$ .....  3
Spring Term
CRT2018 Culinary Arts Career Planning .....  1
CRT2022 Cakes, Tortes, and Laminated Doughs .....  8
CRT2023 Syrups, Icings, and Sauces ..... 3
CRT2024 Frozen Desserts .....  3
MTH70 Elementary Algebra .....  4
Sequence/Distribution Course ${ }^{3}$ .....  3
Summer Term
CRT2016 Culinary Nutrition ..... 3
CRT2025 Chocolate and Advanced Pastry Techniques ..... 10
CRT2026 Dessert Menu Development .....  3
Sequence/Distribution Course ${ }^{3}$ .....  3
Fall Term
CRT2280 Culinary Internship ..... 12
Total Requirements ..... 97

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


## Notes:

1. PE231 or three credits of PE185 may be substituted for HE250.
2. Developmental and remedial courses, listed on page 44, will not fulfill elective requirement. Courses must be from outside the student's area of concentration.
3. See Sequence/Distribution requirement list on page 43-44. ART115 is strongly recommended and will be available as a cohort class spring term. CIS131 is strongly recommended and will be available as a cohort class summer term.

- For this program, federal financial aid funding is based on clock hours achieved. For other funding sources, this program is based on 97 credits or 1,815 clock hours.
- Pending state approval the Associate of Applied Science Baking and Pastry degree available fall 2005.
- Program and course offerings subject to change without notice.


## Certificate of Completion Employment Skills Training

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

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

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

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


## Fitness

## Athletic Training and Fitness Management

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

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

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

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

The Associate of Science degree with emphasis in athletic training will prepare students for transfer to accredited bachelor degree athletic training programs at colleges and universities. The curriculum is based on the NATABOC (National Athletic Trainers Association Board of Certification) competency guidelines. Southwestern Oregon Community College currently has $2+2$ articulation agreements in athletic training with Washington State University (WSU), Eastern Washington University (EWU). More agreements are pending. This program also meets the requirements for the Associate of Arts Oregon Transfer Degree and the Western Undergraduate Exchange (WUE). An emphasis is placed on hands-on experience, gained through practicum with sports teams and medical professional settings.

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


## Associate of Science

 Athletic Training Emphasis
## First Year

| Fall Term |  | Credit Hours |
| :---: | :---: | :---: |
| CHEM 221 | General Chemistry | . . 5 |
| PE131 | Introduction to Health and Physical Education | 3 |
| PSY201 | General Psychology | 3 |
| SP218 | Interpersonal Communications or SP219 | . 3 |
| WR121 | English Composition | . 3 |
| Winter Term |  |  |
| CHEM 222 | General Chemistry | . 5 |
| MTH111 | College Algebra | . 4 |
| PSY202 | General Psychology | . 3 |
| WR122 | English Composition | . 3 |
|  | Social Science Course ${ }^{1}$ | . 3 |
| Spring Term |  |  |
| CHEM 223 | General Chemistry | . 5 |
| MTH112 | Elementary Functions | . 4 |
| PE261 | Techniques of Taping | 3 |
| PSY203 | General Psychology | . 3 |
| WR123 | English Composition | . 3 |

## Second Year

## Fall Term

Bl231
ENG104
Anatomy and Physiology I4PE231Wellness for Life 3
3
PH201
Physics PH201 ..... 5
Anatomy and Physiology II
Winter Term
BI232 ..... 4
Introduction to Literature ENG105 .....  3
First Aid and CPR for the Professional Rescuer HE252 .....  3
Practicum. PE280P .....  3Social Science Course ${ }^{1}$
Spring Term
BI233 Anatomy and Physiology III .....  4
ENG106 Introduction to Literature .....  3
FN225 Nutrition .....  4
PE264 Personal Trainer Conditioning Concepts .....  3
Arts and Humanities Course² .....  3
Total Requirements ..... 101

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

## Notes:

1. Select Social Science courses from the following: ANTH101, 102, 103, 221, 222, 223, 230, 231, 232;

CJ100, 101, 201, 220, 243; ECON201, 202; HDFS225, 229, 247; HS265, 266, 267; HST101, 102, 103, 201, 202, 203; PS201, 202, 205, 267; SOC204, 205, 206.
2. See Arts and Humanities Emphasis Area Requirement list on page 38. Courses must be from outside the student's area of concentration and not include courses with prefix ENG.

- This program fulfills all the undergraduate Athletic Training prerequisites for and has $2+2$ articulation agreements with Washington State University and Eastern Washington University. Articulation agreements are pending with Boise State University and Linfield College.
- This degree for transfer students works as designed if the student completes the AS Athletic Training Emphasis and the Associate of Arts Oregon Transfer (AAOT) degrees and graduates. The AS Athletic Training Emphasis degree at Southwestern also meets all requirements for the AAOT, so no additional classes outside of the AS Athletic Training Emphasis need to be taken in order for a student to meet both degree requirements. Both degrees are required to ensure the seamless transition of students to the four-year graduating institutions for athletic training. When applying for graduation at Southwestern two separate applications must be submitted. One for the AS Athletic Training Emphasis and one for the Associate of Art Oregon Transfer (AAOT).
- This program also meets the requirements for the Western Undergraduate Exchange (WUE).


## Associate of Science <br> Fitness Management Emphasis

## First Year

Fall Term Credit Hours ..... BI201
ntroductory Biology ..... 4
GS104 Physical Science ..... 4
PE131 Introduction to Health and Physical Education ..... 3
PSY201 General Psychology ${ }^{1}$ .....  3
WR121 English Composition .....  3
Winter Term ..... BI202
Introductory Biology ..... 4
CIS131 Computer Information Systems .....  4
MTH111
MTH111 College Algebra ..... 4 ..... 4
PSY202 General Psychology ${ }^{1}$ ..... 3
WR122 English Composition .....  3
Spring Term ..... BI203
Introductory Biology ..... 4
FN225 Nutrition ..... 4
PE231 Wellness for Life ..... 3
PE295 Professional Activities: Physical Conditioning .....  2
SP218 Interpersonal Communications or SP219 .....  3
Second Year
Fall Term
BI231 Anatomy and Physiology ..... 4
PE259 Care and Prevention of Athletic Injuries I ..... 3
PE265 Tests and M easurements ..... 4
PE280P Practicum ..... 3
Arts and Humanities Course² ..... 3
Winter Term ..... BI232
Anatomy and Physiology II ..... 4
HE250 Personal Health ..... 3
HE252 First Aid and CPR for the Professional Rescuer ..... 3
PE261 Techniques of Athletic Taping and Bracing ..... 3
Arts and Humanities Course² ..... 3
Spring Term
BI233 Anatomy and Physiology III ..... 4
PE262 Development of Adult Fitness Programs ..... 3
PE264 Personal Trainer Conditioning Concepts. ..... 3
PE280P Practicum ..... 3
WR123 English Composition ..... 3
Total Requirements ..... 100

## Notes:

1. PSY203 may be substituted for PSY201 or PSY202. See advisor for scheduling adjustments.
2. Select arts and humanities courses from the following: ART204, 205, 206; ENG104, 105, 106, 107, 108, 109, 201, 202, 203, 204, 205, 206, 253, 254, 255; HUM 204, 205, 206; MUS261, 262, 263; PHL101, 102, 103, 299E.

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


## Health Occupations <br> Allied Health

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

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

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

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

## Employment Opportunities:

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

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

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

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

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

[^8]
# Certificate of Completion Rural Health Aide 

| Fall Term |  | Credit Hours |
| :---: | :---: | :---: |
| NUR546 | Basic Nursing Assistant ${ }^{1}$ |  |
| OA2221 | M edical Terminology I |  |
| OA5401 | Body Structure and Functions $1^{2}$ |  |
| OA116 | Office Procedures |  |
| Winter Term |  |  |
| CS125W | Word Processing Applications ${ }^{3}$ |  |
| OA2222 | M edical Terminology II |  |
| OA5402 | Body Structure and Functions II ${ }^{2}$ | 3 |
| WR90 | Paragraph Fundamentals or higher | 3 |
|  | Specific Elective ${ }^{4}$ | 3-5 |
| $\overline{\text { Spring Term }}$ |  |  |
| HE280 | Field Experience |  |
| MTH70 | Elementary Algebra or higher |  |
| OA124 | Keyboard Skillbuilding ${ }^{5}$ |  |
| SP100 | Basic Speech Communications ${ }^{6}$ | . 3 |
|  | Specific Elective ${ }^{4}$ | 4 |
| Total Requirements . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .48-51 |  |  |
| Notes: |  |  |
| 1. Students who hold a current Oregon Nursing Assistant Certificate may substitute this course with specific electives. <br> 2. Students may substitute CHEM 121/CHEM 122 or CHEM 122/CHEM 123 for OA5401/OA5402. Students who have completed one year of advanced placement high school chemistry with a lab within the past five years with a grade of "C" or better or CHEM 121/122 may substitute BI231/BI232 or BI233/BI234 for OA5401/OA5402. |  |  |
|  |  |  |
| 3. Prerequisite is CS101 with a " C " or better. |  |  |
| 4. Specific electives: ANTH103, BI234, HE201, HS167, 168, NUR951, OA240, 2597, 5533, PHAR5472, 5474 PSY201, 202, 203. |  |  |
| 5. Prerequisite is OA121 Keyboarding with a "C" or better or a |  |  |
| 6. SP218 or SP219 may be substituted for SP100. |  |  |

# Training Opportunity <br> Basic Nursing Assistant 

Credit Hours<br>NUR546<br>Basic Nursing Assistant<br>. 8

## Health Occupations <br> Medical Technical

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

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

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

## Employment Opportunities:

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

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

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

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

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

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

# Certificate of Completion <br> Pharmacy Technician 

| Fall Term |  | Credit Hours |
| :---: | :---: | :---: |
| MTH70 | Elementary Algebra or higher* | . 4 |
| OA2221 | M edical Terminology ${ }^{*}$ *... | 3 |
| OA5401 | Body Structure and Functions I* | 3 |
| PHAR5470 | Introduction to Pharmacy: Practice and Law* | 4 |
| WR121 | English Composition* | 3 |
| Winter Term |  |  |
| OA2222 | M edical Terminology II* | . 3 |
| OA5402 | Body Structure and Functions II* | . 3 |
| PHAR5472 | Pharmacology I* | . 3 |
| PHAR5474 | Pharmacology Calculations | . 2 |
| PHAR5475 | Pharmacy Technician Procedures I | . 4 |
| SP100 | Basic Speech Communications* or SP219 | 3 |
| Spring Term |  |  |
| BA285 | Human Relations in Organizations* | . 3 |
| PHAR5473 | Pharmacology II | . 3 |
| PHAR5476 | Pharmacy Technician Procedures II | . 4 |
| PHAR5477 | Pharmacy Records Management | . 3 |
| PHAR5478 | Pharmacy Technician Practicum | . 3 |
| Total Requirements |  |  |

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

## Notes:

Acceptance to the program will be on a first-come, first-served qualified applicant basis. Students will be formally admitted to the program during the fall term. For program application procedures and entrance requirements, contact the Student Services Office in Dellwood Hall, Room 8. Students must successfully complete all courses in a quarter before advancing to the next quarter.

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


## Certificate of Completion <br> Surgical Technology

Fall Term OA5401

Body Structure and Functions ICredit Hours 3
ST5530 Aseptic Theory and Techniques .....  4
ST5531 Introduction to Surgical Technology .....  3
ST5532 Principles and Practice of Surgical Technology .....  6Winter TermMTH70OA5402
Elementary Algebra or higher4
ST5533 .....  3Body Structure and Functions I
ST5534 Surgical Procedures I ..... 4 3
WR90 Paragraph Fundamentals or higher .....  3
Spring Term
BA285 Human Relations in Organizations .....  3
CS101 Computers in Society .....  2
ST5535 Surgical Procedures II .....  4
ST5536 Clinical Rotation in Surgical Technology I ..... 8
Summer TermST5537Clinical Rotation in Surgical Technology II 8
Total Requirements ..... 58
Note:Students who have completed one year of high school chemistry with a lab or CHEM 121/122 within the past fiveyears with a grade of "C" or better may substitute BI232/BI233 for OA5401/OA5402.

## Health Occupations <br> Nursing

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

## Employment Opportunities:

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

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

The Associate of Applied Science in Nursing degree prepares graduates to become licensed as Practical Nurses or as Registered Nurses. Successful completion of the first four quarters qualifies students for meeting the academic requirements to take the exam for licensure as a Practical Nurse (PN). Successful completion of six quarters qualifies students for meeting academic requirements to take the exam for Registered Nurse (RN) licensure. Courses must be taken prior to or within the quarter they appear in the curriculum. Every quarter in the nursing core curriculum is a prerequisite to the next quarter. Students are required to be drug screened prior to the first and second year clinical experience. This is a restricted program. Students must be formally admitted to the nursing program. Students should be aware that they should hold a current Oregon unencumbered certificate as a Nursing Assistant (CNA) at the time of application to the program. Contact the Student Services Office for further application requirements. This program articulates with the RN/BSN Flex Program at Oregon Health Sciences Center School of Nursing at Southern Oregon University for junior standing.
The Perioperative Nursing Training Opportunity is designed for practicing Registered Nurses who have no previous experience in operating room nursing. Course content includes knowledge and skills required to care for patients having surgical intervention. Preparation for beginning level independent practice will incorporate direct classroom instruction and lecture/lab work in an operating room suite. Students must have a current unencumbered Oregon State Board of Nursing Registered Nurse License.
The Associate of Applied Science in Nursing degree will be changing with the class entering nursing courses in the fall of 2006. Students need to complete the pre-nursing year as outlined below to be eligible to enter the program. The admission criteria for the spring applicants to the new program have not been fully agreed upon. At printing only two criteria have been agreed upon: completion of 30 of the 45 required credits before submitting the application in the spring and the requirement of a second language before being granted the Bachelor's degree. The language requirement is two terms of conversational French, German, Spanish, sign language, etc. They can be transferable or non-transferable courses.

Students who enter nursing courses in fall 2006 will be eligible for licensure as an RN and an Associates degree after two years, as is currently done, and exit the program; or they can elect to continue for one more year and receive their Baccalaureate degree through OHSU. The baccalaureate year will be completed in the SOCC college district.

- Students applying for the nursing program for 2005-2006 need CHEM 104 and CHEM 105 or CHEM 110.
- Students applying for the nursing program for 2006-2007 must have completed a Chemistry sequence (CHEM 104, 105, 106, CHEM 121,122, 123, or CHEM 221, 222, 223) or CHEM 110 within the last five years.
- Students who are applying for acceptance in the nursing program for 2006-2007 must take BI149.

| Term | Fall 2005 | Credits | Winter 2006 | Credits | Spring 2006 | Credits | Summer 2006 | Credits |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  | BI149 | 3 | Bl231 | 4 | BI232 | 4 | Bl233** | 4 |
|  | CHEM 110 | 4 | MTH 95 or higher | 4 | FN225 | 4 | NUR100** | 4 |
|  | CIS131 | 4 | PHL102 | 3 | SOC 206 | 3 |  |  |
|  | PSY* | 3 | PSY 237 | 3 | SP 218 or SP 219 | 3 |  |  |
|  | WR121 | 3 | WR122 | 3 |  |  |  |  |
| Total Credits |  | 17 |  | 17 |  | 14 |  | 8 |

*PSY only if needed as a pre-requisite for PSY 237
**Taken summer after being admitted to program.

## Associate of Applied Science Nursing

First YearFall TermBI231MTH95

Anatomy and Physiology II .....  4Credit HoursIntermediate Algebra II
4NUR101Fundamentals of Nursing
Winter TermBI232Anatomy and Physiology $I^{1}$ 9
CS101 Computers in Society ..... 24
NUR102 Nursing Science and Practice I
SP219 Small Group Discussion .....  3
Spring Term ..... ANTH103
General Anthropology ..... 3
Bl233 Anatomy and Physiology III1, 2 ..... 4
NUR103 Nursing Science and Practice II ..... 9
Second YearFall TermBI 234
Microbiology ${ }^{1,3}$ ..... 4
NUR201 Nursing Science and Practice III ..... 9
WR121 English Composition .....  3
Winter Term
NUR202 Nursing Science and Practice IV ..... 9
PE185 Physical Education ${ }^{4}$ .....  3
Sequence/Distribution Course ${ }^{5}$ .....  3
Spring Term ..... NUR203
Nursing Science and Practice V ..... 10
Sequence/Distribution Course ${ }^{5}$ .....  3
Elective ${ }^{6}$ .....  3
Total Requirements ..... 98

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

## Notes:

1. One year of advanced placement high school chemistry with a lab or CHEM 110 and BI 149 within the past five years with a grade of " C " or better, is a prerequisite for BI231, 232, 233, and 234. If you have already taken CHEM104, 105 (within the last five years), this will be accepted as a substitution for CHEM110. *See an advisor.
2. BI231,232, 233 are prerequisites to all second-year nursing courses.
3. BI234 is a prerequisite to NUR202.
4. HE250 or PE231 may be substituted for PE185.
5. Sequence/Distribution requirement courses must be taken from each of the following areas:

- PSY201 or 202 or 203.
- SOC204 or 205 or 206 or any Human Service course.

6. Elective must be one course from ART204, 205, 206, ENG104, 105, 106, 107, 108, 109, 201, 202, 203, 204, 205, 206, 253, 254, 255, MUS261, 262, 263, PHL102, 103.

## Training Opportunity Perioperative Nursing

## Credit Hours

NUR9411 Perioperative Nursing ..... 4
NUR9412 Perioperative Nursing Clinical Practicum ..... 6
Total Requirements ..... 10

## Human Services

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

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

The Associate of Science degree, with an emphasis in human services is for students who intend to transfer and earn a Bachelor's degree from a four-year college or university. The curriculum will lead to an Associate of Science degree upon completion from Southwestern and will satisfy the lower-division requirements required by transfer institutions. Students may petition for adjustments in the AS with an emphasis in human services at Southwestern if course requirements for the first two years of any accredited four-year institution offering a degree in social sciences, human services or social work are met.
The AS Human Services degree at Southwestern also meets all requirements for the AAOT, so no additional classes outside of the ASHuman Services need to be taken in order for a student to meet both degree requirements. When applying for graduation at Southwestern two separate applications must be submitted. One for the AS Human Services and one for the Associate of Art Oregon Transfer (AAOT).

The Associate of Applied Science in Gerontology degree program is designed to prepare students for entry-level positions in the field of gerontology and to enhance their learning about the special needs of the elder population. Students will have an opportunity to participate in practicum experiences in local agencies serving seniors.

The Associate of Applied Science in Human Services degree program provides students an opportunity to add coursework in a variety of specialty areas in the field including early childhood education, criminal justice, abnormal psychology, and family services. Students in this program can also choose to develop or enhance their Spanish-speaking abilities. Human service workers who can converse in Spanish increase their employability substantially and students are encouraged to consider this when planning their college program.

The Associate of Applied Science in Substance Abuse degree helps prepare students to enter the field of chemical dependency counseling. Practicum experiences are carefully constructed with agencies working to prevent and treat substance abuse in the community. Students interested specifically in the field of chemical dependency counseling will want to consider seeking certification as an alcohol and drug counselor as part of their career path.

For additional information on any of these programs, please contact the Human Services program advisor.

## Associate of Science Human Services Emphasis

## First Year

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

## Second Year

Fall Term HS265
MTH243
Intervention Strategies I
.4

SOC204 General Sociology 4 . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 3
Arts and Humanities Sequence ${ }^{5}$. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .
Specific Elective ${ }^{6}$. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 3
Winter Term Intervention Strategies II . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 4
HS266 4.

Arts and Humanities Elective7 . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 3
Arts and Humanities Sequence ${ }^{5}$. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 3
Specific Elective ${ }^{6}$. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 3
$\overline{\text { Spring Term }}$
HS267
Intervention Strategies III . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 4
Wellness for Life or HE250 . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 3
Arts and Humanities Sequence ${ }^{5}$. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 3
Elective ${ }^{8}$. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 3
Total Requirements . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 92

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

## Notes:

1. SP111, SP112, or SP218 may be substituted for SP219.
2. One lab science sequence must be selected from the Science Distribution Requirement list on page 38. Biology is strongly recommended.
3. Prerequisite of MTH70 with a "C" or better or appropriate placement test score.
4. SOC205 or SOC206 may be substituted for SOC204.
5. One arts and humanities sequence must be selected from: ENG104, 105, 106; ENG107, 108, 109; ENG201, 202, 203; ENG204, 205, 206; ENG253, 254, 255; HUM204, 205, 206.
6. Specific electives: CJ100, 101, 130, 201, 220, 226, 229, ED258, HDFS140, 225, 229, HE201, HS150, 167, 168, 200, 202, 224, 261, 291, 7250, PSY239, 240, SOC205, 206, SPAN101, 102, 103, 201, 202, 203. Students who have not completed two years of high school foreign language are encouraged to take approved foreign language courses.
7. Course must be selected from the Arts and Letters Distribution Requirement list on page 38.
8. Developmental and Remedial courses listed on page 39 will not fulfill elective requirement.

## Associate of Applied Science Gerontology

## First Year

Fall Term Credit Hours
HS100 Introduction to Human Services ..... 3
LIB127 Introduction to Library .....  1
Elementary Algebra or higher ..... 4
PSY201 General Psychology .....  3
WR121 English Composition ..... 3
Winter Term
CIS131 Computer Information Systems ${ }^{1}$ .....  4
HS154 Community Resources .....  3
PSY202 General Psychology .....  3
SP219 Small Group Discussion ${ }^{2}$ .....  3
One Specific Elective ${ }^{3}$ ..... 3-4
Spring Term
HS155 Interviewing Theory and Techniques .....  3
HS170 Introduction to Field Experience .....  3
HS291 Field Experience ${ }^{4}$ ..... 3
PSY203 General Psychology .....  3
PE231 Wellness for Life ${ }^{5}$ .....  3
Second Year
Fall Term Credit Hours
HS167 Gerontology .....  3
HS265
Field Experience ${ }^{4}$ .....  4
HS291
General Sociology ${ }^{6}$ .....  3
SOC204
Sequence/Distribution Course ${ }^{7}$ ..... 3
Winter Term
HS219 Case Management and Client Records ..... 3
HS224 Group Counseling Skills .....  3
HS266 Intervention Strategies II ..... 4
PSY240 Introduction to Psychopharmacology .....  3
Sequence/Distribution Course ${ }^{7}$ .....  3
Spring Term
HS261 Counseling the Older Adult .....  3
HS267 Intervention Strategies III ..... 4
HS291 Field Experience ${ }^{4}$ ..... 4
PSY228 Introduction to Social Science Research8 .....  3
Elective ${ }^{9}$ .....  3
Total Requirements ..... 94-95

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

## Notes:

1. CS101 or demonstrated proficiency is a prerequisite to all CS/CIS courses.
2. SP111, SP112, or SP218 may be substituted for SP219.
3. Specific electives: CJ100, 101, 130, 201, 220, 226, 229, ED258, HDFS140, 225, 229, 247, HE201, HS150, 167, 168, 200, 202, 261, 7250, PSY239, SOC205, 206, SPAN101, 102, 103, 201, 202, 203.
4. Optional summer term (with instructor's approval). Six of the ten total credits of field experience required may be taken during the summer.
5. HE250 or three credits of PE185 may be substituted for PE231.
6. SOC205 or SOC206 may be substituted for SOC204.
7. See Sequence/Distribution requirement lists on pages 43-44. Courses must be from outside the student's area of concentration and not include courses with prefixes CJ or HS.
8. Prerequisite of MTH70 with a " $C$ " or better or appropriate placement test score.
9. Developmental and remedial courses, listed on page 44, and CS101 will not fulfill elective requirements.

## Associate of Applied Science Human Services

## First Year

| Fall Term |  | Credit Hours |
| :---: | :---: | :---: |
| HS100 | Introduction to Human Services | . 3 |
| LIB127 | Introduction to Library | . 1 |
| MTH70 | Elementary Algebra or higher | . 4 |
| PSY201 | General Psychology | . 3 |
| WR121 | English Composition | . 3 |
| Winter Term |  |  |
| CIS131 | Computer Information Systems ${ }^{1}$ | . 4 |
| HS154 | Community Resources | . 3 |
| PSY202 | General Psychology | . 3 |
| SP219 | Small Group Discussion² | . 3 |
|  | One Specific Elective3 | .3-4 |
| $\overline{\text { Spring Term }}$ |  |  |
| HS155 | Interviewing Theory and Techniques | . 3 |
| HS170 | Introduction to Field Experience | . 3 |
| HS291 | Field Experience ${ }^{4}$ | . 3 |
| PSY203 | General Psychology | . 3 |
| PE231 | Wellness for Life ${ }^{5}$ | . 3 |

## Second Year

| Fall Term |  | Credit Hours |
| :---: | :---: | :---: |
| HS265 | Intervention Strategies I | . 4 |
| HS291 | Field Experience ${ }^{4}$ | 3 |
| SOC204 | General Sociology ${ }^{6}$ | 3 |
|  | One Specific Elective ${ }^{3}$ | 3-4 |
|  | Sequence/Distribution Course ${ }^{7}$ | . . 3 |
| Winter Term |  |  |
| HS219 | Case Management and Client Records | . 3 |
| HS224 | Group Counseling Skills | . 3 |
| HS266 | Intervention Strategies II | . 4 |
| PSY240 | Introduction to Psychopharmacology | . 3 |
|  | Sequence/Distribution Course ${ }^{7}$ | . 3 |
| Spring Term |  |  |
| HS261 | Counseling the Older Adult |  |
| HS267 | Intervention Strategies III | . 4 |
| HS291 | Field Experience ${ }^{4}$ | . 4 |
| PSY228 | Introduction to Social Science Research ${ }^{8}$ | . 3 |
|  | Elective ${ }^{9}$ | . 3 |
|  | One Specific Elective ${ }^{3}$ | .3-4 |
| Total Require | , | .97-100 |

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

## Notes:

1. CS101 or demonstrated proficiency is a prerequisite to all CS/CIS courses.
2. SP111, SP112, or SP218 may be substituted for SP219.
3. Specific electives: CJ100, 101, 130, 201, 220, 226, 229, ED258, HDFS140, 225, 229, 247, HE201, HS150, 167, 168, 200, 202, 261, 7250, PSY239, SOC205, 206, SPAN101, 102, 103, 201, 202, 203.
4. Optional summer term (with instructor's approval). Six of the ten total credits of field experience required may be taken during the summer.
5. HE250 or three credits of PE185 may be substituted for PE231.
6. SOC205 or SOC206 may be substituted for SOC204
7. See Sequence/Distribution requirement lists on pages 43-44. Courses must be from outside the student's area of concentration and not include courses with prefixes CJ or HS .
8. Prerequisite of MTH70 with a " C " or better or appropriate placement test score.
9. Developmental and remedial courses, listed on page 44, and CS101 will not fulfill elective requirements.

## Associate of Applied Science Substance Abuse

## First Year

| Fall Term |  | Credit Hours |
| :---: | :---: | :---: |
| HS100 | Introduction to Human Services | . 3 |
| LIB127 | Introduction to Library | . 1 |
| MTH70 | Elementary Algebra or higher | . 4 |
| PSY201 | General Psychology | . 3 |
| WR121 | English Composition | . 3 |
| Winter Term |  |  |
| CIS131 | Computer Information Systems ${ }^{1}$ | . 4 |
| HS154 | Community Resources | . 3 |
| PSY202 | General Psychology | . 3 |
| SP219 | Small Group Discussion ${ }^{2}$ | . 3 |
|  | One Specific Elective ${ }^{3}$ | .3-4 |
| $\overline{\text { Spring Term }}$ |  |  |
| HS155 | Interviewing Theory and Techniques | . 3 |
| HS170 | Introduction to Field Experience | . 3 |
| HS291 | Field Experience ${ }^{4}$ | . 3 |
| PSY203 | General Psychology | . 3 |
| PE231 | Wellness for Life ${ }^{5}$ | . 3 |

## Second Year

| Fall Term |  | Credit Hours |
| :---: | :---: | :---: |
| HS200 | Understanding Addictive Behaviors | . 3 |
| HS265 | Intervention Strategies I | . 4 |
| HS291 | Field Experience ${ }^{4}$ | . 3 |
| SOC204 | General Sociology ${ }^{6}$ | . 3 |
|  | Sequence/Distribution Course ${ }^{7}$ | . 3 |
| Winter Term |  |  |
| HS219 | Case Management and Client Records | . 3 |
| HS224 | Group Counseling Skills | . 3 |
| HS266 | Intervention Strategies II | . 4 |
| PSY240 | Introduction to Psychopharmacology | . 3 |
|  | Sequence/Distribution Course ${ }^{7}$ | . . 3 |
| Spring Term |  |  |
| HS202 | Counseling the Chemically Dependent Client | . 3 |
| HS267 | Intervention Strategies III | . 4 |
| HS291 | Field Experience ${ }^{4}$ | . 4 |
| PSY228 | Introduction to Social Science Research ${ }^{8}$ | . 3 |
|  | Elective ${ }^{9}$ | . 3 |
| Total Require |  | .94-95 |

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

## Notes:

1. CS101 or demonstrated proficiency is a prerequisite to all CS/CIS courses.
2. SP111, SP112, or SP218 may be substituted for SP219.
3. Specific electives: CJ100, 101, 130, 201, 220, 226, 229, ED258, HDFS140, 225, 229, 247, HE201, HS150, 167, 168, 200, 202, 261, 7250, PSY239, SOC205, 206, SPAN101, 102, 103, 201, 202, 203.
4. Optional summer term (with instructor's approval). Six of the ten total credits of field experience required may be taken during the summer.
5. HE250 or three credits of PE185 may be substituted for PE231.
6. SOC205 or SOC206 may be substituted for SOC204
7. See Sequence/Distribution requirement lists on pages 43-44. Courses must be from outside the student's area of concentration and not include courses with prefixes CJ or HS.
8. Prerequisite of MTH70 with a " C " or better or appropriate placement test score.
9. Developmental and remedial courses, listed on page 44, and CS101 will not fulfill elective requirements.

## Manufacturing Technology

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

Career Information: Students in the welding option or certificate program learn to use manual welding and flame-cutting equipment, such as shielded metal arc welders, gas metal welders, flux cored arc welders, gas tungsten arc welders, plasma arc cutting equipment, and gas torches to cut, fit, and weld together metal components. Employment opportunities are diverse; 60 percent of manufactured goods utilize welded components, from metal computer chassis to automobile chassis, clean room piping to natural gas pipelines, sheet metal ductwork to boilers and pressure vessels, artwork to aircraft, and drift-boats to supertankers. Graduates of the program typically begin work in either light or heavy metal fabrication as welders and/or fabricators, but may qualify for several types of positions in industry such as structural fabrication, welding and fitting layout, machinery fabrication, automatic and semi-automatic welding, automatic flame or plasma cutting, plant maintenance, millwright welding, pipe welding, quality assurance, or industrial safety positions. The program includes both written and oral communications, general education courses, applied mathematical and scientific applications, as well as a thorough understanding of applied mechanical principles.

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

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

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


## Associate of Applied Science Manufacturing Technology Fabrication/Welding Option

## First Year

Fall Term Credit HoursMFG4101
Electrical/Electronic Principles .....  3
MTH55
Introductory Technical Mathematics .....  3
WLD4010* Welding Processes I .....  3
Shielded Metal Arc Welding I .....  3
WLD4126 Flux Cored Arc Welding .....  3
Winter Term
MFG4102 Mechanical Principles .....  3
MTH80 Technical Mathematics I ..... 3
WLD4062* Shielded Metal Arc Welding II .....  3
WLD4125 Gas Metal Arc Welding .....  3
Elective ${ }^{1}$ .....  3
Spring Term DRFT105 Blueprint Reading .....  3
MFG4103 Hydraulic/Pneumatic Principles .....  3
MTH85 Technical Mathematics II .....  3
WLD4150* Pipe Fitting and Welding .....  3
WLD4155* Fitting and Fabrication .....  3
Second Year
Fall Term
DRFT100 Computer Assisted Drafting Survey ..... 3
MT101 M achine Tool Process I .....  3
PE231 Wellness for Life² .....  3
WLD4100* Gas Tungsten Arc Welding .....  3
WR121 English Composition ..... 3
Speech Course ${ }^{3}$ .....  3
Winter Term
BA285 Human Relations in Organizations .....  3
MT102 M achine Tool Processes II .....  3
WLD4050* Welding and Joining Processes I .....  3
WLD4165* Welding Lab A .....  3
WR214T Professional/Technical Writing .....  3
Sequence/Distribution Course ${ }^{4}$ ..... 3
Spring Term
MFG4180* Field Experience or WLD9225 Welding Workshop .....  3
WLD4047 Advanced Welding Workshop .....  3
WLD4166* Welding Lab B .....  3
WLD4170* The Welder and Manufacturing .....  3
Sequence/Distribution Course ${ }^{4}$ .....  3
Total Requirements ..... 96

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


## Notes:

1. Developmental and remedial courses, listed on page 44, will not fulfill elective requirement.
2. HE250 or three credits of PE185 may be substituted for PE231.
3. Student may choose from SP100, 111, 112, 217, 218, 219.
4. See Sequence/Distribution requirement lists on pages 43-44. Courses must be from outside the student's area of concentration. CIS131 is recommended.

# Certificate of Completion Fabrication/Welding Technology 

Fall Term Credit HoursMTH55Introductory Technical Mathematics 3
WLD4010* Welding Processes I .....  3
WLD4061* Shielded Metal Arc Welding I .....  3
WLD4100* Gas Tungsten Arc Welding .....  3
WLD4126* Flux Cored Arc Welding .....  3
Winter TermBA285
Human Relations in Organizations .....  3
MTH80 Technical Mathematics I .....  3
WLD4062* Shielded Metal Arc Welding II .....  3
WLD4125 Gas Metal Arc Welding .....  3
WLD4165* Welding Lab A .....  3
WR90 Paragraph Fundamentals or higher .....  3
Spring Term
Blueprint Reading ..... 3
MFG4180* Field Experience or WLD9225 .....  3
WLD4150* Pipe Fitting and Welding .....  3
WLD4155* Fitting and Fabrication .....  3
WLD4166* Welding Lab B .....  3
Total Requirements .....  48

- All courses marked with an asterisk (*) must be completed with a grade of "C" or better.
Notes:
Advising by Manufacturing Technology Fabrication/Welding instructor only.Up to nine credits of Work Experience may be substituted as applicable to course objectives.
Associate of Applied Science
Industrial Technology (Apprenticeship)


## Program Requirements

Credit Hours



General Education Requirements

## Credit Hours

3
33 outlined. Substitutions may be made on the basis of demonstrated skills, knowledge, or experience.100

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

## Notes:

1. HE250 or three credits of PE185 may be substituted for PE231.
2. Developmental and remedial courses, listed on page 44, will not fulfill elective requirements.
3. See Sequence/Distribution requirement lists on pages 43-44. Courses must be from outside the student's area of concentration.
4. Speech courses include SP100, 111, 112, 217, 218, 219.

## Natural Resources

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

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

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


# Associate of Applied Science Turf and Landscape Technology 

BA211* Principles of Accounting ${ }^{11}$ .....  4
BA285* Human Relations in Organizations .....  3
CIS131* Computer Information Systems ..... 4
DRFT105* Blueprint Reading .....  3
ENV102 Introduction to Water Resources .....  3
ENV145 Environmental Sampling .....  3
ENV148 Conservation of Environmental Resources .....  3
ENV235 Introduction to Soil Sciences .....  3
F141 Tree and Shrub Identification 3
FW251 Principles of Wildlife Conservation ..... 3
GS104* Physical Science .....  4
GS105* Physical Science ..... 4
HORT8122 Greenhouse Crops ..... 4
HORT100 Introduction to Horticulture ..... 4
HORT123 Landscape Maintenance .....  3
HORT130 Plant Propagation .....  3
HORT210 Landscape Design Theory .....  2
HORT226 Landscape Plant Material .....  3
HORT231 Landscape Irrigation and Drainage .....  3
HORT280 Field Experience ..... 4
MTH85* Technical Mathematics II .....  3
PE231* Wellness for Life ${ }^{2}$ .....  3
SP218* Interpersonal Communication or SP111 .....  3
WR121* English Composition .....  3
WR214T* Professional/Technical Writing .....  3
_ Elective ${ }^{3}$ .....  3
Sequence/Distribution Course ${ }^{4}$ .....  6
Total Requirements ..... 90

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


## Notes:

1. AC2766 and AC2767 may be substituted for BA211.
2. HE250 or three credits of PE185 may be substituted for PE231.
3. Developmental and remedial courses, listed on page 44, and CS101, MTH55 will not fulfill elective requirement.
4. See Sequence/Distribution requirement lists on pages 43-44. Courses must be from outside the student's area of concentration and not include courses with prefixes ENV and FW.

- Transfer students should take MTH105 or MTH111 and CHEM 221, 222, 223.


## Public Safety

Career Information: A position as a career Firefighter is considered one of the most challenging and dangerous jobs in the United States. Firefighters enjoy a great deal of job satisfaction (many polls indicate that a career as a firefighter is the most rewarding job in the United States). Fire science professionals work in residential, industrial, commercial, medical, airport, rescue, wildland, educational, and regulatory arenas. Fire science work can include suppression fire fighting, emergency medical services, specialized rescue, aircraft fire suppression, wildland interface, fire prevention, and fire marshall inspection.

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

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

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

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

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

# Associate of Applied Science <br> Fire Science Technology 

BA285 Human Relations in Organizations .....  3
CHEM 110 Foundations of General, Organic and Biochemistry ${ }^{1}$ ..... 4
CIS131 Computer Information Systems ..... 4
MTH70 Elementary Algebra ..... 4
SP218 Interpersonal Communications ..... 3
PE231 Wellness for Life ${ }^{2}$ .....  3
PSY201 General Psychology3 .....  3
Professional/Technical Writing4 .....  3
Fire Science Specific Electives ${ }^{5}$ ..... 4
Elective ${ }^{6}$ ..... 3
Sequence/Distribution Courses ${ }^{7}$ .....  6
First Year
Fall Term
FS5244 NFPA Firefighter I, Part A ..... 3.5
FS5254 Introduction to Fire Protection .....  3
FS9320 HAZMAT - Awareness ..... 05
FS9321 HAZMAT - Operations .....  1
Winter Term ..... FS5245
NFPA Firefighter I, Part B .....  3
FS5282 Fire Codes and Building Construction .....  3
FS9175 Firefighter Safety ..... 3
FS996M Flammable and Reactive Materials .....  2
Spring Term
FS5246 NFPA Firefighter II ..... 4
FS5259 Fire Organization and Command .....  3
HE943 EMT Rescue ..... 3
Second Year
Fall Term
FS5230 Company Drills, Part A1 .....  1.5
FS5280 Cooperative Work Experience .....  1
FS5289 Legal Aspects of the Fire Service .....  3
FS996I Fire Investigation ..... 1
FS996Q Fire Service Driver .....  2
Winter Term
FS5231 Company Drills, Part B ..... 1.5
FS5280 Cooperative Work Experience ..... 1
FS996B Fundamentals of Fire Prevention ..... 3
HE257A EMT Basic, Part A ..... 05
Spring Term
FS5232 Company Drills, Part C .....  1.5
FS5280 Cooperative Work Experience ..... 1
HE257B EMT Basic, Part B ..... 5
Total Requirements ..... 95 .5

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

## Notes:

1. Students in this program may substitute CHEM 111 for CHEM 110.
2. HE250 or three credits of PE185 may be substituted for PE231.
3. PSY202 or PSY203 may be substituted for PSY201.
4. WR121 is a prerequisite of WR214T.
5. Specific electives: FS5236, 5276, 9172, 9318, 9324, 9344, 9358, 9380, 9390, HE258/931, HE260/9360.
6. Developmental and remedial courses, listed on page 44, and CS101 and WR121 will not fulfill elective requirement.
7. See Sequence/Distribution requirement lists on pages 43-44. Courses must be from outside the student's area of concentration.

## Certificate of Completion <br> Emergency Medical Technician

| Fall Term |  | Credit Hours |
| :---: | :---: | :---: |
| BI231 | Anatomy and Physiology ${ }^{1}$ | . 4 |
| HE942 | Introduction to Emergency M edical Services | . 3 |
| MTH70 | Elementary Algebra or higher | . 4 |
| OA2221 | Medical Terminology | . 3 |
| WR121 | English Composition | . 3 |
| Winter Term |  |  |
| BI232 | Anatomy and Physiology II | . 4 |
| HE257A | Emergency Medical Technician Basic - Part A | . 5 |
| HE944 | Emergency Communication/Patient Transport | . 3 |
|  | Social Science Course ${ }^{2}$ | . 3 |
| Spring Term |  |  |
| BI233 | Anatomy and Physiology III | . 4 |
| CJ203 | Crisis Intervention | . 3 |
| HE257B | Emergency Medical Technician Basic - Part B | . 5 |
| HE943 | EMT Rescue | . 3 |
| Total Requirements . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 47 |  |  |

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

## Notes:

1. One year of advanced placement high school chemistry or CHEM 110, CHEM 111 or equivalent taken within the past five years is a prerequisite to BI231.
2. See Social Science Sequence/Distribution requirement lists on page 44. Courses must be from outside the student's area of concentration.


## Science

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

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

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

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

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

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

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

## Associate of Science Engineering Emphasis

## First Year

Fall Term
ENGR111
MTH251
PH211
WR121
Winter Term
ENGR112
MTH252
PH212
WR122
Spring Term ENGR245
MTH253
PH213
WR227
Engineering Orientation
Credit Hours
Calculus I (Differential Calculus) ..... 4
General Physics with Calculus ..... 5
English Composition ..... 3
Engineering Computation .....  3
Calculus II (Integral Calculus) ..... 4
General Physics with Calculus ..... 5
English Composition .....  3
Arts and Humanities/Social Science Course ${ }^{1}$ ..... 3
Engineering Graphics and Design .....  3
Calculus III (Infinite Series and Sequences) ..... 4
Technical Report Writing ..... 3
Arts and Humanities/Social Science Course ${ }^{1}$ ..... 3
Second Year
Fall TermCHEM 2215
ENGR201 Electrical Fundamentals I .....  3
ENGR211 Statics .....  3
MTH254 Vector Calculus I ..... 4
Arts and Humanities/Social Science Course ${ }^{1}$ ..... 3
Winter Term
CHEM 222 General Chemistry .....  5
ENGR202 Electrical Fundamentals II .....  3
ENGR212 Dynamics ..... 3
MTH255 Vector Calculus II .....  4
Arts and Humanities/Social Science Course ${ }^{1}$ ..... 3
Spring Term MTH256 Differential Equations ..... 4
Fundamentals of Public Speaking .....  3
Engineering Elective Course² ..... 3-5
Health/Fitness Course ${ }^{3}$ .....  3
M athematics Elective Course ${ }^{4}$ ..... 4
Total Requirements ..... 104-106
Majors in this program must complete all courses with a grade of "C" or better.

## Notes:

1. Arts and Humanities/Social Sciences Courses must be selected from each of the following areas:

Arts and Humanities - two courses from: ENG104, 105, 106, 107, 108, 109, 201, 202, 203, 204, 205, 206, 253, 254, 255, PHL101 or 102 (not both).
Social Sciences - Processes and Institutions - one course from: ANTH103, ECON201, 202, PS201, 202, PSY201, 202,
SOC204, 205.
Social Sciences - Western Culture - one course from: HST101, 102, 103, 201, 202, 203.
One additional course must be selected from a different discipline.
2. One course must be selected from the following list (after consultation with an advisor): CHEM223; ENGR203,213.
3. One health/fitness course must be selected from HE250, PE231 or three credits of PE185.
4. One course must be selected from the following list (after consultation with an advisor): MTH243, 260, 265.

- Students planning to transfer to Oregon State University (OSU) should also consider taking one biological science course from the following list (a general Baccalaureate core requirement at OSU): BI 101, 201, 234.
- The following courses are also appropriate for various engineering degree programs and will generally transfer to most four-year colleges and universities: CHEM241, 242, 243; CS151, 161, 162; MTH231, 232.


# Associate of Science Mathematics Emphasis 

First Year

| Fall Term |  | Credit Hours |
| :---: | :---: | :---: |
| MTH251 | Calculus I (Differential Calculus) | . . 4 |
| WR121 | English Composition | . 3 |
|  | Natural/Applied Sciences Sequence ${ }^{1}$ | 4-5 |
|  | Biological Sciences Course ${ }^{2}$ | . 4 |
| Winter Term |  |  |
| MTH252 | Calculus II (Integral Calculus) |  |
| WR122 | English Composition | . 3 |
|  | Natural/Applied Sciences Sequence ${ }^{1}$ | .4-5 |
|  | Computer Language Course ${ }^{3}$ | .3-4 |
|  | Arts and Humanities/Social Sciences Course ${ }^{4}$ | . 3 |
| Spring Term |  |  |
| MTH253 | Calculus III (Infinite Series and Sequences) | . 4 |
| MTH265 | Probability and Statistics with Calculus | . 4 |
| WR123 | English Composition or WR227 | . 3 |
|  | Natural/Applied Sciences Sequence1 | 4-5 |
|  | Arts and Humanities/Social Sciences Course ${ }^{4}$ | . 3 |

## Second Year

Fall Term
MTH231
Elements of Discrete M athematics I
.4
MTH254
Vector Calculus I . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 4
M athematics/Sciences Course ${ }^{5}$. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .3-5
Arts and Humanities/Social Sciences Course ${ }^{4}$. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 3
Winter Term Elements of Discrete Mathematics II . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 4
MTH232 4
MTH255 Vector Calculus II ................................ . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 4
M athematics/Sciences Course ${ }^{5}$. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .3-5
Arts and Humanities/Social Sciences Course ${ }^{4}$. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 3
Spring Term
MTH256
Differential Equations . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 4
SP111 Fundamentals of Public Speaking . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 3
Health/Fitness Course6 . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 3
M athematics/Sciences Course5 . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .3-5
Total Requirements . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .91-101
Majors in this program must complete all courses with a grade of "C" or better.

## Notes:

1. One natural/applied sciences sequence must be selected from: BI201, 202, 203; BI231, 232, 233; CHEM 241, 242, 243; CS151, 161, 162; ENGR201, 202, 203; ENGR211, 212, 213; G201, 202, 203; PH201, 202, 203; PH211, 212, 213.
2. One biological sciences course must be selected from BI101, 201, 234.
3. One computer language course must be selected from CS133VB, 151, 161, 162; ENGR112.
4. Arts and humanities/social sciences courses must be selected from each of the following areas:

Arts and Humanities - two courses from ENG104, 105, 106, 107, 108, 109, 201, 202, 203, 204, 205, 206, 253, 254, 255,
PHL101, 102.
Social Sciences - Processes and Institutions - one course from ANTH103, ECON201, 202, PS201, 202, PSY201, 202, SOC204, 205.
Social Sciences - Western Culture - one course from HST101, 102, 103, 201, 202, 203.
5. Three additional mathematics/science courses must be selected from either the list provided in Note 1 or the following list: BI234, G146, 207, 220, GS107, 108, MTH260.
6. One health/fitness course must be selected from HE250, PE231 or three credits of PE185.

- In some cases, it may be necessary to take more courses than indicated by the curriculum in order to meet the 91 credit requirement for the degree. The additional courses needed should then be selected from the lists provided in Notes 1 or 5 .


## Associate of Science Natural Science Emphasis

First Year

| Fall Term |  | Credit Hours |
| :---: | :---: | :---: |
| MTH251 | Calculus I (Differential Calculus) | . 4 |
| PH211 | General Physics with Calculus or PH201 | . 5 |
| WR121 | English Composition | 3 |
|  | Biological Sciences Course ${ }^{1}$ | 4 |
| Winter Term |  |  |
| MTH252 | Calculus II (Integral Calculus) | . 4 |
| PH212 | General Physics with Calculus or PH202 | . 5 |
| WR122 | English Composition | 3 |
|  | Computer Language Course² | .3-4 |
|  | Arts and Humanities/Social Science Course ${ }^{3}$ | . 3 |
| Spring Term |  |  |
| MTH253 | Calculus III (Infinite Series and Sequences) | . 4 |
| MTH265 | Probability and Statistics with Calculus | . 4 |
| PH213 | General Physics with Calculus or PH203 | . 5 |
| WR123 | English Composition or WR227 | . 3 |
|  | Arts and Humanities/Social Science Course ${ }^{3}$ | . 3 |

## Second Year

Fall Term
CHEM221
$\qquad$
General Chemistry . 5
Arts and Humanities/Social Science Course ${ }^{3}$ .....  3
$M$ athematics/Sciences Sequence ${ }^{4}$ ..... 3-5
M athematics/Sciences Course ${ }^{5}$ ..... 3-5
Winter Term CHEM 222 General Chemistry ..... 5
Arts and Humanities/Social Science Course ${ }^{3}$ .....  3
$M$ athematics/Sciences Sequence ${ }^{4}$ ..... 3-5
M athematics/Sciences Course ${ }^{5}$ ..... 3-5
Spring Term
CHEM 223 General Chemistry .....  5
Fundamentals of Public Speaking .....  3
Health/Fitness Course ${ }^{6}$ .....  3
$M$ athematics/Sciences Sequence ${ }^{4}$ ..... 3-5
Total Requirements ..... 95-106

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

## Notes:

1. One biological sciences course must be selected from BI101, 201, 234.
2. One computer language course must be selected from CS133VB, 151, 161, 162; ENGR112.
3. Arts and Humanities/social Sciences Courses must be selected from each of the following areas:

Arts and Humanities - two courses from ENG104, 105, 106, 107, 108, 109, 201, 202, 203, 204, 205, 206, 253, 254, 255, PHL101, 102.
Social Sciences - Processes and Institutions - one course from ANTH103, ECON201, 202, PS201, 202, PSY201, 202, SOC204, 205.
Social Sciences - Western Culture - one course from HST101, 102, 103, 201, 202, 203.
4. One mathematics/sciences sequence must be selected from BI201, 202, 203; BI231, 232, 233; CHEM 241, 242, 243;

CS151, 161, 162; ENGR201, 202, 203; ENGR211, 212, 213; G201, 202, 203; MTH254, 255, 256, 260.
5. Two additional mathematics/science courses must be selected from either the list provided in Note 4 or the following list: BI234, G146, 207, 220, GS107, 108, MTH231, 232, 260.
6. One health/fitness course must be selected from HE250, PE231 or three credits of PE185.

- In some cases, it may be necessary to take more courses than indicated by the curriculum in order to meet the 95 credit requirement for the degree. The additional courses needed should then be selected from the lists provided in Notes 4 or 5.


## Course Descriptions

Courses* described in this catalog are offered on the main campus, at the Curry County campus, or in outreach areas. Check with an advisor about courses not offered on a regular basis or not listed in the "Schedule of Classes." If there is a sufficient demand, a course may be offered more frequently than is listed in the catalog.

Lower Division Transfer credits are those that will transfer to four-year schools in the Oregon University System and apply towards a Bachelor's degree. Generally, transfer courses will have a departmental prefix and a three-digit number 100 through 299.

Developmental courses are designed to help a student gain skill and knowledge before taking college-level courses. These courses will generally have a departmental prefix and a two- or four-digit number.

Professional/Technical courses will vary, but will have a departmental prefix and a two-, three, or four-digit number. Because course numbers vary, students planning to transfer to four-year institutions should follow the course selections shown under the Associate of Arts Oregon Transfer (AAOT) requirements, and consult with their faculty advisor.
*Note: Instructor consent will override course prerequisites.

| ABE | Academic Skills . . . . . . . . . . . . . . . 110 | HIST | History . . . . . . . . . . . . . . . . . . . . 136 |
| :---: | :---: | :---: | :---: |
| AC | Accounting/Bookkeeping . . . . . . 110 | HORT | Horticulture. . . . . . . . . . . . . . . . . 137 |
| ANTH | Anthropology . . . . . . . . . . . . 110-111 | HD | Academic Skills/ |
| ART | Art . . . . . . . . . . . . . . . . . . . 111-113 |  | Human Development. . . . . . 137-138 |
|  | Astronomy (see GS) | HDFS | Human Development and |
| BI | Biology . . . . . . . . . . . . . . . . 113-114 |  | Family Studies . . . . . . . . . . . . . . . 138 |
| BA | Business Administration. . . . 114-116 | HS | Human Services . . . . . . . . . . 138-140 |
|  | Childhood Education (see ECE) | HUM | Humanities ...... . . . . . . . . . . 140 |
| CHEM | Chemistry. . . . . . . . . . . . . . . 116-117 | ITP | Academic Skills/Sign Language. . . 110 |
|  | Composition (see WR) | J | Journalism . . . . . . . . . . . . . . . . . . 141 |
| CIS | Computer Information Systems | LIB | Library . . . . . . . . . . . . . . . . . . . . . 141 |
|  | 117-118 |  | Literature.(see ENG) |
| CJ | Criminal Justice Services. . . . 121-124 | MFG | Manufacturing Technology . . . . . 143 |
| CRT | Culinary Arts . . . . . . . . . . . 124-126 | MT | Machine Tool Technology . . . . . . 142 |
| CS | Computer Information Systems | MTH | Mathematics. . . . . . . . . . . . . 143-146 |
|  | 118-121 | MUP | Music Performance. . . . . . . . . 146-147 |
| DRFT | Drafting . . . . . . . . . . . . . . . 126-127 | MUS | Music . . . . . . . . . . . . . . . . . . 147-148 |
| ECE | Early Childhood Education. . . . . . 127 | NUR | Nursing . . . . . . . . . . . . . . . . . 148-150 |
| ECON | Economics . . . . . . . . . . . . . . . . . . 128 | OA | Office Administration . . . . . . 150-151 |
| ED | Education . . . . . . . . . . . . . . . 128-129 | PHAR | Pharmacy Technician . . . . . . . 151-152 |
| ELEC | Electronics . . . . . . . . . . . . . . . . . . 129 | PHIL | Philosophy. . . . . . . . . . . . . . . . . 152 |
| ENG | Literature . . . . . . . . . . . . . . . 141-142 | PE | Physical Education . . . . . . . . . 152-154 |
| ENGR | Engineering. . . . . . . . . . . . . . 129-130 | PH | Physics. . . . . . . . . . . . . . . . . . . 154 |
| ENV | Environmental Technology. . . . . 130 | PS | Political Science . . . . . . . . . . 154-155 |
| ESL | Academic Skills/English as a Second | PSY | Psychology. . . . . . . . . . . . . . . . . 155 |
|  | Language . . . . . . . . . . . . . . . . . . 110 | RD | Academic Skills/Reading . . . . . . . 110 |
| FN | Nutrition . . . . . . . . . . . . . . . . . . . 134 | SOC | Sociology . . . . . . . . . . . . . . . 155-156 |
| FS | Fire Science. . . . . . . . . . . . . . . . 31-132 | SP | Speech . . . . . . . . . . . . . . . . . . . . 156 |
| FR | Foreign Language/French . . . . 132-133 | SPAN | Foreign Language/Spanish . . . 132-133 |
| F/FW | Forest Resources. . . . . . . . . . . . . . . 133 | ST | Surgical Technology . . . . . . . . 156-157 |
| G | Geology . . . . . . . . . . . . . . . . . . . . 134 | TA | Theatre . . . . . . . . . . . . . . . . 157-158 |
| GEOG | Geography . . . . . . . . . . . . . . . . . . 133 | WLD | Welding Technology. . . . . . . . 158-160 |
| GER | Foreign Language/German . . . . . . 132 | WR | Writing . . . . . . . . . . . . . . . . 160-161 |
| GS | General Science . . . . . . . . . . . . . . 133 | WS | Women's Studies . . . . . . . . . . . . . 160 |

## ACADEMIC SKILLS

## ABE0745 Adult Basic Education

## 0 credit

(variable hrs)
A modified open-entry, open-exit course. Participants study the basic skills in written communication, mathematics, and reading comprehension. Emphasis will be placed on those skills necessary to pass the five General Education Development (GED) tests, to be successful in entry-level employment, or to be successful in college or other training. Learning may take place in small groups, with individualized instruction, or in computer assisted environments.
ESL0747 English as a Second Language (ESL)
0 credit (2-15 lec-lab hrs/wk)
A course for students whose first language is other than English. The whole language approach to English will be taught, rather than instruction about the language.

## ESL0791 Citizenship

0 credits
(2 lec-lab hrs/wk)
Surveys the history and form of government in the United States to assist the individual in the naturalization process. The course is supplemented by English for Foreign Born/ESL.

ITP0583/0584/0585 Beginning, Intermediate, Advanced Sign Language (signed English) 2 credits/term
(2 lec hrs/wk)
Signed English skills of the manual alphabet, finger spelling, and more advanced signs so students can communicate receptively and expressively with the hearing impaired. Games, videotapes, guest signers, and amateur interpreting practice are included.
RD0751/0752/0753 Reading Skills

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

Course provides a systematic approach for identifying and correcting reading difficulties and improving reading efficiency through lecture instruction. In addition, based on the results of standardized reading tests given at the beginning of the term, each student is given individually prescribed coursework to address areas needing strengthening. Students use multi-grade level materials to improve their basic knowledge of vocabulary and spelling, in addition to material s designed to improve reading comprehension and efficiency. Student will participate in standardized follow-up evaluation at the end of the term, involving testing, conferencing, and advising. Because reading is a skill that involves both mental and physical activity, most students are advised and encouraged to continue their reading program by enrolling in Reading Skills RD0752 to gain further skills that will help them achieve reading fluency that enables them to interpret and understand the college-level reading they will encounter in their other academic subjects.
Prerequisite: Appropriate score on placement test.
RD101/102/103 College Reading I,II,III

$$
1-3 \text { credits/term } \quad(1-3 \text { lec hrs/wk) }
$$

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

## ACCOUNTING/BOOKKEEPING

AC2331/2332 Federal and State Income Tax I, II 4 credits/term
(4 lec hrs/wk)
Students determine and report federal and state personal income taxes. Designed to assist established or potential income tax preparers. Approved by Oregon Department of Commerce for hours of instruction required to take preparers' and consultants' exam.

## AC2766 Accounting I

4 credits (4 lec, 1 lab hr/wk)
This course prepares a record-keeper for employment and gives the accounting student a basic understanding of the accounting field. It provides an introduction to the accounting cycle for a service enterprise and a retail firm for a single proprietorship. The course covers mass processing of transactions using special journals.

## AC2767 Accounting II

4 credits (4 lec, 1 lab hr/wk)
Accounting II continues the concepts of Accounting I and introduces trade accounts and notes, inventories, the treatment of long-term assets and depreciation, liabilities and investments, partnership accounting, and accounting for corporations.
Prerequisite: AC2766 or equivalent with a " $C$ " or better.
AC2772 Intermediate Accounting I
3 credits (3 lec hrs/wk)
This course offers a comprehensive study of accounting theory and concepts. Emphasis is on how these concepts apply to financial accounting. Attention will also be focused on use of accounting information for management purposes.
Prerequisite: BA213 with a "C" or better.

## AC2773 Intermediate Accounting II

## 3 credits <br> (3 lec $h r / w k$ )

This course covers accounting concepts, theories, and practices involving particular areas of the balance sheet, as well as reporting of income and changes in financial position.
Prerequisite: AC2772 with a "C" or better.
AC240 Fund Accounting (Governmental)
3 credits
(3 lec hrs/wk)
This course presents accounting for governmental and non-profit organizations. It includes budgetary and expenditure control, as well as considerations, reporting, and operations of general, special revenue, and capital projects.
Prerequisite: AC2767 or BA211.

## ANTHROPOLOGY

## ANTH101 General Anthropology

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

## ANTH102 General Anthropology

3 credits
(3 lec hrs/wk)
Traces the Archaeology from earliest antecedents to modern synthesis. Examines the transition of human societies from hunting and gathering to farming and the beginning of urban life through prehistoric and historic archaeology; techniques of archaeological fieldwork; analysis and dating; the development of cultural stages and civilizations in Pre-Columbian North and Meso-America.

## ANTH103 General Anthropology

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

## ANTH145/SOC145 Field Studies in Anthropology/Sociology

1-3 credits (variable hrs)
A field study of significant sociological and/or anthropological features of a selected region. Students will apply techniques of inquiry and analysis from various academic disciplines in order to understand and resolve key issues at selected field study sites. Introductory lecture will survey key issues and introduce techniques required for a site-based field study, followed by on-site visit. The three credit course does not have the separate lecture component that is a preview and summary experience. That is to be included in the 10-day trip. Also offered as ANTH0250/SOC0250 for no credit or grade. Concurrent: Any Anthropology or Sociology course.
ANTH198/298 Independent Study of Anthropology
1-3 credits (hrs to be arranged)
Prerequisite: Instructor consent.
ANTH221/222/223 Introduction to Cultural Anthropology
3 credits/term (3 lec hrs/wk)
Discusses the meaning of culture, its significance for human beings, its diverse forms and degrees of elaboration among different groups of people, its processes of growth and expansion.

## ANTH230 Native North Americans: Oregon

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

ANTH231 Native North Americans: Pacific Northwest
3 credits
(3 lec hrs/wk)
Examines Native American cultures in the Pacific Northwest from prehistoric to modern times. Archaeological findings, historical accounts, and recent developments are discussed, including the origins and development of art forms and fishing technology.

## ANTH232 Native North Americans

## 3 credits <br> (3 lec hrs/wk)

A broad overview of the earliest inhabitants of North America, including the traditional lifestyles, Ianguages, and customs of selected Indian cultures of several cultural areas. The origins of Native American culture, the cultural diversity at the time of early European contact, and Native American history from the 1600s to the present are emphasized.

## ART

## ART115 Basic Design

3 credits (3 lec, 3 TBA lab hrs/wk) Introduces principles and concepts of shape, line, texture, design, structure, unity, and proportion in black and white. Employs exercises developed to motivate individual creativity and experimentation in a variety of media. Must be taken in sequence.

## ART116 Basic Design

3 credits (3 lec, 3 TBA lab hrs/wk)
Introduces more complex principles of design, color, and composition. Includes color properties, combination, relatedness, proportions, and interaction. Exercises are developed and enriched to stimulate individual creativity and experimentation in a variety of media.
Prerequisite: ART115 with a "C" or better.

## ART117 Basic Design

3 credits (3 lec, 3 TBA lab hrs/wk)
Focus on principles and concepts of threedimensional design, including mass, spaces, and texture. Class discussion and assignments are developed by investigation of unity, variety, and balance and the physical and psychological effects of those concepts. Greater experimentation and creativity is expected. Employs exercises developed to motivate individual creativity and experimentation in a variety of media.
Prerequisite: ART116 with a "C" or better.
ART131/132/133 Introduction to Drawing
3 credits/term (2 lec, 4 lab hrs/wk)
A beginning course in drawing and sketching. Explores form and space on a two-dimensional surface. Stresses creative and analytical vision and composition. Innovative, right-brain exercises allow training in the basic drawing skills of observation, selection, representation, perception, and hand-eye-mind coordination. Emphasizes composition, the understanding of visual form, and skill mastery of complex form relationships in light and space. Also offered as ART131A, B, C in one-credit modules
ART181A,B,C Introduction to Painting A, B, C 1 credit/term (1 lec, 2 lab hrs/wk) These courses continue to explore visual representation on a two-dimensional surface. It uses oil or acrylic paints for space division, color, and surface treatment. Both lecture and studio activity are involved weekly.

## ART184A Watercolor Basics I

## 1 credit/term

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

## ART184B Watercolor Basics II

## 1 credit/term

(1 lec, 2 lab hrs/wk)
A continuation of introductory principles and concepts of beginning watercolor. The study of color, composition, and value control are emphasized.
Prerequisite: ART184A.

## ART184C Watercolor Basics III

1 credit/term
(1 lec, 2 lab hrs/wk)
A continuation of introductory principles and concepts of beginning watercolor. Special attention given to experimental techniques, and history, and use of egg as a binder.
Prerequisite: ART184B.
ART185A,B,C Watercolor Basics IV, V, VI
1 credit/term
(1 lec, 2 lab hrs/wk)
A continuation of the active participation of each student in painting experience aimed at developing visually coordinated skills in watercolor. The study of color theory, color schemes, composition, and value control is emphasized.
Prerequisite: ART184C.

## ART191 Beginning Sculpture

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

Demonstrates techniques, processes, and materials in sculpture. Explores a variety of media and sculptural concepts, emphasizing the discipline and processing of handling the tools and additive materials of clay and wire, subtractive qualities of stone and clay.

## ART192 Beginning Sculpture

3 credits (2 lec, 4 lab hrs/wk)
Further develop aesthetic awareness and perceptions about three-dimensional form. Demonstrate techniques, processes, and materials in sculpture. Explore a variety of media and sculptural concepts, emphasizing safe and effective handling of tools and materials. Bronze casting introduced with wax process.

ART193 Beginning Sculpture

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

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

ART198/298 Independent Study in Art
1-3 credits
(hrs to be arranged)
Prerequisite: Instructor consent.

## ART199C ART Drawing Level I

1 credit (1 lec hr/wk)
A teaching approach using right-brain techniques, which allows anyone with sight to fully use their drawing skills. The student rediscovers a skill they have neglected and draws shapes well. Understanding of brain functions and processes enhances self-awareness.

## ART199D ART Drawing Level II

1 credit
(1 lec $h r / w k$ )
A learning approach that develops the drawing skills that the student rediscovers in level I. Students produce accurate shapes upon completion of the first level. Level II teaches how to make observed shapes dimensional through the use of values and edges. Understanding is arrived at through the study of foundation black and white shapes.
Prerequisite: ART199C.
ART204/205/206 History of Western Art:

## Introduction to Art History

3 credits/term (3 lec hrs/wk)
The History of Western Art is a survey of the traditions, movements, and developments in art and architecture of the western world.
ART204 - Introduces the study of art history and the elements of art, then surveys the history of Western Art from prehistory through Early Christian Art.
ART205 - Will emphasize a survey of the history of art from the Early Middle Ages through the Baroque.
ART206 - Will survey Western Art from Neoclassicism to the present.

## ART225 Computer Art I

3 credits (6 lec-lab hrs/wk)
This course concentrates on producing art with computer software tools. Principles and concepts of design are applied to projects. Basics of design elements, drawing, composition, and color are used in presentations that use the computer as the creative medium. Includes planning, design sketches, functional and aesthetic tests. Develops a documented portfolio of work that will showcase the artist/designer.
Concurrent: CISO593.

## ART226 Computer Art II

## 3 credits (6 lec-lab hrs/wk)

Applies principles and concepts of design to selected projects. Includes planning, design sketches, functional and aesthetic critiques. A continuation of a variety of computer tools within a higher-level art language to produce two and three-dimensional images. Picture manipulation and animation basics are explored.
Prerequisite: ART225.
Concurrent: CISO593.

## ART250 Beginning Ceramics I

3 credits/term (2 lec, 4 lab hrs/wk)
Introduces materials, methods, and techniques of pottery design and construction. Includes hand building methods and beginning wheel work. Exercises encourage the development of skills with ceramic materials, stoneware, and raku firing techniques.

## ART244 Bronze Casting II

## 3 credits (6 led/lab hrs/wk)

Under the direction of the instructor, the members of the class will work together as a team on the creation of a large-scale bronze sculpture. All aspects of the bronze casting process will be covered. The student will gain experience in mold making, wax pattern production, investment/ceramic shell processes, bronze casting, welding and metal chasing, bronze patina, and final installation of the finished sculpture.

## ART251 Beginning Ceramics II

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

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

## ART252 Beginning Ceramics III

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

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

## ART253 Intermediate Ceramics

3 credits
(2 lec, 4 lab hrs/wk)
Demonstrates construction techniques and methods used to design, shape, and form pottery. Includes wheel throwing, pottery decoration, glaze calculation, and firing. Students develop greater creativity, skill building, and use of ceramic equipment.
Prerequisites: ART250, ART251, and ART252 or portfolio examples.

## ART254 Intermediate Ceramics

## 3 credits

(2 lec, 4 lab hrs/wk)
Demonstrates construction techniques and methods used to design, shape, and form pottery appropriate to this intermediate level. Includes wheel throwing, pottery decoration, glaze calculation, and firing. Students provide studio demonstrations developed to encourage creativity, skill building, and use of ceramic equipment.
Prerequisite: ART253.

## ART255 Intermediate Ceramics

3 credits (2 lec, 4 lab hrs/wk)
Prepares students for self-directed artistic expression and creativity. Students demonstrate construction techniques and methods used to design, shape and form pottery through their personal practice and research. Includes wheel throwing, pottery decoration, glaze calculation, and firing. Skill and use of ceramic equipment are developed to a point of independence.
Prerequisite: ART254.

## ART280 Field Experience

## 1-3 credits/term <br> (3-9 lab hrs/wk)

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

ART281/282/283 Painting (Beginning)

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

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

ART284/285/286 Painting (Intermediate)
3 credits/term (2 lec, 4 lab hrs/wk)
Offers visual observation and composition of selected subjects using oil or acrylic media. Emphasis will be given to individual needs and interests in painting. Prerequisites: ART281/282/283.

ART291 Sculpture
3 credits
(2 lec, 4 lab hrs/wk)
Explores three-dimensional shapes and forms in greater depth and intensity from previous year. Students assess personal strengths and weaknesses to establish a plan for building skills. They become mentors to new sculpture students, thereby strengthening the critical eye.
Prerequisites: ART191, 192 or 193 with a "C" or better.

## ART292 Sculpture

3 credits (2 lec, 4 lab hrs/wk)
Explores three-dimensional shapes and forms. Includes casting processes and materials. Continues mold making techniques with an emphasis on creativity and exploration of media.

## ART293 Sculpture

3 credits (2 lec, 4 lab hrs/wk)
Explores three-dimensional shapes and forms. Students achieve full independence in studio processes. They have a greater role in communicating their design understanding beyond the studio to improve the visual aesthetics of a larger community.

## ASTRONOMY - SEE GENERAL SCIENCE

## BIOLOGY

## BI101/102/103 General Biology

4 credits/term
(3 lec, 3 lab hrs/wk)
This three-term sequence course satisfies the science requirement for non-biological science, pre-professional students. Surveys biological principles applied to plants and animals, from cellular level to ecological level of organization. General Biology attempts to convey to the student an appreciation of most aspects of life on earth. Must be taken in sequence.
Prerequisite: For BI102: BI101. For BI103: BI102.

## BI144 Biology of the Estuaries

4 credits
(2 lec, 6 lab hrs/wk)
The course provides an overview of the estuarine habitat. Students will be introduced to the biological and chemical factors that affect the production, distribution, abundance, and diversity of estuarine organisms. The course focuses on the functioning of the Coos Bay estuary system, including lectures and laboratory, hands-on exploration field trips of how estuaries function, and a research project.
Prerequisites: Any two of BI101, BI102, BI103, and a background in Chemistry (high school or equivalent).

## BI149 Introduction to Human Genetics

3 credits
(3 lec hrs/wk)
Covers the basic concepts of genetics as they have developed since the nineteenth century. Discusses current techniques that are being developed and applied to problems of inheritance patterns, genetic disorders, and genetic therapy. Behavior and population genetics are included.
Prerequisites: MTH70 and WR0525 with a "C" or better.

## BI201/202/203 Introductory Biology

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

For biological science majors in programs which will require students to complete a series in introductory biology. Comprehensive study of the life sciences, including analytical techniques used in order to perform proper inquiries.
Prerequisite: High school chemistry or one college-level chemistry course within last five years.
BI201 - Includes a review of inorganic, organic, and biochemistry as well as cellular biology and genetics.
BI202 - Includes evolution, a survey of the diversity of organisms, and plant function.
BI203 - Includes the anatomy, physiology, and behavior of the members of the animal kingdom (with emphasis on the vertebrates) and how all organisms interact (ecology).

BI231 Human Anatomy and Physiology I
4 credits
(3 lec, 3 lab hrs/wk)
Body organization, tissues, and a study of the integumentary skeletal, and nervous systems. Detailed study of the molecular, cellular, tissue, organ and organ systems of humans. Some pathological conditions are covered. A review of inorganic and organic chemistry will be included. In addition, metabolic pathways will be discussed.
Prerequisite: One course from BI101, BI201, CHEM110, CHEM123, or CHEM223 with a "C" or better.

## BI232 Human Anatomy and Physiology II

## 4 credits

(3 lec, 3 lab hrs/wk)
The curriculum of the second term of Human Anatomy and Physiology will include the study of the nervous system, including nervous tissue; the spinal cord and spinal nerves; the brain and cranial nerves; sensory, and motor, and integrative nervous systems; the special senses, and the autonomic nervous system; the endocrine system, with emphasis on hormone activity, the major hormones of each gland, hormones involved in growth and the stress response; the cardiovascular system, including blood, the heart, blood vessels and hemodynamics; the lymphatic and immune system.
Prerequisite: BI231 with a "C" or better.

## BI233 Human Anatomy and Physiology III

## 4 credits

(3 lec, 3 lab hrs/wk)
The curriculum of the third term of Human Anatomy and Physiology will include the study structure and function of the respiratory system; digestive system; metabolism; urinary system; fluid, electrolyte, and acid base balance; the reproductive system; and human development and inheritance.
Prerequisite: BI232 with a "C" or better.

BI234 Microbiology
4 credits
(3 lec, 3 lab hrs/wk)
Microbiology principles applied to health-related fields. Includes characteristics, physiology, and growth requirements of microorganisms; sterilization principles; infection; and immunity. Pathogenic microbes, infections, and host resistance will be a major consideration.
Prerequisite: One course from BI101, BI201, CHEM110, CHEM123 or CHEM223 with a "C" or better.

## BI280 Field Experience

1-6 credits
(33-198 field hrs/term)
Practical worksite exposure to applied science, which provides students an opportunity to explore potential career paths in science while gaining practical experience in applying classroom science theory.
Prerequisite: Instructor consent.
Concurrent: BA0771.

## BUSINESS ADMINISTRATION

## BA2280 Cooperative Work Experience

1-8 credits
(3-24 lab hrs/wk)
This course provides the student with an opportunity to gain on-the-job experience in coordinator approved business situations that closely parallel with the field of study.
Prerequisite: Instructor consent.

## BA101 Introduction to Business

4 credits (4 lec hrs/wk)
This course surveys American business organization, operation, and management. This course develops an awareness of the nature of business in the capital system. Introduction is made to the fields of ownership, organization, personnel, accounting, financing, marketing, management, production, insurance, real estate, foreign trade, and government regulations.

## BA156 Essentials of Economics

## 3 credits (3 lec hrs/wk)

This course introduces the subject of economics in a practical business-oriented sense. The course relies on current events and practical applications. The content includes supply and demand, fiscal and monetary policies, and international trade.
Prerequisite: BA101 and MTH94 with a "C" or better, or appropriate score on placement test.

## BA177 Payroll Records and Accounting

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

Provides practice in all payroll operations, the recording of accounting entries involving payroll and the preparation of payroll tax returns required of businesses.
Prerequisite: AC2766 or BA211 with a "C" or better.

## BA206 Management Fundamentals

3 credits
(3 lec hrs/wk)
The course explores the duties of managers and the techniques they use to improve organizational performance. The course focuses on four key responsibilities of management: planning, organizing, leading, and control.
Prerequisite: BA101 with a " $C$ " or better.

## BA211 Principles of Accounting I

## 4 credits

(4 lec hrs/wk)
Discusses the theory, principles, and procedures for organizing, interpreting, and reporting the financial transactions of business or industry. Describes and discusses the problems of properly recording and measuring income and expense. Specialized areas such as merchandise inventory, special journals, cash, and receivables are discussed.
Prerequisite: MTH70 with a "C" or better, or appropriate score on placement test.

## BA212 Principles of Accounting II

(4 lec hrs/wk)
Discusses the theory and principles of recording financial records, including accounting systems, management control, depreciation, merchandise inventory, evaluation, partnership and corporate accounting, capital stock, investments, statement of cash flow; and dividends.
Prerequisite: AC2767 or BA211 with a "C" or better.

## BA213 Principles of Accounting III

(Managerial Accounting)
4 credits (4 lec hrs/wk)
This course will cover cost accounting for manufacturing plants, income taxes and their effect on business decisions, and analysis of financial statements.
Prerequisite: BA212 with a " $C$ " or better.

## BA215 Cost Accounting

## 3 credits (3 lec hrs/wk)

This course develops techniques for determining product costs under job order, process and standard costing; and introduces cost analysis for decision making.
Prerequisite: BA212 with a "C" or better.

## BA217 Accounting Process

3 credits (3 lec, 1 lec-lab hr/wk)
Review and apply basic accounting systems in practical applications. These will range from working with journals and ledgers, to the application of accounting systems on a microcomputer and analyzing financial statements.
Prerequisite: AC2767 or BA211 with a "C" or better.

## BA220 Tax Accounting (Personal Income Tax)

## 3 credits (3 lec hrs/wk)

A beginning course in federal incometax preparation. Business taxes as they relate to a single proprietor will be briefly discussed.
Prerequisite: AC2766 or BA211.

## BA222 Finance

3 credits (3 lec hrs/wk)
This course covers the procedures, practices and policies of financial managers. It deals with financial management, financial markets, financial analysis, working capital management, and long-term financing decisions.
Prerequisite: BA101, BA212, and MTH94 with a "C" or better.

## BA223 Principles of Marketing

3 credits
(3 lec hrs/wk)
Surveys the nature, significance, and scope of marketing. Emphasis upon the customers (marketing analysis and strategy), business marketing decisions in promotion, distribution, and pricing and control of marketing programs.
Prerequisite: BA101 with a "C" or better.

## BA224 Human Resource Management

3 credits (3 lec hrs/wk)
The student will be introduced to personnel functions as they relate to the management of the human resources of an organization. Areas of concentration will include employee selection, training, and compensation.
Prerequisite: BA206 with a "C" or better.

## BA230 Business Law

4 credits
(4 lec hrs/wk)
This course introduces the student to the legal environment of business. Students will explore/understand the specific legal issues in conducting business. Topics include: The Legal Environment, The Law of Torts, The Law of Contracts, The Law of Sales, Legal Relationship Established in an Agency, Partnership and Corporation, and The Law of Real/Personal Property.
Prerequisite: BA101 with a "C" or better.

## BA232/MTH243 Business Statistics

4 credits
(4 lec hrs/wk)
Introduces elementary statistics techniques to aid decision-making in the business environment. Emphasis is on statistical inference, probability, sampling, estimation, and hypothesis testing.
Prerequisite: MTH95 with a " $C$ " or better.

## BA233 E-Marketing

3 credits (3 lec hrs/wk)
This course introduces the Internet as a marketing tool. The student will be exposed to the strategies necessary to successfully market online.
Prerequisites: BA239 and CS195.
BA236 Electronic Commerce Fundamentals
3 credits (3 lec hrs/wk)
This course will examine the use of electronic commerce from three perspectives: business-to-consumers, business-to-business, and intra-organizational. Through readings and case studies, both current and prospective ecommerce practices will be identified. In particular, this course aims to prepare students to excel in electronic commerce in three ways: 1) Personal level: students will acquire skills, which will allow them to develop applications on the Internet. 2) Firm level: students will acquire skills, which will allow them to examine the issues concerning how a company would strategically justify the investment of establishing an Internetpresence. 3) Industry level: students will gain an understanding of the potential strategic impacts electronic commerce could have on altering the structure of entire industries.
Prerequisite: BA223 with a " $C$ " or better.

## BA238 Sales

3 credits
(3 lec hrs/wk)
This course involves the role of sales as an integral part of the total marketing function. The application of selling to behavioral science will be included, with special emphasis on sales psychology, sales techniques, and the fundamental principles of sales communications.
Prerequisite: BA223 with a "C" or better.

## BA239 Advertising

## 3 credits (3 lec hrs/wk)

A detailed examination of the purpose, preparation, placement, and analysis of the various types of advertisements and relative merits of media such as television, radio, and the newspaper. Involves practice in the planning and analysis of complete advertising campaigns and their coordination with other marketing strategies.
Prerequisite: BA223 with a "C" or better.

## BA242 Introduction to Investments

## 3 credits (3 lec hrs/wk)

An introduction to American securities markets including exchanges, over-the-counter markets, bond markets, options markets, and the money market. Investment strategies, margin purchases, short selling, and efficient market theory will also be introduced. Reading financial news and corporation reports will also be covered.

## BA250 Small Business Management/ Entrepreneurship <br> 3 credits (3 lec hrs/wk)

This course covers the basic principles of business entrepreneurship, including planning, organizing, innovation, staffing, and controlling, stressing those elements needed for financial achievement and personal reward.
Prerequisite: BA223 with a "C" or better.

## BA277 Business Ethics

3 credits
(3 lec hrs/wk)
This course is designed to make the student aware of the ethical issues currently facing business and to provide a background against which the student may evaluate and/or compare his or her own ethical views/stands.

## BA280 Field Experience

## 1-8 credits

(3-24 lab hrs/wk)
Practical on-site experience that will allow students to test knowledge learned in the classroom and explore the variety of workplaces in which to apply that knowledge.
Prerequisite: Instructor consent.

## BA285 Human Relations in Organizations

## 3 credits (3 lec hrs/wk)

This course explores interactions in organizations by examining human perceptions, communications, small group dynamics and leadership. Includes the dynamics of change, cultural diversity, substance abuse, work stress, ethics and social responsibility, career development, and the challenges of globalization.

## BA288 Customer Service

3 credits
(3 lec hrs/wk)
This course provides a thorough introduction to customer service skills. The skills, strategies, and techniques outlined in this course are valuable for every job, since identifying and satisfying customer needs is at the heart of every business. This course covers a variety of skills including identifying customer behavior, determining customer needs through active listening, becoming an effective verbal and nonverbal communicator, honing telephone customer service skills, handling difficult customers, offering customer service within a diverse business environment, encouraging customer loyalty, and practicing service recovery.

## CHEMISTRY

CHEM110 Foundations of General, Organic \& Biochemistry
4 credits

## (4 lec,hrs/wk)

This course is a general survey of chemistry and biochemistry. It is designed primarily for students in pre-nursing, some allied health fields or for students who need a brief introduction to chemistry. The course surveys chemical principles from atomic structure through biochemistry. The course does not have an associated lab.
Prerequisite: MTH70 with a "C" or better.
CHEM121/122/123 Introductory College
Chemistry I, II, III
5 credits (4 lec, 3 lab hrs/wk)
A transfer sequence with coursework that is quantitative and requires good basic math and problem solving skills. This sequence does not meet the chemistry requirements for science, engineering, or pre-medicine
CHEM121 - Covers measurement and the physical properties of matter, atomic structure, the periodic table, chemical bonding in molecular shapes, nomenclature, and phases of matter.
Prerequisite: MTH70 with a " $C$ " or better.
CHEM122 - Covers properties of solutions, kinetics, equilibrium, the chemistry of acid and bases, and radioactivity.
Prerequisite: CHEM121 with a "C" or better.
CHEM123 - Covers an introduction to environmental, organic, and biochemistry.
Prerequisite: CHEM122 with a " $C$ " or better.
CHEM198/298 Independent Study in Chemistry

## 1-3 credits

(hrs to be arranged)
Prerequisite: Instructor consent.

## CHEM221/222/223 General Chemistry

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

First-year chemistry for science, engineering, and health pre-professional students. Classroom and laboratory work are quantitative and require good math skills. Must be taken in sequence.
CHEM221 - Covers atomic structure, chemical bonding, molecular geometry, reactions, and stoichiometry.
Prerequisite: MTH95 with a "C" or better.
CHEM222 - Covers gases, liquids, solutions, equilibrium theory, kinetics, and redox.
Prerequisite: CHEM221 and MTH111 with a "C" or better
CHEM223 - Covers thermodynamics, acid-base chemistry, electrochemistry, nuclear reactions, and transition metal chemistry.
Prerequisite: CHEM222.
CHEM241/242/243 Organic Chemistry
3 credits/term (3 lec hrs/wk)
Chemistry of carbon compounds for science and health professionals. Includes a study of the major classes of organic compounds. Must be taken in sequence.
CHEM241 - Specifically alkanes, alkenes, and alkynes
Prerequisite: CHEM123 or CHEM223 with a "C" or better
CHEM242 - Specifically organometallic compounds, alcohols, diols, thiols, ethers, epoxides, aldehydes, and ketones.
Prerequisite: CHEM241
CHEM243 - Specifically enols, enolates, carboxylic acids and derivatives, amines, arly halides and phenols, and chemistry of the functions of these same groups.
Prerequisite: CHEM242.

## CHILDHOOD EDUCATION - SEE EARLY CHILDHOOD EDUCATION

## COMPOSITION - SEE WRITING

## COMPUTER INFORMATION SYSTEMS

## CIS2280 Work Experience

1-4 credits (3-12 lab hrs/wk)
This course provides the student with an opportunity to gain on-the-job experience in coordinator approved business situations that closely parallel with field of study.
Prerequisite: Instructor consent.
CIS6243 Network Academy Fundamentals I 3 credits (6 lec-lab hrs/wk)
This course introduces students to fundamental concepts of computer Internet-working, including the TCP/IP transport-layer protocol; Cisco router hardware and software architecture; Cisco IOS software configuration, backup, upgrade, and load; and static and dynamic routing. Students will be expected to apply knowledge and skills learned in this term to successive Internet-working courses. This course is the first in a series of courses (4) which will prepare students to take the Cisco CCNA Certification exam.
Concurrent: CIS0593.

CIS6244 Network Academy Fundamentals II 3 credits
(6 lec-lab hrs/wk)
This course introduces students to fundamental concepts of computer Internet working, including the TCP/IP transport-layer protocol; Cisco router hardware and software architecture; Cisco IOS software configuration, backup, upgrade, load; static and dynamic routing. Students will be expected to apply knowledge and skills learned in this term to successive Internet-working courses. This course is the second in a series of courses (4) which will prepare students to take the Cisco CCNA Certification exam.
Prerequisite:CIS6243.
Concurrent: CISO593.
CIS6245 Network Academy Fundamentals III
3 credits (6 lec-lab hrs/wk)
This course introduces students to fundamental concepts of computer Internet-working including the TCP/IP transport-layer protocol; Cisco router hardware and software architecture; Cisco IOS software configuration, backup, upgrade, and load; and static and dynamic routing. Students will be expected to apply knowledge and skills learned in this term to successive Internet-working courses. This course is the third in a series of courses (4) which will prepare students to take the Cisco CCNA Certification Exam.
Prerequisite: CIS6244.
Concurrent: CISO593.

## CIS6246 Network Academy Fundamentals IV

3 credits
(6 lec-lab hrs/wk)
This course introduces students to fundamental concepts of computer Internet-working, including Wide Area Network (WAN) theory and design; Point-to-Point Protocol data transfer; Integrated Services Digital Network (ISDN) data transfer; and Frame Relay data transfer. Students will be expected to apply knowledge and skills learned in this term to successive Internet-working courses. This course is the fourth in a series of courses (4) which will prepare students to take the Cisco CCNA Certification Exam. Prerequisite:CIS6245.
Concurrent: CISO593.
CIS6247 Network Academy Fundamentals V: Cisco Advanced Routing
5 credits (4 lec, 4 lab hrs/wk)
This course introduces students to advanced concepts of Internet-working routing and routing protocols. Students will learn of the need to extend the current Internet Protocol address space by using Classless Inter-Domain Routing (CIDR), Variable Length Subnet Masks (VLSM), Network Address Translation (NAT), and private IP addresses. Students will learn how to implement advanced routing protocols that support these features. Students will also learn about routing between Autonomous Systems using BGP and exterior gateway protocol. Students will be expected to apply knowledge and skills learned in this term to successive Internet-working courses. This course is the first in a series of courses (4) which will prepare students to take the Cisco CCNP Certification Exam.
Prerequisite: CIS6246.
Concurrent: CISO593.

CIS6248 Network Academy Fundamentals VI: Cisco Advanced WAN Configuration
5 credits
(4 lec, 4 lab hrs/wk)
This course introduces students to sophisticated techniques for connecting computers and Local Area Networks (LAN) using Wide Area Network (WAN) technologies. Technologies covered include Dial on Demand Routing (DDR), asynchronous modems, Integrated Services Digital Network (ISDN), X.25, and Frame Relay. Students are also introduced to methods of improving network security and reliability. Students will be expected to apply knowledge and skills learned in this term to successive Internet-working courses. This course is the second in a series of courses (4) which will prepare students to take the Cisco CCNP Certification Exam.
Prerequisite: CIS6246.
Concurrent: CIS0593.
CIS6249 Network Academy Fundamentals VII: Cisco Multilayer Switching
5 credits
(4 lec, 4 lab hrs/wk)
This course introduces students to Multilayer switching. Topics include local area network (LAN) design, configuring LAN switches, VLANs and Spanning Tree Protocol, improving network performance and reliability, and security issues. Students will be expected to apply knowledge and skills learned in this term to successive Internet working courses. This course is a third in a series of courses (4) which will prepare students to take the Cisco CCNP Certification Exam.
Prerequisite: CIS6246.
Concurrent: CIS0593.
CIS6250 Network Academy Fundamentals VIII: Cisco Internetwork Troubleshooting

## 5 credits

(4 lec, 4 lab hrs/wk)
This course introduces students to advanced concepts of inter-network troubleshooting. Students will learn to use basic troubleshooting methodologies and diagnostic tools to solve complex Internet-working problems. Specific areas of interest include troubleshooting transport and network layer protocol problems, problems related to local and wide area networks, and routing protocol problems. This course is the fourth in a series of courses (4) which will prepare students to take the Cisco CCNP Certification Exam.
Prerequisite: CIS6247, 6248, 6249.
Concurrent: CIS0593.

## CIS6260 Computer Technician Theory I

 (A+Certification Preparation)3 credits (6 lec-lab hrs/wk)
This is the first part of a two-part Computer Technician Theory course which prepares an individual to work successfully in the field of computer repair, maintenance, and support. Topics will include hardware installation, maintenance, and troubleshooting; software installation, maintenance, and troubleshooting; basic networking; and customer support.
Prerequisite: CS101.
Concurrent: CIS0593.

CIS6261 Computer Technician Theory II (Server+ Certification Preparation)
3 credits
(6 lec-lab hrs/wk)
This is the second part of a two-part Computer Technician Theory course, which prepares an individual to work successfully in the field of computer repair, maintenance, and support. Topics will include hardware installation, maintenance and troubleshooting; software installation, maintenance, and troubleshooting; basic networking; and customer support.
Prerequisite: CIS6260.
Concurrent: CISO593.

## CIS131 Computer Information Systems

## 4 credits (4 lec hrs/wk)

This is a complete computer literacy course. Students will become familiar with current computer terminology and concepts including hardware, software, communications, networks, the Internet, and the impact of computers on society. Students will review and learn additional end-user skills in file management using PC operating system, word processing, and Internet browser/search engines. Students will learn end-user skills in spreadsheet, database, and presentation software applications. Also offered as CIS131A, B, C, D in one-credit modules.
Prerequisite: CS101 with a "C" or better.
Concurrent: CISO593.

## CS2635 Computer Repair and Upgrade

3 credits
(2 lec, 2 lec-lab hrs/wk)
Identification of hardware required to upgrade personal computer systems to new technology. Evaluation of a computer's existing hardware and software versus the new/future technology requirements. Students will learn to install, troubleshoot, and maintain hardware and operating system. Also offered as CS2636 for no credit or grade. Concurrent: CISO593.

## CS101 Computers in Society

2 credits (2 lec hrs/wk)
This is the first course in computer literacy and is intended for the novice user. Students will become familiar with current computer terminology. Students will learn end-user skills in file management using PC operating system, word processing and Internet searching software. Also offered as CS101A, B in onecredit modules.
Concurrent: CISO593.

## CS125DB Database Applications

3 credits
(3 lec hrs/wk)
This course will introduce the use of microcomputers for database management systems applications. It introduces the concepts, terminology, and application of database management technology. The student will learn the common features of database management system software, its application to many business uses, analysis and design of data systems, and the issues involved in choosing and installing database management software. Relational database design rules will be introduced to enable students to eliminate data redundancy, reduce errors, and prevent data corruption while providing the flexibility needed to supply user information. This course uses one or more commercially available database management system software packages.
Prerequisite: CS101 with a "C" or better.
Concurrent: CISO593.

## CS125DM Digital Media Applications

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

This concepts-centered course will encompass beginning and intermediate concepts of multimedia applications, punctuated by several hands-on projects. Utilizing current digital tools, students will learn the concepts behind developing high-quality bit-mapped images, vector images, animation, sound, and video. Concepts include basic procedures for managing media: importing and exporting between applications, converting file types, and controlling file sizes. In addition, an emphasis on legal and ethical issues will be included.
Prerequisite: CS101 with a "C" or better.
Concurrent: CIS0593.

## CS125GIS/GEOG265 Introduction to Geographic Information Systems <br> 3 credits (2 lec, 3 lab hrs/wk)

This course is designed to introduce students to the principles and practices of GIS, while providing experience using a contemporary GIS software package. This course will develop both a theoretical understanding of GIS and experience in accessing GIS datasets. Students will be exposed to raster and vector GIS. Students are expected to be comfortable using DOS and Windows.
Prerequisite: CIS131 with a " $C$ " or better.

## CS125H HTML Applications

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

Using on HTML, XML, and XHTML, students will learn how to design and implement simple to advanced web sites, with consideration of societal and design issues.
Prerequisite: CS101 with a "C" or better.
Concurrent: CIS0593.

## CS125P Presentation Applications:

Microsoft Power Point
3 credits (3 lec hrs/wk)
This course covers the use of microcomputer presentation software for the development of electronic presentations. Using word processing skills and presentation theories, students will learn to develop professional-looking and effective presentations complete with outline, speaker notes, and audience handouts.
Prerequisite: CS101 with a "C" or better.
Concurrent: CIS0593.
CS125S Spreadsheet Applications

## 3 credits <br> (3 lec hrs/wk)

This course will introduce the beginning and intermediate concepts, terminology, and application of spreadsheet technology. The student will learn the common features of spreadsheet software, its application to many business uses, problem solving techniques, and issues involved in choosing and installing spreadsheet software. It will use one or more commercially available spreadsheet software packages.
Prerequisite: CS101 with a " $C$ " or better.
Concurrent: CIS0593.

CS125W Word Processing Applications: Microsoft

## 3 credits <br> (3 lec, hrs/wk)

This course familiarizes students with the use of microcomputers for word processing applications at a professional level. This course will introduce the concepts, terminology, and application of word processing technology. The student will learn the common features of word processing software, its application to many business uses, elements of style, and the issues involved in choosing and installing word processing software.
Prerequisite: CS101 with a "C" or better.
Concurrent: CISO593.

## CS125WE Web Editor Applications

3 credits (2 lec, 2 lec-lab hrs/wk)
This course introduces beginning and intermediate skills to effectively use one or more contemporary web editors. It addresses the major concepts associated with web site assessment, design, development, publishing, and maintenance. Emphasis is placed on developing user-friendly and maintainable sites.
Prerequisite: CS101 with a " $C$ " or better.
Concurrent: CISO593.
CS133VB Computer Language I - Visual Basic
4 credits
(3 lec, 2 lec-lab hrs/wk)
Introduces the Visual Basic programming Ianguage to learn fundamental programming techniques. Emphasizes structured and object oriented design and writing of programs to solve business and/or mathematical problems. Learn problem solving, procedural programming, develop a graphical user interface, and work with events and objects.
Prerequisite: CS101 with a "C" or better.
Concurrent: CISO593.
CS133WS Computer Language I - Client-side Web Scripting
4 credits (3 lec, 2 lec-lab hrs/wk)
CS133WS is an introductory computer programming course as well as an intermediate web design course. The purpose is to introduce the basic concepts of developing an interactive web site with the use of a client-side scripting language, emphasizing concepts of good web site design and construction. Beginning and intermediate scripting language topics covered may include algorithm development, functions, decisions, repetition, windows and frame manipulation, interactive forms, and an introduction to cookies. A working knowledge of HTML coding is required to be successful in this course.
Prerequisite: CS125H.
Concurrent: CISO593.

## CS135DB Advanced Database Applications

3 credits
(3 lec hrs/wk)
This course will explore relational database theory and structured program development. Includes design, development, testing, implementation, and documentation of database management systems in a microcomputer DBMS environment. Topics include designing complex reports, customizing forms with advanced form techniques, changing and customizing tables, creating and using macros, creating and using an application system, and creating and maintaining an online database
Prerequisite: CS125DB with a "C" or better.
Concurrent: CISO593.

CS135W Advanced Word Processing: Desktop Publishing
3 credits
(3 lec hrs/wk)
Use of microcomputer word processing software for desktop publishing. Using word processing skills and design/layout theories, students will learn how to develop professional-looking, and effective publications.
Prerequisite: CS125W with a "C" or better.
Concurrent: CISO593.
CS140 Introduction to Operating Systems
3 credits (3 lec hrs/wk)

This course introduces the student to the theory and operation of microcomputer operating systems. It will include disk and file handling techniques, common utilities, security issues, minor hardware installation and maintenance, and the use of networks. It will use one or more commercially available operating systems.
Prerequisite: CS101 or CIS131 with a "C" or better.
Concurrent: CISO593.
CS151 Introduction to Computer Programming
4 credits
(3 lec, 2 lec-lab hrs/wk)
This course introduces structured programming in C or other structured languages on a microcomputer. Programs will be developed with structured design techniques using logic diagrams, documentation and debugging techniques. Assignments will be taken from a variety of fields but will concentrate on business applications.
Prerequisite: MTH111 with a "C" or better.
Concurrent: CIS131 and CIS0593.
CS161 Introduction to Computer Science I

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

This course offers a history and overview of fundamental computer science concepts using an object-oriented programming language. Topics include object-oriented programming, software engineering, algorithm development, data representation, introduction to user interface design, and sources of error.
Prerequisite: CS151 with a "C" or better.
Concurrent: CISO593.
CS162 Introduction to Computer Science II

## 4 credits

(3 lec, 2 lec-lab hrs/wk)
This course covers software engineering principles and modern programming methods. Topics include event-driven programming for graphical user interfaces, recursion, stream, and exception handling. This course also introduces analysis of algorithms, sorting, and searching.
Prerequisite: CS161 with a "C" or better.
Concurrent: CIS0593.
CS178I Internet
3 credits (3 lec hrs/wk)
Students will learn to use the resources of the Internet for locating information, disseminating information and communication. Students will learn how the Internet works, hardware/software considerations, popular browsers, popular search engines, other Internet resources, societal issues, and current topics. An emphasis will be placed on the use of the Internet as an effective research tool.
Prerequisite: CS101 with a "C" or better.
Concurrent: CISO593.

CS195 Web Development I
3 credits (3 lec hrs/wk)
This course focuses on multimedia design techniques and considerations necessary to design and produce web sites with a high degree of interactivity and user control. Topics will include content, cognitive, navigational, usability, and accessibility design issues, as well as web site design testing methodologies.
Prerequisites: CS125H, CS125WE and CS133WS with a "C" or better.

## CS198/298 Independent Study

1-3 credits (hrs to be arranged)
Prerequisite: Instructor consent.
CS233VB Computer Language II - Visual Basic 4 credits (3 lec, 2 lec-lab hrs/wk) This course continues the study of programming of Visual Basic. Presents intermediate and advanced ideas of numerical computation, object-oriented programming, and problem analysis using the Visual Basic Language.
Prerequisite: CS133VB with a "C" or better.
Concurrent: CISO593.

## CS233WS Computer Language II - Server-Side

 Web Scripting
## 4 credits <br> (3 lec, 2 lec-lab hrs/wk)

The course is designed to provide students with an introduction to programming web-based applications using a contemporary server-based programming language. Students will learn how to design, code, and implement interactive web pages with dynamically generated content. Course assumes students have a working knowledge of HTML and client-side scripting. Prerequisite: CS133WS with a "C" or better.
Concurrent: CISO593.

## CS240U Advanced Operating Systems

(UNIX Operating System)
3 credits
(3 lec hrs/wk)
This course continues the study of operating systems. It focuses on the hands-on system administration of Linux/Unix. Topics will include: installation, system configuration, X Windows system configuration, user and group account management, disk formatting and partitioning, local file systems, system startup and shutdown, run levels, backup and restore, printers and printing, serial and parallel ports and devices, basic local area networking, memory management.
Prerequisite: CS140 with a "C" or better.
Concurrent: CISO593.
CS240W Advanced Operating Systems
(Windows Operating System)
3 credits
(3 lec hrs/wk)
This course continues the study of operating systems. It includes multimedia, modems and peer-to-peer networking with Microsoft Windows. This is a handson introduction to Windows XP Professional, including architecture, file systems, configuration, memory management, security, peer-to-peer networking, and technical support.
Prerequisite: CS140 with a "C" or better.
Concurrent: CISO593.

## CS244 Systems Analysis

3 credits
(3 lec hrs/wk)
This course will introduce methods and modeling tools used in the systems development process. Emphasis is on structured analysis of computer information systems. Assignments will include the use of project management software, CASE tools, and graphics tools applied to problems similar to those found in systems in business and industry.
Prerequisite: CIS131 or CS125DB with a "C" or better. Concurrent: CIS0593.

## CS246 Systems Design

3 credits (3 lec hrs/wk)
This course continues the study of the systems development process. Emphasis is on the structured design and implementation of computer information systems. Assignments will include the design and implementation of systems that are similar to those in business and industry.
Prerequisite: CS244.
Concurrent: CIS0593.

## CS261 Data Structures

4 credits
(3 lec, 2 lec-lab hrs/wk)
This course includes the topics of complexity analysis, approximation methods, trees, graphs, file processing, binary search trees, hashing, and storage management.
Prerequisite: CS162 with a "C" or better.
Concurrent: CIS0593.

## CS278 Data Communications

## 3 credits (3 lec hrs/wk)

An introduction to the fundamental concepts in data communication including definition of terms, communicating concepts, comparison of voice and data communication (analog vs. digital signals), medium access, elementary data link protocols, topologies, servers, and operating system standards implemented in Local Area Networks (LAN). The course discusses the dynamic technology of transmitting, accessing, and controlling data. It introduces communications and networking strategies as well as applications of data communications.
Prerequisite: CIS6260 or CIS6243 or CS140 or CS178I with a "C" or better.
Concurrent: CIS0593.

## CS279 Network Management I

(Network Hardware)
4 credits
(3lec, 3 lab hrs/wk)
This course introduces the concepts of network management and applications. The course discusses the implementation, administration, configuration, and troubleshooting of a communications system and exposes the student to major LAN protocol suites including defacto standards (such as TCP/IP), international standards, and vendor specific solutions. Hands-on experience and lab exercises are provided by a local area network. Also presented are advanced networking concepts for installing and configuring computer network systems.
Prerequisite: CS278 or CIS6244 with a "C" or better. Concurrent: CIS0593.

## CS280 Field Experience

1-10 credits
(3-30 lab hrs/wk)
Practical on-site experience that will allow students to test knowledge learned in the classroom and explore the variety of workplaces in which to apply that knowledge.
Prerequisite: Instructor consent.

## CS288 Network Management II

(Network Software and Administration)
4 credits (3 lec, 3 lab hrs/wk)
This course covers advanced management of network operating systems, including memory management, monitoring and setting performance parameters, managing multiple servers and services, and router and server configuration. Management of multiple LANs and WANs is emphasized. Hands-on experiences and lab exercises are provided in a network lab.
Prerequisite: CS279 with a "C" or better.
Concurrent: CISO593.

## CRIMINAL JUSTICE SERVICES

CJ5401 ROTA Module I: (Legal Concepts I) 3 credits (3 lec hrs/wk)
Legal Concepts I is the first module of the Reserve Officer Training Academy. The course offers a basic overview of the criminal justice system in Oregon to reserve police officers and focuses on the Oregon Criminal Code and laws police officers enforce while carrying out their responsibilities. Course content is based on Oregon Department of Public Safety Standards and Training performance objectives.

CJ5402 ROTA Module II: (Legal Concepts II)
3 credits (3 lec hrs/wk)
Legal Concepts II is the second module of the Reserve Officer Training Academy. The course exposes reserve officers to the Oregon Motor Vehicle Code, the juvenile justice system, procedural matters and considerations of liability in the administration of the law, and related matters. Course content is based on Oregon Department of Public Safety Standards and Training performance objectives.

## CJ5403 ROTA Module III: (Human Behavior)

3 credits (3 lec hrs/wk)
Human Behavior is the third module of the Reserve Officer Training Academy. The course focuses on a variety of topics related to the variety of incidents and people encountered in policing. Topics addressed include professionalism, domestic conflict management, cultural dynamics, communication strategies, traumatic incident awareness and dealing with mentally ill persons. Course content is based on Oregon Department of Public Safety Standards and Training performance objectives.

CJ5404 ROTA Module IV: (Patrol Procedures)
3 credits (3 lec hrs/wk)
Patrol Procedures is the fourth module of the Reserve Officer Training Academy. The course focuses on procedures and practices used in carrying out law enforcement responsibilities. Topics covered include patrol and traffic enforcement procedures, DUII enforcement, hazardous materials awareness, and contemporary issues in community policing. Course content is based on Oregon Department of Public Safety Standards and Training performance objectives.

CJ5405 ROTA Module V: (Investigations)
3 credits
(3 lec hrs/wk)
Investigation is the fifth module of the Reserve Officer Training Academy. The module focuses primarily on aspects of preliminary investigations of crimes and introduces students to death investigations. Students are also exposed to accident investigation, investigative concepts related to controlled substances, and report writing, among other topics. Course content is based on Oregon Department of Public Safety Standards and Training performance objectives.

CJ5406 ROTA Module VI: (Skills Proficiency I)

## 3 credits (10 lec, 55 lec/lab hrs total)

Skills Proficiency I is the sixth module of the Reserve
Officer Training Academy. The module focuses primarily on skill needed by police officers to carry out their responsibilities related to defensive tactics and high-risk vehicle stops, and on topics related to personal health. Course content is based on Oregon Department of Public Safety Standards and Training performance objectives.

CJ5407 ROTA Module VII: (Skills Proficiency II)

## 3 credits

(10 lec, 55 lec/lab hrs total)
Skills Proficiency II is the seventh module of the Reserve Officer Training Academy. The module focuses primarily on skills needed by police officers to carry out their responsibilities related to care, use, and limitations of firearms and in relation to emergency vehicle operations. Course content is based on Oregon Department of Public Safety Standards and Training performance objectives.

CJ9355 Private Security Services Provider Training (Unarmed Private Security Officer)
2 credits (2 lec hrs/wk)
This course covers required training for unarmed private security providers to become certified in Oregon by the Oregon Board on Public Safety Standards and Training.

## CJ9375 Search and Rescue Training

2.5 credits (3 lec hrs/wk, 4 TBA hrs )

This course is to prepare students to meet requirements to become Search and Rescue volunteers. It provides the training to perform search and rescue activities, including use of navigational tools, survival skills, mountaineering skills, and search methods.

CJ9390 Career Development: Criminal Justice Administration
0 credit (up to 324 hrs total/term)
A variety of in-service training activities conducted within criminal justice agencies in the College district. Current issues and problems are addressed along with methods of alleviating them.

## CJ100 Foundations of Criminal Justice

3 credits (3 lec hrs/wk)
This course presents a contemporary view of the criminal justice system and its processes. The structural and theoretical framework of the system is examined and the function, role and practices of police, courts, and corrections components of the system are surveyed. Career opportunities in the criminal justice field are explored.

## CJ101/SOC244 Criminology

3 credits (3 lec hrs/wk)
This course offers an interdisciplinary perspective of crime and criminal behavior in relation to the criminal justice system. Theoretical approaches to explaining crime, criminal statistics, typologies, and victimology will be assessed. The influence of crime theory on public policy will be explored.

## CJ110 Introduction to Law Enforcement <br> 3 credits <br> (3 lec/hrs wk)

This course offers a comprehensive look at law enforcement in America ranging from the historical evolution of police systems to an analysis of the work of police officers. Topics addressed include law enforcement jurisdiction and field operations, patrol procedures, organization of law enforcement agencies, selection and socialization of police officers, and current issues related to law enforcement.

CJ130 Introduction to Corrections
3 credits
(3 lec hrs/wk)
This course introduces the student to the philosophy and history of corrections in the United States. Sentencing, corrections institutions, and community corrections are addressed along with critical issues in the field. A field trip to a correctional facility is scheduled as part of this course.

## CJ131/SOC220 Institutional Corrections

## 3 credits <br> (3 lec hrs/wk)

A detailed exposure to correctional facilities used for the punishment of those convicted of crimes. The evolution of the penal institution; levels of custodial security; and issues relating to custody, treatment, and programs within penal institutions will be explored. Field trips to correctional facilities will be included in this course.

## CJ140 Criminalistics

## 3 credits (3 lec hrs/wk)

This course introduces students to the application of science to criminal investigation. Scientific techniques useful in preventing and recognizing crime, and in identifying perpetrators of crimes are addressed. Students are introduced to proper techniques for collecting, preserving, and identifying physical evidence and are introduced to the services offered by state and federal crime laboratories.
Prerequisite: CJ210 is recommended, but not required.

CJ198/298 Independent Study in Criminal Justice Administration

## 1-3 credits (hrs to be arranged)

Prerequisite: Instructor consent.
CJ201/SOC221 Juvenile Delinquency
3 credits
(3 lec hrs/wk)

A philosophical, historical, and practical survey of juvenile justice administration in the United States. Considered in the context of an interdisciplinary framework, theories, factors, and characteristics of delinquency will be presented, and treatment and delinquency prevention programs will be surveyed.

## CJ203 Crisis Intervention

3 credits (3 lec hrs/wk)
Crisis intervention is a daily function of the professional in public safety. Proper response to a crisis situation may have a profound effect on the overall outcome of the situation. This course will provide students the proper tools to intervene effectively when faced with a crisis situation.

CJ210 Criminal Investigation
3 credits (3 lec hrs/wk)
This course is a study of basic principles and theories of investigative routines. The course focuses upon the primary skills used in all justice agency investigations with specific emphasis on criminal proceedings. Attention will be given to crime scenes, interviewing, evidence collection and preservation, witness and suspect identification information, surveillance, technical resources for investigations, specific investigation operations techniques, and case preparation for prosecutor and courtroom presentation.

CJ213 Interview and Interrogation Skills
3 credits (3 lec hrs/wk)
This course will examine the dynamics of psychological persuasion as they are applied through the course of criminal interrogations. The deliberate, refined processes and techniques of psychological persuasion will be examined, with specific attention to the practical and legal limitations of achieving the goals of criminal interviewing and interrogation.

## CJ214 Crime Scene Investigation (Contemporary Applications) <br> 2 credits (1 lec, 2 lec-lab hrs/wk)

This course will focus on specialized investigative issues specific to a variety of contemporary crime scenes and criminal events. The crime scenes/events focused on each term will vary according to availability of crime scene access in the community. Analysis of crime scenes and events will include the specialized investigative approaches unique to homicides and assaults, arson, crimes against children, hate crime, and environmental crime investigations. Issues discussed will include discovery of a typical crime events, their investigation, reconstruction, examination, and management by law enforcement investigators.

## CJ215 Criminal Justice Administration

3 credits (3 lec hrs/wk)
This course surveys the complexities of organizing and managing a police agency. A variety of topics are covered, including principles of organizing and operating police agencies, leadership, policy formulation, and human resource management along with traditional management functions such as planning and budgeting. Traditional and non-traditional management principles are addressed.

## CJ218 Corrections System (Special Populations <br> Supervision)

2 credits (1 lec, 2 lec-lab hrs/wk)
This course will focus on the supervisory issues specific to the management of a variety of special corrections populations, including sex offenders, women, violent youth, the elderly/geriatric client, and physically disabled clients under correction supervision. Supervision activities and client supervision techniques required for public safety and effective case management will be discussed. The unique discipline concerns regarding special management populations and their supervision needs will be addressed for each special corrections population identified.

## CJ220 Criminal Law

## 3 credits (3 lec hrs/wk)

This course offers an introductory analysis of the criminal law and the development and philosophy of the criminal law, criminal law as a social force, definitions and concepts, constitutional principles and the classification of crimes in relation to criminal justice administration. The student is introduced to legal research, the study of case law and methodology, and specific criminal offenses.

## CJ222 Procedural Law

## 3 credits (3 lec hrs/wk)

An examination of legal procedure and process considerations related to the investigation of crime, processing of accused persons, and maintenance of order in American society. Rights of individuals and obligations of criminal justice practitioners, particularly law enforcement, will be analyzed. The course focuses on First, Fourth, Fifth, and Fourteenth Amendments to the United States Constitution.

## CJ225 Corrections Law

3 credits (3 lec hrs/wk)
An analysis of the legal principles related to the rights and status of persons convicted of crimes in the United States. Constitutional principles related to probation, incarceration, and parole will be addressed along with legal obligations and liabilities of corrections agencies and their employees.

## CJ226 Constitutional Law

3 credits (3 lec hrs/wk)
This course presents a thorough overview of the primary freedoms afforded by the first ten amendments and the 14th amendment of the U.S. Constitution. Specific emphasis will be placed on the role of the courts, constitutional case interpretation and rights of the accused.

## CJ229 Community-Based Corrections

## 3 credits (3 lec hrs/wk)

This course examines a variety of community corrections services and treatment options as historically and presently practiced. Focus is on probation and parole systems and services, community-based release programs, and alternatives to incarceration.

CJ230 Introduction to Juvenile Corrections 3 credits
(3 lec hrs/wk)
This course introduces students to the historical and contemporary aspects of corrections in relationship to juvenile offenders. Primary emphasis in the course is centered on juvenile corrections philosophy as applied to the correction and treatment of juvenile offenders.

## CJ232 Introduction to Corrections Casework 3 credits (3 lec hrs/wk)

This course offers an overview of approaches to behavior modification through interviewing and counseling along with techniques available to entrylevel corrections practitioners in interviewing and counseling. The course also introduces students to advanced methodsutilized by professional counselors.

CJ243/SOC243 Narcotics and Dangerous Drugs 3 credits (3 lec hrs/wk)
This course introduces the student to the relationship of substance abuse to crime and criminal justice administration. Emphasis in the course is on illicit drugs and alcohol. Drug effects, theories of abuse, legislation, enforcement strategies, policy options, and treatment and prevention strategies relative to substance abuse are addressed.

## CJ280 Field Experience

## 1-6 credits (3-18 lab hrs/wk)

This course offers career exploration and workplace experience in a variety of supervised settings applicable to the development of the student as a professional in the criminal justice field.
Prerequisite: Instructor consent.

## CULINARY ARTS

CRT2000 Introduction to Professional Cooking 5 credits (1 lec, 12 lab hrs/wk)
This course will focus on the fundamental principles of modern cooking. Students will learn about what happens to food when it is heated, about how food is cooked with different cooking methods, and about rules of seasoning and flavoring. Theories which explain the chemistry of cooking will be emphasized so students can successfully practice them in the kitchen. Emphasis will be placed on the vocabulary of cooking, procedures, ingredients, menu terms, food quality standards, and equipment use.
Prerequisite: Instructor consent.

CRT2001 Basic Food Preparation
5 credits
(3 lec, 4 lec-lab hrs/wk)

This course will focus on learning pre-preparation techniques important to professional kitchen operations - Mise En Place. The students will learn the importance of carefully planned pre-preparation, the difference in preparation requirements for set and extended meal service, and keeping sharp edges on knives. Students will gain competence in performing basic cutting techniques, basic cooking and marinating procedures, and handling convenience foods in pre-preparation operations.
Prerequisite: Instructor consent.
Concurrent: HEC9932.
CRT2002 Introduction to the Food and Beverage

## Industry

3 credits (3 lec hrs/wk)
This course offers students an overview of the food service industry; its structure, organization, size, economic impact, regulatory and peripheral industries, managerial problems and practices, trade journals, and resources. Emphasis will be on operational topics of current concern for the industry. Guest speakers representing various segments of the industry will provide an introduction to career opportunities and a view of real-world activities.
Prerequisite: Instructor consent.

## CRT2003 Introduction to Pastry and Baking

3 credits (1 lec, 4 lec-lab hrs/wk)
This course will cover fundamentals of baking and pastry (including terminology, ingredients, technology, equipment, recipe conversion, measurements, storage, and sanitation). Students will gain experience in using various mixing methods. Techniques in yeast and quick bread, pastry, pie, cookie, and dessert making and presentation will be covered.
Prerequisite: CRT2001 with a "C" or better.

## CRT2004 Introduction to Vineyards and Beverages

 1 credit(1 lec hr/wk)
This course will present an introduction from a culinary perspective to wine and spirits produced by European and American vineyards. Students will study wine production, labeling, and laws of the beverage industry. Emphasis is on developing a knowledge base suitable for assisting customers in choosing the "correct" wine for classical and contemporary cuisine. Prerequisite: Instructor consent.

## CRT2005 Menu Planning and Design

3 credits
(3 lec hrs/wk)
This course will cover the basic principles of planning and design necessary to create a variety of menus for various food service operations. Layout, costing, and promotional approaches will be covered.
Prerequisite: Instructor consent.

## CRT2006 Restaurant Layout and Interior Design 3 credits <br> (3 lec hrs/wk)

This course will offer students an opportunity to design their own restaurant from the ground floor up. Emphasis will be on kitchen layout, dining room design, menu planning, staff allocation, exterior design, and obtaining financing. Students develop a concept proposal suitable for presentation.
Prerequisite: Instructor consent.

## CRT2007 Inventory Control and Purchasing

## 3 credits

(2 lec, 2 TBA lab hrs/wk)
This course will present basic principles of purchasing food, beverage, equipment, contract services, and supplies. Students will learn the necessary skills for product identification, supplier selection, ordering, receiving, storing, and issuing processes as they apply to purchasing and inventory controls in the food service industry.
Prerequisite: Instructor consent.

## CRT2008 Introduction to Garde Manger

## 5 credits

(2 lec, 6 lec-lab hrs/wk)
This course will cover the preparation and artistic presentation of cold cuisine. While using garde manger small tools, students will develop skills in the fundamentals of preparing hot and cold appetizers, lunch and dinner salads, egg cookery, dressings, pates, vegetable and fruit carving, garnishes, hot and cold sandwiches, and food decoration. Basics of cold food pantry organization and sanitizing techniques will be covered.
Prerequisite: CRT2000 with a " $C$ " or better.

## CRT2009 Advanced Garde Manger

3 credits
(2 lec, 2 lec-lab hrs/wk)
This course expands on the basic knowledge of the cold food garde manger kitchen. Students will be introduced to the artistic production and presentation of buffet arrangements. Terrines, galantines, pates, and charcuterie.
Prerequisite: CRT2008 with a "C" or better.

## CRT2010 Regional Cuisine

3 credits
(2 lec, 2 lec-lab hrs/wk)
This course will focus on American regional cuisines. Students will develop a working understanding of the local products, traditional ethnic recipes, and kitchen tools indigenous to various regional cuisines. The course will include the cuisines from New England, Louisiana, New Mexico, Florida, and Pacific Rim cuisine.
Prerequisite: CRT2001 with a "C" or better.

## CRT2011 International Cuisine

3 credits (2 lec, 2 lec-lab hrs/wk)
This course will focus on various international cuisines including Oriental, Italian, Mexican, British and other European countries. Cultural and historical perspectives will be covered, as well as ingredients and methods specific to each cuisine. Students will prepare and present classic dishes from each cuisine.
Prerequisite: Instructor consent.

## CRT2012 A La Carte Cooking I

5 credits (15 lab hrs/wk)
This course will focus on the necessary skills to Mise En Place to work at each station of a professional kitchen with emphasis on the sauce station (stocks, thickening agents, reduction, liaison, purees, mother sauces, and butters). The students will gain competence in A la minute methods for preparing entrees and side dishes. Plate presentation approaches in the classical and contemporary styles will be included.
Prerequisite: Instructor consent.

## CRT2013 A La Carte Cooking II

This course will enable students to further develop their basic A la carte and leadership skills in a classical kitchen. Students will study entree preparation and plating styles particular to the featured cuisine. The focus will be on the production of quality food and service, organization on the line, and coordination with the expediter.
Prerequisite: CRT2012 with a "C" or better.
CRT2014 Advanced A La Carte Cooking in a Restaurant
3 credits (9 lab hrs/wk)
This course is designed for the advanced student to prepare classical and contemporary entrees and plating techniques. The focus is on the preparation and presentation of high quality food and service as well as the organization of classical and contemporary style kitchens.
Prerequisite: CRT2013 with a "C" or better.

## CRT2015 Sanitation and Safety for Managers

3 credits (3 lec hrs/wk)
This course provides information necessary to inform, strengthen, and update hospitality and tourism industry supervisors on current principles and practices of sanitation and safety. The course is based on the Educational Foundation of the National Restaurant Association's ServSafe training and certification coursework. Discussion will include Oregon's recent enactment of statewide food handler training and the Hazard Analysis Critical Control Point (HACCP) system. Other topics of study will include potable water systems, waste treatment, lodging facilities, recreational facilities, swimming pool and spa regulations, and hazardous materials.
Prerequisite: Instructor consent.

## CRT2016 Culinary Nutrition

## 3 credits (3 lec hrs/wk)

This course will cover the study of nutrition as it applies to food preparation, menu analysis, and recipe alternatives for the culinary arts. Students will learn how food affects the human body and will prepare nutritional menus within the context of kitchen and restaurant operation.
Prerequisite: Instructor consent.

## CRT2017 Restaurant Management and Supervision

 4 credits (4 lec hrs/wk)This course will focus on the necessary skills for effective restaurant management and supervision, operations analysis, food production and service, culinary techniques, sanitation and safety, food costing and supervision of staff, and service management. State regulations and cost controls specific to restaurant operations will be covered.
Prerequisite: Instructor consent.

## CRT2018 Culinary Arts Career Planning

1 credit
(10 lec hrs/total)
This course will focus on the development of habits, traits, and grooming standards necessary for success in today's culinary arts job market. Students will review career tracts and opportunities in the culinary arts industry. Interview skills and portfolio development will be included.
Prerequisite: Instructor consent.

## CRT2019 Culinary Calculations I

2 credits
(2 lec hrs/wk)
This course covers the first half of a review of basic calculation procedures used by culinarians in food preparation. Students will learn basic calculations used in the kitchen for recipe conversions and food cost controls. Topics covered will include the metric system and finding approximate yields of recipes.
Prerequisite: Instructor consent.

## CRT2020 Culinary Calculations II

2 credits (2 lec hrs/wk)
This course covers the second half of a review of basic calculation procedures used by culinarians in food preparation. Students will learn basic calculations used to figure recipe costs, pricing, daily cost reports, inventories, and financial statements. Topics covered will include the metric system and conducting a break-even analysis.
Prerequisite: CRT2019 with a "C" or better.

## CRT2021 Baking and Pastry Fundamentals 10 credits <br> (20 lec/lab hrs/wk)

This course will cover fundamentals of baking and pastry, including history of baking, terminology, ingredients, technology, equipment, storage and sanitation in the bake shop. Students will gain experience in using various mixing methods. Techniques in yeast and quick bread preparation, enriched yeast doughs, preparing brioche, challah, and a variety of enriched yeast dough products. Cookies and brownies, pies and tarts will also be prepared using different make-up methods.
Prerequisite: CRT2000 with a " C " or better and Instructor consent.

CRT2022 Cakes, Tortes, and Laminated Doughs 8 credits
(16 lec/lab hrs/wk)
Starting with a classic genoise, preparing butter cakes, pound cake, angel food and chiffon cakes will be covered in this course. Assembling and decorating cakes and tortes using several techniques, storing and presentation plates and platters will be included. Custards, creams and souffles will also be prepared. Laminated doughs will include the preparation of eclair paste, puff pastry, croissants, and Danish pastry. Prerequisite: CRT2000 with a "C" or better and Instructor consent.

## CRT2023 Syrups, Icings, and Sauces

3 credits (6 lec/lab hrs/wk)
This course is the understanding of the cooking stages of sugar. A variety of sugar syrups and icings that rely on sugar syrup will be prepared, along with ganache, buttercream icings, and cooked sugar fillings. Dessert sauces are also included in this course.
Prerequisite: CRT2000 with a "C" or better and Instructor consent.

## CRT2024 Frozen Desserts

## 3 credits (6 lec/lab hrs/wk)

This course will cover the churning method for making ice cream and sorbets, an understanding of the still freezing method for preparing frozen desserts. Students will prepare a variety of ice creams, sorbets and frozen desserts, granite, and parfaits.
Prerequisite: CRT2000 with a " $C$ " or better and Instructor consent.

## CRT2025 Chocolate and Advanced Pastry Techniques

10 credits (20 lec/lab hrs/wk)
Introduces students to a variety of chocolate products, and an understanding of the various procedures for tempering chocolate. To prepare simple and complex chocolate decorations and truffles. Handling and storing temperatures will be discussed. Spraying chocolate and cocoa powder techniques will be covered. This course also includes the preparation of spun sugar, blown sugar, gum paste, and pastillage. Marzipan and nougatine preparations will be taught, and a variety of candies will be prepared using these techniques.
Prerequisite: CRT2000 with a "C" or better and Instructor consent.

## CRT2026 Dessert Menu Development

## 3 credits <br> (3 lec hrs/wk)

The dessert crowns the dinner. To create a fine dessert, one has to combine the skills of a confectioner, a decorator, a painter, an architect, an ice cream manufacturer, a sculptor, and a florist. Students will learn to develop dessert menus for the food service industry using a variety of techniques to add visual appeal to plated desserts.
Prerequisite: CRT2000 with a "C" or better and Instructor consent.

## CRT2280 Culinary Internship

## 12 credits (36 lab hrs/wk)

This course offers student workplace experience in a variety of supervised settings that are applicable to the development of a student as a professional in the food service industry. Students will have the opportunity to work in different areas under the direction of chefs and food/beverage managers. Internships will be progressive training experiences structured to fit the background and career goals of each individual student.
Prerequisite: Instructor consent.

## DRAFTING

## DRFT100 Computer Assisted Drafting - Survey

## 3 credits <br> (2 lec, 2 lec-lab hrs/wk)

Students are introduced to computer-aided drafting (CAD) software and its typical uses in creating 2-D drawings. Instruction will include system requirements, menu structure, drawing setup, drawing aids, basic drawing, editing, display, dimensioning, using blocks, graphic patterns, and printing commands. AutoCAD software is utilized to produce 2-D schematic and mechanical drawings.
Prerequisite: CS101 or equivalent.
Concurrent: CISO593

## DRFT105 Blueprint Reading

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

This course presents instruction and skill development in blueprint reading and interpretation as applicable in the manufacturing and fabrication trades. Emphasis is placed on fundamentals of blueprint reading, including understanding basic lines, views, dimensions, tolerances, symbols, machine call-outs, and notations. Also included is recognition of detail in manufacturing and fabrication prints.

DRFT110 Computer Assisted Drafting I

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

Introduction to computer-aided drafting (CAD) software and the hardware components comprising a CAD station. Drawing set-up, drawing aid, basic drawing, editing, and display commands are used to create 2-D schematic and mechanical drawings.
Prerequisite: CS101 or equivalent.
Concurrent: CISO593.

## DRFT111 Computer Assisted Drafting II

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

Review of DRFT110 and introduction to advanced drawing and editing commands. Introduces concept of polylines and splines, obtaining information from the computer, basic and advanced dimensioning and dimension editing, use of tolerances, and limits. Producing section views and graphic patterns, blocks for multiple use, multiview layout, external references, and plotting.
Prerequisite: DRFT110.
Concurrent: CIS0593.
DRFT112 Computer Assisted Drafting III
3 credits (2 lec, 3 lab hrs/wk)
Computer Assisted Drafting deals with the use of the computer to create three dimensional representative (pictorial) drawings, three dimensional drawings, and "solid models." Script files, slide shows, digitizing, file exchange formats, menu bar customization, and using AutoCAD files in other programs will be introduced.
Prerequisite: DRFT111.
Concurrent: CIS0593.

## EARLY CHILDHOOD EDUCATION

## ECE102 Practicum

3 credits
(1 lec, 6 lab hrs/wk)
Students will gain experience in various roles and responsibilities of the early childhood educator. Students will gain experience in working with young children in an organized setting and assisting with supervision of daily activities in a preschool program. Students will also gain experience in observation/ assessment and curriculum development.
Prerequisite: ECE209 with a "C" or better.
ECE150 Introduction and Observation in Early Childhood Education
3 credits (3 lec hrs/wk)
A beginning course focusing on the history of early childhood education and the value and usage of objective observations as a teaching tool. Includes weekly discussion and weekly observation.

ECE152 Creative Activities
3 credits (3 lec hrs/wk)
A curriculum course focusing on understanding and implementing a development approach to creative activities as well as discussion on presentation and methods of evaluation. Students will learn how to utilize various art mediums and materials, incorporate science/cooking experiences, drama/puppetry, and the development of mathematical thinking. Specifically, this course will teach students how to develop art, math, science, music and movement activities, and curriculum.
Prerequisite: ECE154 and WR121 with a " $C$ " or better.

ECE154 Children's Literature and Literacy
3 credits (3 lec hrs/wk)
This course is designed to give the student an overview of children's literature and what is available in quality children's literature, along with a rationale for the purpose of such literature, ways to implement its use, and ways to evaluate its appropriateness in given school situations. In addition, students will read children's books, evaluate some of these and have story groups with children. Exploring how children develop literacy will also be covered in depth.

## ECE163 Preschool Practicum

3 credits (1 lec, 6 lab hrs/wk)
The student will gain experience working with young children in a laboratory preschool setting. The student will assist with supervision of the various activities in a preschool program, including planning, executing, and evaluating curriculum materials appropriate for the young child. The student will continue to develop skills in observation/assessment and curriculum planning.
Prerequisite: ECE102 with a "C" or better.

## ECE209 Theory and Practicum

3 credits (1 lec, 6 lab hrs/wk)
Assists students in developing their leadership potential through classroom discussion and field experience opportunities, both on campus and in the community. Students will also gain experience and orient themselves to the various roles of the early childhood educator. Students will gain experience in working with young children in an organized setting and assisting with supervision of daily activities in a preschool program. Students will gain experience in observation/assessment and guidance techniques.

## ECE240 Lesson and Curriculum Planning

3 credits
(3 lec hrs/wk)
Instruction in planning daily and weekly activities for Early Childhood Education centers. Methods and materials are used to focus learning on the whole child's needs including social, emotional, creative, physical, and cognitive.

## ECE261 Student Teaching I, Early Childhood

Education
6 credits (2 lec, $12 \mathrm{lab} \mathrm{hrs} / \mathrm{wk}$ )
Students will engage in supervised teaching of young children in a laboratory setting. Students will apply what they have learned through coursework and previous lab work-curriculum planning, observation/ assessment, daily planning, working with children and families.
Prerequisite: ECE163 with a "C" or better.

## ECE262 Student Teaching II, Early Childhood Education

6 credits (2 lec, 12 lab hrs/wk)
Students will continue to engage in supervised teaching of young children in a laboratory preschool and in a community setting.
Prerequisite: ECE261 with a "C" or better.

## ECONOMICS

ECON198/298 Independent Studies in Economics 1-3 credits (hrs to be arranged)
Student and instructor identify a project or problem in economics and jointly draw up a contract. The contract sets forth a proposal to complete the project or solve the problem. The contract identifies objectives, procedures, and equipment needed, together with key checkpoints for student instructor conferences.
Prerequisite: Instructor consent.

## ECON201 Microeconomics

## 4 credits <br> (4 lec hrs/wk)

Analyzes the market system, with attention given to the role of households, firms, and government in determining wages/prices and the allocation of productive resources.
Prerequisite: MTH94 with a "C" or better or appropriate score on placement test.

## ECON202 Macroeconomics

## 4 credits (4 lec hrs/wk)

Analyzes the national economy as a whole, with attention given to determining national income, business cycles, economic growth, fiscal and monetary policy, and international trade.
Prerequisite: MTH94 with a "C" or better or appropriate score on placement test.

## EDUCATION

ED101 Introduction and Observation and Experience
3 credits (3 lec hrs/wk)
This introductory course focuses on the history of education. Students will review the value and usage of objective/subjective observations as a teaching tool. Specific times for elementary/secondary level classroom observation as well as a regular group discussion of observation experiences will be included.

## ED113 Instructional Strategies in Language Arts and Reading <br> 3 credits (3 lec hrs week)

This introductory course for future educators will focus on specific concepts related to the development of reading and language abilities as well as the development of a literacy-rich learning environment. Reading and language development concepts covered include book and print awareness; phonological awareness; language, comprehension, and response to text; letter recognition, decoding, and word recognition; fluency and oral reading; spelling and writing; and working with students who are exhibiting reading and language development difficulties. Students will use their skills to develop reading and language activities and lesson plans for use in their practicum experiences, future classrooms, and particular grade-level interests.

ED114 Instructional Strategies in Math and Science 3 credits
(3 lec hrs week)
This introductory course for future educators will focus on specific mathematical and scientific concepts, the application of these mathematical and scientific concepts in problem solving, and the development of a positive attitude toward mathematics and science. Math concepts covered include patterns, estimation, graphing, addition, subtraction, multiplication, division, and fractions. Science concepts include observation, communication, comparison/measurement, organization/classification, and relating observations. Hands-on activities in science areas such as biology, geology, or physical science will offer students opportunities to observe and to communicate, compare, measure, organize, find patterns, relate one observation to another, and integrate math within developing science concepts. Students will use these skills to develop math and science activities and lesson plans for use in their practicum experiences, future classrooms, and particular grade-level interests.

## ED126 Tutoring Certification I

2 credits
(10 lec, 30 lab hrs total)
Provides techniques for acquainting adults with basic communications and computational skills. Lecture and laboratory includes practice in tutoring adults in reading, writing, and mathematics.
Prerequisite: Instructor consent.

## ED127 Tutoring Certification II

2 credits
(2 lec hrs/wk for 5 wks and
3 lab hrs/wk for 10 wks )
Provides techniques for acquainting adults with basic communication and computational skills. Lecture and laboratory includes practice in tutoring adults in reading, writing, and mathematics.
Prerequisite: ED126 with a "C" or better.

## ED128 Tutoring Certification III

2 credits
(2 lec hrs/wk for 5 wks and
3 lab hrs/wk for 10 wks )
Provides techniques for acquainting adults with basic communication and computational skills. Lecture and laboratory includes practice in tutoring adults in reading, writing, and mathematics.
Prerequisite: ED127 with a "C" or better.

## ED130 Comprehensive Classroom Management

3 credits
(3 lec hrs/wk)
This course provides current theory and methodology effective in managing small and large groups of students so that those students choose to be productively involved in instructional activities. Major factors or skill areas of effective classroom management will include: 1) understanding students; personal/psychological and learning needs, 2) establishing positive teacher-student relationships, 3) implementing instructional methods that facilitate optimal learning, and 4) using organizational and group management methods that maximize on-task student behavior.

## ED133 Instructional Media and Materials 3 credits <br> (3 lec hrs/wk)

This course covers the preparation and use of instructional media and materials commonly found in public schools. An introduction to computers and other learning technologies; and how to design lessons using these materials will be included. Students will develop an understanding of the place for and importance of instructional tools in the implementation of curricular programs.

ED169 Overview of Students with Special Needs 3 credits
(3 lec hrs/wk)
An introductory course covering the handicapping and medical conditions that teachers in the public and private sector must be able to recognize and understand in order to plan accordingly. The following are special conditions which may be covered: learning disabled, mentally retarded, severely emotionally disturbed, speech and language impaired, vision and hearing impaired, physically handicapped, other health impairments, autism, traumatic brain injuries, Tourette's syndrome, and attention deficit disorder. Although not a handicapping or medical condition, the needs of at-risk youth and techniques for teaching students for whom English is a second Ianguage will be presented. This course is al so offered on-line.

## ED258 Multicultural Education

## 3 credits (3 lec hrs/wk)

A course that will introduce the student to anti-bias curriculum. Students will be instructed in how to creatively value diversity and help children respect each other as individuals; confronting, transcending and eliminating barriers based on race, culture, gender, or ability.

## ED265 Assisting Students with Special Needs

## 3 credits <br> (3 lec hrs/wk)

This course covers clinical aspects of working with elementary and secondary level children with special needs. Students will receive instruction in various medical, physical therapy, and occupational therapy assistive techniques. Students will also receive instruction in techniques to assist children experiencing speech/vision/hearing disabilities, as well as approaches to ensure personal and classroom safety.
Prerequisite: ED269 with a "C" or better.
ED266 Current Issues in Special Education 3 credits (3 lec hrs/wk)
This course will provide students with field experience opportunities in elementary and secondary public and private school settings. Students will gain experience working with children and assisting with the supervision of daily activities in the school setting. They will have the opportunity for observation/ assessment, to practice guidance techniques, and for an orientation to the various roles of the teaching assistant in school settings.

ED269 Educating the Mildly and Severely Disabled 3 credits
(3 lec hrs/wk)
This course covers theories and effective techniques for working with students with disabilities. Students will receive instruction in various educational approaches based on various types of special needs. Students will also learn about services and funding provided for children with mild to severe disabilities, legal issues, and family dynamics.

## ED270 Practicum I

3 credits (1 lec, 6 lab hrs/wk)
This course will provide students with field experience opportunities in elementary and secondary public and private school settings. Students will gain experience working with children and assisting with the supervision of daily activities in the school setting. They will have the opportunity for observation/ assessment, to practice guidance techniques, and for an orientation to the various roles of the teaching assistant in school settings.
Students will be required to obtain a valid first aid and CPR card and required to complete a criminal history check prior to enrolling in this course
Prerequisite: ED101 with a "C" or better.

## ED280 Cooperative Work Experience

## 1-4 credits (3-12 hrs/wk)

Cooperative Work Experience in education is a course which provides students with the opportunity to gain practical experience in applying teaching or tutoring methods and techniques. The course also allows students to explore the field of public education as a possible career choice.
Prerequisite: Instructor consent.

## ELECTRONICS

## ELEC101 Electronic Processes

3 credits (6 lec-lab hrs/wk)
This course is designed to introduce students to electricity technology as it applies to devices and circuits used in electronic communication, computers and computer interfaces, and manufacturing systems. The course emphasizes fundamental electronic concepts, theory, and practices. Students learn to apply concepts and theory to practical applications and verify results using a variety of electronic test equipment. Students also learn procedures and practices necessary to maintain a safe working environment.

## ENGINEERING, GENERAL

## ENGR111 Engineering Orientation

## ENGR112 Engineering Computation

3 credits
(2 lec, 3 lab hrs/wk)
Introduction to solution of engineering problems by means of programmed numerical methods. Exposure to fundamentals of computational systems, logical analysis, algorithm development, and program input/output design. A higher-level programming language will be presented and utilized.
Prerequisite: MTH111 with a " $C$ " or better.
ENGR201 Electrical Fundamentals I
3 credits (3 lec hrs/wk)
Topics include: circuit variables and elements, simple resistive circuits, techniques of circuit analysis, applications of operational amplifiers, inductors and capacitors, first-order circuits.
Prerequisite: PH213 with a "C" or better.

## ENGR202 Electrical Fundamentals II

## 3 credits

(3 lec hrs/wk)
Topics include: first-order and second-order circuits, analysis methods and power calculations for sinusoidal steady-state circuits, balanced three-phase circuits, mutual inductance and transformers.
Prerequisite: ENGR201 with a "C" or better.

## ENGR203 Electrical Fundamentals III

## 3 credits

(3 lec hrs/wk)
Topics include: Laplace transforms and their applications to circuit analysis; frequency-selective circuits, active filter circuits; Fourier series, Fourier transforms and their applications to circuit analysis; two-port circuits.
Prerequisite: ENGR202 with a "C" or better.

## ENGR211 Statics

3 credits (3 lec hrs/wk)
Topics include: equilibrium of particles, equivalent force systems, equilibrium of rigid bodies, distributed forces and centroids, structures and machines, beams and cables.
Prerequisite: PH213 with a "C" or better.
ENGR212 Dynamics
3 credits (3 lec hrs/wk)
Topics include: kinematics and kinetics of particles, systems of particles, kinematics and kinetics of rigid bodies, work-energy and impulse momentum relations.
Prerequisite: ENGR211 with a "C" or better.
ENGR213 Strength (Mechanics) of Materials 3 credits (3 lec hrs/wk)
Topics include: stress and strain in deformable bodies, material effects caused by axial loading, torsion, pure bending, and transverse loading; transformation of stress; combined stress states; statically-indeterminate systems; beam deflection; column instability.
Prerequisite: ENGR211 with a " $C$ " or better.
ENGR245 Engineering Graphics and Design 3 credits (2 lec, 3 lab hrs/wk)
An introductory engineering graphics course. A computer-aided drawing (CAD) application will be presented and utilized. An engineering design project will be incorporated.
Prerequisite: MTH111 with a "C" or better.

## ENVIRONMENTAL TECHNOLOGY

## ENV102 Introduction to Water Resources

3 credits
(3 lec, 1.5 lab hrs/wk)
This course examines the role of water in the natural world and in modern society. Students will be introduced to general principles of hydrology and stream and channel morphology. Management of water resources, including supply, distribution, uses, conservation, protection, waste water treatment, and pollution, will be examined, with emphasis on Oregon and local water resources, problems, and governance. Offered every other year.

## ENV145 Environmental Sampling

3 credits (2 lec, 4 lab hrs/wk)
A lecture and laboratory course designed to provide students with the knowledge and field experience in environmental sampling. This course will cover fundamentals of sampling for various environmental parameters including water, soils, riparian or other habitat and biota. Emphasis will be placed on the accurate collection of data with the use of common field and laboratory techniques used in environmental monitoring. Students will learn the importance of data management analysis and reporting. Offered every two (2) years.

## ENV148 Conservation of Environmental Resources

## 3 credits (3 lec hrs/wk)

This course examines the need, importance, and philosophy of conservation in a contemporary world. Human dependency on an understanding of ecological principles and natural systems are emphasized. Topics to be discussed include natural resource classification; history, importance, and current methods of conservation; resource management issues; citizens' role in conservation; and prospects for the future. Current environmental issues are discussed from a local, national, and global perspective. This course is designed to increase student awareness of the importance of conservation as a social and behavioral science, and to increase student participation in natural resource conservation. This course is offered every other year.

## ENV235 Introduction to Soil Science

3 credits (2 lec, 3 lab hrs/wk)
An introduction to the physical, chemical, and biological properties of soil as influenced by climate and geologic processes. Emphasis is placed on the understanding of soil processes and includes issues of disturbance, erosion, productivity, and conservation. The behavior of water in soil and soil-water interactions will also be discussed. Offered every other year.

## FIRE SCIENCE TECHNOLOGY

## FS996Q Fire Science Driver

2 credits
(18 lec, 12 lec-lab hr/total)
This course is designed to provide firefighter students with concepts in emergency driving, defensive driving, Oregon law/policies, and vehicle maintenance. Students will also receive skills and knowledge to drive and maintain emergency vehicles.

FS5230/5231/5232 Company Drills, Part A, B, C 1.5 credits (1 lec, 1 lec-lab hr/wk) Course is designed to provide second-year fire science students with the opportunity to gain an awareness of the various types of emergencies which they may encounter as professional firefighters. Each scenario is somewhat limited in scope, yet should stimulate the student to further develop needed skills and self-study to help them prepare for potential incidents.
Prerequisites: FS5244, FS5245 and FS5246 with a "C" or better and instructor consent.

## FS5244 National Fire Protection Association

(NFPA) Firefighter I, Part A: Entry Level
Firefighter Training Program
3.5 credits (3 lec, 1.5 lab hrs/wk)

This course is designed to provide the beginning fire science student with the basic knowledge and hands-on skills necessary to be involved in fire suppression activities under the direct supervision of a skilled firefighter. Oregon's Department of Public Safety Standards and Training (DPSST) establishes this level as meeting the requirements for paid and volunteer firefighters to be actively involved in fire suppression activities. This course meets the performance-based objectives established in the National Fire Protection Association (NFPA) Standard 1001, Standard for Firefighter Professional Qualifications, and NFPA Standard 1403, Entry Level Firefighter Training Program.

## FS5245 National Fire Protection Association

 (NFPA) Firefighter I, Part B3 credits (2.5 lec, 1 lec-lab hrs/wk)
This course, along with NFPA Firefighter I, Part A is designed to provide the beginning fire science student with the basic knowledge and hands-on skills necessary to be involved in fire suppression activities under the direct supervision of a skilled firefighter.

## FS5246 National Fire Protection Association

(NFPA) Firefighter II
3.5 credits (3 lec, $1 \mathrm{lab} \mathrm{hr} / \mathrm{wk}$ )

The purpose of this course is to provide the more skilled fire science student with the "intermediate" knowledge and hands-on skills necessary to be involved in fire suppression activities under the general supervision of a skilled officer. Students completing this course have met the NFPA 1001 standards for certification as NFPA Firefighter IIs. Prerequisites: FS5244 and FS5245 with a "C" or better.

FS5253 Fire Apparatus and Equipment
3 credits
(2.5 lec, 1 lec-lab hrs wk)

This course provides students with information on care and preventive maintenance of emergency vehicles, safe operating practices, and techniques necessary for safely pumping water from various types of engines. This course meets part of the training requirements for NFPA Apparatus Operator (NFPA Standard 1002). FS5257 completes the training requirements for NFPA Apparatus Operator.
Prerequisite: FS5240 or FS5244 with a "C" or better.
FS5254 Introduction to Fire Protection
3 credits
(3 lec hrs/wk)

This course introduces the student to different aspects of the fire protection career field. It is primarily intended for the person who wishes to become a firefighter. This class is considered the foundation course for all of the fire science technology students. Included is an overview of aspects of the hiring/selection process, fire protection opportunities other than structural firefighter positions (emergency medical technician, wildland firefighter, airport firefighter, search and rescue team members, fire prevention, etc.) and resources utilized in the fire service. Also, the students will be introduced to the concept of the systems approach to fire protection by presenting the components of modern fire department responsibility, including: emergency incident management, public education, training, resource management, and customer service.

## FS5257 Fire Service Hydraulics

3 credits (3 lec hrs/wk)
The goal of this course is to present and explain the different formulas and methods for correctly calculating engine pressure during pumping operations. It is vital to safe and effective fire ground operations that the driver/operator be able to properly calculate engine pressures while operating a pumper.

## FS5259 Fire Organization and Command

3 credits (3 lec hrs/week)
The course is designed to provide students with basic concepts of organizational structure and command sequences associated with emergency scene management. Students will receive training on basic elements of the Incident Command System (ICS), preparation for company officer emergency scene management, and decision making process for managing company tactical operations (MCTO).
FS5276 S-130/190 Wildland Firefighter Type II 3 credits (33 lec, 7 lab hrs/total) This entry-level course is designed to train new firefighters in basic wildland fire fighting skills. Firefighters successfully completing this course will be qualified to suppress wildland fires under close supervision. This course comprises four separate wildland classes; I-100 (Introduction to Incident Command System), S-130 (Basic Wildland Firefighter Training), S-190 (Introduction to Fire Behavior) and PMS-416 (Standards for Survival). This training is required for all personnel prior to certification as a Firefighter (Type 2) under the National Wildfire Coordinating Group (NWCG) wildland qualification system.

FS5279 S-212 Wildfire Powersaws

2 credits
(20 lec, 8 lab hrs/total)
The course is a "skill" course that is designed to instruct prospective chain saw operators in the Job Performance requirements (JPR's) of the wildfire powersaw operator position.

## FS5280 Cooperative Work Experience

## 1-3 credits

(3-9 hrs/wk)
Maximum of 6 credits applicable toward degree. This course consists of a planned program of observation and practical experience in a selected organization within the fire suppression field, or with an organization whose work is related to firefighting. This course is designed to give fire science degree students actual field experience and the opportunity to apply fire science concepts, theory, and training in field situations.
Prerequisite: Instructor consent.

## FS5282 Fire Codes and Related Ordinances

## 3 credits <br> (3 lec hrs/wk)

Provides students with basic knowledge of federal, state and local codes related to building construction, fire and life safety requirements, and other codes. Includes Oregon state fire marshal fire safety regulations and related state requirements. National Fire Protection Association (NFPA) and other standards related to fire prevention and life safety are examined. Also covered is an examination of possible fire conditions within construction of buildings, which can cause problems for firefighters.

FS5289 Legal Aspects of the Fire Service
3 credits
(3 lec hrs/wk)
Provides students with firefighters' legal responsibilities regarding operating emergency vehicles and other fire protection activities. Course also examines firefighters' rights, duties, liabilities, and participation in legal activities, including state fire marshal and OSHA laws related to fire protection.

## FS9175 Firefighter Safety

3 credits
(30 lec, 12lec/lab hrs/total)
Course is designed to explore all aspects of firefighter safety. Firefighters are subjected to hazards on the fire ground, during training, en route to an incident, at the station, and at other incidents which can result in injury or death. Students will explore those safety hazards and possible mitigation techniques for ensuring their safety.

## FS9320 Hazardous Materials Awareness

## 0.5 credit <br> (9 lec hrs total)

This course prepares "first responders" (fire, EMS, Iaw enforcement personnel) who, in the course of their normal duties, could be the first on the scene of an emergency involving hazardous materials (HAZMAT). First responders at the awareness level are expected to recognize the presence of HAZMAT, protect themselves, call for trained personnel, and secure the area. This course meets the training standard for competencies for the First Responder at the awareness level as outlined in NFPA Standard 472 and OSHA 1910.120.

## FS9321 Hazardous Materials Operations

1 credit
(16 lec hrs total)
This course prepares "first responders" (fire, EMS, law enforcement personnel) who, in the course of their normal duties, could be the first on the scene of an emergency involving hazardous materials (HAZMAT). In the event of a HAZMAT incident, first responders at the operations level are expected to respond in a defensive fashion to control the release from a safe distance and keep it from spreading. This course meets the training standard for competencies for the First Responder at the operations level as outlined in NFPA Standard 472 and OSHA 1910.120.
Prerequisite: FS9320 with a "C" or better.

## FOREIGN LANGUAGE

Note: Effective for everyone graduating from high school in 1997 (and thereafter), all Oregon University System institutions requires two years of high school second language for admission. This admission requirement can also be satisfied by two quarters (or semesters) of a college-level second language or demonstrated proficiency in a second Ianguage.

If a student graduated from a high school in spring 1997 or later and has not completed two years of a high school language, he/she should complete at least two quarters of a second language sequence at Southwestern. For additional information, contact an advisor or counselor.

## FR101/102/103 First Year French

4 credits/term (4 lec hrs/wk)
Introduces the French language through pronunciation, grammar, reading, writing, and conversation. The emphasis is on survival communication skills. Must be taken in sequence.

## GER101/102/103 First Year German

4 credits/term (4 lec hrs/wk)
Introduces the written and spoken language of German-speaking people. Includes pronunciation, grammar, vocabulary, and comprehension. Emphasizes speaking, listening comprehension, reading comprehension and writing. Must be taken in sequence.

GER198/298 Independent Study in German
1-4 credits/term (hrs to be arranged)
Prerequisite: Instructor consent.
GER201/202/203 Second Year German
4 credits/term
(4 lec hrs/wk)
Continues the review and expansion of language, grammar, conversation, composition, and culture. Emphasizes speaking, listening comprehension, reading comprehension, and writing. Must be taken in sequence.
Prerequisite: GER103 or two years of high school German.

## SPAN0521 Beginning Conversational Spanish

3 credits (3 lec hrs/wk)
The student develops conversational Spanish vocabulary including necessary grammar for those with knowledge in Spanish.

## SPAN0522/0523 Intermediate/Advanced Conversational Spanish

3 credits (3 lec hrs/wk)
The student develops conversational Spanish vocabulary and necessary grammar for those with knowledge in Spanish. Emphasis is on fluency and pronunciation.

## SPAN101/102/103 First Year Spanish

## 4 credits/term (4 lec hrs/wk)

Introduces the written and spoken language of Spanish-speaking people. Includes pronunciation, grammar, vocabulary, and comprehension. Emphasizes speaking, listening comprehension, reading comprehension, and writing. Must betaken in sequence.

SPAN198/298 Independent Study in Spanish
1-4 credits (hrs to be arranged)
Prerequisite: Instructor consent.
SPAN201/202/203 Second Year Spanish
4 credits/term (4 lec hrs/wk)
Continues the review and expansion of language, grammar, conversation, culture, and composition. Emphasizes speaking, listening comprehension, reading comprehension, and writing. Must betaken in sequence.
Prerequisite: SPAN103, two years high school Spanish or instructor consent.

## FOREST RESOURCES TECHNOLOGY

## F141 Tree and Shrub Identification

## 3 credits <br> (2 lec, 3 lab hrs/wk)

Learn to identify the principal forest trees of North America, and the principal trees and shrubs of the Pacific Northwest. Also learn about forested regions of the world, and the structure and function of forest plants.

## FW251 Principles of Wildlife Conservation

## 3 credits

(3 lec hrs/wk)
This course will give the student first-hand knowledge and laboratory experience related to some of Oregon's fish, wildlife, and forest resources with an emphasis on the relationships between water quality, fish, and forest practices. The latest studies will be presented and analyzed in relation to physical and economic feasibility.

## GENERAL SCIENCE

A sequence in General Science must include GS104 and GS105 plus either GS106, GS107, or GS108.

GS104 Physical Science
4 credits
(3 lec, 3 lab hrs/wk)
This course provides an overview of the essential ideas in physics with an emphasis on the laws of motion, work, and energy, heat and temperature. The topics are presented through an activity-based learning pedagogy.
Prerequisites: MTH70 and WR90 with a " $C$ " or better.

GS105 Physical Science
4 credits (3 lec, 3 lab hrs/wk)
This course is an introduction to the elementary facts and ideas of chemistry and also a brief survey of the broader world of chemistry and its contributions to modern technology. Several environmental issues will be developed as a framework for learning chemistry. The course will cover atomic structure, properties of the elements, chemical reactions, molecular structure, chemical bonding, atmospheric chemistry, solution chemistry, and selected topics in organic and biochemistry.
Prerequisites: MTH70 and WR90 with a " C " or better.

## GS106 Introduction to Earth Science

4 credits (3 lec, 3 lab hrs/wk)
Introduces various branches of earth science. Includes basic terminology, fundamental processes and respective interrelationships. Discusses rock and mineral formation, plate tectonic theory, volcanism, earthquakes, surficial processes, and geological time. Includes laboratory component. Credit cannot be earned for this course and G221.

## GS107 Astronomy

4 credits (3 lec, 3 lab hrs/wk)
A descriptive treatment of the solar system, stars, stellar evolution, galaxies, and cosmology. The results of current space missions are emphasized. Recent discoveries in stellar astronomy will be discussed.
Prerequisite: MTH70 with a "C" or better.

## GS108 Oceanography

4 credits (3 lec, 3 lab hrs/wk)
Studies the ocean and its phenomena. Discusses the chemical, biological, geological, and physical nature of the oceans, the ocean floor, and shoreline. The course also includes sedimentation, volcanism, plate tectonics, and other geological aspects of the oceans.

## GEOGRAPHY

## GEOG105 Cultural Geography

3 credits (3 lec hrs/wk)
This course examines the nexus of human and environmental interaction. We will consider issues such as the origins of domestication of animals and plants for food, economic development and underdevelopment, environmental racism, and the geographic origins of cultural differences.

## GEOG265/CS125GIS Introduction to Geographic Information Systems

3 credits (2 lec, 3 lab hrs/wk)
This course is designed to introduce students to the principles and practices of GIS, while providing experience using a contemporary GIS software package. This course will develop both a theoretical understanding of GIS and experience in accessing GIS datasets. Students will be exposed to raster and vector GIS. Students are expected to be comfortable using DOS and Windows.
Prerequisite: CIS131 with a " $C$ " or better.

## GEOLOGY

## G145 Regional Field Geology

## 1-3 credits (variable hrs)

A field study of significant geologic features of a selected region. The course consists of a field trip arranged to illustrate the geologic setting, stratigraphy and structure, topography, age and origin, significant events through geologic time, and special features unique to the region. Students are expected to demonstrate a knowledge of the geologic section for the region and to submit a report of their studies. An introductory lecture surveys key issues prior to the site visit. A summary lecture follows the site visit. The three-credit course does not have a separate lecture component. The lecture component is included in the ten-day trip. Also offered as G0250 for no credit or grade.

## G146 Geology of Southwestern Oregon

3 credits (3 lec hrs/wk)
Studies the physical and historical features of southwestern Oregon. Examines the geological setting, age and origin, stratigraphy, structure, and topography. Includes the sequence of events and geologic features of the Coast Range and Klamath Mountain provinces of southwestern Oregon. The major geologic aspects of each city in the region are emphasized.

## G198/298 Independent Study in Geology

1-6 credits (1-6 hrs/wk to be arranged)
Prerequisite: Instructor consent.

## G201 Physical Geology I

4 credits
(3 lec, 3 lab hrs/wk)
A study of the nature of the earth and earth materials, geologic structures, fundamental geologic principles, and physical processes acting within and upon the earth. Laboratory exercises and field trips are required.
Concurrent: G145 or G0250.

## G202 Physical Geology II

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

A systematic study of fundamental geologic principles and the natural processes acting within and upon the earth, basic earth materials, the origin of the earth and its oceans, the nature of the interior and superficial earth, geologic time, natural resources and the inter-relationships of people and their natural environment. Laboratory exercises include studies of minerals, rocks, topographical maps, and geological maps, as well as field trips to areas of geologic interest. Concurrent: G145 or G0250.

## G203 Historical Geology

4 credits (3 lec, 3 lab hrs/wk)
A study of the physical and historical nature of the earth through time. Includes principles of historical geology, geologic time, the sequence of tectonic changes, stratigraphic relations, paleogeographic environments and major events through time, and the progression of plant and animal life through time. Laboratory exercises and field trips are included.
Concurrent: G145 or G0250.

G207 Geology of the Pacific Northwest
3 credits
(3 lec hrs/wk)

Geology of the Pacific Northwest introduces the regional geology of the Pacific Northwest with an emphasis on Oregon geology. The course includes a basic overview of geologic principles, earth materials, and development of the geologic history of Pacific Northwest provinces.

## G220 Prehistoric Life

3 credits (3 lec hrs/wk)
Nature and classification of prehistoric life, its stratigraphic significance, fossilization, evolutionary mechanisms and patterns, functional morphology and paleoecology. Identification of significant fossil invertebrate genera is emphasized.

## G221 General Geology

## 3 credits (3 lec hrs/wk)

Introduces various branches of earth science. Includes basic terminology, fundamental processes and respective interrelationships. Discusses rock and mineral formation, plate tectonic theory, volcanism, earthquakes, surficial processes, and geologic time. Credit cannot be earned for this course and GS106.

## G246 Geological Hazards and Natural Catastrophes <br> 3 credits <br> (3 lec hrs/wk)

The causes and effects of earthquakes, tsunamis, landslides, ground subsidence and collapse, floods, storms, coastal erosion, and volcanic eruptions. The possibilities for prediction and mitigation will be examined, as will the potential for natural hazards in Oregon.

## HEALTH AND FIRST AID

## FN225 Nutrition

4 credits
(4 lec hrs/wk)
This course focuses on the study of basic nutrition principles and newer scientific investigations of optimal diet for health. A review of present-day nutrition problems is included. The course is valuable for home economic, nursing, physical education, food service, dental hygiene, and childhood education majors.

## HE9359 Responding to Emergencies <br> 1 credit <br> (6 lec, 5 lab, 12 lec-lab hrs/total)

Teaches the First Aid skills the citizen responder will need in order to act as first link in Emergency Medical Services (EMS) system. It will provide the citizen responder with the knowledge and skills necessary in an emergency to help sustain life, reduce pain, and minimize the consequences of injury or sudden illness until professional medical help arrives. The course content and activities will prepare participants to recognize emergencies and make appropriate decisions for first aid care. The course includes emphasis on prevention of injuries and illness, with a focus on personal safety and CPR.

## HE9380 Cardiopulmonary Resuscitation (AHA or Red Cross)

0.5 credit (4 lec, 6 lab hrs total) Developed to teach skills and background of application of CPR in cardiac arrests, clearing an airway obstruction of a choking victim, and recognizing the aforesaid situation. Red Cross and/or American Heart Association certification.

## HE9381 Standard First Aid

0.5 credit (5 lec, 5 lab hrs total)

Designed to teach a good basic knowledge of First Aid for the immediate and temporary care of the sick and injured prior to the arrival of summoned medical treatment. This course meets the standard requirements of OSHA, yet exceeds with CPR (Cardiopulmonary Resuscitation).

## HE9424 Hospice Training

## 3 credits (3 lec hrs/wk)

This course prepares adults to work with hospice clients (terminally ill persons and their families) as hospice volunteers. Attendees learn with history and principles of hospice care, common experiences of hospice clients as they move through the dying and bereavement processes, and skills needed to carry out the volunteer role. Although this course focuses primarily on interpersonal interventions and activities; personal and cultural reactions to death and dying are included. Also offered as HE9419 for approved volunteer training.
HE198/298 Independent Study in Health
1-3 credits (hrs to be arranged)
Prerequisite: Instructor consent.
HE201 Exploring Death and Dying
3 credits
(3 lec hrs/wk)

This class deals with death on a personal level. Historical, psychological, socio-cultural, epidemiological, and developmental aspects including current issues on death and dying are discussed by the class as a group and sharing personal experience is encouraged. Also offered as HE0575 for approved volunteer training.

## HE250 Personal Health

3 credits (3 lec hrs/wk)
HE250 is a basic personal health class dealing with current health trends and issues in the United States. The course will include information on mental, emotional, and social health and behavior aspects. Physical health including nutrition, weightmanagement, physical conditioning, environmental health, sexually transmitted disease, cancer and aging, drug education (including tobacco, alcohol, and psycho-active drugs), and cardiovascular disease will be reviewed.

HE252 Standard First Aid and CPR for the

## Professional Rescuer

3 credits (3 lec hrs/wk)
This course follows the American Red Cross, American Heart Association, and OSHA requirements to prepare the student with knowledge, skill, and techniques necessary to recognize and provide care in first aid, respiratory, and cardiac emergencies, using the latest

CPR and emergency cardiac care guidelines. Students learn how to perform rescue breathing, one-rescuer and two-rescuer CPR, how to use airway adjuncts (bag-valve-mask, oxygen administration), and how to operate an Automated External Defibrillator (AED). American Red Cross Professional Rescuer and First Aid certification is given upon completion of course requirements.

## HEALTH OCCUPATIONS AND EMERGENCY MEDICAL TECHNICIAN

## HE9404 Emergency Vehicle Driver

1 credit
(10 lec, 2 lec-lab hrs/total) This course covers various topics which address both past and potential causes of emergency vehicle problems. The information provided demonstrates where vehicle shortcomings can be found during operation and suggests ways to operate the vehicle within safe ranges.

## HE9424/HE9419 Hospice Training

3 credits (3 lec hrs/wk)
This course prepares adults to work with hospice clients (terminally ill persons) and their families as hospice volunteers. Attendees learn the history of principles of hospice care, common experiences of hospice clients as they move through the dying and bereavement processes, and skills necessary to be effective in the volunteer role. Although this course focuses on interpersonal interventions and activities; personal and cultural reactions to death and dying are included.

## HE9433/9443 Emergency Medical Technician-

 Basic (Refresher)2.5 credits (20 lec, 16 lec-lab hrs total)

This course is considered to be a "refresher course" for those students who have previously completed an EMT-Basic course, yet were unable to pass the state written and/or the practical examination. This course prepares selected individuals for the certification process in Oregon as an Emergency Medical Technician - Basic.
Prerequisites: HE257(A/B) or HE928(A/B) with a "C" or better.

## HE257/928 Emergency Medical Technician-

## Basic (A/B)

10 credits (4 lec, 3 lab, hrs/week)
This course prepares individuals for certification in Oregon as an Emergency Medical Technician-Basic. Develops skills in recognition of symptoms of illness and injuries and proper procedures of emergency care. HE928 is for volunteers not pursuing the EMT oneyear Certificate.
Prerequisites: Students are required to complete a special application and meet minimum entrance requirements to register for the course. Application information can be obtained through the EMT Program Coordinator's Office or the Student Services Office.

HE258/931 Emergency Medical TechnicianIntermediate (A/B)
8 credits
(3.8 lec, 2.2 lab hrs/week)

This course prepares individuals for certification in Oregon as an Emergency Medical TechnicianIntermediate. The course covers theory and practice of procedural responsibilities delegated to the EMTIntermediate. The course incorporates discussion, demonstration, and practical application of the following: roles and responsibilities, patient assessment, oxygenation, ventilation, airway adjuncts, shock, intravenous and intraosseous therapy, basic ECG monitoring, defibrillation, pharmacology and EMT-Intermediate protocols. Upon successful completion of the EMT-Intermediate curriculum course, a student will be eligible to sit for the state EMT-Intermediate certifying examinations, ventilation, airway adjuncts, defibrillation, shock, intravenous and intraosseous infusions, defibrillation and basic ECG monitoring, pharmacology and medications, and protocols.
Prerequisite: HE258A or HE931A with a "C" or better.

## HE260/9360 First Responder

3 credits (30 lec, 10 lab hrs total)
This course prepares students for certification as a First Responder. The course offers training designed to improve the quality of emergency care rendered to victims of accidents and illness. Students are taught to be proficient in providing basic life support, and to take actions necessary to minimize patients' discomfort, and to prevent further complications. Must be at least 16 years of age.

## HE262 CPR Instructor Training (AHA)

## 2 credits

(22 lec hrs total)
Learn how to teach CPR. Review basic life support, both theory and application. Practice methods, materials and techniques used in CPR courses. Successful completion provides Instructor Certification and/or Recertification.
Prerequisite: Current certification in Cardiopulmonary Resuscitation by the Oregon Heart Association (BLS Course-Level C).

## HE280E EMT Field Experience

1 credit (33 lab hrs total)
This course consists of a planned program of observation and practical experience with an organization providing emergency medical services. The course is designed to provide students with experience and an opportunity to apply emergency medical concepts and theory in a field situation.
Prerequisites: HE257A and HE258B (HE928A and HE928B) or HE258A and HE285B (HE931A and HE931B) and instructor consent. (May be taken concurrently.)

## HE942 Introduction to Emergency Medical Services

3 credits
(3 lec hrs/wk)
This course covers the role and responsibilities of the Emergency Medical Technician - Paramedic (EMT-P), emergency medical services (EMS) systems, medical-legal considerations, major incident response, hazardous materials awareness, stress management, and blood-borne pathogens/communicable diseases ,and safety precautions.

HE943 Emergency Medical Technician Rescue
3 credits (2 lec, 3 lab hrs/wk, 11TBA lab hrs total)
This course covers elementary procedures of rescue practices, systems, components, support, and control of rescue operations including ladder procedures and basic rescue tools. Introduction to techniques and tools of patient extrication, emphasizing application to traffic accidents, as required for paramedical certification.

## HE944 Emergency Communication and Patient <br> Transport

3 credits (2 lec, 3 lab hrs/wk)
This course covers ambulance operation, laws, maintenance, and safety; emergency response driving and route planning; communication systems, radio types, HEAR system, codes, and correct techniques.

## HISTORY

HST101/102/103 History of Western Civilization
3 credits/term (3 lec hrs/wk)
Sequence need not be taken in order.
HST101 - Introduces the knowledge, culture, and traditions of the Western World from the rise of civilization in the Near East to the emergence of medieval European civilization, and its transformation by the Renaissance and the Reformation.
HST102 - This course traces the Western World's history from the Protestant Reformation of the 16th century through the French Revolution of the late 18th century.
HST103 - This course traces the Western World's knowledge, culture, and political-economic development from the early 19th century to the present day.

## HST104 History of the Middle East

## 3 credits

(3 lec hrs/wk)
A survey of Middle Eastern history with emphasis on modern, post-World War II era. Course will include geographic, religious, political, and cultural issues of the region. Also offered as HST0250 for no credit or grade.
HST198/298 Independent Study
1-3 credits/term (hrs to be arranged)
Prerequisite: Instructor consent.
HST201/202/203 History of the United States

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

Sequence need not be taken in order.
HST201 - The United States from colonial times to the mid-19th century just prior to the Civil War. Introduces students to major themes of American social, economic, cultural and political history.
HST202 - Major social, economic, political and cultural developments from the mid-19th century to the 1920s.
HST203 - Major social, economic, political and cultural developments from 1914 to the present.

## HST215 History of World War II

## 3 credits (3 lec hrs/wk)

This course traces the causes, progression, and results of World War II, including political, social, and military development.

## HORTICULTURE

## HORT8122 Greenhouse Crops

## 4 credits

(3 lec, 3 lab hrs/wk)
This course will introduce students to the environmental influences on plant growth, crop scheduling, greenhouse structures, and equipment. It will also cover the selection, propagation, commercial production, and garden management of herbaceous perennial plants.
Prerequisite: HORT130.

## HORT100 Introduction to Horticulture

## 4 credits

(3 lec, 3 lab hrs/wk)
This course is designed to offer students a general background in the basic principles of plant reproduction, growth, and development as they apply to a wide range of horticulture crops and the industries related to production, marketing, maintenance, and utilization of horticulture crops. Laboratory (greenhouse) activities include plant propagation, plant growth manipulations, maintenance, and greenhouse environmental control. Students will be introduced to career opportunities with the many varied horticulture industries.

## HORT123 Landscape Maintenance

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

This course is designed to introduce students to all phases of turf and landscape maintenance. Students learn how to select appropriate plant and turf types, prepare growing beds, seed and transplant turf and landscape areas, recognize growth deficiencies and disease, and to maintain turf and landscape areas. Laboratory activities provide hands-on opportunities for students to prepare, establish, renovate, and maintain sodded and seeded areas.

## HORT130 Plant Propagation

3 credits (2 lec, 3 lab hrs/wk)
This course is designed to introduce students to all facets of plant propagation including methods of propagating by seeds, bulbs, divisions, layers, cutting, budding, grafting, and micropropagation. Students learn about timing, technique, and materials for making cuttings; temperature and media requirements for rooting plants; and seedbed preparation. Various propagating structures, soils, and fertilizer requirements will be discussed, as well as its application to the southern coast of Oregon.
Prerequisite: HORT100.
HORT210 Landscape Design Theory
2 credits (2 lec hrs/wk)
Functional and aesthetic aspects of landscape planning as a basis for design decisions affecting the built environment; the site planning process; history of Iandscaping planning; and case studies.

HORT226 Landscape Plant Materials
3 credits
(3 lec hrs/wk)
The identification of trees, shrubs, vines, and ground cover used in Iandscape horticulture.

HORT231 Landscape Irrigation and Drainage
3 credits
(2 lec, 2 lec-lab hrs/wk)
This course is designed to introduce students to all phases of turf and landscape irrigation and drainage systems. Students learn how to design, estimate, install, maintain, and troubleshoot irrigation and drainage systems. This course will emphasize the design and maintenance of efficient irrigation and drainage systems on golf courses and residential, commercial, and public parks facilities. Students are exposed to the components of sprinkler, micro-sprinkler and drip irrigation systems. Compliance codes and regulations, as they apply to the industry, are included.

## HORT280 Field Experience in Horticulture <br> 1-4 credits

(33-132 lab hrs/term)
The student is required to be employed in a full-time (paid or voluntary, 40-hour week) horticulture or horticulture-related position for an organization or company utilizing environmental principles, methods, techniques, and/or skills.

## HUMAN DEVELOPMENT

HD100 College Success and Survival
3 credits (3 lec hrs/wk)
This course is designed to assist the student in adjusting to the college environment and building academic skills and personal development to reach his/her educational goals. Students are exposed to interdisciplinary areas through evening seminars and develop critical thinking skills. This course is recommended for new and returning students to gain an understanding of what tools are needed to be successful in college.

## HD112 Study Skills

## 3 credits (3 lec hrs/wk)

A course designed to increase the student's success in college by assisting the student in obtaining skills necessary to reach his/her educational objectives. Students will be introduced to time management strategies, note taking, library usage, problem solving, exam strategies, muscle reading, and memory development. Additionally students will identify their primary learning style, and they will be assisted in identifying goals and the steps necessary to achieve those goals. This course is considered a supportive course.

## HD140 Career/Education Exploration

1 credit (1 lec hrs/wk)
Provides tools needed to make an informed career and educational decision. Includes interest testing; self-assessment of skills, values, and attitudes. Learn how to locate occupational information and relate it to making informed educational choices.

HD204 Eliminating Self-Defeating Behaviors (Increasing Success Attributes)
3 credits (3 lec hrs/wk)
Students learn success attributes which transcend college functioning and create success in life. Through guided journal assignments students apply success strategies while practicing writing skills. Students evaluate the maturity of their decisions, develop purposeful goals, identify and modify self-defeating patterns and limiting beliefs, and strengthen self-concept. The course emphasizes development of self-responsibility, self-motivation, self-management, mutually supportive relationships, inner awareness, active and lifelong learning, self-esteem, creative and critical thinking skills, and a positive experience of life.

## HD208 Career/Life Plan

3 credits (3 lec hrs/wk)
Students learn a process for career selection, emphasizing development as an on going process. Attention is given to self-assessment (skills, interests, values, attitudes, motivational patterns), decision- making models, job and career research techniques (including electronic resources), and development of a personal action plan. This course is considered a supportive course.

## HD215 Transfer Success

1 credit (2 lec-lab hrs/wk)
This class is designed to assist students in preparation for transfer to a college or university of choice. Course content will focus on understanding the different types of institutions, development of strategies for choosing a transfer institution, identification of resources to assist in the transfer process, choice of college and major, and strategies for obtaining financial aid. Students will be guided through the application process.
Concurrent: CIS0593.

## HUMAN DEVELOPMENT AND FAMILY STUDIES

HDFS140 Contemporary American Families 3 credits
(3 lec hrs/wk)
This course will provide an introduction to family studies. It will focus on the diversity of the American family today and a historical overview of changes in the family environment and structure over time. Students will become familiar with a variety of internal and external factors influencing families, such as parenting, violence, gender, divorce, remarriage, economics and culture.
Prerequisite: WR121 with a grade of " C " or better.

## HDFS222 Family Relations

3 credits
(3 lec hrs/wk)
A practical and theoretical course examining communication patterns and relationships between adults, adults and children, and within intimate personal relations (marriage, families, and couple relations). Emphasis is placed on understanding the role of the family and its consequent role in the development of the child, along with the development of practical application skills to use this knowledge base to conduct individualized home visits with families with young children.

## HDFS225 Prenatal, Infant, and Toddler Development

3 credits (3 lec hrs/wk)
This course introduces the principles of development, prenatal through two years of age. Emphasis will be on physical, intellectual, emotional, and social growth and development of young children.

## HDFS229 Development in Middle Childhood

3 credits
(3 lec hrs/wk)
This course includes the study of growth and development in six through twelve year old children. Emphasis will be placed on physical, cognitive, emotional, and social growth of the school-aged child.

## HDFS247 Preschool Child Development

## 3 credits (3 lec hrs/wk)

The principles of development as they apply to the young child ages two and one-half through five. Emphasis is placed on physical, cognitive, emotional, and social growth in children in this age group. Students gain experience in observation and assessment.

## HDFS285 Professional Issues in Early Childhood <br> Education

3 credits (3 lec hrs/wk)
Early childhood educators fulfill a diverse role in present society. This course prepares students to meet the many professional roles requiring knowledge of ethics, conflict resolution, advocacy, and understanding of how to influence the government process. Also covers the latest information available in child development, family studies, and changes in rules and regulations governing early childhood education programs.
Prerequisite: WR121 with a " $C$ " or better.

## HUMAN SERVICES

## HS100 Introduction to Human Services

## 3 credits

(3 lec hrs/wk)
An introductory course in the nature and scope of selected social problems in America and the relationship of these problems to the historical development of the human service system and human service organizations. This course will assist the student in exploring the field of human services as a possible career choice. Students will examine their values, interpersonal skills, and knowledge base related to becoming a competent professional.

## HS102 Drug Use, Misuse, and Addiction

3 credits
(3 lec hrs/wk)
This course examines drugs, their physiological and psychological effects as well as to prepare students for advanced classes in treatment and prevention of substance abuse. This course will cover some historical and social aspects of drug usage, but will focus primarily on physiological aspects of drugs.

## HS150 Self-Awareness and Interpersonal Skill

 3 credits(3 lec hrs/wk)
The student will take a candid look at the demands and rewards of working with people. Self-awareness and stress management techniques are essential for the effective human services professional. The student will examine their personal values, ethical standards, interpersonal, and decision-making skills. The material will be presented utilizing individual and small group experiences, lectures, and readings to explore personal growth, values clarification, prevention of professional burnout, and other subjects pertaining to the helping professions.and social aspects of drug usage, but will focus primarily on physiological aspects of drugs.

## HS154 Community Resources

## 3 credits

(3 lec hrs/wk)
This course addresses the history and organizational perspective of the development of Human Services institutions. The student will explore Human Service work as it relates to the client, worker, and workplace. Human Services community resources will be identified, and the student will learn the appropriate methods of identifying the client needs and referring the client to the available community resources. There will be an introduction to interviewing and relationship development skills.

## HS155 Interviewing Theory and Techniques

3 credits
(3 lec hrs/wk)
This course is designed to provide the student with the theoretical basis for effective interviewing techniques. Special emphasis will be placed on developing attending skills at the beginning level. Students will participate extensively in classroom role-plays as well as utilize audiotapes and video-recording. While this course is specifically designed for the developing human services worker, students of other disciplines can benefit greatly from participation. Multicultural examples will be included throughout the course.

## HS167/SOC230 Gerontology

## 3 credits <br> (3 lec hrs/wk)

This course presents an exciting and dynamic survey of the developmental process of aging. Students will examine the social, physical, emotional, spiritual, and cultural aspects which influence the experience of aging. coursework provides essential information for all who plan to work with elders, as well as an excellent opportunity to explore and promote a positive personal view of aging. Students will be introduced to the current theories, policies, and practices in gerontology and professional opportunities in the field. Concerns of practitioners and focus on service delivery and policy directions will also be addressed.

## HS168 Mental Health and Aging

3 credits (3 lec hrs/wk)
This course will present basic information regarding issues in mental health and aging that is grounded in an integrated, bio-psychosocial approach to human behavior. Specific organic and functional mental disorders will be studied within the context of the family and community. The course will present an inter-disciplinary approach to the care of the elder client. Also offered as HS0668 for no credit or grade.

## HS170 Introduction to Practicum

3 credits
(3 lec hrs/wk)
This course provides an opportunity for the necessary research and development of specific skills needed by human services students to select, succeed, and work in the field. It incorporates the exploration of human interactions in the workplace and organizations including work stress, supervision, ethics, cultural diversity, and social responsibility. Knowledge of verbal and written communication skills specific to human services will be emphasized as part of competent practice.
Prerequisite: HS100 with a "C" or better.

## HS200 Understanding Addictive Behavior

3 credits
(3 lec hrs/wk)
This course presents a concept for understanding addictions of any kind. This course examines a unifying addictions model and determines the implications that this has for recovery. The majority of the course will concentrate on the effects of addiction with youth and families. The focus is on family dynamics and the treatment of addictive families, with emphasis on principles of intervention with youth, juvenile assessment, and the addiction process for youth and families. The material will be presented in lectures, class exercises, reading assignments, group discussions, and examination.

## HS202 Counseling the Chemically Dependent Client <br> 3 credits (3 lec hrs/wk)

This course is designed to introduce students to the theory of addiction, dual diagnosis, and their inter-relatedness. The student will be expected to utilize various treatments with chemically dependent clients. Family, group, and individual treatment relating to chemical dependency will be included in the focus of study in the course.

## HS219 Case Management and Client Records

## 3 credits (3 lec hrs/wk)

This course is designed to prepare students to write clinical documentation related to screening and intake processes, assessments, treatment plans, service agreements, reports, progress notes, discharge summaries, and other client-related data applying State, ASAM, and other professionally relevant criteria. Students will be introduced to the concept of evidenced-based best practices.

## HS224 Group Counseling Skills

## 3 credits (3 lec hrs/wk)

This course introduces the student to basic issues and key concepts of group counseling. Students will study theories of group process, casework, and therapeutic interventions related specifically to personal development and change. Students will focus on acquiring the knowledge and skills necessary for facilitating a variety of groups. Attention will be given to multicultural issues as they apply to group counseling.

## HS260/SP219 Group Dynamics (Small Group <br> Discussion) <br> 3 credits <br> (3 lec hrs/wk)

This course focuses on skill building and theory in decision-making, problem solving, presentation planning, and knowledge of group process. This course is also designed to assist students in using effective small group techniques in a variety of settings.

## HS261 Counseling the Older Adult

## 3 credits (3 lec hrs/wk)

Addresses how to work with and/or provide services for older adults. It will cover physical, emotional, environmental, and developmental issues unique to older persons. The course will include discussion and practice of communication and counseling skills emphasizing empathy, respect, and genuineness.

## HS265 Intervention Strategies I <br> (Basic Counseling Skills)

4 credits (4 lec hrs/wk)
This course is designed as a continuation of HD155. Students will learn the theoretical basis for introductory counseling techniques based on the skill of intentional interviewing and solution-focused counseling. Role-plays, audiotapes, and videorecordings will form an integral part of learning activities. Students will explore more advanced interviewing techniques and strategies for assisting clients. Attention will be given to multicultural issues as well as assisting students to integrate interviewing skills with their personal style and theoretical approach to helping.
Prerequisite: HS155 with a "C" or better.
HS266 Intervention Strategies II
(Counseling Theories)
4 credits
(4 lec hrs/wk)
This course is designed to provide students with an introduction to the major counseling theories and applications for the practice of Human Services. Students will study an overview of specific theories, their founders, key concepts, and techniques. Students will explore their view of human nature as it relates to change, as well as their personal values related to the concepts of each model.

## HS267 Intervention Strategies III

(Working with Families)
4 credits (4 lec hrs/wk)
The goal of this course is to expand students' knowledge of Human Service practice as it relates to working with families. Students will study the history of family structure from a multicultural perspective, as well as address the various non-traditional family forms in contemporary society. Specific theories and techniques designed to assist families will be presented.

## HS291 Practicum: Human Services

1-10 credits
(30-360 lab hrs/term)
This course offers supervised clinical and community experience in Human Service organizations. The student has to complete several classes and have permission from the program coordinator before entering a field experience practicum. The student will be required to attend a one hour seminar per week for each week of the field practicum. The practicum seminar is with the program coordinator and the other Human Services students attending a field practicum.
Prerequisite: Approval from program coordinator.

## HUMANITIES

## HUM204 World Mythology and Religion

(Archetypal and Shamanic Mythologies)
3 credits (3 lec hrs/wk)
The origins and character of world mythologies. Course explores the archetypal stories by which human consciousness shapes a sense of order and belonging in the natural and supernatural worlds. Emphasis will be given to the shaman as storyteller and sage, as living bridge between the worlds, as healer and shaper of community and culture.

## HUM205 World Mythology and Religion

(India and the Far East)
3 credits (3 lec hrs/wk)
A consideration of the great myths of India and the Far East. This course will explore the foundational myths and the sacred texts which give rise to and inform the great religions of the region, particularly Hinduism and the vehicles of Buddhism. Consideration will also be given to the indigenous myths of the Orient and the ways of life, for instance: Shinto, Daoism, Confucianism, they support.

## HUM206 World Mythology and Religion

(Middle East and Western)
3 credits
(3 lec hrs/wk)
Treats the great myths and religions of Egypt and the fertile crescent. Course also treats Celtic and Nordic beliefs indigenous to Europe, and the mystery religions of Greece. The influence of the ancient myths of early pastoral and agrarian cultures on the Hebrew, Islamic, and Christian religions, will be considered, as well as the departure those religions make from the mythic character of the world from which they emerged.

## JOURNALISM

Students in the Journalism Program learn the techniques and concepts of modern communication in classes that emphasize practical publishing experience. In all classes, students apply their skills by writing, editing, and designing publications, including the Southwester, a twice-monthly newspaper serving the College and regional community, and World Wide Web pages distributed electronically. Second-year students learn advanced editing and publication management skills by serving on the editorial staffs of these publications.

## J202 Information Gathering/Applied Electronic Publishing <br> 4 credits (3 lec, 2 lec-lab hrs/wk)

Students research, annotate, and analyze information on a chosen public policy issue. Researchers will utilize libraries, computer databases, and personal interviews to create an annotated bibliography, from which they will digest and publish a research report on the World Wide Web.
Prerequisite: WR122.

## J203 Writing for the Media

## 4 credits <br> (3 lec, 2 lec-lab hrs/wk)

Through lecture/discussion and classroom exercises, students will learn basic policies and criteria for news journalists and put them into practice through composing assigned stories, eventually writing news articles suitable for the campus newspaper.
Prerequisite: WR121 with a "C" or better.
J204 Visual Communication for Mass Media:
Applied Desktop Publishing
4 credits (3 lec, 2 lec-lab hrs/wk)
Students learn the basic concepts, skills, and tools of visual communication, with a focus on applied desktop publishing. Students study and practice the aesthetics of page layout; page design; and the use of text, photography, and graphic art. Using desktop publishing software, students design and publish pages in the student newspaper and on the World Wide Web.

## J215 Publishing Lab: Print and Electronic

2 credits (1 lec, 2 lec-lab hrs/wk)
Students practice journalism and publishing skills by publishing the student newspaper and other publications, including magazine and World Wide Web pages. Staff duties include writing, editing, photography, graphic design, computer network management, advertising, and business management. This lab is required for all staff members on the Southwester.
Prerequisite: Any one of the following: J202, J203, J204, J217, WR241, WR242, WR243, or WR222.

## J217 Feature Writing

## 3 credits <br> (3 lec hrs/wk)

Students write non-fiction feature articles for print and electronic media. After studying basic models of narrative and explanatory feature writing, students write feature articles for the student newspaper, magazine, and World Wide Web page.

## J220 Digital Media

4 credits (3 lec, 2 lec-lab hrs/wk)
Digital media provides an introduction to software, production techniques, and theory required for new media and multimedia publishing. Students will practice and analyze new media and multimedia technologies, and analyze the effects of these technologies on the communication process, focusing on the practice of documentary journalism and on the interplay between audience and interactive content. Students will apply these technologies in media projects that integrate digital imaging (graphics, photography, and video) and digital audio for publication in various delivery formats.
Prerequisite: J204 with a "C" or better.

## J280 Field Experience

$1-5$ credits (variable hours)
Combined work and study projects in the fields of writing, reporting, editing, public relations, and other mass media-related activities.
Prerequisite: WR122 with a " $B$ " or better.

## LIBRARY

LIB127 Introduction to the Library

## 1 credit <br> (3 TBA hrs/wk)

Introduction to using the fundamental resources of a library: its catalogs, periodical indexes, electronic resources, and special collections. Includes an integrated set of skills and knowledge in assessing, evaluating, and using various kinds of information. This course is considered a supportive course.

## LITERATURE

ENG104 Introduction to Literature - Fiction
3 credits
(3 lec hrs/wk)
Reading analysis, and appreciation of significant works of fiction, especially short stories, with emphasis on the fiction writer's craft. Presents methods of in-depth critical reading that serve as a basis for further study and enjoyment of literature.

## ENG105 Introduction to Literature - Drama

## 3 credits (3 lec hrs/wk)

Reading, analysis, and appreciation of significant works of drama and the elements of dramatic literature (setting, theme, characterization and language) serve as a basis for further study and enjoyment of drama.
ENG106 Introduction to Literature - Poetry
3 credits (3 lec hrs/wk)
Reading, analysis, and appreciation of significant poems, how they are written and how they speak to human concerns. Presents those elements of poetry, language, form, metrics, style, and voice that serve as a basis for further study and enjoyment of poetry.

## ENG107 World Literature

## 3 credits <br> (3 lec hrs/wk)

This course introduces the student to key literary works and authors of World Literature from the Ancient and Classical foundations to the Middle Ages. Students should consider taking History of Western Civilization concurrently.

## ENG108 World Literature

3 credits
(3 lec hrs/wk)
This course introduces the student to key literary works and authors of World Literature from the late Middle Ages and Renaissance to the Enlightenment. Students should consider taking History of Western Civilization concurrently.

ENG109 World Literature
3 credits (3 lec hrs/wk)
This course introduces the student to key literary works and authors of World Literature from Romanticism to modern and contemporary writings. Occasional study of literature of other cultures may be introduced. Students should consider taking History of Western Civilization concurrently.

ENG198/298 Independent Study in Literature
1-3 credits
(hrs to be arranged)
Prerequisite: Instructor consent.
ENG201/202/203 Shakespeare
3 credits/term (3 lec hrs/wk)
This course is an introduction to Shakespeare's early dramatic literature, with an emphasis on the timelessness of his ideas and themes, the formal demands of drama, and the development of the artist. Need not be taken in order.
ENG201 - The plays for this term are drawn from early histories and comedies.
ENG202 - The plays for this term are drawn from the middle comedies and tragedies.
ENG203 - The plays for this term are drawn from the later comedies, tragedies, and romances.

ENG204 Survey of English Literature
3 credits
(3 lec hrs/wk)
This course discusses the literary documents and authors of the British Isles from Anglo-Saxon beginnings through the sixteenth century. It will also treat the surviving Celtic materials and their influence on British literature. The study will focus on, but is not necessarily limited to, characteristic works and major figures of the period.

## ENG205 Survey of English Literature <br> 3 credits (3 lec hrs/wk)

This course discusses the literary documents and authors of the British Isles from the sixteenth century through the early nineteenth century. The study will focus on characteristic works and major figures of the period.

## ENG206 Survey of English Literature

3 credits (3 lec hrs/wk)
This course discusses the literary documents and authors of the British Isles of the nineteenth and twentieth centuries and the historic context.

## ENG253 Survey of American Literature

## 3 credits (3 lec hrs/wk)

Introduction to the development of American Literature from the colonial beginnings through the Romantic period. Special attention is given to helping students develop a sense of what is "American" in literature and thought.

## ENG254 Survey of American Literature

3 credits
(3 lec hrs/wk)
Introduction to the development of American Literature in the middle and latter parts of the nineteenth century (late Romanticism, Realism and Naturalism). Special attention is given to helping students develop a sense of what is "American" in literature and thought.

## ENG255 Survey of American Literature

3 credits
(3 lec hrs/wk)
Introduction to the development of American Literature of the twentieth century. Special attention is given to helping students develop a sense of what is "American" in literature and thought.

## ENG260 Introduction to Women Writers - <br> Criticism and Genre

3 credits (3 lec hrs/wk)
This course is designed to 1) introduce students to some important authors and works; 2) present these works in an historical and culturally specific context and link context to changes in a genre; 3) encourage students to trace themes of race, class, and gender in literature by women; 4) guide students discussing self-identity and the creative process.

## MACHINE TOOL TECHNOLOGY

## MT101 Machine Tool Processes I

3 credits
(1 lec, 4 lec-lab hrs/wk)
This sequence is designed to introduce the manufacturing technology student in the field of machine tool technology which includes an overview of typical traditional as well as Computer Numerically Controlled (CNC) machines commonly found in industry. The function, basic operation and setup, and tooling will be studied, with practical application on lathes, milling machines, drill press, and grinders, including an introduction to computer controlled programming and operations of CNC machines. An overview of the machine tool process will relate how blueprints and math are applied on the job. This beginning course will introduce the student to bench work, basic measurement, lathe, and bench grinders.

## MT102 Machine Tool Processes II

3 credits (1 lec, 4 lec-lab hrs/wk)
This second course in this sequence continues the study of machine tool operations and setup, with emphasis on the vertical milling machines, tool sharpening by had and advanced lathe setups such as threading and tapering. M achine theory and precision measurement is studied and applied. Students gain sound understanding of why machine tools are the basis of manufacturing.
Prerequisite: MT101 with a "C" or better.

## MANUFACTURING TECHNOLOGY

MFG4101 Electrical/Electronic Principles
3 credits
(6 lec-lab hrs/wk)
Electrical/Electronic principles introduces the concepts and applications of various technologies found in the manufacturing industry, including actuators, transducers, drives, motors, and combinations of devices used for control and monitoring of industrial processes. Emphasis on hands-on applications of electrical/electronic measurement of physical properties, sensing and control of motion, fault diagnosis, and preventative maintenance.

## MFG4102 Mechanical Principles

## 3 credits

(2 lec, 2 lec-lab hrs/wk)
This course presents a study of the principles, concepts and applications of various mechanisms encountered in industry, including belt drives, chain drives, and linkages. Subject matter on mechanical components and systems covers operational principles, uses, maintenance, troubleshooting, and procedures for repair and replacement. Emphasis on hands-on setup of various drive systems, use of common precision measuring equipment, and the properties of various sealant materials.

## MFG4103 Hydraulic/Pneumatic Principles

3 credits
(2 lec, 2 lec-lab hrs/wk)
An overview of fluid power technology and a basic working knowledge of the components used in fluid power circuits. Both hydraulic and pneumatic systems will be discussed, with an emphasis on the differences between the two. Hands-on setups of various fluid circuits, using standard hydraulic/ pneumatic schematics will be an important part of the laboratory applications. Fluid power will include operational principles, uses, preventative and periodic maintenance, troubleshooting, and procedures for repair and replacement.

## MFG4180 Field Experience

1-3 credits (3-9 lab hrs/wk)
The student is required to be employed in a manufacturing-related position for an organization or company utilizing manufacturing principles, methods, techniques, and/or skills.
Prerequisite: Instructor consent.

## MATHEMATICS

## MTH20 Basic Mathematics

4 credits (4 lec hrs/wk)
A course designed to: (1) introduce students to various applications of basic mathematics and (2) prepare students for elementary al gebra by strengthening their foundations in the real number system. Topics include: whole numbers and their operations, fraction and decimal notation, ratio and proportion, percent notation, measurement and geometry, and solution of simple equations. The understanding and utilization of mathematics vocabulary is emphasized.
Prerequisite: Appropriate score on placement test.

MTH25 Pre-algebra
4 credits (4 lec hrs/wk)
This course provides a brief review of arithmetic operations and gradually introduces selected concepts and principles from elementary algebra. Ordinarily, a student progresses from MTH20 to MTH70. Pre-Algebra, MTH25, is an optional course for students who desire further preparation for MTH70. Prospective students should consult their advisor or a mathematics instructor for proper placement into this course.
Prerequisite: MTH2O with a "C" or better or appropriate score on placement test.

## MTH55 Introductory Technical Mathematics

## 3 credits (3 lec hrs/wk)

Basic arithmetic operations, with an emphasis on applications. Offered by the mathematics department in cooperation with the professional technical education faculty.
Prerequisite: Appropriate score on placement test.

## MTH70 Elementary Algebra

4 credits (4 lec hrs/wk)
A study of the concepts and principles considered in introductory algebra. Topics include: signed numbers; algebraic expressions; linear equations and inequalities; graphs of linear equations; polynomial expressions, operations, and factorizations; square roots and radical expressions. Prospective students are not required to have previous experience with al gebra. Prerequisite: Appropriate score on placement test or successful completion of either MTH2O or MTH25 or MTH55 with a "C" or better.

## MTH80 Technical Mathematics I

## 3 credits (3 lec hrs/wk)

Basic geometric concepts with applications, graphing in a rectangular coordinate system, basic algebra concepts with applications, basic statistics, and right triangle trigonometry. Offered by the mathematics department in cooperation with the Professional Technical Education faculty.
Prerequisite: Successful completion of MTH20 or MTH55 with a "C" or better.

## MTH85 Technical Mathematics II

3 credits (3 lec hrs/wk)
Introduction to plane trigonometry emphasizing practical applications. Offered by the mathematics department in cooperation with the Professional Technical Education faculty.
Prerequisite: MTH8O with a "C" or better.

## MTH94 Intermediate Algebra I

4 credits
(4 lec hrs/wk)
A study of the concepts and principles considered in intermediate al gebra. Topics include: linear equations and inequalities, the Cartesian plane, graphs of equations; functions and their graphs, polynomial operations and factorizations, rational expressions and equations.
Prerequisite: MTH70 with a "C" or better, or appropriate score on placement test.

## MTH95 Intermediate Algebra II

## 4 credits (4 lec hrs/wk)

A study of the concepts and principles considered in intermediate algebra. Topics include: radical expressions, complex numbers, quadratic equations, quadratic functions and their graphs, conic sections,, exponential and logarithmic functions and their graphs, exponential and logarithmic equations.
Prerequisite: MTH94 with a " $C$ " or better.

## MTH105 Introduction to Contemporary Mathematics

4 credits (4 lec hrs/wk)
Topics include systems of linear equations, statistics, mathematical modeling, problem solving, and logic. This course is designed for students who have completed 1.5 to 2 years of high school algebra and a year of geometry, who have a "non-science" major, and need to complete a term of college-level mathematics.
Prerequisite: MTH95 with a "C" or better or appropriate score on placement test.

## MTH111 College Algebra

## 4 credits (4 lec hrs/wk)

A study of the concepts and principles considered in precalculus. Topics include: rational expressions, solution of equations and inequalities, analysis of functions and their graphs, polynomial and rational functions and their graphs, systems of linear equations, sequences and series.
Prerequisite: MTH95 with a "C" or better or appropriate score on placement test.

## MTH112 Elementary Functions

## 4 credits (4 lec hrs/wk)

A study of the concepts and principles considered in precalculus. Topics include: exponential and logarithmic functions and their graphs; exponential and logarithmic equations; trigonometric functions and their graphs; trigonometric identities, equations, and formulas; oblique-triangle trigonometry; complex numbers, and DeM oivre's theorem.
Prerequisite: MTH111 with a " $C$ " or better or appropriate score on placement test.

## MTH198/298 Independent Study

## 1-4 credits

(hrs to be arranged)
Prerequisite: Instructor consent.

## MTH211 Fundamentals of Elementary

 Mathematics I3 credits (3 lec hrs/wk)
A foundation in mathematics for elementary teachers. Topics include: introduction to problem solving, number systems, number theory, logic, sets, relations, and functions.
Prerequisite: MTH95 with a "C" or better or appropriate score on placement test.

## MTH212 Fundamentals of Elementary Mathematics II

3 credits (3 lec hrs/wk)
A foundation in mathematics for elementary teachers. Topics include: rational numbers, exponents, decimals, and applications. Probability and statistics will be introduced.
Prerequisite: MTH211 with a " $C$ " or better.

MTH213 Fundamentals of Elementary Mathematics III
3 credits (3 lec hrs/wk)
A foundation in mathematics for elementary teachers. Topics include euclidean geometry, constructive geometry, measurement, motion, and tessellation.
Prerequisite: MTH212 with a "C" or better.
MTH231 Elements of Discrete Mathematics I
4 credits/term (4 lec hrs/wk)
Topics include: propositional calculus (the logic of compound statements), predicate calculus (the logic of quantified statements), elementary number theory and proof methods, sequences and mathematical induction, set theory. The first course of a two-term sequence strongly recommended for computer engineering, computer science, and mathematics majors. Prerequisite: MTH251 with a "C" or better.

## MTH232 Elements of Discrete Mathematics II

## 4 credits/term (4 lec hrs/wk)

Topics include: functions; recursion; graphs of functions, coordinate diagrams; order notation, efficiency of algorithms; relations; partially and totally ordered sets; (topological) graph and tree theory. The second course of a two-term sequence strongly recommended for computer engineering, computer science and mathematics majors.
Prerequisite: MTH231 with a "C" or better.
MTH241 Calculus for Business and Social Science I 4 credits
(4 lec hrs/wk)
Introduction to differential and integral calculus of polynomial, rational, exponential, and logarithmic functions, with applications in the social and manager sciences. The emphasis will be on an intuitive approach and on the applications of differentiation.
Prerequisite: MTH111 with a "C" or better or appropriate score on placement test.

## MTH242 Calculus for Business and Social

Science II
4 credits (4 lec hrs/wk)
Introduction to differential and integral calculus of polynomial, rational, exponential, and logarithmic functions, with applications in the social and manager sciences. The emphasis will be on an intuitive approach and on the applications of integration.
Prerequisite: MTH241 with a "C" or better or appropriate score on placement test.
MTH243/BA232 Introduction to Probability and Statistics
4 credits (4 lec hrs/wk)
Introduces elementary statistics techniques to aid decision-making in the business environment.
Emphasis is on statistical inference, probability, sampling, estimation, and hypothesis testing.
Prerequisite: MTH95 with a " $C$ " or better.
MTH251 Calculus I (Differential Calculus)

## 4 credits (4 lec hrs/wk)

Topics include: limits and continuity, rates of change, the derivative, techniques of differentiation, curve sketching, optimization problems, applications of rectilinear motion, implicit differentiation, and an introduction to the area problem of integral calculus. Prerequisite: MTH112 with a "C" or better.

## SEQUENCE OF MATHEMATICS COURSES



MTH252 Calculus II (Integral Calculus)
4 credits
(4 lec hrs/wk)
Topics include: definite and indefinite integrals with applications to area, volume, rectilinear motion, force,
work, and growth and decay problems.
Prerequisite: MTH251 with a " $C$ " or better.
MTH253 Calculus III (Infinite Series and Sequences)
4 credits (4 lec hrs/wk)
Topics include: infinite sequences and series, improper integrals, numerical integration, and an introduction to modeling with differential equations.
Prerequisite: MTH252 with a "C" or better.
MTH254 Vector Calculus I (Introduction to Vectors and Multidimensional Calculus)
4 credits
(4 lec hrs/wk)
Topics include: polar coordinates, conic sections, parametric equations, three-dimensional space, analytic geometry, vector algebra, space curves, vector-valued functions, vector calculus.
Prerequisite: MTH253 with a "C" or better.
MTH255 Vector Calculus II (Differential and Integral Vector Calculus)
4 credits (4 lec hrs/wk)
Topics include: functions of several variables, partial derivatives; iterated integration; multiple integrals; divergence and curl of vector fields; line and surface integrals; Green's, Gauss', and Stokes' theorems.
Prerequisite: MTH254 with a "C" or better.

## MTH256 Differential Equations

## 4 credits (4 lec hrs/wk)

Topics include: first-order linear and nonlinear ODE's, second order linear ODE's, series solutions to secondorder linear ODE's, Laplace transforms, systems of linear ODE's.
Prerequisite: MTH255 with a "C" or better.

## MTH260 Matrix Methods and Linear Algebra

 4 credits (4 lec hrs/wk)Topics include: matrix concepts and algebra; determinants and inverses of matrices; solution methods for systems of linear equations; linear independence linear transformations, and vector spaces; bases and coordinates; eigenvalues and eigenvectors; diagonalization of matrices. This course covers the standard linear algebra topics required for engineering, mathematics, and science majors.
Prerequisite: MTH255 with a "C" or better.
MTH265 Probability and Statistics with Calculus 4 credits (4 lec hrs/wk)
Topics include: probability theory, random variables and probability distributions, probabilistic expectation, classical discrete and continuous probability distributions, sampling theory and sampling distributions; estimation and confidence intervals, hypothesis tests and statistical significance, curve fitting and regression analysis. A calculus-based probability and statistics course strongly recommended for engineering, mathematics, and science majors.
Prerequisite: MTH252 with a "C" or better.

## MUSIC

All music ensemble credits are transferable and can be used as elective credits up to 12 credits. Most music programs require 12 ensemble credits.

## MUP105 Jazz Band

1 credit (2 lec-lab hrs/wk)
The sounds of the "Big Band" era. This group performs regularly both locally and throughout the state. Only advanced musicians are admitted.
Prerequisite: Instructor consent.

## MUP114 Stage Band

1 credits

## (2 lec-lab hrs/wk)

A performance ensemble which rehearses and performs the appropriate musical literature chosen by the instructor. Instruction will be given to individuals as well as the ensemble as how to improve the overall musical effect. Pop ballads to jazz, both traditional and non-traditional. Intermediate and advanced musicians are admitted. Instructor consent is not required for the student to register for the class, but the student may be asked by the instructor to demonstrate their ability.

## MUP121 Symphonic Choir

1 credit
(2 lec-lab hrs/wk)
A large choral ensemble performing the works of major composers, encompassing all musical periods and styles. Instructor consent is not required, but students may be asked to audition.

## MUP123 Opera

## 1-3 credits (2-8 lec-lab hrs/wk)

Operas, opera selections, operatic arias or operettas done in costumes, staging and concert style. Instructor consent is not required, but students may be asked to audition.

## MUP125 Vocal Jazz (Southwesters)

2 credits
(4 lec-lab hrs/wk)
Pop ballads, early rock and roll, traditional jazz, and blues will be the material rehearsed and performed by this ensemble. Emphasis will be placed upon the dynamics of live performance.
Prerequisite: Instructor consent.

## MUP131 Chamber Choir

2 credits
(4 lec-lab hrs/wk)
Small choral ensemble performing the major works and the octavo literature of prominent composers of every musical period. Instructor consent is not required, but the student may be asked to audition.
MUP142/242 Orchestra
1 credit
(2 lec-lab hrs/wk)
Strings, woodwinds, brass, and percussion performing the works of composers from every musical period. Intermediate and advanced musicians admitted. Instructor consent is not required, but the student may be asked to audition.

## MUP202A Concert Band

2 credits (4 lec-lab hrs/wk)
A performance ensemble which rehearses and performs the appropriate musical literature chosen by the instructor. Instruction will be given to individuals as well as the ensemble as how to improve the overall musical effect.
A college ensemble performing marches, traditional band literature, classical literature arranged for concert band. Intermediate and advanced musicians are admitted.
Prerequisite: Instructor consent.

## MUP202B Community Band

1 credit
(2 lec-lab hrs/wk)
A performance ensemble which rehearses and performs the appropriate musical literature chosen by the instructor. Instruction will be given to individuals as well as the ensemble as how to improve the overall musical effect.
A college ensemble performing marches, traditional band literature, classical literature arranged for concert band. Intermediate and advanced musicians are admitted.
Prerequisite: Instructor consent.
Individual lessons are based on request and instructor availability. Student may be asked to audition, to perform in recitals or college ensembles.

## Individual Lessons

## 1-3 credits (2-6 lec-lab hrs/wk)

Individual lessons are arranged with the instructor, based upon available time and space. Instructor consent is required for all private lessons. All credits for private lessons are transferable. Music majors are expected to have a primary instrument of performance and be enrolled for individual instruction.
Prerequisite: Instructor consent.
Lessons are given for all levels of musicianship: beginning, intermediate, and advanced.

| MUP171/271 Piano | MUP174/274 Voice |
| :--- | :--- |
| MUP175/275 Violin/Fiddle MUP178/278 Bass Guitar |  |
| MUP180/280 Guitar | MUP 181/281 Flute |
| MUP183/283 Clarinet | MUP184/284 Saxophone |
| MUP186/286 Trumpet | MUP187/287 French Horn |
| MUP188/288 Trombone | MUP191/291 Percussion |

Lecture Courses
Many music courses can be used for Distribution and Elective requirements for degree programs.

MUS101/102/103 Music Fundamentals
3 credits/term (3 lec hrs/wk)
A course to instruct in the fundamentals of music. A preparatory course for private instruction, for ensemble participation, and for a better understanding of music and music history. Music fundamentals, scales, key signatures, meter, notation, chords, non-harmonics, introduction to piano, and sight-singing. Recommended for music minors, beginning musicians, and preparatory for some music majors. (Contact music advisor for proper placement.)

MUS111/112/113 Music Theory I
3 credits/term
(3 lec hrs/wk)
A course to instruct in the fundamentals of music, figured bass analysis, four part composition, chords with sevenths, secondary dominants, modulation, and basic musical form. This is a preparatory course for private instruction, for ensemble participation, and for a better understanding of music and music history. Required for music majors and minors, recommended for beginning and intermediate musicians.
Prerequisites: For MUS112; MUS111. For MUS113;

## MUS112.

Concurrent: For MUS111; MUS131. MUS112; MUS132. MUS113; MUS133.

## MUS114/115/116 Sight Reading and Ear Training

 1 credit/term (1 lec hr/wk)The ability to read music notation, using only the voice. Learn to hear music, identify tones, and transfer what you have heard to music notation. Required for music majors and minors.
Prerequisites: For MUS115; MUS114. For MUS116; MUS115.

## MUS120 FINALE: Music Printing (Computer Composition)

2 credits
(2 lec, 1 lec-lab hr/wk)
Learn to use Finale, a music printing program and secondarily a sequencing program. A wide range of musical capabilities will be put at the disposal of the student. This program will benefit every musician from the elementary to the most advanced. Students will learn to enter both vocal and instrumental music into the computer; how to use musical markings and terminology, how to transpose and arrange, how to prepare a musical composition to be a professionallooking sheet of music. Students will be expected to schedule computer time outside of the class and to maintain personal disks with all of their assignments.

## MUS131 Piano Class

1 credit (1 lec hr/wk)
Piano basics and music fundamentals. Learn to read notes, basic music symbols, perform simple chords. Proper finger techniques and major and minor scale performance. Introduction to Classical Piano Methods.

## Concurrent: MUS111

## MUS132 Piano Class

1 credit (l lec hr/wk)
Based upon continuing the work in MUS131, performance of four-part chorales, melodic creation, dominant and non-dominant seventh resolution, secondary dominants and modulations at the keyboard are the focus of this course.
Prerequisite: MUS131.
Concurrent: MUS112.

MUS133 Piano Class: (Introduction to Finale)
1 credit
(1 lec hrs/wk)
Learn to use Finale, a music printing program and secondarily a sequencing program. A wide range of musical exposure will be at the disposal of the student. The Finale program will benefit every musician from the elementary to the most advanced. Students will learn to enter both vocal and instrumental music into the computer, how to use musical markers and technology, how to transpose and arrange, how to prepare a musical composition to be a professional looking sheet of music. Students will be expected to schedule computer time outside of the class. Students are expected to maintain personal disks with all of their assignments.
Prerequisite: MUS132.
Concurrent: MUS113
MUS134/135/136 Voice Class
1 credit/term (1 lec hr/wk)
Vocal basics and music fundamentals. Learn tone production, breathing, vowel-consonant clarity, and relaxation techniques.

## MUS137 Guitar Class

1 credit (1 lec hr/wk)
Guitar basics and music fundamentals. Learn to read notes, basic music symbols, perform simple to advanced chords, strumming-picking techniques, and "barring." Introduction to Classical Guitar Methods.

MUS198/298 Independent Study in Music

## 1-3 credits (hr to be arranged)

This course allows students to independently increase their knowledge and skills in the discipline of music by studying specific topics which are not part of other 100/200-level music courses or which may not be offered in depth in other 100-level music courses. Instructor supervision and division approval required.
Prerequisite: Instructor consent.

## MUS205 Introduction to Jazz History

## 3 credits (3 lec hrs/wk)

A course to introduce students to the one true American Music Genre. Students will explore the beginnings of Jazz. They will hear early blues that eventually lead to Small Combo Jazz to Dixieland, to the Big Band Era. They will hear the individualists of the BeBop and its gradual growth to the Fusion and inevitable mating of Jazz, Impressionism, Serialism, and Classical Forms. Students will be taken through Rhythm and Blues, Gospel, and Early Rock and Roll.

## MUS211 Music Theory II

3 credits
(3 lec hrs/wk)
A study of polyphony, counterpoint, extended chromatically altered chords, and 20th century composition.
Prerequisite: MUS113.
Concurrent: MUS114
MUS212 Music Theory II
3 credits (3 lec hrs/wk)
A study of polyphony, counterpoint, chromatic chords, and 20th century composition.
Prerequisite: MUS211.
Concurrent: MUS115

## MUS213 Music Theory II

3 credits (3 lec hrs/wk)
A study of polyphony, counterpoint, extended and chromatically altered chords, and 20th century composition.
Prerequisite: MUS212.
Concurrent: MUS116
MUS261/262/263 Music History I, II, III
3 credits/term (3 lec hrs/wk)
A study of history concentrating on the life and times of composers and their music. Attention will be given to the change forms and styles of music combined with a wide range of listening. History will be divided into three sections: 1) Early Music, Renaissance, Baroque-350 to 1750; 2) Classical and Romantic-1750 to 1900; 3) Contemporary-1990 to present.

## NURSING

## NUR546 Basic Nursing Assistant

8 credits
(52 lec, 101 lab hrs total)
This course prepares a Basic Nursing Assistant to be eligible for certification as outlined by the Oregon State Board of Nursing. The student is prepared to care for clients in a variety of settings including: long-term care, intermediate care, home health, hospice care, acute care, foster care, and assisted living situations.
Prerequisites: CPR Certification: Heartsaver from the American Heart Association or Adult CPR from the American Red Cross; Pre-application testing, health assessment, immunization status.

## NUR951 Medication Aide Training

5 credits (40 lec, 40 lab hrs total)
The Medication Aide training will consist of a minimum of 80 hours of instruction divided into at least 40 hours of classroom instruction and at least 40 hours of supervised clinical experience, of which at least 20 hours must be in a long-term care nursing facility. The student will learn to utilize the principles of safety in the administration of medication; define terms related to the administration of medications; demonstrate the ability to correctly interpret abbreviations commonly used in administration of medication; demonstrate the ability to correctly calculate doses of medications; keep accurate records; and identify legal parameters of the Medication Aide role.
Prerequisites: Must be Certified Nursing Assistant (Oregon); be on the CNA registry for nine months prior to the first day of the Medication Aide training; provide documentation of at least nine months full-time experience or the equivalent in part-time experience as a CNA in the last five years.

## NUR9411 Perioperative Nursing

4 credits (3 lec 3 lec-lab hrs/wk)
This introductory course is designed for the registered nurse who has had no previous experience in operating room nursing. Course content includes knowledge and skills required to care for patients having surgical intervention. Emphasis will be on those skills required to prepare the nurse for beginning-level independent practice. Students, through direct classroom instruction and lecture/lab work in an operating room suite, will gain the knowledge and skills required to provide care to patients during the preoperative, intraoperative, and postoperative period.

## NUR9412 Perioperative Nursing Clinical Practicum <br> 6 credits (18 lab hrs/wk)

This course is designed as a vehicleto put into practice the knowledge and skills learned in Perioperative Nursing, NUR9411. Students will complete a minimum of two 8 -hour practicum shifts per week in an operating room. Emphasis will be placed on performing those functions directly related to scrubbing and circulating for selected surgical procedures.
Prerequisite: NUR9411.

## NUR9413 Basic Critical Care Nursing

## 3 credits <br> (3 lec hrs/wk)

This introductory course is designed for practicing registered nurses to increase their knowledge of physiology and application of this knowledge with critical thinking skills to care approaches for the more acute critical patient. Its purpose is to provide information on body-system specific patho-physiology for advanced nursing management. Students will be introduced to specific skills pertinent to care of critical patients, with an emphasis on skills needed in Intensive Care Units (ICU), Intermediate Care Units (IMCU), Post Anesthesia Care Units (PACU), and Emergency Departments (ED).

## NUR101 Fundamentals of Nursing

9 credits (5 lec, 12 lab hrs/wk)
First quarter of a six-quarter associate degree nursing program. Successful completion of the first four quarters qualifies the student to take the National Licensure Examination for Practical Nurse (LPN); successful completion of the remaining two quarters qual ifies the student to take the National Examination for Registered Nurse (RN). NUR101 introduces the student to fundamental concepts in nursing, including nursing process: health and physical assessment, communication, diversity, growth and development, the basis for professionalism in nursing, legal and ethical foundations, caring, basic skills, and critical thinking. Students will be expected to apply knowledge and skills learned in this term to successive nursing courses. This course involves 5 hours of theory and 12 hours of skills lab/clinical experience weekly. Independent study, skills, and computer lab practice will require additional unscheduled time as well as scheduled time.
Prerequisite: Admission to the Nursing Program.

NUR102 Nursing Science and Practice I
9 credits
(5 lec, $12 \mathrm{lab} \mathrm{hrs} / \mathrm{wk}$ )
This course builds on concepts and skills learned in the previous term. Selected functional health patterns are explored in greater depth. Areas addressed in this term are: fluid balance problems which affect multiple body systems; problems with protection (integuementary), oxygenation (respiratory), circulatory (cardiac), visual and auditory (ear/eye), neurologic, and mental health systems. As novice practitioners of nursing, students apply learned concepts and skills to selected aspects of client care in a hospital setting.
Prerequisite: NUR101 with a "C" or better.

## NUR103 Nursing Science and Practice II

 9 credits(5 lec, 12 lab hrs/wk)
Builds on material learned in NUR101 and NUR102. Previously learned concepts and skills are integrated and applied to the planning and delivery of nursing care to clients of all ages undergoing surgery, and to clients experiencing common disorders in the endocrine and gastrointestinal systems. Care of childbearing women and families is also a focus. Basic human need for sleep and rest is studied and applied to a variety of patient care situations. Clinical experiences include operating room, maternity, and medical surgical nursing.
Prerequisite: NUR102 with a "C" or better.

## NUR201 Nursing Science and Practice III

## 9 credits (5 lec, 12 lab hrs/wk)

Builds on concepts learned in NUR101, 102, and 103. The student will learn to care for clients experiencing acute alterations in functional health patterns related to orthopedics, the renal system, cancer, the pediatric client and family, and the geriatric client and family. Students will complete this course with the LPN Capstone, the beginning of their professional status as a licensed practitioner.
Prerequisites: NUR103 with a "C" or better, or admission into NUR201 through advanced placement as an LPN, and BI231, BI232, and BI233 with a " $C$ " or better.

## NUR202 Nursing Science and Practice IV

9 credits
(5 lec, 12 lab hrs/wk)
Builds on concepts and skills learned in NUR101, 102, 103, and 201. The student has studied basic nursing skills and the issues surrounding chronic and acute illness. The student will explore these concepts as applied to patients experiencing acute alterations in fluid and electrolyte balance, the hemapoetic system, the liver, skin and tissue integrity following a major burn, and the endocrine system. The student will learn about caring for the high-risk childbearing family, and the acutely mentally ill patient, and will be introduced to basic concepts in Community Health Nursing and how they are applied to his/her practice in clinical nursing.
Prerequisite: NUR201 with a "C" or better.

NUR203 Nursing Science and Practice V

## 10 credits ( $5 \mathrm{lec}, 15 \mathrm{lab} \mathrm{hrs} / \mathrm{wk}$ )

Introduces students to theoretical and practical applications related to the care of clients requiring high acuity nursing care. Primary focus is on critical thinking, decision-making, and client care management. Students learn how to apply patient/client care in a variety of health care management settings. Concepts such as managed care, case management, and delegation are covered.
Prerequisite: NUR202 with a "C" or better.

## OFFICE ADMINISTRATION

OA2221 Medical Terminology I
3 credits
(3 lec hrs/wk)
This course provides the student with the basic knowledge of building medical terms with root words, suffixes, and prefixes. Also provides medical terminology related to the body as a whole; the skeletal, muscular, cardiovascular, lymphatic and immune, respiratory, and digestive systems. Must be taken in sequence.

## OA2222 Medical Terminology II

## 3 credits (3 lec hrs/wk)

Medical Terminology II is a continuation of Medical Terminology I; to include terminology and abbreviations related to the urinary, nervous integuementary, endocrine, and reproductive systems as well as special senses, diagnostic procedures, and pharmacology. Each system outline will include functions and components, suffixes, prefixes, anatomic reference points, and terminology (diagnostic, symptomatic, and operative) pertinent to that system. Must be taken in sequence.
Prerequisite: OA2221 with a " $C$ " or better.

## OA2231 Clinical Procedures I

## 4 credits

(3 lec, 2 lec-lab hrs/wk)
This course is to provide clinical orientation, initial instruction, and basic skills for a medical/clerical assistant. It will provide in-depth simulation of office nurses duties. This will prepare the medical office assistant to substitute for the physician's nurse, without major changes in office routine for the safety, security, and comfort of the patient, physician and the medical assistant. Must be taken in sequence.
Prerequisites: OA2221 and OA5401 with a " $C$ " or better. Concurrent: HE9380.

## OA2232 Clinical Procedures II

## 4 credits <br> (3 lec, 2 lec-lab hrs/wk)

This course provides theoretical knowledge, skills, and practical experience which enables the student to attain and maintain safe, intelligent, quality patient care under supervision of licensed personnel. Emphasis on medical and surgical asepsis, in preparation for office surgery is stressed. Primarily for students already employed in the health care field.
Prerequisite: OA2231 with a " $C$ " or better.

## OA2241 Medical Transcription I

3 credits (2 lec, 3 lab hrs/wk)
This course introduces students to simpler forms of medical transcription from hospital dictation. Utilization of terminology with emphasis on accuracy. Prerequisite: OA2221 with a "C" or better.

## OA2242 Medical Transcription II

## 3 credits

(2 lec, 3 lab hrs/wk)
This course introduces students to the use of specialized/complex medical dictation by actual physicians for the purpose of developing transcription skills.
Prerequisite: OA2241 with a "C" or better.
OA2280 Cooperative Work Experience
1-6 credits (4-24 lab hrs/wk)
Gain on-the-job experience in coordinatorapproved office situations that closely parallel with field of study.
Prerequisite: Instructor consent.

## OA2591 Proofreading and Editing

3 credits (3 lec hrs/wk)
This course is designed to prepare students to proofread and edit business documents. It includes the study of punctuation, capitalization, grammar, and spelling as applied to transcribing and editing commonly used documents found in the business office.
Prerequisite: WR0525 with a "C" or better or ASSET writing score of 43 or better.

## OA2597 Medical Office Coding

## 3 credits (3 lec hrs/wk)

Medical Office Coding provides the student with a basic knowledge of the fundamental coding systems used between the medical community and insurance carriers, private and government. Includes coding health-related conditions and diseases, descriptive terms and abbreviations for reporting medical services and procedures performed by physicians, and other coding systems.
Prerequisite: OA2221 with a "C" or better.
OA2725 Reimbursement Management 3 credits (3 lec hrs/wk)
This course teaches students medical insurance terminology and provides familiarity with various types of insurance programs. Content covers insurance claim processing with an introduction to forms, assignment and coordination of benefits, credit and collection procedures with federal and Oregon laws, credit applications, basic billing cycles, and an introduction to coding.
Prerequisite: OA2221 with a "C" or better.
OA5401 Body Structure and Functions I
3 credits (2 lec, 2 lec-lab hrs/wk)
This course is an introduction to human anatomy and physiology. It is designed for medical office students, pharmacy technicians, and other students who desire a broad review of body systems. Normal structure and functions of the human body systems, characteristics of the cell as the basis for life, and organization of tissues and organs will be covered. The lecture/lab segment will give students the opportunity to use other than the lecture/discussion modality to visualize through the use of models of the body systems. Must be taken in sequence.

## OA5402 Body Structure and Functions II

## 3 credits <br> (2 lec, 2 lec-lab hrs/wk)

This course is an introduction to human anatomy and physiology. It is designed for medical office students, pharmacy technicians and other students who desirea broad review of body systems. Normal structure and functions of the of the human body systems, characteristics of the cell as the basis for life, and organization of tissues and organs will be covered. The lecture/lab segment will give students the opportunity to use other than the lecture/discussion modality to visualize through the use of models of the body systems. Must be taken in sequence.
Prerequisite: OA5401 with a " $C$ " or better.

## OA5533 Medical Law and Ethics

## 2 credits (2 lec hrs/wk)

Medical Law and Ethics is a survey of the manner in which the law and codes of ethics affect the practice of health occupations paraprofessionals. An introduction to the concepts of litigation, consent, introduction to law, ethics and bioethics, genetic engineering, sterilization, abortion, and death and dying.

## OA116 Office Procedures

## 3 credits (3 lec hrs/wk)

Office Procedures presents the methods, concepts and procedures for business office operations. This includes career planning, understanding the office environment, and how to organize an efficient work place. It also includes information on the office technology, communications, an overview of records management, meetings, travel, and career advancement.
Prerequisite: CS101 with a " $C$ " or better.

## OA121 Keyboarding I

3 credits (2 lec, 3 lab hrs/wk)
Presents principles of touch method typing. Typing speed and accuracy are developed through drills and practice using the touch method of typing. Students are introduced to basic production work in the form of business and personal letters, tables, manuscripts, and memos. This course is considered a supportive course.

## OA124 Keyboard Skillbuilding

3 credits (2 lec, 3 lab hrs/wk)
Development of speed and accuracy utilizing a diagnostic approach to individual skill assessment and prescribed drill work.
Prerequisite: OA121 with a " $C$ " or better.
OA220 Electronic Calculators
1 credit (2 lec/lab hrs/wk)
The student will learn the ten-key system for machine operation and use of electronic, desk-top style calculators in the four fundamentals of mathematics. Four operations are used to solve applied business problems with speed and accuracy.
Prerequisite: MTH2O.

## OA240 Filing/Records Management

3 credits
(3 lec hrs/wk)
This course provides a comprehensive study of filing systems, equipment, and criteria by which records are created, classified, stored, and retrieved according to the rules established by the Association of Records Managers and Administrators (ARMA).

## PHARMACY TECHNICIAN

Note: Students must successfully complete all courses (attain a grade of " C " or better) in a quarter of the Pharmacy Technician curriculum before advancing to the next quarter.

## PHAR5470 Introduction to Pharmacy Law:

Practice and Law
4 credits (3 lec, 2 lec-lab hrs/wk)
This course introduces students to the career of Pharmacy Technician, explores history and personnel related to pharmaceutical services, and includes standards of pharmacy ethics. A variety of practice environments and technician roles are identified. An introduction to federal and state laws regulating pharmacy practice and the roles of professional associations and regulatory agencies is provided. A general overview of the knowledge base required for the occupation and introduction to standard pharmacy references prepare the student for the remainder of courses in the Pharmacy Technician certificate program.
Prerequisite: COMPASS Reading score of 85 or higher.

## PHAR5472 Pharmacology I

3 credits (3 lec hrs/wk)
This basic course introduces the student to generic and trade names of common therapeutic drugs. Drug categories and drug use in prevention of or interference with disease processes are discussed. Important contraindications, side effects, cautions, and interactions regarding drug use are included. The course also covers common non prescription drugs.
Prerequisites: OA2221 and RD101 with a "C" or better or COMPASS Reading score of 85 or higher.

## PHAR5473 Pharmacology II

3 credits (3 lec hrs/wk)
This basic course continues the student's introduction to generic trade names of common therapeutic drugs. Drug categories and drug use in prevention of or interference with disease processes are discussed. Important contraindications, side effects, cautions, and interactions regarding drug use are included. The course also covers common nonprescription drugs. Prerequisites: PHAR5472, PHAR5474 and PHAR5475 with a "C" or better.

## PHAR5474 Pharmacy Calculations

## 2 credits (2 lec hrs/wk)

This course reviews basic mathematics and includes the application of math concepts in the performance of certain Pharmacy Technician duties (and other health-care provider duties). It covers systems of weight, measure, and temperature and the conversion from one system to another. The basics of retail accounting are introduced. Students develop the capabilities needed to calculate dosages, drug amount or volume, percent concentrations, milli-equivalents, and intravenous infusion rates.
Prerequisite: MTH70 with a "C" or better, or COMPASS Algebra score of 26-70.

## PHAR5475 Pharmacy Technician Procedures I:

Retail Chain and Independent

## 4 credits

(3 lec, 3 lab hrs/wk)
This course is designed to provide students with the knowledge and skills needed in the performance of technical pharmacy tasks. These include: ambulatory, prescription processing, compounding and prepacking, communications, and computer operations.
Prerequisite: PHAR5470 with a "C" or better.
PHAR5476 Pharmacy Technician Procedures II: Institutional Hospital and Extended Care
4 credits
(3 lec, 3 lab hrs/wk)
This course is designed to provide students with the knowledge and skills needed in the performance of technical pharmacy tasks. These include: hospital dispensing systems, compounding and prepacking, communications, computer operations, aseptic technique, IV prep admixtures, and oncology preparations.
Prerequisites: PHAR5470, PHAR5472, PHAR5474, and PHAR5475 with a "C" or better.

## PHAR5477 Pharmacy Records Management

(3 lec hrs/wk)
This course is designed to provide knowledge and skills in preparing, maintaining, and storing a multiple of pharmacy records. The student will have practice typing a variety of instructional and retail prescription labels, and be capable of producing at a predetermined, satisfactory rate.
Prerequisites: PHAR5470, PHAR5472, PHAR5474, and PHAR5475 with a "C" or better.

PHAR5478 Pharmacy Technician Practicum
3 credits
(9 lab hrs/wk)
Pharmacy experience in retail and/or institutional pharmacy practice. Instruction and supervision provided by staff or participating agencies. Concurrent classroom activities are included.
Prerequisites: PHAR5470, PHAR5472, PHAR5474, and PHAR5475 with a "C" or better.

## PHILOSOPHY

PHL101 Introduction to Philosophy: Philosophical Problems
3 credits
(3 lec hrs/wk)
This course is an introduction to the fundamental concepts, problems, questions, and systems of
philosophy. In particular, this course investigates philosophical principles as they relate to: epistemology (how we know what we know), metaphysics (the nature of reality); mind/body dualism, the problem of other minds, language and meaning; freedom and determinism, the existence or nonexistence of God, and meaning and purpose in life. This course will also introduce multicultural and feminist perspectives on these philosophical problems.
Prerequisite: WR121 with a "C" or better.

## PHL102 Ethics

3 credits (3 lec hrs/wk)
This course critically examines the idea of human beings as moral agents. More specifically, this class investigates the nature of moral philosophy from a theoretical and applied perspective. Particular attention is paid to the history of moral philosophy; the various schools of moral philosophy; applied ethics, including business, environmental, medical, and sexual ethics; and, how to develop a more sophisticated, personal, moral philosophy.
Prerequisite: WR121 with a "C" or better.

## PHL103 Introduction to Logic and Critical Thinking <br> 3 credits (3 lec hrs/wk)

This course focuses on improving reasoning and critical assessment ability through the study of fundamental principles of formal logic, informal logic, and critical thinking. This course examines the history of logic, the laws of reasoning logically, and the methods of developing and analyzing extended formal argumentation. Attention is also paid to examining logic in a practical context through the study of illogical or absurdist centers of mass communication as found in propaganda, advertising, politics, the mass media, and mass entertainment.
Prerequisite: WR121 with a " $C$ " or better.

## PHYSICAL EDUCATION

No more than 9 credits of Physical Activity (PE185) may be used in meeting the total credit requirement or counted in the GPA. Courses must be in different activities (basketball, volleyball, tennis, etc.) or levels (i.e., beginning, intermediate, advanced). Progressive courses such as Super Circuit, Physical Conditioning, Slimnastics, and Weight Training may each be taken up to three times for credit. See Physical Education requirement for each degree.

## PE0587 Introduction to Golf Caddying

0 credit
(6 lec, 11 lec-lab hrs total)
This course is designed to provide students with an understanding of the game of golf and the role of the golf caddy. Students will be able to practice caddying techniques before being employed. Students will become aware of the rules and regulations of golf, the etiquette of golf, and how customer service plays a role in the caddying experience.

PE131 Introduction to Health and Physical Education (Athletic Training, Health Education, Physical Education, and Fitness Management)
3 credits (3 lec hrs/wk)
This course is designed to offer an orientation for those students seeking a teaching career in athletic training, health education, physical education, and fitness management. Students will be introduced to basic philosophies and objectives, professional opportunities, qualifications, and certification requirements for their desired field of study. Students will learn how the various disciplines related to health and fitness interact and broaden their understanding of the profession. Students will develop their four-year plan, including courses that will be taken at Southwestern and those to be taken during their Junior and Senior years at the desired institution. This course will be taught fall and winter terms each year.

## PE185 Physical Education

## 1 credit (Variable hours)

Provides students with an activity that will promote physical and emotional well-being. Enables the student to develop and/or pursue lifelong physical activity. Class meets three hours a week. Some courses have prerequisites or require instructor consent. Special arrangements may be made for restricted or corrective work.

| Badminton | Physical Conditioning |
| :--- | :--- |
| Baseball | Plylometrics |
| Basketball | Racquetball |
| Bicycling | Sailing |
| Bowling | Soccer |
| Canoeing | Softball |
| Golf | Super Circuit |
| Greco-Roman Wrestling | T'ai Chi Ch'uan |
| Gymnastics | Tennis |
| Indoor Rock Climbing | Track and Field |
| International Wrestling | Volleyball |
| Judo | Weight Training |
| Karate | Wrestling |
| Kayaking |  |

## PE198/298 Independent Study in Physical Education

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

## PE208A Coaching Baseball

## 2 credits (2 lec hrs/wk)

This class is designed for coaches and future coaches, to improve their background in coaching baseball. This class will involve demonstration and discussion of offensive and defensive strategies, individual skills, coaching skills, rules, organization, ethics, and philosophy.

## PE231 Wellness for Life

## 3 credits <br> (3 lec hrs/wk)

Students will learn about basic human anatomy, nutrition, and weight management concepts in this course. They will learn the importance of physical activity, good health habits, and how these behaviors will improve the quality of life as they age. Students will use physical assessment techniques to assess their
present strength, flexibility, and cardiovascular health, and will receive informational tools needed to facilitate change in their present state of fitness. Current health issues and concepts will also be covered in this course.

## PE259 Care and Prevention of Athletic Injuries I

 3 credits (3 lec hrs/wk)Care and Prevention of Athletic Injuries $I$ is an introductory course in Athletic Training. Its purpose is to educate and train students in the basic principles of care and prevention, with a focus on lower extremities. Students will analyze different types of athletic injuries, preventative procedures, evaluation approaches, and emergency procedures. Treatments reviewed will include bandage, taping, massage, follow-up care, and rehabilitation.

## PE260 Care and Prevention of Athletic Injuries II

 3 credits (3 lec hrs/wk)Care and Prevention of Athletic Injuries II is a continuation of the concepts presented in Care and Prevention of Athletic Injuries I. Students will learn athletic injury evaluation techniques as well as prevention management plans for upper extremity soft tissue and joint injuries. Acute/chronic treatment and rehabilitation of injuries with the supplies and equipment to be found in an athletic training room will be covered.
Prerequisite: PE259.

## PE261 Techniques of Athletic Taping and Bracing

 3 credits(2 lec, 2 lec-lab hrs/wk)
Techniques of Athletic Taping and Bracing is an introductory course in athletic training. Its purpose is to educate and train students in the basic principles of prophylactic taping and wrapping, by learning theory and application strategies for athletic activity. Students will use multimedia and produce their own field guide textbook as a component of this course.

## PE262 Development of Adult Fitness Programs

 3 credits(3 lec hrs/wk)
Students will gain experience with how to develop and supplement effective adult fitness programs that promote better health and wellness. This course studies what happens to people as they age, both physically and mentally, and how exercise and healthy lifestyles will promote a better quality of life and longer lifespan. Principles of exercise physiology and kinesiology will be studied, as they apply to issues of fitness, nutrition, exercise prescription, and the health needs of specific populations. This is a researchbased course, with appropriate expectations of research methodology and writing.
Concurrent: WR123.

## PE263 Sports and Drugs

3 credits (3 lec hrs/wk)
This course is designed for students participating in the Fitness Management program. The major objective is to have the students become aware of the substance use and drug abuse that takes place in sports today. Students will have the opportunity to research drugs that are associated with sports and give a presentation on their findings. Drugs such as creatine, anabolic steroids, ephedrine, cocaine, and caffeine and their negative impacts on fitness and health will be covered.

## PE264 Personal Trainer Conditioning Concepts

## 3 credits (3 lec hrs/wk)

Study of exercise and physical conditioning concepts for personal trainers. This course bridges the scientific fundamentals of human movement (exercise physiology, functional anatomy, biomechanics, and neurophysiology) into personal training conditioning concepts. Provides students with the knowledge and skills needed to assess physical fitness status of apparently healthy individuals, rather than individuals who have suspected or documented cardiovascular disease and other ailments. This course uses a multi-disciplinary approach that synthesizes concepts, principles, and theories based on research in exercise, physiology, kinesiology, measurement, psychology, and nutrition. The net result is a direct and clear-cut approach to physical fitness assessment and exercise prescription.

## PE265 Tests and Measurements

4 credits (4 lec hrs/wk)
This course is designed for students participating in the Fitness Management and Athletic Training programs. The major goal is to help each student apply the principles of measurement and evaluation to the fitness job market. Students will be introduced to the "how" and "why" of evaluation. In addition, the class will provide a wide assortment of tests, administrative instructions, and norms regarding physical education and fitness testing. Finally, practical computer applications will be covered to show the support they can be provided regarding tests and measurements. This course will emphasize techniques for constructing, evaluating, and administering tests in the psychomotor domain; the analysis and interpretation of test data.
Prerequisite: MTH7O.

## PE280P Practicum: Fitness Management/Athletic Training

1-3 credits

## (3-9 lab hrs/wk)

Students will gain experience in the various roles and responsibilities of the Health and Fitness M anagement fields. Students will participate in a variety of supervised settings that are applicable to the development of the student as a professional in the Health and Fitness field.
Prerequisite: PE131 with a "C" or better.
PE295 Professional Activities
2 credits (3-6 lec-lab hrs/wk)
Designed to provide Physical Education majors with opportunities to learn and develop teaching techniques and gain basic skills in the activity. Fall Term:
Badminton, Field Sports, and Tennis. Required for P.E. majors.

## Winter Term:

Basketball and Volleyball. Required for P.E. majors. Spring Term:
Physical Conditioning and Adventure Sports Required for P.E. majors.

## PHYSICS

## PH121 Elementary Astronomy

3 credits
(3 lec hrs/wk)
A descriptive treatment of the solar system: stars, stellar evolution, galaxies, and cosmology. The results of current space missions are emphasized. Recent discoveries in stellar astronomy will be discussed.
Prerequisite: MTH70 with a "C" or better.

## PH201/202/203 General Physics

5 credits/term (4 lec, 3 lab hrs/wk)
Study of the physical properties and interactions of mechanics, sound, heat, light, electricity, magnetism, and optics. Includes laboratory activities. Must be taken in sequence.
Prerequisite: MTH112 with a "C" or better.
PH211/212/213 General Physics with Calculus
5 credits/term (4 lec, 3 lab hrs/wk)
Study of the physical properties and interactions of mechanics, sound, heat, light, electricity, magnetism and optics. For science and engineering majors. Includes laboratory activities. Must be taken in sequence.
Prerequisite: MTH112 with a "C" or better.
Concurrent: MTH251 with PH211; MTH252 with PH212; and MTH253 with PH213.

## POLITICAL SCIENCE

PS198/298 Independent Studies in Political Science 1-3 credits (hrs to be arranged)
Prerequisite: Instructor consent.

## PS201 American Government: Political Institutions

 3 credits(3 lec hrs/wk)
An introduction to American political institutions, processes and ideology, in relation to politics and public policy.

PS202 American Government: Policy Issues
3 credits (3 lec hrs/wk)
This course continues the study of civil liberties and practical application of powers of the federal government to society's problems. Current issues in American politics and the application of federal government powers to society's problems will be addressed.

PS205 International Relations: US Foreign Policy in the 20th Century
3 credits (3 lec hrs/wk)
The course focuses on the development of US Foreign Policy within the 20th Century, with an emphasis on past precedents, new challenges, and how America's increasing economic interconnectedness with our neighbors has changed our policies. The course uses the world wars and the Cold War as major events which have shaped American foreign policy and continues to do so.

## PS280 Field Experience

## 1-6 credits (33-198 lab hrs/term)

This course offers career exploration and workplace experience within a widely defined number of supervised settings which will provide professional experience in the field of Political Science, political organizing, and campaigning.
Prerequisite: Instructor consent.

## PSYCHOLOGY

## PSY201 General Psychology

## 3 credits <br> (3 lec hrs/wk)

Introduces principles and theories of human behavior. Stresses scientific methodology; brain and other physiological influences on behavior, learning, sensory, and perceptual processes.

## PSY202 General Psychology

## 3 credits (3 lec hrs/wk)

Focuses on memory, consciousness, language and thinking, lifespan development, and motivation.

## PSY203 General Psychology

3 credits (3 lec hrs/wk)
Focuses on emotion, stress, health, intelligence, personality, mental disorders, treatment of mental disorders, and social psychology.

## PSY228 Introduction to Social Science Research

 3 credits(3 lec hrs/wk)
This course is an introduction to the basic research methods used by social scientists. The course includes an introduction to statistical analysis, observational studies, survey research, and experimental design.
Prerequisite: MTH70 with a " $C$ " or better.
PSY239 Introduction to Abnormal Psychology 3 credits
(3 lec hrs/wk)
This course discusses the diagnosis, etiology, and therapy of emotional disturbances and behavioral disorders.

## PSY240 Introduction to Psychopharmacology

3 credits
(3 lec hrs/wk)
This course is a basic introduction to the principles of drug action on the mind and body. The course will focus on drug metabolism, the nervous system, and neuron physiology. The course will include some of the psychopharmacological research findings on alcohol, psychotherapeutic drugs, SSRI's, stimulants, marijuana, opiates, caffeine, nicotine, and hallucinogens.

## READING - SEE ACADEMIC SKILLS

## SOCIOLOGY

SOC145/ANTH145 Special Topics in Sociology

## 1-3 credits (variable hrs)

A field study of significant sociological and/or anthropological features of a selected region. Students will apply techniques of inquiry and analysis from
various academic disciplines in order to understand and resolve key issues at selected field study sites. Introductory lecture will survey key issues and introduce techniques required for a site-based field study, followed by on-site visit. The three credit course does not have the separate lecture component that is a preview and summary experience that is included in the ten-day trip. Also offered as SOC0250/ANTH0250 for no credit or grade.
Concurrent: Any Anthropology or Sociology course.

## SOC198/298 Independent Studies in Sociology

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

## SOC204 General Sociology

3 credits
(3 lec hrs/wk)
Focuses on sociology as a science; examines concepts related to human social structure, culture, socialization, status and role, gender roles, social groups, organizations, social stratification, race and ethnic relations.

SOC205 General Sociology
3 credits (3 lec hrs/wk)
Applies sociological perspectives to the study of recent social changes, trends in social institutions of the family, religion, education, economics, politics, medical sociology, plus selected topics.

## SOC206 General Sociology

3 credits (3 lec hrs/wk)
Discusses identification and analysis of social problems. Explores addictions, crime and delinquency, group discrimination, inequality, poverty, alienation, domestic and international violence, environment and energy from sociological perspectives, focusing on feasible solutions.

## SOC210 Marriage and the Family

## 3 credits (3 lec hrs/wk)

Examines intimate relationships, courtship, marriage and family patterns - old, new, and unconventional. The course focuses on how relationships are built, maintained, changed, and how people cope with love, sexuality, children, conflict, divorce, blended families, disabilities, and death of family members.

## SOC213 Racial and Ethnic Relations

3 credits
(3 lec hrs/wk)
An historical perspective on contemporary problems in American society as related to minority and majority populations.

## SOC220/CJ131 Institutional Corrections <br> 3 credits <br> (3 lec hrs/wk)

A detailed exposure to correctional facilities used for the punishment of those convicted of crimes. The evolution of the penal institution, levels of custodial security, and issues relating to custodial, treatment, and programs within penal institutions will be explored. Field trips to correctional facilities.

## SOC221/CJ201 Juvenile Delinquency

## 3 credits (3 lec hrs/wk)

This course presents a philosophical, historical, and practical survey of juvenile justice administration in the United States. Considered in the context of an interdisciplinary framework, theories, factors, and characteristics of delinquency will be presented, and treatment and delinquency prevention programs will be surveyed.

## SOC230/HS167 Gerontology

## 3 credits (3 lec hrs/wk)

This course presents an exciting and dynamic survey of the developmental process of aging. Students will examine the social, physical, emotional, spiritual and cultural aspects which influence the experience of aging. coursework provides essential information for all who plan to work with elders, as well as an excellent opportunity to explore and promote a positive personal view of aging. Students will be introduced to the current theories, policies, and practices in gerontology and professional opportunities in the field. Concerns of practitioners and focus on service delivery and policy directions will also be addressed.

## SOC243/CJ243 Narcotics and Dangerous Drugs 3 credits <br> (3 lec hrs/wk)

This course introduces the student to the relationship of substance abuse to crime and criminal justice administration. Emphasis in the course is on illicit drugs and alcohol. Drug effects, theories of abuse, legislation, enforcement strategies, policy option, and treatment and prevention strategies relative to substance abuse are addressed.

## SOC244/CJ101 Criminology

## 3 credits (3 lec hrs/wk)

This course offers an interdisciplinary perspective of crime and criminal behavior in relation to the criminal justice system. Theoretical approaches to explaining crime, criminal statistics, typologies, and victimology will be assessed. The influence of crime theory on public policy will be explored.

## SPEECH

## SP100 Basic Speech Communications

## 3 credits (3 lec hrs/wk)

Applies general communication theories of intrapersonal, interpersonal, and group communication. Develops an awareness of interpersonal communication as it relates to employment and informational interviewing, groups problem solving, and communication climates.

## SP111 Fundamentals of Public Speaking (Podium Speaking) <br> 3 credits (3 lec hrs/wk)

Students prepare and present original, speeches, with emphasis on content, organization, delivery, and technique.

## SP112 Persuasive Speech

3 credits
(3 lec hrs/wk)

The psychology of persuasion is examined, as well as methods speakers use to persuaded an audience. Factors of credibility, using evidence, reasoning skills, and emotional appeals are examined. Students prepare and present original persuasive speeches. The study of theory includes critical thinking, organizational patterns, outlining techniques, and audience analysis.

## SP217 Understanding Media (The Persuasive Message)

3 credits (3 lec hrs/wk)
Focus is on the impact of mass media on society. Special discussions include media violence studies, children and television, sexism, ageism, racism in the media, and social movements. The agenda-setting functions of the media and critical consumer awareness is also presented. Content provides a historic, sociologic, and economic examination of the mass media role today.

## SP218 Interpersonal Communication

## 3 credits (3 lec hrs/wk)

Focuses on improving communication with oneself in order to improve relationships. Addresses perception, emotions, language, verbal and non-verbal communication, listening, and conflict resolution skills.

## SP219/HS260 Small Group Discussion (Group Dynamics) <br> 3 credits (3 lec hrs/wk)

Focuses on skill building and theory in decisionmaking, problem-solving, presentation planning, and knowledge of group processes. Designed to assist students in using a variety of settings at work, school, and home.

## SP220 Gender and Communication

3 credits
(3 lec hrs/wk)
This course is intended for people who are interested in increasing their understanding and awareness of differences in male and female communication styles. Students will explore how culture, media, attitudes, and gender roles influence how they communicate with women and men.

## SURGICAL TECHNOLOGY

ST5530 Aseptic Theory and Techniques
4 credits
(2 lec, 4 lec-lab hrs/wk)
This course covers the concept of asepsis by describing micro-organisms that affect the surgical arena and their role in the disease process. Disinfections, antisepsis, sterilization, as well as physical/chemical aseptic techniques are emphasized within the context of developing a surgical consciousness. The course concludes with discussion of transmissible diseases of concern to the health care provider.

ST5531 Introduction to Surgical Technology 3 credits
(3 lec hrs/wk)
This course introduces the student to the broad field of surgical technology. It is a prerequisite course to entry into the clinical training sequence of surgical technology courses. Students will review the concepts and events that contributed to the development of surgery, contemporary health care facility/agency types, and professional accreditation requirements. Basic principles of aseptic technique, care of the surgical patient, as well as physical structure of surgical areas will be discussed. The surgical team concept, role of the surgical technologist, and surgical conscience will also be explored.

## ST5532 Principles and Practices of Surgical <br> Technology (Circulator and Scrub Roles) <br> 6 credits <br> (12 lec-lab hrs/wk)

This course introduces students to the practice of surgical technology, both circulator and scrub roles. Students will develop their ability to scrub, gown, glove, set up and perform routine procedures, and break down an operating room lab properly in a reasonable amount of time. An emphasis will be placed on pre-op site preparation, specimen handling, thermoregulator devices, and recording of vital signs. The course will also include discussion of methods of hemostatis and blood replacement, surgical positioning, documentation, urinary catheter placement, and appropriate actions towards patient emerging from surgery.
Concurrent: Obtain certification in Cardiopulmonary Resuscitation (CPR) and Basic Life Support (BLS).

ST5533 Pharmacology for Surgical Technologists 3 credits (3 lec hrs/wk)
This course introduces the surgical technology student to the pharmacological knowledge and skills needed specific to the surgical arena. The course will include an emphasis on measurement/basic arithmetic review, terminology, care and handling of drugs/solutions used in surgery, and anesthesia.

## ST5534 Surgical Procedures I

## 4 credits (8 lec-lab hrs/wk)

This course is the first of two clinical practice courses structured to introduce all the surgical specialties to the students. Students will study the basic surgical anatomy, instrumentation, and procedural steps specific to general, rectal, ob-gyn, and orthopedics surgical procedures. Through the use of Clinical Case Information Worksheets students will develop a working knowledge of many advanced surgical procedures. Indications for surgery, special equipment, purpose and expected outcome of surgery, and possible complications will be discussed.
Prerequisites: ST5530, ST5531, and ST5532 with a " $C$ " or better.

## ST5535 Surgical Procedures II

## 4 credits (8 lec-lab hrs/wk)

This course is the second of two clinical practice courses structured to introduce all the surgical specialties to the students. Students will study the basic surgical anatomy, instrumentation, and procedural steps specific to ophthalmic, ear/nose/throat, head/neck, oral/maxillofacial, plastic,
genitourinary, hand, neurological, thoracic, cardiac, peripheral vascular, general pediatric, trauma, transplant, and procurement surgeries. Through the use of Clinical Case Information Worksheets students will develop a working knowledge of many advanced surgical procedures. Indications for surgery, special equipment, purpose and expected outcome of surgery, and possible complications will be discussed.

## Prerequisite: ST5534.

ST5536 Clinical Rotation in Surgical Technology I 8 credits (24 lab hrs/wk)
This course is designed to give related clinical practice based on the procedures covered in Surgical Procedures I. The student will apply the principles of sterile technique as they relate to the function and responsibilities of the surgical technologist, including pre-operative and peri-operative routine and care of the patient. The student must demonstrate knowledge of principles and techniques that apply to entry-level surgical procedures through demonstration and written assignments (as outlined in the AST core curriculum clinical practicum rules). Students will function in the first scrub role and will begin scrubbing on 125 cases within the scope of procedures covered in Surgical Procedures I as required by the AST core curriculum.
Prerequisites: ST5531 and ST5534.
Concurrent: ST5535.
ST5537 Clinical Rotation in Surgical Technology II 8 credits
(24 lab hrs/wk)
This course is designed to give related clinical practice based on the procedures covered in Surgical Procedures II and complete the student's clinical rotation experience begun in Clinical Rotation in Surgical Technology I. The student will apply the principles of sterile technique as they relate to the function and responsibilities of the surgical technologist, including pre-operative and peri-operative routine and care of the patient. The student must demonstrate knowledge of principles and techniques that apply to entry-level surgical procedures through demonstration and written assignments (as outlined in the AST core curriculum clinical practicum rules). Students will function in the first scrub role and will finish scrubbing on 125 cases within the scope of procedures covered in Surgical Procedures II as required by the AST core curriculum. Prerequisites: ST5535 and ST5536.

## THEATRE

## TA111 Introduction to Theatre

## 3 credits (6 lec-lab hrs/wk)

Studies the development, theory, and processes of creating live performances through human expression.

## TA111 Fundamentals of Technical Theatre

## 3 credits <br> (6 lec-lab hrs/wk)

A practical introduction to scenic construction and/or design, stage rigging, lighting hang and focus, and lighting and sound operation. This course is structured to support the technical needs of the theatre program's production each term. Course is suitable for local theatre group members.

TA141 Acting I: Fundamental Techniques
3 credits
(3 lec hrs/wk)
Studies the methods, techniques, and theory of acting as an art form, with an emphasis on the theories of Staniskavski. Performance of laboratory exercises ,improvisations, and short scenes and monologues from plays are the basic teaching approaches.
TA142 Acting II: Fundamental Techniques 3 credits
(3 lec hrs/wk)
Studies the methods, techniques, and theory of acting as an art form. Performance of laboratory exercises and extended scenes from plays and a Shakespearean monologue are the basic teaching approaches.
TA143 Acting III: Fundamental Techniques 3 credits (3 lec hrs/wk)
Studies the methods, techniques, and theory of acting as an art form. Performance of laboratory exercises, scene cuttings, a one-act play, and a classical monologue are the basic teaching approaches.

## TA153 Rehearsal and Performance <br> (From Audition to Closing Night)

1-3 credits (variable hrs)
Training in theater production through rehearsal of a play for public performance. Includes stage crew, production people, and performers.

## TA241 Intermediate Acting Techniques: Styles

## 3 credits (3 lec hrs wk)

Surveys styles and techniques of acting including improvisation, and physical preparation, with the emphasis on exploring the idea of styles. Emphasis is placed on the incorporation on non-mimetic dramaturgy into performance.

## TA242 Intermediate Acting Techniques: Shakespeare <br> 3 credits (3 lec hrs/wk)

Surveys styles and techniques of acting, including mime, improvisation, voice and physical preparation, with the emphasis on Shakespeare performance.

## TA243 Intermediate Acting Techniques:

Auditioning
3 credits (3 lec hrs/wk)
Surveys styles and techniques of acting, including improvisation, voice and physical preparation, with the emphasis on auditioning, portfolio development, and acting professionally.
TA254 Directing I: The Art of Directing
3 credits (3 lec hrs/wk)
Practical exposure to the fundamentals of play direction: conceptualization, casting, staging, actor coaching, and design collaboration. Culminates in public performances of student-directed scenes or one -act plays.
Prerequisites: TA141 and TA142 with a "C" or better.
TA280A Theatre Arts/Counseling Internship 1-3 credits (3-9 lab hrs/wk)
An internship which offers students the opportunity to develop an understanding of psychosocial issues facing both the College and community while learning a dynamic intervention technique based in Augusto Boal's Theatre of the Oppressed. Students will research psychosocial topics, translate to the stage, and perform for College and community audiences. Prerequisite: Instructor consent.

TA299A Special Studies: Interactive Theatre 3 credits
(3 lec, 2 TBA hrs/wk)
Presents selected topics of study in interactive theater. Class participants will conceive of, rehearse, and perform in ensemble-selected scenes based upon issues of personal, theoretical, social, and political concern. Performance component may result in interactive, playback, or Forum Theater.

## WELDING TECHNOLOGY

## WLD4010 Welding Processes I

3 credits (1 lec, 4 lec-lab hrs/wk)
Emphasizes oxy-acetylene welding and cutting, introduction to gas tungsten arc welding (GTAW) and plasma arc cutting. Topics include: soft soldering; brazing; silver soldering and oxy-acetylene welding in flat, horizontal and vertical positions using several joint designs. Efficient use of hand and machine oxy-acetylene torch cutting are covered. An introduction to gas tungsten arc welding (GTAW), basic setup and operation, and plasma arc cutting set-up and operation. Industrial Safety, joint design, welding techniques, cutting techniques, and proper care of equipment will be stressed.

## WLD4047 Advanced Welding Workshop

## 3 credits

(9 lab hrs/wk)
This course allows students to either specialize in welding techniques and processes they find appropriate for their needs and/or design, draw, estimate, order material, lay out, and fabricate an individualized project. Student will utilize practical application of industry methods in accomplishing these goals. The student will al so be required to define equipment needs, set-up, design weld joints, determine filler metals, select shielding gases, determine welding techniques, along with safety practices to be utilized. Student will present a written proposal no later than the end of the second week of class and will be evaluated on the progress toward final outcomes on a weekly basis.
Prerequisites: WLD4155.

## WLD4050 Welding and Joining Processes

## 3 credits

(1 lec, 4 lec-lab hrs/wk)
This course studies the application of modern welding, joining, and forming processes on new emerging manufacturing materials. The focus is on new welding and joining processes for ferrous and non-ferrous metals and various materials used in manufacturing. Metallurgy of ferrous and non-ferrous materials and properties of other materials will be researched. Students will learn from lecture/ discussion, audiovisual presentations, lab experiences, demonstrations, and research activities. Emphasis will be on new emerging products and technologies.
Prerequisites: WLD4061 and WLD4125 or WLD4126 with a "C" or better.

WLD4061 Shielded Metal Arc Welding I

## 3 credits (1 lec, 4 lec-lab hrs/wk)

This course covers shielded metal arc welding (SMAW) including safety, arc welding fundamentals, polarity, amperage ranges, weld techniques, weld defects, causes, and cures. Students learn through lecture, demonstration, and practical application of skills and concepts. Lab activities will cover flat, horizontal, and vertical welds using E6010 and E7018 electrodes.
Prerequisites: WLD4010 or WLD4011.
WLD4062 Shielded Metal Arc Welding II
3 credits
(1 lec, 4 lec-lab hrs/wk)
This course is an advanced level course in shielded metal arc welding (SMAW). Emphasis is on operating characteristics of E6010 and E7018 electrodes, constant current type power sources, properties of steels, manipulative techniques for welding, proper joint design preparation, and American Welding Society (AWS) certification standards and testing methods. Lab activities will cover vertical and overhead welds using E6010 and horizontal fillet, vertical and overhead welds using E7018.
Prerequisite: WLD4061.
WLD4100 Gas Tungsten Arc Welding (TIG)

## 3 credits (1 lec, 4 lec-lab hrs/wk)

This course covers all aspects of manual gas tungsten arc welding (GTAW) from safety and process operation through welding techniques and applications. Students learn through lecture, demonstration, and practical application of concepts and techniques. Emphasis will be on safety, equipment set-up, manual welding techniques, and procedures for both ferrous and non-ferrous materials, quality control and inspection, and industrial codes and procedures.

## WLD4125 Gas Metal Arc Welding

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

This course covers gas metal arc welding (GMAW) process. Students learn through lecture/demonstration and practical application of industry methods. The semi-automatic gas metal arc welding (GMAW) process and manual welding techniques will be presented. Equipment needs, set-up, joint design, filler metals, shielding gases, welding techniques, along with safety will be stressed. Prerequisites: WLD4010.

WLD4126 Flux Cored Arc Welding
3 credits (1 lec, 4 lec-lab hrs/wk)
This course covers flux cored arc welding
(FCAW) process. Students learn through
lecture/demonstration and practical application of
industry methods. The semi-automatic flux cored arc
welding (FCAW) process, both with and without
shielding gas, and manual welding techniques will be
presented. Equipment needs, set-up, joint design, filler
metals, shielding gases, welding techniques, along
with safety, will be stressed.
Prerequisites: $W L D 4010$.

## WLD4150 Pipe Fitting and Welding

3 credits (1 lec, 4 lec-lab hrs/wk)
This course is an introduction to pipe layout, fitting, and arc welding. Through lecture, demonstration, and practical application, students will be presented with basic pipe and piping information, basic pipe layout practices, and basic pipe welding techniques for 1G rolled position, 2G and 5G fixed position, using E6010 and E7018 electrodes. Safety, quality, and proper weld technique will be stressed according to industry standards for appearance and weld soundness.
Prerequisites: WLD4010 or WLD4061.

## WLD4155 Fitting and Fabrication

3 credits (1 lec, 4 lec-lab hrs/wk)
Provides layout and fitting skills applicable to an industrial welding and fabrication shop. It is designed to provide students with the experience of reading prints, estimating and ordering material, performing layout and cutting work, fitting pieces into assemblies, and weld-out procedures applicable to fabricating a finished product. Students will learn in a lecture/lab environment which will emphasize problem-solving and cooperation within an industrial-like environment. Safety, accuracy, quality, and a commitment to excellence will be emphasized in completing assigned lab fabrications.
Prerequisites: WLD4010 and WLD4061.

## WLD4165 Welding Lab A

3 credits (9 lab hrs/wk)
This course leads the student toward American Welding Society (AWS) structural certification with the shielded metal arc welding process (SMAW). Students will interpret weld procedure sheets, produce test plates, set machine variables, weld coupons, free bend test coupons and interpret test results. The skill development of the course will start welding coupons in the flat position and progress toward overhead. Emphasis will be on welding techniques that meet or exceed industrial standards.
Prerequisite: WLD4061 with a "C" or better. May be taken concurrently.

## WLD4166 Welding Lab B

3 credits
(9 lab hrs/wk)
This course is a continuation of WLD4165 in developing the student's ability to meet American Welding Society (AWS) structural certification with the shielded metal arc welding (SMAW) process. Students will interpret weld procedure sheets, produce test plates, set machine variables, weld coupons, free bend test coupons, and interpret test results. The skill development of the course will start weld coupons, free bend test coupons, and interpret progress toward overhead. Emphasis will be on welding techniques that meet or exceed industrial standards.
Prerequisite: WLD4165 with a "C" or better.

WLD4170 The Welder and Manufacturing 3 credits (1 lec, 4 lec-lab hrs/wk) This course will provide insight into the role of the welder in manufacturing processes, in both current and future manufacturing facilities. Problem-solving and cooperation for individual and group projects will be stressed. Students will learn through lecture/ discussion, audiovisual presentation, lab experiences, demonstrations, manufacturing simulations, and research activities.
Prerequisites: WLD4061, and WLD4125 or WLD4126 with a "C" or better.

## WLD9225 Welding Workshop:

Certification for Non-Majors
0.25-3 credits (8-90 lab hrs total)

Provides experienced welders with lab time for practice in basic welding techniques for skills upgrading and/or certification. The instructor is available for technical assistance.
Prerequisites: WLD4010, WLD4061 and WLD4125 or WLD4126 with a "C" or better.

## WOMEN'S STUDIES

WS101 Introduction to Women's Studies: Gender and Power
3 credits (3 lec hrs/wk)
An overview of the many issues facing women today. Topics cover a range of stereotypes of feminism: women and the media, the beauty myth, socialization, sexuality, women in education, sports science, history and Iaw, women and family, violence against women, spirituality, economic empowerment, and a global perspective on women's concerns. The primary focus is on the present and future in which women and men have opportunities to fulfill their potential. This course is intended for men as well as women. Students should expect a process-oriented class that personalizes the readings and lectures by interaction in small group discussions and projects.

## WRITING

## WR0525 Sentence Fundamentals

## 5 credits ( 5 lec hrs/wk)

This course is designed to teach students the skills of writing well-formed, grammatically correct, and varied sentences and of using punctuation. Credits do not count toward graduation.
Prerequisite: Appropriate placement test score.

## WR60 Writing for Foreign Students

5 credits
(5 lec hrs/wk)
Writing for international students focuses on improving sentence construction and variety as well as paragraph and essay development. All reading and writing practice is done using texts from various disciplines in the humanities and science for the purpose of preparing international students for success in mainstream college courses.
Prerequisite: Minimum TOEFL score of 450.

## WR90 Paragraph Fundamentals

## 3 credits (3 lec hrs/wk)

Paragraph Fundamentals is designed to help students write clear, correct paragraphs in standard English. A final goal is to have students organize paragraphs in an extended essay. The class will include discussion of grammar, punctuation, and conventions of style and usage.
Prerequisite: WR0525 with a " $C$ " or better or placement test score.

## WR110 Writing From Observation

1 credit
(20 lec hrs/total)
Students will apply techniques of inquiry and analysis from various academic disciplines in order to understand and resolve key issues at selected field sites. Introductory lecture/lab will survey key issues and introduce techniques required for a site-based field study. Initial visits will be organized by a lead instructor or a team of instructors. With pre-approval and consultation of a writing instructor, this course may provide writing assignments for the Freshman Composition sequence. This course may also serve as preparation for a second-year capstone project.

## WR121 English Composition

3 credits (3 lec hrs/wk)
This course presents the fundamentals and development of expository prose through frequent writing exercises. It is designed to help students learn the use of unity, clarity, coherence, and detail in the development of written ideas.
Prerequisite: WR90 with a "C" or better or placement test score.

## WR122 English Composition

3 credits (3 lec hrs/wk)
This course continues the preparation of the fundamentals of expository prose, with special emphasis on rhetorical principles of argumentation. Special attention is given to audience and style. The basic principles and use of logic in argumentative/ persuasive writing are introduced.
Prerequisite: WR121 with a " $C$ " or better.

## WR123 English Composition

3 credits
(3 lec hrs/wk)
This course is designed to teach the research process and the conventions of writing and documenting a research paper and the discourse conventions, audience expectations, and bibliographic formats of selected disciplines. Emphasis is on developing a method for planning, researching, and writing papers based on collected information. The research paper develops an argumentative or analytical thesis; it necessitates critical reading and persuasive writing. Prerequisite: WR122 with a " $C$ " or better.

## WR214 Business English

3 credits
(3 lec hrs/wk)
For Business and Office Occupations majors, WR214 consists of the study of and practice in modern business communication, especially written communication. Emphasis is on persuasive and routine correspondence, rhetorical strategies, and appropriate conventions. The class will shape students' language skills, focusing on conciseness, correctness, and consistent and appropriate tone. Students learn to use style sheets and current conventions in punctuation. Students will take their knowledge of human behavior, business environments, and business organization and apply it to effective written and oral business communication.
Prerequisite: WR121 with a "C" or better.
WR214T Professional/Technical Writing

## 3 credits (3 lec hrs/wk)

Professional/Technical Writing will familiarize students with various strategies for accomplishing professional goals through communication. The course will stress the application of higher order thinking in persuasive and routine correspondence, memos, and reports by examining rhetorical strategies and the importance of appropriate style and conventions. Students will write at least 3,000 words to be evaluated by the instructor, in addition to other, non-evaluated assignments.
Prerequisite: WR121 with a "C" or better.

## WR222 Advanced Composition

## 3 credits

(3 lec hrs/wk)
This advanced course explores approaches to writing that are beyond the scope of traditional composition offerings. The emphasis is on sophisticated or experimental methods and abundant student writing.
Prerequisite: WR122 with a "C" or better.

## WR227 Report Writing

3 credits (3 lec hrs/wk)
Report Writing will study the principles of composition applied to the writing of reports required in the technical and business professions. It includes procedures for fact gathering, organization, graphic layout, and other methods of compiling data. Students will learn to quote, paraphrase, and summarize sources correctly and effectively, and to cite those sources and list them with the aid of a style sheet. Students will write reports in their chosen disciplines.
Prerequisite: WR122, WR214 or WR214T with a "C" or better.

## WR241 Imaginative Writing: Fiction Writing

3 credits
(3 lec hrs/wk)
This course introduces the theory, techniques, and practice of fiction writing to the beginning student. It emphasizes the short story. Part of the term is spent reading and analyzing published work in terms of such writing techniques as characterization, scenes, dialogue, thematic content, and structure. Writing exercises, both to take home and to do in the classroom, complement these discussions and are critiqued. Part of each week is spent in a writers' workshop where student writing is discussed, analyzed, and critiqued by the whole class and the instructor.

## WR242 Imaginative Writing: Poetry Writing

3 credits
(3 lec hrs/wk)
This course introduces the theory, techniques, and practice of poetry writing to the beginning student through reading published work and through writing exercises. Part of each week is spent in a writers' workshop where student writing is discussed, analyzed, and critiqued by the whole class and the instructor.

## WR243 Imaginative Writing: Explorations

3 credits (3 lec hrs/wk)
This course centers on discussion of the techniques of play writing and monologue writing through the reading and analysis of published work and through writing exercises. Areas to be explored depend upon student and teacher interest. Part of each week is spent in a writers' workshop where student writing is discussed, analyzed, and critiqued by the whole class and the instructor.

## WR250 Autobiography Writing

## 3 credits (3 lec hrs/wk)

Introduces students to the techniques of writing an autobiography. Includes method, style, and organization. Both student and non-student works are discussed in class in order to develop writing techniques.

## SEQUENCE OF WRITING CLASSES



## Academic Policies and Student Life

Academic Information and Policies
Ability to Profit Policy ..... 163
Academic Advising ..... 163
Academic Notification ..... 163
Academic Plagiarism and Cheating ..... 164
Add/Drop ..... 164
Administrative Withdrawal of Students ..... 164
Affirmative Action, Equal Opportunity,
164
164
Non-Discrimination
Non-Discrimination ..... 165
Course Repeat ..... 165
Credit ..... 165
Credit Classes ..... 165
Non-credit Classes ..... 165
Lower Division Transfer ..... 165
Developmental ..... 165
Professional/Technical ..... 165
Continuing Education Unit (CEU) ..... 165
Professional Development Unit (PDU) ..... 165
Credit by Challenge or Advanced Placement ..... 166
Drug and Alcohol-Free Campus ..... 166
Enrollment Status and
Guidelines for Change ..... 166
Course Load ..... 166
Financial Aid ..... 167
Types of Financial Aid ..... 167
How to Apply ..... 168
When to Apply ..... 168
Deadlines ..... 168
Availability of Funds ..... 168
Disbursements ..... 168
Withdrawal Policy ..... 168
Chart of Financial Aid Programs Available ..... 169-170
Grades ..... 171
Calculate Grade Point Average ..... 171
Graduation ..... 171
Graduation/Honors ..... 171-172
Grievance Procedure ..... 172
Honors ..... 171-172
Honors in English ..... 172
Mandatory Reading ..... 172
Responsibility for Payment ..... 172-173
Refunds ..... 173
Credit Balance Refund Policy ..... 173
Statue of Limitations on Degrees and Certificates ..... 173-174
Student Conduct Code, Rights, and Responsibilities ..... 174
Student Educational Records ..... 174-175
Student Housing ..... 175
Student ID Number ..... 175-176
Transfer Procedures ..... 176
From Other Colleges ..... 176
To Other Colleges ..... 177
Tuition and Fees ..... 177
Class Fees ..... 177
Agency Billing ..... 177
Tuition Waived ..... 177
Veterans ..... 177-178
Student Services and Activities
179
179
Adult Learning Skills
Adult Learning Skills
179
179
Basic Skills Development
Basic Skills Development
179
179
Work Skills Development
Work Skills Development
179
179
English as a Second Language
English as a Second Language ..... 179
Apprentice Training ..... 179
Associated Student Government ..... 179-180
Athletics, Inter-Collegiate ..... 180
Business Development Center ..... 180
Business Foundations Program ..... 180
Business M anagement Program ..... 180
Contracted Training ..... 180
Cooperative Work Experience/Field Experience181
Community Education ..... 181
Counseling Services ..... 181
Career and Transfer Center ..... 181
Curry County(see page 185)
see pages 8-9)
Distance Education
Family Center ..... 181-182
High School Relations ..... 182
International Student Program ..... 182
Internship ..... 182
Library ..... 182
Retired Senior Volunteer Program (RSVP) ..... 182
Services for Students with Disabilities ..... 183
Southwestern Oregon University Center ..... 183
Southwestern Oregon Community College Curry Campus ..... 185
Special Events ..... 183
Student Activities ..... 183-184
Student Clubs and Organizations ..... 184
Student Support Services ..... 184
Supplemental Instruction ..... 184

# ACADEMIC INFORMATION AND POLICIES 

## ABILITY TO PROFIT POLICY

It is the Administrative policy of the Southwestern Oregon Community College District that for academic purposes, the ability to profit from instruction is defined as the ability to achieve the skill level or knowledge to apply the subject matter in an academic or practical situation.

This is defined as an S or C grade except where defined by the Basic Skills and GED program per State and Federal Regulations. The ability to profit for instruction for ABE/GED is defined in the ABE/GED Statement of Eligibility and Program Guidelines which may be obtained through the Director of the Adult Learning Skills Program.

A student should be able to achieve this level with in a reasonable number of attempts, not to exceed four attempts within the last five years of instruction. The third and fourth attempts shall require the approval of the advisor or a counselor.

Exceptions to the policy may be approved by the Dean of Instructional Services upon recommendation and approval of a counselor.

## ACADEMIC ADVISING

Southwestern Oregon Community College views advising as a vital part of academic success. Southwestern follows a developmental, research based advising model in which students and professional advisors share responsibility in a collaborative process. This process is more successful when students participate fully in the planning of their educational goals.

Each student is required to meet with his/her advisor each term prior to registration. Southwestern's computerized registration system will not allow a student to register until the advisor has reviewed his/her academic plan.

The individual student is responsible for being prepared for each advising session. Preparation includes reviewing degree requirements, checking prerequisites and planning a tentative schedule.

## ACADEMIC ADVISING <br> RESPONSIBILITIES

Student responsibilities

- Schedule and attend advising sessions in a timely manner. -Bring appropriate materials: a tentative schedule, paper and pencil, catalog, etc. -Ask for what you want. -Develop an understanding of the requirements of your major.
-Follow through on advisor's career and transfer research recommendations. -Choose your own courses. -Constantly reassess your academic progress and request help when needed.

Advisor responsibilities
-Be available on a regular basis to assist advisees.
-Post and keep office hours

- Maintain an advising record for each student.
- Show student what is needed.
-Guide student in putting together an Educational Development Plan (EDP) and modifying it where appropriate. -Show student where and how to do career and transfer research.
-Validate that chosen courses will meet prerequisite and degree objectives.
-Help student understand college rules and policies.
-Proactively refer students for other assistance where appropriate, e.g., tutoring, counseling, financial aid, etc.
- Help student make informed decisions, with an understanding of prerequisite and other scheduling factors that can delay degree attainment.


## ACADEMIC NOTIFICATION SYSTEM

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

- $\quad$ Step 1 - Academic Notification - This status results when the student's term grade point average (GPA) is below satisfactory progress
(2.0) or the student has received two or more " $U$ ", " $R$ ", or " $F$ " grades in one term.
- Step 2-Academic Probation - If the student has received academic notification status and the term GPA is again below 2.0 or the student has received two or more " $U$ ", " $R$ ", or " $F$ " grades in one term, the student is placed on academic probation. (The student will continue on probation until the cumulative GPA is 2.0 or higher, provided that satisfactory progress is maintained during this time.)
- Step 3 - Academic Suspension - If, during any term while on probation (or previous suspension), the student does not make satisfactory progress, the student will be suspended. This status results when the term GPA and current cumulative GPA are below
a 2.0 for a third time. A suspended student must petition the Academic Standards Committee to be considered for reinstatement. Academic Standards Reinstatement Petition forms are available at the Student First Stop Center.It will be decided whether or not the student will be allowed to return to school and under what conditions. One such condition may be a reduced course load for the term.
Students on academic suspension may attend summer school without reinstatement, provided the student works with a counselor to develop a plan of action to ensure student success.

Financial aid students must meet additional qualitative and quantitative requirements. See the Student First Stop Center for a pamphlet explaining satisfactory academic progress for financial aid students.

Veterans students are subject to additional GPA requirements; see Veterans, pages 177-178 for more information.

## ACADEMIC PLAGIARISM AND CHEATING

The policy of the Board of Education of Southwestern Oregon Community College on Student Rights, Student Code of Conduct, and Student Grievance Procedure outlines penalties ranging from admonition through expulsion for violations including plagiarism and academic cheating. In the policy academic plagiarism is defined as: "The intentional submission for evaluation to a college instructor or administrator of material based, in significant part, on work done by someone other than the submitter without reasonable written indication to the evaluator of the material's true source." Academic cheating is defined as "The intentional submission for evaluation to a college instructor or administrator of material based, in part, on a source or sources forbidden by generally accepted standards or by regulation established by the evaluator and disclosed in a reasonable manner." The complete policy, penalties, and recourse through the Grievance Procedure can be found in the Student Handbook located on the web at
www.socc.edu/student_life/handbook/.

## ADD/DROP

A student will need the instructor's signature on his/her add/drop form to add a class after the first week of the term. A student may WITHDRAW from a class or from school through Friday of the first week of the term without responsibility for a grade. Withdrawal after that point will result in a "W" on the student's transcript and may occur until the Wednesday before finals week. No instructor signature is required; however, students are strongly encouraged to consult the instructor before withdrawing to ascertain their status in the class.

## ADMINISTRATIVE WITHDRAWAL OF STUDENTS

Attendance at the first meeting of a class is considered mandatory. A student who fails to attend the first meeting of a class may be administratively withdrawn at the instructor's request. Students are responsible for withdrawing from classes they do not attend. Failure to withdraw will result in adverse grades and responsibility for payment. This does not apply to students who have made prior arrangements with the instructor.

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

Failure to pay for classes or make appropriate payment arrangements may result in administrative withdrawal from classes.

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

- Poses a danger of causing physical harm to self or others; or
- Could cause property damage; or
- Could directly and substantially impede the educational process and/or the lawful activities of others.
The college reserves the right to request for good cause a physical, psychological, or psychiatric examination of a student any time the examination(s) may be in the best interest of the college and/or the student. The college shall pay for the examination(s).


## AFFIRMATIVE ACTION, EQUAL OPPORTUNITY, NON-DISCRIMINATION

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

It is the policy of the Southwestern Oregon Community College Board of Education that there will be no discrimination or harassment on the grounds of race, color, gender, marital status, sexual orientation, religion, national origin, age, political affiliation, parental status, veteran status, or disability in any educational programs, activities, or employment. Persons having questions about equal opportunity and non-discrimination should contact the Dean of Administrative Services in Tioga 512. Phone (541) 888-7206 or TDD (541) 888-7368. All other issues, concerns, and complaints should also be directed to the Dean of Administrative Services for referral to the appropriate administrator.

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

## AUDITING COURSES

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

The following guidelines apply to auditing:

- A student may audit a course only if he/she has met the prerequisites for the course.
- Financial aid and veteran students will not receive funding for courses audited.
- A student auditing courses participates fully in the courses but is not required to take tests and does not receive grades.
- Registration cannot be changed at a later date in order to obtain credit for courses audited.
- Students registering for credit will not receive a tuition refund if they choose to change their enrollment status to audit during the term.
- Audit allows students to register for a graded course or courses at a discounted rate (one-half of the regular tuition) on a space available basis. Registration of audit status is required within the refund period.
- Only students with an original audit status will receive the tuition discount.
- Discount applies to tuition only; students are responsible for all course fees. Some classes are not eligible for this discount because they have prerequisites or require admittance to a programs (i.e. Nursing). Some classes are fee based rather than tuition based (i.e. web classes, Oregon Coast Culinary Institute and community education classes that are self-supporting) and are excluded from the discount.


## COURSE REPEAT

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

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

## CREDIT

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

## Credit Classes:

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

Developmental courses are designed to have a student gain skill and knowledge before taking college-level courses. These courses generally have a departmental prefix and a two- or four-digit number.

Lower Division Transfer credits are those that will transfer to four-year schools in the Oregon University System and apply towards a bachelor's degree. Generally, transfer courses have a departmental prefix and a three-digit number 100 through 200.

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

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

## Continuing Education Unit (CEU)

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

## Professional Development Unit (PDU)

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

- Continuations of certification in teaching or other professions requiring PDUs.
- Professional and career development.
- Personal development as necessary for advancement in employment. A PDU is defined by the certifying organization.
A PDU activity may include a program, course, workshop, seminar, or other pre-approved learning experience. For a course to be eligible for PDU credit and for the activity to be transcripted by the college, it must meet specific criteria. For additional information, contact the Director of Distance Education and Community Education at (541) 888-7212.


## CREDIT BY CHALLENGE OR ADVANCE PLACEMENT

The College Level Examination Program (CLEP) and Southwestern course challenge process (credit by evaluation) allow students to demonstrate knowledge and proficiency and to acquire credit in selected academic areas. Contact Educational Support Programs and Services at (541) 888-7405 for information and guidelines regarding these challenge processes. Financial Aid is not available for these courses.

Advance placement tests taken while in high school may be accepted for college credit. To receive credit, students should bring their certificate to the transcript evaluator's office in Dellwood Hall, Room 22.

## DRUG AND ALCOHOL-FREE CAMPUS

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

## ENROLLMENT STATUS and GUIDELINES FOR CHANGE

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

- A student may change en rollment status from CREDIT to AUDIT by the add/drop process through the sixth week of the term. After this time, the instructor's consent is required. Changing from CREDIT to AUDIT, after the refund period does not qualify the student for the half-price tuition discount.
- A student may WITHDRAW from a class or from school through Friday of the first week of the term without responsibility for a grade. Withdrawal after that point will result in a "W" grade on the student's transcript and may occur until the Wednesday before finals week. No instructor signature is required; however, students are strongly encouraged to consult the instructor before withdrawing to ascertain their status in the class.
- A student may be administratively withdrawn from a class or classes when the student exhibits disruptive behavior or misconduct or for nonpayment of tuition and fees. There is no deadline for such withdrawal.


## Course Load

A student course load is defined as:

- Full time - 12 or more credit hours in a regular term.
- 3/4 time - 9 to 11 credit hours in a regular term.
- $1 / 2$ time - 6 to 8 credit hours in a regular term.
- Less than $1 / 2$ time - up to 6 credit hours in a regular term.
Students receiving Veterans' benefits during the summer term are classified as full-time if taking eight or more credit hours. The enrollment status for Financial Aid students is calculated the same for all terms, including summer, based on the credit hours listed above.

Students enrolling in more than 18 credits must see a Student First Stop Center representative.

To complete the credits required for an Associate of Arts Oregon Transfer (AAOT) degree in two years, a student must average 15 to 18 credits of college-level coursework per quarter. Careful planning and consultation with an advisor are recommended.

## FINANCIAL AID

Southwestern makes every possible effort to ensure that students have access to educational opportunities by providing financial assistance in compliance with federal, state, and institutional programs. The Financial Aid Office administers a variety of local, private, institutional, state, and federal aid programs.

Students interested in financial aid are encouraged to contact the Student First Stop Center in Dellwood Hall for information and application forms.

Information explaining the application procedures, verification procedures, satisfactory academic progress guidelines, scholarship information, registration procedures, Ioan information, financial aid programs, return of Title IV funds policy, Ioan application procedures, and other policies and procedures is available at the Student First Stop Center.

All information is available on the Southwestern web site at www.socc.edu/serv_resrc/faweb2/.

## WHAT TYPES OF FINANCIAL AID ARE AVAILABLE?

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

- Grants, scholarships, tuition scholarships, and internships which students do not repay.
- Loans, which students must repay.
- Part-time employment, which pays students a wage for hours worked on campus.
For detailed information, contact the Student First Stop Center.


## HOW TO APPLY FOR FEDERAL and STATE FINANCIAL AID

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

1. Complete the Free Application for Federal Student Aid (FAFSA) online or by mail as early as possible, beginning January 1 of each year for consideration for the following academic year (begins summer term at Southwestern). These forms are available at Southwestern and at local high schools and colleges. Initial processing of the FAFSA generally takes three to five weeks, at which time Student Aid Reports (SARs) will be mailed to the students. Students may also apply online at www.fafsa.ed.gov and will need a pin number to send the application: www.pin.ed.gov.
2. Students who applied for federal student aid in the prior academic year may complete a Renewal Application online at www.fafsa.ed.gov. Students should review the information on the Renewal Application and make any changes needed.
3. The Financial Aid Office at Southwestern will receive an Institutional Student Information Report (ISIR) from the central processor. Students are not required to submit the ISIR to the college. Students will be mailed a notice from the Financial Aid Office indicating that the ISIR has been received. Students should return the enclosed Financial Aid Eligibility Determination Request card to the Financial Aid Office to indicate their interest in Southwestern and to receive an Estimated Unofficial Financial Aid Package. Prior Southwestern students and students identified by the Recruitment Office will automatically be sent an Estimated Unofficial Financial Aid Package.
4. Once the Financial Aid Office receives either the ISIR or the Financial Aid Eligibility Determination Request, students will be sent a notice stating the date to expect the Estimated Unofficial Financial Aid Package. This package will include a preliminary estimate of the financial aid for which the student may be eligible, as well as a checklist of the items which the student must complete before official eligibility can be determined. No application will be considered complete until Step 4 has been completed and all items on the checklist have been received. It is very important that students apply as early as possible and send in all requested documents promptly.
5. Students are required to provide an official grade transcript from all schools attended since high school (except GED and military training).
6. Students must take the placement tests at Southwestern. See the Educational Support Programs and Services Office in Stensland Hall for test and waiver criteria.
7. Students must demonstrate the ability to benefit from college instruction by having a high school diploma or GED certificate or by passing the placement test; (see the Educational Support Programs and Services Office regarding
this test) or have been home schooled and have met state requirements for high school equivalency/completion.
8. Apply for admission to Southwestern and declare a valid major. This must be done prior to receiving aid; federal aid is not retroactive for students who do not complete this step prior to taking classes for the term.
9. Once all information has been submitted to the Financial Aid Office, students will be sent a notice that their files are ready for a final review by a qualified staff member responsible for awarding financial aid funds. The notice will include the date upon which the students may expect to receive their "Official Award Letter." Should discrepancies occur during the final review process, students will be contacted to submit additional information. All additional required information must be submitted before the "Official Award Letter" can be prepared.
10. In addition to the FAFSA, students who wish to apply for a Federal Stafford Loan must complete a Federal Stafford Loan application and attend a Pre-loan advising session. Sessions are available at http://www.socc.edu/serv_resrc/faweb2/index.htm I Students may request loan packets at the Student First Stop Center after receiving an "Official Award Letter".
11. Students who are awarded Federal Work-Study (FWS), General Student Employment (GSE), or Athletic Work-Study (AWS) funding and would like to work must attend an orientation session. Contact the Student Employment Coordinator in the Student First Stop Center for dates and times or complete the online orientation at www.socc.edu, then Campus Services, then Financial Aid.
12. Students receiving scholarships, waivers, and/or agency funds should notify the Student First Stop Center of all funds promptly. If scholarship, waiver, and/or agency funds do not fully pay for all tuition and fees, students must contact the Student First Stop Center on or before the payment deadline date to pay the outstanding balance or to arrange a Educational Student Loan. Students who fail to make payment arrangements or pay their account in full by the deadline date may be administratively withdrawn and are $100 \%$ liable for all charges according to the institutional refund policy or will be placed on an Educational Student Loan and charged the appropriate fee.
13. All Financial Aid students must maintain satisfactory academic progress, according to specific financial aid guidelines. These guidelines are different from institutional policy and are explained in a pamphlet available at the Student First Stop Center and contained in the award information booklet that is mailed to students with the Estimated Unofficial Financial Aid Package and with the Institutional Award letter. For additional information on satisfactory academic progress guidelines at Southwestern, an optional financial aid workshop is available upon request.

## WHEN TO APPLY

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

Deadline dates for 2005-2006 award year

| M arch 1, 2005 | Priority for first <br> consideration as established <br> by file completion date. |
| :--- | :--- |
| June 15, 2006 | Last date to receive a valid <br> ISIR/SAR from the Central <br> Processor (CPS) for aid at <br> Southwestern. |
|  | Last datethe FAFSA may be <br> received by the processing <br> center (or student's last day <br> of enrollment in <br> 2005-2006, whichever <br> comes first) - SAR or ISIR <br> processed by CPS. |

For 2006-2007 deadlines, see the Student First Stop Center. For additional information, procedures, and policies see the Student First Stop Center or visit the web at http://www.socc.edu/serv_resrc/faweb2/index. html.

## AVAILABILITY OF FUNDS

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

## FINANCIAL AID DISBURSEMENTS

Disbursement occurs by crediting students' accounts with all eligible funds on a term-by-term basis. Financial aid funds are mailed or credited by EFT to students by Friday after the full refund period. Further disbursements are processed by each Friday during the rest of the term. Disbursements may be picked up in person beginning the fourth week of the term if the funds have not already been processed. Please allow 24 hours after submitting the required attendance information to the Student First Stop Center before funds will be mailed or made available at the Student First Stop Center. Students are responsible for paying all tuition and fees in excess of financial aid funding by the payment/withdrawal deadline date listed in the schedule. Otherwise, they may be administratively withdrawn for nonpayment. Students must have all the necessary paperwork, workshops, seminars, etc. completed before their accounts may be credited. Students who do not complete all the necessary steps by Friday at 3:30 p.m. of the full
refund period in any term will experience delays in the disbursement of funds. Students must be in the proper classes/credits by Friday of the first week of the term for federal and state aid funds.

Federal and state aid is disbursed to students based on the eligible enrollment status/credit load on Friday of the first week of the term. Any add/drops processed after this date do not affect financial aid funding for federal and state aid. Refer to the award letter for any further requirements. Bookstore charges will be established for all Financial Aid students who qualify. Scholarship information is available from the Educational Support Programs and Services (ESPS) office in Stensland Hall. Students receiving financial aid should have all add/drops and bookstore charges processed by the end of the full refund period in order to have an accurate check disbursement. If an add/drop is processed during subsequent weeks, students must contact the Financial Aid Office and disbursement of funds may be delayed. Students must officially withdraw from classes. The fee assessed at the time of withdrawal is determined by the actual date the withdrawal process was begun or determined to have occurred. See the college's withdrawal policy stated in the "Tuition and Fees" section under "Refunds".

If students are placed on Aid Withheld status and do not file or complete a request/appeal or do not make alternative arrangements with the Student First Stop Center, by $3: 30$ p.m. on Friday of the first week of classes, they may be administratively withdrawn. Students who are on Aid Withheld status and have submitted a request/appeal should continue attending all classes, pending a review by the Financial Aid Committee. Friday of the full refund period will be considered the actual date of withdrawal, should a request/appeal be denied and should the student not choose to attend the term using his/her own funds, resulting in a 100\% refund. Students are liable for all bookstore charges, and a 100\% refund is available at the bookstore during the full refund period.

Detailed information for requesting reinstatement is sent to students when they are notified that they have been placed on Aid Withheld status and is also available from the Student First Stop Center.

## WITHDRAWAL POLICY

Official and unofficial withdrawal dates will be determined using the federal regulation definition for a withdrawal date. The official date will be determined by the earlier of one of the following:

1. Date the student begins the withdrawal process.
2. Date the student provides official notification of intent to withdraw.
3. Students who fail to officially withdraw are assumed to have completed at least $50 \%$ of the term unless a later date is determined by the College.
The College will offer a full refund during the refund period. The Bookstore and student housing will offer a refund based on their policies during the refund period. Students living in student housing are subject to any contracted services according to the terms of the contract.

## Financial Aid Programs Available at Southwestern

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

- Students must enroll at least half-time (six credits) each term. Aid is given for less-than-half-time enrollment in eligible credits but only if funds are available. For 2005-2006 the Federal Pell Grant is available for less-than-half-time enrollment.
- Students must be in an eligible degree or certificate program and enrolled in eligible credits for that degree or certificate program. Federal and state aid funds are used only for credits required for that degree or are considered prerequisites, remedial, or supportive courses up to a 45 credit maximum.
- Students must have either a high school diploma or a GED certificate, demonstrate the ability to benefit from instruction by passing an approved test, or have been home schooled and have met state requirements for high school equivalency/completion.
- Students must not be in default on a loan or owe a refund, return of Title IV funds, or repayment of any Title IV financial aid program.
- Students must file the Free Application for Federal Student Aid (FAFSA) - this includes institutional aid.
- Students must reapply each academic year.
- Students must be admitted as regular students. (Submit an Application for Admission prior to the end of the term in order to receive aid).
- Students must be United States citizens or eligible non-citizens.
- If a student is a male over 18 years of age and born after December 1, 1959, he must be registered with the United States Selective Service, unless he is currently on active duty with the armed forces (membership in the reserves does not qualify).
- Students must use money they receive to help meet the costs of enrolling at and attending Southwestern.
- Students must maintain satisfactory academic progress. A pamphlet explaining the requirements is available from the Student First Stop Center or on the web and is listed in the Award Information Booklet.


## Financial Aid Grant Programs

| Program | Brief Description |  |  |
| :--- | :--- | :--- | :--- |
| Federal Pell Grant | Application <br> A federal grant program for <br> undergraduate students. | FAFSA* |  | | Award Amounts at Southwestern |
| :--- |
| $\$ 400$ to $\$ 4,050$ for 2005-2006.* |

## Employment Programs

| Program <br> Federal Work-Study <br> (FWS) | Brief Description <br> A federal and college-funded <br> program to provide employ- <br> ment opportunities for <br> students on campus. | Application <br> FAFSA* |  |
| :--- | :--- | :--- | :--- | | Award Amounts at Southwestern |
| :--- |


| Program | Brief Description |
| :--- | :--- |
| Federal Stafford Loan** A federal loan program with <br> deferred repayment at a <br> variable interest rate. |  |
| Stafford Loan** | Same as above. Interest accru <br> to the loan balance <br> while you are in school. |
| Federal PLUS Loan** | A non-need based federal <br> loan program for parents of <br> undergraduate dependent <br> students with immediate <br> repayment. |

Application

## FAFSA*

FAFSA* to the loan balance while you are in school.

* FAFSA - Free Application for federal student aid - (tentative funding levels).
** There is a 30-day delay on the first check disbursement.


## Institutional Scholarships (May not exceed 18 credits of regular tuition)

| Program | Brief Description | Application | Award Amounts at Southwestern |
| :---: | :---: | :---: | :---: |
| Internship Program | Internships provide students with the opportunity to utilize their skills and knowledge. Must be pursuing a degree at Southwestern. Must maintain satisfactory academic progress. | See the Internship Coordinator | Amounts vary. Cannot receive Southwestern-funded tuition scholarships in excess of 18 credits per term. |
| Southwestern Grants ${ }^{\text {t }}$ | Grants are provided to students with exceptional skills and knowledge in a specified academic area. Must be a full-time student pursuing a degree at Southwestern. Must maintain satisfactory academic progress. | See a faculty member or contact the campus recruiter. FAFSA* | Amounts vary. May not receive other Southwestern-funded tuition scholarships at the same time. <br> Total financial aid funds received may not exceed the student's cost of attendance. |
| Southwestern Foundation | A variety of need and non-need based scholarships awarded to students in various areas of study. | Southwestern <br> Foundation General Scholarship Application. FAFSA* | Variable - applications are available each December and at other variable times throughout the year. Most scholarships have a deadline of early spring term. |
| Military Tuition Scholarships | Awarded to students who were residents of the college district at the time of entry to the military and who served in Iraq. | Contact the Financial Aid Office with DD214 | Full tuition waived per term for 2005-2006. Scholarship is for six consecutive terms. Must be enrolled in a minimum of 12 credits each term (summer term optional). |
| Payment Options |  |  |  |
| Program | Brief Description | Application | Award Amounts at Southwestern |
| Educational Student Loans | Tuition, fees, bookstore charges, and housing costs are paid in three or more equal installments over the term or in ten installments for a year. | Contact the Student First Stop Center to apply | Variable |
| Alternative Loans | Wells Fargo | www.wfefs.wellsfargo.com/jump/socc/socc.html 1-800-658-3567 <br> Variable/covers cost of attendance |  |
|  | Bank of America | www.bankofamerica.com/studentbanking <br> 1-800-344-8382 Variable/ covers cost of |  |
|  | Alaska Student Loan TERI Loans | FAFSA* Variable/covers cost of <br> State Application <br> attendance  |  |

## GRADES - DEFINITIONS AND POINTS

A (4 grade points) Excellent
B (3 grade points) Above average
C (2 grade points) Average
D (1 grade point) Below average
F (0 grade point) Failing
R (0 grade point) Satisfactory effort. Student attended class regularly and did assigned work, but did not meet course learning objectives. Credits apply for course load but do not apply toward completion of a program and are not used in computing grade point average for that term. Students must repeat the course within one year or the " $R$ " changes to an " $F$ ". This grade applies only to the following developmental courses: MTH20, MTH25, MTH70, WR0525, WR60 and WR90. For more information on the "R" grade, refer to Financial Aid rules and the Academic Notification System.
S (0 grade point) Satisfactory - equivalent to a "C" or better. Credit as specified. Course credit is not used in computing grade point average.
U (0 grade point) Unsatisfactory - no credit earned. Course credit is not used in computing grade point average.
I Incomplete "I" grade is given for work that could not be completed during the finals week of the term because of circumstances beyond the student's control. "I" grades require the student's current earned letter grade to be attached to the "I" grade and the date when the Incomplete contract is to expire. If the student does not fulfill her/his contract within the designated time, the grade will automatically revert to the given grade.
IB (3 grade points) Incomplete: "B" earned.
IC (2 grade points) Incomplete: "C" earned.
ID (0 grade point) Incomplete: "D" earned.
IF (0 grade point) Incomplete: "F" earned.
IU (0 grade point) Unsatisfactory earned.
Z Grades were not received from instructor. Student will be notified when grade is posted to the transcript.
M Multi-term course. Class begins in one term and ends in another. Grades are issued at a later date.

## CALCULATING GRADE POINT AVERAGE

The following formula is an example of grade point calculation:
Grade Credit Points $x$ Credits $=$ Total Points
A 3 credits 4 points $\times 3$ credits $=12$ points
B $\quad 3$ credits 3 points $\times 3$ credits $=9$ points
C $\quad 3$ credits 2 points $\times 3$ credits $=6$ points
Total credits $=9$
Total points $=27$
When computing the grade point average, the total credits for which the grades of "A", "B", "C", "D", and "F" have been earned are divided into the total number of grade points earned.

Example:
Total points divided by total Credits $=$ Grade Point Average Ex: 27 points divided by 9 credits $=3.000$ GPA
Note: " S ", " U " or " I " grades assigned are not computed as part of the grade point average.

## GRADUATION

Students earning a degree or a one-year Certificate of Completion from Southwestern Oregon Community College must process an application for graduation, available from the Student First Stop Center in Dellwood Hall. The application fee is to be submitted to the Student First Stop Center.

Students should apply at least one term prior to expected graduation; for graduation Summer term submit by the first Friday in May; for graduation Fall term submit by the first Friday in August; for graduation Winter term submit by the first Friday in November; and for graduation Spring submit by the first Friday in February.

Official transcripts from accredited colleges and universities previously attended that apply toward a Southwestern degree or certificate must be on file with the transcript evaluator. All coursework from other colleges will be included in the cumulative GPA, regardless of applicability to current coursework. The cumulative GPA, including transfer work, is used to determine eligibility for graduation honors. Final approval of the Application for Graduation is given only after grades have been posted for the final term's work. Degrees or certificates are mailed to the student following this process and may take two to four months to receive.

The Application for Graduation requires an advisor's signature. Advisors are available to assist students in selecting coursework that applies to the degree or certificate, but students have final responsibility for satisfying graduation requirements.

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

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

- Meet the requirements for graduation with an Associates degree.
- Plan to participate in commencement.
- Have the highest GPA for the students graduating with an Associates degree.
- Current grades will be verified and co-valedictorians may be named if more than one student meets all criteria.


## ACADEMIC HONORS

To graduate with honors, students must meet the criteria for graduation and have a 3.75 cumulative GPA. Cumulative GPA includes all transfer credit from other colleges. All coursework from other colleges will be included in the cumulative GPA, regardless of applicability to current coursework.

The "Transfer Procedure" section provides additional information about applicability of coursework.

Southwestern Oregon Community College offers a number of options to achieve honors. To be recognized, students must meet the following criteria:

## Academic Excellence

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


## Honor Roll

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


## Dean's List

- Earn a grade point average of between 3.0 and 3.49 for the quarter.
- Complete 12 or more credits in which letter grades were earned.*
Southwestern Scholar
- Appear on the honor roll or achieve academic excellence for the entire academic year (fall, winter and spring terms).
* Letter Grades ("A", "B", "C", "D" and "F").


## HONORS IN ENGLISH

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

## GRIEVANCE PROCEDURE

The college strongly encourages individuals to meet and resolve their differences. If resolution of differences is not successful in an informal process, the college provides a formal grievance procedure. Copies of the formal grievance procedure are available from the Office of the Dean of Administrative Services in Tioga Hall, Room 512. This information can also be found in the Student Handbook on the web at www.socc.edu/student_life/handbook/.

## MANDATORY READING

A reading skills class is required for all full time (12 credit) or degree seeking students whose test scores are between 30-38 on the ASSET Placement test or 36-68 on the COM PASS Placement test. Students are required to attend reading skills classes until their test scores are 39 or higher on the ASSET or 69 or higher on the COMPASS.

Students may take other courses needed to complete their programs or degrees while enrolled in reading skill classes.

Disabled students (with verified ADA eligibility) will not be excluded from this policy based on disability alone.

## RESPONSIBILITY FOR PAYMENT

The entry of a student's class(es) into the computer creates an accounts receivable for the student that reflects the amount of the tuition and fees the student owes. The student, at time of registration, assumes the responsibility for paying the amount due unless he/she formally withdraws from the class(es) BEFORE THE TERM STARTS OR DURING THE REFUND PERIOD (see "Schedule of Classes" for dates). Formal withdrawal requires that the student submit a signed and dated add/drop form to the Student First Stop Center or withdraw using WebAdvisor at www.socc.edu.

An Educational Student Loan (one-third of the total down and payments in three or more installments) is available to those who qualify; a mandatory, non-refundable fee of $\$ 25.00$ is charged for every Educational Student Loan contract prepared. If a student is under 18 years of age, Southwestern requires an Educational Student Loan be made in the parent or guardian's name and requires the parent or guardian's signature in the presence of the college staff or as requested in writing. For information consult the Student First Stop Center in Dellwood Hall.

The college reserves the right to administratively withdraw a student for poor academic progress, failure to meet financial obligations, failure to attend classes, or inappropriate behavior. This does not relieve the student of the responsibility to pay for the classes or formally withdraw from them. It is the student's responsibility to formally withdraw within the refund period if he/she does not wish to be billed for the class(es).

The Student First Stop Center policy at Southwestern Oregon Community College is based upon Board policy \#9.032, Administrative Action for Nonpayment. The following sanctions may be imposed against any student with any delinquent financial obligations:

- Administratively withdraw a student from class(es) which shall include loss of any tuition and fees paid and the permanent loss of all credits and/or grades for the term in which the withdrawal occurs.
- Withhold a certificate, diploma, or degree;
- Prohibit subsequent registrations until debt is paid.
- Assign the account to a collection agency.
- Refer the credit record to a credit bureau.
- May assess necessary charges to reconstruct student enrollment records.
- Withhold transcripts and/or grade reports.
- Require full payment (CASH ONLY) of all college services.
Students who have a delinquent accounts receivable or who are in default on Educational Student Loans, Emergency Tuition Loans, Stafford and Perkins Loans, Title IV, or who have other college debts will be prohibited from registering for further terms until the debt is paid in full or acceptable arrangements are made at the Student First Stop Center in Dellwood Hall.

All delinquent debts will accrue interest at the rate of eighteen percent (18\%) per annum in addition to a $\$ 25.00$ per billing cycle (monthly) late fee.

All balances not paid in full at the time of registration will be placed on an Educational Student Loan Plan, which has a $\$ 25.00$ per contract preparation fee. If a student receives any form of financial aid during the loan payback period, the funds must be first used to repay this Ioan. Students will pay all attorney's fees, collection costs, and any other charges necessary for the collection of any monies owed Southwestern. Failure to receive a statement does not relieve the student of his/her financial obligation.

A student withdrawing from classes AFTER the refund period will be ineligible for a tuition refund and must pay the balance due on any loans, Educational Student Loans, and accounts receivable. There is a charge for returned checks per college policy.

Southwestern does not issue refund checks or send billing for debts/refunds less than $\$ 5.00$. Southwestern does not issue financial aid disbursements checks for less than $\$ 1.00$. Students will be notified by mail to come to the Student First Stop Center to receive the disbursement in cash.

## REFUNDS

Students who stop attending classes during the term must formally withdraw either by dropping their classes through WebAdvisor or by filing a drop form with the Student First Stop Center. In emergencies a phone call, followed by a written request, will enable us to process a withdrawal for the student. Refunds are computed from the date of formal withdrawal, not from the date the student stopped attending classes.

For classes five weeks or longer, a 100\% refund is given if the formal withdrawal is completed by the end of the last business day of the first week of classes. The refund policy does not extend beyond the first week of the term.

For classes that are scheduled to meet more than one week and less than five weeks, a $100 \%$ refund will be given if the formal withdrawal is completed by the end of the second day of the first week the class is scheduled to meet. This applies to classes that start on the first day of the regular term (fall, winter, spring, summer) or at some other time during the term; it is possible that a student would have to withdraw from a class before the class actually meets to receive a full refund.

For classes that are one week or less in duration, a $100 \%$ refund will be given if the formal withdrawal is completed by the end of the day before the class is scheduled to meet the first time.

Students who feel that their circumstances are extraordinary and warrant exception from this policy may appeal to the Student First Stop Center in Dellwood Hall by completing a Request for Refund and Exception to Policy form.

The tuition refund process begins the second week of the term in which the student is currently enrolled. Students who receive financial aid funds will receive a refund after any funds owed to the programs from which aid was received are deducted. Refer to the repayment schedule in the "Acceptance Agreement." Tuition and fees are assessed when the student registers. The student is responsible for payment at the time of registration. Payment may be made by cash,
check, money order, VISA, MasterCard, or Discover Card. Make checks payable to Southwestern Oregon Community College. Tuition and fees may be billed to an employer or an agency if the college has received the appropriate authorization.

The tuition and fees charged to students entitle them to services offered by the college, such as use of the library, laboratory equipment and some materials used in courses for which the students are registered, counseling and testing services, and admission to certain collegesponsored 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. This does not affect the right of the President of the college to levy special charges at any time, should conditions make this necessary.

Southwestern does not issue refund checks or send billing for debts/refunds less than $\$ 5.00$. Southwestern does not issue financial aid disbursements checks for less than $\$ 1.00$. Students will be notified by mail to come to the Student First Stop Center to receive the disbursement in cash.

## ACCOUNTS RECEIVABLE CREDIT BALANCE REFUNDING POLICY

Students who have a credit on their student accounts for one term but have a balance due for other terms within the same academic year, will be refunded only the amount of the remaining credit after other terms are paid in full. Regardless of the type of funding that resulted in the credit balance, such as federal aid, private scholarships, or payments made by the student, the credit will automatically be used to pay other balances due. Once all terms are paid, then any remaining credits will be refunded to the students. Students who have a balance due in one term and a credit resulting from federal financial aid in another term of a different academic year may request in writing that the credit balance be applied to the balance due.

## STATUTE OF LIMITATIONS ON AS, AGS AND AAS DEGREES AND CERTIFICATES

To earn an Associates degree or Certificate of Completion, students must meet the requirements in the catalog year in which they first declare their major at Southwestern Oregon Community College. Students who are not enrolled in at least one course towards their degree for more than one year will lose the right to complete the degree under the original catalog requirements. A student must then meet the requirements in the program from the catalog that is current at the time he/she re-enrolls at Southwestern.

The application of existing coursework will be evaluated on an individual basis by the transcript evaluator and the appropriate instructors.

Modifications or exceptions may be made in certain circumstances; for example, if the student has been employed in the skill area and has thus been able to keep up with developments in the field or if the time lapse is marginally outside accepted limits. All exceptions will be made with the knowledge and consent of the appropriate instructors.

An edition of the catalog is valid for five academic years. For example, a catalog that takes effect in summer of 2000 is valid only through spring of 2005. Students should regularly consult an advisor in their major field. Failure to complete the requirements within that timeline will require students to move to the current catalog year or to petition the Academic Standards Committee, using the Academic Standards Committee Petition form, for an exception to the policy. Students taking more than five years to complete their degree program must have coursework evaluated by the transcript evaluator and the program department before graduation. Students may have to retake courses or take additional coursework to graduate.

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

## STUDENT CONDUCT CODE, RIGHTS and RESPONSIBILITIES

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

Disciplinary action taken by the college has a range of possibilities, up to and including dismissal from the college. A copy of the full STUDENT CONDUCT CODE AND STUDENT RIGHTS AND RESPONSIBILITIES can be obtained from the Student Services Office in Dellwood Hall, Room 8, or from the Student Handbook on the web at www.socc.edu/student_life/handbook/.

Information regarding campus crime awareness and campus security statistics can be found on the website at: www.socc.edu/student_life/handbook/.

Information regarding registered sex offenders may be obtained by calling the Oregon State Police at (503) 378-3720 and requesting the Sex Offender Unit. Anyone who is required to register as a sex offender under ORS 181.592-181.607 (sexual offender registration) or has been ordered by any court, parole board, or other public agency not to have contact with persons under the age of 18 and plans to participate in classes or work on campus at Southwestern must inform the proper authority of such intent at the time of registering with the Oregon State Police. All questions in writing may be directed to the Office of Administrative Services at Southwestern Oregon Community College, 1988 Newmark Avenue, Coos Bay, Oregon 97420.

## STUDENT EDUCATIONAL RECORDS

The Student First Stop Center maintains all official academic records of students, including applications for admission, transcripts, registration forms, transfer credit, and degree evaluations. The Financial Aid Office maintains all records of student aid and scholarship records.

The Family Education Rights and Privacy Act (FERPA or Pell-Buckley Amendment) and Oregon Administrative Rules (OARs) protect the confidentiality of student records and student access to those records. Under the provisions of the FERPA and OARs, the educational institution must designate the information it will release without the written consent of the student as directory information and protect the confidentiality of all other student records. By being FERPA compliant the college, in turn, maintains Gramm-Leach-Bliley (GLB) compliance.

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

The student may prohibit the release of any or all of this directory information by filling out the Restrict or Release form in the Student First Stop Center. A request to withhold this information will remain in effect until the Student First Stop Center receives written instructions from the student to remove the hold. Exceptions: Parents and/or guardians of students who are under 18 years of age will be given access to directory information and all other personally identifiable information on the student unless the student specifically requests otherwise. On students who are 18 years of age or older, no information except directory information will be released without the student's written consent.

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

Students have the right, by pre-scheduled appointment with the Associate Dean of Enrollment and Student Services, to access their educational records, as defined in OAR 582-41-410, as well as to challenge the correctness of those records, to request amendment of those records, and, in case of dispute, to obtain a hearing (OAR 581-41-450). Students may not request a hearing under this policy to challenge a grade, only the accuracy of its recording.

Students who wish to inspect their records must schedule an appointment with the Associate Dean of Enrollment and Student Services. If the student requests a copy of any document in the records, a copy charge will be assessed. This does not include transcripts, which can be obtained from the Student First Stop Center. A student may forfeit the right to receive an official transcript if he/she has an outstanding accounts receivable with the college or has been notified that his/her transcript may be withheld. For further information regarding student records, contact the Student First Stop Center.

## STUDENT HOUSING

Southwestern is one of a few community colleges that offers housing and meal plans for students. At Southwestern, students can get a residence hall experience of a four-year university with the added value of a community college. The college can house more than 400 students in apartment buildings named after lighthouses on the west coast of the United States. The Housing Office is committed to helping students succeed academically; providing opportunities for personal growth; building positive relationships with other students, faculty and staff; and promoting cultural diversity.

Living on campus with peers enhances a student's college education. Residents have opportunities to collaborate with other students academically, interact with faculty outside of the classroom, and participate in a wide variety of student activities.

Southwestern features a modern apartment living environment:

- A private or shared bedroom with a twin bed, mattress, desk, chair, dresser, and closet for each resident.
- Each bedroom also features local telephone service (with its own unique phone number), satellite television access (students must provide their own television and coaxial cable), and high-speed Internet access.*
- A living room with a sofa, love seat, two end tables and a coffee table.
- A dining room with a dining table and four chairs.
- A kitchen with a full-size stove and refrigerator
- A stand-alone common area featuring a large-screen television with a VCR, DVD player, Playstation 2, laundry room, and game room.
- A large, quiet study room (with Internet access) and an adjacent laundry room.
- A 24-hour computer lab (with Internet access) and an adjacent laundry room.
- A 24-hour Public Safety Department who regularly patrols the campus.
- A staff of student resident assistants (RAs) who serve as advisors, mentors, mediators, and activity coordinators.
- Accessible rooms are available for students with disabilities.
- All utilities and meals (meal plans may vary) are included in one price.
* Students must bring their own computers running the Windows XP Professional operating system if they wish to access the Internet from their residence hall
room. Southwestern information technology staff must scan each computer for viruses and install anti-virus software before it may access the college's network. The college charges a small fee for this service that includes an Ethernet cable. An additional charge may be necessary for an upgrade to Windows XP Professional.

In addition, students who wish to dedicate themsel ves to a healthy lifestyle may apply to live in a wellness apartment. Wellness apartments emphasize healthy diets, exercise, and abstinence from the use or possession of tobacco, alcohol, and other drugs.

Southwestern's Empire Hall Dining Center provides dining to residents and the campus community. The dining center serves three meals every day from Monday through Friday and serves brunch and dinner on Saturday and Sunday. Meals are included in the room and board rate as a packaged service and thus a "no meal plan" option is not available. The dining center will try to meet the special dietary requirements of students. Special dietary arrangements should be made with the Housing Office prior to attendance.

Contracts for student housing are for a full academic year. However, special arrangements may be made for students who are unable to stay for an entire academic year. Housing is open during all breaks except for winter break (summer term is not included in the contract). Students must apply for winter break housing and pay additional room charges. No meal plan is available during the winter break. The college has a limited amount of summer term housing available for students.

All prospective residents must fill out a housing application. Students may pick up applications at Dellwood Hall or go online at www.socc.edu/student_life/housing/housing_app.html. Upon receipt of a housing application, signed room and board agreement, and paid deposit, the Housing Office will assign the applicant to a room. The college will charge the applicant's account for room, meal plan, and a social fee (for activities in the residence halls). All fees are paid at the Student First Stop Center in Dellwood Hall.

For more information, please go to the Housing Office located in Dellwood Hall, Room 7, or call (541) 888-7635 or go online at www.socc.edu/student_life/housing/.

## STUDENT IDENTIFICATION NUMBER

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

OAR 589-004-0400 authorizes Southwestern to ask each student to provide his/her Social Security number. Each number will be used by the college for reporting, research and record keeping. Your number will also be provided by the college to the Oregon Community College Unified Reporting System (OCCURS), which is a group made up of all community colleges in Oregon, the State Department of Community Colleges and Workforce Development, and the Oregon Community College Association.

OCCURS gathers information about students and programs to meet state and federal reporting requirements. It also helps colleges plan, research, and develop programs. This information helps the colleges to support the progress of students and their success in the workplace and other education programs.

OCCURS or the college may provide a student's Social Security number to agencies or match it with records from the following systems:

- State and private universities, colleges, and vocational schools, to find out how many community college students go on with their education and to find out whether community college courses are a good basis for further education.
- The Oregon Employment Department, for analysis that helps state and local agencies plan education and training services to help Oregon citizens get the best jobs available.
- The Oregon Department of Education, to provide reports to state and federal governments. The information is used to learn about education, training, and job market trends for planning, research, and program improvement.
- The Oregon Department of Revenue and collection agencies, only for purposes of processing debts and only if credit is extended to a student by the college.
- Where applicable (i.e., at colleges which use the ASSET placement test): College Testing Service, if a student takes the ASSET placement test, for educational research purposes.
- Each social security number is required and will be reported to the Internal Revenue Service for tax credit eligibility determination Each number will be used only for the purposes listed above. State and federal law protects the privacy of your records.
OAR (Reglamento Administraivo de Oregon) 589-004-0400 autoriza al colegio comunitario Southwestern Oregon Community College que solicite su numero social. El numero sera utilizado por el colegio para la preparacion de reportes, agregados, investigaciones, y para guardar su expediente academico. Ademas, su numero le sera proporcionado por el colegio al Sistema de Reportaje Unificado de Colegios en Oregon (OCCURS), un grupo conformado por todos los colegios comunitarios en Oregon, el Departamento de los Colegios Comunitarios y Desarrollo de Trabajadores y a la Asociacion de Colegious Comunitarios de Oregon. OCCURS recaba informacion sobre los estudia tes y programas para cumplir con los requisitos de reportes federales y estatales. Tambien ayuda a los colegios en su planificacion, investigacion, y para el desarollo de programas. Esta informacion ayuda a los colegios a mantener el progreso de los estudiantes y sus exitos en el lugar de trabajo y en otros programas de educacion.

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

- Los colegios estatales, univeridades privadas, colegios, y colegios vocacionales, para
averiguar cuantos estudiantes que asistieron a los colegios comunitarios continuaron con su educacion y para averiguar si los cursos son una buena base para la educacion adicional.
- El Departamento de Empleo de Oregon, que coleaciona informacion para ayudar a las agencias estatales y locales en la planificacion de los servicios educacionales y servicios de entrenamiento para ayudar a la poblacion de Oregon a con seguir los mejores trabajos posibles.
- El Departamento de Educacion de Oregon, para proveer reportes al gobierno estatal y federal. Esta informacion se usa para aprender sobre la educacion, el entrenamiento, y las direccion que van tomando los trabajos para planificacion, investigacion, y mejoramiento de los programas.
- El Departamento de Fiscal de Oregon de las agencias de coleccion con el proposito de procesar deudas y solamente si se el extiende credito a la persona por el colegio.
- [DONDE SEA APLICABLE (por ejemplo en los colegios que usan la prueba ASSET):
El Servicio de Pruebas de Colegio Americanos, si usted toma la prueba ASSSET Placement Test, para el proposito de investigacion.).
- De ustedes el numero de seguro social es requeriado y sera informado a la IRS (rentas internas) para deteminat su eligibilidad posa credito Su numero se usara solo para los propositos enlistados arriba. Las leyes estatales y federales protejen su informacion privada.


## TRANSFER PROCEDURES

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

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

Many of our Associate of Science degrees are articulated with other four-year colleges in Oregon and other states. Check the individual degrees for more information on articulation.

## TRANSFER CREDIT FROM OTHER COLLEGES

Course credit transferred from other accredited colleges or universities is evaluated in terms of equivalency to Southwestern courses and/or applicability to Southwestern programs. All credits of the cumulative grade point average (GPA) are transferred, even though some of the credits may not apply to the students' Southwestern program. Students receiving financial aid are required to submit an official transcript from all previously attended colleges to the Student First Stop Center in Dellwood Hall.

## TRANSFER CREDIT TO OTHER COLLEGES

Senior institutions of the Oregon University System usually accept up to 126 credits in transfer from a community college.

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

## TUITION AND FEES

Due to the current economic conditions in Oregon, tuition and fees are subject to change at any time. Southwestern Oregon Community College reserves the right to change tuition and fees at any time. The President of the College has the right to levy special charges at any time should conditions make this necessary. An Educational Student Loan (one third of the totoal down and payments in three or more installments) is available for those who qualify. For more information see Responsibility for Payment.

The tuition and fees charged to students entitle them to services offered by the college, such as use of the library, laboratory equipment and some materials used in courses for which the student is registered, counseling and testing services, and admission to certain college-sponsored events. Computers are available for student use in the instructional computer labs located in Tioga 409, Tioga 410 and Umpqua Hall.

No reduction in tuition and fees is made for students who do not utilize these services.

## CLASS FEES

Current fees are listed in the "Schedule of Classes" published each term. Some classes carry fees in addition to tuition to cover materials, services, insurance, facility use, or other costs.

All courses carry a per credit fee applied to Public Safety and to upgrade the college technology infrastructure on a four-year plan.

A student activity fee is charged each term per board policy. Fees are assessed according to whether the student is enrolled for six or more credits or less than six but at least one credit.

There is a per term fee of $\$ 25.00$ assessed to ABE/GED/ESL students.

## INTERNATIONAL STUDENTS

International students refer to the Schedule of Classes online at www.socc.edu/admissions/tuition.html for current tuition and fees.

Tuition is charged at a reduced rate after the student has completed 45 credits.

Class fees listed above also apply.

## AGENCY BILLING

A fee is charged for agency-sponsored students. Contact the Business Office at (541) 888-7440 for details.

## TUITION WAIVED

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

| DEV0593 | Learning Skills Lab |
| :--- | :--- |
| ESL0747 | English as a Second Language (ESL) |
| HE0574 | Hospice Care |
| HE9380 | Cardiopulmonary Resuscitation <br> (CPR) |
| ITP0583,4,5 American Sign Language |  |

## VETERANS

All Southwestern Associate of Arts Oregon Transfer (AAOT), Associate of Science and Associate of Applied Science degree programs are approved for VA benefits by the Veterans Administration. The Veterans Service Office in Dellwood Hall, Room 8, oversees veteran students' enrollment in these programs. The Veterans Administration requires information concerning each veteran student's enrollment, date of interruption or termination of training, change in the number of credit hours and unsatisfactory progress or conduct.

Mandatory Advising - All Veteran students are required to meet with a trained VA Advisor prior to registering for classes. See ESPS in Stensland Hall for more information. Students pursuing an AAOT will be required to complete an Education Development Plan (EDP). This must be approved by the transcript evaluator prior to certification for Veteran's Administration funding.

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

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

Change in Credit Load - When a veteran student changes credit loads (adds or drops), the Veterans Service Office must be notified and will in turn notify the Veterans Administration. Students will be placed on a "hold list" after the refund period to ensure notification of credit load changes. This means Veterans will not be able to add or drop classes via WebAdvisor after the refund period. The "hold" will expire each term on the Friday before finals week. Contact the VA Service office in Dellwood Hall for any needed add/drops. Students changing credit loads that affect their enrollment status will have a change in funding and may need to repay VA.

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

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

Transfer of Credits - Veterans who enter as transfer students, or who have completed any collegelevel coursework, are required to have all transcripts forwarded to the transcript evaluator for evaluation. Failure to have transcripts evaluated will result in termination of benefits to the Veteran student at the end of the second term of enrollment.

Veterans may also be eligible for credit from their military training. Documentation must be mailed from the military to the transcript evaluator's office. See Veterans Service office in Dellwood Hall for the correct form.

Hour Requirements - To receive full-time pay, the student must take a minimum of 12 credit hours; for 3/4-time pay, the student must take nine credit hours; and to receive 1/2-time pay, students must take a minimum of six credit hours; for less than half time enrollment, the VA will pay only tuition and fees. Only credits that apply to the declared degree will be reported for payment. During summer session, to be considered for full-time benefits, students must be enrolled in eight or more credit hours.

Satisfactory Progress - A Veteran must maintain a cumulative 2.0 GPA. A Veteran student will be notified of possible lack of academic progress if, in any one term, the college's satisfactory progress policy is not met. The Academic Notification System is a threestep process designed to alert students to potential lack of progress during their academic career. Veteran students are subject to additional requirements. See step 2.

- Step 1-Academic Notification - This status results when the student's term grade point average (GPA) is below satisfactory progress (2.0) or the student has received two or more " $U$ ", " $R$ ", or " $F$ " grades in one term.
- Step 2-Academic Probation - If the student has received academic notification status and the term GPA is again below 2.0 or the student has received two or more " $U$ ", " $R$ ", or " $F$ " grades in one term, the student is placed on academic probation. The student will continue on probation until the cumulative GPA is 2.0 or higher, provided that satisfactory progress is maintained during this time. (Veteran funds will be suspended at this step. To have funds reinstated contact the SOCC Veterans Service Office in Dellwood Hall, Room 8.
- Step 3 - Academic Suspension - If, during any term while on probation (or previous suspension), the student does not make satisfactory progress, the student will be suspended. This status results when the term GPA and current cumulative GPA are below a 2.0 for a third time. A suspended student must petition the Academic Standards Committee to be considered for reinstatement. Academic Standards Reinstatement Petition forms are available at the Student First Stop Center. It will be decided whether or not the student will be allowed to return to school and under what conditions. One such condition may be a reduced course load for the term.

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

Veterans students must complete an "Incomplete" (I) within one year. The school will maintain records, available to both the veteran and Veterans Administration, which show the final grade for each subject attempted.

Financial aid students must meet additional qualitative and quantitative requirements. See the Student First Stop Center for a pamphlet explaining satisfactory academic progress for Financial Aid students.


# STUDENT SERVICES AND ACTIVITIES 

## ADULT LEARNING SKILLS PROGRAM (541) 888-7116

The Adult Learning Skills Program is an educational resource for the emerging, transitional, and current workforce within the college district. The program provides short-term, non-credit classes and workshops for students to enhance basic academic and employability skills in pursuit of their individual education and employment goals. The program is an entry/re-entry point for those students who need to upgrade skills to prepare themselves for employment or a change in employment, to complete secondary certification, to prepare for citizenship, to enhance family literacy, or to prepare for further education or training opportunities. The program is an umbrella for all citizenship, GED, English language, and other basic skills instruction in the district and for the employability skills classes that are provided primarily through the Newmark Center.

There is a per term fee of $\$ 25.00$ assessed to ABE/GED/ESL students.

## ADULT HIGH SCHOOL DIPLOMA PROGRAM

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

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

To discuss the Adult High School Diploma Program, contact a counselor in the Educational Support Programs and Services in Stensland Hall or call (541) 888-7405.

## BASIC SKILLS DEVELOPMENT

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

## WORK SKILLS DEVELOPMENT

Work readiness classes are available to students seeking to upgrade skills and prepare for employment. Classes and workshops include computer basics, job search, workplace communication, customer service, and work simulation. Classes vary throughout the year, based on partner and community need.

For class schedules and registration information, call the Adult Learning Skills Program at (541) 888-7116.

## ENGLISH AS A SECOND LANGUAGE

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

Learning takes place in large groups, small groups, and individual tutoring in multilevel classes. Students can also access computer-assisted instruction. At the time of enrollment, skill level is determined by interview and/or written assessment.

## CITIZENSHIP

The citizenship class is a non-credit class that assists permanent resident aliens with five years residency (three years if married to an American citizen) to fill out the $\mathrm{N}-400$ form and prepare for their naturalization interview. The class is a combination of lecture and small group or pair activities. Students practice the history, government, and personal information questions which they will need to answer in the interview and also practice writing dictated sentences similar to those used in the interview to demonstrate literacy. The class is offered in the evenings fall and spring terms and in the afternoons winter term or as needed.

## APPRENTICESHIP TRAINING

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

## ASSOCIATED STUDENT GOVERNMENT (541) 888-7345

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

ASG represents students on the following campus committees and groups:

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

As well as at the state level:

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


## ATHLETICS, INTER-COLLEGIATE (541) 888-7452

The College is a member of the Northwest Athletic Association of Community Colleges (NWAACC), which includes the community colleges of Oregon and Washington and the National Junior College Athletic Association (NJCAA) for wrestling. Southwestern currently fields teams in men's basketball, baseball, soccer, and wrestling; women's basketball, softball, volleyball, and soccer; coed track and field and cheerleading.

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

## BUSINESS DEVELOPMENT CENTER (541) 756-6866

The Southwestern Business Development Center (BDC) has been a part of Southwestern Oregon Community College since 1984 when it was established to assist area small businesses through training, advising, and other means of assistance. The center is supported by funds provided by the College, the U.S. Small Business Administration (SBA), and the Oregon Economic and Community Development Department (OECDD).

Through offices in North Bend and Brookings, the BDC assists owners and managers of established businesses as well as those seeking to start new businesses. Business advising is at no charge; is done in strict confidentiality; and is provided by qualified, trained professionals.

The center also serves as an access for various business services including international trade (Small Business International Trade Program), manufacturing (the Oregon Manufacturing Extension Partnership), and procurement (the Government Contract Assistance Program, G-CAP); as well as for referrals regarding business finance, licensing, regulation, etc.

Two activities that operate within the BDC are the South Coast Inventors Group (SCIG) and Opportunity Knocks (OK). The SCIG is a group that assists inventors in dealing with issues of protection, feasibility, marketing, etc. of their inventions. The group usually meets the first Wednesday evening of each month. The OK program is a peer-based, problem solving opportunity for established business owners to meet regularly in small groups with the assistance of trained facilitators.

For more information contact the Southwestern Business Development Center at 2455 Maple Leaf Lane, North Bend, Oregon, 97459; (541) 756-6866.

## BUSINESS FOUNDATIONS PROGRAM

The Business Foundations Program is a ninesession training program for persons who are thinking of starting a business or who have recently opened their business. It features group meetings with presentations and discussions of important issues facing new business persons, one-to-one advising, and peer support. Call the Business Development Center at (541) 756-6866 for more information.

## BUSINESS MANAGEMENT PROGRAM

The Business Management Program (BMP) is a training program to improve the management skills of small business owners/managers. The program consists of monthly meetings featuring guest speakers who address a variety of business topics; one-on-one, confidential advising at the business site; and peer support and networking. Individual business advising may include a management audit, recommendations on specific business issues, and ongoing assistance with particular challenges facing the business or manager.

Participants in the program benefit from the topics that are covered, especially when the learning points are tied directly to the situation of the business. Open discussion of the issues facing the business results in the optimal benefit for the participant from the one-to-one sessions; confidentiality is strictly adhered to. One of the prime benefits of the BMP to its participants, however, is the opportunity to learn from peers who are dealing with similar challenges in their own businesses. Call the Business Development Center at (541) 756-6866 for more information.

## CONTRACTED TRAINING

(541) 756-6866

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

Training can be customized and held at a location of the business owner's choice. A wide variety of types of training can be designed to equip owners, managers, and employees with new skills, tools, and techniques to increase commitment to work and improve work success. Training topics include computer,safety, communication skills, supervision, customer service, handling conflict, welding certification, and more. Call the Business Development Center at (541) 756-6866 for more information.

## COOPERATIVE WORK EXPERIENCE/ <br> FIELD EXPERIENCE <br> (541) 888-1515

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

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

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

## COMMUNITY EDUCATION

## (541) 888-7415

The office of Distance Education and Community Education offers classes and workshops that continue the College's commitment to provide quality learning opportunities for lifelong education in local and outlying areas. There is a broad spectrum of choices in courses and workshops offered. From basic skills to advanced technologies, from art classes to physical fitness, classes are designed to further the education of non-traditional learners and reflect the interests of each community. Classes through Community Education are offered in the evening and daytime hours in Reedsport, Coquille, Bandon, Myrtle Point, Powers, and the Bay Area. Interested persons need to check the current college Schedule of Classes or call (541) 888-7415 for further information.

## COUNSELING SERVICES

(541) 888-7405

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

Specific individual and group counseling services include:

- Career and life planning.
- admission information.
- New student orientation.
- Academic information.
- Limited personal counseling
- Referrals.
- Resources for international students.
- Resources for students with disabilities.
- Transfer planning.
- Goal setting.
- Career assessment.
- Values clarification.
- High school liaison.


## CAREER AND TRANSFER CENTER

The Career and Transfer Center offers comprehensive career-related assistance to students and community members. Individuals can get help with researching career options, career planning, reentering the job market, or changing career direction.

Career Information - The Career Resource Library contains an extensive range of information on careers. The most popular source of information is the Oregon Career Information System (CIS) which provides occupational descriptions for hundreds of jobs, including current salary ranges, job outlook, job descriptions, training, and programs of study. CIS can also be accessed at the Newmark Center. Other career materials include videotapes, magazines, books, college catalogs, and free handouts on career fields.

Scholarship Information - Information about potential scholarships can be obtained through workshops, individualized Internet searches, the Oregon CIS database, books, videos, and reference materials, as well as private scholarship applications.

Career Counseling - Counselors are available by individual appointment for students and community members who would like help with career planning, career advancement, and career changes.

Assessment - As part of the career counseling process, students often find it helpful to use career-related inventories to clarify their goals. These assessments explore career interests, skills, values, and personality styles. Fees are charged to cover the cost of these tests.

Transfer Planning - Resources are available to help students who are interested in transferring to another college. See additional information under Transfer Programs and Procedures. Representatives from most of Oregon's four-year colleges visit Southwestern each year in January or February to talk with prospective transfer students. A course, Transfer Success (HD215), is offered to assist students in preparing to transfer to a four-year school.

## CURRY COUNTY (see page 185)

## DISTANCE LEARNING (see page 8-9)

## FAMILY CENTER

(541) 888-7290

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

Preschool - The Southwestern Educare Preschool program is designed for children ages $21 / 2$ to 5 years who enjoy daily activities focused on art, music and dance, drama, dramatic play, literacy, computer education, cooking, claywork, science, mathematics, social studies, and outdoor play/physical education.

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

Extended Care - Continuation of morning program for children $21 / 2$ to 5 years. Hours of operation are Monday through Friday 1:00 p.m. to 5:30 p.m. The Family Center operates as the lab school for the Southwestern Childhood Education and Family Studies Program.

For application and rate information, contact the Family Center main office at (541) 888-7290. Children of Southwestern students have priority status and reduced fees.

## HIGH SCHOOL RELATIONS (541) 888-7271

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

College faculty are available to speak to students in the high school classroom. For information contact the Educational Support Programs and Services office at (541) 888-7405.

## INTERNATIONAL STUDENT PROGRAM <br> (541) 888-7185

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

## INTERNSHIP

## (541) 888-1515

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

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

The benefits of an internship are the opportunities to explore and confirm a career choice
and to receive guidance in career expectations and demands. Internship also provides instruction in resumé preparation and job interviewing. A student intern may also earn college credit for employment related to his/her major, as well as develop job skills and self confidence. Internship help students locate job prospects for long-term employment after graduation and develop job contacts and a work history that look great on their resumé. They also give students the opportunity to add practical experience to classroom instruction.

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

The Internship office is located in Educational Support Programs and Services in Stensland Hall, Room 107, (541) 888-1515.

## LIBRARY

## (541) 888-7270

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

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

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

Library hours during fall, winter, and spring terms:

$$
\begin{array}{ll}
\text { Monday - Thursday } & 8 \text { a.m. }-9 \text { p.m. } \\
\text { Friday } & 8 \text { a.m. }-5 \text { p.m. } \\
\text { Saturday and Sunday } & \text { Closed }
\end{array}
$$

Hours for summer term, holidays, and breaks will be posted.

## RETIRED SENIOR VOLUNTEER PROGRAM - RSVP <br> (541) 888-7332

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

## SERVICES FOR STUDENTS WITH DISABILITIES <br> (541) 888-7405

Southwestern is pleased to provide services to students with disabilities and encourages them to attend. The office of Services for Students with Disabilities (SSD) is located in Stensland Hall, Room 106, and is Southwestern's resource for promoting a barrier-free environment (physical, information, program, and attitude), to ensure the rights of students with disabilities under Section 504 of the Rehabilitation Act and the Americans with Disabilities Act.

The College recognizes the diversity of special needs that many students possess. Services are available to students with a documented disability. Such services include but are not limited to: testing accommodations, note-takers, assistive equipment and technology, materials in alternative formats, interpreters for the deaf and hard of hearing, and training and consultation. For more information visit the web site at www.socc.edu.

## SOUTHWESTERN OREGON UNIVERSITY CENTER (541) 888-1518

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

The University Center is located in Tioga Hall, Room 318, or by phone at (541) 888-1518, and is here to help! Whether students plan to stay on the South Coast or to go away to a university, the University Center exists as an advocate to assist and support local students with advisement, information, and referral to appropriate programs and advisors at the various universities.

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

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

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

University, Southern Oregon University, University of Oregon, and Western Oregon University. Programs include:

- BA Arts and Humanities.
- BA/BS Accounting.
- BA/BS Business Administration.
- BA/BS Business Economics.
- BA/BS Business Information Systems.
- BA/BS Fire Services Administration.
- BA/BS International Business.
- BA/BS Liberal Studies.
- BA/BS M anagement.
- BA/BS Multidisciplinary Studies (Teacher Certification - Elementary).
- BA/BS Philosophy, Economics and Political Science.
- BA/BS Psychology.
- BA/BS Social and Behavioral Sciences.
- BS Environmental Studies.
- BS General Agriculture.
- BS Natural Resources.
- BS Nursing.
- BS Physical Education and Health.
- Certificate Accounting.
- Certificate Computer Information Systems.
- Certificate Human Resource Management.
- Certificate Marketing.
- MBA Master of Business Administration.
- MS Marine Biology.
- MAT M aster of Arts in Teaching (Elementary and Secondary).
- MS/M.Ed. Masters in Education (Continuing License).
- Ed.D. Doctor of Education (Community College Leadership).


## SPECIAL EVENTS CO-SPONSORED WORKSHOPS and ACTIVITIES (541) 888-7415

The College regularly sponsors or co-sponsors with other community groups and organizations events not included in the regular schedule of offerings. To arrange a special event or special interest program, please contact the Office of Distance Education and Community Education.

## STUDENT ACTIVITIES

## (541) 888-7801

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

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

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

- Liaison between students and administration.
- Associated Student Government (and related activities).
- Student clubs and organizations.
- Films, lectures, other cultural activities.
- Voter registration.
- Campus posting.
- Annual awards convocation.
- Student newspaper.


## STUDENT CLUBS and ORGANIZATIONS

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

- Anime Club.
- CPU Club.
- Creative Writing Club.
- Criminal Justice Club.
- Electronic Club.
- Forensics Club.
- Geology Club.
- Human Services Club.
- International Club.
- Judo Club.
- Nursing Club.
- Pep Club.
- Philosophy Club.
- Phi Theta Kappa (national two-year college honor society).
- Phi Theta Lamda.
- Rotaract Club.
- Ski Club.
- Theatre and Drama Club.


## STUDENT SUPPORT SERVICES (541) 888-7419

Student Support Services (SSS) is one of the federally funded TRIO programs for education. The goal of SSS is to help students graduate from Southwestern and/or transfer to a four-year college or university. SSS services are provided FREE to qualified students who apply to and are accepted into the program. (Applications are available in Stensland Hall, Room 104.)

Services include:

- Tutoring in the SSS Study Hall.
- Personal counseling, career, and academic advising and referrals.
- Assistance in transferring to a four-year college or university.
- Visits to Oregon's four-year colleges and universities.
- Peer support groups and mentoring program.
- PLATO - an educational computer program to help students develop their math, reading, writing, or science skills.
- Workshops, such as overcoming test anxiety, time management, making smart choices.
- Cultural enrichment activities, such as concerts and plays (including trips to the Oregon Shakespeare Festival in Ashland).
- Free career assessments (MBTI and Strong).
- Supplemental grant aid to qualified SSS students.
- Summer Jump Start Program for new students.


## SUPPLEMENTAL INSTRUCTION <br> (541) 888-7301

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

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

Dennis Beetham Learning Hub - The Learning Hub provides self-paced, interactive computer programs to help students develop skills for success in college-level classes. It also provides materials to supplement and enrich courses. The Learning Hub is located on the fourth floor of Tioga Hall.

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

Learning Resource Center (Tutoring Lab) - This is a program designed to provide all students the academic assistance they need to complete their courses. The service is offered free of charge to all Southwestern students. The center is staffed with highly qualified tutors who have successfully completed the courses they are tutoring. The tutors are available to students who may need additional help with their classes. The Learning Resource Center currently offers a drop-in program along with tutoring by appointment. Appointment-based tutoring is also available for students whose class and work schedules do not allow them to receive help during scheduled business hours.

The Learning Resource Center is located in Randolph Hall, Room 4. Regular tutoring center hours are: Monday through Thursday, 8:00 a.m. to 9:00 p.m., Friday 8:00 a.m. to 4:00 p.m., and Sunday 1:00 p.m. to 5:00 p.m. For more information contact (541) 888-7301.

Writing Center - Provided for students in all classes, not just in writing or literature classes. The Writing Center, located in Randolph Hall, Room 6 is open daily and staffed by writing instructors; it offers help with all aspects of writing, from getting, organizing, and developing ideas to editing for grammar and punctuation. The center also sponsors weekly workshops on specific writing tasks and problems and provides students access to computer exercises and word processing.

## SOUTHWESTERN OREGON COMMUNITY COLLEGE CURRY CAMPUS <br> (541) 469-5017 <br> HISTORY

In 1995, citizens in Curry County spear headed an initiative to include Curry County in the Southwestern Oregon Community College district. Prior to this effort, the college provided classes in Curry County as part of a contract with the Educational Service District.

Under Measure 5, Curry County residents recognized a unique opportunity to bring the ben efits of college services to Curry County at almost no direct cost to the taxpayers of the county. An initiative to annex Curry County into the Southwestern district was added to the ballot.

Through the diligent efforts of the citizens of Curry County in cooperation with the state legislature, the annexation was approved.

As a result, Curry County citizens have access to comprehensive student services in Brookings, Gold Beach, and Port Orford. Enrollment in Curry County has tripled since the annexation.

As the College plans for the construction of a new campus in Brookings, programs and course offerings will continue to expand to meet community needs.

## LOCATIONS

The Brookings-Harbor Center (420 Alder Street; telephone (541) 469-5017, fax (541) 412-0150) has offices, three classrooms, a computer instructional Iab, and student study lab.

The Gold Beach Center (29392 Ellensburg Avenue, PO Box 590; telephone (541) 247-2741, fax (541) 247-6247) contains a small computer lab for instruction and student use, with limited Internet access, and a large classroom.

In Port Orford, classrooms are located in local school and community buildings. Office hours are by appointment only, by calling locally at 253-7553 for an appointment and/or information or students can contact the Gold Beach Office at (541) 247-2741.

## PROGRAMS/COURSES

Southwestern provides an extensive array of college classes leading to degree or certificate programs, testing including GED, as well as Business Development Center services and workshops, professional continuing education, and a variety of enrichment and life long learning opportunities (check out the web site links to see what classes and workshops are available at www.socc.edu). Small class sizes and quality instruction provide students with a great place to start.

Degree and certificate programs listed in this catalog may not be offered in the sequence shown at the Curry sites. Consider such course listings as a guide, utilizing an advisor to take as many classes locally as possible. While it is possible to complete a degree or certificate while in Curry County, students may need to attend classes on the main campus or via Distance Education to complete their program. Check the Curry Schedule of Classes for course availability.

## DISTANCE EDUCATION

Distance Education courses are available to supplement courses offered at the Curry centers. The Distance Education link, www.socc.edu/dist_learn/, will take students to a list of classes available over the Internet or by video, to be taken at their home, their office or at Curry centers. Students can also transfer to the main campus for classes not available locally.

## REGISTRATION INFORMATION

The schedule of classes is mailed to county residents once a term but can also be found at www.socc.edu or at each of the local Centers. Full registration services are available, with local academic advising and book sales as well as linkage to financial aid and other college programs.

## FIVE EASY WAYS TO REGISTER:

-WebAdvisor: Click on the Current Students link at www.socc.edu. All students will need to fill out a Student Record form, available online and at local offices, before utilizing web registration.
-Call us: In Brookings at (541) 469-5017, Gold Beach (541) 247-2741, Port Orford (541) 253-7553 and have your VISA, Master Card or Discover Card and course information handy, along the Student Identification Number and personal information.

- By Mail: Write down all pertinent class information along with your name, address, phone and Student Identification numbers. Mail this with your check, credit card information, or money order to: Southwestern Oregon Community College, 420 Alder Street, Brookings OR 97415 or PO Box 590, Gold Beach OR 97444. Make checks payable to SOCC.
- In Person: assistance is available at the Brookings Harbor and Gold Beach offices.
-By fax : dial (541) 412-0150 or (541) 247-6247. Be sure to include personal information (name, address, phone, and Student Identification number), all class information and include VISA, M aster Card or Discover Card information for payment. Available 24 hours a day.

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STUDENT SERVICES
Academic advising.
    Placement testing.
    Career Information Service.
    Computer labs (Brookings and Gold Beach).
    Math and writing labs.
    Transfer level classes.
    Personal enrichment offerings.
    Distance Education classes.
    Business Development Center, counseling
        and classes.
    Contracted training.
    GED testing.
```

Library services are linked to Southwestern's main campus and local community libraries using online databases for periodicals and journals. Also, each community library has Internet service and an online database for easy student accessibility.

## Administration and Faculty

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

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

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

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

## About Southwestern...

## THE COLLEGE HISTORY

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

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

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

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

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

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

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

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

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

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

## ACCREDITATION

Southwestern is accredited by the Commission on Colleges of the Northwest Association of Schools and Colleges. Accreditation was reaffirmed in 2002. The curricula of programs are approved by the Oregon State Board of Education and are subject to periodic evaluation.

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

## BOARD OF EDUCATION

Citizens of the college district are represented in all aspects of the college operation by the Board of Education - seven men and women elected, from the towns and cities of the district, by the people. The Board, assisted by five ex-officio Board members representing the students, faculty, classified and administrative staff, determines the policies to be administered by the college President. A sevenmember, appointed Budget Committee assists the Board with annual budget preparation.

## THE BOARD VISION

- Maintain high standards of excellence in instructional programs and student services.
- Deliver education and training essential for a skilled workforce.
- Provide multiple avenues of access to educational opportunities for all students.
- Promote institutional awareness of students and the community at large.
- Encourage diversity, collegiality, and professionalism.
- Collaborate with businesses, agencies, schools and universities.
- Explore entrepreneurial opportunities to enhance the future of the institution.
- Support lifelong learning.


## THE BOARD POLICY

The Southwestern Board of Education will govern Southwestern Oregon Community College by defining institutional values, leading the institution through policy-based governance, and developing strategies for the future.


## Administration

The Board
Harry Abel David Bridgham
Marcia Jensen
Carol Oelke Mike Murray
Clara Radcliffe

Dan Smith

## Budget Committee

| Lonnie Anderson | Roger Dixon <br> Ron Opitz |
| :--- | :--- |
| Douglas Fletcher | Ron |
| Kathy Rosencrantz | Tim Salisbury |
| Timm Slater |  |

## Office of the President

Vacant, President
Debra Nicholls, Administrative Assistant to the President, Board Secretary, Cheer/Stunt Coach

## Instructional Services

Vacant, Dean of Instruction
Joanna Blount, Ed.D, Associate Dean of Collegiate and Professional Technical Education
Brenda Brecke, Associate Dean, Professional Technical Education and Workforce Development
Peggy Goergen, Associate Dean of Curry County
Sarah Recken, Division Director, Arts, Humanities and Social Science
Vacant, Division Director, Business, Math, Science and Technology
Blake Bowers, Division Director Health and Human Services
Kathy Barber, Even Start Coordinator/ Family Liaison
John Berman, Tech Prep Coordinator
Daniel Birskovich, Family Center Coordinator/ECE Practicum Instructor
James Bouley, BDC Coordinator, Curry County
Carol Chard, Parent Cooperative Associate Teacher
Barbara Davey, Director of Nursing and Health Occupations
Mary Jane Fisher, CCLS Extended Services Director
Carl Gerisch, Instructional Computer Labs and Media Services Supervisor
Melody Gillard-Juarez, Director of Retired and Senior Volunteer Program
Robert Gregson, Director of Oregon Coast Culinary Institute
Karen Helland, Director of Distance Learning and Community Education
Margalee James, Career Pathways Specialist
Donna Kifer, RSVP Senior Programs Coordinator
Lynne Lorenzen, Even Start Family Literacy Specialist - Coquille
Bonnie Maxwell, Director of Corrections Education
Mary McFarland, Curry County Even Start Family Literacy Specialist
Barbara Miles, Director of Family Education and Resources
Kathy Morris, Curry County Even Start Program Coordinator
Leanna Olson, Parent Cooperative Coordinator/ Lead teacher
Kate Packard, Community Education Specialist

Sean Park, CCLS Library Network Administrator Patrick Platt, ALSP Professional Technical Transition Specialist
Laurie Potts, Childhood Education Director
Janet Pretti, Curry County Coordinator/Assistant
Kristi Rayevich, Office Manager/Administrative
Assistant to the Dean of Instruction
Paul Reynolds, Coordinator, Public Safety Programs
Jon Richards, Director of Business Development Center
Karen Sadler, Instructional Design/Student Support Specialist
Mike Scott, Adult Learning Skills Program Director Sharon Smith, Director of Library Services
Carol Todd, ALSP Training Development Specialist

## Administrative Services

Sheldon Meyer, Ph.D, Dean of Administrative Services
Robin Bunnell, Associate Dean of Enrollment and Student Services
Vacant, Director of Financial Aid
Tom Bennett, College Work Study/Job
Placement/Internship Coordinator
Kathy Blake, Educational Talent Search Specialist
Margie Boak, Educational Talent Search Specialist
Sharilyn Brown, Educational Talent Search Specialist
Jill Christiana, Bookstore M anager
Joe Colo, Business Manager
Tim Dailey, ADA Coordinator
Cheryl Davies, Upward Bound Education Specialist
Tracie Duval, Educational Talent Search Specialist
Janis Farnsworth-Thompson, Mail Services/Printshop Supervisor
Lisa Fletcher-Gordon, Human Resources Specialist, Recruitment/Contracts
Corey Fox, Upward Bound Coordinator/Educational Specialist
Barbara Johnson, Retention Specialist, Student Support Services
Julie Kremers, Payroll/Records Management Coordinator
Howard Kubli, Educational Talent Search Specialist
Shawn Liggett, Student First Stop
Coordinator/Supervisor
Gerry Livingston, Educational Talent Search Specialist
Dave McKiney, Maintenance Supervisor
Barry Miller, Educational Talent Search Specialist
Vacant, Director, Educational Talent Search/ Upward Bound
Ron Olson, Special Projects Accountant
Carol Richards, Administrative Assistant to the Dean of Administrative Services
Barbara Robson, Director of Human Resources/ Employee Relations/Benefits
Greg Stange, Custodial Supervisor
Bill Winfield, Public Safety Officer Supervisor

## Marketing/Recruitment/College Advancement

Mike Gaudette, Dean of Marketing/Recruitment/ College Advancement
Vacant, International Student Programs Coordinator
Paul Comfort, Theatre Operations Specialist

## Administration Cont'd

Marketing/Recruitment/College Advancement cont'd
Amy Furman, Graphic Design/M arketing Specialist
Vacant, Grant Development Specialist
Chris Johnson, OCCI Recruiting, Advising and Retention Specialist
Shaun Kohn, Student Life Coordinator/Women's Soccer Coach
Tom Nicholls, Director of Student Recruiting/ Women's Basketball Coach
Marie Simonds, Resource Development and Communications Specialist /Golf Coach
Lela Wells, Admissions/Recruiting Specialist
Jeff Whitey, Director of Housing/Conferencing/ Student Services
Carl Yeh, Assistant Director of Resident Life and Conferencing

## Athletics

John Speasl, Athletic Director, Volleyball Coach
Jennifer Franklin, Fitness Center Supervisor, Head Softball Coach

## Information Technology

Kat Flores, Director of Information Technology, Research and Planning
Sandi Arbuckle, Systems Administrator
Cari Friesen, Associate System Information Specialist Jaymalee Johnson, Application Analyst and Training Specialist
Rocky Lavoie, Systems and Security Specialist Avena Singh, Web System Administrator

## Full-Time Faculty

Christina Alexander, Associate Professor, Anthropology and Sociology
B.A. in Interdisciplinary Studies, 1993;
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Ronald Bell, Associate Professor, Counselor
B.S. in Theatre Arts, 1978;
M.F.A. in Playwriting, 1980, UCLA
M.C. in Counseling Education, 1989, Arizona

State University
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M.S. in Nursing, 1987, University of Portland

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University of Minnesota
Jane Briggs, Associate Professor, Adult Learning Skills Program
B.A. in Elementary Education, 1969, University of Oregon, M.A. in Education, 2000, Oregon State University

Daniel Brouse, Assistant Professor, Biology
B.S. in Biochemistry/Biophysics, 1995

Oregon State University
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Kate Bruner, Visiting Instructor, Journalism
B.A. in English, French, 1974, LaGrange College
M.A. in English, 1975;

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M.Ed in Adult Education, 2000, Western Washington University

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## Full-Time Faculty Cont'd

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Ph.D. in English, 1986, Texas Christian University
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A.S.N. in Nursing, 1973, Grossmont College
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State University
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B.A. in Biblical Studies, 1982, Wheaton College
M.A. in Intercultural Studies, 1985, Reformed Theological Seminary
M.S., M.A. in Physical Education, 1987, Mississippi College Ph.D. in International Business, 2003, Farington University Ph.D. in Business, 2003, UNIP UniverSIdade, Paulista, Brazil

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B.S. in Computer Science, 1988, Marycrest College
M.S. in Computer Science, 1992, Teikyo Marycrest College

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B.A. in English and Chinese, 1993,

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M.S. in Library Science, 1974, Wayne State University

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M.A. in English, 1969, Simmons College
M.A. in Special Education, 1980, St. Mary's College

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R.N., 1975, University of Southern California Medical

Center School of Nursing
B.S. in Nursing, 1982, California State University

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B.S. in Physical Education, 2000, Ohio University
B.S. in Recreation Studies, 2000, Ohio University M.S. in Pedagogy/PE, 2001, University of Wisconsin, Lacrosse

Chris Williamson, Professor, Computer Information Systems
B.A. in Communications, 1975, Washington State

University
M.S. in Computer Science, 1987, East Texas State University

Mark Wilson, Professor, English
B.A. in English, 1976, Northwest Nazarene College
M.A. in English, 1978, Washington State University

Billy Yates, Professor, Computer Information Systems B.S. in Biology, 1972, University of Oregon
M.Ed. in Computers in Education, 1984, St. Martin's College Ph.D. in Curriculum and Instruction, 1988, University of Oregon

## Emeritus

Administrators/Faculty

Dorothy Anacleto
Pat Alvey
John Anderson
Phillip Anderson
Carroll Auvil
Rodger Barber
Hans Boettcher
Bob Bower
Don Burdg
Jack Cabrera
Dortha Chase
Harvey Crim
Barbara Davey
Barbara Dodrill
Nathan Douthit
Steve Erickson
Ben Fawver
Helen Ferguson
Willi Furrer
Dorothy Gillett
Shirley Gitchell
Linda Grosso
Charles Hower
Dennis Hanhi
Thomas Humphrey
John Hunter
Hugh Hoyt
Ken Jensen
Kirk Jones
Raymond Kelley
Beverly Kemper
N. William Lemoine

Bonnie Koreiva

Kay Kronsteiner
Lanny Leslie
Ronald Lilienthal
Sharleen Lillebo
Jim Love
Phyllis Love
Hugh Malafry
Margaret McGuire
William McGuire
Jacqueline McNeill
Robert Miller
Donald Moffitt
Don Neuharth
Jan Newlander
Jean Noland
John Noland
Judith Ocobock
Ron Pullen
Angela Quinn
Clara Radcliffe
Christian Rosman
John Rulifson
Darrell Saxton
Robert Shepard
Jim Shumake
Vernon Sorensen
Jesse Standard
Veneita Stender
Mary Stricker
Carol Vernon
Jean von Schweinitz
Sheila Ward
Terry Weaver


## Maps

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## Index

Ability to Profit Policy 163
About the Area 186
Academic Advising 163
Academic Calendar 4-5
Academic Honors 171-172
Academic Notification 163
Academic Plagiarism and Cheating 164
Accreditation 187
Add/Drop
164
Administration 188-189
Administrative Withdrawal of Students 164
Admissions Policies and Procedures 6
First time students 6
International students 6
Special program admission 6
Transfer students 6
Underage students 6
Adult High School Diploma 179
Adult Learning Skills Program 179
Advanced Placement (Credit by Challenge) 166
Affirmative Action/Equal Opportunity/
Non-discrimination
Apprenticeship Training
Associate of Applied Science Definition 2
Associate of Applied Science
Degree Requirements
43-44
Associate of Applied Science Degrees:
Accounting
Baking and Pastry 81
Childhood Education and Family Studies 60
Computer Information Systems: Software Support67

Corrections Officer Administration ..... 76

Criminal Justice Administration
Law Enforcement ..... 77

Culinary Arts Management Training ..... 80
Fire Science Technology ..... 103
Gerontology ..... 94
Human Services ..... 95
Industrial Technology (Apprenticeship) ..... 99
M anufacturing Technology: Fabrication/Welding Option ..... 98
M arketing ..... 51
Medical Assistant ..... 56
Network Design and Administration ..... 63
Nursing ..... 91
Office Management ..... 52
Small Business Entrepreneurship ..... 54
Substance Abuse ..... 96
Technical Support ..... 70
Turf and Landscape Technology ..... 101
Associate of Arts Oregon Transfer Definition ..... 12
Associate of Arts Oregon Transfer Degree Requirements ..... 15-16
Associate of Arts Oregon Transfer DegreeChecklist

Associate of Arts Oregon Transfer College Transfer Programs20-29
Associate of General Studies Definition ..... 12
Associate of General Studies Requirements ..... 40-41
Associate of General Studies Degree Checklist ..... 42
Associate of Science Definition ..... 12
Associate of Science Degree Requirements ..... 38-39
Associate of Science Emphasis Areas:Athletic Training84
59

| Culinary Arts | 124-126 |
| :---: | :---: |
| Drafting | 126-127 |
| Early Childhood Education | 127 |
| Economics | 128 |
| Education | 128-129 |
| Electronics | 129 |
| Engineering | 129-130 |
| Environmental Technology | 130 |
| Fire Science | 131-132 |
| Foreign Language | 132-133 |
| Forest Resources | 133 |
| General Science | 133 |
| Geography | 133 |
| Geology | 134 |
| Health and First Aid | 134-135 |
| Health Occupations and EMT | 135-136 |
| History | 136 |
| Horticulture | 137 |
| Human Development | 137-138 |
| Human Development and Family Studies | 138 |
| Human Services | 138-140 |
| Humanities | 140 |
| Journalism | 141 |
| Library | 141 |
| Literature | 141-142 |
| M anufacturing Technology | 143 |
| $M$ athematics | 143-146 |
| Music | 146-148 |
| Nursing | 148-150 |
| Office Administration | 150-151 |
| Pharmacy Technician | 151-152 |
| Philosophy | 152 |
| Physical Education | 152-154 |
| Physics | 154 |
| Political Science | 154-155 |
| Psychology | 155 |
| Sociology | 155-156 |
| Speech | 156 |
| Surgical Technology | 156-157 |
| Theatre | 157-158 |
| Welding Technology | 158-160 |
| Women's Studies | 160 |
| Writing | 160-161 |
| Course Load | 166 |
| Course Repeat | 165 |
| Course Numbering (See Types of Credit) | 165 |
| Curry County | 185 |
| Degrees and Certificates | 11-108 |
| Degrees Offered (See M ajor Index) |  |
| Degree Programs: |  |
| Business and Office Occupations | 48-57 |
| Medical Office and Office Occupations |  |
| Childhood Education | 58-61 |
| Computers and Technology: |  |
| Computer Networking | 63-65 |
| Software Support | 66-68 |
| Technical Support | 69-71 |
| Web Development and Administration |  |
|  | 72-73 |
| Criminal Justice Administration | 74-78 |
| Culinary Arts | 79-81 |
| Employment Skills Training | 82 |
| Fitness | 83-85 |
| Health Occupations: |  |
| Allied Health | 86-87 |
| Medical Technical | 88-89 |
| Nursing | 90-91 |


| Human Services 92-96 |  |
| :---: | :---: |
| M anufacturing Technology |  |
| Natural Resources |  |
| Public Safety |  |
| Science |  |
| Disabilities - Services | 183 |
| Distance Education | 9 |
| Drug and Alcohol Free Campus | 166 |
| Emeritus Administration and Faculty | 191 |
| Equal Opportunity Policy | 164 |
| Enrollment Status | 166 |
| Family Center | 181-182 |
| Family Education Rights and Privacy Act (See Student Educational Records) | 174-175 |
| Financial Aid | 166-170 |
| Full-Time Faculty | 189-191 |
| Getting Started | 6-7 |
| Grades Definition and Points | 171 |
| Graduation | 171 |
| Grievance Procedure | 172 |
| High School Relations | 182 |
| Honors in English | 172 |
| International Student Program | 182 |
| Internships | 182 |
| Library | 182 |
| Major Index | 13-14 |
| M andatory Reading | 172 |
| Maps | 192-194 |
| Mission Statement | 1 |
| Orientation to College | 7 |
| Placement Testing | 7 |
| Professional Development Units | 165 |
| Quick Reference Calendar | 3 |
| Refunds | 173 |
| Registration | 6-7 |
| Residency Status for Tuition Purposes | 177 |
| Responsibility for Payment | 172-173 |
| Retired Senior Volunteer Program - RSVP | 182 |
| Southwestern Oregon University Center | 183 |
| Special Events | 183 |
| Statute of Limitations on Degrees and Certificates | 173-174 |
| Student Activities | 183-184 |
| Student Clubs and Organizations | 184 |
| Student Conduct - Rights and Responsibilities 174 |  |
| Student Educational Records | 174-175 |
| Student Housing | 175 |
| Student Identification Number | 175-176 |
| Student Support Services | 184 |
| Supplemental Instruction | 184 |
| Terms for Success | 10 |
| Training Opportunities Definition | 12 |
| Basic Nursing Assistant Training | 87 |
| Perioperative Nursing | 91 |
| Transfer Procedures | 176 |
| Transferring from Other Colleges | 176 |
| Transferring to Other Colleges | 177 |
| Transfer to Eastern Oregon University | 30 |
| Transfer to Linfield College | 31 |
| Transfer to Oregon Institute of Technology | 32 |
| Transfer to Oregon State University | 33 |
| Transfer to Portland State University | 34 |
| Transfer to Southern Oregon University | 35 |
| Transfer to University of Oregon | 36 |
| Transfer to Western Oregon University | 37 |
| Tuition and Fees | 177 |
| Valedictorian - (See Graduation) | 171 |
| Veterans | 177-178 |
|  |  |

Notes

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# SOUTHWESTERN OREGON COMMUNITY COLLEGE 1988 NEWMARK AVE., COOS BAY OR 97420 www.socc.edu 

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## The Catalog

The catalog is published for informational purposes, and every effort is made to ensure accuracy at the time of printing. The provisions in this catalog are not to be regarded as an irrevocable contract between the student and the College. Southwestern reserves the right to change any provision or requirement at any time, including the right to modify the schedule for offering any courses or programs in this publication.
Students are advised to study the Schedule of Classes each term and to check periodically with their advisors, the Student First Stop Center, or WebAdvisor for information not available when this catalog was published.



[^0]:    * Speech courses include SP100, 111, 112, 217, 218, 219.
    ** One course must meet the cultural diversity requirement.
    ***Contact the University Center, Tioga Hall, Room 318, for specific requirements for the Eastern Oregon University on-site Elementary Education program.

[^1]:    * Speech courses include SP100, 111, 112, 217, 218, 219.
    ** One course must meet the cultural diversity requirement.

[^2]:    * Speech courses include SP100, 111, 112, 217, 218, 219.
    ** One course must meet the cultural diversity requirement.

[^3]:    * Speech courses include SP100, 111, 112, 217, 218, 219.

[^4]:    * Speech courses include SP100, 111, 112, 217, 218, 219.
    ** One course must meet the cultural diversity requirement.

[^5]:    * Speech courses include SP100, 111, 112, 217, 218, 219.
    ** One course must meet the cultural diversity requirement.

[^6]:    * Speech courses include SP100, 111, 112, 217, 218, 219.
    ** One course must meet the cultural diversity requirement.

[^7]:    * Students need to take at least 10 courses with at least two from each of these five Areas of Inquiry. The Inquiry Seminar may count among those 10 courses.

[^8]:    Associate of Applied Science in Medical Office Assistant program - See Business and Office Occupations section Medical Clerical Certificate of Completion program - See Business and Office Occupations section Medical Transcription Certificate of Completion program - See Business and Office Occupations section

